

March 12 Changes to Account Due

March 14 4th Term Tuition Runs

March 23-28 #1 Run Thru Week for “Sleeping Beauty”

Mar 30 - Apr 6 Spring Break - No Classes Held

April 8 Classes Resume

April 8 - 12 #2 Run Thru Week for “Sleeping Beauty”

April 12 - 27 CBT’s Production of “Sleeping Beauty”

April 17 Jazz Concert

May 14 Changes to Account Due/Summer Choices Due

May 15 Broadway Showcase

May 16 5th Term Tuition Runs

May 22 Spring Musical

May 23 Senior Showcase

May 24 4th Term Ends: Last Day of Class

May 28 Jazz Co. & WYB Company Auditions

May 29 MAD Co. Auditions

June 10 - July 12 Summer Intensive

June 22 CBT Summer Musical Auditions

June 27 - 29 JAZZ Co. Retreat

*This is Required for Legacy Members & The Pack

July 8 \$75 Fall Deposit automatically runs

July 15 - 19 CBT Dance Camps

*This is Required for WYBC Members

July 26 Tutu Festival

Please take a moment to read through this handbook and become familiar with CBT's policies and procedures. Many of your questions about registration, tuition payments, performances and studio etiquette will be answered in these pages. If you have any remaining questions after reading through this handbook, please call us at (801) 487-0565. We will be happy to answer any questions you might have.

All policies and procedures in this handbook will remain in effect for all future sessions. You will be notified in writing if any changes occur.

Parent Portal, Registration, and Tuition

Parent Portal

- It is your responsibility to create a Parent Portal profile.
- This profile is used for:
 - Updating contact and billing information
 - Registering for classes each Summer and Fall
- Link for the portal is <https://tinyurl.com/CBTParentPortal>

Registration

- Registration for Fall classes begins July.
- Students who have attended during the summer do not pay the registration fee.
- Students who have put their accounts on Temporary Hold in the Spring pay a reactivation fee.
- All new students (see below) pay the full registration fee.
- New students are considered students who are registering for CBT for the first time or who have withdrawn from the school for one or more payment periods (including summer).
- Registration fees are per student, not per family.
- New students will complete a Registration Form with financial/credit card information (see "Tuition" below for details on tuition payments).
- This card will be kept on file while your student is enrolled as a student at CBT.
- Upon completion of the Registration Card, each student/family will be given a Class and Tuition Reminder Card which will indicate tuition payment amounts, dates tuition will be charged for the year, and dates any changes to your student account need to be submitted to CBT. If any changes are made to a student's schedule or family's account that affect tuition amounts (i.e., adding/dropping class, sibling registering or withdrawing, etc.), a new class and tuition reminder card will be issued indicating the new tuition amounts.

Tuition

- As stated above, Children's Ballet Theatre runs continually & students are automatically enrolled until notice is given.
- For the convenience of our CBT families, tuition for the year is divided into 5 equal payments charged in September, November, January, March and June, respectively.
- Tuition payments are set up on a payment contract via either a credit/debit Visa or Mastercard.
- Once tuition has been charged it is non-refundable and non-transferable.
- New students registering after the start of any tuition payment date will have their tuition pro-rated for the remaining weeks in the payment period. Summer camps are paid in full regardless of the registration date.
- **All returned payments will be charged a processing fee of \$20, including returned checks, declined cards, invalid expiration dates, etc. It is your responsibility to make sure that the**

account you have chosen to have your tuition payments charged to is updated and contains the necessary funds on the specified processing dates.

- Any changes to your payment account or termination of the automatic tuition payments must be made by submitting Change of Information to CBT by the assigned dates which appear on the front of the CBT Handbook.

Family Discounts

- **Discounts do not apply to registration fees, performance fees or dance camps. Company tuition, and tuition for Private Piano and Voice lessons are also exempt from Family Discounts.**
- Families with siblings enrolled will receive a 10% discount on combined tuition. Students must be siblings to receive this discount. Other family relationships do not qualify.

Student Withdrawals

- **In order to withdraw your student from CBT, you must submit a completed withdrawal form with signature to the CBT administration. This form must be received by the “changes to account” due date in order to have to have your withdrawal processed in time.**
- **Withdrawals turned in after the “changes to account” date cannot be accepted and tuition will automatically be run.**
- Temporary withdrawal requests, due to injuries, serious illness or unforeseen circumstances, are handled on a case-by-case basis and must be submitted in writing to Children's Ballet Theatre's Administration.

