



# CHILDREN'S DIVISION REGISTRATION

## 2017 – 2018

Rev. 8/22/17

Dear Parent,

Thank you for your interest in Miami City Ballet School's **CHILDREN'S DIVISION** for the 2017 – 2018 School Year. All classes begin on Tuesday, September 5<sup>th</sup>, 2017 and end Thursday, May 24<sup>th</sup>, 2018. Students must commit to the full school year. Please register early to guarantee your choice of classes. If classes are filled, we will place you on a waiting list and notify you if a place becomes available. All Children's Division classes will participate in a year-end Children's Division Showcase the week of May 21<sup>st</sup> (schedule TBA) and we have periodic parent observation weeks scheduled on the school calendar (please note that classes do continue until Thursday, May 24<sup>th</sup>).

There is a specific Dress Code for boys and girls for each class level in the School. Please find the Dress Code information sheet enclosed. You may purchase your child's uniform online or in person at Dancing Supplies Depot, located at 10556 S.W. 8<sup>th</sup> Street in Miami (305.226.0666). All Dress Code merchandise is sold at a discounted rate for our students at Dancing Supplies Depot. Additionally, Dress Code attire with the exception of shoes, may be purchased in the MCB Store (please see Dress Code for contact information to verify hours).

**Please note that Children's Division classes are not a part of the graded curriculum** at Miami City Ballet School. Students seeking admission into the Student Division will be re-evaluated by School Faculty at the end of the year. Advancement from level to level is based on annual faculty evaluations of the **individual student's technical ability, physical aptitude, strength**, class-room effort and attendance. If you have any questions, please call us at 305.929.7007 or email us at [school@miamicityballet.org](mailto:school@miamicityballet.org).

Sincerely,

Miami City Ballet School Staff

# CHILDREN'S DIVISION REGISTRATION

## Schedule *\*Subject to change.*

### Creative Movement

Students must turn three (3) by September 1, 2017 to participate in this level. This class meets once a week. You may choose which day of the week your child attends class. Class preferences are assigned on a first come, first serve basis.

Tuesday	3:45 – 4:30 pm
Thursday	3:30 – 4:15 pm
Saturday - A	9:00 – 9:45 am
Saturday - B	9:00 – 9:45 am

### Pre-Ballet

Students must turn four (4) by September 1, 2017 to participate in this level. This class meets once a week. You may choose which day of the week your child attends class. Class preferences are assigned on a first come, first serve basis.

Tuesday	3:00 – 3:45 pm
Thursday	3:00 – 3:45 pm
Saturday - A	9:45 – 10:30 am
Saturday - B	9:45 – 10:30 am

### Ballet Preparatory I

Students must turn five (5) by September 1, 2017 to participate in this level. This class meets once a week. You may choose which day of the week your child attends class. Class preferences are assigned on a first come, first serve basis.

Tuesday	3:45 – 4:30 pm
Thursday	3:45 – 4:30 pm
Saturday - A	10:30 – 11:15 am
Saturday - B	10:30 – 11:15 am

### Ballet Preparatory II

Students must turn six (6) by September 1, 2017 to participate in this level. This class meets once a week. You may choose which day of the week your child attends class. Class preferences are assigned on a first come, first serve basis.

Wednesday	3:30 – 4:30 pm
Friday	3:30 – 4:30 pm
Saturday	11:15 – 12:15pm

### Ballet Preparatory III

Students must turn seven (7) by September 1, 2017 to participate in this level. This class meets twice a week. You may choose which days of the week your child attends class. Class preferences are assigned on a first come, first serve basis.

#### Ballet Preparatory III A

Tuesday	4:30 – 5:45 pm
Thursday	4:30 – 5:45 pm

#### Ballet Preparatory III B

Wednesday	6:15 – 7:30 pm
Saturday	12:30 – 1:45 pm

## PLEASE NOTE

Following the instructions on the following pages included in this packet will result in your card being automatically charged for the registration and performance fees to reserve your spot.

Once your request is received, please allow up to 5 business days for registration to be processed.

