

# THE CITY BALLET SCHOOL

## 2022/2023 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

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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, 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](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 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, 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 that my child will be asked to observe the class if they are more than 10 minutes late

\_\_\_\_\_ 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 9 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

## 2022-2023 Studio Schedule

Monday	Studio A		Studio B		Studio C
4:30-5:45	Prep A (Horochowski)	3:45-4:30	Dance With Me (Fox)	4:30-5:15	Creative Movement (Wroblecki)
5:45-6:45	Pointe 2 (Horochowski)	4:30-5:15	Jazz 1 (Ales)	5:30-6:30	Ballet 4 (Sherbet)
6:45-8:15	Tech A/B (Horochowski)	5:15-6:15	Prep C (Wroblecki)	6:30-7:30	Ballet 3 (Wroblecki)
8:15-9:15	Pointe 3 (Horochowski)	6:30-7:30	Jazz 2 (Sherbert)		
		7:30-9:00	Tech C (Wroblecki)		

Tuesday	Studio A		Studio B		Studio C
4:30-5:45	Prep A (Horochowski)	4:30-5:30	Modern 2 (Wroblecki)	4:30-5:30	Tap 2 (Dattilio)
6:00-7:30	Tech C (Horochowski)	5:30-6:30	Pointe 4 (Wroblecki)	5:45-6:45	Tap 3 (Dattilio)
7:30-9:00	Tech A/B (Horochowski)	6:30-7:30	Jazz 4 (Sherbert)	6:45-7:45	Prep C (Wroblecki)
		7:30-8:30	Adult Modern (Sean Miller)		

Wednesday	Studio A		Studio B		Studio C
4:30-6:00	Tech B (Horochowski)	5:30-6:30	Ballet 2 (Sherbert)		
6:00-7:30	Tech A (Horochowski)	6:30-7:30	Jazz 3 (Sherbert)		
7:30-9:00	Tech C (Horochowski)	7:45-8:45	Modern 3 (Rupp)		

Thursday	Studio A		Studio B		Studio C
4:30-6:00	Tech C (Horochowski)	4:15-5:15	Hip- Hop 2 (Miller)	5:30-6:15	Creative Movement (Sherbert)
6:00-7:15	Prep A (Horochowski)	5:15-6:15	Hip Hop 5 (Miller)	6:15-7:15	Teen Ballet (Sherbert)
7:15-9:00	Tech A/B (Horochowski)	6:15-7:15	Hip Hop 4 (Miller)		
		7:15-8:15	Hip Hop 3 (Miller)		
		8:15-9:00	Adult Hip Hop (Miller)		

Friday	Studio A		Studio B		Studio C
4:30-5:30	Modern 1 (Wroblecki)	3:45-4:30	Acro 1 (Line)	4:30-5:15	Tap 1 (Dattilio)
6:00-7:00	Ballet 1 (Wroblecki)	5:15-6:00	Acro 2 (Line)	5:15-6:00	Adult Tap (Dattilio)
		6:00-7:00	Acro 3 (Line)	6:00-7:00	Tap 4 (Dattilio)
		7:00-8:15	Acro 4/5 (Line)		

Saturday	Studio A		Studio B		Studio C
9:45-11:00	Adult Ballet (Lallemand)	9:15-10:00	Creative Movement (Wroblecki)		
11:00-12:15	WMCBC Company Class (Wroblecki)	10:00-11:00	Ballet 1 (Wroblecki)		
1:00-5:00	Rehearsal	1:00-5:00	Rehearsal		

# THE CITY BALLET SCHOOL

## 2022-2023 Calendar Dates

Please note that classes are held on any federal holidays that are not listed on this schedule. Inclement weather cancellations 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 2021

**Monday, August 22<sup>nd</sup>** - Fall Classes Begin

**Monday, September 5<sup>th</sup>** - Labor Day - No classes ( Saturday, September 3<sup>rd</sup> classes be held as scheduled)

