STUDENT DIVISION
REGISTRATION

2019/20 SCHOOL YEAR

Ophelia & Juan Js. Roca Center
2200 Liberty Ave.
Miami Beach, FL 33139

school@miamicityballet.org
305.929.7007
miamicityballet.org/school
LEVEL I

TUITION & FEES
Non-refundable $100 registration fee (due upon registration)
Non-refundable $60 performance fee (due upon registration)

TUITION $2,860
Payment Options

Option #1
Full Payment Plan
A one-time, non-refundable tuition payment of $2,860
A 5% discount is applied if paid on or before September 1st. Total with discount is $2,717

Option #2
Two-Payment Plan
First Month Tuition Deposit of $357.50 due at time of registration. Two non-refundable semester payments of $1,251.25 due October 1st and January 1st

Option #3
Eight-Payment Plan
First Month Tuition Deposit of $357.50 due at time of registration. Seven non-refundable payments of $347.50 due the first of each month: October - April

Tuition/fees and all payments are non-refundable, and non-transferable regardless of circumstance, either prior to, during or after the program. Please note: Miami City Ballet School reserves the right to cancel or modify classes/levels at any time.
LEVEL I

DRESS CODE

GIRLS

Leotard
Style #DO903 Buttercup with MCB School Logo in Pink

Belt
Pink

Tights
Style #9 in Theatrical Pink

Ballet Shoes
Pink Leather Full Sole - No Canvas Allowed

Floral Tiara
Style #DU7267 in Buttercup

Hair
Hair Must Be in a Tight Secure Bun

Required
Hair Nets & Hair Pins

Recommended
Yoga Mat

BOYS

Dance Shirt
Style #B400 White with MCB School Logo in Black

Shorts
Black

Ballet Shoes
White Leather - No Canvas Allowed

Socks
Ankle Length in White

UNIFORM
items may be purchased at

MCB STORE
(Shoes are not sold at this location.)

2200 Liberty Avenue.
Miami Beach, FL 33139
305.929.7000 x1303

Store Hours vary at this location. Please call to verify hours.

DANCING SUPPLIES DEPOT INC.

10556 SW 8th Street
Miami, FL 33174
305.226.0666

To purchase online, please visit: dancingsuppliesdepot.com
(Access Code: MCBS)
LEVEL II

TUITION & FEES
Non-refundable $100 registration fee (due upon registration)
Non-refundable $60 performance fee (due upon registration)

TUITION $2,960
Payment Options

**Option #1 Full Payment Plan**
A one-time, non-refundable tuition payment of $2,960
A 5% discount is applied if paid on or before September 1st. Total with discount is $2,812

**Option #2 Two-Payment Plan**
First Month Tuition Deposit of $370 due at time of registration. Two non-refundable semester payments of $1,295 due October 1st and January 1st

**Option #3 Eight-Payment Plan**
First Month Tuition Deposit of $370 due at time of registration. Seven non-refundable payments of $370 due the first of each month: October - April

Tuition/fees and all payments are non-refundable, and non-transferable regardless of circumstance, either prior to, during or after the program. Please note: Miami City Ballet School reserves the right to cancel or modify classes/levels at any time.
# Miami City Ballet School

## Level II

### Dress Code

<table>
<thead>
<tr>
<th>Girls</th>
<th>Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Leotard</strong></td>
<td><strong>Dance Shirt</strong></td>
</tr>
<tr>
<td>Style #DO903 Magic Mint with MCB School Logo in Pink</td>
<td>Style #B400 White with MCB School Logo in Black</td>
</tr>
<tr>
<td><strong>Belt</strong></td>
<td><strong>Shorts</strong></td>
</tr>
<tr>
<td>Pink</td>
<td>Black</td>
</tr>
<tr>
<td><strong>Tights</strong></td>
<td><strong>Ballet Shoes</strong></td>
</tr>
<tr>
<td>Style #9 in Theatrical Pink</td>
<td>White Leather - No Canvas Allowed</td>
</tr>
<tr>
<td><strong>Ballet Shoes</strong></td>
<td></td>
</tr>
<tr>
<td>Pink Leather Full Sole - No Canvas Allowed</td>
<td></td>
</tr>
<tr>
<td><strong>Floral Tiara</strong></td>
<td></td>
</tr>
<tr>
<td>Style #DU7267 in Magic Mint</td>
<td></td>
</tr>
<tr>
<td><strong>Spanish Dance</strong></td>
<td></td>
</tr>
<tr>
<td>Flamenco Skirt in Black</td>
<td>Character Shoes in Black</td>
</tr>
<tr>
<td><strong>Hair</strong></td>
<td></td>
</tr>
<tr>
<td>Hair Must Be in a Tight Secure Bun</td>
<td></td>
</tr>
<tr>
<td><strong>Required</strong></td>
<td></td>
</tr>
<tr>
<td>Hair Nets &amp; Hair Pins</td>
<td></td>
</tr>
<tr>
<td><strong>Recommended</strong></td>
<td></td>
</tr>
<tr>
<td>Yoga Mat</td>
<td></td>
</tr>
</tbody>
</table>

