

The City Ballet School
63 East Franklin Street Hagerstown, MD 21740 (301) 733-5833

Dear Parents and Students,

July 20, 2020

Welcome back!

I want to extend my deepest gratitude to everyone who followed us on our online journey in the spring and to those who joined us for our live and online summer sessions. It has been a humbling and inspiring experience in the power of a community. I am so grateful for the love and support we have received through this pandemic. While there is still a great deal of uncertainty, we are grateful for the opportunity to be in the studio together again. The health and safety of our students are our first priority, closely followed by the quality of the education we are providing to our students. New safety protocols are in place, with additional considerations in the works. Please familiarize yourself with these new protocols on the other side of this page.

Our fall season begins Monday, August 24th. Please take a few minutes to review our class schedule for the 2020-2021 school year. Please notify us if you have a schedule conflict with your assigned class and we will find a suitable substitution. Please note that we only restructure levels when necessary. Though the name of your child's level may stay the same, will be presented with new material starting where they left off.

Creative movement, and ballet 1-4 meet once per week (For creative movement and ballet 1, please list your preferred class day on your registration form). Prep B meets twice weekly and Prep A meets three times a week. Dancers **must** take all days their class meets. If you wish to take less weekly classes, you may register one level down from your assigned class. All students are encouraged to take additional classes in jazz, modern, tap, acro, or hip-hop. Learning multiple dance disciplines is similar to the way we learn language and are best added at a young age. Please e-mail with any questions you may have regarding level placement and scheduling. We encourage you to register as soon as possible for your first choices in classes. **Because we must operate at 50 percent capacity, you MUST register in advance. Spaces are limited and are offered on a first come, first served basis for current students until August 8 when registration will open to new students. Please mail your registration as soon as possible for your preferred classes. Late registration may be accepted with alternate class options depending on the availability in the class. You may ask to be put on a wait list if your first choice class is full.**

We are thrilled to announce that Katie Fox is expecting a new family member in October! Her classes will be taught by Amanda Ales while she is on maternity leave.

Dance with Me classes are currently on hold until we can safely navigate classes with students who are too young to wear a face mask. We hope we may resume these classes in January at 3:45 on Mondays.

Our boys program will continue in the fall. Geared towards boys ages 7-12, this is a great cross training program for young athletes as well as those interested in building strength, flexibility, coordination, balance and control. Our boys are also welcome to attend any other classes in our program.

Boys Ballet (Monday 4:45) **Boys Hip-Hop** (Wednesdays 5:30) Beginners are welcome!

We have currently saved dates for auditions and performances on our schedule. We are working on some creative contingency plans to provide performance opportunities to our dancers and company members in the event that the theatre remains closed.

We have made the decision to cancel our annual fairytale tea party. While this is a special City Ballet tradition, we do not feel that we can hold this event safely this year.

New Class!!

We are thrilled to offer additional acro classes with our newest faculty member, Jennifer Line. Ms. Line is certified through the Acrobatic Arts curriculum. We will be offering acro 1 as our newest preschool class for ages 3-5.

Meet our newest faculty members!

Kylee Shebert

Ms. Sherbert holds a B.A. in Dance from Alonzo King Lines Program at Dominican University of California. While training at Lines, Ms Sherbert worked closely with notable dancers and choreographers including Alonzo King, Maurya Kerr, Christian Burns, and Arturo Fernandez. Ms Sherbert has also trained extensively in GYROTONIC and GYROKENSIS which has deeply impacted her movement style and teaching approach. Ms Sherbert is a graduate of The City Ballet School where she studied with Danielle Horochowski and Amy Wroblewski and is a former company member with The Western Maryland City Ballet Company. Her favorite roles with WMCBC include Aurora in *The Sleeping Beauty*, The Winter Fairy in *Cinderella*, and The Dew Drop Fairy in *The Nutcracker*.

Jennifer Line

Ms. Line is an acrobatic arts instructor who holds a certification in Acrobatic Arts curriculum which is the only recognized curriculum by Cirque du Soleil. Additionally, Ms Line is certified in Alixia Flexibility and is a Balanced body Pilates Instructor. Ms Line holds a Masters of Science in Special Education and Psychology from University of Maryland and is employed with Washington County Public Schools as a Home and Hospital Teacher.

