Ballet Caliente
Classical School of Dance

# Dance Handbook

# 2021-2022

Ballet Caliente
Classical School of Dance

Dear Ballet Caliente Parents and Students,

Thank you for registering and welcome to Ballet Caliente Classical School of Dance!
We are committed to bringing your child the highest quality dance instruction in a nurturing environment. As well as teaching dance as a performance art form, our staff will ensure your child learns proper technique with careful consideration of body alignment and injury prevention. Enclosed you will find the answers to the most frequently asked questions about Ballet Caliente.
As the foundation for all dance forms, classical ballet training is an expression requiring self-discipline, dedication, determination, devotion, and years of practice. We provide focus on the fundamental skills that enable superior performance in Ballet, Jazz, Modern and Tap.
Welcome to the Ballet Caliente Family!

Dancingly,
Sheryl-Marie Dunaway

**CONTACT INFORMATION**
www.balletcaliente.com

| | | | |
|---|---|---|---|
| **Director** | Sheryl-Marie Dunaway | director@balletcaliente.com | (301) 862-0038 |
| **Patron Services** | Barbara Hanks | patronservices@balletcaliente.com | (301) 904-6771 |
| **School Manager** | Katrina Okoniewski | schoolmanager@balletcaliente.com | (304) 579-9557 |
| **Bookkeeper** | Karen Breslauer | billing@balletcaliente.com | (301) 475-1666 |

**Mailing address for Web Bill Pay, automatic bank drafts or other mailed payments:**

Ballet Caliente
P.O. Box 918
Hollywood, MD 20636

**Physical Address:**

Ballet Caliente
44727 St. Andrew's Church Rd., Suite A,
California, MD 20619

**2** Registration Opens (Current PreBallet-B4 Students)
**16** Registration Opens (B5-Studio Company Students)
**2-6** Summer Intensive 1
**9-13** Summer Intensive 2
**7** End of Summer Dance
**14** Open House 1:00pm-3:00pm
**30** New Parent Night 6:00-7:00pm

AUGUST 2021

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

SEPTEMBER 2021

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**6** Labor Day
**7** Classes Begin
**13** Fall Logowear Order Deadline

**16** Fall Workshops TBA

OCTOBER 2021

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| 31 | | | | | | |

NOVEMBER 2021

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| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

**1** Costume Fees Invoiced
**11** NO CLASSES - Veterans Day
**24-28** NO CLASSES – Thanksgiving Break

**1** Costume Fees Due
**6-18** Costume Measurements taken by Class Moms
**20-31** NO CLASSES - Christmas Break

DECEMBER 2021

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JANUARY 2022

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| 30 | 31 | | | | | |

**1-2** NO CLASSES – Christmas Break
**3** Classes Resume
**4** Culminating Event Fees Invoiced
**17** NO CLASSES - M.L.K Day
**22** Winter Workshops TBA

**15** Culminating Event Fees Due, $30 late fee after this date
**21** NO CLASSES – Presidents' Day

FEBRUARY 2022

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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | | | | | |

MARCH 2022

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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

**5** Performance Rehearsals for "Specials" begin

**4-9 Costume Distribution Week**
**7 Recital Ticket Sales Open**
**14-20 NO CLASSES – Spring Break**
**21 Classes Resume**

APRIL 2022

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MAY 2022

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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

**1 Final Tuition Installment Due**
**7 NO CLASSES - RECITALS**
Time & Location TBA
(Pre/Prim/B1/J1/Tap A)
**10 Performance Ticket Sales Open**
**16** Last Day Pre/Prim/B1 classes
**29-31** NO CLASSES - Memorial Day

**3** Last Day B2-SC classes
**6-9 Performance Week**
(B2-SC & Supernumeraries)
**6-8** 4:00-8:00pm @ Ballet Caliente
**9** 4:00-8:00 pm Dress Rehearsal @ Ballet Caliente
**10, 11** Performances 6:30pm
**20** Summer Dance Begins

JUNE 2022

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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
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JULY 2022

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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

**4-9** NO CLASSES- Independence Day

# UNIFORM REQUIREMENTS

*Students are required to be in uniform by **October 1st***

## BALLET

***Girls:***

Pre-Ballet, Primary Ballet, Ballet 1 & 2- Recommended Leotard Style: Capezio CC201C Tank
Ballet 3, Ballet 4, Ballet 5, Studio Co – Recommended Leotard Style: Capezio CC101

