

WELCOME TO BOSTON BALLET SCHOOL



Tamara King

Principal, Newton Studio



Margaret Tracey

*Director,
Boston Ballet School*



Jessica Kreyer

Principal, North Shore Studio

WITH THE GOAL OF INSPIRING, NURTURING AND SUSTAINING a life-long love of dance in every student, Boston Ballet School provides both a comprehensive dance education and trains the next generation of professional ballet dancers for Boston Ballet and the field.

While excellence in ballet training is crucial to our mission, our job as arts educators goes well beyond technique. The School's philosophy and curriculum support the development of the whole student within a nurturing educational environment. We have high expectations for our students to learn, to grow, and to achieve so they can reach their full potential.

Our faculty work hard to foster student's individual development, to correct and guide along the way, and to thoughtfully communicate progress in a positive and supportive manner. Each student will grow and develop at their own rate, in their own time, and we truly celebrate each individual's unique journey through our School.

At Boston Ballet School, we believe in dance for all and the power of arts education to change lives. We strive, above all else, to provide our students with the immeasurable value of a dance education that extends well beyond technique.

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ABOUT THE SCHOOL

Through the vision of Artistic Director Mikko Nissinen, and under the leadership of Director Margaret Tracey, it is Boston Ballet School's goal to inspire, develop and sustain a love of dance through education. The breadth and depth of the dance education the School provides, coupled with the expertise of its faculty and connection to a world-class company, makes Boston Ballet School a unique model among dance schools.

Boston Ballet Founder E. Virginia Williams opened a ballet school in 1953 with the vision of establishing the highest quality dance education facility in the region. The program was officially incorporated as Boston Ballet School in 1979 and since then has grown from a small, regional dance studio into the largest ballet school in North America.

Now the Official School of Boston Ballet, it operates **three state-of-the-art dance facilities**: At Boston Ballet's headquarters in the South End of **Boston**; in the MetroWest town of **Newton**; and in the Salem/Marblehead area of the **North Shore**. With four core programs, designed with a progressive, age-appropriate curriculum for toddlers to senior citizens, the School provides unparalleled dance education and ballet training for over 5,000 students annually:

- 1) **Classical Ballet Program**
- 2) **Children's Program**
- 3) **Adult Dance Program**
- (4) The audition-only **Pre-Professional Program**

Boston Ballet School's connection to a world-class company enriches its students experience by providing many special benefits including performance opportunities with Boston Ballet, such as the annual production of *The Nutcracker*, in which more than 220 BBS students perform each year.

Students and families also have the opportunity to participate in special events such as Spring Showcase, educational seminars, community service and student ambassador programs and activities through the School's Parent Association. Most importantly, BBS students' dance education is deeply enriched by attending Boston Ballet performances and the School's annual *Next Generation* performance at The Boston Opera House.

Boston Ballet School is dedicated to providing the highest quality, comprehensive dance education for all, and, creating the next generation of versatile and well-rounded dancers for Boston Ballet and the field. Above all else, our goal is to provide our students with the immeasurable value of a dance education that extends beyond technique.

PROGRAMS

BBS programs include both a school-year session (follows the public school calendar) and a supplemental summer session.

Classical Ballet Program (CBP): *A comprehensive dance education from elementary through to advanced levels for students age 8 to 19.*

The CBP follows a carefully designed curriculum with 10 levels of study. While it is critical to follow the sequence of the curriculum, each student progresses at his or her own rate because the training is linked to physical development. The CBP faculty is trained in the BBS curriculum and work to develop students' individual abilities in a nurturing and supportive learning environment.

Formal ballet training begins at the **Elementary levels** where the foundation of classical ballet technique is delivered. In the **Intermediate levels** they continue to refine their work and complete the ballet vocabulary. Pointe work is introduced starting in Intermediate 1, and at the Intermediate 3 level students may elect to join the **Flex* level**. The intensive **Advanced** levels** follow a rigorous class schedule (6 days a week), which includes technique, pointe, character, modern, and repertoire classes as part of their core curriculum. Focus turns towards strength, speed, more complex combination of steps, and the development of artistry. **Note:** Modern is an elective throughout elementary and intermediate levels, and character is an elective in Elementary 3, becoming a part of core requirements in the intermediate levels.

Upon graduating from the advanced levels of the CBP, students will have a thorough knowledge of ballet vocabulary and strong technique having gained valuable skills, such as critical and creative thinking, healthy lifestyle habits, motivation, focus and self-discipline, and increased confidence and self-esteem.

The supplemental **Summer Dance Workshop** and **Summer Master Class Series** expose students to different dance concepts and styles, in a creative environment, which also allows them to refine their ballet technique and stay in shape over the summer.

**Flex allows students to continue their ballet training with a less rigorous, customized schedule to accommodate academic schedules and other needs.*

***The advanced levels are currently only offered at the School's Newton Studio.*

Children's Program

The Children's Program for ages 16 months to 7 years introduces children to the art of dance by promoting the exploration of creativity and expression through movement. This syllabus, designed by child development and dance education experts, supports the development and improvement of motor skills and coordination, attention and listening skills, plus provides a foundation for the continued study of ballet. Classes are structured in a year-long progressive curriculum that builds from year to year. Starting at age five, class includes live piano accompaniment to encourage musicality in students.

Enrollment in the Children's Program is based on age, regardless of prior experience or ability. Students must meet the appropriate age requirement by September 1st of the current school year. In the summer, **Ballet Stories** and **Ballet Journeys** camp programs are offered.

