



HoustonBallet  
Academy

**2025-2026**

**STUDENT HANDBOOK**

# **PRESCHOOL PROGRAM**

**HOUSTON BALLET CENTER FOR DANCE**

*601 Preston Street • Houston, TX 77002*

## **CONTACT US**

*Tel: (713) 523-6300 • Fax: (713) 523-4038*

*Email: [HBAcademy@houstonballet.org](mailto:HBAcademy@houstonballet.org)*

**VISIT OUR WEBSITE**

**CLICK HERE**

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# HOUSTON BALLET ACADEMY LEADERSHIP

Stanton Welch, AM and Julie Kent	<i>Artistic Directors</i>
Sonja Kostich	<i>Executive Director</i>
Jennifer Sommers	<i>Director of the Academy</i>

## ACADEMY STAFF

Yahudi Castañeda	<i>Associate Director of Academy Artistic Operations</i>
Katie Wesche	<i>Associate Director of Academy Administration</i>
Carla Cortez	<i>Academy Communications Manager</i>
Jamie Cegelski	<i>Academy Programs Manager</i>
Reagan Lynch	<i>Academy Artistic Operations Coordinator</i>
Angela Galvez	<i>Academy Student Support Coordinator</i>
Kaitlyn Watson	<i>Academy Administrative Coordinator</i>

## PRESCHOOL ARTISTIC STAFF

The [Lower School Principal](#) is **Betsy McMillan**. She is the principal and contact for the Preschool Program. Ms. McMillan can assist in directing questions regarding students in the studio to the student's teacher. You can email Ms. McMillan at [emcmillan@houstonballet.org](mailto:emcmillan@houstonballet.org).



The [Preschool Coordinator](#) is **Lucinda Rohrer**. She assists with coordinating the Preschool Celebration and other Preschool needs. Ms. Rohrer can assist in directing questions regarding Preschool Celebration. You can email Ms. Rohrer at [lrohrer@houstonballet.org](mailto:lrohrer@houstonballet.org).



For additional faculty and staff please visit our website [HERE](#).

## ACADEMY GENERAL INFORMATION



### Academy Office Hours

Mon-Fri	9:00AM – 6:00PM
Saturday	8:30AM – 4:00PM
Sunday	10:00AM – 5:00PM

### LOST AND FOUND

Lost and found is located in the Academy office. All items in the Lost and Found bin are discarded monthly.



### ACADEMY CALENDAR

All information relating to the Academy calendar can be found [HERE](#).

### ACADEMY WEEKLY SCHEDULE

Weekly schedules are posted on all call boards and on the Academy Google Site [HERE](#).

## ENROLLMENT

The Preschool Program is for **students 2-6** years old as of **September 1, 2025**. An audition is not required to enroll for the Preschool Program. Registration is accepted on a *first-come, first-served* basis. Classes close once capacity is reached. Students interested in a closed class may be added to the **waitlist** by contacting the Registrar's Office.

Students enrolled in the Preschool Program will be given **priority registration** for the Summer Program and following school year. **Students in Elementary Ballet do not need to audition for Pre-Professional Program.** **Placement** for the following school year is sent in May. Students not registered by the deadline will be required to abide by the general registration procedures.

*Houston Ballet Academy maintains a policy of non-discrimination regarding race, color, national origin, religion, sex, gender, gender expression, physical/neurological ability, sexual orientation, and economic status.*

To be eligible for the *Preschool Program* in the **2025-2026** year:

#### Parent & Me

Age 2 as of 9/1/2025  
Birthdates 9/2/2022-9/1/2023

#### Joy of Motion

Age 3 as of 9/1/2025  
Birthdates 9/2/2021-9/1/2022

#### Creative Dance

Age 4 as of 9/1/2025  
Birthdates 9/2/2020-9/1/2021

#### Pre-Ballet

Age 5 as of 9/1/2025  
Birthdates 9/2/2019-9/1/2020

#### Elementary Ballet

Age 6 as of 9/1/2025  
Birthdates 9/2/2018-9/1/2019

## REGISTRATION

2025-2026 Registration  
open **May-December**

Summer 2026 Registration  
open **December-June**

*Registration is first come, first served.*

**Tuition by Level**  
**Click Here**

**Parent & Me/Joy of Motion  
Registration:**

7-Week Sessions

Tuition for each session due at the  
time of registration

**Creative Dance/Pre-  
Ballet/Elementary Ballet  
Registration:**

34-Week Academy Year

$\frac{1}{4}$  of tuition + \$100 registration  
fee due at the time of registration