Summer Term

- CBT strongly encourages all of our students to join us in our summer session. It is a wonderful time to solidify all that was learned during the previous nine months and we find that students who take throughout the summer consistently progress more quickly through our program. Plus, summer is so much fun with all the fun camps and workshops we offer!
- We do realize that summer is a busy time and not all of our CBT families can attend during summer. If this is the case, when summer choices are available, simply authorize your \$75 Fall deposit to be run in July; this way your spot will be held for you for Fall.

School Policies and Procedures

Dress Code

For over 50 years CBT has trained dancers in the classical tradition. Our dress code has been implemented to emphasize uniformity, discipline and a sense of professional ballet grooming. If you have any questions about the following guidelines, please visit us in the office for clarification.

- Hair must be tied back and secured to the student's head in a bun. If hair is too short for a bun, please use pins, clips or headbands to keep it off the face.
- **A \$10 Hair Kit will be automatically charged to your account if your student comes to class without her hair up in a bun.**
- Students are not allowed to take class in street clothes however, street clothes should be worn outside of the studio.
- Students should NOT wear their “Nude” camisole leotard to class. These are considered under garments & should only be worn for performances.
- No gum, food or drinks (except water bottles) are allowed during class.

Class Leotards

- **Itty Bitty & Pre-Ballet** - CBT's Lt Pink Leo - Pink Tights - CBT's Pink Ballet Slippers (With No Drawstrings)
- **Pre-Tech** - CBT's Lt Blue Leo - Pink Tights - CBT's Pink Ballet Slippers (With No Drawstrings)

- **Beginning /Basic** - CBT's Black Leo - Pink Tights - CBT's Pink Ballet Slippers (With No Drawstrings)
- **Academic** - Black Leo (With No Skirts attached) - Pink Tights - Pink Ballet Slippers - Character Shoes
- **Upper Division** - Black Leo (With No Skirts attached) - Pink Tights - Pink Ballet Slippers
- **Boys** - White T-Shirt, Black Tights - Black Ballet Slippers (With No Drawstrings)
- **Character Class** (Academic Level and above): Black leotard, pink ballet tights with feet, black character shoes with ¾ - 1-inch heels, black character skirts
- **Jazz Class** Black leotard, black jazz pants, black Spanks' & black jazz shoes.
- **PBT Class** (Prep 1 and above): Black leotard, black dance pants or ballet tights and bare feet. NO pajamas! **NO street clothes are allowed!**
- **Musical Theatre Classes:** Solid t-shirt, black Jazz pants or sweats, black Jazz shoes
- **Piano/Voice Lessons:** Nice casual attire.
- **Bag for Belongings!** Please make sure your student's bag is large enough to keep everything in it and that your student only brings items necessary for class. Please write your student's name in their shoes, skirts, bags, etc. This makes it easier for us to reunite items with their owners.
- **Lost and Found:** There is a lost and found at the studio. If your student loses something, that's a good place to look first. Smaller items like jewelry and watches can be found in the office. **ALL unclaimed items will be donated to charity at the first of each month.**

Where to purchase dance clothes:

CBT Leotards & CBT's Ballet Slippers must be purchased through CBT. You can also purchase all other items through CBT.

Wright's Costume Shop (801) 266-5999

Pat's Dancewear (801) 292-7287

Onstage Dancewear & Accessories (801) 968-3139

Absences and Make-up Classes

- Make-up lessons are not available for piano/voice students.
- No refunds will be given for missed dance classes. Make-up classes are available for dance students upon request with the following stipulations:
 - All make-up classes must be made up within the same payment period the class was missed.
 - Students with four or more absences during one payment period may be moved back a class level.
 - CBT reserves the right to take away the privilege of make-up classes if that privilege is abused.
 - Make-up classes must be arranged with the office ahead of time in order for the teachers to be notified.

Observing Class

In order to provide your student with the best class possible, CBT strongly encourages parents/guardians to leave the building during class time, especially if they have other children with them. Parents who do remain in the building will be asked to stay in the front lobby.

- Young children waiting with parents should not be allowed to run & scream in the lobby area.

