

# The City Ballet School

63 East Franklin Street • Hagerstown, MD 21740 • (301) 733-5833

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Dear City Ballet Families,

Thank you to everyone who joined us for summer sessions. We are delighted to see how our dancers have progressed over the summer months. Our fall season begins Monday, August 21<sup>st</sup>. Please take a few minutes to review our class schedule for the 2023-2024 school year. Please notify us if you have a schedule conflict with your assigned class and we will find a suitable substitution.

## Registration

Open registration is Sunday, August 13<sup>th</sup> from 2:00-4:00 at the studio. You may also register immediately by mailing your registration or dropping off (front door mail slot available 24/7) at 63 East Franklin Street. We will accept registration for any given class until the class is full. Please register in advance if you are planning to attend as we cancel classes with low enrollment. There is no registration fee for returning students.

## Level Placement and Attendance

Creative movement, and ballet 1, 2, 3 and 4 meet once per week (For creative movement and ballet 1, please list your preferred class day on your registration form). Additional classes can be taken upon request. Prep B meets twice weekly and Advanced Prep, Advanced Ballet Tech B, and Advanced Tech A meet 4x a week. Dancers **must** take all days these classes meet. If you wish to take less weekly classes, you may register for any level lower than your assigned class. All students are encouraged to take classes in jazz, modern, tap, acro, or hip hop. Learning different 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. Older dancers seeking consideration for placement in The Western Maryland City Ballet Company must be enrolled in modern and jazz in addition to their ballet classes. We encourage you to register as soon as possible for your first choices in classes. Please mail your registration as soon as possible. Late registration may require alternate class options depending on the availability in the class. You may ask to be put on a wait list if your first choice is full.

## Auditions (see reverse for details)

Nutcracker Auditions are Sunday, September 10<sup>th</sup>. Company Auditions are Saturday, September 9<sup>th</sup>. We encourage all our students to participate in performance if they are interested and able!

## Adult classes offered this year:

Adult Contemporary – Fridays 5:30-6:30pm

Adult Ballet- Saturdays 9:15-10:15 am

Adult Ballet- Monday 7:00-8:00pm

Adult Hip Hop- Wednesdays 8:15-9:00pm

No experience is necessary to join an adult class. Adult classes are a great way to get your exercise while learning something new or refining current skill. We are currently registering students who wish to attend weekly. We will open registration to drop in's if registration requirements for the class are met. There is no registration fee for adult students.

We are so grateful 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 are honored to have the opportunity to invest in our dancers and to be a part of their lives in this capacity. Please feel free to contact me with any questions 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](mailto:cityballetquestions@hotmail.com)

For schedule, class assignment or other questions contact: **Danielle Horochowski** at [horochowski.cityballet@hotmail.com](mailto:horochowski.cityballet@hotmail.com)

# NUTCRACKER AUDITIONS TO BE HELD

Open auditions for The Nutcracker will be held Sunday, September 10th at the City Ballet School. E-mail Danielle Horochowski at [horochowski.cityballet@hotmail.com](mailto:horochowski.cityballet@hotmail.com) for Nutcracker questions

**SUNDAY, SEPTEMBER 10<sup>th</sup> 2023**

**Audition Fee: \$20 (cash or check)**

## Audition times

**Ages 13 and up (and all ladies en pointe) - 1:30-3:30pm**

**Ages 8-12 - 4:00-5:00pm**

**Ages 4-7 - 5:30-6:00pm**

Dancers outside our school are welcome to audition but must be currently studying ballet at their home studio. We are also looking for adult men and women of any age for character roles. Dance experience is helpful, but not necessary for these roles. Please arrive at least 15-30 minutes prior to your audition time to register for the audition. There is a \$20 audition fee by cash or check only. Please make payable to The City Ballet School. Dancers will be notified about audition results via e-mail by September 15th.

## **Participation Requirements**

Participation fee is \$75 for dancers who attend with perfect attendance and includes costume rental and all rehearsals. Rehearsals will begin September 30<sup>th</sup> although many roles do not begin rehearsing until mid October. All rehearsals are mandatory. Rehearsals will be held Saturday, and/or Sundays depending on your casting. The performances are December 9<sup>th</sup> and 10<sup>th</sup> with mandatory tech and dress rehearsals at the theatre on Thursday, December 7<sup>th</sup> and Friday, December 8th. **Questions should be addressed to Danielle Horochowski at [horochowski.cityballet@hotmail.com](mailto:horochowski.cityballet@hotmail.com)**

## **WESTERN MARYLAND CITY BALLETT COMPANY AUDITIONS**

**WMCBC will be holding open auditions for company members and apprentices Saturday, September 9<sup>th</sup> 11:00am -1:15 pm (10:45 registration)**

## **ABOUT WMCBC**

The Western Maryland City Ballet Company is The City Ballet School's professional training division. Serving as our studio company, our goal is to provide advanced training and performance opportunity to serious minded dancers and to prepare dancers for future work in a company. Dancers in the company are mentored and guided to gain recognition in the dance community in order to further their training on a professional level.