How to pay  
remaining tuition

**Pay in Full**

*Must be paid in full at  
time of registration  
Discount of \$50 applied*

**Quarterly Plan**

*Four Installments  
Due dates listed below*

**Monthly Plan**

*Seven Installments  
Fee of \$20 applied to  
installments after*

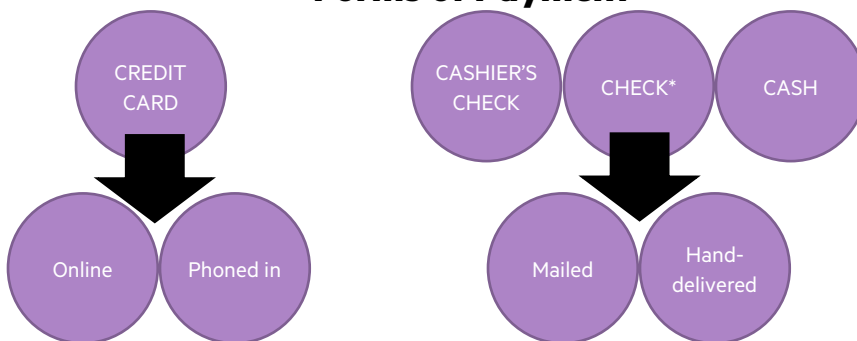
## Tuition Installment Dates

**\$25 Late Fee**  
applied next  
business day at  
4:00pm CT.

Invoice Date	Due Date	Pay in Full	Four Installments "Quarterly Plan"	Seven Installments "Monthly Plan"
<b>At Registration</b>		100% (less \$50)	25%	25%
9/1/2025	9/15/2025		25%	12.5% + \$20
10/1/2025	10/15/2025			12.5% + \$20
11/1/2025	11/15/2025		25%	12.5% + \$20
12/1/2025	12/15/2025			12.5% + \$20
1/1/2026	1/15/2026			12.5% + \$20
2/1/2026	2/15/2026		25%	12.5% + \$20

***\*\*Please note that students with delinquent accounts will not be able to register for future programs until their account is current.***

## Forms of Payment



*\*A \$25 fee will be charged for all checks returned for any reason. The returned check fee must be paid in cash within one week from the time the owner of the account is notified.*

## Scholarship Donations

Houston Ballet is dedicated to offering the highest caliber training, while keeping ballet accessible. However, tuition covers only 70% of Academy costs. Gifts from parents/guardians and other supporters are vital to ensuring every professional and non-professional dancer, despite capacity, has access to the finest instruction. If you would like to make a tax-deductible donation to Houston Ballet to assist with our annual merit scholarships, please contact Erika Jordan, [ejordan@houstonballet.org](mailto:ejordan@houstonballet.org) or (713) 535-3241.

## Section Change Request

Section change requests are reviewed by the principal for approval, and approval is not guaranteed.

*Section change requests will incur a \$35 fee.*

**REQUEST FORM AVAILABLE ON POWERSCHOOL PORTAL**

Fall Semester request dates:  
August 1, 2025 – September 8, 2025

Spring Semester request dates:  
December 1, 2025 – January 26, 2026

## Refund Policy

**TUITION AND FEES ARE NON-REFUNDABLE.**

Should a student withdraw who has paid, the remaining tuition and all fees will be forfeited to Houston Ballet Academy. Forfeited tuition may not be considered a tax-deductible donation.

## Withdrawal Policy

Should a parent/guardian desire to withdraw a student prior to the end of the Academy year, the Registrar's Office must receive a completed Withdrawal Form. **THE PARENT/GUARDIAN WILL BE RESPONSIBLE FOR ALL TUITION PAYMENTS DUE UNTIL THE DATE THE ACADEMY OFFICE RECEIVES A COMPLETED WITHDRAWAL FORM FROM THE PARENT/GUARDIAN.** Verbal notification of withdrawal will not be accepted. Should a student withdraw in the beginning, middle, or a quarter which has been paid, the remaining tuition will be forfeited to HBA. The HBA is not liable or obligated in any way to process any refunds or issue any tuition credits.

**WITHDRAWAL FORM AVAILABLE ON POWERSCHOOL PORTAL**

# CLASS ATTIRE REQUIREMENTS

Click links below to purchase.

