



**Parent/Student  
Handbook  
2025-2026**

# Columbia Ballet Academy

## POLICIES & PROCEDURES

### ***Registration Info and Tuition Fees***

For all new students: registration may be initiated online or in-person at Columbia Ballet Academy. All families will create a billing portal through which students may be registered for classes. A signed copy of both the *Agreement to Policies and Procedures* and a *Medical Release and Authorization* must also be submitted either at the time of registration or before the student's first class. These forms may be completed in the school office or can be found on the website under Student/Parent Resources to be printed and mailed or electronically completed and sent via email.

Returning students may register by email (info@columbiaballet.org), or through your online portal. An updated *Agreement to Policies and Procedures* and a *Medical Release and Authorization* must be submitted for each student in the Fall semester.

There is a \$25 annual registration fee for all Children's Division and Pre-Professional Division families—this fee is not required for Open Division students or DanceAbility students. Families with inactive accounts past two years will be removed from Dance Studio Pro.

### **Waitlists**

A waitlist will be made for every class that becomes full. In the event that a student drops out of a class, dancers from the waitlist will be contacted to fill the empty space. If there are no students dropping from a class with a large waitlist, we will try our best to open an additional class to accommodate those on the list.

### **Tuition Rates**

Tuition rates are based on the number of class hours a student takes per week and the total weeks in the session, beginning at \$13.50 per class for Children's Division (45 minute classes). Pre-Professional Division begins at \$15.50 per class for 1 hr classes. As the following table illustrates, the price per class decreases in relation to the number of hours a student takes per week—after 9 hours/week, there is a flat fee for an unlimited number of classes.

***Tuition Payments are nonrefundable. Students are expected to attend or make-up (See "Make-Up Policy" under Class Information) classes within the semester that absences occur.***

<b>Children's and Pre-Professional Division</b> <i>hours per week</i>	<b>Price per hour</b>	<b>Monthly Payment Rate</b> <i>*Based on a four week month</i>
0.75hr	\$13.50	\$54
1 hr	\$15.50	\$62
2 hrs	\$14.50	\$116
3 hrs	\$13.50	\$162
4 hrs	\$13.00	\$208
5 hrs	\$12.50	\$250
6 hrs	\$12.00	\$288
7 hrs	\$11.50	\$322
8 hrs	\$11.00	\$352
9+ hrs	\$10.50	\$378

Open Division classes are all drop-in, and can be charged either per class or by purchasing a multi-class card—see the table below for these rates. The classes on a card must be utilized within 1 year of purchase; there are no refunds for unused classes upon completion of the 1 year time period.

*Students registered for year-round Pre-Professional Division classes who would like to participate in drop-in classes may purchase class cards at our discounted student rates*

<b>45-60 Minute Class</b>	<b>College Student</b>	<b>Non-Student</b>
<b>Single Drop-in</b>	\$13	\$15
<b>10 Class Pass</b>	\$120	\$140
<b>20 Class Pass</b>	\$220	\$260

<b>75-90 Minute Class</b>	<b>College Student</b>	<b>Non-Student</b>
<b>Single Drop-in</b>	\$16	\$18
<b>10 Class Pass</b>	\$150	\$170
<b>20 Class Pass</b>	\$280	\$320

#### **Monthly Installments & Late Fees**

**Paying for the Full Semester:** If you are paying in full for the semester, tuition is due no later than September 2nd for the Fall session, January 5th for Spring session, and the end of the first week for Summer session. If fees have not been paid by this time, we will attempt to charge the card on file—a **\$20**

**late fee** will be added to delinquent accounts if we are unable to charge the card. **If payment is not completed, the student will be unable to attend further classes or participate in performances at Columbia Ballet Academy until the balance is paid in full.** No extensions into makeup classes or refunds for missed classes during the delinquent period will be granted.

**Monthly Payers:** For monthly payers, tuition is due on the 1st of the month. You must let the school know prior to September 1st for the Fall session and January 1st for the Spring session if you plan to pay monthly instead of by the full semester. Summer session classes must be paid in full. Any student on a monthly payment plan must have a credit card on file—this card will be charged on the 5<sup>th</sup> of the month if tuition payment has not been received. If for some reason the school is unable to charge this card, a **\$20 late fee** will be added to delinquent accounts. **Should accounts remain delinquent after 30 days, the student will be unable to attend further classes at Columbia Ballet Academy until the balance is paid in full. After 3 months without payment, the account may be sent to debt collection services.** No extensions into makeup classes or refunds for missed classes during the delinquent period will be granted.