### Uniform

Items may be purchased at

<table>
<thead>
<tr>
<th>MCB Store</th>
<th>Dancing Supplies Depot Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Shoes are not sold at this location.)</td>
<td></td>
</tr>
<tr>
<td>2200 Liberty Avenue. Miami Beach, FL 33139 305.929.7000 x1303</td>
<td>10556 SW 8th Street Miami, FL 33174 305.226.0666</td>
</tr>
<tr>
<td>Store Hours vary at this location. Please call to verify hours.</td>
<td>To purchase online, please visit: dancingsuppliesdepot.com (Access Code: MCBS)</td>
</tr>
</tbody>
</table>
LEVEL III

TUITION $5,295
Payment Options

Option #1
Full Payment Plan
A one-time, non-refundable tuition payment of $5,295
A 5% discount is applied if paid on or before September 1st. Total with discount is $5,030.25

Option #2
Two-Payment Plan
First Month Tuition Deposit of $661.88 due at time of registration. Two non-refundable semester payments of $2,316.56 due October 1st and January 1st

Option #3
Eight-Payment Plan
First Month Tuition Deposit of $661.88 due at time of registration. Seven non-refundable payments of $661.88 due the first of each month: October - April

TUITION & FEES
Non-refundable $100 registration fee (due upon registration)
Non-refundable $60 performance fee (due upon registration)

SCHEDULE
subject to change

<table>
<thead>
<tr>
<th>Monday</th>
<th>Wednesday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballet 4:45pm-6:15pm</td>
<td>Ballet 4:45pm-6:15pm</td>
<td>Spanish Dancing 4:45pm-5:45pm</td>
<td>Ballet 10:00am-11:30am</td>
</tr>
<tr>
<td>Technique 6:15pm-7:15pm</td>
<td>Pre-Pointe Exercises 6:15pm-7:15pm</td>
<td>Ballet 6:15pm-7:30pm</td>
<td>Technique 11:30am-12:30pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Pilates 2:30pm-3:15pm</td>
</tr>
</tbody>
</table>

Tuition/fees and all payments are non-refundable, and non-transferable regardless of circumstance, either prior to, during or after the program. Please note: Miami City Ballet School reserves the right to cancel or modify classes/levels at any time.
LEVEL III

DRESS CODE

**GIRLS**

- **Leotard**
  Style#DO903 Lilac with MCB School Logo in Pink

- **Belt**
  Pink

- **Tights**
  Style #9 in Theatrical Pink

- **Ballet Shoes**
  Pink Leather - No Canvas Allowed

- **Floral Tiara**
  Style #DU7267 in Lilac

- **Spanish Dance**
  Flamenco Skirt in Black
  Character Shoes in Black
  Black Fiber in Size 4
  Recommended: https://bit.ly/2LuOnkY

- **Hair**
  Hair Must Be in a Tight Secure Bun

- **Required**
  Hair Nets & Hair Pins

- **Recommended**
  Yoga Mat

**BOYS**

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

- **Shorts**
  Black

- **Ballet Shoes**
  White Leather - No Canvas Allowed

- **Socks**
  Ankle Length in White

- **Spanish Dance**
  Character Shoes in Black
  Black Fiber in Size 4
  Recommended: https://bit.ly/2LuOnkY

- **Hair**
  Hair Must Be in a Tight Secure Bun

- **Required**
  Hair Nets & Hair Pins

- **Recommended**
  Yoga Mat

UNIFORM

items may be purchased at

**MCB STORE**

(Shoes are not sold at this location.)