Sean Miller

Mr. Miller holds a MFA in dance from Wilson college. He trained in the Dance & Choreography program at Virginia Commonwealth University before completing his Bachelor of Fine Arts Degree in Dance Performance & Choreography at Shenandoah Conservatory. During this time he also attended the American Dance Festival for two consecutive summers, where he studied Modern and Composition under notable faculty including Elisa Clark, Rodger Belman, Pam Pietro, Gerri Houlihan and Amanda K Miller. As a performer, Mr. Miller has performed with companies including kittyclarkmoves/Goose Route Arts Collaborative, Joshua Legg Dance Projects, the West Virginia Dance Company and Jane Franklin Dance. In the past he has been an instructor and choreographer for Washington High School's 'Synergy' Dance Ensemble in Charles Town, WV, Loudoun School of Ballet in Leesburg, VA and is currently on the Dance Faculty at Mercersburg Academy in Mercersburg, PA. Most recently he taught as a guest artist at Dickinson College in Carlisle, PA.

As always, I can never thank you enough for your continued support and partnership with us. Training strong dancers takes many hours a week and we know that a dancer's schedule is always a challenge for busy families. We consider the opportunity to invest in our dancers to be a great honor. Please feel free to contact me with any questions you have regarding the upcoming year. I am looking forward to having the City Ballet family in the studios again!

All My Best,

Danielle Horochowski

Artistic Director

For Billing Questions contact:

Diana Miller at cityballetquestions@hotmail.com

For schedule, class assignment or other questions contact

Danielle Horochowski at horochowski.cityballet@hotmail.com

Covid- 19 Health and safety protocol for City Ballet

The City Ballet School is committed to the health and safety of our dancers. We are glad to be dancing again and our faculty has been in discussion on how we can maintain the best practices to keep our dancers and faculty healthy and dancing. Our new protocol and procedures requires everyone's full cooperation. We have successfully been able to follow this protocol during our summer sessions. While it may seem a little intimidating, everyone has been able to adapt without much discomfort. We have staggered class times to give some time to assist our younger students to and from class and to avoid everyone entering and leaving simultaneously. You may notice that this has created some unusual start and stop times, and we ask that you be as punctual as possible to help this be successful. In the event that Maryland regresses to a phase where students are not permitted in the building, all classes will move immediately to zoom at your regularly scheduled class times. Please feel free to e-mail with any questions you may have.

Please take the time to read and understand what City Ballet is doing to help keep everyone safe and what we need from you and your dancer:

- J Studios will operate at 50 percent of our occupational capacity. City Ballet is very lucky to have 1500 square foot studios that offer 100 square feet of space per dancer. Placement into classes will be offered on a first come, first served basis. Please register as soon as possible. Registration will open to the public on August 8th.
- J Facial coverings that cover both the nose and mouth must be worn by faculty and students at all times
- J Water fountains are closed for drinking (may be used to fill a water bottle)
- J Parents will not be permitted in the building as our waiting area cannot safely accommodate social distancing. Our young dancers will have assistance getting from the door to their classes
- J Students must arrive and depart at their specified times if they are not waiting for another class
- J Classes are schedule to offer the smallest possible amount of time between classes. Dancers are not to take their masks off in the waiting areas. Please avoid bringing food, particularly finger food unless there is a medical reason to do so.
- J Please do not send you student to class with any symptoms of any kind
- J We will be using specific entrances and exits for each class to avoid as much cross traffic as possible. You will receive specific instructions based on your registered schedule.
- J Students temperatures will be taken with a touchless thermometer at the beginning of every class
- J Students and faculty must sanitize their hands upon entry and exit of every class (provided)
- J Barres, props and touch points will be sanitized between every class
- J Floors and barres are marked to help students maintain social distancing in class.
- J Industrial air purifies with HEPA filters will be used in studios and dressing room.

