



Brighton Ballet Theater

THE SCHOOL OF RUSSIAN AMERICAN BALLET

Kingsborough Community College (KCC)
2001 Oriental Blvd, Building: T7, 2nd floor, Room 7211
Brooklyn, NY 11235

(718) 769-9161 / (929) 610-2117
www.BrightonBallet.org / www.BBTballet.org
info@BrightonBallet.org

REGISTRATION APPLICATION

STUDENT'S NAME Last Name _____ MI _____ First Name _____

Address Number & Street _____ Apt. # _____
City _____ State _____ Zip Code _____

Home Phone _____ Student's Cell Phone _____

Email _____ Date of Birth _____ Age _____ Sex M F
(Month/Day/Year)

Please tell us anything we should know about the student, such as health conditions, learning challenges, allergies, physical limitations, sensory issues and the like. _____

Previous Dance Training, If Any _____

School Grade _____ Name of School _____

Have you ever been registered with BBT? Yes No How did you find out about our school?
 TV Radio Newspaper Friend Internet Other _____

MOTHER'S NAME Last Name _____ MI _____ First Name _____

Occupation _____ Cell Phone _____

Email _____

FATHER'S NAME Last Name _____ MI _____ First Name _____

Occupation _____ Cell Phone _____

Email _____

I hereby enroll myself (my child) in Brighton Ballet Theater and agree to pay full tuition and fees. I hereby agree that I will not hold Brighton Ballet Theater Co., Inc or any member of the faculty or employees liable for injuries sustained or illness of any kind contracted by my child (or me) while a student of Brighton Ballet Theater.

Signature (Parent must sign if child is under 18 years-old) _____ Date (Month/Day/Year) _____
Press on "Sign Document" icon at the top of Adobe Acrobat Reader to draw your signature.

FOR OFFICE USE ONLY

Registration Fee: _____	Term: _____	Schedule: _____
Tuition Fee: _____	Division: _____	_____
Scholarship: _____	Start Date: _____	_____
Total: _____	Dance Grade: _____	Notes: _____
Paid: _____	Due: _____	_____

POLICY STATEMENT

REGISTRATION INFORMATION

All students entering our school must go through an audition or trial class to be placed in classes at the appropriate level. Students must submit a signed, updated registration application and policy statement every year before the start of academic-year and summer classes. Students must also pay a separate registration fee of \$35 (\$40 for late registration) with each application. Students who are continuously enrolled for *12 months without breaks or interruptions* will not be required to pay more than one registration fee per year.

For students attending classes in Brooklyn, a KCC/BBT ID is included in the registration fee. Parking permits are available for an additional fee and require a valid KCC/BBT ID for purchase.

TUITION POLICIES

Families of registered students may either 1) pay upfront for a full year membership, with both 10-month and 12-month options available or 2) pay tuition in installments every four weeks. All tuition must be paid in advance. For installment plans, payment is due by the first class of every four-week session (the four-week period is calculated based on the date of enrollment). Full-year tuition is significantly discounted. Sibling discounts and other discounts may apply for payments of more than four weeks.

BBT accepts payments by cash, check, and Visa, MasterCard, American Express and Discover credit cards. All credit card payments will be assessed a 4% processing fee to cover the costs passed on from the credit card companies to BBT. Please also note that there will be a 10% late fee for any tuition that is not paid before the start of classes. If tuition is delinquent by two weeks, the student will not be admitted to class until payment is made in full. There is a \$35 fee for each returned check. Accounts that are overdue by 60 days or more may be turned over to a collection agency.

Refunds are subject to the following conditions:

- Registration fees are not refundable under any circumstances.
- Full refunds (minus registration fees) must be requested in writing and received by the school's office PRIOR to the first class.
- NO REFUNDS WILL BE GIVEN ONCE THE STUDENT'S FOUR-WEEK SESSION HAS BEGUN.
- All tuition charges are calculated on a per-lesson (NOT per-hour) basis. BBT reserves the right to change the length of the lessons depending on the level of instruction and number of students in the studio.
- Students who miss classes before the end of the four-week session are still obligated to pay tuition for the full four weeks. However, they may apply to "make up" as many as two missed classes outside (beyond) their regular schedule during a four week period (each substitute class requires submission of a completed "make-up class application" with a \$2 fee per make-up class).

There are only 2 make-up classes per 4 WEEK SESSION are allowed for classes missed for reason of illness, verified by a doctor's certificate. However, classes missed due to illness may be made up only within a 4 weeks period of the absence. There are no refunds or pro-rating for classes missed due to personal reasons, vacations, schedule conflicts, or terminations during the month. Excessive absences from weekly classes may require a student to be moved to a lower level class. We thank you in advance for your understanding and cooperation.

- In exceptional cases, students may be eligible for a partial refund if they must withdraw from classes due to prolonged illness (more than one month) or severe injury, as verified by a doctor's note.
- PLEASE NOTE THAT ALL CLASSES ARE SUBJECT TO CHANGE WITHOUT NOTICE; SUCH CIRCUMSTANCES DO NOT ENTITLE STUDENTS TO A REFUND.

DRESS REQUIREMENTS

Brighton Ballet Theater expects that all students will wear the specific attire required for each class; uniform packages are available for purchase at registration. Students will not be allowed to participate if the dress code is repeatedly violated.

POLICY STATEMENT

ATTENDANCE

Consistent attendance is critical to consistent progress. Students/parents must report all absences to the school prior to class time. Lessons missed due to a teacher's absence will be made up later. **Students can only attend 3 "makeup classes" per 4 week session;** an application is required to attend classes outside the regular schedule. If severe weather closes public schools in the area, dance classes will be canceled for the day. There is NO REFUND.