**Leotard Colors:**

| | | |
|---|---|---|
| Pre-Ballet – Light Pink | Ballet 2 – Hunter Green | Ballet 5– Black |
| Primary Ballet – Light Pink | Ballet 3 – Navy Blue | Studio Co – Black |
| Ballet 1 – Light Blue | Ballet 4 – Burgundy | |

- *Class Uniform is REQUIRED for all classes and rehearsals.*
- *Skirt Day (optional) is the **first week of every month.***
- *Female dancers DO NOT wear panties. If necessary, purchase specific dance undergarments.*
- *Dance sweaters and legwarmers allowed for warm-up only.*
- *T-shirts, sweatpants, plastic pants, gym shorts, and baggy or loose-fitting items are **not permitted**.*
- *Only small stud earrings allowed. No necklaces, bracelets, or watches.*
- *Dance Bag required.*

**Tights:** A soft shade of pink footed or convertible/transitional* – No footless or stirrup tights allowed. **Required for pointe*.

**Ballet Slippers:** Pink Ballet Slipper or split sole slipper (canvas preferred) – No Target or Walmart brands

**Pointe Shoes:** Fitting is dancer specific; please check with instructor for more information

***Boys:***

White T-shirt with Black men's tights or leggings, white socks, dance belt (athletic supporter)
Black or white Split Sole Ballet Slippers

## JAZZ

**Pants**: Black jazz pant, with shaped waistband and a boot cut or black jazz shorts. Any brand.

**Shoes:** Girls - Tan Split Sole Jazz slip-on shoe, no laces**.** LEOS OR CAPEZIO brand not allowed.
(For performance, black BLOCH oxfords or character shoes may be necessary)
Boys - Black **(Bloch brand only)** Split Sole Jazz slip-on shoe**.**

## MODERN

Modern students wear their **colored class leotards** with footless, transitional, or stirrup tights in pink, beige or black. Students dance barefooted in Modern.

## TAP

Students wear their **colored class leotards** and tights with tap shoes:

- Capezio Shuffle Tap Shoe- Caramel Color- Tap A
- Capezio Flex Master Tap Shoe- Caramel Color- Tap B
- So Danca Tiffany 2" heeled Tap Shoe- Caramel- Tap C

**Where to Purchase:**

In Motion Dance Shoppe www.inmotiondanceshoppe.com 301-882-8683
Capezio Online: capeziostore.com
Discount Dance Supply: www.discountdance.com or 1-800-328-7107
Leotard Swap: The Swap will take place during orientation week and periodically during the year.

# STUDIO POLICIES

**General:**

INCLUDES DANCERS, PARENTS AND SIBLINGS OF DANCERS - for safety, the following are **NOT** permitted:

- Dancers under 12 years old are NOT ALLOWED on the balcony without adult supervision.
- DO NOT sit or stand on the reception desk.
- Elevators are reserved for handicapped, elderly and strollers/car seats.
- Dancers are NOT ALLOWED in the studios without Instructors' permission.
- **NO STREET SHOES ALLOWED ON THE DANCE FLOOR AT ANYTIME**
- Gum chewing
- Hanging or climbing on the barres
- Touching the mirrors or school equipment
- Touching, knocking, banging on glass panes of studio doors
- Running, horse-playing or loud talking
- Food or drink (water in a water bottle is permitted)
- Photography or videotaping of classes, rehearsals or performances
- **WAITING IN THE RECEPTION AREA IS NOT PERMITTED. YOUR COOPERATION IS APPRECIATED.**

**Personal photography:**

We understand the desire to photograph your children doing what they love! Yet, allowing parents into the classroom is disruptive and is not permitted. Further, an image may be captured that is unflattering or of another student or teacher without permission. However, should you wish, you can arrange for a private lesson session and photograph your child and/or other students. Due to insurance guidelines, a teacher must be present. Please contact schoolmanager@balletcaliente.com for private lesson arrangements.

