

Wilmington Ballet Academy of the Dance Policies and Procedures

Tuition

In signing up for classes at Wilmington Ballet Academy of the Dance, you are making a commitment to attend for the full 36 weeks. We will ensure that a highly qualified instructor will be present to teach your child each week. In return, you agree to pay your tuition on time each quarter. You are making a commitment of nine months for you child and we are providing you the highest quality in professional teaching.

- **First payment**
 - Must be submitted at the time of registration to secure a place in a class.
 - Must be no less than the first installment.
 - May be made with cash, check or Visa/Mastercard.
 - The \$30 registration fee only applies to the first payment.
- **The remaining payments are due no later than:**
 - Second Quarter - November 7, 2011;
 - Third Quarter – January 23, 2012; and
 - Fourth Quarter – March 26, 2012.

Tuition schedule

Classes/week	Tuition/quarter	Classes/week	Tuition/quarter
1	\$144	7	\$630
2	\$270	8	\$720
3	\$378	9	\$810
4	\$468	10	\$900
5	\$540	11	\$990
6	\$594	12	\$1080

If your check is returned or we are unable to process your credit card, you will be charged a \$35.00 fee. Any tuition not received by the 3rd day of the quarter will incur a \$10.00 late fee. Full tuition is expected every quarter regardless of snow days, holidays, illness, or vacations. Students may make-up missed classes by attending any class of the same level or any class of a level lower than their current level of study whenever it is convenient through the end of the quarter. Tuition is non-refundable.

Discounts

If you have two or more students enrolled in Wilmington Ballet tuition is based on the total number of classes taken by all family members.

Attendance and Late Arrival

It is very important for students to be consistent in their class attendance and to be on time.

- **ATTENDANCE**
 - Please make every effort to meet level requirements for attendance.
 - Consistent attendance is required to master curriculum at each level.
 - Instructors will take attendance in each class.

- **LATE ARRIVAL**
 - The first part of class sets the tone and the focus for everything that follows.
 - If a student is not warmed up properly it can be dangerous when attempting the more demanding steps.
 - For that reason a student may be asked to sit and watch class if arriving more than 10 minutes late.
- **ILLNESS & INJURY**
 - While attendance is important, we do not want others infected.
 - Please see *Class Make-up Policy*.
 - Injured dancers are encouraged to come observe class so they are familiar with the curriculum and combinations being taught when they return to class.

Make-up Class Policy

- **MAKE-UP POLICY**
 - Students may make-up missed classes by attending any class of the same level or any class of a level lower than their current level of study.
 - Students may make-up missed classes whenever it is convenient through the end of the quarter.
 - Make-up classes do not need to be scheduled beforehand.
 - Tell the instructor you are there for a make-up class.
 - Class schedules are available the Academy's website.
 - Any missed classes remaining at the end of the quarter are FORFEITED.

Classes

Students may attend only the classes for which they are registered unless it is a make-up. To move up to a new level, students must have approval from the Director after a conference with the student's teacher.

Communication of Information

- Please keep information distributed in this registration, to ensure that you have Academy dates and policies and procedures.
- **Bulletin Boards** – There is a bulletin board at the studio
 - Parents are encouraged to check the bulletin board for current postings.
- **E-mail** – E-mail is used to communicate to parents and students with reminders, helpful information and updates.
 - **It is important that we have a current email address for each family.**
 - If your e-mail address changes during the year please be sure to let us know by emailing wilmingtonballet@yahoo.com.
- **Website** – wilmingtonballet.org is the official website of Wilmington Ballet Academy of the Dance.
 - Up-to-date information about classes and registration may be found on the website.
- **Handouts** – Letters and handouts are occasionally distributed by the teacher at the end of a class.
- **Communications** - Questions about your student's level, attendance concerns, student conferences, or other questions about curriculum or progression through the school should be directed to the Director Jorge Laico at wilmingtonballet@yahoo.com.

Inclement Weather

Wilmington Ballet usually follows the lead of the Public School Districts in its decisions concerning closings due to inclement weather

- An email will be sent if classes are to be cancelled due to inclement weather.
- If classes are not held due to inclement weather students may make up any of those classes during the remainder of that quarter in the same level or a level lower.
- If classes are not canceled but threatening weather conditions make it unsafe for you to drive, please use your discretion and stay home. You may make up any missed class during the remainder of that quarter in the same level or a level lower.

Class Dates and Cancellations

The Wilmington Ballet Academy of the Dance calendar of class dates and holidays is set at the beginning of each school year.

- **HOLIDAYS AND CLOSINGS**
 - Holidays and closings are listed below, posted on the bulletin board, and listed on the website at wilmingtonballet.org.
 - There may be unforeseen circumstances that require Wilmington Ballet to cancel a class or change a class on any given day. Students will be given advance notice if this needs to happen when possible. Refunds are not given for classes not held, but the class ***Make-up Policy*** applies.

First day of classes	September 6, 2011
Thanksgiving Holiday	November 24 - 26, 2011
Christmas Break	December 15* - January 1, 2012
Nutcracker	December 17 and 18, 2011
Easter Break	April 6-15, 2012
Spring Performance	May 19, 2012
Memorial Day	May 28, 2012
Last day of class	June 2, 2012

* Nutcracker rehearsals will be scheduled for the week of December 15th.

Wilmington Ballet Student Policy

The Wilmington Ballet Academy of the Dance does not discriminate on the basis of race, color, sexual orientation, national or ethnic origin.