## **Audition Requirements:**

Ladies must be at least 12 years old and have at least one year of pointe training and be currently enrolled in classes in ballet, jazz, and modern dance to be eligible to audition. Gentlemen must be at least 12 years old with previous dance training. Audition fee is \$25

**Participation Requirements:** Dancers selected as company members or apprentices take company class on Saturday mornings from 11:00am- 12:15pm beginning September 30th . Dancers rehearsals may be scheduled between 1:00 pm – 5:30pm on Saturdays and 1:00pm- 7:30 on Sunday afternoons. Attendance is mandatory for all classes and rehearsals. The cost for participation is \$450 for the year and covers all classes, rehearsals and costume fees. Company dancers must audition for The Nutcracker and the spring performance, but do not pay participation fees as they are covered in their company fees. Questions regarding the Company season or company auditions should be directed to Danielle Horochowski at [horochowski.cityballet@hotmail.com](mailto:horochowski.cityballet@hotmail.com)

# THE CITY BALLET SCHOOL

## 2023/2024 Registration Application for New Students

Registration Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Please include your \$25 registration fee and first tuition installment with your registration**

Student's Name \_\_\_\_\_

Address \_\_\_\_\_

Billing Address :

name of person responsible for billing

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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 15<sup>th</sup> of Aug, Sep, Oct, Nov, Dec, Jan, Feb, Mar, April, and May. You will not receive a bill in June as you will be fully paid for the year in ten installments ending in May.**

E-mail Diana Miller at [cityballetquestions@hotmail.com](mailto: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, its Artistic Director, employees, guest artists, and volunteers from any acts or omissions resulting in injury, distress, 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, its 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.

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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.

\_\_\_\_\_ Signature of Parent or legal guardian date

City Ballet Policies (Please initial)

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

\_\_\_\_\_ I understand The City Ballet School is not responsible for lost or stolen items.

\_\_\_\_\_ I understand my student must be in full dress code including hairstyle to participate in class

\_\_\_\_\_ I understand a student under the age of 9 should not be left unattended before or after class

\_\_\_\_\_ I understand good class attendance is necessary for a dancer to progress and improve in class

\_\_\_\_\_ I understand 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**  
**2023-2024 Studio Schedule**

<b>Monday</b>	<b>Studio A</b>		<b>Studio B</b>		<b>Studio C</b>
4:30-5:45	Advanced Ballet Tech B (Horochowski)	4:00-4:45	Dance with Me (Fox)	4:00-5:00	Ballet 1 (Sherbert)
5:45-7:00	Advanced Prep (Horochowski)	5:00-6:00	Jaz 5 (Sherbert)	5:00-6:00	Jazz 2 (Fox)
7:00-8:30	Advanced Ballet Tech A (Obviar)	6:00-7:00	Jazz 4 (Sherbert)	7:00-8:00	Prep B (Horochowski)
		7:00-8:00	Adult Ballet (Sherbert)	8:00-9:00	Pointe 1 (Horochowski)

<b>Tuesday</b>	<b>Studio A</b>		<b>Studio B</b>		<b>Studio C</b>
4:30-6:00	Advanced Prep (Horochowski)	4:45-5:45	Modern 4 (Obviar)	4:15-5:00	Creative Movement (Wrobleski)
6:00-7:00	Pointe 5 (Horochowski)	5:45-6:45	Modern 3 (Obviar)	5:00-6:00	Ballet 2 (Wrobleski)
7:00-8:45	Advanced Ballet Tech A (Horochowski)	7:00-8:15	Advanced Ballet Tech B (Obviar)	6:00-7:00	Ballet 4 (Wrobleski)
				7:00-8:00	Prep B (Wrobleski)

<b>Wednesday</b>	<b>Studio A</b>		<b>Studio B</b>		<b>Studio C</b>
4:30-5:45	Advanced Ballet Tech B (Horochowski)	4:30-5:30	Jazz 3 (Sherbert)		
5:45-7:15	Advanced Prep (Horochowski)	5:30-6:15	Creative Movement (Sherbert)		
7:15-9:00	Advanced Ballet Tech A (Horochowski)	6:15-7:15	Hip-Hop A (Miller)	6:15-7:15	Ballet 3 (Sherbert)
		7:15-8:15	Hip-Hop B (Miller)		
		8:15-9:00	Adult Hip- Hop (Miller)		

