



HoustonBallet
Academy



2024-2025

STUDENT HANDBOOK

PRESCHOOL PROGRAM

HOUSTON BALLET CENTER FOR DANCE

601 Preston Street • Houston, TX 77002

CONTACT US

Tel: (713) 523-6300 • Fax: (713) 523-4038

Email: HBAcademy@houstonballet.org

VISIT OUR WEBSITE

CLICK HERE

CONTENT

| | | |
|---|--|-----------|
| ⌘ | Houston Ballet Academy Faculty & Staff | 3 |
| ⌘ | Academy General Information | 4 |
| ⌘ | Academy Office Hours | 4 |
| ⌘ | Academy Calendar | 4 |
| ⌘ | Enrollment | 4 |
| ⌘ | Registration & Financial Information | 5 |
| ⌘ | Withdrawal Policy | 6 |
| ⌘ | Class Uniforms | 7 |
| ⌘ | Academy Procedures | 9 |
| ⌘ | Class Etiquette | 9 |
| ⌘ | Communication Methods | 9 |
| ⌘ | Class Observation | 9 |
| ⌘ | Arrival & Departure | 10 |
| ⌘ | Preschool Celebration | 11 |
| ⌘ | Tickets to Houston Ballet Performances | 11 |
| ⌘ | Summer Programs | 11 |

HOUSTON BALLET ACADEMY LEADERSHIP

Stanton Welch, AM and Julie Kent *Artistic Directors*
James Nelson *Executive Director*
Jennifer Sommers *Director of the Academy*

ACADEMY STAFF

Yahudi Castañeda *Associate Director of Academy Artistic Operations*
Katie Wesche *Associate Director of Academy Administration*
Carla Cortez *Academy Communications Manager*
Dustin Shaw *Academy Programs Manager*
Reagan Lynch *Academy Artistic Operations Coordinator*
Tempest McLendon *Academy Administrative Coordinator*
Angela Galvez *Academy Student Support Coordinator*

PRESCHOOL ARTISTIC STAFF

The [Lower School Principal](#) is **Betsy McMillan**. She is the principal and contact for the Preschool Program. Ms. McMillan can assist in directing questions regarding students in the studio to the student's teacher. You can email Ms. McMillan at emcmillan@houstonballet.org.



The [Preschool Coordinator](#) is **Lucinda Rohrer**. She assists with coordinating the Preschool Celebration and other Preschool needs. Ms. Rohrer can assist in directing questions regarding Preschool Celebration. You can email Ms. Rohrer at lrohrer@houstonballet.org.



For additional faculty and staff please visit our website [HERE](#).

ACADEMY GENERAL INFORMATION



Academy Office Hours

| | |
|----------|------------------|
| Mon-Fri | 9:00AM – 6:00PM |
| Saturday | 8:30AM – 4:00PM |
| Sunday | 10:00AM – 5:00PM |

LOST AND FOUND

Lost and found is located in the Academy office. All items in the Lost and Found bin are discarded monthly.



ACADEMY CALENDAR

All information relating to the Academy calendar can be found in your [student portal on Classe365](#) or the link [HERE](#).

ACADEMY WEEKLY SCHEDULE

Weekly schedules are posted on all call boards as well as Classe365 in your student's Learning Management System (LMS).

ENROLLMENT

The Preschool Program is for **students 2-6** years old as of **September 1, 2024**. An audition is not required to enroll for the Preschool Program. Registration is accepted on a *first-come, first-served basis*. Classes close once capacity is reached. Students interested in a closed class may be added to the [waitlist](#) by contacting the Registrar's Office.

Students enrolled in the Preschool Program will be given [priority registration](#) for the Summer Program and following school year. **Students in Elementary Ballet do not need to audition for Pre-Professional Program.** [Placement](#) for the following school year is sent in May. Students not registered by the deadline will be required to abide by the general registration procedures.

Houston Ballet Academy maintains a policy of non-discrimination regarding race, color, national origin, religion, sex, gender, gender expression, physical/neurological ability, sexual orientation, and economic status.

*To be eligible for the Preschool Program in the **2024-2025** year:*

Parent & Me

Age 2 as of 9/1/2024
Birthdates 9/2/2021-9/1/2022

Joy of Motion

Age 3 as of 9/1/2024
Birthdates 9/2/2020-9/1/2021

Creative Dance

Age 4 as of 9/1/2024
Birthdates 9/2/2019-9/1/2020

Pre-Ballet

Age 5 as of 9/1/2024
Birthdates 9/2/2018-9/1/2019

Elementary Ballet

Age 6 as of 9/1/2024
Birthdates 9/2/2017-9/1/2018

REGISTRATION

2024-2025 Registration
open May-December

Summer 2025 Registration
open December-June

Registration is first come, first served.