Adult Dance Program (ages 16+)

BBS offers a wide range of dance and fitness classes to students of all abilities and experience levels. Open adult classes are offered daily on a drop-in basis. Classes are taught by expert faculty and feature live piano accompaniment. Four levels of ballet class are available: beginner, elementary, intermediate and advanced, to best suit each individual's personal artistic and fitness goals. Additional class offerings include ballet workout, modern dance, character, Lifelong Dance for seniors, and Pilates. Whether students are new to ballet, have many years of experience, or are returning after several years, our studio administrators will help students find the perfect class. During the summer the Adult Summer Dance Program enables students to more intensely focus on honing their technique as well as have the opportunity to learn repertoire and explore the greater world of dance. Beginners welcome!

Pre-Professional Program

The audition-only and highly competitive Pre-Professional Program is a rigorous training program designed to prepare students for a professional career with Boston Ballet, and in the ballet industry. The program attracts elite students from around the world who compete along with upper level BBS students* for the few open spots in this program each year.

Students in this program train intensively six days per week. Curriculum requirements include technique, pointe, variations and separate men's classes, as well as modern, character and Pilates. Students also gain valuable skills from specific ensemble workshops by learning how to function in a corps de ballet, the importance of being an understudy, and developing a strong work ethic. Additional professional development lectures are offered to provide education in nutrition, injury prevention, and competition and performance anxiety. Students are mentored in their next steps as they go through the audition process and prepare for the profession. Our year end *Next Generation* graduation performance features the Pre-Professional program students along with BB2 at the company's home at The Boston Opera House. This program is housed at the Company headquarters in Boston's historic South End.

**Must have successfully completed the Intermediate 2 level of the Classical Ballet Program to be considered.*

Summer Dance Program

(SDP) is a 5-week intensive summer residential dance program for pre-professional level students who audition from around the world to attend this intensive training program with Boston Ballet School's internationally-renowned faculty. SDP Boston ages 15-19; SDP Newton ages 10-14.

Boston Ballet's Education & Community Initiatives (ECI)

Boston Ballet's ECI Department connects the Boston community to dance in a way that makes ballet relevant and accessible to all. School and Company artistic staff collaborate to develop innovative programs, attract new audience members, and build best practices in arts education, while inspiring life-long arts advocates.

ECI programs include:

- **Citydance** is designed to introduce public school children to a variety of dance forms and to provide students with a “chance to dance.” The program serves up to 3,000 third grade students annually in Boston Public Schools and North Shore Public Schools.
- **Taking Steps** and **Boys in Motion** provide Boston Public School students in grades 6-8 with dance training and performance opportunities. Participants experience a wide variety of dance forms as they explore their creativity and develop leadership skills and confidence.
- **Adaptive Dance** – Designed to foster a love of dance and creative expression in children with special needs, Adaptive Dance provides dance instruction to students with Down Syndrome and Autism Spectrum Disorders in our Boston and Newton studios.

Visit www.bostonballet.org/community for more information.



Photo by Jennifer Roback

PROGRESSING THROUGH BBS: CURRICULUM

In order to best meet the needs of all students, considerable care and attention is given to student placement. Students ages 16 months to 8 years may enroll directly into the age appropriate class. Students ages 9 and older with previous ballet training are required to participate in a placement class before enrolling.

Advancement through Boston Ballet School is based on many factors including a student's strength, physical development, commitment, mastery of material, maturity, attendance record, and artistic development as assessed by her or his teacher(s) and Principal. In all cases, a student's ability to safely execute the required class material is considered above all other factors including age. Because our work is so closely connected to each individual's physical development, it is not unusual for a student to repeat a level of ballet training (unlike academic advancement).

School faculty members are experienced professionals, carefully selected for their expertise in the dance and education fields, as well as their ability to motivate and nurture students. Children's Program instructors are certified in the Boston Ballet School curriculum, and not only have a complete knowledge of ballet technique, but also specialize in age-appropriate materials to meet the developmental needs of young children. The collective wisdom and experience of the entire staff encourages the exploration of innovative and effective teaching methods that help students learn in a professionally nurturing environment.

Students in the Classical Ballet and Pre-Professional Programs are placed in an appropriate program and advance based on four general criteria: technical ability, physique, interest, and attendance.

- Technical ability is defined as sufficient mastery of ballet technique and artistry at each level. This mastery must be demonstrated by new students in a placement class, and by current students in the classroom.
- Physique is defined as possessing the strength, turnout, flexibility, and bone structure, which will allow a student to safely (without undue risk of injury) undertake the course requirements. Physical Characteristics, including bone structure, become increasingly important as a student progresses in her/his intensive studies from Intermediate to Advanced levels.
- Interest is defined as demonstrating a strong desire to pursue this course of study, as well as a willingness and commitment to participate fully and enthusiastically in both ballet and enrichment classes.
- Attendance is defined as attending classes consistently in order to keep up with material, prevent injury, prepare for performances, and build strength, skill, and artistry.

Guiding Along the Way

We understand that students grow and develop at their own rate, in their own time. The faculty monitors the progress of each student in each class individually and strives to provide consistent corrections.

Students in the Classical Ballet and Pre-Professional Programs receive mid-year and end-of-year evaluations. Evaluations address overall progress, effort, attitude, and recommend improvements in different areas. Student placement for the following year is noted on year-end evaluations which are mailed home early to mid-June. All placements are final and at the discretion of our Artistic staff.

