

BOSTON BALLET SCHOOL

Dear parents and students,

I invite you to dance with Boston Ballet School this fall!

Boston Ballet School offers a comprehensive curriculum that is designed to not only offer unparalleled instruction in ballet technique, but also introduce students to the wider world of dance. As the official school of Boston Ballet, BBS also offers many exclusive benefits for our students and families. Our students have the exclusive privilege of auditioning for company productions, such as *The Nutcracker*. There are also performing opportunities such as Spring Showcase and ensembles, educational and parent programs, as well as community service through LEADS and our Student Council. Your involvement with Boston Ballet School will offer you the opportunity to be a part of our progressive curriculum as well as enjoy these many benefits.

Enclosed, please find a registration form and level placement for the 2010-2011 school year. In order to secure a spot, please send in your registration materials as soon as possible. Registration forms will be processed on a first come, first served basis, and **space is limited**. Completed registration materials should be mailed to:

**Boston Ballet School
P.O. Box 600349
Newtonville, MA 02460-1547**

**You may also register at www.bostonballet.org/school
via our new Boston Ballet School online registration system.**

Should you have any questions or need additional information, please feel free to contact our Administrative Offices at 617-456-6263. We look forward to seeing you this fall.

Sincerely,



Margaret Tracey
Director, Boston Ballet School

Student ID: _____



Parent ID: _____

2010-2011 NEW STUDENT REGISTRATION FORM

MAIL COMPLETED REGISTRATION FORM, PAYMENT AND HEALTH INSURANCE INFORMATION TO:
BOSTON BALLET SCHOOL, P.O. Box 600349, NEWTONVILLE, MA 02460-1547

STUDENT INFORMATION

Student Name: _____ Date of Birth: _____
LAST FIRST MIDDLE

Address: _____ Home Phone: _____
STREET CITY STATE ZIP

Sex: M F Academic School: _____ Academic Grade: _____
Name City/Town

PARENT INFORMATION

Parent 1: Mr. / Mrs. / Ms. _____ Parent 2: Mr. / Mrs. / Ms. _____
Primary billing contact?

Address: _____
CITY STATE ZIP

Address: _____
CITY STATE ZIP

Home Phone: _____

Home Phone: _____

Work Phone: _____

Work Phone: _____

Cell Phone: _____

Cell Phone: _____

Employer: _____

Employer: _____

Job Title: _____

Job Title: _____

Preferred contact email: _____

ADDITIONAL EMERGENCY CONTACT - All attempts will be made to contact the student's parents first.

Name: _____ Home Phone: _____

Relationship to student: _____ Cell Phone: _____

ADDITIONAL INFORMATION

1. HOW DID YOU HEAR ABOUT US? Sibling Enrolled Ad: _____ Website Was a former student
 Word of Mouth Other: _____

2. STUDENT DIRECTORY: May Boston Ballet School publish your child's *above contact information, excepting street address*, as part of an available reference guide to parents, faculty and staff? Yes No

3. MEDICAL CONCERNS: Does your child have any pre-existing allergies or medical conditions of which we should be aware? If "Yes", please list them here: _____ Yes No

4. SIBLINGS: Do or will you have additional children enrolled in Boston Ballet School this year? Yes No
If "Yes", please provide: Their name[s]: _____ Their Level(s): _____

CLASS SELECTION: ELEMENTARY 1 BOYS CLASS

Please check the box next to your class selection. Availability is on a first-come, first-served basis.

BOSTON STUDIO

Elem 1-1.3 Wednesday 6:30-7:30pm
Saturday 1:30-2:30pm

Modern 1.2 Saturday 2:30-3:30pm

SEE BACK OF FORM FOR TUITION COSTS AND PAYMENT INFORMATION.

RCD:	RB:	HH:	ORD:	PP: F A B	ACC: Y N	FA: Y N	DIS: ND D	W/L: Y N	HI: Y N	RTD:	SC:	QC:
------	-----	-----	------	-----------	----------	---------	-----------	----------	---------	------	-----	-----

BALLET ELECTIVE OPTION

A third day elective option is available for students who wish to add an additional day of training. Please select a day/time from the core classes on the front of the form and list here. Please note there is an additional fee associated with this class as per below:

Day: _____ Time: _____

TUITION AND PAYMENT INFORMATION

PAYMENT REQUIREMENTS—PLEASE CHECK THE BOX NEXT TO THE APPROPRIATE PAYMENT OPTION.