## Skin Tone-Inclusive Tights & Shoes

Click to View

### Female-Identifying Dancers

#### Parent & Me

**Student:** Leotard optional.  
Comfortable clothing your student can move in freely.

**Guardian:** Comfortable clothing you can move in freely – yoga or exercise clothing.

#### Joy of Motion/Creative Dance

**Leotard:** [Coralie cap sleeve](#)

**Tights:** Body Wrappers style C81 – [theatrical pink](#) OR [Skin-tone convertible](#)

**Shoes:** None (barefoot)

#### Pre-Ballet/Elementary Ballet

**Leotard:** [Coralie cap sleeve](#)

**Tights:** Body Wrappers style C80 or C81 – [theatrical pink](#) OR [Skin-tone convertible](#)

**Shoes:** [Bloch style S0203G – pink](#) OR [Blendz leather](#)

### Male-Identifying Dancers

#### Parent & Me

**Student:** Comfortable clothing your student can move in freely.

**Guardian:** Comfortable clothing you can move in freely – yoga or exercise clothing.

#### Joy of Motion/Creative Dance

**Shirt:** [Conrad White Crew Shirt](#)

**Shorts:** Black bike shorts

**Shoes:** None (barefoot)

#### Pre-Ballet/Elementary Ballet

**Shirt:** [Conrad White Crew Shirt](#)

**Shorts:** Black bike shorts

**Shoes:** [Bloch style S0284G - black](#)

### HOUSTON BALLET ACADEMY SHOE MATCHING GUIDE

	Blendz Tights	Shoe Options
Confident Cocoa		Blendz Confident Cocoa  Spray Fashion Brown 
Brazen Brown		Blendz Brazen Brown  Capezio Mocha  Spray Tan 
Maven Mahogany		Blendz Maven Mahogany  Spray Bark 
Tenacious Tan		Blendz Tenacious Tan  Capezio Light Suntan  Capezio Nude  Spray Chamois 

Check out the  
Blendz  
website for  
tights & shoes!

## Where to Purchase Class Uniforms & Attire

### Leotards & Shirts

HB Academy Online Store

### Leotards, Shirts, Tights & Shoes

Dance Trends  
14520 Memorial Drive Suite 106  
Houston, TX 77079  
281-558-1400

Apollo Dancewear  
1502 Sawyer St. Suite #132  
Houston, TX 77007  
835-205-1524

### Tights & Shoes

Jazz Rags  
25701 Interstate 45 N #10A  
Spring, TX 77380  
281-364-1600

\* We recommend calling before going to the stores to ensure stock is available.

## Hair Requirements for Class

*Ballet Bun  
Tutorial Video  
Click Here*

### Female-Identifying Students

- Ballet bun - pulled away from face and nape of neck
- Short hair – wear headband and secure hair at the back
- Textured hair – secure hair at the back with loose ends off the nape of the neck

### Male-Identifying Students

- Neatly groomed haircut – off the face
- Long hair – pulled away from face and nape of neck
- Textured hair – secure hair at the back with loose ends off the nape of the neck

## Class Uniform Etiquette

- Wear a cover-up to and from class. Class uniform should not be worn as street wear.
- Do not wear jewelry in class or rehearsal. Only pierced ear studs are permitted in class.
- Do not apply lotion to the skin on dance days. Lotion and oils can create slick spots on the dance floor.

Elementary Ballet Students:  
Bring a notebook and pencil to each class!



## Class Etiquette

1. Bring energy, enthusiasm, and eagerness to learn in classes.
2. Students should arrive on time.
  - Injuries can be caused by insufficient warm-up, and interruptions are distracting to the other students in class. If a student is more than 10 minutes late, the teacher must give permission for the student to participate in class.
3. Students may bring water in a resealable plastic or metal bottle.
4. Students should refrain from distracting others during class.
5. Students should arrive wearing a cover-up over their class uniform, including proper hair.
6. Parents/Guardians are permitted to wait in the lobby area during their student's class.

## Attendance/Absences/Make-Up Classes

- Students should attend classes on a weekly basis.
  - Students who miss four (4) consecutive classes may be withdrawn from the program.
  - Students in Elementary Ballet, who have more than three (3) absences in a semester, may be ineligible for advancement to the Pre-Professional Program.
- Make-up lessons for Joy of Motion, Creative Dance, Pre-Ballet, and Elementary Ballet will be scheduled as below. Registration for these classes will be sent prior to the classes being held.
  - Fall Semester: Monday, November 24<sup>th</sup>
  - Spring Semester: Monday, May 18<sup>th</sup>

Absence Notifications  
should be submitted in  
PowerSchool.

### Communication Methods

- [Email](#)
- [Academy Google Website](#)
- [Academy Facebook page](#)
- [Academy Instagram page](#)
- [Virtual Town Halls](#)

### EMERGENCY PROCEDURES

Teachers will familiarize students with emergency procedures, including fire, tornado, and lockdown, at the beginning of each semester.