**Attendance and Absence:**

- Dancers should attend class when injured; however, not when ill or contagious. We respectfully request a written note or email 24 hours prior to class from a parent or guardian to sit out.
- Absences from class resulting from illness, injury, or vacation are excused. *Please make up missed classes within one month of the missed class when possible.* All makeups must be done in the session in which the classes were missed.
- *NEW* **You can schedule absences and makeups right from your Parent Portal.**
    - Your dancer may make up classes in a lower level **without** instructor permission. **Director's** permission is **REQUIRED** to make-up in a higher-level class.
    - Jazz, Modern, or INT/Open technique classes may be substituted for ballet classes and vice versa.
- There is no tuition reimbursement for absences. Absence due to a long-term illness or injury may allow a suspension of tuition payments but does not ensure that a space will be available upon the dancer's return.

**Arrival and Dismissal:**

- *Dancers must wear street shoes and clothes or cover-ups over leotards when coming to class. DO NOT WEAR DANCE SHOES OUTSIDE OF THE STUDIO.*
- Dancers should arrive 10 minutes prior to class **fully dressed** in uniform **with hair placed securely** or in a bun.
- DANCERS ONLY Dressing Room: As dancers use this area to prepare for class, we request **all others refrain from entering this area.** A restroom is available for patrons next to Studio B.
- Please have younger dancers use the restroom prior to class.
- If your dancer needs to leave class early, please notify the instructor in writing before class.
- Be prompt when picking-up your child from all classes and rehearsals.
- An adult should escort young students in and out of the studio. Older dancers should wait **inside the building** until they see their ride.
- Students should **not** leave the building if they are unable to locate their ride. They should **return** to the dance studio, notify the instructor, and then wait in the studio.
- Please use caution in the parking lot.

# TUITION & PAYMENT

**Payment Information:**
Our preferred method of payment is by automatic eCheck withdrawal. To participate, please complete the bank account information section in the 'My Account' tab of your online Ballet Caliente account. We also accept checks and cash at the studio during business hours. Payments are due prior to the start of classes. To keep our costs lower for our patrons, we do not accept credit cards.

**Enrollment:**
Ballet Caliente operates under an ***ANNUAL*** enrollment agreement. Our dance year is from September through the end of year culminating events, either the recital (May) or performance (June). All class slots are reserved for students participating in the entire dance year.

- Students who join during the year will pay on a prorated basis.

**Withdrawal:**
Students who withdraw during the year are refunded on a prorated basis, less any discount, from the end of the month in which Ballet Caliente is notified of the withdrawal. Withdrawal notifications should be sent to schoolmanager@balletcaliente.com.

**Tuition Policies**

- Students with past due accounts or balances after May 1st will not be issued costumes, or may not be allowed to participate in the recital and/or performance.
- A $30 late order fee applies to all costume fees not received by December 1st.
- A returned check fee of $30 is assessed for all returned checks.
- If a check is returned, the patron is notified and must settle the account within 30 days or the student will be suspended from class until the account is settled.

**Payment Options:**
Patrons have three payment options; 9-installment Autopay, 9-installment regular, or a Yearly Payment of the entire years' tuition.

1. **AutoPay 9-Installment:**
    a. Your first installment is due upon registration.
    b. You must complete the ePayment section of your account information.
    c. Subsequent installments with be automatically withdrawn on the 1st business day of the month from October through May.
    d. If your AutoPayment is rejected you must provide updated information within 7 days.
2. **Regular 9-Installment Patrons (not participating in electronic AutoPay)**
    a. Your first installment is due upon registration.
    b. Subsequent installments are due **the first of each month** from October through May.
    c. We extend a grace period until the end of the first full week of the payment month to allow for payments submitted during class time. Payments should be placed in the tuition slot or mailed to **Ballet Caliente, PO Box 918, Hollywood, MD 20636.**
    d. Final installments must be received by May 1st, no grace period.
    e. Failure to receive reminders or statements does not excuse late payment.
    f. If payment is not received by the end of the second full week of the payment month, a late payment-processing fee of $30 is assessed and a reminder provided.
    g. If payment is not received by the end of the month, a full statement is provided as a second reminder.
    h. A third reminder via telephone call is provided after the statement is sent. If payment is not received by the end of that month, the student will be SUSPENDED FROM THE CLASS until the account is settled.

# FEES

## Annual Fees

Upon registration, each student is assessed an *Annual Registration & Insurance Fee* ***This fee is non-refundable***.