Parents and students are encouraged to participate in the evaluation process by scheduling conferences with the teacher or Principal whenever there is a question or concern about a student's progress. Faculty members are happy to meet with parents, although it can often be challenging to catch teachers in between classes. In order to make it easier for you to arrange an appointment, please contact your Studio Administrator and they will schedule a time for you to meet.

Repeating Levels of Study

Because our work is so closely connected to each individual's physical development and unlike academic advancement, it is not unusual for a student to repeat a level of ballet training. The majority of our students will repeat a level at some point in their training. It is critically important that students advance at their own rate so they can master the work demanded of them, avoid injury, and achieve their fullest potential. A student who carefully develops her/his technique early in the curriculum will reduce the risk of injury, and will improve her/his rate and likelihood of advancement in later years.

Going on Pointe

Girls typically begin pointe work in the Intermediate 1 level of the Classical Ballet Program. Students will be allowed on pointe when it is safe, without risk of injury, and only at the discretion of the faculty. To ensure this safety, Boston Ballet School faculty assess the following physical characteristics before recommending a student for pointe work:

- Adequate flexibility of the foot to allow the student to align the bones of the foot with the tibia--the ability to "get fully onto the tip of the pointe shoes"
- Adequate strength of the foot, ankle, leg, and torso to sustain the pull-up required--generally attained with a minimum of 3 years of disciplined ballet training
- Adequate turnout and strength of the turnout muscles to sustain proper alignment--generally attained with a minimum of three years of disciplined ballet training
- General physical maturity that suggests the development of the bones and joints are stable--generally not realized until the child is at least 10 years old

A young student who successfully meets all of these requirements will minimize the likelihood of injury, will progress more rapidly, and will find the work less difficult. Recommendations for pointe work are made conservatively because a student's long-term health and well-being are always the priority.

**For more information, watch Boston Ballet School program videos online:
www.bostonballet.org/explorebb/videos/bbs-overview**

OBSERVE YOUR CHILD'S PROGRESSION

Peek Week

We offer a series of Peek Weeks throughout the year where family and friends are invited into the classroom to observe students' progress. Parents may view classes only during Peek Weeks or with prior permission from the teacher.

Spring Performances

- **Spring Showcase**—Spring Showcase provides an opportunity for Classical Ballet Program students to demonstrate the curriculum progression for friends, family, and community members.
- **Next Generation**—This performance showcases our Pre-Professional Program students along with Boston Ballet 2. The students are featured, along with the New England Conservatory Youth Philharmonic Orchestra, in a performance mirroring the repertoire of the Company. Students participating in *Next Generation* are provided the opportunity to perform at The Boston Opera House, the performance venue of the Company. *Next Generation* not only demonstrates the progression of training, but gives the BBS community a chance to celebrate the success of our most elite students, while illustrating Boston Ballet School's dedication as a leader in arts education.

Photography and Videotaping

Parents may photograph during the several Peek Weeks offered throughout the school year; flash photography is prohibited. For the safety of our students, videotaping is not permitted. Photography and videography are prohibited during any Boston Ballet School performance or dress rehearsal due to potential rights restrictions associated with music, choreography, and costumes, with access granted to select BBS staff for the purpose of marketing and archival usage.

GET TO KNOW YOUR STUDIO

Get To Know Your Studio

Boston Ballet School is comprised of 3 studio locations serving the greater Boston community. Directions to each studio and virtual tours can be found online at www.bostonballet.org/school/studio.html.

Studio Administrators are at the front desk of each location when classes are running. Should you have any questions or concerns, please direct them to a Studio Administrator and s/he will be happy to assist you.

Newton Studio: 617.456.6263
North Shore Studio: 617.456.6380
Boston Studio: 617.456.6260

Newton Studio:

Tamara King, *Principal*; Cate Burns, *Studio Manager*

The Newton Studio is located at 863 Washington Street and has 5 fully equipped studios and free on-site parking. As the hub of the Classical Ballet Program it serves over 350 students through the advanced levels, and is also home to thriving Childrens and Adult classes. The Studio has a special partnership with nearby Lasell College and works closely with the Newton Cultural Alliance to support the arts in the Newton community.

North Shore Studio:

Jessica Kreyer, *Principal*; Courtney Shimer, *Studio Manager*

The North Shore Studio located at 40 Leggs Hill Road in Marblehead within the Lynch/van Otterloo YMCA includes 4 fully equipped studios and free on-site parking. It offers Children's, Classical Ballet and Adult Dance Programs and has a partnership program with Endicott College. The studio was built in collaboration with the YMCA based on a common mission to serve and educate children. Since that time, Boston Ballet and the YMCA have collaborated to offer unique partner programs to the community.

Boston Studio:

Margaret Tracey, *Director*; Michele Carreiro, *Administrative Director*
Christopher Hird, *Artistic Manager*; Evangeline Gaudet, *Senior Manager*

Designed by legendary architect Graham Gund, the Boston studio located at 19 Clarendon Street in the historic South End is Boston Ballet's headquarters. Boston Ballet School's programs offered include the Pre-Professional Program.