SCHOLARSHIPS

A limited number of full and partial scholarships are available and are awarded on the basis of financial need, class performance, and potential for a professional career. Scholarships are granted for periods no longer than one year. Scholarship applications are available from the school office and must be completed and returned (with a copy of your most recent federal income tax return) by the posted deadline to be considered by the Scholarship Committee. All applications and financial information are kept confidential.

COMMUNICATION

Important school notices and schedule information, including changes and holiday closings, are posted on the school bulletin boards, on the Announcements page of www.BrightonBallet.org, as well as on Facebook and on the Yahoo Group "BBT Central." It is the responsibility of each student/parent to check postings before and after class. School office hours at KCC are Monday – Friday 4:30pm – 9pm, Saturday 10am – 2pm and Sunday 10am – 3pm.

NONDISCRIMINATION POLICY

Brighton Ballet Theater/The School of Russian American Ballet admits students of any race, color, sexual orientation, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sexual orientation, national and ethnic origin in administering its admissions policies, scholarship programs or placement decisions.

ADDITIONAL RULES AND REGULATIONS

- Every student in the school is expected to behave in a disciplined and responsible manner and to read, sign, and follow the written **Code of Conduct** provided at registration. BBT reserves the right to suspend or dismiss any student whose behavior or attendance are not in agreement with school policies.
- **Students should have the BBT/KCC ID with them at all times. This card must be presented at the security booth for admission to the Brooklyn campus.**
- Parents may attend "open" classes with their child; in all other cases, parents must obtain permission from BBT before attending class.
- To protect the privacy of all our students, parents may not photograph children in classrooms, hallways or elsewhere at BBT without permission from the office.
- School administration reserves the right to choose students for specialized programs, concerts, performances and competitions. Parents should understand that NOT all students will be selected for such events.
- School administration also reserves the right to change a student's class to a more suitable class if the teacher deems a transfer is in the student's best interest.
- Since BBT is a nonprofit organization, students participating in special events (e.g., Annual Concert and The Nutcracker) will be required to pay additional fees relating to costuming, staging, music, etc. Separate fees will also apply for competitions.
- BBT is not responsible for lost or stolen property/belongings.
- BBT does not employ bathroom attendants and teachers cannot interrupt class to accompany children to the bathroom. For the child's safety and wellbeing, parents should take children ages 27 to the bathroom BEFORE class begins or remain available to take the child to the bathroom if needed during class.
- All children under 12-years-of-age must be picked up by a parent/guardian who will be waiting for the child 10 minutes before the official end of class. **BBT is not responsible for children left alone.**

MEDICAL INFORMATION

- Parents are expected to notify BBT verbally AND in writing before the first class of any physical limitations, allergies, learning or developmental challenges and/or any other medical issues that may affect their child's safety and/or enjoyment of dance.
- It is the responsibility of all parents/guardians to discuss any medical concerns with a physician and to obtain prior medical approval for their child to engage in physical activity consistent with the exertion and range of motion required for participation in dance class.
- BBT is not liable for any injuries sustained or illnesses contracted by students.
- Parents must submit a doctor's note certifying that it is safe and appropriate for a child to return to dance class following a significant injury or illness that results in an absence of more than one week.
- Parents and students, by signing this form, acknowledge and accept all policies disclosed herein as well as authorize BBT to administer first aid and contact emergency medical services (including calling 911) for themselves or their child in the event of a POLICY STATEMENT medical emergency. Parents/guardians and students further agree to hold BBT, its staff, faculty, guest instructors and directors harmless for any first aid they provide.

CODE OF CONDUCT

Brighton Ballet Theater was created as a cultural oasis, a safe place where students of all backgrounds can come together in a shared love of dance. We see BBT as a family; it should always be a welcoming community striving for interconnection and grounded in respect, tolerance and mutual appreciation. Consequently, we expect all BBT students, parents, faculty, staff, directors, guests and alumni to act with kindness, compassion, and self-discipline both in and out of the classroom.

This means that we ask each person in our community, but especially students:

- to conduct themselves with honesty and integrity
- to speak courteously to each other at all times and without abusive, profane or disrespectful language
- to abide by the policies of BBT as regards attendance, dress requirements, and nondiscrimination
- to treat school facilities and property, as well as the property of others, responsibly
- to follow all posted safety rules and regulations
- to avoid any disruptive or distracting behaviors in the classroom or anywhere on school grounds

In the event that one or more of the aforementioned principles or expectations is violated, BBT agrees to organize a meeting between the head of school, any teacher or staff member involved and parent(s) of the child concerned. After two or more infractions, BBT may take disciplinary action or require the withdrawal of a student. BBT likewise reserves the right to suspend or dismiss any student because of disregard of other major school regulations, violations of the law, or lack of parental cooperation.

By signing below, I hereby attest that I have read and discussed the Code of Conduct with my child and that we agree to uphold and support the principles and expectations expressed herein.

PHOTO, VIDEO, AUDIO AND INTERVIEW RELEASE

Unless otherwise noted, as the parent/legal guardian of _____ (print child's full name)

my signature below grants permission for my child or ward to be photographed, videotaped and/or interviewed by Brighton Ballet Theater (BBT) or any of its authorized agents, and consent for the publication, broadcast, or other use of the student's images and/or words for the purposes of promoting BBT. In addition, I release BBT, or any parties acting on their behalf and with their approval, from liability for such uses of my child's or ward's images and/or words. All such videos, images, words and any other likenesses shall constitute property of Brighton Ballet Theater, Inc. solely and completely, without compensation to me.

Last Name

MI

First Name

STUDENT'S NAME

Last Name

MI

First Name

PARENT'S NAME



Signature (Parent must sign if child is under 18 years-old)

Press on "Sign Document" icon at the top of Adobe Acrobat Reader to draw your signature.

Date (Month/Day/Year)