\*If at any point you need specific accommodations, you must notify us upon registering for classes—we cannot guarantee our ability to make accommodations, but will do our best to provide accessibility as needed. Scholarships are available for individual students and require submitting a scholarship application. If there are multiple students in a family, an application is required for each student looking to be considered.

**Late Fees:** For any charges, payment should be made as soon as possible including but not limited to tuition, new merchandise, used clothing or shoes, and showcase/audition fees. For any fee that is past due for which a statement has been sent, the school reserves the right to charge the card on file—a **\$20 late fee** will be added to delinquent accounts if we are unable to charge the card. **If payment is not completed, the student will be unable to attend further classes or participate in performances at Columbia Ballet Academy until the balance is paid in full.**

### **Tuition Payment Methods**

Tuition payments are encouraged to be made via cash or check, when possible. However, online payments can also be made through your billing portal.

Select transactions, including but not limited to showcase fees, competition/convention fees, costume rentals, event fees, studio rentals, audition fees, and masterclasses, may require payment by cash or check. Alternatively, we can facilitate card payments for these transactions (including tuition) with an added 3.05% + \$0.35 per transaction processing fee. Another option is using the ACH (Automated Clearing House) payment. ACH transactions have an added 1% + \$0.20 per transaction processing fee. Payment details will be specified in the statement note for the charge on payments that this applies to.

Checks should be made payable to Columbia Ballet Inc, contact us at [info@columbiaballet.org](mailto:info@columbiaballet.org) to specify delivery method.

### **Discounts**

**Pay-In-Full:** Tuition payments made in full before the beginning of the school's semester will be granted a five percent (5%) discount.

**Family Discount:** Families with more than one student will automatically receive a 10% discount on tuition of every additional student. This cannot be combined with the Pay-In-Full discount.

### **Class Cancellations**

For planned class cancellations, including but not limited to Labor Day, Martin Luther King Jr. Day, Fourth of July, Company rehearsals/performances, and school showcases, the school will either provide makeup class days or prorate tuition in the initial tuition balance. Closed dates and other important events can be found on the important dates calendar on the website and the monthly newsletter.

## ***Studio Information***

### **Studio Behavior**

Students are required to be quiet and respectful to instructors and fellow students upon entrance into Columbia Ballet Academy, as multiple classes are generally being conducted. Students are expected to be attentive during class, neat in the dressing rooms, and polite to fellow students. Pulling on equipment, touching mirrors and general disruptions will not be tolerated.

Columbia Ballet Academy is a private studio and reserves the right to dismiss any student from class who demonstrates inappropriate behavior, or upsets the learning environment of the school. Each disciplinary action will be accompanied by a phone call to the parent/guardian explaining the reasoning(s) for class dismissal. Should the disruptions persist disciplinary action will be determined on a case-by-case basis between the parent/guardian and the School Director.

### **Student Belongings**

Students should utilize the school's cubbies for all their belongings to avoid creating any hazardous situations by leaving items strewn throughout the dressing rooms, lobby area, or studios.

Cell phones should be turned off and are banned from class. Any disturbances from electronic devices may be deemed as a class distraction and subject to disciplinary procedures. Parents/Guardians are welcome to leave an urgent message for their student at the front desk if needed.

### **Food & Beverage**

Water is the only beverage allowed within the studio space. Any necessary snacks should be consumed in the lobby/front desk area only. Gum is prohibited.

### **Lost & Found**

Columbia Ballet Academy is not responsible for any lost personal items, including but not limited to: jewelry, clothing, shoes, school books, etc. Please help us return lost items to you by labeling every item coming into the studio.

While we will offer a lost & found bin, please note that every 2 months it will be cleaned out and any items remaining will be donated to charity.

## ***Class Information***

*The atmosphere of each class is a supportive one of study and hard work requiring positive attitudes, regular attendance, and diligent practice.*

### **Class Placement:**

Students will be placed in a level appropriate for both their age and level of physical/technical development. All placement decisions are made to promote the best interests of the student. It is not unusual to remain in one level for more than one year. Students without previous dance training will be advised on available courses for instructions.

All incoming students with previous training must take a placement class at a level based on previous instruction. Placement will then be determined by the instructor or school director. Students in the Pre-Professional Division must take the required minimum classes per level as stated by the instructor.

Student's levels are re-evaluated at the culmination of each semester, and will receive a copy of their evaluations for Fall and Spring sessions only. Notification of class requirements and recommendations will be sent for the upcoming semester as determined by the instructor and/or school director.

All class placements are subject to the discretion of the instructor or school director. Should you have questions regarding initial enrollment, contact our office for further assistance.

### **Class Cancellations**

In the case of inclement weather, Columbia Ballet Academy abides by Columbia Public Schools and University of Missouri weather cancellation policy. Parents will be notified by email and social media in the event that classes need to be canceled.