Parking suggestions include:

- Visitor parking on nearby streets (be sure to check signage)
- Atelier 505 parking garage located under the Calderwood Pavilion. Entrance on Warren Avenue

Boston Ballet School uses a variety of communications to keep families up-to-date:

- Email is Boston Ballet’s primary method of communicating information to parents and students. Please keep your email addresses updated in the School records to receive the latest Boston Ballet School news as well as special offers and information on the Company.
- Our website is also a valuable tool for communicating with parents. It includes information on class schedules, dress codes, school year calendars, as well as ticketing and promotional information.
- Bulletin boards in each studio are another important resource for information.
- Classroom hand-outs with periodic schedule changes and showcase information.
- Post mail communications are sent home throughout the year, including evaluations, showcase details, and billing information.
- School Closing Hotline. Closings due to inclement weather or other emergencies are listed both on our School Closing Hotline as well as our website. If we determine that classes will be cancelled, it will be listed on the hotline as well as the website. To access the School Closing Hotline, please call **617.695.6950, ext 567**, for the most up-to-date information.



Photo by Liza Voll

SCHOOL ENVIRONMENT

With the goal of creating a safe, welcoming, and positive experience for all students, Boston Ballet School holds students, families, faculty, and staff to a high standard of personal decorum and expects individuals, at all times, to demonstrate respect for others, the facilities, and to promote an environment which is safe, positive, and welcoming of diversity.

Classroom and Building Etiquette

In the Locker Rooms

- Students should use the available locker rooms (not the public restrooms or hallways) to change in and out of their ballet attire and to fix their hair. Students found loitering or changing in public bathrooms will be asked to leave. Locker rooms should be used and maintained in a responsible manner. The use of improper language is inappropriate at all times.
- Students should not bring valuables to Boston Ballet School. Coats, bags, and other property should be stored in the dressing rooms, within lockers. The School cannot be held responsible for any personal items lost in any of its facilities. We recommend labeling all belongings, especially shoes, with your child's name.
- Items found at the end of classes will be placed in the "Lost and Found." To access the "Lost and Found," please see your Studio Administrator. Unclaimed items will be discarded at the end of each month.

In the Classroom

- Students are expected to arrive at least 15 minutes prior to class time in order to be dressed and fully warmed up before class begins. Students arriving 10 minutes after their class has begun will not be permitted to take the class due to risk of injury, but should remain to observe. Students should be dressed in the appropriate dress code.
- Chewing gum, food, and drinks, with the exception of water, are not allowed in the studio. Food and drinks are permitted in the waiting areas only. Be courteous and pick up when you have finished eating.

Safety and Security throughout our Buildings

- Safety and security procedures are in place at each studio. All stairways, hallways, and doorways must remain unobstructed at all times in order to adhere to fire code. Parents should not leave young child(ren) unattended, and are expected to pick up their child(ren) immediately after class ends. Any suspicious behavior or individuals should be immediately reported to the Safety Officer or Studio Administrator on duty.
- Animals and pets are prohibited from Boston Ballet facilities for the safety of the faculty, staff, and students, with the exception of service animals.
- Please report any facility-related problems such as plumbing or equipment failure and safety issues to the Studio Administrator.

Harassment and Bullying Policy

Boston Ballet is enriched by the diversity of its members. It recognizes and respects individual differences in culture, race, ethnic origin, religion, gender, and sexual orientation, and provides a welcoming environment of respect and sensitivity. It is important that all members of the Boston Ballet community (faculty, staff, students, and families) recognize that behavior, either verbal or physical, which disregards or demeans the self-esteem of others is unacceptable. Such behaviors are unacceptable regardless of how they are communicated. Boston Ballet reserves the right to refuse service. Any individuals engaging in such behaviors will be subject to disciplinary action, which may include suspension, expulsion, or dismissal without advance notice. Other examples of misconduct include theft, smoking on the premises, physical or verbal aggression; possession, distribution, or use of illegal drugs in any Boston Ballet facility.

Dress Code

Boston Ballet School students adhere to a specific dress code, which is available for purchase at local retailers, detailed in registration materials and online. Body Wrappers and Motionwear are the official slippers, tights, and leotards for Boston Ballet School. Please note that we do not have a formal relationship with any dance supply stores, and do not endorse or guarantee the quality of merchandise found at the suggested dancewear suppliers.

All students are expected to maintain a neat appearance and to abide by their specified dress code. All dancewear should be cleaned frequently, an extra pair of socks or tights should be carried in dance bags, and all outerwear must be removed prior to the beginning of class. Ballet slippers' drawstrings must be tied in a knot and excess tucked in or cut off. Long hair must be worn in a bun and short hair must be pulled back off the face. For the safety of the students, only simple stud earrings are permissible. Leg warmers or other warm-up gear are not permitted in class. If the student has an injury, leg warmers may be permitted by the teacher. A teacher may ask students to remove excess clothing or replace non-regulation clothing before the commencement of class. Dance clothes should not be worn outside the building. Outerwear should be worn when entering and exiting the buildings. Ballet slippers should not be worn outside as pebbles and dirt can become embedded in the soles and damage the dance floors.

Official Boston Ballet School merchandise can be purchased online at
www.bostonballet.org/shop



Official tights and slippers
of Boston Ballet School



Official leotard of Boston
Ballet School

Resolving Grievances

Should you have a concern associated with your child's or your own experience at Boston Ballet School, please explain the nature of your concern verbally or in writing to the Boston Ballet School personnel most directly involved. This course of action should take place no more than 15 business days after the incident. Please take into consideration that any action taken, whether formal or informal, should be handled in a private, cooperative, and respectful manner.