- CBT implements these rules because young students have a difficult time concentrating in class when they have an audience peeking through the windows, or if the noise in the hallway is too loud.
- CBT reserves the right to ask parents/guardians to exit the building during class time, if we feel students are not able to focus in class due to the noise in the hallway.
- We understand that you want to see how your child is doing in class! **Therefore, parents/guardians may choose one class per term to come into the studio and observe class.**
- The following rules must be observed during a parent observation period:
 - Parents/guardians must arrange an observation with the office prior to observing
 - Young children and babies are not allowed to observe
 - Food and drink are NOT allowed in the studios
 - Cell Phones are not allowed in class!

Itty-Bitty Parents

- Our Itty-Bitty Dancers may have one parent/grown up in class with them.
 - Siblings are not allowed in class, please make this a special time for you and your Itty-Bitty!
 - No phones are allowed in the class - please stay “connected” with your child.
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Guardian and Student Responsibilities

Guardian Responsibilities

- CBT communicates through TEXT, with the REMIND app - Please watch for important information. There will be a \$20 per term communication fee if you have not accepted REMIND texting invitations.
- Each parent/guardian is to be aware of all calendar dates, including tuition payment dates, studio activities, rehearsals, performances and studio closures.
- Please watch for emails, texts, letters and notices that your student brings home. They will provide you with important information regarding events, studio closures, rehearsals, performances and parties. Many of your questions will be answered simply by paying attention to these notes.
- It is the parent/guardian responsibility to ensure that their student arrives to class at least 5 minutes early to prepare for class.
- **For the safety of our students, any student who arrives after the first exercise of class has begun may be asked to watch class and may not be allowed to participate in class due to intensive physical activity.**

Dropping Off and Picking Up Policy

- Please do not drop students off more than 10 minutes before class starts. CBT can only be responsible for your students when they are in class and not before or after.
- You are expected to be on time to pick up your student. You will be given a ten-minute grace period to pick up your child or carpool. After ten minutes, you will be **charged \$1 per minute until you pick them up.**
- Please know that class ends at your child’s stated times but, your dancer still needs to get dressed, collect items, etc. after class is let out - you will see your child usually 5-7 min after the end of class.

Student Responsibilities

- Each student is responsible for arriving to class ready to pay attention and work hard.
- Students must arrive on time to class and may not loiter in the hallways.

- Students are responsible for picking up after themselves including making sure that all garbage and leftover food items make it into the garbage cans and not left in hallways, on benches or in studios. **CBT reserves the right to not allow food in the building if this rule is not observed.**

Performances, Performance Fees, & Contracts

Performances

- All of CBT's performances take place here, in our very own Julie Layne Theatre. CBT students, depending on their age, have a number of performance opportunities throughout the year.
- We encourage all of our dancers to participate because it is a wonderful experience and students have so much fun. CBT feels that performing is a critical aspect of your student's ballet education and there is much to be learned from the whole experience including learning and remembering choreography, auditioning, participating in rehearsals and performing in a professional theater. However, we know it is not always possible for every student to participate, therefore performing is optional. (Performing is not required to advance through CBT's program).

Our students have the opportunity to participate in the following performances:

- **Spring Concert:** Our entire school participates in the "big show" -- a full length story ballet in early spring ("Cinderella," "Sleeping Beauty," etc). This is a wonderful show with scenery and costumes all made by CBT, professional lighting design and of course our beautiful dancers.
- **"Drosselmeyer's Magical Dreamland":** Drosselmeyer's is our annual holiday production that is performed in early December in our theater. Students audition for this performance and rehearsals are held outside of class time. All students who audition are given a part..
- **Tutu Festival:** Students 3 ½ and older are able to participate in a Summer performance, Tutu Festival. In this performance students perform short classical variations, and of course, everyone wears a tutu.
- **Choreography Concert:** Company Level students choreograph pieces of various dance styles for our students in our Upper Division to perform at our theater in September. This is a fun show where our older students get to showcase their choreography skills and dance vision.
- **Jazz Concert:** Our Jazz Company choreographs pieces for this show & all Jr. Jazz, Mini Jr. Jazz, & Jazz classes participate. This show is held each Spring.
- **Musical Theatre:** Each Summer & Spring CBT puts together an amazing Broadway show. This show is open to the public for children ages Kindergarten and above. Students audition for this performance and rehearsals are held outside of class time. All students who audition are given a part.