## Class Observation

### FALL SEMESTER DATES

Joy of Motion:

Session 1: October 14<sup>th</sup> – 19<sup>th</sup>

Session 2: December 9<sup>th</sup> – 14<sup>th</sup>

Creative Dance/Pre-Ballet/Elementary Ballet:

October 13<sup>th</sup> – November 2<sup>nd</sup>

### SPRING SEMESTER DATES

Joy of Motion:

Session 3: February 24<sup>th</sup> – March 1<sup>st</sup>

Session 4: May 5<sup>th</sup> – 10<sup>th</sup>

Creative Dance/Pre-Ballet/Elementary Ballet:

April 27<sup>th</sup> – May 17<sup>th</sup>

## Evaluations

Elementary Ballet students will receive evaluations once per year at the beginning of Spring semester. Students in Parent & Me, Joy of Motion, Creative Dance, and Pre-Ballet do not receive evaluations.

To maintain a safe environment, families should always follow instructions by class monitors, security guards, and HPD officers.

All classes are held at 601 Preston Street, Houston, TX 77002.

Students should enter the Preston Street entrance as seen below.



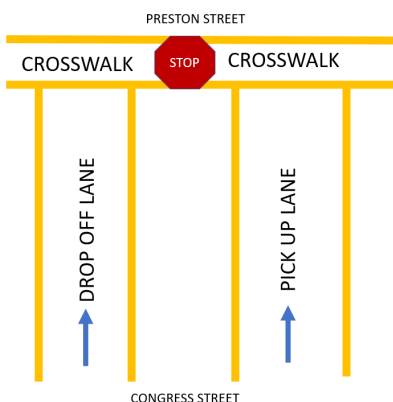
### Park & Walk

- **Street Parking:** FREE after 6pm on Monday-Saturday & all day on Sunday
  - **Lytic Center Garage\*:** 2-hour complimentary with Lyric Market purchase OR receive \$2 off parking via ticket validation from the receptionist
- \*Event parking may affect pricing and validation.



### Driveway

- Students must be able to exit and enter the vehicle on their own without assistance from an adult.
  - See image to the right for flow of traffic.
  - Display car tag\* with student's full name on car dashboard
- \*Car tags will be available from class monitors



### Driveway cont.

- Arrivals: Families should park and walk their student to the Preston Street entrance if they are arriving late to class.
- Departures: Families may be asked to circle the block to avoid congestion on the roads surrounding the Center for Dance.

### LOBBY ETIQUETTE

- Families should arrive no more than 15 minutes prior to the start of class.
- Students may have up to two (2) guests, such as guardian and sibling, wait in the lobby during the student's class.
- Students will wait in line by level for class upon arrival.
- All guests who wait in the lobby should remain properly seated. Please do not leave your children unattended.

## PERFORMANCES

### Preschool Celebration

**Who:** Students in Creative Dance, Pre-Ballet, Elementary Ballet

**What:** Performance and Observation

**Where:** Margaret Alkek Williams Dance Lab

**When:** May 4<sup>th</sup> – May 17<sup>th</sup> during class time

**Other Information:** Rehearsals are held during class time starting in February. The detailed schedule will be distributed in the Spring semester. Free to attend.

### Tickets to Houston Ballet Performances

Single tickets	(713) 227-ARTS (713-227-2787)
Subscription	(713) 5-BALLET (713-522-5538)
Group Sales	(713) 523-6300 ext. 409

## SUMMER PROGRAMS

### PRESCHOOL SUMMER CLASSES

- Weekly classes
- Five-week period in July & August
- Parent & Me, Joy of Motion, Creative Dance, Pre-Ballet, & Elementary Ballet
- Classes for ages 2-7
- Levels based on age as of 9/1/2025

### CHILDREN'S WORKSHOPS

- Workshops theme-based on Houston Ballet's repertoire
- One-week sessions in June & July/August
- Learn the ballet & explore and create movement and crafts
- Workshops for ages 4-7
- Age groups based on age as of start of workshop

### YOUTH SUMMER TRAINING PROGRAM

- Weeklong classes
- Two-week sessions in June & July/August
- Rhythm in Motion & Elementary Ballet
- Sessions for ages 4-7
- Level based on age as of 9/1/2025

Summer registration is emailed in December for students enrolled in the 2025-2026 Academy Year. Students who attend a summer program will receive priority registration for the 2026-2027 Academy Year. Students who do not attend a summer program will not need to audition for the following year placement and registration.

Partial attendance of a session is not allowed.  
Students are highly encouraged to attend one of our summer programs.