

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. All students are encouraged to use the bathroom and wash their hands prior to class. 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.

- **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.

Observe Your Child's Progression

In place of a formal performance for our youngest students, we offer a series of "Peek Weeks" throughout the year where family and friends are invited into the classroom to observe our students' progress. 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. Please reference your School Year Calendar for dates.

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**

Only students that have enrolled in the Classical and Pre-Professional Programs (ages 8 and up) are eligible to audition for Boston Ballet's *The Nutcracker*.

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.