

VLADIMIR ISSAIEV

SCHOOL OF CLASSICAL BALLET

School Policies

2018-2019

In order to avoid misunderstandings, reading all regulations is a requirement as a pre-requisite to register your child.

Please, read before registering

POLICIES TO BE ACCEPTED BY BOTH
PARENTS AND STUDENT

It is a requirement to sign your approval on the registration form, stating that you have read, you understand and will abide by the literature outlined in this booklet.

Updated May 2018

VLADIMIR ISSAEV SCHOOL OF CLASSICAL BALLET

DRESS CODE

All VISCB students are required to wear appropriate assigned attire to class(es) and will not be allowed to participate in class if attire or hair are not worn correctly.

NO SHORTS or T-SHIRTS ALLOWED in ballet class.

Dance attire and ballet shoes should NEVER be worn outside.

Please, have your child arrive and leave the studio wearing regular shoes and warm-up clothing. (shorts, pants, skirt or similar).

HAIR: Must always be in a neat and secure bun w/hair net, gel and pins.

Children will be asked to leave the class if bun is not secure.

“How to Make a Bun” handouts are available at the front desk and store.

If time permits, store personnel can make your child’s bun for \$10.00.

TIGHTS: Pink Ballet (non-shiny) tights. Always clean and in good condition.

SHOES: Pink canvas split sole ballet shoes w/ laces tucked in and students name inside.

Professional Division students will require sewn ribbons on their shoes.
NO leather shoes.

UNIFORM

STUDENTS DIVISION

Solid color leotard noted below, pink tights, pink canvas ballet slippers

Toddlers

Lilac Leotard – no skirt

Musical Kinder 1 & 2

Pink Leotard – no skirt

Pre-Ballet 1 & 2

Black Leotard – no skirt

Ballet 1 & 2

Black Leotard – no skirt

Youth Ballet

Green Leotard – no skirt

NO JEWELRY, TUTUS, DECORATED LEOTARDS

PROFESSIONAL DIVISION - SELECTED STUDENTS

Solid color leotard noted below, pink tights, pink canvas ballet slippers w/ ribbons

Intermediate 1 and above will require a white rehearsal tutu for pointe and / or variation class.

Vaganova 1

White Leotard – attached skirt

Vaganova 2

Light Blue Leotard – attached skirt

Vaganova 3

Royal Blue Leotard – no skirt

Vaganova 4

Burgundy Leotard – no skirt

Vaganova 5 and up

Black Leotard – black skirt allowed

Boys

White Tank, black or gray tights, white socks,

Black or white canvas ballet slippers.

ADDITIONAL CLASSES

Character

Uniform, Black chiffon skirt, black character shoes

Flamenco

Black leotard, pink tights, Hair in a bun

Black Flamenco skirt, Black Flamenco shoes.

Hip Hop

School T-Shirt, Black school leggings,

black hip hop or tennis shoes

Modern/Contemporary

School T-shirt, black school leggings, black dance socks

FOR ALL CLASSES HAIR MUST BE IN A BUN - NO SHORTS OR T-SHIRTS ALLOWED

TUITION AND PAYMENTS

- All fees and payments are non-refundable under any circumstances. There are no refunds or pro-rated tuition for missed classes, personal holidays, vacations, or cancelled classes due to any act of God (a natural hazard outside human control, such as a hurricane, floods, earthquake or tsunami, or other natural disasters for which no person can be held responsible) or any acts of terrorism or for any tuition paid in advanced.
- Tuition payments are monthly, (regardless of the length of the month). Tuition is not based in the amount of classes.
- Tuition is due on the 1st of every month and is late by the 5th of every month. There is a \$20 late fee for every week tuition is late added to your account after the 5th.
- If you cannot make your tuition payment in the time allotted for whatever reason, contact the school office immediately.
- We accept these types of payment: Cash, Check, VISA, MASTER CARD, Discover ONLY – **Sorry, No AMERICAN EXPRESS**
- Medical documentation is required in order to waive tuition in case of injury. Injured Professional Division students are expected to attend and observe class in full uniform. Medical clearance from the doctor will be necessary to come back to class after a major injury.
- Registration fee and first month tuition is due at time of registration.
- Automatic Payment Services are highly recommended. Charges will be made on the 1st of the month.
- May full tuition & June half tuition are combined and must be paid the first of May, regardless if child is taking June classes or not.
- August tuition is 75% of the value of the month.
- Students with past due tuitions, will be unable to take class. They will be asked to sit and observe the class.
- Students still have to pay full tuition if they miss a month as his/her space is being honored.
- After tuition is more than 10 days late, checks will not be accepted. Only credit cards or cash.
- All unpaid monies will be sent to a collection agency.
- Tuition and fees are **NOT** tax deductible.

TUITION & FEES

Tuition is due on the first of: Sept., Oct., Nov., Dec., Jan., Feb., Mar., Apr. & May

Tuition amount will be calculated at time of registration.