Original class schedule may be subject to change depending on class size/enrollment. If a class has less than three students enrolled, Columbia Ballet Academy may choose to cancel the class—students will be offered alternative recommendations if possible.

If a class is in attendance the teacher will still provide instruction regardless of the number of students; however, the time may be shortened if less than 3 students are in attendance.

### **Drop Off/Pick Up Procedures**

Students may enter the Ash Street Arts Warehouse through the main doors on Orr Street and are required to come directly to the School's front desk to check in. Students waiting for their parents/guardian to retrieve them after class must wait inside the building by the Orr Street entrance.

Columbia Ballet Academy is not responsible for providing before or after class care for students or their siblings. Students should be picked up immediately at the conclusion of class and are asked to remain inside the building while waiting for their ride.

### **Attendance/Promptness**

Students are expected to be in class every week in order to benefit the most from their training. Regular attendance and practicing at home will ensure class progress.

All students should arrive at the studio early and ready, or with plenty of time to prepare for class; change clothes, fix hair, and warm up properly.

Tardiness can have a negative effect on both the individual student and the class as a whole—please make every effort to be on time. Students will NOT be allowed to participate in classes if they arrive more than **10 minutes** past the start time. **Students arriving late must wait by the door for the instructor's permission to join the class, as is traditionally expected in the art form.** If a student arrives too late to participate, they will be asked to observe the class, which is also a learning experience. Excessive tardiness may result in termination of lessons.

Injured students are still expected to attend class, observe, and submit a written assignment at the suggestion of the instructor. This will ensure continued learning even with injury limitations.

### **Absences**

Because the number of students per class is limited to ensure proper instruction, the school expects that parents and students will honor their commitment to their class and complete the entire semester. Missing class without any notice will result in an unexcused absence.

Frequent or prolonged absences may result in students losing their spot in the class, demotion, non-promotion or the inability to participate in performances. If a student has 3 or more unexcused absences, the school reserves the right to implement disciplinary action, including possibly dropping the student from the classroom and terminating enrollment with no refund provided. Students missing 3 or more unexcused classes in a semester will be unable to participate in any end-of-season performances at the discretion of the instructor. If a student misses more than 3 classes in a session, student's attendance will be reviewed and will be subject to a probationary period.

### **Make-Up Classes**

If a student misses a class for any reason, his/her parent or guardian must call the email the school at [info@columbiaballet.org](mailto:info@columbiaballet.org) to report the absence. Missing class without any notice will result in an unexcused absence. Students are strongly encouraged to make up any missed classes, but are only allowed to do so within the semester time period. No refunds will be granted for missed classes at the culmination of the semester. In order to schedule a make-up class, please contact the front office by email.

### **Transferring Classes**

To transfer or change classes, a written notification to the front desk is required before the first (1st) of the preceding month. Every attempt will be made to accommodate the learning of the student and dynamic family schedules, however, some classes have a waiting list so please be courteous to others by notifying the front desk of all changes you wish to make. Unfortunately, class changes for performance participants cannot be accommodated once costumes have been ordered and confirmed. Please see the front desk immediately if you have a concern.

### **School/Class Withdrawal**

As the seasons are based on semester commitments, refunds on tuition or registration fees cannot be granted. As noted above, Columbia Ballet Academy will work diligently to accommodate class transfers and account credits. For monthly payers who want to drop a class, a written notification to the front desk is required before the first (1st) of the preceding month. If this notice is not given and payment for the month is not made, the credit card on file will be charged on the 5th as per our Monthly Installments & Late Fees policy.

### **Class Observation**

In order to create a focused learning environment, we limit the amount of distractions to our dancers at all class levels and therefore, visitors are not allowed into the studio during class time. Although the school can appreciate the desire to support loved ones, we ask parents to view their students' progress from the viewing windows. Students can often feel additional pressure and stress when trying to please a parent so please limit your observation if it is obvious the student is becoming distracted.

## **Dress Code for Children's and Pre-Professional Division**

It is the dancer's responsibility to come prepared for class every day, including being dressed in the dress code. Our dress code is designed to encourage unity and discipline among our students. Instructors are aided by the dress code in that they can see the body's form to ensure that the dancer is moving safely and correctly. A dancer should focus on developing technique and artistry without distraction of loose or cumbersome clothing. Any dancer who arrives to class unprepared without a proper dress code will be asked to call their parent to bring them the appropriate attire or purchase from the school office.

Please note that Columbia Ballet Academy accepts gender-neutral dress in our classes.