After registration is processed, you will receive a confirmation e-mail, and you will be able to access your account to pay the first tuition installment by September 1<sup>st</sup>.

# CHILDREN'S DIVISION REGISTRATION

## Tuition & Fees *\*Subject to change.*

### Creative Movement (CM), Pre-Ballet (PB) & Ballet Preparatory I (BP I)

Non-refundable \$100 registration fee (due September 1<sup>st</sup>)

Non-refundable \$25 performance fee (due September 1<sup>st</sup>), plus:

**TUITION - \$800**

#### Payment Options:

##### Option #1: One-time Payment Plan

A one-time, non-refundable tuition payment of \$800

A 5% discount is applied if paid on or before September 1<sup>st</sup>. Total with discount is \$760

##### Option #2: Two-Payment Plan

Two non-refundable semester payments of \$400 due on September 1<sup>st</sup> and January 1<sup>st</sup>

##### Option #3: Eight-Payment Plan

Eight non-refundable payments of \$100 due on the first of each month: September - April

### Ballet Preparatory II (BP II)

Non-refundable \$100 registration fee (due September 1<sup>st</sup>)

Non-refundable \$25 performance fee (due September 1<sup>st</sup>), plus:

**TUITION - \$900**

#### Payment Options:

##### Option #1: One-time Payment Plan

A one-time, non-refundable tuition payment of \$900

A 5% discount is applied if paid on or before September 1<sup>st</sup>. Total with discount is \$855

##### Option #2: Two-Payment Plan

Two non-refundable semester payments of \$450 due on September 1<sup>st</sup> and January 1<sup>st</sup>

##### Option #3: Eight-Payment Plan

Eight non-refundable payments of \$112.50 due on the first of each month: September - April

### Ballet Preparatory III (BP III)

Non-refundable \$100 registration fee (due September 1<sup>st</sup>)

Non-refundable \$25 performance fee (due September 1<sup>st</sup>), plus:

**TUITION - \$1,800**

#### Payment Options:

##### Option #1: One-time Payment Plan

A one-time, non-refundable tuition payment of \$1,800

A 5% discount is applied if paid on or before September 1<sup>st</sup>. Total with discount is \$1,710

##### Option #2: Two-Payment Plan

Two non-refundable semester payments of \$900 due on September 1<sup>st</sup> and January 1<sup>st</sup>

##### Option #3: Eight-Payment Plan

Eight non-refundable payments of \$225 due on the first of each month: September - April

**Tuition/fees and all payments are non-refundable, and non-transferable regardless of circumstance, either prior to, during or after the program.**

# ONLINE REGISTRATION

## Procedure for Returning Students

Registration is completed online and the following process must be completed every year by returning students. To register, please visit the website below before September 1<sup>st</sup>. **If you have taken class at Miami City Ballet School in the past, then you already have an online account.** Please do not create a new account. You will login as an Existing Account. The username is normally the **parent's email address. Please contact us if you do not know your username or password.**

<https://app.mydanceworks.net/customer/Login.aspx?parentid=AK600418J>

Please follow the instructions below:

1. Please enter your username and password to login.
2. Click on the "Account" tab to update your contact and payment information.
  - Under the Account Information section, please update your desired billing frequency (Full payment with discount, 2 payments, or 8 payments).
    - The Full payment with discount only applies if the full balance is paid by September 1<sup>st</sup>.
  - Then select "recurring billing" under the Credit Card Information section if you would like your credit on file to be charged automatically for each payment due.
    - This only applies to tuition costs; not fees.
    - **You are responsible for paying the registration fee and performance fee upon registration, and tuition fee balance by September 1<sup>st</sup>, to guarantee your child's placement in the program. This will not be automatically charged to the credit card on file. Payments should be made through your Danceworks online account.**
  - Don't forget to click on "Save Changes" on the bottom of the page.
3. Click on the "classes" tab.
  - Select the correct session, 2017-2018 School Year then your class preference by clicking on "request class" on the right hand side of your desired class.
  - Once you select your desired class, it will say "PENDING APPROVAL"
    - It will take about 5 business days for the school to approve your selected class
    - You cannot pay for the class until it is approved
  - Then, scroll down to the bottom of the page and click "submit registration".
4. You will receive an email confirmation within 5 business days. You will then be able to access your customer portal where you can make payments, view our policies and procedures, and update your contact and payment information.
5. All tuition is due on the 1<sup>st</sup> of each month. Tuition can be paid on your customer portal or by cash, check or credit card in the MCB School office. Checks must be made payable to MCB School and can be mailed to:

Miami City Ballet School – School Registrar  
2200 Liberty Avenue  
Miami Beach, FL 33139

*There will be a \$20 late fee for payments after the due date and \$30 fee for returned checks. Students with overdue accounts will not be permitted to take classes - they may only observe.*

# ONLINE REGISTRATION

## Procedure for New Students

Please follow the instructions below if you are a new parent/student to Miami City Ballet School (meaning that your child has never taken class at Miami City Ballet School in the past), at the following link: <https://app.mydanceworks.net/customer/Login.aspx?parentid=AK600418J>.

1. Click on "I am a new account or student".
2. Enter the Parent/Guardian first and last name, e-mail address and create a password. Then, click "create account".
3. You will then be directed to our Policies and Procedures, Dress Code, Absence Policy, Injury/Illness Policy and Liability Waiver. Once you have read through all of our policies, please type your account name as your electronic signature and click on the box to "agree to our School's policies". Then, click "agree and continue".
4. Next, you will be prompted to enter all of your contact information.
  - o **Billing frequency:** select the payment option of your choice (Full payment with discount, 2 payments, or 8 payments).
    - The Full payment with discount only applies if the full balance is paid by September 1<sup>st</sup>.
  - o Then select "recurring billing" under the Credit Card Information section if you would like your credit on file to be charged automatically for each payment due.
    - This only applies to tuition costs; not fees.
    - **You are responsible for paying the registration fee and performance fee upon registration, and tuition fee balance by September 1<sup>st</sup>, to guarantee your child's placement in the program. This will not be automatically charged to the credit card on file. Payments should be made through your Danceworks online account.**
  - o Don't forget to click on "Save Changes" on the bottom of the page.
6. Click on the "classes" tab.
  - o Select the correct session, 2017-2018 School Year then your class preference by clicking on "request class" on the right hand side of your desired class.
  - o Once you select your desired class, it will say "PENDING APPROVAL"
    - It will take about 5 business days for the school to approve your selected class
    - You cannot pay for the class until it is approved
  - o Then, scroll down to the bottom of the page and click "submit registration".
7. You will receive an email confirmation within 5 business days. You will then be able to access your customer portal where you can make payments, view our policies and procedures, and update your contact and payment information.
8. All tuition is due on the 1<sup>st</sup> of each month. Tuition can be paid on your customer portal or by cash, check or credit card in the MCB School office. Checks must be made payable to MCB School and can be mailed to:

Miami City Ballet School – School Registrar  
2200 Liberty Avenue  
Miami Beach, FL 33139

*There will be a \$20 late fee for payments after the due date and \$30 fee for returned checks. Students with overdue accounts will not be permitted to take classes - they may only observe.*

# ATTENDANCE POLICY

## ABSENCES

- Advancement from level to level is based on annual faculty evaluations of the individual student's technical ability, physical aptitude, strength, class-room effort and **attendance**.
- Absence notices should be e-mailed in advance to [mcbsabsence@miamicityballet.org](mailto:mcbsabsence@miamicityballet.org) before class so that the teacher and staff may be alerted of the absence.

## LATE ARRIVAL

- Students who are more than **ten minutes** late will be asked to sit and observe.

## EARLY DEPARTURE

- Students are not permitted to leave class early. In extenuating circumstances, parents should contact the School Office to receive permission for a student to be excused early.

## CLASS OBSERVATION

- Students are not permitted to observe class unless a doctor's or physical therapist's notice has been given to the School Office and is approved.