Automatic Payments will be processed on the first of each month. Charges are subject to a Declined Fee if such is the case.

May full tuition & June half tuition are combined and must be paid the first of May, regardless if child is taking June classes or not. NO EXCEPTIONS.

Payments should be made during administrative hours: Monday through Friday from 11 am to 6:00 pm and Saturdays between 9 am and 2 pm. No payments will be accepted after administrative hours.

Payments are also accepted over the phone or by sending a check via regular mail.

Checks must be made to ADA.

TUITION AND FEES ARE NON REFUNDABLE

Registration Fee - at time of registration -	\$40.00
Automatic Payment Service Fee	\$3.00 to \$5.00
Phone Payment Service Fee	\$3.00
Late Tuition Payment Fee	\$20.00 for every week tuition is late.

NOTE: Charges will be automatically made between the 6th and the 8th of the month if tuition is not paid on time. Declined and fee will be applied if unable to make charges.

June Performance Fee	DUE OCTOBER 1st	\$100.00
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and \$50.00 additional per sibling performing.

This fee is charged October 1 for all students in Musical Kinder 1 and above.

Costume Fee	DUE NOVEMBER 1st	\$80.00 - \$100 per costume
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Depending on the level

This fee is charged November 1 for all students in Musical Kinder 1 and above.

Toddlers Costume Fee	DUE NOVEMBER 1st	\$45.00
Late Pick-Up Fee		\$20.00 for every 10 mins.
Check Returned Fee		\$40.00
Declined Credit Card Fee		\$15.00
Costume Fee Late Charge		\$15.00 to \$25.00 depending on date

STUDENT WILL NOT BE ALLOWED IN CLASS IF TUITION IS NOT PAID BY THE 5TH.

STUDIO AND ETTIQUETTE

REGISTRATION

School registration can only be done by a parent or legal guardian. Nannies, grandparents, or siblings will be unable to register a child. For student division, a copy of your child's birth certificate must be brought at the time of registration to verify age.

ARRIVAL POLICIES

Students should arrive 10 to 15 mins prior to their class in their warm-ups over their ballet clothes and shoes. All students must sign-in at the front desk. Parents of Toddlers and Musical Kinder students must sign in their children at the front desk each day they come to class. Both parent and student must know the student's level. Patiently wait for your child's teacher to call and line up their class by the reception area. Signing in as attendance control will be taken into consideration for evaluations.

CELL PHONES

No cell phone usage is allowed in the school area. Calls can be taken outside. No cell phones or electronic devices are allowed in the classroom. We are not responsible for any lost or stolen items.

DRESSING ROOMS

VISCB offers dressing rooms for both women and men in the professional division only. Student Division students should already come dressed for class. Parents will not be allowed to use the dressing rooms to change the children. This is to respect the privacy of older children using the dressing room. **Young students must come in ready for class.**

COMMUNICATION

Please update all student information regularly. Information will be sent via e-mail only. Make sure your e-mail is always up-to-date. Our teachers have busy schedules. If a parent wishes to communicate with a teacher they must request an appointment by the front desk or via email. Calling ahead of time is always preferred.

COMMUNITY SERVICE HOURS- HIGH SCHOOL STUDENTS

Community Service hours will only be accepted when students volunteer for Arts Ballet Theatre of Florida. Students must keep track of their hours. When a letter of volunteered work recognition is needed, the request must be made by e-mail. Including: Name and address of school, number of hours completed.

CONDUCT

Students, parents and guardians are expected to behave in a disciplined and responsible manner, with respect to all instructors, staff and fellow students. VISCB reserves the right to suspend or dismiss any individual (student or their parents/guardians) whose conduct, or attitude is found to be unsatisfactory or expresses poorly about other students, parents, teachers or any member of the staff or the school in general.

Students in the Professional Division should greet and bow to their instructors and pianists at the start and end of each class.

Parents may not bring students into the classroom. Parents / Visitors are not allowed inside the classrooms, bathrooms, or in teaching area. They should be dropped off at the reception area and the teacher will come to pick them up right before the class starts. Late comers must be signed in and wait until a teacher assistant or the receptionist has a moment to bring them into the classroom. Students will not be allowed in class if arriving more than 5 minutes after the class has started to avoid interruptions and due to respect to the teacher and for the ones arriving on time. Teacher will release younger students by the reception area after each class.

CORRECTIONS

Students will constantly be receiving corrections from the teachers. During class, the teacher might physically manipulate the students during class in order to obtain better results. **If you do not agree with this, please do not register your child in this school.**

EVALUATIONS

Students will be evaluated twice a year during open classes. Final student placement is at the sole discretion of the Artistic Director. Attendance will be taken into consideration for evaluations. Not signing in will be considered a non-excused absentee.

RESTROOMS

Bathrooms are for VISCB Students ONLY! To keep high sanitary standards and for the safety of the minors, parents and siblings are not allowed to use our bathrooms.