Class Options	Payment in Full (w/ Fees)	Plan A Deposit (Including Fees) *Only available with APO	Plan B Deposit (Including Fees)
Elementary 1	\$1,770.00	\$476.25	\$286.67
Elem. 1 + Ballet Elective or Modern	\$2,175.00	\$577.50	\$331.67
Elem. 1 + Ballet Elective + Modern	\$2,580.00	\$678.75	\$376.67

Please contact the Bursar at 617.456.6244 for an accurate price break-down of any additional class combinations and installment plan deposits in addition to the ones outlined above

*Installment Plan A credit cards will be charged 10/15/10, 12/15/10 and 2/15/11. Installment Plan B payments will be due 10/15/10, 11/15/10, 12/15/10, 1/15/11, 2/15/11, 3/15/11, 4/15/11 and 5/15/11. **Installment Plan billing fee(s) are one-time, annual fee(s). This fee is waived for families electing the Automatic Payment Option (APO). APO will be cancelled for any credit cards which decline for any reason. Paper bills will be issued for subsequent billing periods, and Late Payment Fees may accrue. APO re-enrollment is allowed at the administration's discretion.

ANNUAL TUITION AND FEES (SEPT-JUNE ENROLLMENT)

Tuition for Elementary 1 = \$1,725.00
 Tuition for Ballet Elective = \$405.00
 Tuition for Modern = \$405.00

Annual, one-time only, non-refundable fees
 Registration Fee = \$45.00 (required for all students)
 Installment Plan B Billing Fee = \$50.00 (optional – see right)

Additional applicable, non-refundable fees
 Class Switch Fee, per formal section change = \$20.00
 Late Payment Fee, per occurrence = \$20.00
 Returned Check Fee, per occurrence = \$30.00
 Early Withdrawal Fee = \$100.00

Pro-rated tuitions will go into effect 10/1/10. Please contact the Bursar at (617) 456-6244 for a proper tuition quote. For students who enroll between Sept. 9th, the first day of school, and Oct. 1st when pro-rating goes into effect, make-up classes may be scheduled for those classes “missed” due to your delayed start.

PAYMENT METHODS

BY CREDIT CARD – REQUIRED FOR PLAN A

Cardholder's Name: _____

Card number: _____

Expiration: _____ CVV Code: _____ Amount: _____

- Please check here to select **Automatic Payment Option** for Plan B. If selected the card listed above will be automatically charged on the due date for each billing cycle, on or around the 15th of the month. Please see decline fee below.
- Installment Plan B Billing Fee waived for families who select the Automatic Payment Option upon registration only

BY CASH/ CHECK/ MONEY ORDER

Please make your check or M.O. payable to *Boston Ballet School*.

This registration form, health insurance form and payment must be submitted together in order to register.

Withdrawal Policy: Students who withdraw before August 15th will receive a 100% refund of tuition paid up to the effective date of their withdrawal, less all fees. Students withdrawing between August 16th and March 31st will receive a pro-rated account adjustment based on the month of the withdrawal. An **Early Withdrawal Fee** of \$100.00 will be charged prior to account adjustments for withdrawals from the Classical or Pre-Professional programs between August 16th and March 31st. After March 31st, all tuitions are non-refundable, with the exception of a medical withdrawal accompanied by a physician's note. Notification of withdrawal must be received by the office of administration by 5pm on the last weekday of the month in order to terminate enrollment and not be charged for the following month (i.e.: A withdrawal date between September 1st-30th warrants payment for September tuition, but not October. A parent withdrawing their child October 1st will be charged for the month of October.) A family's account may still be active if a balance remains or if it is just the withdrawal of one of several classes, electives or 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).

