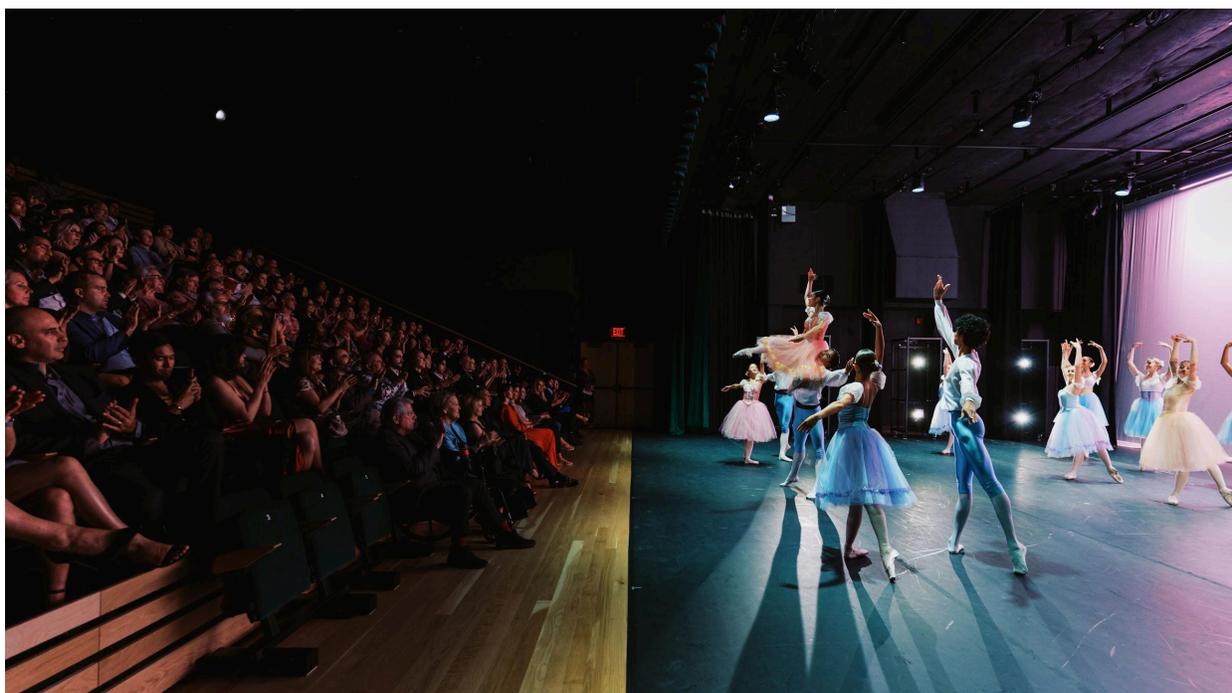




Policy Handbook



SUMMER INTENSIVE



Updated December 2025

We are excited to welcome your dancer to CBSF for the Summer Intensive. To ensure a safe and conducive living environment for all students, we have established the following policies for students and families.

City Ballet San Francisco (CBSF) aims to nurture dancers to their fullest potential through a rigorous yet supportive curriculum based on the Russian Vaganova method. Divided into groups based on compatibility in technique, students progress based on ability rather than age, ensuring individualized development. We prioritize each student's well-being, promoting enjoyment while respecting their unique developmental journey, avoiding undue pressure to achieve unrealistic goals.





A. Compliance

Students and parents are expected to adhere to the rules and regulations outlined by CBSF, including at CBSF facilities, performances, CBSF-related events, housing facilities, and on social media. Failure to comply with these rules may result in disciplinary action including, but not limited to school suspension, expulsion, and/or scholarship revocation.

B. Attendance

1. Students will attend all regularly scheduled classes unless ill or otherwise unavoidably absent.
2. Parents/guardians must notify the school office of a student's absence for each occurrence by email admin@cityballetsf.org.
3. Any student with multiple unexcused and/or excessive absences may result in, at the discretion of CBSF Faculty, any action against the student including, but not limited to, non-participation in an upcoming production and/or dismissal from the school. No refunds are given for cases of dismissal for non-attendance.
4. Tardiness will not be tolerated. Students who arrive late may be asked by their teacher to sit and observe class, take notes, and attend a make-up class within one week of their absence.
5. If injured, students are still required to attend and observe classes and take notes.
6. In order to ensure consistency of CBSF's curriculum and training method, students are not allowed to be concurrently enrolled at other ballet training schools or institutions.
7. Enrollment is assumed for the entire Summer Intensives. If a student chooses to withdraw mid-summer or cancels their commitment by not paying tuition, that student will not be allowed re-entry to the program during the same Summer Intensive.

