



Welcome to Columbia Ballet School! We are looking forward to a year full of dance and performance. We are very glad you have chosen to join us.

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Anita Ashley  
Founder and Artistic Director

Our Mission: The Columbia Ballet School is committed to helping students develop technical skills, artistry, discipline, self-confidence, and respect for themselves and others.

While these qualities are the basis for dance education, they also are critical to the development of the dancer as a person. CBS supports the development of healthy and happy people, and we do that through a partnership with students and their families.

Columbia Ballet School is complying with the city-wide mask mandate. All dancers, teachers, and staff must be masked in the building, even while dancing. Ensure your dancer has a mask that fits well.

We will require dancers to hand-sanitize when entering the building.

We may close classes or make schedule changes at our discretion, but we will keep all classes open if possible.

We will not allow parents in the studio during class, except to transact business. As soon as possible, based on COVID numbers, we will schedule observation times for parents.

For our younger students, we ask that parents bring them to the door of the studio, where staff will meet them and take them to class. Then, please return to the studio door to pick them up when class ends. We do not want young children to walk through the parking lot without an adult.

**Parking is prohibited along the sidewalk entrance.**

Please check the website for updates on COVID protocol. Messages that need immediate attention will be sent using email.

Every dancer should arrive at class properly dressed, with hair in a bun for ballet, and with a water bottle. The water fountain can be used for refills only.

Dancers should wear the following leotard colors, based on their level:  
Pre and primary – Pink (Capezio CC100 or Bloch LC5607)  
Level 1 ~ Red  
Level 2 ~ Aubergine  
Level 3 ~ Turquoise  
Level 4 ~ Any color  
Level 5 ~ Any color  
Leotards should be Bloch L5607 or LC5607.

Girls should wear pink ballet tights and pink ballet shoes. Please do not purchase bedroom-type shoes.

Male students should wear black tights or shorts, a white shirt, white socks, and black ballet shoes.

**All new and returning students must complete a registration form online before beginning class. Following are policies that affect all students. Please read them carefully.**

<p><b>Invoices</b></p>	<p>Each family will receive a monthly invoice by email. The invoice will detail tuition and any other charges. The full amount is due before the 10<sup>th</sup> of the month, or a late fee of \$35 will be assessed.</p>
<p><b>Withdrawal</b></p>	<p>Withdrawal must be in writing, two weeks prior to the student's last day. No recital or costume fees will be refunded after Jan. 1, 2022.</p>
<p><b>Payments</b></p>	<p>Tuition is based on a 10-month schedule, August through May. Studio closures, such as winter holidays or spring break, are factored into the tuition to produce a monthly fee. The first invoice includes August and September, as well as registration fees, and must be paid in full by check or cash when received.</p> <p>We prefer that you pay using automated draft through your bank. We require any student whose monthly invoice exceeds \$300 to pay by autodraft. Payments are drafted by the 3<sup>rd</sup> day of each month. Please provide a voided check or appropriate account information (routing and account numbers). You will receive an invoice even if you pay by autodraft.</p> <p>If there is an outstanding balance on your account and you do not respond to our reminders, we reserve the right to autodraft your account for the outstanding balance and any late fees.</p>
<p><b>Class Cancellation</b></p>	<p>Classes may be cancelled, reorganized, or rescheduled based on enrollment.</p>
<p><b>Weather-related Cancellations</b></p>	<p>CBS tries never to cancel classes because of weather, but we do not take risks for our teachers or students. If the weather is threatening, you may choose whether to bring your child, but the studio will cancel classes only if we believe travel is unsafe for students or teachers. We will attempt to notify all families about cancellations, but these decisions sometimes are last-minute. We do NOT make up weather-related cancellations.</p>
<p><b>Dance Attire</b></p>	<p>The etiquette of ballet requires that all dancers wear proper attire and have their hair fixed in a bun or secured away from their face. Dancers should wear tights and ballet shoes, as well as their appropriate leotard. Male dancers should wear either black shorts or tights with a white shirt and black ballet shoes with white socks. Attire for tap, theatre dance, and contemporary is more relaxed.</p>
<p><b>Recital and Performances</b></p>	<p>Fees are assessed for recital costumes and performance costs. No recital fees or costume fees will be refunded after Jan. 1, 2022.</p>
<p><b>Nutcracker</b></p>	<p>The Columbia Ballet School company performs <i>The Nutcracker</i> at the beginning of the holiday season. Auditions are required for all dancers and will be held Aug. 29. An additional fee is charged for participation, and all rehearsals take place in addition to classes so that dancers miss no class time.</p>
<p><b>Social Media</b></p>	<p>We ask that families follow the studio on Facebook to receive immediate notification of class changes.</p> <p>Please do not post photographs of dancers without family permission.</p>