<b>Thursday</b>	<b>Studio A</b>		<b>Studio B</b>		<b>Studio C</b>
4:30-6:00	Advanced Prep (Horochowski)	5:00-6:00	Pointe 4 (Wrobleski)	5:00-6:00	Tap 2 (Dattilio)
6:00-7:30	Advanced Ballet Tech B (Horochowski)	6:00-7:00	Ballet 1 (wrobleski)	6:00-7:00	Tap 3 (Dattilio)
7:30-9:00	Advanced Ballet Tech A (Horochowski)	7:00-8:00	Prep B (Wrobleski)		

<b>Friday</b>	<b>Studio A</b>		<b>Studio B</b>		<b>Studio C</b>
5:30-6:30	Adult Contemporary Dance (Obviar)	4:30-5:15	Acro 1 (Line)		
6:30-7:30	Modern 2 (Obviar)	5:15-6:15	Acro 3 (Line)	5:30-6:15	Tap 1 (Dattilio)
		6:30-7:30	Acro 2 (Line)	6:15-7:15	Tap 4 (Dattilio)
		7:30-8:30	Acro 4/5 (Line)		

<b>Saturday</b>	<b>Studio A</b>		<b>Studio B</b>		<b>Studio C</b>
9:15-10:15	Adult Ballet (Wrobleski)				
10:15-11:00	Creative Movement (Wrobleski)				
11:00-12:15	WMCBC Company Class				
12:30-5:00	Rehearsals	12:30-5:00	Rehearsals		

<b>Sunday</b>	<b>Studio A</b>		<b>Studio B</b>		<b>Studio C</b>
1:00-6:00	Rehearsals				

## THE CITY BALLET SCHOOL

### 2023-2024 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 20223

**Sunday, August 13<sup>th</sup>** – Open Registration at the school

**Monday, August 21<sup>st</sup>** - Fall Classes Begin

**Monday, September 4<sup>th</sup>** - Labor Day - No classes (Saturday, September 2nd classes held as scheduled)

**Saturday, September 9<sup>th</sup>** Western Maryland City Ballet Company Auditions

**Sunday, September 10<sup>th</sup>** - Nutcracker Auditions

**Saturday, September 29<sup>th</sup>** Nutcracker rehearsals begin

**Saturday, October 21<sup>st</sup>** - Fairytale Tea Party (no rehearsals)

**Saturday, October 28<sup>th</sup>** - Mummers Parade

**Wednesday, November 22<sup>nd</sup>** - **Sunday, November 26<sup>th</sup>** - Thanksgiving Holiday (No classes or rehearsals)

**Thursday, December 7<sup>th</sup>** - **Friday, December 8<sup>th</sup>** – Nutcracker dress rehearsals

**Saturday, December 9<sup>th</sup>** **Sunday, December 10<sup>th</sup>** – Nutcracker Performance at The Maryland Theatre

**Thursday, December 21<sup>st</sup>** - **Wednesday, January 3<sup>rd</sup>** -Winter Break

### SPRING 2024

**Wednesday, January 4<sup>th</sup>** - Classes resume

**Saturday, January 13<sup>th</sup>** – Spring performance auditions

**Saturday, January 27<sup>st</sup>** – Company class and rehearsals resume

**Saturday, February 3<sup>rd</sup>** - Children's spring performance rehearsal begins

**Thursday, March 28<sup>th</sup>** – **Monday, April 1<sup>st</sup>** - Spring Break

**Monday, April 2<sup>nd</sup>** Classes resume

**Thursday, May 9<sup>th</sup>** -**Friday, May 10<sup>th</sup>** –Spring performance dress rehearsal at The Maryland Theatre

**Sunday, May 12<sup>th</sup>** - Spring performances at the Maryland Theatre

**Monday, May 27<sup>th</sup>** - Memorial Day - no classes (regular Saturday classes will be held on schedule May 25<sup>th</sup>)

**Wednesday, June 5<sup>th</sup>** – 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 8<sup>th</sup>** -CBS Spring Recital at the Maryland Theatre

**July 8<sup>th</sup>- 26<sup>th</sup>** - CBS Summer Intensive (mandatory for dancers in prep levels and higher)

**Monday, August 19<sup>th</sup>** - 2023 Fall classes resume

# The City Ballet School Billing Policy 2023/2024

Tuition rates are monthly, paid in 10 installments due on the 15<sup>th</sup> of each month. (August – May). Your statement will be the same each month regardless of the number of classes in that particular month.

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 factored into your billing rate.

Billing is sent via e-mail to the e-mail address listed as your billing account. 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. (cityballetquestions@hotmail.com) Please make sure your e-mail address is written legibly on your application as this will be our primary contact.

Please include your first payment upon registration. Please e-mail Diana Miller at **cityballetquestions@hotmail.com** if you are unsure of your tuition amount.