All withdrawals are effective as of the date on which the Office of Administration is notified; informing your child's instructor is not considered a formal notification of withdrawal. In cases when notification is received after a student stops attending class, the billing contact will still be held liable for tuition due for classes between the last attended class and the effective date of withdrawal. **WRITTEN NOTICE OF INTENT TO WITHDRAW MUST ACCOMPANY ALL WITHDRAWALS.**

Late Fee(s) and Delinquent Accounts: A \$20.00 late fee will be charged each month for as long as you are delinquent in your payments. When you bring the payments up-to-date, we will stop charging a late fee. Payments that fall up to two months in arrears may jeopardize your child's participation in Boston Ballet School. In cases where students default on financial obligations, the primary billing contact is liable for the outstanding balance and any collection costs and/or legal fees (at a minimum rate of 33% of the balance) incurred by Boston Ballet School during the collection process.

Automatic Credit Card Decline Fee: A \$20 fee will be administered for any card that declines for any reason. Please notify the Office of Administration PRIOR to the 15th when your card will be charged of any changes. There will be a five day window after our offices contact you regarding the decline that you will be able to rectify your account, and this fee will be waived or you will receive invoices by post-mail.

Boston Ballet School Health Insurance Documentation (required for enrollment)

If you have health insurance, please fill out the following:

Health Insurance Policy Number: _____

Issued by: _____

Name of Company

Phone Number of Company _____

Circle whether you are covered under a: Family policy Individual policy

ATTACH A COPY OF YOUR OR YOUR GUARDIAN'S MEDICAL INSURANCE CARD, BOTH FRONT AND BACK SIDES, TO THIS FORM. IN THE EVENT THAT YOU NEED MEDICAL CARE, THIS WILL EXPEDITE THE ADMINISTRATIVE PROCESS.

If you do not have health insurance, please fill out the following:

Due to the fact that we do not have medical insurance for: _____, Applicant's Name(print)

We/I will assume all responsibility for payment(s) of medical treatment if an injury does occur while he/she is a student of Boston Ballet Center for Dance Education. Boston Ballet Center for Dance Education will not be responsible for any medical costs.

Parent or Guardian Name (print)

Signature

Date

Boston Ballet School Policy Agreement (required for enrollment)

Photo Consent: I/We hereby irrevocably consent to and authorize the use and reproduction by Boston Ballet of any and all photographs, recordings, videotapes and/or other reproductions of likenesses of the Child's person or characteristics ("images") for any purpose, whatsoever, without compensation to the Child. All images shall constitute the property of Boston Ballet, solely and completely. Further, I/We assign and release all rights to said images and authorize Boston Ballet, or others authorized by them, to exhibit, broadcast, and/or distribute or otherwise further reproduce said images in whole or in part over or in any medium whatsoever, including, without implied limitation, newsletters, radio, newspapers, closed circuit television, film, cable and television, with or without compensation in perpetuity. I/We also release, discharge and agree to hold harmless the producers or any persons, or entities acting under their permission or authority from any liability arising from the use of said images.

Medical Consent and Liability Waiver: I understand that as parent or guardian I will be contacted if medical attention is required during class time. If I cannot be reached, I hereby authorize an administrator of Boston Ballet School to arrange for treatment as necessary. I shall indemnify, hold harmless and defend Boston Ballet, its officers, boards, agents, servants and employees, except in cases of willful misconduct and gross negligence on their part against any and all claims, actions, or suits brought for damages or alleged damages, and from all liability, loss and expense, including reasonable legal expenses, resulting from any injury to person or property or from loss of life sustained by my child while my child is a student at Boston Ballet or while he/she is fulfilling a role in any Boston Ballet production or event in which he/she has been invited to participate on or about BOSTON BALLET PREMISES, THE OPERA HOUSE, or any other venue where such activity is taking place. I understand that in signing this Registration Form, I am agreeing to accept the guidelines of Boston Ballet School.

YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ AND AGREE TO ABIDE BY THE POLICIES AND PROCEDURES LISTED ON REGISTRATION FORMS:

Parent Signature: _____ Date: _____

BOSTON BALLET SCHOOL

2010 - 2011 Elementary 1 Program Schedule and Dress Code Requirements

Boston Schedule			
ELEM 1-1.1	<i>Boston</i>	Monday	4:30-5:30 PM
		Wednesday	5:30-6:30 PM
ELEM 1-1.2	<i>Boston</i>	Tuesday	4:00-5:00 PM
		Saturday	12:30-1:30 PM
ELEM 1-1.3 BOYS	<i>Boston</i>	Wednesday	6:30-7:30 PM
		Saturday	1:30-2:30 PM
MODERN	<i>Boston</i>	Saturday	2:30-3:30 PM
Newton Schedule			
ELEM 1-2.1	<i>Newton</i>	Monday	4:00-5:00 PM
		Wednesday	4:00-5:00 PM
ELEM 1-2.2	<i>Newton</i>	Tuesday	4:00-5:00 PM
		Thursday	4:00-5:00 PM
ELEM 1-2.3	<i>Newton</i>	Wednesday	5:00-6:00 PM
		Saturday	10:00-11:00 AM
ELEM 1-2.4	<i>Newton</i>	Tuesday	5:00-6:00 PM
		Saturday	11:00-12:00 AM
MODERN	<i>Newton</i>	Friday	4:30-5:30 PM
All students are required to wear the following dress code:			
ELEMENTARY 1 PROGRAM DRESS CODE			
Girls Elemenatry 1:	Tank Leotard- <i>Motionwear</i> Style #2200, Light Blue, #592 Skirt- <i>Motionwear</i> Style #1028, Light Blue #063		
All Girls:	Tights- Ballet Pink <i>Body Wrappers</i> tights, Style #C80 or C81 Pink Ballet Slippers- Bloch leather slippers and pink elastic- No ribbons please.		
All Boys:	White Short-Sleeved Leotard- <i>Motionwear</i> Style #2104 Black Bike Shorts- <i>Motionwear</i> Style #7110 White Ankle Socks- Students may wear any plain thin white socks from their wardrobe. White Ballet Slippers- Bloch leather slippers with elastic		
ADDITIONAL INFORMATION			
* Please do not wear skirts, legwarmers, jewelry or hair ornaments. * Longer hair should be pulled neatly back, away from the face. For girls, a bun is preferred.			

BOSTON BALLET SCHOOL

2010-2011 CALENDAR

Week of August 30

Tuesday-Wednesday, September 7-8

Thursday, September 9

Saturday, September 11

Tuesday, September 14

Saturday-Sunday, September 25-26

Week of October 4

Monday, October 11

Saturday-Sunday October 23 - 31

Wednesday-Sunday, November 24 - 28

Week of December 13

Friday, December 24, 2010-Sunday, January 2, 2011

Monday, January 3

Week of January 10

Saturday, January 15

Monday, January 17

Week of February 14

Monday-Sunday, February 21 - 27

Week of March 28

Week of April 11

Monday-Sunday, April 18 - 24

Sunday, April 24

May (Dates to be determined)

Tuesday-Wednesday, May 17 - 18

Saturday-Monday, May 28 - 30

Saturday, June 11

Saturday, June 11

Sunday, June 12

Week of June 13

Sunday, June 19

Back to School Open Houses

Teacher Professional Development

Classes Begin

Back to School Welcome Event (Parent Association Sponsored)

The Nutcracker Informational Meeting

Pre-Professional Students Meeting, Boston Studio

The Nutcracker Auditions

Bring a Friend Week & Peek Week- Children's Program

NO CLASSES – Columbus Day observed

Parent Seminars

NO CLASSES – Thanksgiving Break

Peek Week – All Programs

NO CLASSES – Holiday Break

Classes Resume

Bring a Friend Week – Children's Program

Boston Ballet School Ensemble begins (Boston)

NO CLASSES – Martin Luther King, Jr. Day observed

Peek Week – Children's Program

NO CLASSES – Winter Break

Parent Seminars

Peek Week – Children's Program

NO CLASSES – Spring Break

NO CLASSES – Easter Sunday observance

Newton Studio Classical Ballet Program Showcase

Boston Studio Pre-Professional Program Showcase

NO CLASSES – Memorial Day Weekend

Marblehead Studio Classical Ballet Program Showcase

NO CLASSES – Boston Studio Only

Boston Studio Classical Ballet Program Showcase

Peek Week – All Programs

Last day of classes

For more calendar details, please visit www.bostonballet.org/school

BOSTON BALLET SCHOOL

FREQUENTLY ASKED QUESTIONS

Question: My child is registered, what do we do on the first day of class?