THE CITY BALLET SCHOOL

2020-2021 Studio Schedule

Monday	Studio A		Studio B		Studio C
4:30-5:45	advanced tech C (Horochoowski)	4:30-5:30	Jazz 1 (Fox/Ales) *	4:45-5:30	Boys Ballet (Wrobleski)
5:45-6:45	ballet 4 (Horochoowski)	5:40-6:25	Creative Movement (Wrobleski) *		
6:45-7:45	Pointe 2 (Horochoowski)	6:30-7:40	Prep B (Wrobleski)		
7:45-9:15	Advanced tech A (Horochoowski)	7:45-8:45	Jazz 3 (Sherbert)		

Tuesday	Studio A		Studio B		Studio C
4:30-5:30	Prep A (Horochoowski)	4:30-5:25	Ballet 1 (Sherbert) *		
5:30-7:00	Advanced Tech B (Horochoowski)	5:30-6:25	Jazz 2 (Sherbert)		
7:00-8:30	Advanced Tech D (Horochoowski)	6:30-7:25	ballet 2 (Sherbert) *		
8:30-9:30	Pointe 3 (Horochoowski)	7:30-8:30	modern 3 (Sean Miller)		
		8:30-9:30	Modern 2 (Sean Miller)		

Wednesday	Studio A		Studio B		Studio C
4:30-6:00	Prep A (Horochoowski)	4:30-5:30	Tap 4 (Dattilio)	4:35-5:30	Boys Hip Hop (Chris Miller)
6:00-7:30	Advanced Tech C (Horochoowski)	5:30-6:30	Hip Hop 4 (Chris Miler)		
7:30-9:00	Advanced Tech A (Horochoowski)	6:30-7:30	Hip Hop 2 (Chris Miller)		
		7:30-8:30	Hip Hop 3 (Chris Miller)		

Thursday	Studio A		Studio B		Studio C
4:30-6:00	Prep A (Horochoowski)	4:45-5:45	Ballet 3 (Wrobleski) *		
6:00-7:30	Advanced Tech B (Horochoowski)	6:00-7:00	modern 1 (Wrobleski)		
7:30-9:00	Advanced Tech D (Horochoowski)	7:00-8:00	prep B (Wrobleski)		
		8:00-9:00	Jazz 4 (Sherbert)		

Friday	Studio A		Studio B		Studio C
4:20-5:20	Hip Hop 1 (Chris Miller)	4:20-5:20	tap 3 (Dattilio)		
5:25-6:20	Acro 3 (Line)	5:25-6:10	tap 1 (Dattilio)		
6:20-7:05	Acro 1 (Line) *	6:10-7:10	tap 2 (Dattilio)		
7:10-8:05	acro 2 (Line)				

Saturday	Studio A		Studio B		Studio C
9:15-10:00	Creative Movement (Wrobleski) *				
10:05-11:00	Ballet 1 (Wrobleski) *				
11:00-12:15	company class (Wrobleski)				
12:30-5:00	rehearsals				

Sunday	Studio A		Studio B		Studio C
1:00-7:00	rehearsals	1:00-7:00	rehearsals		

***these students will have an assistance to and from their classroom**

THE CITY BALLET SCHOOL

2020-2021 Calendar Dates

Please note that classes are held on any federal holidays that are not listed on this schedule. Inclement weather cancelations are posted by 3pm on our Instagram and facebook page (which can be viewed on our website without a social media account) and our voicemail. (301) 733-5833

FALL 2020

Monday, August 24th - Fall Classes Begin

Monday, September 7th - Labor Day - No classes

(Saturday, September 5th classes be held as scheduled)

Saturday, September 19th - Western Maryland City Ballet Company Auditions

Sunday, September 20th - Nutcracker Auditions *

Wednesday, November 25th - Sunday, November 30th- Thanksgiving Holiday

Thursday, December 10th- Friday, December 11th – Nutcracker dress rehearsals*

Saturday, December 12th -Sunday, December 13th – Nutcracker Performance at The Maryland Theatre *

Sunday, December 21st - Sunday, January 3th -Winter Break

Spring 2021

Monday, January 4th - Classes resume

Saturday, January 9th – Auditions for The Spell *

Saturday, January 16th – company class and rehearsals resume *

Saturday, January 30th – children’s rehearsal begins for “The Spell”*

Friday, April 2nd – Monday, April 5th - Spring Break

Wednesday, May 5th Thursday, May 6th and Friday, May 7th – Dress rehearsal for “The Spell”

Saturday, May 8th Sunday, May 9th - “The Spell” performances at the Maryland Theatre