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. You can also set up auto pay through your bank for your convenience. Our front door mail slot may be used any time. 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, 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.

Year end balance must be paid in full to participate in the recital.

You will be charged for a dropped 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 2023-2024 billing policy and tuition rates. I understand and agree that:

\_\_\_\_\_ Payment is due on the 15<sup>th</sup> 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 \_\_\_\_\_ \ \ \_\_\_\_\_

# 2023-2024 Tuition Rates

45 minute classes \$61 monthly (\$610 yearly)

1 class per week/ per student (60-90 minutes) \$69 monthly (\$690 yearly)

2 class per week/ per student (60-90 minutes) \$138 monthly (\$1,380 yearly)

3 classes per week/per student (60-90 minutes) \$200 monthly (\$2,000 yearly) - \$70 yearly savings

4 classes per week/per student (60-90 minutes) \$260 monthly (\$2,600 yearly) -\$160 yearly savings

5 classes per week/per student \$305 monthly (\$3,050 yearly)- \$400 yearly savings

## **Unlimited Tuition \$345 monthly (\$3, 450 yearly)**

Savings:

6 classes per week/per student - \$690 yearly savings

7 classes per week/per student -\$1,380 yearly savings

8 classes per week/per student - \$2, 070 yearly savings

9 classes per week/per student \$2,760 yearly saving

10 weekly classes \$3,450 yearly savings

Unlimited tuition payment options:

Option 1- Full Balance of \$3,400 due on September 5<sup>th</sup> (additional \$50 discount)

**Option 2-** 2 payments of \$1,725 Payment 1 due on or before September 8th, 2023 Payment 2 due on or before December 4th, 2023

**Option 3-** 10 installments of \$345.00 August-May Tuition is billed in 10 billing sessions for 39 weeks of classes equally divided between payments for your convenience. (August, September, October, November, December, January, February, March, April, and May)

New students must register with a \$25 registration fee. Returning students do not pay a registration fee. You will receive your first bill on the first of the upcoming month. Your first bill will include the prorated month from the time you joined and the upcoming month.

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. No adjustments can be made to your previous bill.

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.

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



## FREQUENTLY ASKED QUESTIONS

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

#### Ballet

*ladies*- pink ballet tights, black leotard and pink leather or canvas ballet slippers. Pointe and prep level students should wear professional mesh seamed tights and spilt 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 undergarments should be worn under dance attire. Proper fitting leotards and tights are designed so that undergarments do not need to be worn.

*gentlemen* - 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

*ladies*- Solid color leotard, solid color tights. Hair must be secured in a ponytail or bun. *jazz* : black split sole jazz shoes

*gentlemen* – black footless or convertible tights, or jazz pants solid color t-shirt. *jazz* : black split sole jazz shoes

#### Acro

*Ladies and gentlemen* -Form fitting leggings, shorts, unitards or tights. Ladies must wear hair in a bun. No jewelry. Bare feet

#### Hip-hop

*Ladies and gentlemen*- sneakers (any brand or style is ok, but shoes should be worn exclusively for class and not outside) 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). Students must be in kindergarten before entering ballet 1. 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.

#### *Jazz/Tap/Modern/Hip-hop/Acro*

Placement for jazz 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. Our Acro classes work from the acrobatic arts curriculum and specific skills determine levels. Acro 2 must have one year of Acro 1 and must be at least 5 years old. Prerequisite for Acro 3 is a forward roll and cart wheel with correct form. Acro 4/5 must have 1 handed cartwheel, front and back walk over and a minimum of two years in the acro program.

### 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:* Students often spend several years in a prep level classes until they have built the necessary strength for pointe. *For Pointe:* Students must attend assigned classes, but may take any additional classes of a lower level. 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.

### 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 B meets 3x weekly and Advanced Prep meets 4x weekly. 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 10 even monthly installments. (August through May). 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. You can mail your payments, drop in our tuition box or front door mail slot or auto pay through your bank. 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.

**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. We encourage you to park on Franklin street where there is ample parking that is free in the afternoons.

**Where can I wait?** We have a small waiting area in the front of the studio and some waiting space downstairs. While our lobby has reopened to parents, we encourage you not to wait in the building for long periods of time if it is not necessary as it can get crowded.

**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 social media) 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 federal/school holidays other than those 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](mailto: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 code of conduct to enforce the level of discipline and respect we expect from each student to provide a secure learning environment for all our students. Our code of conduct includes:

- Dancers must be fully dressed and prepared for class by their scheduled class time
- Dancers must always treat their classmates, other students and all teachers 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.
- Dancers are expected to be clean for class. Dancers should always have clean class attire and wear deodorant
- Dancers are expected to behave themselves in a polite and respectful manner while in the dressing room. Rowdy behavior and loud voices will not be tolerated.