

Frequently Referenced Information

Listed below, please find the most frequently referenced information by Boston Ballet School families. Should you have any questions please do not hesitate to contact us at 617.456.6333 or at school@bostonballet.org. You may also visit us at www.bostonballet.org/school.

Classroom and Building Information

- **Arriving at the Studio**

We recommend that you arrive 15 minutes prior to the start of class to give you ample time to prepare. In Boston and the North Shore parents should drop-off and pick-up their child directly outside the classroom. In the Newton Studio, children should remain in the lobby and the instructor will collect them when it is time for class to begin. All facilities have waiting areas. We kindly ask that all students be picked up immediately following the end of class.

- **Parking**

While Newton and the North Shore have adjacent parking lots, parking in Boston's South End can be quite challenging. Unfortunately, there is no parking lot at Boston Ballet School on Clarendon Street. To help assist you, here are some suggestions for parking in the area:

- Visitor Parking on local streets – please check the signs carefully.
- Atelier 505 Parking Garage: Located under the Calderwood Pavilion. Entrance on Warren Avenue, at the rear of the facility. www.pilgrimparking.com/facilities/atelier/index.php

As a courtesy to our neighbors, it is asked that families do not double park on Clarendon Street in front of the Boston Studio.

- **Locker Rooms**

Locker rooms for both men and women are available at all studios. In both Boston and Newton, students are permitted to bring in locks for day use only. In the North Shore locker rooms are shared with the adjacent YMCA; locks may be acquired through the YMCA staff. It is strongly encouraged that students do not leave valuables unattended.

- **Building Etiquette**

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.

Enrollment Information

- **Reporting Absences and Making up a Class**

We understand that circumstances may arise that prevent students from attending class. In these instances, we kindly ask that the student's absence be reported so that the faculty and administration may accurately track attendance. To report an absence, please leave a message on the **Absence Hotline at 617.695.6950, ext: 440 (Boston); ext 441 (Newton); and ext. 443 (North Shore)**.

In order for your child's absence to be eligible for a make-up class, it must be reported to the absence hotline. While absences may occur for any number of 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, we ask that you provide us with an applicable doctor's note. Please note that tuition will not be adjusted for those weeks missed unless the student withdraws.

- **Elective Classes**

Boston Ballet School offers a variety of optional classes in technique and subjects other than ballet. These elective classes are designed to enrich ballet training and help foster a well-rounded and versatile student. Elective classes for the 2014-2015 school year may include character, modern, and stretch and strengthen; offerings vary by level and studio. For further details regarding Elective classes, including descriptions, please visit our website www.bostonballet.org/school. Please note that elective classes are additional classroom hours and therefore carry an additional cost.

- **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 new class. Please call the Office of Administration at 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 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. If you enroll in another section, or any other class, the waiting list option will not be available to you.

- **Withdrawals**

Should you decide to leave the school, please contact the Office of Administration at 617.456.6333 as soon as possible. Once we hear from you, we will send you a Formal Withdrawal Request Form, which we ask be completed and signed in order to process an account adjustment and complete the withdrawal process.

Financial Information

Boston Ballet is a non-profit organization committed to excellence and access on stage, in the studio and in the community. As part of our mission to provide access to the arts and a dance education, we provide financial aid to qualifying students. Financial aid funds are limited, and are awarded on a comprehensive need based scale. Families interested in applying should contact us at 617.456.6333 for further details.

Observe Your Child's Progression

- **Peek Weeks**

With the exception of the scheduled "Peek Weeks", we kindly ask that family members wait in the lobby until the student is finished with class. We believe the presence of "an audience" or multiple adults creates a distraction and takes attention away from the teacher's instruction.

- **Spring Showcase**

Students in the Classical Ballet Program are eligible to participate in Boston Ballet School's year-end Spring Showcases. These unique performances, featured at a venue within each studio's community, are a celebration of our students' hard work and accomplishments. They also provide a valuable opportunity for our students to share and showcase their progress with family, friends and community members.

Special Benefits of Being Part of Boston Ballet

- **Attending Boston Ballet Performances**

As a member of Boston Ballet School, the official school of Boston Ballet, students receive discounts to select company performances. Please contact the Box Office at 617.695.6955 for the most up-to-date student subscriptions and other special offers.

- **Participating in Company Productions**

As one of the exclusive benefits of being a student at Boston Ballet School, students in our Classical Ballet and Program are invited to audition for Boston Ballet's *The Nutcracker*. Informational materials related to *The Nutcracker* will be mailed to eligible students in early September.

Contact Us

- **School Closing Hotline**

Closings due to inclement weather or other emergencies are listed both on our Class Cancellation Hotline as well as our website, www.bostonballet.org/school. **To access the Class Cancellation Hotline, please call 617.695.6950, ext. 567 for the most up-to-date information.**

- **Get To Know Your Studio**

We communicate important School information and updates to our parents primarily via email – so please make sure we have your email address. This will enable you to receive communications such as BBS Connections, the school's monthly newsletter. Boston Ballet's website is updated frequently and is a great resource for Parents, go to www.bostonballet.com/school.

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 may also feel free to contact us at 617.456.6333 or school@bostonballet.org.