Tuition by Level
Click Here

Parent & Me/Joy of Motion
Registration:

7-Week Sessions

Tuition for each session due at the
time of registration

Creative Dance/Pre-
Ballet/Elementary Ballet
Registration:

34-Week Academy Year

¼ of tuition + \$100 registration
fee due at the time of registration

How to pay
remaining tuition

Pay in Full

*Must be paid in full at
time of registration
Discount of \$50 applied*

Quarterly Plan

*Four Installments
Due dates listed below*

Monthly Plan

*Seven Installments
Fee of \$20 applied to
installments after*

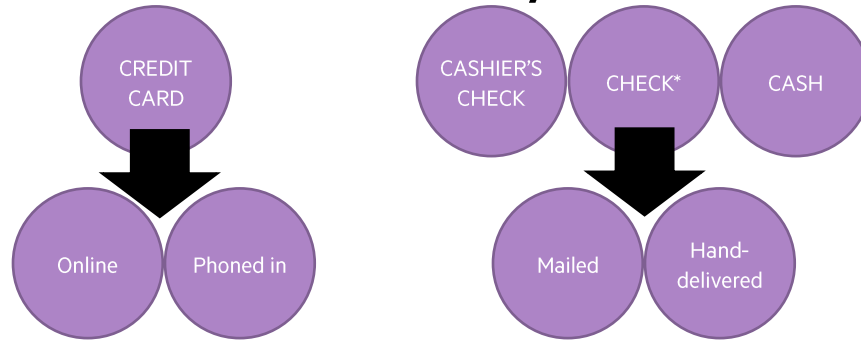
Tuition Installment Dates

| Invoice Date | Due Date | Pay in Full | Four Installments "Quarterly Plan" | Seven Installments "Monthly Plan" |
|----------------------------|------------|------------------|---------------------------------------|--------------------------------------|
| At Registration | | 100% (less \$50) | 25% | 25% |
| 9/1/2024 | 9/15/2024 | | 25% | 12.5% + \$20 |
| 10/1/2024 | 10/15/2024 | | | 12.5% + \$20 |
| 11/1/2024 | 11/15/2024 | | 25% | 12.5% + \$20 |
| 12/1/2024 | 12/15/2024 | | | 12.5% + \$20 |
| 1/1/2025 | 1/15/2025 | | | 12.5% + \$20 |
| 2/1/2025 | 2/15/2025 | | 25% | 12.5% + \$20 |

\$25 Late Fee
applied next
business day at
4:00pm CT.

****Please note that students with delinquent accounts will not be able to register for future programs until their account is current.**

Forms of Payment



*A \$25 fee will be charged for all checks returned for any reason. The returned check fee must be paid in cash within one week from the time the owner of the account is notified.

Scholarship Donations

Houston Ballet is dedicated to offering the highest caliber training, while keeping ballet accessible. However, tuition covers only 70% of Academy costs. Gifts from parents/guardians and other supporters are vital to ensuring every professional and non-professional dancer, despite capacity, has access to the finest instruction. If you would like to make a tax-deductible donation to Houston Ballet to assist with our annual merit scholarships, please contact Erika Jordan, ejordan@houstonballet.org or (713) 535-3241.

Section Change Request

Section change requests are reviewed by the principal for approval, and approval is not guaranteed.
Section change requests will incur a \$35 fee.

CLICK HERE TO COMPLETE REQUEST

Fall Semester request dates:
June 1, 2024 – September 8, 2024

Spring Semester request dates:
December 1, 2024 – January 26, 2025

Refund Policy

TUITION AND FEES ARE NON-REFUNDABLE.

Should a student withdraw who has paid, the remaining tuition and all fees will be forfeited to Houston Ballet Academy. Forfeited tuition may not be considered a tax-deductible donation.

Withdrawal Policy

Should a parent/guardian desire to withdraw a student prior to the end of the Academy year, the Registrar's Office must receive a completed Withdrawal Form. **THE PARENT/GUARDIAN WILL BE RESPONSIBLE FOR ALL TUITION PAYMENTS DUE UNTIL THE DATE THE ACADEMY OFFICE RECEIVES NOTICE OF WITHDRAWAL IN WRITING FROM THE PARENT/GUARDIAN.** Verbal notification of withdrawal will not be accepted. Should a student withdraw in the beginning, middle, or a quarter which has been paid, the remaining tuition will be forfeited to HBA. The HBA is not liable or obligated in any way to process any refunds or issue any tuition credits.

CLICK HERE FOR WITHDRAWAL FORM

CLASS ATTIRE REQUIREMENTS

Click links below to purchase.