Monday, May 31st - Memorial Day - no classes (regular Saturday classes will be held on schedule May 29th)

Wednesday, June 9th – Mandatory Spring Recital Dress Rehearsal at the Maryland Theatre

(classes that meet on Monday, Tuesday, Thursday and Friday of this week at the studio will still be held)

Saturday, June 12th -CBS Spring Recital at the Maryland Theatre

June 28th –July 2nd– Fairytale camp (ages 3-5) 10:00am-noon

July 5th- 23rd - CBS Summer Intensive (mandatory for dancers in levels prep for pointe and higher)

July 26th –30th Exploring Ballet Workshop (ages 6-10) 1:00pm-4:00pm

Monday, August 23rd - 2021 Fall classes resume

*Performances to be determined by the reopening dates of the theatre

FREQUENTLY ASKED QUESTIONS

What is the Dress Code for my child's classes?

Ballet

Girls- pink ballet tights, black leotard and pink leather or canvas ballet slippers. Pointe and pre pointe level students should wear professional mesh seamed tights, and split sole canvas ballet shoes

Hair must be secured in a bun.

Students in ballet 3 and higher will not be permitted to class without proper dress code, including having their hair in a bun.

No jewelry is permitted except for small earrings.

No undergarments should be worn under dance attire. Proper fitting leotards and tights are designed so that undergarments do not need to be worn.

Boys - white ballet shoes, white nylon socks (calf length) black tights and a white, form fitting t-shirt or leotard. Boys ages 10 and up should wear a dance or athletic belt.

Jazz/ Modern/Tap/Acro

Girls- Solid color leotard, solid color tights. Hair must be secured in a ponytail or bun. (bun for acro) black jazz shoes for jazz, black tap shoes for tap, barefoot for acro and modern

Boys – black footless or convertible tights, or jazz pants solid color t-shirt

Hip- hop

Girls/boys- sneakers, sweats, jazz pants, shorts and t-shirts may be worn. No short shorts or crop tops (no exposed midriffs). No street clothes (ie jeans, skirts, ect) ladies must wear their hair in a ponytail.

What determines my child's level placement?

Ballet

As a general rule, dancers will spend 2 years in classes in the children's division (creative movement - ballet 4). As students get older, there are other factors such as strength, flexibility and overall physical development that can determine how much work a student is able to do. Students will not be placed in a pointe class until we feel that their body and level of technique is strong enough and they have mastered a list of prerequisites that we have for beginning Pointe. City Ballet has a list of technical proficiencies that must be accomplished before moving to Pointe. Pointe students are assigned to two levels of class each year and must take both levels.

Jazz/Tap/Modern/Hip-hop/Acro

Placement for jazz, tap and modern dance is largely determined by the dancer's age and level in ballet technique. Ballet is the core training for all dance forms so a student in an upper level ballet class may be eligible to take an advanced jazz or modern class even if they have not had prior training in that discipline. There is a large gap between levels of jazz, modern and tap, so students can expect to spend several years in each level.

Can I take a class other than the one assigned?

For children's division: If you need a different class because of a schedule conflict, you may e-mail us and we will help you with some options. We may place a student in a higher level with the understanding that your child may spend more time than usual in that level. You always have the option to repeat a level and sometimes this can be great for a child's confidence and sense of mastery of the material.

For prep: Moving to pointe is only at the discretion of your teachers and your mastery of our Pointe prerequisites. You may not request to enter a pointe class if you are not assigned to one. Students often spend several years in a prep class and typically do not progress to a Pointe level all together as a group.

For Pointe: Students must attend assigned classes, but may take any additional classes of a lower level.

What is the best way to contact my child's teacher or the Artistic Director with questions?

The best way to speak with Danielle Horochowski is through e-mail at horochowski.cityballet@hotmail.com. You can also call or text the school at (301) 733-5833.

Do I have to attend all classes in my level?

Yes. Classes in our children's division meet once weekly. Prep 1 meets twice a week and Prep 3 meets three times a week. Pointe level students must take a minimum of four weekly classes. If it is not possible to attend all the classes, you may take a lower level that meets less times weekly.

How does billing work? What if I have a billing question?