## ILLNESS

- Any student who is ill with a severe cold, flu, fever, stomach ache or cough should not attend or observe classes. Please email [mcbsabsence@miamicityballet.org](mailto:mcbsabsence@miamicityballet.org) with a notice before class.

## INJURIES

- All injuries either sustained in class or out of class must be reported to the School Office
- Students will only be allowed to observe classes if they have a written directive to do so from Physical Therapy or a Doctor.

## PLEASE NOTE

Miami City Ballet School reserves the right to cancel or modify classes/levels at any time, due to low enrollment numbers.

A non-refundable, non-transferable **\$20.00 fee** will be charged for any section/class changes made after registration is processed.



# DRESS CODE

Rev. 6/5/17

## CHILDREN'S DIVISION

### Creative Movement & Pre-Ballet

**Leotard:** Style #DO903 **Light Pink** with MCB School Logo in White

**Tights:** Style #1816 in Ballet Pink

**Ballet Shoes:** Style #DO205/205 Pink Leather Full Sole-No Canvas Allowed

**Floral Tiara:** Style: #DU7267 in Pink

**Hair:** Hair Must Be in a Tight Secure Bun; Required: Dancer Only® Hair Nets & Hair Pins

**Required:** White Movement Scarf & Red Beanie Bag (Custom made for MCB School)

**Highly Recommended:** Dance Bag with MCB School Logo

**Boys:** Please see 'Boys' section at end of Dress Code for uniform.

### Ballet Preparatory I

**Leotard:** Style #DO903 **Light Blue** with MCB School Logo in Pink

**Tights:** Style #1816 in Ballet Pink

**Ballet Shoes:** Style #DO205/205 Pink Leather Full Sole-No Canvas Allowed

**Floral Tiara:** Style #DU7267 in Light Blue

**Hair:** Hair Must Be in a Tight Secure Bun; Required: Dancer Only® Hair Nets & Hair Pins

**Required:** White Movement Scarf (Custom made for MCBS)

**Highly Recommended:** Dance Bag with MCB School Logo

**Boys:** Please see 'Boys' section at end of Dress Code for uniform.

### Ballet Preparatory II

**Leotard:** Style #DO903 **White** with MCB School Logo in Pink

**Tights:** Style #1816 in Ballet Pink

**Ballet Shoes:** Style #DO205 Pink Leather Full Sole-No Canvas Allowed

**Floral Tiara:** Style #DU7267 in White

**Hair:** Hair Must Be in a Tight Secure Bun; Required: Dancer Only® Hair Nets & Hair Pins

**Highly Recommended:** Dance Bag with MCB School Logo

**Boys:** Please see 'Boys' section at end of Dress Code for uniform.

### Ballet Preparatory III

**Leotard:** Style #DO903 **Rose** with MCB School Logo in White

**Tights:** Style #1816 in Ballet Pink

**Ballet Shoes:** Style #DO205 Pink Leather Full Sole-No Canvas Allowed

**Floral Tiara:** Style #DU7267 in Pink

**Hair:** Hair Must Be in a Tight Secure Bun; Required: Dancer Only® Hair Nets & Hair Pins

**Highly Recommended:** Dance Bag with MCB School Logo

**Boys:** Please see 'Boys' section at end of Dress Code for uniform.

## BOYS (CHILDREN'S & STUDENT DIVISION)

**Dance Shirt:** Style #B400 **White** with MCB School Logo in Black

**Dance Shorts:** Style #DO282B or CA-10360B in Black

**Ballet Shoes:** Style #CA205 White Leather- No Canvas Allowed

**Socks:** Ankle Length in White



## DRESS CODE (Continued)

*Uniform items may be purchased by visiting the:*

**MCB Store**

*(Shoes are not sold at this location.)*

2200 Liberty Avenue

Miami Beach, FL 33139

Phone: (305) 929-7000 ext. 1303

Store Hours vary at this location. Please call to verify hours.