- **$30** *(Aug 1st-Aug 20th)*
- **$40** *(Aug 21st-Jan 31st)*
- **$20** *(Feb 1st -July 31st).*

**Culminating Event Fees** are billed in January and due February 15th. *This fee is non-refundable after February 15th.*

- **$100** Performance Fee for first dancer in all levels
  (Includes DVD, T-Shirt, & Staff Compensation for Rehearsals)
- **$80** Subsequent dancers in each show
  (Includes T-Shirt, & Staff Compensation for Rehearsals)

**Non-Refundable ADDITIONAL COSTS** (Not billed at registration):

1. $65-85 per Costume Fee for **each class** costume invoiced in November. Payment due by December 1st.
2. Special cast assignment choreography, rehearsal and costume fees **due upon acceptance of roles**
3. Extra cast assignment choreography and rehearsal fees **due upon acceptance of roles**.

***Costume Fees***

Costumes for our performance and recital are special orders. Your dancer will be measured during class beginning November 1st. Costume Distribution week is listed on our school year calendar on page 3. Each class performs a different role, therefore requires a different costume. If your dancer is enrolled in more than one class, they pay more than one costume fee (i.e. one fee for a Ballet costume, one fee for a Jazz costume and one fee for a Pointe costume, etc). ***Once a costume for your dancer has been ordered, these fees are not refundable and costumes cannot be exchanged.***

***Special & Extra Cast Assignment Fees***

Applicable to students asked to participate in a "special" or as an "extra" (in addition to their class dances) and *payment* ***is due at acceptance***. Fee amount depends on the number of dancers in the piece. Fees cover choreography and rehearsals. Additional costume or costume rental fees may be required. ***These fees are not refundable.***

**OPTIONAL PERFORMANCE/RECITAL COSTS** (Subject to change):

1. Additional shirts
2. Additional DVDs
3. Flower bouquets

*These optional items can be purchased in our website shop.*

***Registration, Insurance, Tuition, Costume and Performance fees are non-refundable.***

## COMMUNICATION

Our primary form of communication with patrons is through email and our website. The studio phone is for voicemail only and not checked every day.

- E-mail: Be sure both the studio and your class mom have your correct e-mail address.
- Check our website at www.balletcaliente.com.
- Access your family's parent portal for account transactions, to register and to update contact information.
- Check the bulletin board in the lobby at each class for any updates/reminders.
- We ask that parents please refrain from asking the instructors questions in-between classes so as not to infringe on the next class.

**Cancellation of Classes:**
Inclement weather cancellations are usually made one hour prior for morning/early afternoon classes and by 2:00 pm for afternoon classes beginning after 3:30 pm. We **DO NOT** follow the SMCPS weather cancellations, so please check the website www.balletcaliente.com or call (301) 862-0038. If conditions at your location do not permit you to drive, your dancer may attend a make-up class.

**Lost and Found:**

- **Label ALL belongings**. Label dance shoes on the inside ONLY as writing on the bottom of shoes can be seen from the audience during performance.
- Lost and found items are held in the basket located in the dancer dressing room.
- Although Ballet Caliente is not responsible for high value items brought to the studio by dancers; any jewelry, electronics and other high value items found will be kept in Mrs. Dunaway's office.
- The lost and found bin will be emptied 3-4 times per year so be sure to check it often.

**Emergency Crisis Plans:**
Ballet Caliente is committed to the safety of your children. We have several crisis plans in place and our staff has had training in the appropriate action. Due to the sensitive nature of this issue, these plans will not be shared with anyone other than staff members. Should it be needed, our Reunification Site will be announced on our website.

Ballet Caliente has installed a new Platinum Series Air Purification System with ACTIVE Particle Control.

**Questions:** After checking the website and handbook, please contact us as follows:

## ADMINISTRATIVE STAFF

| | | | |
|---|---|---|---|
| **Patron Services** | Barbara Hanks | patronservices@balletcaliente.com | (301) 904-6771 |
| **School Manager** | Katrina Okoniewski | schoolmanager@balletcaliente.com | (304) 579-9557 |
| **Bookkeeper** | Karen Breslauer | billing@balletcaliente.com | (301) 475-1666 |

If you have any questions regarding your account please login to the web portal to view your account balance and transaction history or contact our bookkeeper.