

Dear Parent,

Thank you for your interest in the [Children's Division](#) at Miami City Ballet School for the 2016-2017 School Year. All classes begin on Tuesday, September 6, 2016 and end on Sunday, May 21, 2017. 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](#) on [Sunday, May 7th](#) and we have periodic parent observation weeks scheduled on the school calendar.

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. 8th Street in Miami (305.226.0666). All Dress Code merchandise is sold at a discounted rate for our students at Dancing Supplies Depot.

Please note that Children's Division classes are not a part of the graded curriculum at Miami City Ballet School and students seeking admission to the Student Division will be re-evaluated by the 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.

Sincerely,

Miami City Ballet School Staff

CHILDREN'S DIVISION

Schedule 2016-2017

Creative Movement

Students must turn three (3) by September 1, 2016 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, 2016 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, 2016 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, 2016 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	11:15am – 12:15pm

Ballet Preparatory III

Students must turn seven (7) by September 1, 2016 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	6:00 – 7:15 pm
Saturday	12:15 – 1:30 pm

Tuition and Fees

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

Non-refundable \$100 registration fee (due upon registration)

Non-refundable \$25 performance fee (due upon registration), plus:

Tuition: \$780

Payment Options:

Option #1: One-time Payment Plan

A one-time, non-refundable tuition payment of \$780

A 5% discount is applied if paid on or before September 1st. Total with discount is \$741

Option #2: Two-Payment Plan

Two non-refundable semester payments of \$390 due on September 1st and January 1st

Option #3: Eight-Payment Plan (Monthly Plan)

Eight non-refundable payments of \$97.50 due on the first of each month: September - April

Ballet Preparatory II (BP-II)

Non-refundable \$100 registration fee (due upon registration)

Non-refundable \$25 performance fee (due upon registration), 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 1st. Total with discount is \$760

Option #2: Two-Payment Plan

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

Option #3: Eight-Payment Plan (Monthly Plan)

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

Ballet Preparatory III (BP-III)

Non-refundable \$100 registration fee (due upon registration)

Non-refundable \$25 performance fee (due upon registration), plus:

Tuition: \$1,600

Payment Options:

Option #1: One-time Payment Plan

A one-time, non-refundable tuition payment of \$1,600

A 5% discount is applied if paid on or before September 1st. Total with discount is \$1,520

Option #2: Two-Payment Plan

Two non-refundable semester payments of \$800 due on September 1st and January 1st

Option #3: Eight-Payment Plan (Monthly Plan)

Eight non-refundable payments of \$200 due on the first of each month: September - April

Online Registration – For Returning Students

Registration is completed online. To register, please visit the website below.

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 1st.
 - 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 by September 1st to guarantee your child's placement in the program. This will not be automatically charged to the credit card on file.**
 - Don't forget to click on "Save Changes" on the bottom of the page.
3. Click on the "classes" tab.
 - Select the correct session, 2016-2017 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 1st 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
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 – For New Students

Registration is completed online. To register, please visit the website below. 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.

<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 1st.
 - o Then select yes for "**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 by September 1st to guarantee your child's placement in the program. This will not be automatically charged to the credit card on file.**
 - 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, 2016-2017 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 1st 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
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.

ABSENCE POLICY

School Year 2016-2017

September 6th – May 21st

- 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**.
 - Please e-mail 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 with a notice.
- 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.

All Dance Attire can be purchased at:

MCB Boutique

(Shoes are not sold at this location)

2200 Liberty Ave. Miami Beach, FL 33139

Phone: (305) 929-7000 ext. 1303

Store Hours vary at this location.

Dancing Supplies Depot Inc.

10556 SW 8th Street

Miami, FL 33174

Phone: 305.226.0666

www.DancingSuppliesDepot.com

Creative Movement & Pre-Ballet

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

Tights: Style #1816 in Ballet Pink

Ballet Slippers: 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

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

Highly Recommended: Dance Bag with MCB School Logo

Boys: Please see Boy's Dance for uniform

Ballet Preparatory I

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

Tights: Style #1816 in Ballet Pink

Ballet Slippers: Style#DO205 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 Boy's Dance for uniform

Ballet Preparatory II

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

Tights: Style #1816 in Ballet Pink

Ballet Slippers: 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 Boy's Dance for uniform

Ballet Preparatory III

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

Tights: Style #1816 in Ballet Pink

Ballet Slippers: 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 Boy's Dance for uniform

Boy's Attire (for any Level)

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

Dance Shorts: Style#DO10360 in Black

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

Socks: Ankle Length in White

2016/2017 CALENDAR

AUGUST

Saturday, July 30th OPEN HOUSE AND OPEN AUDITIONS

SEPTEMBER

Thursday, September 1 TUITION PAYMENTS DUE (1, 2, and 8 tuition installments)

Tuesday, September 6 FALL SEMESTER BEGINS

Sunday, September 18 NUTCRACKER AUDITIONS at MCB

OCTOBER

Saturday, October 1 TUITION PAYMENTS DUE (8 tuition installments)

Monday, October 10 SCHOOL CLOSED – COLUMBUS DAY

Tuesday, October 25 – Saturday, October 29 and Monday, October 31 HALLOWEEN DRESS UP DAYS

NOVEMBER

Monday, October 31 – Saturday, November 5 PARENT OBSERVATION WEEK

Tuesday, November 1 TUITION PAYMENTS DUE (8 tuition installments)

Friday, November 11 SCHOOL CLOSED – VETERANS' DAY

Friday, November 21 – Saturday, November 26 SCHOOL CLOSED – THANKSGIVING BREAK

DECEMBER

Thursday, December 1 TUITION PAYMENTS DUE (8 tuition installments)

Friday, December 23 - Saturday, January 7 SCHOOL CLOSED – WINTER BREAK

JANUARY 2017

Sunday, January 1 TUITION PAYMENTS DUE (2 and 8 tuition installments)

Monday, January 9 CLASSES RESUME

Monday, January 16 SCHOOL CLOSED – MARTIN LUTHER KING, JR. DAY

FEBRUARY

Wednesday, February 1 TUITION PAYMENTS DUE (8 tuition installments)

Monday, February 20 SCHOOL CLOSED – PRESIDENTS' DAY

MARCH

Monday, February 27 – Saturday, March 4 PARENT OBSERVATION WEEK

Wednesday, March 1 TUITION DUE (8 tuition installments)

APRIL

Saturday, April 1 TUITION DUE (8 tuition installments)

Monday, April 10 - Saturday, April 15 SCHOOL CLOSED – SPRING BREAK

Friday, April 21 and Saturday, April 22 MCB SCHOOL ENSEMBLE PERFORMANCES (Pre-Pro)

MAY

Sunday, May 7 CHILDREN'S DIVISION SHOWCASE (CM,PB,BPI,BPII,BPIII)

Wednesday, May 17 and Thursday, May 18 STUDENT WORKSHOP DRESS REHEARSAL (Level I-VI & Pre-Pro)

Friday, May 19 – Sunday, May 21 STUDENT WORKSHOP PERFORMANCES (Level I-VI & Pre-Pro)

Sunday, May 21 SCHOOL YEAR ENDS, LAST DAY OF CLASSES

JUNE/JULY

June 19 – July 21 CHILDREN'S SUMMER DANCE (5 WEEK)

June 19 – July 21 FIVE WEEK SUMMER INTENSIVE (5 WEEK)

July 24 – August 4 CHOREOGRAPHIC INTENSIVE (2 WEEK)