OR

**Dancing Supplies Depot Inc.**

10556 SW 8<sup>th</sup> Street

Miami, FL 33174

Phone: 305.226.0666

*Dancing Supplies Depot Inc. Store Hours:*

Monday through Friday, 10:00 am – 9:00 pm and Saturday, 10:00 am – 4:00 pm

To purchase online, please visit: [www.DancingSuppliesDepot.com](http://www.DancingSuppliesDepot.com) (Access Code: MCBS)





# 2017 | 2018 CALENDAR

\*Subject to change.

Rev. 8/22/17

<b>JULY 2017</b>	
Saturday, July 29	OPEN HOUSE
<b>SEPTEMBER 2017</b>	
Friday, September 1	TUITION PAYMENTS DUE (1, 2, and 8 tuition installments)
Tuesday, September 5	FALL SEMESTER BEGINS
Saturday, September 9	<b>NUTCRACKER AUDITIONS at MCB*</b> *For MCBS Students – Levels I & Up ONLY
<b>OCTOBER 2017</b>	
Monday, October 2	TUITION PAYMENTS DUE (8 tuition installments)
Monday, October 9	<b>SCHOOL CLOSED – COLUMBUS DAY</b>
Wednesday, October 25 – Saturday, October 28 and Tuesday, October 31	<b>HALLOWEEN DRESS UP DAYS</b>
<b>NOVEMBER 2017</b>	
Wednesday, November 1	TUITION PAYMENTS DUE (8 tuition installments)
Saturday, November 11	<b>SCHOOL CLOSED – VETERANS' DAY</b>
Monday, November 13 – Saturday, November 18	PARENT OBSERVATION WEEK
Thursday, November 23 – Saturday, November 25	<b>SCHOOL CLOSED – THANKSGIVING</b>
<b>DECEMBER 2017</b>	
Friday, December 1	TUITION PAYMENTS DUE (8 tuition installments)
Friday, December 22 - Saturday, January 6	<b>SCHOOL CLOSED – WINTER BREAK</b>
<b>JANUARY 2018</b>	
Monday, January 1	TUITION PAYMENTS DUE (2 and 8 tuition installments)
Monday, January 8	CLASSES RESUME
Monday, January 15	<b>SCHOOL CLOSED – MARTIN LUTHER KING, JR. DAY</b>
<b>FEBRUARY 2018</b>	
Thursday, February 1	TUITION PAYMENTS DUE (8 tuition installments)
Monday, February 19	<b>SCHOOL CLOSED – PRESIDENTS' DAY</b>
<b>MARCH 2018</b>	
Monday, February 26 – Saturday, March 3	PARENT OBSERVATION WEEK
Thursday, March 1	TUITION DUE (8 tuition installments)
Monday, March 26 - Saturday, March 31	<b>SCHOOL CLOSED – SPRING BREAK*</b> *Spring Break Workshop in session – <a href="#">Select Student Div. Levels (TBD)</a>
<b>APRIL 2018</b>	
Monday, April 2	TUITION DUE (Last of 8 tuition installments) & CLASSES RESUME
<b>MAY 2018</b>	
TBA	ENSEMBLE PERFORMANCES
Wednesday, May 16 and Thursday, May 17	STUDENT WORKSHOP TECH/DRESS REHEARSALS
Friday, May 18 – Sunday, May 20	STUDENT WORKSHOP PERFORMANCES
Week of May 21 – Schedule TBA	CHILDREN'S DIVISION SHOWCASE
Thursday, May 24	<b>SCHOOL YEAR ENDS, LAST DAY OF CLASSES</b>
<b>JUNE/JULY/AUGUST 2018</b>	
Tuesday, June 19 – Saturday, July 28	<b>CHILDREN'S SUMMER DANCE (6 WEEK)</b>
Monday, June 25 – Friday, July 27	<b>MCB SUMMER INTENSIVE (5 WEEK)</b>
Monday, July 30 – Friday, August 10	<b>CHOREOGRAPHIC INTENSIVE (2 WEEK)</b>