8. Students in the Professional Division must commit to the entire Summer Intensive. If a student chooses to leave before the completion of the program, they will still be held financially responsible for the remainder of the Summer Intensive. There may be exceptions in cases of injury or illness, but must be documented by a doctor, and final decisions will be made at the school's discretion.

C. Student Conduct

1. Students must arrive to class on time, prepared, and dressed properly in uniform.
2. Students are expected to conduct themselves in a respectful and responsible manner at all times.
3. Students must treat their peers, CBSF faculty, and staff with kindness, empathy, and understanding at all times. This includes refraining from bullying, harassment, discrimination, or any behavior that may cause harm or discomfort to others. Differences in background, culture, beliefs, and opinions should be embraced and respected. Any behavior that is deemed to be disruptive, harmful, or in violation of school policies will result in disciplinary action.
4. Cell phones are not permitted in class and should be kept on silent or vibrate if they are stored in lockers.
5. Students must wear regular clothes or cover-ups over their ballet clothes when arriving and leaving CBSF. Ballet slippers should not be worn outside.

D. Dress Code

1. A dress code allows for discipline and professional appearance of our students. All students should be dressed for class in their level's uniform, and no other clothing is permitted. Hair should be neat and out of the student's face. Girls/Women must have their hair in a bun. No jewelry except post earrings is allowed.
2. Uniforms should be clean and in-tact, without holes, stains, or runs.
3. Students may be required to sit and observe the class if they are not in the proper attire. The dancer must always wear the uniform for his or her level regardless of the class that they are taking.
4. Students must wear regular clothes or cover-ups over their ballet clothes when arriving and leaving City Ballet San Francisco.

E. Private Lessons

1. All private lessons must be requested by the student and/or parent to their teacher and then coordinated and confirmed through the school office.

2. Year-Round Program students are not permitted to take privates or other ballet classes outside of City Ballet San Francisco without first getting permission from the Artistic Director. This is to ensure consistency of training. Please contact the school to inquire about privates with CBSF faculty.
3. The studio rental fee is collected through the office and the teacher is paid directly at the time of the lesson.
4. In the event that a student does not show up for their scheduled private lesson, they must still pay the studio rental fee and the teacher for the private lesson.

F. Studio Rental

1. Students can request to book any studio by the hour for a discounted flat rate of \$30/hr.
2. Studios must be booked at least 24 hours in advance. Failure to book 24 hours in advance will result in forfeiture of the student discount, and regular studio rental rates will apply.
3. Studio rental cancellations must be made at least 5 days in advance.
4. There will be no refunds for scheduled studio rentals.

G. Tuition and Fees

1. Payment

Initial deposit and tuition fees are to be paid through the Class Manager registration portal. Payments can be made either by credit card (3.5% processing fee) or ACH Direct Deposit, payable through Class Manager. Payments made by check or cash must be pre-approved by the administrative office. If a payment has not been received within the grace period of 4 business days from the due date, it will result in a \$25 per week late fee and the credit card on file will be charged.

2. Refunds

There are no tuition or fee refunds for program withdrawal, dismissal, or missed classes. Students who withdraw before the end of the Summer Intensive are obligated for the rest of the full tuition payment.

Any student withdrawals due to prolonged illness, severe injury, or unforeseen circumstances may be eligible for a refund at the sole discretion of the Administrative Director and/or CBSF Administration.

3. Prorating

There will be no prorations during the Summer Intensives.

Students enrolling in the Professional Division must financially commit to the entire Summer Intensive. If a student chooses to leave before the completion of the program, they will still be held financially responsible for the remainder of the Summer Intensive.

4. Non-Payment of Tuition

City Ballet San Francisco, at its discretion, may dismiss any student in cases of non-payment. No student will be allowed to participate in the Summer Intensive if their tuition is overdue.

5. Financial Aid and Scholarships

Financial aid and scholarships are available on a case-by-case basis and based on need and ability. A student who is receiving financial aid must strictly adhere to the attendance code or they will forfeit their financial aid.

H. Release of Liability

1. City Ballet San Francisco shall not be held responsible or liable by any student or parent of any student for bodily injury or damage or loss of property for any reason. Prior to the start of each Summer Intensive, students and parents must read, acknowledge and submit the Summer Intensive Release and Consent form.
2. CBSF may use “hands-on instruction” as a teaching technique. At CBSF, we believe that to teach the artform of ballet properly, the teacher must have the ability and latitude to make hands-on corrections to their students. When teachers have the ability to manipulate the body, they are more easily able to demonstrate to the students such things as how to feel their muscles engage, or how muscles are working, etc. Having the ability to employ this type of hands-on demonstration, we feel is much more effective in illuminating a teacher’s point than verbiage or by teacher demonstration alone.

I. Health and Safety Regulations

Students are expected to comply with all health and safety regulations established by the CBSF and Chorus facilities, including but not limited to fire safety protocols, hygiene practices, and emergency procedures.

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