

STUDIO POLICIES

We ask that all parents/caregivers read through the document below with your student/dancer. Understanding why the school enforces the following policies helps to reduce misunderstandings and assists in providing the best opportunity for the focused training we seek to provide. We ask each family to sign and return this form to the studio in order to complete your registration. We understand that there are instances that require further discussion, and we are happy to address any concerns. **Please print and sign Page 4 and return it to the studio or submit via email to complete your registration. Registration is not considered complete until this form is reviewed and received. Students may be asked to sit out classes if this form has not been returned by September 22nd, 2024.**

PARENT/DANCER RESPONSIBILITIES

The Ballet School of Kingston prides itself on providing a mutually respectful learning and performing environment. We ask that parents help their children understand the importance of our policies and the value we place on mutual respect, tradition, focus and an appreciation for the privilege we have to work and learn together. Parents are also asked to respect the value we place on these principals.

Both parents and students are asked to conduct themselves respectfully while at BSK classes, rehearsals, performances, etc. If a child or family member shows a pattern of inappropriate behavior during the school year, they may not be allowed to attend BSK functions including performances.

Students are expected to treat each other, the faculty and the studio space with respect and kindness. Faculty/Staff are expected to do the same in return. We do not tolerate unkind behavior and have a zero-tolerance policy for students who engage in behavior that is hurtful or results in lowering the morale of another student, faculty member or the class as a whole.

STUDIO COMMUNICATIONS

Please utilize our website. Class schedules, calendars, holiday closures, FAQ, dress codes, and other resources are available on the Family Info page.

We communicate with our families via email. **Please check your email** for communications. Paper copies are available on request. With notice, we are always available for phone or in person conversations when desired. Please communicate via text messages only when there is a time sensitive matter. Emails are checked morning and evening.

PAYMENTS

Payments are due by the start date of each semester. Payments are received by check, cash or via Venmo at <https://www.venmo.com/u/Melissa-Bierstock>

Payments more than 2 weeks late will result in a penalty of \$25.00 per month that the balance goes unpaid. This includes registration fees, tuition, costumes, and any other payments requested by BSK. Payments not received after one month may result in the loss of your child's reserved place in their class.

There will be a \$15 returned check fee.

DRESS CODE

Each class has a required dress code, which includes hair requirements. Adherence to these rules is strictly enforced. Students who do not arrive with proper hair and required clothing may be asked to sit and observe if they are unable to change into the appropriate uniform. If hair can be secured, students may return to class once they are able to do so.

Ballet slippers: Unlike street shoes, ballet slippers are not tied in bows. Drawstrings should be tightened, knotted, and trimmed. The first minute of the video below offers instruction. Please feel free to ask your teacher to further explain.

<https://video.search.yahoo.com/search/video?fr=mcafee&ei=UTF&p=how+to+tie+a+ballet+slipper&type=E211US714G0#id=4&vid=a0fca550e501dee3c5b265bcf6fd101c&action=view>

Please label your children's clothing and belongings with their name. This includes leotards, tights, ballet slippers, water bottles, and any other personal items.

DRESSING ROOMS

There are 2 dressing rooms at the studio. The large dressing room is for female students and the small dressing room is for staff and male students. It can also be used with permission when it is inappropriate for a parent to be in the larger dressing room (such as fathers helping daughters change) or for other circumstances including gender-identity concerns that our faculty would be happy to accommodate. The waiting area/lobby is not for changing clothes or doing hair. Please do not use the lobby as a changing room.

STUDIO AND CLASS RULES

Street shoes are not permitted in the dressing room. Shoe racks are located in the lobby.

Gum is not allowed anywhere in the studio at any time.

Please use garbage cans for trash. Large items like pizza boxes should be removed by students who bring them into the studio.

Please check lost and found located in the lobby frequently. **Items left at the studio longer than 3 months will be donated or discarded.**

TARDINESS

It is extremely important that students do not arrive late for class. Ballet requires a specific warm up and when students miss the start of class, they are not prepared mentally or physically for what they are asking their bodies to do. Risk of injury increases without proper warm up. If a student will be late for class, we ask that you communicate this with your teacher ahead of time.

Munchkins through Ballet II/III: If you arrive at the studio more than 5 minutes after the start time, please do not open the door to the studio and send your child into class unattended. We ask that you and/or your child come to the dressing room door and wait for the teacher to acknowledge the child and invite them into the class at the appropriate time.

Ballet II/III through Advanced: For security reasons, the door at the top of the stairs will be locked ten minutes after class time starts. If arranged beforehand, the student will be allowed to use a code to enter the studio quietly. Students who are consistently late may be asked to observe class. Please speak with us if there are extenuating circumstances.

WATER BREAKS

Labeled water bottles can be brought into the dance space, however we do not encourage frequent water breaks. Our studio is climate controlled and for younger students, the activities do not require frequent hydration. Teachers will give opportunities for water breaks as needed but students should understand that they can not get sips of water at will throughout the class.

BATHROOM BREAKS

Please encourage your student to use the bathroom prior to class.

Students in Ballet II through Advanced may only be permitted to use the bathroom during class time during the break between barre work and center and only if absolutely necessary. Students must ask permission to leave the room at any time during class. If your child has an issue that should be discussed with the staff, please do not hesitate to do so, or when appropriate, have your child speak to their instructor at the start of class.

PHOTOS

On occasion BSK may use photographs or short videos for promotional purposes. If you are uncomfortable with your child's image being used for the purpose, please indicate below.