2200 Liberty Avenue.
Miami Beach, FL 33139 305.929.7000 x1303

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**DANCING SUPPLIES DEPOT INC.**

10556 SW 8th Street
Miami, FL 33174
305.226.0666

To purchase online, please visit:
dancingsuppliesdepot.com
(Access Code: MCBS)
LEVEL IV

TUITION & FEES

Non-refundable $100 registration fee (due upon registration)
Non-refundable $60 performance fee (due upon registration)

TUITION $6,145
Payment Options

Option #1 Full Payment Plan
A one-time, non-refundable tuition payment of $6,145
A 5% discount is applied if paid on or before September 1st. Total with discount is $5,837.75

Option #2 Two-Payment Plan
First Month Tuition Deposit of $768.13 due at time of registration. Two non-refundable semester payments of $2,688.44 due October 1st and January 1st

Option #3 Eight-Payment Plan
First Month Tuition Deposit of $768.13 due at time of registration. Seven non-refundable payments of $768.13 due the first of each month: October - April

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LEVEL IV

DRESS CODE

GIRLS

Leotard
Style #DO207CN/DO207LN Magenta with MCB School Logo in Pink

Belt
Pink

Tights
Style #9 in Theatrical Pink

Ballet Shoes
Pink Leather - No Canvas Allowed

Floral Tiara
Style #DU7267 in Pink

Hair
Hair Must Be in a Tight Secure Bun

Required
Hair Nets & Hair Pins
Yoga Mat

Jazz / Contemporary
Class Leotard with MCB School Logo
Jazz shoes in black

Spanish Dance
Flamenco Skirt in Black
Character Shoes in Black
Black Fiber in Size 4
Recommended: https://bit.ly/2LuOnkY

BOYS

Dance Shirt
Style #B400 White with MCB School Logo in Black

Tights
Black tights

Dance Belt
Nude

Ballet Shoes
White Leather - No Canvas Allowed

Socks
Ankle Length in White

Jazz / Contemporary
MCB dance shirt for boys Jazz Pants, Jazz Shorts, or leggings.
Jazz shoes in black

Spanish Dance
Character Shoes in Black
Black Fiber in Size 4
Recommended: https://bit.ly/2LuOnkY

UNIFORM
items may be purchased at

MCB STORE
(Shoes are not sold at this location.)

2200 Liberty Avenue.
Miami Beach, FL 33139 305.929.7000 x1303

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DANCING SUPPLIES DEPOT INC.

10556 SW 8th Street
Miami, FL 33174
305.226.0666

To purchase online, please visit:
dancingsuppliesdepot.com
(Access Code: MCBS)
LEVEL V

Tuition/fees and all payments are non-refundable, and non-transferable regardless of circumstance, either prior to, during or after the program. Please note: Miami City Ballet School reserves the right to cancel or modify classes/levels at any time.

TUITION $6,355
Payment Options

Option #1
Full Payment Plan
A one-time, non-refundable tuition payment of $6,355
A 5% discount is applied if paid on or before September 1st. Total with discount is $6,037.50

Option #2
Two-Payment Plan
First Month Tuition Deposit of $794.38 due at time of registration. Two non-refundable semester payments of $2,780.31 due October 1st and January 1st

Option #3
Eight-Payment Plan
First Month Tuition Deposit of $794.38 due at time of registration. Seven non-refundable payments of $794.38 due the first of each month: October - April

TUITION & FEES
Non-refundable $100 registration fee (due upon registration)
Non-refundable $60 performance fee (due upon registration)

SCHEDULE
subject to change

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballet 4:45pm-6:15pm</td>
<td>Ballet 4:45pm-6:15pm</td>
<td>Ballet 4:45pm-6:15pm</td>
<td>Ballet 4:45pm-5:45pm</td>
<td>Ballet 4:45pm-6:15pm</td>
<td>Ballet 10:00am-11:30am</td>
</tr>
<tr>
<td>Technique 6:15pm-7:15pm</td>
<td>Stretch 6:15pm-7:15pm</td>
<td>Pointe 6:15pm-7:15pm</td>
<td>Contemporary 6:15pm-7:45pm</td>
<td>Spanish Dancing 6:15pm-7:15pm</td>
<td>Technique 11:30am-12:30pm</td>
</tr>
<tr>
<td>Pilates 7:15pm-8:00pm</td>
<td>Pilates 7:15pm-8:00pm</td>
<td></td>
<td></td>
<td></td>
<td>Pilates 2:30pm-3:15pm</td>
</tr>
</tbody>
</table>