Performance Contracts and Fees

- Signed performance contracts and performance fees are required in order for students to participate in CBTs productions. Performance contracts are required so that CBT can make necessary preparations for our productions. Knowing who is performing is important.
- A performance fee is required to help offset the cost of the productions (i.e., hall rentals, insurance, costumes, programs, etc.).
- Students must have a nude camisole leotard, CBT performance tights, & ballet slippers.
- Your "costume rental" fee is included in your performance fee.
- Performance fees & contracts are due as stated in contracts.
- Performance fees are non-refundable.

- I understand that by submitting a signed contract AND performance fee with the intent to perform I am committing my child to ALL her/his performances as well as remaining enrolled at Children's Ballet Theatre during the entire term in which the performance is held.
- I understand that if a contract and accompanying fees are not submitted by **said due dates**, my child may not be able to participate in the performance.
- I understand that the **contract, fee, and due dates are set** in order for Children's Ballet Theatre to make preparations for the concert. These fees will help to cover the costs of performance related expenses.
- I agree to have the necessary funds to cover my child's tuition available in my account for **automatic withdrawal per the Payment Agreement signed upon registration**. I understand that my child will not be able to perform if my account shows any outstanding balance.
- I understand that if for any reason (including but not limited to: **illness, injury, attendance, determination by Children's Ballet Theatre**) my child cannot perform, the **performance fee and tuition is non-refundable**. I understand that the reason for this is that the fees have already been distributed to performance related expenses.

CLASS ATTENDANCE & REHEARSALS, COSTUME FITTINGS

- I understand that **weekly classes, prior to a performance, are extremely important as my child will be learning her/his dance in class and staging in the theater**. I will do everything possible to have my child attend all classes and if, for any reason, my child must miss a class, I will call and notify Children's Ballet Theatre as soon as possible.
- If I am planning a Vacation prior to a performance, I will notify Children's Ballet Theatre as soon as possible.
- I understand that giving CBT notification of absences from rehearsals **DOES NOT EXCUSE MY CHILD** from mandatory rehearsals and/or performance(s) and will not prevent any applicable consequences for missing mandatory rehearsals and/or performance(s).
- I understand that **rehearsals are mandatory**, which means my child is required to attend ALL of her/his scheduled rehearsals which may be held outside of her/his regular class time.
- I understand that CBT holds a **Mandatory "RUN THRU WEEK"** prior to all shows and classes or any extra rehearsals **ARE MANDATORY!** (No Absences)
- REHEARSAL SCHEDULE, REST & RECOUP WEEK SCHEDULE, AND RETURN TO CLASS SCHEDULE, ETC. WILL COME HOME IN THE PERFORMANCE PACKET.
- I understand that missing classes/rehearsals hinders the progress of the production and makes the rehearsal difficult for the other dancers in my child's piece.
- I understand that it is my responsibility to inform CBT if my child is going to miss class. However, I understand that this does not excuse my child from the work that will be done that day.
- I understand that Children's Ballet Theatre reserves the right to keep my child from performing if she/he has missed what CBT considers to be too many classes or rehearsals. I also understand that if this situation occurs, the performance fee and tuition will not be refunded due to the reasons stated above.
- I understand that my child will be fit for her/his costume during her/his regularly scheduled class and that I will likely not be notified ahead of time when her/his fitting will occur. If my child misses her/his costume fitting, it is my responsibility to notify the CBT office staff that my student has not been assigned a costume. If my child misses her/his costume fitting, it is also my responsibility to make sure that my child has been fit for a costume. If these steps are not taken, I understand that CBT is unable to guarantee that a costume will be available for my child for her/his performance(s).

- **ALL students are required to have a nude camisole leotard & CBT Performance Tights for each performance.**
- All students are required to have pink slippers in good condition - No Holes!
- Other required dance attire will be stated for each individual show.
- A **\$10** Hair Kit will be auto charged to your account if your child's hair is not up in the instructed hair style!
- A **\$20** Make-Up Kit will be auto charged to your account if your child doesn't arrive to performances with make-up on.

FOR YOUR INFORMATION

- Students are **not** required to perform in order to continue taking classes.
- CBT cannot rearrange casts in order for siblings (or other relations) to perform on the same night. We realize this is an inconvenience, but we have many students who are related and it would be difficult to coordinate it for everyone. Please don't ask!