For all classes, medium-long hair must always be pulled securely away from the face and neck, and short hair should be secured with a headband or hair pins to keep hair out of the eyes. For ballet, dancers with medium-long hair should wear it in a bun, french twist, or other secure updo, while a ponytail or other similar hairstyle is allowed for jazz and modern. **All warm-ups should be removed before entering class. If necessary, students should wear gender-appropriate nude undergarments. Undergarments should not be visible under tights or leotards.**

## Children's Division

### **Creative Movement/PreBallet**

#### *Option 1*

- Pale pink leotard
- Pink tights or tights that most closely match the dancer's skin tone
- Pink ballet slippers or ballet shoes that most closely match the dancer's skin tone
- Simple, pink ballet skirt or dance shorts in black or pink (optional)

#### *Option 2*

- White or black fitted t-shirt, v-neck, and/or leotard
- Black tights or black leggings and black socks
- Black ballet slippers

### **PreJazz**

- Any solid color leotard and/or fitted shirt
- Any solid color tights, leggings, dance shorts, or jazz pants
- Ballet slippers or black jazz shoes





## **Pre-Professional Division**

### **Ballet I - VI, PrePointe, and Pointe**

#### *Option 1*

- Black leotard
- Pink tights or tights that most closely match the dancer's skin tone
- Pink ballet slippers or ballet slippers that most closely match the dancer's skin tone
- Simple black ballet skirt or black dance shorts (optional)

#### *Option 2*

- White or black fitted t-shirt and/or leotard
- Black tights or black leggings and black socks
- Black ballet slippers

### **Jazz/Modern/Strength & Conditioning**

- Any solid-color fitted shirt or leotard
- Black tights or any solid-color leggings, dance shorts, or jazz pants
- Jazz: ballet slippers or nude jazz shoes
- Modern: nude, black, or white socks (high cotton-content) or barefoot



# **Dancer Etiquette**

## **Dancers show respect for themselves by:**

1. Being early for class
2. Being dressed properly for class
3. Having hair pulled back and secured neatly
4. Not wearing their dance shoes outside

## **Dancers show respect for others by:**

1. Keeping their hands to themselves during class
2. Waiting quietly for others to have a turn and for instructions from the teacher
3. Talking with one another only during share time

## **Dancers show respect for their teacher and the art of dance by:**

1. Being properly dressed and ready for class on time
2. Listening when the teacher speaks
3. Always asking before leaving the room for any reason and upon returning, entering quietly.
4. Always finishing every exercise, never walking off noisily or showing anger or aggravation.

## **Dancers show respect for the studio by:**

1. Leaving gum, food, or drinks outside
2. Never hanging or leaning on the barres
3. Never running or doing gymnastics in the lobby or parking lot
4. Putting trash in its proper place
5. Always keeping all belongings zipped inside their dance bag

## **Parents show respect for the dance class, teacher and studio by:**

1. Not entering dance room while class is in session
2. Making sure child has had the opportunity to go to the restroom before entering the class
3. Having students fueled and ready for class before entering the classroom
4. Having students at class on time and picking them up promptly after their class
5. Letting us know in advance, if possible, if a student will be absent
6. Making arrangements with their child's teacher to make up missed classes
7. Clearly marking all of their child's items with the child's name and leaving their toys at home.

## **Stay Connected!**

Open communication is an essential element to our success each and every school year at Columbia Ballet Academy! Follow the guidelines below to stay connected and engaged!

### **Email:**

Email is our primary form of communication! Please add [info@columbiaballet.org](mailto:info@columbiaballet.org) to your preferred senders list. Sometimes our emails will go to your spam folder, so check for our emails there and mark any emails received as “important” or “not spam” so they will go to your inbox in the future. Be sure to check your email on a timely and regular basis.

**Website:** <https://www.columbiaballet.org>

### **Student/Parent Resources**

Did you know you can visit the Student/Parent Resources tab on our website, ColumbiaBallet.org, to find answers to many of your questions? Here you will find our calendar of dates, current class schedule, policies & procedures, dress code, online account access as well as frequently asked questions. This should be your first point of reference if you have questions!

### **Social Media:**

**Facebook:** <https://www.facebook.com/ColumbiaBalletAcademy>

We regularly update our Facebook page with upcoming events, articles and exciting news!

**Instagram:** <https://www.instagram.com/ColumbiaBalletAcademy>

Tune in to see pictures from classes and performances, as well as important updates!

**Phone:** We will have a phone number starting in September. We will notify all families about our new number when we have it.

Please be sure to contact us by phone or email if your child will be missing class. It is important that we are aware when a student will not be present, which will allow us to schedule a make-up class for your dancer in a timely fashion.