**Saturday, September 17<sup>th</sup>** Western Maryland City Ballet Company Auditions

**Sunday, September 18<sup>th</sup>** - Nutcracker Auditions

**Saturday, October 1<sup>st</sup>** Nutcracker rehearsals begin

**Saturday, October 22<sup>nd</sup>** - Fairytale Tea Party

**Wednesday, November 23<sup>rd</sup> - Sunday, November 27<sup>th</sup>** - Thanksgiving Holiday

**Thursday, December 8<sup>th</sup> - Friday, December 9<sup>th</sup>** – Nutcracker dress rehearsals

**Saturday, December 10<sup>th</sup> Sunday, December 11<sup>th</sup>** – Nutcracker Performance at The Maryland Theatre

**Sunday, December 18<sup>th</sup> - Sunday, January 1<sup>st</sup>** -Winter Break

### Spring 2023

**Monday, January 2<sup>nd</sup>** - Classes resume

**Saturday, January 14<sup>th</sup>** – Spring performance auditions

**Saturday, January 21<sup>st</sup>** – Company class and rehearsals resume

**Saturday, January 28<sup>th</sup>** - Children's spring performance rehearsal begins

**Friday, April 7<sup>th</sup> – Monday, April 10<sup>th</sup>** - Spring Break

**\*Thursday, May 11<sup>th</sup>- Friday, May 12<sup>th</sup>** –Spring performance rehearsal at The Maryland Theatre

**\*Saturday, May 13<sup>th</sup> Sunday, May 14<sup>th</sup>** - Spring performances at the Maryland Theatre

**Monday, May 29<sup>th</sup>** - Memorial Day - no classes (regular Saturday classes will be held on schedule May 27<sup>th</sup>)

**\*Wednesday, June 7<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 10<sup>th</sup>** -CBS Spring Recital at the Maryland Theatre

**July 10<sup>th</sup>- 28<sup>th</sup>** - CBS Summer Intensive (mandatory for dancers in levels prep for pointe and higher)

**Monday, August 21<sup>st</sup>** - 2023 Fall classes resume

\*Dates for the spring performance and recital (and corresponding dress rehearsals) are currently subject to change based on pending contracts. All dates will be finalized by November.

# The City Ballet School Billing Policy 2022/2023

Tuition rates are per class. Yearly tuition for your classes will be calculated and divided into 10 monthly installments. (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 not billed to you and do not need to be made up.

Invoices are issued monthly in advance. 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** with your class schedule to calculate your payment or use our tuition rates listed below (based on your classes per week)

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 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.

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 2022-2023 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 \_\_\_\_\_ \ \ \_\_\_\_\_

# 2022-2023 Tuition Rates

45 minute classes \$58 monthly (\$580 yearly)

1 class per week/ per student (60-90 minutes) \$66 monthly (\$660 yearly)

2 class per week/ per student (60-90 minutes) \$132 monthly (\$1,320 yearly)

3 classes per week/per student (60-90 minutes) \$192 monthly (\$1,920 yearly) - \$60 yearly savings

4 classes per week/per student (60-90 minutes) \$250 monthly (\$2,500 yearly) -\$140 yearly savings

5 classes per week/per student \$294 monthly (\$2,940 yearly)- \$360 yearly savings

## **Unlimited Tuition \$330 monthly (3,200 yearly)**

Savings:

6 weekly classes - \$760 yearly savings 3960

7 weekly classes -\$1420 yearly savings 4620

8 weekly classes - \$2,080 yearly saving 5280

9 weekly classes- \$2,740 yearly savings 5940

10 weekly classes \$3,400 yearly savings 6600

Unlimited tuition payment options:

**Option 1-** \$3,200 Paid by September 5

**Option 2-** 2 payments of 1,600 Payment 1 due on or before September 5th, 2022 Payment 2 due on or before December 5th, 2022

**Option 3-** 10 installments of \$320.00 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. 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.

The City Ballet School ▪ 63 East Franklin Street Hagerstown MD 21740▪(301) 733-5833▪ [www.cityballetschool.com](http://www.cityballetschool.com)

## 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 pre pointe 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.

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

#### 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, 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.

#### Shoes

*Ballet: canvas or leather split soled ballet flats (white for gentlemen, pink for ladies)*

*tap:* black tap shoes. Tap 2 and higher should wear full sole black leather tap shoes

*modern and acro:* bare foot

*jazz :* black split sole jazz shoes or socks, depending on the teacher's preference

*Hip- hop:* sneakers. Any brand or style is ok, but shoes should be worn exclusively for class (not worn outside)

### 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. Prep students may add another prep level to their schedule for additional training if they wish. *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 A meets 3x weekly and Prep C meets 2x 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](mailto: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.