FOOD AND DRINK

Absolutely no food or drinks (with exception of water) are allowed in the studios. We sell a variety of snacks in the front desk area as a fundraiser. Snacks can only be purchased after a child's class not before.

ATTENDANCE POLICIES

- Attendance will be taken under consideration for further placement of the child, roles in performances and evaluations. Missing classes or rehearsal will jeopardize the place of the student in the dance.
- Punctuality is a must! Students are expected to arrive 15 mins before class to warm up their muscles and avoid injuries.
- Immediately upon arrival students must sign in and are expected to attend all classes as scheduled.
- No student will be allowed in class 5 minutes after it has begun. This will be strictly enforced. We do not want a student to attain an injury. Late arrival students will not be as warmed up as the rest of the class. That is a very easy way to get injured.
- Parents are NOT allowed to walk their child into the classrooms. If you arrive after the class has gone inside you will have to wait for a VISCB staff member to take your child to the class.
- There are no make-up classes. If a student misses their class they will be unable to make it up and tuition pro-rations will NOT be made. Each class has a specific number of students. We are proud of maintaining class integrity.
- For safety reasons, it is just as vital to pick-up your child on time after class as it is for them to arrive on time to class. There is a late-pick up fee of \$20.00 for every 10 mins you are late.
- Students may not use class time to engage in other activities such as homework or using their cells.

WITHDRAWAL POLICIES

All withdrawals must be done in writing; either a hand written letter or an e-mail to: school@classicalballetschool.com specifying the students name and reason for withdrawal. All withdrawals must be received 7 days before the 1st of the upcoming month. Students whose letter is received after the 1st of the month will be responsible for that month's tuition regardless of attendance or not. Parents will be financially responsible for their child's tuition until withdrawal letter is received. The school is honoring your child's spot in the class until notified otherwise.

We greatly appreciate your suggestions and welcome the opportunity to discuss your child's progress or problems at any time. If you have any complaints or disagreements during the school year, we would really appreciate you contacting us before making any comments to an unauthorized person. You can always contact the school by calling: 305.948.4777
school@classicalballetschool.com www.classicalballetschool.com

PERFORMANCES AND JUNE RECITAL

VISCB students are offered many performance opportunities throughout the year.

- Students are expected to participate in the June Recital as part of their training.
- Students who register after January will be able to participate upon approval of the teachers.
- Students are expected to attend all regular classes. 3 missed classes may result in removal from final performance.
- Additional rehearsals will be necessary and students will be required to attend all rehearsals.

SCHOOL RECITAL WILL TAKE PLACE JUNE 9, 2019 - PLEASE SAVE THE DATE

PARENTS AND STUDENTS ARE TO OBSERVE RULES AND REGULATIONS FOR RECITAL, failure to this will be subject to dismissal from the school for the following years. As a courtesy, the June Performance Fee (\$100.00 non-refundable) will allow you to receive:

- 1 Program Book – a printed copy and an online copy.
- 1 Recital Video – ONLY online downloadable copies with a code.
- 1 Group Picture and sitting fee for group picture – ELECTRONIC FILE ONLY.

All **Professional Division** students are expected to perform in some or all of the ABTF's programs. A \$100.00 performance fee is required for each production. Please, do not confuse the ABTF Performance fee with the School June Performance Fee. If participating in the Nutcracker, both fees are due October 1st. **ABTF COMPANY PERFORMANCE DATES** (*Subject to change*)

Program 1	Aventura Arts & Cultural Center Broward Center	Oct. 6 & 7, 2018 Oct. 13, 2018
NUTCRACKER	Aventura Arts & Cultural Center Parker Playhouse	December 6 – 9, 2018 December 13 – 16, 2018
Program 3	Aventura Arts & Cultural Center Broward Center	March 2 & 3, 2019 March 9 & 10, 2019
Program 4	Aventura Arts & Cultural Center Broward Center	April 27, 2019 April 28, 2019

STUDENTS CALENDAR

VISCB follows the same holiday schedule as Dade County Public Schools with the exception of legal holidays that fall on Monday's. A copy of our full calendar can be found on our website: www.classicalballetschool.com - *calendar is subject to change*. Changes in the calendar or class schedule if any, will be announced via email. There are no make-up classes.

Below are important dates you should familiarize yourself with:

First day of classes Monday, August 13, 2018

Thanksgiving Break Thursday, November 22 thru Sunday, November 25, 2018

Winter Break Saturday, December 22, 2018 thru Sunday, January 6, 2019

Spring Break Sunday, March 24 thru Sunday, March 31, 2019

Toddlers Recital (In Studio) Sunday, June 2, 2019

June MANDATORY REHEARSAL for the Recital (At Theater) Wednesday, June 5, 2019

June Recital (At Theater) Sunday, June 9, 2019

Last day of classes Saturday, June 8, 2019

Summer Camp Monday, June 10 thru Friday, June 29, 2019

Summer Intensive Monday, July 1 thru Saturday, July 27, 2019

Allegro Dancewear

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Vladimir Issaev School of Classical Ballet

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