If unable to rectify the issue directly, you are also provided with the option of reporting a formal grievance. This act should take place no more than 15 business days after the occurrence that produced the grievance, or no more than 5 business days after an attempt at the informal reconciliation described above. To report your/your child's grievance in a formal manner, contact the Studio Administrator where your child is enrolled. The Administrator will refer the complaint to the appropriate staff member who will then review your complaint and contact you.

Emergency Procedures

Safety and security is a priority for Boston Ballet and is the responsibility of the entire community. If you see something, please say something to a staff member.

Comprehensive emergency procedures have been established for all Boston Ballet studio locations in collaboration with local police departments and the staff is trained in those procedures. Facilities are equipped with fire extinguishers, smoke detectors, fire alarms, emergency telephones in studios, first aid kits and Automated External Defibrillators (AED). Each building has designated emergency exits, rally points and staff certified in American Red Cross First Aid, CPR and AED usage.

In the event of an emergency, please notify a staff member. For the safety of all students, parents and staff, please follow staff instructions. Failure to do so puts everyone's safety at risk. In case of an emergency evacuation, students will be safely and immediately escorted away from the building and assembled under the care of their faculty member.

If your child's medical history has changed since you submitted registration materials, please notify us in writing. First Aid certified staff members are trained to administer Epi-pens, but may only do so if the child has an Epi-pen with accompanying doctor's note authorizing Boston Ballet to administer in case of emergency.

Please notify us in writing of any important family changes such as custodial arrangements to assist with dismissal.

Please note that firearms are not permitted on Boston Ballet premises.

BBS WELLNESS RESOURCES

Supporting Healthy Habits

Boston Ballet School is committed to nurturing the whole student. Faculty and staff partner with parents and health care providers to educate and develop healthy habits in our students. We offer resources to parents and students to assist in their progression. Our wellness consultants have been carefully chosen because of their specialized skills in working with young developing dancers. They collaborate closely with faculty and staff, and are also available for private consultations with our BBS families.



Jan Hangen, M.S., R.D., L.D.N.

Ms. Hangen has been the School's consulting nutritionist for many years. She is affiliated with Children's Hospital Sports Medicine Clinic in Boston and Waltham. Ms. Hangen is available as a referral to help students develop a personalized nutrition program.

Ms. Hangen may be reached at: 617.566.7100.



Susan Kinney

Ms. Kinney is the School's consulting physical therapist. She is the owner of *Artists Rehabilitation Therapy Services (ARTS)*, and has more than 25 years experience working with young dancers and athletes. Ms. Kinney is a member of the *Children's Hospital Sports Medicine Dance Team*.

Ms. Kinney may be reached at: susankinneyarts@aol.com



Katherine Wilson LICSW

Ms. Wilson, consulting psychotherapist, is currently a member of the Comprehensive Psychiatric Associates in Wellesley and has over 15 years experience of working with adolescents. Ms. Wilson trained at the School of American Ballet and danced professionally with the Pacific Northwest Ballet. She has a deep understanding of the unique needs of dancers.

Ms. Wilson can be reached at: katherinewilson@comcast.net

Tips for Parents

Ballet is an athletic pursuit and the body needs the best support possible. Here are a few ideas to help your child have the most beneficial training experience:

- **Healthy eating and adequate rest:**
Ensure your child has eaten a snack before class. Foods such as fruits, vegetables, yogurt and nuts are a great way to fuel your child's active body. Sleep is very important and allows the muscles to relax overnight, so mind that your child goes to bed on time.
- **Stay in shape outside the studio:**
As well as physical education at school, stay active by swimming, walking and bike riding.
- **Arriving early and preparing for class:**
Your child will get the maximum benefit from his/her ballet class if he/ she arrives early (15 minutes before) and is prepared for class. Students should use the minutes before class to stretch or think about the exercises they did in the last class.

Student Health Policy

Students who are deemed at risk of injury to themselves or others for any reason may be required to receive a medical clearance and/or subsequent follow ups in order to continue participating in classes, rehearsals, or performances. This decision will be solely at the discretion of Boston Ballet School Principals with the input of Boston Ballet School's Director and Administrative Director. Concerns regarding risks of injury may result from any number of reasons including a student who demonstrates erratic behavior, sudden weight loss or weight gain, or visible physical limitations to class participation.

A student's parent or guardian will be immediately notified and offered guidance and support in setting up required appointment(s) with one of Boston Ballet School's wellness experts. The confidentiality of students and families is always carefully guarded. All student health concerns are approached with care and are discussed in a private conference with a parent or guardian present. Students/ parents are responsible for paying for any mandatory clearances and follow ups, though most evaluations are covered by major insurance providers.

Reporting Medical Concerns

Faculty members are aware of any medical concerns or conditions that you specify on your registration form. If changes should arise, we ask that you notify the Student Accounts Office in writing so that all medical records are up to date. Should an emergency arise, all attempts will be made to reach a student's parent/ guardian first. If a parent/ guardian cannot be reached, the emergency contact provided on the registration form will be called.

Health Insurance Policy

Boston Ballet School requires health insurance provider information to be on file upon registration in order to facilitate medical attention should an emergency arise. International or out-of-state students, please note The Massachusetts Health Connection (www.mahealthconnector.org and 1-877-MA-ENROLL) is an independent referral resource for finding private health insurance plans in Massachusetts. Students who are Massachusetts residents and qualify may register for Commonwealth Care and other low-cost health insurance plans at the website above. Please notify the Student Accounts Office in writing should insurance information change.

