

BALLET FOLKLORICO DE DALLAS-FT. WORTH STUDIO HANDBOOK (Effective August 18, 2025):

Welcome to Ballet Folklórico DFW. This handbook serves as a guide to provide you with important information about our policies, procedures, and expectations. Please read this handbook thoroughly and feel free to reach out to the director if you have any questions or need further clarification. By enrolling in our classes, you agree to comply with the following guidelines:

- 1) Studio Information:
 - a. Studio Name: Ballet Folklórico de Dallas Ft. Worth
 - b. Location: Ballet Folklórico DFW, 6751 Rufe Snow Drive #200, Watauga, TX 76148
 - c. Contact information: Melissa Magana (Director) at balletfolkloricodfw@gmail.com, 682-214-0425
- 2) Ballet Folklórico DFW Mission:
 - a. The mission of Ballet Folklórico de Dallas Ft.-Worth is to share and preserve the Mexican culture through dance. We strive to create a nurturing & inclusive environment for dancers of all ages and skill levels to explore their passion, develop technique, foster creativity, and give back to the community.
- 3) Class Offerings and Programs:
 - a. Ballet Folklórico DFW is divided into 2 different programs:
 - BFDWF Academy: non-competitive recreational students
 1. Students enroll in courses held year-round with a minimum of 1 semester or session commitment.
 - Company of Folklórico: competitive students
 1. Enrollment into our company of folklórico courses is by audition only.
 2. Auditions are held towards the end of Spring (April/May timeframe) and enroll with a 1 school year long commitment.
 3. Students are required to compete.
- 4) Registration and Enrollment:
 - a. To secure a spot in a class, parents/guardians must complete the registration process, including payment of any required fees. Enrollment in our school of folklórico classes is subject to availability and is granted on a first-come, first-served basis. Previous enrollment in previous semesters does not guarantee your spot for a future class.
 - b. Ballet Folklórico DFW reserves the right to combine, cancel classes, or adjust class times based on enrollment size or studio need.
 - c. Ballet Folklórico DFW and its director/instructors reserve the right to move a dancer into a different class and/or team based on the dancer's learning pace at any time during the semester or session.
 - d. Dancers and/or parents must provide accurate emergency contact information during the registration process and let the instructor know of any changes.
 - e. It is the responsibility of the dancer and/or parent, to let the instructor know of any relevant allergies, health conditions or learning disabilities.
- 5) Tuition and Fee Policies:
 - a. Tuition & fees are posted on the class description found balletfolkloricodfw.com during registration.
 - b. For Fall & Spring Semesters, payment for the tuition is broken up into 5 payments.
 - 1st month tuition (payment) is due at the time of registration.
 - 4 more monthly tuition (payments) are due on the 1st of every month.
 - Tuition is considered late after the 5th day of the month. Late tuition will receive a \$10 late fee. NO EXCEPTIONS

- c. Summer Session tuition is one payment for the entire session.
 - d. Tuition remains the same regardless of 1 or 5 classes in a month. If a dancer attends 1 class for the month, they are responsible to pay the full month. There are no pro-rates or credits for missed classes.
 - e. Students not up to date on tuition and fees will not be able to participate in class until all dues are paid.
 - f. NO REFUNDS are given once any tuition or fee is paid.
 - g. Payments can be made online, card, cash, or CASHAPP/VENMO @folkloricodfw or Zelle (balletfolkloricodfw@gmail.com)
 - h. All cash payments must be in a SEALED envelope with dancer's full name & class name and turned into the DIRECTOR or RECEPTIONIST ONLY. BDFW staff will NOT accept loose cash payments.
 - i. Family Discount (living in the same household) – \$25 off tuition on each additional family member. Families must request family discount PRIOR to registration. Discounts will not be honored after payments are processed
 - j. Multiple class discount \$25 off each additional class.
- 6) Attendance and Make-up Classes:
- a. Regular attendance is crucial success of the dancer and their classmates. Students are expected to attend classes regularly and punctually. To avoid injury, students should arrive on time to participate in adequate warm up and stay through the end of class for adequate cool down. ON TIME means arriving 10 minutes early to class.
 - b. If a dancer must miss a class, they should inform the studio in advance via email. There are NO makeup classes or prorated fees for missed classes.
 - c. Dancers whose attendance is less than 80% leading up to a performance may not be allowed to participate. Arriving late and leaving early counts against a dancer's attendance.
 - d. Dancers who miss the class PRIOR to a performance may not participate
 - e. Choreography is typically made 2-4 classes prior to a performance (AKA Choreography days). Students who miss choreography days may be placed as alternates in dances. Teachers will announce upcoming choreography days the 1 class prior.
 - f. In the event of bad weather and/or personal emergency, Ballet Folklorico DFW will notify dancers via email and other communication methods of a cancelled class.
 - g. Any cancelled class will be made up during the semester and will be held in person OR Zoom. Classes will not be prorated for bad weather days and/or personal emergencies regardless of if you can or cannot attend the make-up class.
 - h. In the event of classes cancellations or school closures due to government mandates such as COVID or similar, classes will continue outdoors (if possible) or online via Zoom.
- 7) Cell Phone & Device Policy
- a. **We are a cell phone & device free studio – NO texting, scrolling social media, or taking videos/photos – unless allowed by the instructor.** Dancers wanting to take a video/photo during class must ask for permission from their instructor to do so. *Dancers who minimize their cell phone & device use allow their brain to work at the highest capacity to learn. We have found that dancers who check their messages or view social media right before & during class time lose focus and do not perform at their highest potential.*
 - b. Dancer cell phones & devices must be turned **off** or placed on **silent mode** before class and must be stored in the designated area (e.g., bag cubby, personal bag) and may not be kept in pockets or on the dance floor.
 - c. **Dancers in our Children Academy Class & Children Company teams ARE NOT ALLOWED TO USE cell phones or devices in the dance room or lobby- even if their**