Classes are billed in 9 even monthly installments. (August through April). Your first installment is due upon registration and your second installment is billed in September. Bills will be sent the first of the month and are due by the 15th for the current month. Please e-mail Diana with your class schedule to calculate your tuition. Your first tuition payment should be included in your fall registration. Late payments are charged a \$10.00 late fee. You can mail your payments, hand it to your teacher when you come to class, drop them in our tuition box, or drop it in our front door mail slot. Payments must be made via cash, check or money order. Any billing questions or concerns may be addressed to Diana Miller at cityballetquestions@hotmail.com. We do not have an automatic withdrawal option, but because your tuition will be the same each month, you can set up auto pays through your bank if you wish.

Where can I park?

There is plenty of rear parking in the central lot as well as street parking on Franklin street. Please do not leave your car unattended in our drop off lot other than to walk your child to the door. To drop off in our private lot, pull head in from the left side of the lot and exit on the right.

How will I know if a class is cancelled?

Classes are only cancelled if the weather is bad or is expected to be bad. We post cancellations on our voicemail and our Instagram or facebook page (which can be viewed on our website homepage even if you do not use facebook) We attempt to make this decision two hours prior to the start of the first class of the day. We do not close for Halloween or government/school holidays other than those that are listed on our calendar.

Are there additional fees besides tuition?

All City Ballet students are invited to perform with their class in our spring recital. Costumes are purchased in January for \$75 per costume. There is also a \$50 recital fee per family. Performing in the recital is optional.

The Western Maryland City Ballet Company produces two full length ballets each year. Students in the ballet school are invited and encouraged to participate in our productions. The audition fee is \$15 and the participation fee is \$65 which covers costs for all rehearsals (held on the weekends, separate from class times) and your costume rental.

Participation in these productions are encouraged, but not mandatory.

Please address any additional questions you may have to Danielle Horochowski at horochowski.cityballet@hotmail.com or (301) 733-5833

City Ballet Policies and Code of Conduct

The safety of our students is very important to us and we want to ensure that the City Ballet School is always a safe and professional learning environment. We view our studios as a special place exclusively designed for the serious dance student. The City Ballet School upholds a strict code of conduct to help enforce the level of discipline and respect we expect from each student. Our code of conduct includes:

-) Dancers must be fully dressed and prepared for class by their scheduled class time
-) Dancers who arrive late must ask their teacher if they may join the class (Participation is subject to the teacher's discretion, dancers who arrive more than 10 minutes late will be asked to observe class that day)
-) Dancers must be in adherence to our dress code policy (including hair) to participate in class.
-) Dancers must always treat their classmates, other students and all instructors with respect.
-) There is no talking in class
-) No chewing gum permitted anywhere in the building
-) Dancers are expected to fully participate in class and demonstrate their best work, attention and effort at all times.
-) Please notify your child's instructor if your child will be absent from class. In the event of injury, dancers should still come and observe the class if possible. Please do not send students to class with any symptoms of illness.
-) Dancers are expected to be clean for class. Dancers should always have clean class attire and wear deodorant
-) Dancers are required to respect their teachers, peers and our space both in and outside the classroom
-) Dancers are expected to behave themselves in a polite and respectful manner while in the dressing room. Rowdy or immature behavior and loud voices will not be tolerated anywhere on the property.

Student classroom policies and expectations

Children's Division: We expect students in our children's division to follow our rules for the classroom including following our dress code (including hair in a bun). We expect children to be focused and to fully participate in class. If a child is not willing to fully participate on a given day, we will have them observe the rest of the class. Students who are disruptive or talkative may also have to observe the class. Students are not permitted to leave the room during class time unless it is an emergency.

Intermediate/Advanced Division- Students are required to come fully prepared for class including caring for their feet so they are able to properly participate in pointe work and must have a *useable* pair of pointe shoes. If shoes are too broken or do not fit properly, a student will not be permitted to wear them to class. Students in these levels are given corrections and instructions in class and are expected to work outside of class to improve on the assigned issues and to work in class with personal goals in mind. Dancers are expected to retain corrections and lessons from one day to the next. Dancers in prep level or higher are expected to complete any homework assignments given to them. A teacher may dismiss a student from class if they are not focused enough to benefit from the class or if they are a disruption in any way. Students should thank their teacher (and the pianist) at the conclusion of class. We expect our dancers to work with the highest standard of integrity in every class. We are very demanding of our intermediate and advanced students. Our policies are in keeping with professional standards worldwide and we want to give our dancers an education that enables them to succeed in this highly competitive field.