Physical Therapy Clinic

BBS Consulting Physical therapist Susan Kinney leads the physical therapy clinic. The appointments allow students to receive a general physical therapy screening, provide information about injury prevention or treat a particular injury. Individualized recommendations are provided to help improve and sustain each student's overall physical health. Please visit www.bostonballet.org/pt for the schedule and details on making an appointment.



Photo by Liza Voll

PARENT TOOLS

BBS Parent Association

Boston Ballet School's Parent Association (BBSPA) provides an opportunity for parents to take an active role supporting the goals and activities of the School. Each school location has a Parent Association representative who works closely with the Studio Manager to assist with key annual events including Curriculum Night and Spring Showcase. By enrolling in BBS, you are automatically a member of the Parent Association and have the ability to determine your level of participation through various opportunities. To get involved, please contact your Studio Manager.

Student Directory

Each fall Boston Ballet School compiles a student directory, which is available for reference to Boston Ballet School parents, students, faculty, pianists and staff at each location's Studio Administrator's desk. The directory lists all students who answered "Yes" to the "Directory Listing" question on their registration form. The directory is most commonly used as a carpooling resource, and may not be used to solicit merchandise or services.

Sydelle Gomberg Library

The Sydelle Gomberg Library, located outside of Studio 1 in the School's Boston location, with an annex in our North Shore studio, houses an extensive collection of books, magazines, and videotapes on dance, as well as related arts. Library hours are dependent upon volunteer availability. While rare books, magazines, and videotapes must remain in the library, a large part of the collection may be checked out. Students, family, and friends are encouraged to take advantage of this wonderful resource.

If you are interested in volunteering to staff the library, or donating materials, please contact the Boston Ballet Volunteer Association at **617.456.6239**. All donations are tax deductible.

Boston Ballet Volunteer Association

The Boston Ballet Volunteer Association is an active community that assists with special events, education and outreach programs, lecture series, hosts The Boston Opera House and Boston Ballet studio tours and also supports retail and the Box Office. For additional information, please contact the Volunteer Department at volunteer@bostonballet.org.

SPECIAL BENEFITS OF BEING PART OF BOSTON BALLET

Classes Plus

Classes Plus is an opportunity for students to refine their ballet technique by attending additional classes at no extra charge. Classical Ballet Program students in Intermediate 1 or higher and all Pre-Professional Program students are eligible to take extra classes within their current program, in a lower level and at their regular studio. Students need to schedule Classes Plus with a Studio Administrator in order to confirm that space is available in the class. During the spring, students may only participate in barre/center as classes are preparing for Spring Showcase. In order to take advantage of Classes Plus, students should arrive 15 minutes prior to the start of class to get a slip from the Studio Administrator.

Attending Boston Ballet Performances

All students are encouraged to attend ballet performances. This is an integral part of a dance education and helps to foster a deeper understanding of the artistry and skills involved in ballet. We particularly encourage subscribing to a series of shows, as this broadens a student's exposure to different styles, techniques, and dancers. For those not able to subscribe, attending at least three performances is strongly recommended as part of a student's education. We also encourage all students to take advantage of special \$15 tickets for Boston Ballet School's Next Generation.

Please contact the Box Office and identify yourself as a school family with any questions or inquiries regarding tickets, subscriptions, and special offers. Tickets and subscription packages may be purchased by phone at 617.695.6955, in person at Boston Ballet box office or The Boston Opera House box office, or online at www.bostonballet.org.

Participating in Company Productions

When Boston Ballet productions have roles for children, only students of Boston Ballet School are given the opportunity to audition. This is an exclusive benefit of studying at Boston Ballet School. Requirements change by production.

Boston Ballet artistic staff determines the eligibility requirements for its company productions. Casting in company productions neither positively nor negatively impacts a student's school evaluation or placement, except in cases where multiple class absences, for any reason, including company productions, may impede their mastery of required skills for their level. If parents or students have any concerns regarding how missed classes required by any non-school production or event may impact school progress, please consult your child's teacher prior to auditioning.

- *The Nutcracker*

Boston Ballet Company presents over 40 performances of *The Nutcracker* each year at The Boston Opera House. One of the defining features of this production is the children from BBS who are cast by Boston Ballet artistic staff. Students who are eligible for *The Nutcracker* will receive the Audition Guide for Parents and Students early in the school year. Auditions for children roles typically take place mid-September, and rehearsals typically begin in early October. The Audition Guide contains information about the audition process, rehearsals, and performances.

ENROLLMENT INFORMATION

Enrollment is on-going throughout the year. Enrollment in any class is dependent upon availability and is at the discretion of faculty and staff.

Prospective students interested in registering for classes at Boston Ballet School should contact **617.456.6333** or school@bostonballet.org to request a registration packet.

- Students ages 9 and older with previous ballet training are required to attend a placement class to determine the level of study best suited to their abilities. Group placement classes are typically held in late spring and summer for fall placement. Once the school-year starts, new student placement classes are scheduled individually to take place in a level that is appropriate to their current training level and evaluated for placement by a faculty member.
- Students ages 16 months to 7 years old may enroll directly into the Children's Program. Students 8 years old may enroll directly into Elementary 1; no audition or placement class is necessary.