Answer: We recommend that you arrive 15 minutes prior to the start of class to give your student ample time to prepare for class. Please reference the enclosed **Dress Code** document for proper class attire. All students are encouraged to use the bathroom and wash their hands before class begins.

In Boston and Marblehead, parents may drop-off and pick-up their student directly outside the studio (if you are unsure of which studio, please see a Studio Administrator). In our Newton facility, parents may drop-off and pick-up students in the lobby. All three facilities have waiting areas. We kindly ask that all students be picked up following the end of class. Should you have any additional questions upon arrival, you may speak with the Studio Administrator on duty at the front desk.

Question: May I stay and observe my child's class?

Answer: 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.

Question: How do I report an absence?

Answer: 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 (Marblehead)**. 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.

Question: If we miss a class, can we make it up?

Answer: 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. To schedule a make up class, please speak with a Studio Administrator. On the day of the make up class, students should obtain a permission slip from their Studio Administrator before entering the class room.

Question: What is an Elective class?

Answer: Boston Ballet School offers a variety of classes in technique and subjects other than Ballet. These electives are designed to enrich ballet training and help foster a well-rounded and versatile student. Elective classes for the 2010-11 school year include character, modern, Pilates and professional development lectures; 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.

Question: What is the Classes Plus Program?

Answer: As an added benefit of being a student at Boston Ballet School, students participating in the Intermediate, Advanced, Pre-Professional, and Trainee levels are eligible to participate in our Classes Plus Program. This program allows students to attend additional ballet technique classes in a lower level with no additional fee. Students electing to participate are required to take these additional classes within the same studio location that the core class is attended. Students should obtain a permission slip from their Studio Administrator before entering the extra class.

Question: What if I need to switch my child's class time?

Answer: Your child may switch from one class section to another (i.e. from a Monday/ Wednesday to a Tuesday/Thursday class) only if there is space still available in the new class. Please call the Registrar at 617.456.6267 to request a switch. Please note that a \$20.00 Switch Fee will be charged to your account for each switch.

Question: Can my child be enrolled in one class and be on the wait list for another class?

Answer: Since both our enrollment and our waiting lists are handled on a first-come, first-served basis, we ask that parents make a choice between sections so that we can offer as many students as possible the chance to attend ballet class. When space opens up in a closed class, we will immediately call the first child on the waiting list to offer the space. If that student cannot enroll, we will move down the list until the spot has been filled.

Question: How do we know if the school is closed due to inclement weather or other reasons?

Answer: Closings due to inclement weather or other emergencies are listed on our Class Cancellation Hotline. When the weather turns bad, we assess canceling classes three times during the day: 7am, 12pm and 3pm. If we determine that classes will be cancelled, it will be listed on the hotline. **To access the Class Cancellation Hotline, please call 617.695.6950, ext. 567 for the most up-to-date information.**

Question: Is there an end-of-year performance?

Answer: Students in the Classical and Pre-Professional Programs 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.

Question: Can my child participate in Boston Ballet's *The Nutcracker*?

Answer: As one of the exclusive benefits of being a student at Boston Ballet School, students in our Classical Ballet and Pre-Professional programs are invited to audition for Boston Ballet's *The Nutcracker*. All Pre-Professional level students are required to audition for *The Nutcracker* production. While, participation of Pre-Professional students in levels 1-4 is not required past the audition process, Trainee students must participate as this production is an integral part of their professional dance training. Informational materials related to *The Nutcracker* will be mailed to eligible students in late August/ early September.

Question: Do BBS students receive discounts to company performances?

Answer: Yes, 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.

Question: What happens if I need to withdraw my child from Boston Ballet School?

Answer: Should you decide to leave the school, please contact the Office of Administration at 617.456.6263 as soon as possible. Once we hear from you, we will send you a Formal Withdrawal Request Form. Please complete the form and return it to an Administrator so we can process an account adjustment to complete the withdrawal process.

Question: What is the best way for me to get information about Boston Ballet School?

Answer: We communicate important School information and updates to our parents primarily via email – so **please make sure we have your email address.** This enables 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. And, your Studio Administrators are there to help! If you have any questions or concerns, please ask them for assistance.

FOR MORE INFORMATION GO TO: www.bostonballet.com/school