Drop Off/Pick Up

The school will open 10 minutes prior to the start of the first class of the day. We use our private parking lot for drop-off and pick-up only.

Please do not leave your vehicle unattended in our drop off lot. To drop off, enter from the left, pull in straight in a parallel fashion and exit on the right. Cars must be on the right side of our dividing parking line. Parking space on the left are designated for tenants of another building and should not be used in any way including drop off.

Valuables

Dancers should leave their valuables at home. Lockers are available for use during class for free and dancers are strongly encouraged to lock anything of value. Dancers may not leave belongings in their lockers overnight. The City Ballet School is never responsible for lost or stolen items.

We expect all our students to maintain our standard of conduct at all times. Training dancers requires that the student and their teachers work closely together to reach each dancer's full potential and we believe that a strong sense of discipline allows students to reach their goals. Our code of conduct creates an environment where dancers can pursue their training without distractions and provides a safe and nurturing environment for our students. Please read over our code of conduct with your dancer as we will also do on the first day of class. Thank-you for helping us create a professional environment possible for our dancers!

THE CITY BALLET SCHOOL

2020/2021 Registration Application for returning students

Registration Date ____/____/____

Please include your first tuition installment with your registration

Student's Name _____

Address _____

Billing Address :

name of person responsible for billing

Billing address if different from student

Billing address if different then student's address

E-Mail Address: _____ Phone Number _____

Can we send your tuition statements via e-mail? Yes _____ No _____

Student's date of birth ____/____/____ Age ____ Grade ____ Gender _____

My child has: exercise induced asthma /ADHD/ Dyslexia physical disability/injury /IEP at school/ medical reason to frequently use the restroom

Please explain _____

(This information is confidential and helps our instructors know each student and their individual needs allowing us to give our dancers the highest quality of dance education).

Class Assignments/class options

Please include your August tuition installment with your application. Your nine installments are due by the 15th of Aug, Sep, Oct, Nov, Dec, Jan, Feb, Mar, and Apr. You will not receive a bill in May as you will be fully paid for the year in nine installments ending in April.

E-mail Diana Miller at cityballetquestions@hotmail.com with the classes you will be taking for your payment installment amount. Payments are accepted as cash, check, or cashier check made payable to "The City Ballet School".

Mail to : The City Ballet School, 63 East Franklin Street, Hagerstown MD 21740

Release and Waiver of Liability

I waive and release the City Ballet School, it's Artistic Director, employees, guest artists, and volunteers from any acts or omissions resulting in physical injury, illness, medical treatment or any other damages to myself or my child resulting from participation in City Ballet classes or programs and my participation is at my own risk. I further waive and release The City Ballet School, it's Artistic Director, employees, guest artists, and volunteers of any acts, conditions, omissions or accidents that may occur to myself, my child or any guest at The City Ballet School or any other premise where City Ballet activities and events are held. I understand that The City Ballet School is not responsible for personal property that is lost or stolen at The City Ballet School.

Signature of parent of legal guardian

Parent Release for Media Recording

Use of image

I _____ (parent or legal guardian)

grant permission deny permission

to The City Ballet School to use the image of my child, _____.

Such use includes the display, distribution, publication of photographs, images, and/or video taken of my child for use of materials that include brochures, newsletters, videos, and promotional material including The City Ballet School's websites and television/ magazine advertisements and social media.

date _____ Signature of Parent or legal guardian

City Ballet Policies (Please initial)

_____ I understand that my child will be asked to observe the class if they are more than 10 minutes late

_____ I have read and understand the new covid-19 health and safety protocols that will be in place until further notice

_____ I understand that The City Ballet School is not responsible for lost or stolen items.

_____ I understand that my student must be in full dress code including hairstyle to participate in class

_____ I understand that a student under the age of 10 should not be left unattended before or after class

_____ I understand that good class attendance is necessary for a dancer to progress and improve in class

_____ I understand that the City Ballet parking is for drop off and pick up only and that cars may only be parked in a metered space in the central lot or on the street.