Returning students automatically receive registration information, along with their year-end evaluation which includes their class placement for the next year, towards the end of the school year.

Registering for Class

Students may register for classes at Boston Ballet School in one of two ways, either via paper registration or through our online registration system.

- For registration forms, please contact **617.456.6333**.
- To register online, go to www.bostonballet.org/school, which provides the most up-to-date registration information, including class schedules, school events, and faculty information.

Parents will be notified via email to confirm their child(ren)'s enrollment. If an email address is not provided, a confirmation letter will be sent by mail.

Switching Classes

Your child may switch from one class section to another (i.e. from a Monday to a Thursday class) only if there is space still available in the alternate class. Please call **617.456.6333** to request a switch. Please note that a \$20.00 switch fee will be charged to your account for each switch.

Waiting List

If, after submitting registration forms, you are notified that the class you selected is full, you may request to be placed on the waiting list for that class. If a spot becomes available, you will be contacted. Your tuition deposit and registration fees will be processed only when your child has been officially enrolled in a class. All waiting list requests are effective based on the date that the request is made and are processed on a first-come, first-served basis. If you enroll in another section, or any other class, the "wait list" option will not be available to you.

Reporting Absences and Making Up a Class

Please report absences in order to accurately track attendance. To report an absence for a Children's or Classical Ballet Program student, please leave a message on the **Absence Hotline: 617.695.6950: ext 440 (Boston); ext 441 (Newton); ext 443 (North Shore)**

To report an absence for a Pre-Professional Program student, please email Kelly Kerrigan, Pre-Professional Program Manager at kkerrigan@bostonballet.org.

In order to make-up a missed class, the absence must be reported. While absences may occur for many reasons, we are only able to offer make-up classes for those absences due to illness, family emergency or religious holidays. If your child is injured and will miss a prolonged series of classes, please provide us with an applicable doctor's note and see the "Withdrawals" section of the handbook.

Students in the Classical Ballet and Pre-Professional Programs may make up a total of 8 excused absences over the course of the year, and are encouraged to do so by February 29 when Spring Showcases in class rehearsals begin. Students in the Children's Program may make up absences at any point over the course of the year. Make-ups must be scheduled in advance to ensure that there is room in the class by contacting your studio administrator.

Cancelled Classes

Boston Ballet reserves the right to cancel any class during the year due to insufficient enrollment. Enrolled families will be contacted to discuss alternatives.

International Student Information

Boston Ballet School is approved by the U.S. Department of Homeland Security to host international students for full-time training in Intermediate levels and above. International students ages 14 and older are required to obtain an M-1 Student Visa from their US Consulate, as well as a corresponding I-20 Form from Boston Ballet School. Please note that while M-1 Student Visas may be valid for 3-5 years, all International students must renew their I-20 Form with Boston Ballet School each year. For more information, please visit our website. Due to the complexity and sensitivity of the visa application process, international students are not permitted to register online.

FINANCIAL INFORMATION

Upon submitting registration materials, families are asked to designate a Primary Billing Contact. This person will be responsible for the financial management of the account, ensuring payment is made, and receipt of all school communications.

Payment Plans

Tuition may be paid in full, or by installments through one of two payment plans. Boston Ballet School reserves the right to require families to submit full payment of tuition and fees at any time.

- **Installment Plan A:**
Tuition is paid in 4 installments, the first due at the point of registration. Subsequent payments will be automatically withdrawn on or around 10/15, 12/15, and 2/15. This installment is only offered with the Automatic Credit Card Option. (ACC)
- **Installment Plan B:**
Tuition is paid in 9 installments, the first due at the point of registration. Subsequent payments are due on the 15th of every month beginning in October, through and including the month of May. Paper invoices will be mailed home on or around the first of every month before the payment is due. This installment plan is offered with the Automatic Credit Card Option with no additional fee, while families opting to receive paper invoices will incur an additional fee of \$50 per student. For ACC accounts, funds will automatically be withdrawn on or around the 15th of each month.
- Families that elect ACC should update the school with any credit card changes. Should a credit card not authorize, the primary billing contact will be notified. If a new card is not provided, future installments will be invoiced by paper.

Related Payment Information

- **Registration Fee:**
All students (new and returning) are required to pay an annual, non-refundable registration fee per program. All fees are due at the point of registration and are per student, not per family.
- **Late Fee:**
A \$20 late fee will be charged each month that an account is delinquent. Payments that fall up to 2 months behind for each account may result in your student(s) being temporarily withdrawn from Boston Ballet School and may jeopardize future enrollment. This may also prohibit participation in any Boston Ballet programs or productions, and year-end placement results will be withheld until payment in full is received.

- **Withdrawal Fee:**

For school year programming, a \$100 Early Withdrawal fee is assessed for Classical Ballet and Pre-Professional students that withdraw after August 15. For the summer, a \$50 Early Withdrawal fee is assessed for students that withdraw. These fees are waived in the exception of serious injury/illness as documented by a physician. For further information, please see Boston Ballet School's refund policy.

- **Returned Checks:**

A \$35 fee will be charged for all checks returned to our office for insufficient funds. Replacement funds must be a certified bank check, money order, credit card or cash.

If financial difficulties arise, please call Student Services at **617.456.6267**. Accounts that fall six months or more in arrears will be submitted to a collection agency and assessed collections fees at a minimum of 33%.