- parent is present!** *Ballet Folklorico DFW teachers and staff will take away a dancer's phone or device if used without permission and return it to the parent at the end of class*
- d. Instructors & directors will use cell phones & devices during class for music, to communicate to parents & dancers, record footwork & video clips for dancers for practice, and record video clips that celebrate & highlight their progress.
 - e. Dancers, parents & guests needing to take personal phone call use must do it outside the studio
- 8) Dress Code & Attire
- a. Adherence to the dress attire ensures uniformity and promotes discipline. Current Dress Code and Attire can be found on balletfolkloricodfw.com
 - b. Dancers **cannot** wear flip-flops, sandals, crocs, opened toed shoes, sunglass, caps, long earrings, rings or necklaces to class.
- 9) Costumes
- a. All dancers are REQUIRED to use the studio provided costume.
 - b. Dancers and/or parents **cannot** request a costume color. ***We ask that you respect this policy and do not ask the director/instructor to change your costume color. Color requests will be denied. You get what you get, and you don't throw a fit!***
 - c. For Academy dancers, 1st costume rental is included with the tuition. If an additional costume is needed, additional costume fees may be required.
 - d. Company dancer & parents are expected FUNDRAISE for their rental fees.
 - e. All costumes are property of Ballet Folklorico DFW and are not for sale.
 - f. Accessories are NOT covered by tuition and must be purchased from the studio unless told otherwise by the director or instructor. Accessories purchased belong to the dancer.
 - g. Costumes CANNOT be altered without WRITTEN PERMSION by the director. Dancers who do not return costumes on time, lose or damage costumes will pay late and/or costume replacement and/or repair fees.
 - h. Specific guidelines for rental fees and policies will be discussed during the semester and are found on the Code of Conduct & Costume Check Out Form found on balletfolkloricodfw.com
 - i. Parents and students must sign and agree to the Costume Rental Form Terms and Conditions prior to the release of any costumes.
- 10) Recitals & Performances Opportunities
- a. Ballet Folklorico DFW participates in many performance opportunities such as recitals, showcases, competitions, and community events. Participation for Academy students is optional but highly encouraged, as it provides valuable experience and helps students develop confidence. Company students are REQUIRED to perform in all community events.
 - b. Other than our annual recital, participation in community & private events and competitions is by invitation only.
 - c. Spring semester will have a group recital. Group recitals are generally held in May/ Early June. Recital/ticket fee will be communicated at the start of the semester.
 - d. **No BDFW Academy or Company dancer, parents, family, etc. receive monetary compensation for any performance.**
 - e. We will strive to work with each student to get them "show ready" for every performance opportunity possible – BUT sometimes students are not ready. Dancers who perform when they are not ready are often discouraged rather than motivated. ***We ask that you respect the director/instructors' decision on determining who is "show ready".***
 - f. For private and community events, Folklorico DFW accommodates to the customer's needs. Even when a dancer is "show ready", there are often space, time, and other performance constraints that we must adhere to. ***We ask that you respect the***

director/instructors' decision on who will perform, which numbers of students will perform, and which number the student will perform in as decisions are based on customers' needs and not the dancer's and/or parent's desire to perform.