The City Ballet School Billing Policy 2020/2021

Tuition rates are per class. Yearly tuition for your classes will be calculated and divided into 9 monthly installments. (August – April). Your statement will be the same each month regardless of the number of classes in that particular month, while still being billed by the class.

Example- Saturday Creative movement meets 38 times during the school year. $\$13.5 \times 38 \text{ weeks} = 9 \text{ payments of } \57

There are no refunds for any reason. Please keep this in mind when deciding to use the unlimited payment option. No billing adjustments can be made for unlimited students who wish to change or drop classes during the year.

Missed classes due to illness, family emergencies/trips or classes canceled due to weather may be made up in a class of the same level or one level higher or lower than your child's current level. Holidays on the schedule are not billed to you and do not need to be made up.

Invoices are issued monthly in advance. You may choose to receive your bill via e-mail or through the mail. Please ensure that we are in your contacts list if you are receiving your bill via e-mail so that it does not go to your junk mail and that your e-mail address is written legibly.

Please include your first payment upon registration. Please e-mail Diana Miller at cityballetquestions@hotmail.com with your class schedule to calculate your payment.

Tuition may be paid by cash, check or money order made payable to The City Ballet School and can be placed in our tuition box when you come for class. Our front door mail slot may be used before or after business hours. You can also mail to:

The City Ballet School
63 East Franklin Street
Hagerstown, MD 21740

All tuition is due by the 15th of the month. \$10.00 per month is assessed after the 15th.

A charge of \$35 will be issued for all returned checks.

After two returned checks have been received, payment will be accepted by certified check or money order only.

Students who have outstanding balances will not be admitted to class. The student may resume classes when the outstanding balance is paid in full.

Accounts 90 days past due are subject to referral to a collection agency.

When a student drops a class you will be charged for the class until you notify the school in writing of your withdrawal from the class. Change in tuition will occur on the following bill. No adjustments can be made for that month for dropped classes.

All billing questions should be to the attention of Diana Miller by e-mail to cityballetquestions@hotmail.com

I have read and understand the 2020-2021 billing policy and tuition rates. I understand and agree that:

Payment is due on the 15th for the following month tuition

There are no refunds for missed classes

Account holder is responsible for payment for registered classes until written notice is given for a dropped class.

Students may not take class after tuition is two months past due

There is a \$10.00 fee for late payments

Accounts 90 days past due are subject to collections

There is a \$35.00 charge for returned checks

Person responsible for account (Please Print) : _____

Student(s) on the account (Please Print) : _____

Signature of account holder and date _____

THE CITY BALLET SCHOOL

2020-2021 Tuition Rates

Creative movement, boys ballet, acro 1 or tap 1	\$13.50 per class
1 or 2 class per week/ per student (1 hour or longer)	\$15.00 per class
3 or 4 classes per week/per student	\$14.50 per class
5 classes per week/per student	\$14.00 per class
Additional weekly classes after 5 per student	\$7.00 per class

Please note that tuition is for the upcoming month. Your August tuition payment is for September, and your second tuition installment will be due September 15th.

If a student drops or adds a class, causing the number of classes per week/per student to change, the City Ballet School must be notified in writing as soon as the class is dropped or added. Your statement will be adjusted on the following bill. 30 days notice must be given to drop a class.

There are no refunds for any monies paid to City Ballet regardless of the reason. A missed class can be made up in another class of the same level or in the level following or preceding your child's level.

Unlimited classes: August 2020-June 2021 : (see payment options below)

Option 1- \$2700.00 Paid by September 5 (\$100 discount)

Option 2- 2 payments of \$1,375.00 (\$50 discount)

Payment 1 due on or before September 5th, 2019

Payment 2 due on or before December 5th, 2019

Option 3- 9 installments of \$320.00 August-May

Savings represented with unlimited tuition depends on how many classes your child takes per week (based on 9 installments)

6 classes per week = \$88 yearly savings

7 classes per week = \$316 yearly savings

8 classes per week = \$544 yearly savings

9 classes per week = \$772 yearly savings

10 classes per week = \$1,000 yearly savings

Please contact Diana Miller via e-mail at cityballetquestions@hotmail.com for questions or regarding billing or for advice for the best payment option for your family.