Withdrawals

When a student withdraws from any Boston Ballet School class, it is necessary to notify us in writing to ensure that the account is properly adjusted. Informing your child's instructor is not considered a formal notification of withdrawal. Once Student Services receives the completed withdrawal form, any refund due will be processed based on the initial notification date. You will be billed for any remaining balance.

Refunds

Students cancelling their enrollment prior to August 15 will receive a full tuition refund (less fees) without penalty. We suggest that parents encourage their child(ren) to attend at least six classes before withdrawing, as it often takes this long for children to adjust to a new environment.

All tuition is pro-rated on a monthly basis. Notification of withdrawal must be submitted by 5pm on the last weekday of the month in order to terminate enrollment and not be charged for the following month (e.g. a withdrawal date between September 1 and 30 warrants payment for September tuition, but not October.) A family's account may still be active if a balance remains or the withdrawal is from one of several classes, electives, or for multiple children. A doctor's note is required in the case of a medical withdrawal in order to waive the early withdrawal fee (not applicable to Children's Program).

When a student in the Classical Ballet Program or Pre-Professional Program withdraws from Boston Ballet School after August 15 for a non-medical reason, a \$100 Early Withdrawal Fee is assessed. This fee is waived in the case of a serious illness or injury documented by a doctor's explanation. All tuition for the Classical Ballet Program and Pre-Professional Program is non-refundable after March 31, with the exception of medical withdrawals with an applicable doctor's note.

Students cancelling their summer enrollment prior to May 31 will receive a full tuition refund, less any fees, and will also be assessed a \$50 Early Withdrawal Fee. Tuitions are non-refundable after May 31, except in the case where a serious illness or injury (as documented by a doctor's verification) prohibits the student from attending. In these instances, pro-rated account adjustments are based on the number of weeks the students was enrolled in class, not attended.

Financial Aid

Boston Ballet offers financial aid as part of its mission to provide access to the arts and dance education. Boston Ballet is a non-profit educational organization dedicated to making a quality dance education available to students and families from greater Boston. Financial aid funds are limited, and are awarded based on a comprehensive need-based scale to those who qualify. Students wishing to apply for financial aid must return the financial aid form and supporting documentation by the stated deadline to guarantee consideration.

Scholarships

Scholarships are limited and awarded by the Boston Ballet Artistic Director, Boston Ballet School Director, and Boston Ballet School principals. Such scholarships are merit-based and generally restricted to students in the upper levels demonstrating a high level of talent.

A student must fulfill certain obligations throughout the year if awarded financial aid or scholarship, as detailed in his/her acceptance agreement letter. Financial aid or scholarship money may be rescinded at any time based on the discretion of Boston Ballet faculty or staff if it is found that the student has not complied with the terms and conditions with which they have agreed to abide. In cases of suspension or dismissal, tuition will not be refunded. Please note that financial aid and scholarship awards apply only to the core curriculum and not towards fees or elective classes.



Photo by Sabi Varga ©vargaimages

NOTES

Boston Ballet School Main Line

617.456.6333

Absence Hotlines

Boston: 617.695.6950 x 440

Newton: 617.695.6950 x 441

North Shore: 617.695.6950 x 443

School Closing Hotline

617.695.6950 x 567

Box Office

617.695.6955

Information in this handbook is subject to change,
and may be updated throughout the year.

Cover photos by Liza Voll

PARTICIPATE IN THE FUTURE OF BOSTON BALLET

Boston Ballet School, the official school of Boston Ballet, provides extraordinary learning experiences through a comprehensive dance curriculum. Tuition alone does not cover the cost of world-class dance education. Boston Ballet relies on families like yours to provide philanthropic support of the extraordinary artistic and educational experiences offered to the Greater Boston community.

YOUR PHILANTHROPIC SUPPORT OF BOSTON BALLET

INSPIRES creativity and imagination in children.

Students at Boston Ballet School receive extraordinary ballet training and connect to an internationally-acclaimed company with an unparalleled artistic reputation. Students benefit from unique access to professional performance opportunities and interactions with the world's foremost dancers, teachers, guest artists, and choreographers.

TRANSFORMS lives through arts education.

Ballet training combines athleticism, poise, and physical strength with musicality, artistry, and creativity. We cultivate confidence, self-discipline, drive, tenacity, and perseverance in our students, which prepare them for a lifetime of accomplishments, on stage and off.

DEVELOPS future generations of dancers and dance lovers.

Every student deserves the opportunity to dance, regardless of financial ability. Boston Ballet School distributes more than \$500,000 in scholarship and tuition assistance each year, giving hundreds of young people the chance to pursue their dreams and partake in the benefits of a classical ballet education.

SUSTAINS the art form of ballet.

Your generosity nurtures the next generation of artists and arts lovers, ensuring a vibrant future for this beautiful and exacting art form.

SHARE THE JOY OF DANCE!

Boston Ballet is a non-profit organization committed to excellence and access on stage, in the studio, and in the community. Philanthropy enables us to provide what tuition and ticket sales alone cannot, from live musical accompaniment in the classroom to aid for those in need of financial assistance.

Please consider joining our Circle of Friends or Benefactors, and become part of our family of arts advocates and champions. Your gift at any level is a strong endorsement of the value of a rich arts education.

To learn more about supporting Boston Ballet or supporting specific initiatives within the School, **please contact Mary Lyons at 617-456-6292 or mlyons@bostonballet.org.**

www.bostonballet.org/support