PLEASE READ CAREFULLY

Due to conflicts that will arise in rehearsals, and the unprofessionalism of auditioning after making a commitment to a show, students cannot participate in another show, outside of CBT, during performances (including, but not limited to, a Nutcracker or school plays.) Students who audition for another show, prior to or after committing to a CBT Performance, cannot be expected to do both shows. **Please come to the office to address this situation.**

CBT's Conservatory of Music Private PIANO Lessons

Registration and Tuition

- Payments of tuition are monthly for 30 min lessons.
- A registration fee is due upon initial registration.
- For Piano Students a yearly book fee is due each September.
- Tuition is paid one month in advance by automatic withdrawal from a checking account or credit card account during the first week of each month for the tuition amount listed above.
- Tuition is non- refundable and non-transferable.
- **All NSF/Declined transactions will be charged a \$20 fee.**

Changes to Account

- If a change needs to be made to your payment method (i.e., change of payment type, address, name on account, etc.), it will need to be made 1 month prior to the next tuition due date if possible.
- If you need to withdraw your student from The Children's Conservatory of Music entirely, please complete and sign a withdrawal form 1 month prior to withdrawal.

Make Up Lessons

- Teachers for The Children's Conservatory of Music is contracted to be at every lesson regardless of the student's attendance, therefore make-up lessons will not be allowed.

Choosing of Lesson Times

- Please provide the Children's Conservatory of Music three lesson times in order of preference that would best fit your schedule. CCM will then notify you with your lesson time. Be sure to record your lesson time on the reminder card provided at the time of registration.

CBT's School of Musical Theatre & Private VOICE Lessons

CBT's Group Voice & Group Acting Class

Registration and Tuition

- Payments of Tuition are monthly
- A registration fee is due upon initial registration.
- Tuition is paid one month in advance by automatic withdrawal from a checking account or credit card account during the first week of each month for the tuition amount listed above.
- Tuition is non- refundable and non-transferable.
- **All NSF/Declined transactions will be charged a \$20 fee.**

Changes to Account

- If a change needs to be made to your payment method (i.e., change of payment type, address, name on account, etc.), it will need to be made 1 month prior to the next tuition due date.
- If you need to withdraw your student from CBT's School of Musical Theatre entirely, please complete and sign a withdrawal form 1 month prior to withdrawal.

Make Up Lessons

- Teachers for CBT's School of Musical Theatre is contracted to be at every lesson regardless of the student's attendance, therefore make-up lessons will not be allowed.

Private Voice Lessons

Registration and Tuition

- Payments of Tuition are monthly.
- A registration fee is due upon registration.
- Tuition is paid one month in advance by automatic withdrawal from a checking account or credit card account during the first week of each month for the tuition amount listed above.
- Tuition is non- refundable and non-transferable.
- **All NSF/Declined transactions will be charged a \$20 fee.**

Changes to Account

- If a change needs to be made to your payment method (i.e., change of payment type, address, name on account, etc.), it will need to be made 1 month prior to the next tuition due date.
- If you need to withdraw your student from The CBT's School of Musical Theatre entirely, please complete and sign a withdrawal form 1 month prior to withdrawal.

Make Up Lessons/Absences

- Teachers for CBT's School of Musical Theatre is contracted to be at every lesson regardless of the student's attendance, therefore **make-up lessons will not be allowed.**
- You must give 24-hour notice prior to being absent.
 - If you fail to give CBT 24-hour notice prior to missing a voice lesson you will be placed on probation.
 - If you fail to give CBT 24-hour notice a second time, you will lose your time slot and will have to re-register and possibly be wait-listed.

Choosing of Lesson Times

Please provide CBT's School of Musical Theatre three lesson times in order of preference that would best fit your schedule, CBT's School of Musical Theatre will then notify you with your lesson time. Be sure to record your lesson time on the reminder card provided at the time of registration.

CBT's Musicals

Registration and Fees

- Participation fee for Auditions, Workshops, & Rehearsals are paid up front at the time of Auditions
- Casting for musicals is done by auditions
 - All participants who audition are casted
- Rehearsal schedules are set by the progress of the students. CBT tries to maintain a schedule 2 weeks at a time.
- Not all shows receive a copy of a rehearsal schedule. Students must look at the calendar in the hallway to stay informed.