Skin Tone-Inclusive Tights & Shoes

Click to View

CLASS UNIFORMS

Female-Identifying Dancers

Parent & Me

Student: Leotard optional.
Comfortable clothing your student can move in freely.
Guardian: Comfortable clothing you can move in freely – yoga or exercise clothing.

Joy of Motion/Creative Dance

Leotard: [Coralie cap sleeve](#)
Tights: [Body Wrappers style C81 – theatrical pink](#) OR [Skin-tone convertible](#)
Shoes: None (barefoot)

Pre-Ballet/Elementary Ballet

Leotard: [Coralie cap sleeve](#)
Tights: [Body Wrappers style C80 or C81 – theatrical pink](#) OR [Skin-tone convertible](#)
Shoes: [Bloch style S0203G – pink](#) OR [Blendz leather](#)

Male-Identifying Dancers

Parent & Me

Student: Comfortable clothing your student can move in freely.
Guardian: Comfortable clothing you can move in freely – yoga or exercise clothing.

Joy of Motion/Creative Dance

Shirt: [Conrad White Crew Shirt](#)
Shorts: Black bike shorts
Shoes: None (barefoot)

Pre-Ballet/Elementary Ballet

Shirt: [Conrad White Crew Shirt](#)
Shorts: Black bike shorts
Shoes: [Bloch style S0284G - black](#)

HOUSTON BALLET ACADEMY SHOE MATCHING GUIDE

| | Blendz Tights | Shoe Options | | | |
|-----------------|---------------|----------------------------|--------------------------|------------------|-------------------|
| Confident Cocoa | | Blendz Confident Cocoa | Spray Fashion Brown | | |
| Brazen Brown | | Blendz Brazen Brown | Capezio Mocha | Spray Tan | |
| Maven Mahogany | | Blendz Maven Mahogany | Spray Bark | | |
| Tenacious Tan | | Blendz Tenacious Tan | Capezio Light Suntan | Capezio Nude | Spray Chamois |

Check out the Blendz website for tights & shoes!

Where to Purchase Class Uniforms & Attire

Leotards & Shirts

E-Commerce Online Store

Leotards, Shirts, Tights & Shoes

Dance Trends
14520 Memorial Drive
Suite 106
Houston, TX 77079
281-558-1400

Tights & Shoes

Jazz Rags
25701 Interstate 45 N
#10A
Spring, TX 77380
281-364-1600

*Starting for the 2024-2025 Academy Year, families will be able to purchase uniform leotards and shirts in person at Dance Trends in addition to online via E-Commerce. **We recommend calling before going to the store to ensure stock is available.**

Hair Requirements for Class

Female-Identifying Students

- Ballet bun - pulled away from face and nape of neck
- Short hair – wear headband and secure hair at the back
- Textured hair – secure hair at the back with loose ends off the nape of the neck

Male-Identifying Students

- Neatly groomed haircut – off the face
- Long hair – pulled away from face and nape of neck
- Textured hair – secure hair at the back with loose ends off the nape of the neck

Ballet Bun
Tutorial Video
Click Here

Class Uniform Etiquette

- Wear a cover-up to and from class – class uniform should not be worn as street wear.
- Do not wear jewelry in class or rehearsal – only pierced ear studs are permitted in class.
- Do not apply lotion to the skin on dance days – lotion and oils can create slick spots on the dance floor.

Elementary Ballet Students:
Bring a notebook and pencil to each class!

Class Etiquette

1. Bring energy, enthusiasm, and eagerness to learn in classes.
2. Students should arrive on time.
 - Injuries can be caused by insufficient warm-up, and interruptions are distracting to the other students in class. If a student is more than 10 minutes late, the teacher must give permission for the student to participate in class.
3. Students may bring water in a resealable plastic or metal bottle.
4. Students should refrain from distracting others during class.
5. Students should arrive wearing a cover-up over their class uniform, including proper hair.
6. Parents/Guardians are permitted to wait in the lobby area during their student's class.

Attendance/Absences/Make-Up Classes

- Students should attend classes on a weekly basis.
 - Students who miss four (4) consecutive classes may be withdrawn from the program.
 - Students in Elementary Ballet, who have more than three (3) absences in a semester, may be ineligible for advancement to the Pre-Professional Program.
- Make-up lessons will be scheduled as below. Registration for these classes will be sent prior to the classes being held.
 - Fall Semester: Monday, November 25th
 - Spring Semester: Monday, May 19th

Absence Notification Form
CLICK HERE

Communication Methods

- [Email](#)
- [Classe365](#)
- [Website](#)
- [Academy Facebook page](#)
- [Academy Instagram page](#)

Monthly
Virtual
Town Halls

EMERGENCY PROCEDURES

Teachers will familiarize students with emergency procedures, including fire, tornado, and lockdown, at the beginning of each semester.