- g. Arrive to performances with the correct and complete dance attire. Dancers who do not wear the proper dress attire, costume, or missing accessory will NOT be allowed to dance. ***We ask that you respect this policy and do not ask the director/instructor at the performance site to make an exception for you. DO NOT make the director/instructor the "bad guy". DO NOT make the entire group look unprofessional by allowing your dancer to perform with an incomplete costume!***

11) Communication:

- a. We strive to maintain effective communication with parents/guardians and students. Important updates, schedule changes, and reminders will be shared through emails and the BAND app. The BAND app is the studio's primary method of communication. It is the dancer/parent's responsibility to make sure that their contact information is correct and their app notifications are ON to avoid missing information.
- b. Dancers/parents/guardians are encouraged to regularly check their email & BAND app for updates and are required to notify the studio of any changes in their contact information. It is the dancer/parents/ guardian's responsibility to help maintain an open and effective communication with the studio including promptly notifying staff of any questions, concerns, or important information.
- c. Instructors are on a tight class schedule and are not available to talk between classes. Questions, issues, or concerns should be emailed to the director at balletfolkloricodfw@gmail.com, and should include your dancer's full name and which class they are in.
- d. Dancers and/or parents wanting to discuss any serious issue or concern must address the issue via email to balletfolkloricodfw@gmail.com first. ***After sending an initial email***, a dancer and/or parent, may request an in person meeting by emailing the director at balletfolkloricodfw@gmail.com and must include the dancer's full name, class and subject they want to discuss. All in-person meetings addressing serious issues or concerns will have at least 2 Ballet Folklorico DFW representatives present for the meetings. Under no circumstances will a 1:1 meeting with the dancer/parent and instructor be held. People in attendance will be limited to BFDFW staff, and dancer/parent(s) of the same household. Dancers/children under 18 should not be in attendance unless parent requests so in advanced. Group meetings to discuss serious issues or concerns with dancers and/or parents that are not of the same household will not be allowed. Calm and respectful language will be used. **Dancer and/or parents who do not adhere to this policy will be automatically dismissed. NO REFUND WILL BE GIVEN. NO EXCEPTIONS.**
- e. Trust in the Ballet Folklorico DFW procedures for addressing concerns and resolving conflicts, allowing for a fair and efficient resolution.

12) Code of Conduct and Studio Etiquette:

- a. All dancers, parents, extended family members and guests will adhere to the Code of Conduct found at balletfolkloricodfw.com
- b. It is the responsibility of the dancer/ parents to follow adhere to the code of conduct with at the studio or a public performance.

13) 3 Strike Policy

- a. Our studio follows a 3-strike policy:
 - Strike 1 - minor infractions will result in a verbal reminder in class
 - Strike 2 – Dancer will be asked to sit out for a part of the rehearsal

- Strike 3 – Dancers will be asked to sit out for the remaining rehearsal (dancers will receive a written notice)
 1. Examples of minor infractions include and are not limited to:
 - a. Arriving late to class
 - b. Not wearing the correct dance attire
 - c. Talking over the teacher/ being disruptive to the class
 - b. After 2nd written notice: Dancers, director & or instructors (and parents for dancers under 18) will sit for an in person meeting to discuss a remediation of the behavior.
 - c. After 3rd written notice: Dancer will be released from the studio. NO REFUNDS
 - d. Dancers and/or parents and/or family members who gossip, threat, bullying, harass other, engage in unsafe behavior, are dishonest, or have repeated disregard for policies will be immediately dismissed from the studio. The studio reserves the right to dismiss students at any time REGARDLESS OF STRIKES. NO REFUNDS.

14) Liability & Photo Release

- a. Upon registration and participation of Ballet Folklorico DFW class, dancers and the families agree to the Liability Release and Photo Release forms found at balletfolkloriocdfw.com

15) Studio Policies and Amendments:

- a. This handbook outlines our studio policies as of the publication date. Ballet Folklorico DFW reserves the right to update or amend policies and procedures as necessary. Any significant changes will be communicated in advance.

We appreciate your commitment to Ballet Folklorico DFW and the growth and development of our dancers. By enrolling in our program, you acknowledge that you have read, understood, and agree to comply with the guidelines outlined in this handbook, the Ballet Folklorico DFW code of conduct & waiver of liability, insurance, and medical emergency, and the Costume Rental Agreement forms. We look forward to a successful and fulfilling dance journey together!

Ballet Folklorico DFW
Melissa Magana, Director
August 25, 2025

I have read and understood the Ballet Folklorico DFW Handbook. I pledge to adhere to these guidelines and uphold the values of the Ballet Folklorico DFW community.

Student Name: _____ Student

Signature: _____ Parent Name (for students under 18): _____

Parent Signature (for students under 18) _____ Date: _____