



Dance Handbook

2022-2023



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, Contemporary 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
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

SY2022-2023 CALENDAR

AUGUST 2022						
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			

1 Open Registration (Returning Students)
8 Open Registration (New Students)
8-12 Summer Intensive 2
13 Open House 12pm-3pm
20 End of Summer Dance

SEPTEMBER 2022						
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	

1 Parent Orientation-6pm-7pm
5 Labor Day
6 Classes Begin

OCTOBER 2022						
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					

1 Nutcracker Auditions
8 Nut Participation Forms Due
15 Nutcracker Rehearsals Begin

NOVEMBER 2022						
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			

1 Costume Fees Invoiced
11 NO CLASSES - Veterans Day
22-27 NO CLASSES – Thanksgiving Break

DECEMBER 2022						
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

1 Costume Fees Due
2 **NO CLASSES- Nutcracker Performance**
3 **Nutcracker Performance**
5-17 Costume Measurements taken by School Manager
20-31 NO CLASSES - Christmas Break

JANUARY 2023						
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				

1 NO CLASSES – Christmas Break
2 Classes Resume
3 Culminating Event Fees Invoiced
16 NO CLASSES - M.L.K Day

FEBRUARY 2023						
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				

4 **SC Rehearsals Begin**
15 Culminating Event Fees Due
20 NO CLASSES – Presidents’ Day

MARCH 2023						
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	

4 Performance Rehearsals for “Specials” begin

APRIL 2023						
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						

6-12 **NO CLASSES—Spring Break**
13 **Classes Resume**
13 **Recital Ticket Sales Open**
17-22 **Costume Distribution Week**

MAY 2023						
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			

1 **Final Tuition Installment Due**
9 **Performance Ticket Sales Open**
12 Last Day Pre/Prim/B1 classes
13 **NO CLASSES—RECITAL**
 —more information TBA.
27-29 NO CLASSES - Memorial Day

JUNE 2023						
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	

2 Last Day B2-SC classes
5-10 **Performance Week**
 (B2-SC & Supernumeraries)
5-7 4:00-8:00pm @ Ballet Caliente
8 5:00-8:00 pm Dress Rehearsal @ GMHS
9, 10 Performances 6:30pm @ GMHS

JULY 2023						
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					

4 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.*

NEW! In addition to the class uniform, Studio Company dancers must purchase the “Allison” style leotard in “Vampire Red” from [Elevé Dancerwear](#) and the Weissman Mock-Neck Sleeveless Leotard in White. “Poppy” leotards from [LuckyLeo](#) are also optional for Studio Company. “Poppy” leotards from [LuckyLeo](#) are also required for Junior Company.

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

Students wear their **colored class leotards** and tights.

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.

(For performance, black BLOCH oxfords or character shoes may be necessary)

Boys - Black (**Bloch brand only**) Split Sole Jazz slip-on shoe.

MODERN/CONTEMPORARY

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- Level A
- Capezio Flex Master Tap Shoe- Caramel Color- Tap B
- So Danca Tiffany 2” heeled Tap Shoe- Caramel- Tap 5 and Studio Company

Where to Purchase:

In Motion Dance Shoppe www.inmotiondanceshoppe.com 301-882-8683

Capezio Online: capeziostore.com

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:

Photography during class is not allowed. 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, you can arrange for a private lesson session and photograph your child. Due to insurance guidelines, a teacher must be present. Contact schoolmanager@balletcaliente.com for more information.

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, within the same session.*
- **You can schedule absences and makeups right from your JackRabbit 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, Contemporary, or Tap 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.**
- 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, Annual Fees, Payment Options and Policies

REGISTRATION

Ballet Caliente operates under an ANNUAL enrollment agreement. 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.

Ballet Caliente's Tuition Schedule has a built-in multi-hour discount structure. The more classes you take, the more you save. Families with more than one dancer will see multi-hour discount reflected on their statement.

ANNUAL FEES

Upon registration, each student is assessed an Annual Registration & Insurance Fee.

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

CULMINATING EVENT FEES are due February 15th.

- **\$100** Recital Fee (Dancers in PreBallet-Ballet 1 Classes)
- **\$150** Performance Fee (Dancers in Ballet 2-Studio Company)
- **\$80** Subsequent dancers (Siblings)

ADDITIONAL COSTS

(Not billed at registration):

1. \$65-95 **COSTUME FEE** for **each class** costume invoiced in November and payment due by December 1st.
2. "Specials" & "Supernumerary" choreography, rehearsal and costume fees **due upon acceptance of roles.**

OPTIONAL PERFORMANCE/RECITAL COSTS

(Subject to change):

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

These optional items can be purchased in our website [shop](#).

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.

ANNUAL TUITION can be paid in full or in 9-Monthly Installments.

Patrons must choose either AutoPay or Regular installment outlined below:

AutoPay 9-Installment Patrons (Recommended):

1. Your first installment is due upon registration.
2. In your JackRabbit Portal, Select "Billing & Payments"
 - a. Enter Bank Account Information in "Saved Payment Methods" section.
 - b. Select Membership Type "AutoPay 9-Installments"
 - c. Select ePayment Schedule "1st of the Month"
3. Subsequent installments will be automatically withdrawn on the 1st business day of the month from October through May.
4. If your AutoPayment is rejected, you must provide updated information within 7 days.

Please note: All fees associated with the account will be deducted at time of payment.

Regular 9-Installment Patrons:

1. Your first installment is due upon registration.
2. In your JackRabbit Portal, Select "Billing & Payments"
 - a. Select Membership Type "Regular 9-Installments"
3. Subsequent installments are due the 1st business day of each month from October through May. *We extend a grace period until the end of the first full week of the payment month.*
4. Payments should be placed in the tuition slot or mailed to **Ballet Caliente, PO Box 918 Hollywood MD, 20636. **New mailing address***

Tuition Policies

1. Students with past due accounts or balances after May 1st will not be allowed to participate in the Recital and/or Performance.
2. A \$30 late order fee applies to all costume fees not received by December 1st.
3. A returned check fee of \$30 is assessed for all returned checks.
4. 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.
5. Final installments must be received by May 1st, **no grace period.**
6. Failure to receive reminders or statements does not excuse late payment.
7. 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.
8. If payment is not received by the end of the month, a full statement is provided as a second reminder.
9. 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.

Registration, Insurance, Costume, & Culminating Event 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:

Incident 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

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](#).