Class Observation

FALL SEMESTER DATES

Joy of Motion:
 Session 1: October 15th – 20th
 Session 2: December 10th – 15th
 Creative Dance/Pre-Ballet/Elementary Ballet:
 October 14th – November 3rd

SPRING SEMESTER DATES

Joy of Motion:
 Session 3: February 25th – March 2nd
 Session 4: May 6th – 11th
 Creative Dance/Pre-Ballet/Elementary Ballet:
 April 28th – May 18th

Evaluations

Elementary Ballet students will receive evaluations once per year at the close of the Fall semester. Students in Parent & Me, Joy of Motion, Creative Dance, and Pre-Ballet do not receive evaluations.

In order to maintain a safe environment, families should always follow instructions by class monitors, security guards, and HPD officers.

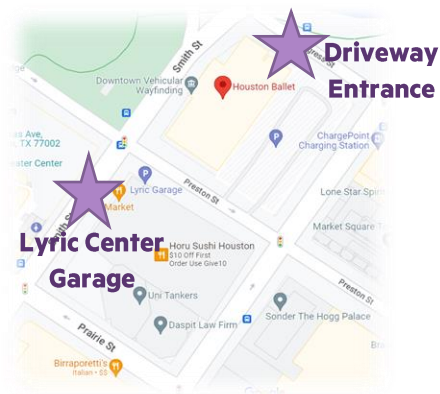
All classes are held at 601 Preston Street, Houston, TX 77002.

Students should enter the Preston Street entrance as seen below.



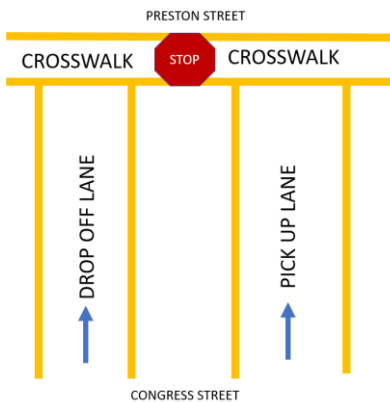
Park & Walk

- Street Parking: FREE after 6pm on Monday-Saturday & all day on Sunday
 - Lyric Center Garage*: 2-hour complimentary with Lyric Market purchase OR receive \$2 off parking via ticket validation from the receptionist
- *Event parking may affect pricing and validation.



Driveway

- Students must be able to exit and enter the vehicle on their own without assistance from an adult.
 - See image to the right for flow of traffic.
 - Display car tag* with student's full name on car dashboard
- *Car tags will be available from class monitors



Driveway cont.

- Arrivals: Families should park and walk their student to the Preston Street entrance if they are arriving late to class.
- Departures: Families may be asked to circle the block to avoid congestion on the roads surrounding the Center for Dance.

LOBBY ETIQUETTE

- Families should arrive no more than 15 minutes prior to the start of class.
- Students may have up to two (2) guests, such as guardian and sibling, wait in the lobby during the student's class.
- Students will wait in line by level for class upon arrival.
- All guests who wait in the lobby should remain properly seated. Please do not leave your children unattended.

PERFORMANCES

Preschool Celebration

Who: Students in Creative Dance, Pre-Ballet, Elementary Ballet

What: Performance and Observation

Where: Margaret Alkek Williams Center for Dance Dance Lab

When: May 5th – May 18th during class time

Other Information: Rehearsals are held during class time starting in February. The detailed schedule will be distributed in the Spring semester. Free to attend.

Tickets to Houston Ballet Performances

| | |
|----------------|-------------------------------|
| Single tickets | (713) 227-ARTS (713-227-2787) |
| Subscription | (713) 5-BALLET (713-522-5538) |
| Group Sales | (713) 523-6300 ext. 409 |

SUMMER PROGRAMS

PRESCHOOL SUMMER CLASSES

- Weekly classes
- Six-week period in July & August
- Parent & Me, Joy of Motion, Creative Dance, & Pre-Ballet
- Classes for ages 2-6
- Levels based on age as of 9/1/2024

CHILDREN'S WORKSHOPS

- Workshops theme-based on Houston Ballet's repertoire
- One-week sessions in May/June & August
- Learn the ballet & explore and create movement and crafts
- Workshops for ages 4-8
- Age groups based on age as of start of workshop

YOUTH SUMMER TRAINING PROGRAM

- Weeklong classes
- Two-week sessions in June & July/August
- Rhythm in Motion & Elementary Ballet
- Sessions for ages 4-7
- Level based on age as of 9/1/2024

Summer registration is emailed in December for students enrolled in the 2024-2025 Academy Year. Students who attend a summer program will receive priority registration for the 2024-2025 Academy Year. Students who do not attend a summer program will not need to audition for the following year placement and registration.

Partial attendance of a session is not allowed.

Students are highly encouraged to attend one of our summer programs.