Tuition/fees and all payments are non-refundable, and non-transferable regardless of circumstance, either prior to, during or after the program. Please note: Miami City Ballet School reserves the right to cancel or modify classes/levels at any time.
LEVEL V

DRESS CODE

GIRLS
Leotard
Style #DO207CN/DO207LN Deep Purple with MCB School Logo in Pink
Belt
Pink
Tights
Style #9 in Theatrical Pink
Ballet Shoes
Pink Leather Full Sole
Floral Tiara
Style #DU7267 in Pink
Hair
Hair Must Be in a Tight Secure Bun
Required
Hair Nets & Hair Pins
Yoga Mat
Recommended
Dance Bag with MCB School Logo

BOYS
Dance Shirt
Style #B400 White with MCB School Logo in Black
Tights
Black tights
Dance Belt
Nude
Ballet Shoes
White Leather- No Canvas Allowed
Socks
Ankle Length in White
Jazz / Contemporary
MCB dance shirt, Jazz Pants, Jazz Shorts, or leggings.
Jazz Shoes in Black
Spanish Dance
Character Shoes in Black
Black Fiber in Size 4
Recommended: https://bit.ly/2LuOnkY

UNIFORM
items may be purchased at

MCB STORE
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# MIAMI CITY BALLET SCHOOL

## LEVEL VI

### SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:45pm-6:15pm</td>
<td>Ballet</td>
<td>5:00pm-6:30pm</td>
<td>Ballet</td>
<td>4:45pm-6:15pm</td>
<td>Ballet</td>
<td>Ballet</td>
</tr>
<tr>
<td>6:15pm-7:15pm</td>
<td>Pointe</td>
<td>Technique</td>
<td>Pointe</td>
<td>Contemporary</td>
<td>Spanish Dancing</td>
<td>Technique</td>
</tr>
<tr>
<td>7:15pm-8:00pm</td>
<td>Pilates</td>
<td>Stretch</td>
<td>Pilates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:30pm-8:15pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TUITION & FEES

- Non-refundable $100 registration fee (due upon registration)
- Non-refundable $60 performance fee (due upon registration)

### TUITION $6,355

**Payment Options**

<table>
<thead>
<tr>
<th>Option #1</th>
<th>Option #2</th>
<th>Option #3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Payment Plan</strong></td>
<td><strong>Two-Payment Plan</strong></td>
<td><strong>Eight-Payment Plan</strong></td>
</tr>
<tr>
<td>A one-time, non-refundable tuition payment of $6,355</td>
<td>First Month Tuition Deposit of $794.38 due at time of registration. Two non-refundable semester payments of $2,780.31 due October 1st and January 1st</td>
<td>First Month Tuition Deposit of $794.38 due at time of registration. Seven non-refundable payments of $794.38 due the first of each month: October - April</td>
</tr>
</tbody>
</table>

- A 5% discount is applied if paid on or before September 1st. Total with discount is $6,037.25
- Tuition/fees and all payments are non-refundable, and non-transferable regardless of circumstance, either prior to, during or after the program. Please note: Miami City Ballet School reserves the right to cancel or modify classes/levels at any time.
LEVEL VI

DRESS CODE

GIRLS

Leotard
Style #DO207CN/DO207LN Plum with MCB School Logo in Pink

Belt
Pink

Tights
Style #9 in Theatrical Pink

Ballet Shoes
Pink Leather - No Canvas Allowed

Floral Tiara
Style #DU7267 in Pink

Hair
Hair Must Be in a Tight Secure Bun

Required
Hair Nets & Hair Pins
Yoga Mat

Jazz / Contemporary
Class Leotard with MCB School Logo
Jazz Shoes in Black

Spanish Dance
Flamenco Skirt in Black
Character Shoes in Black
Black Fiber in Size 4
Recommended: https://bit.ly/2LuOnkY

BOYS

Dance Shirt
Style #B400 White with MCB School Logo in Black

Tights
Black tights

Dance Belt
Nude

Ballet Shoes
White Leather- No Canvas Allowed

Socks
Ankle Length in White

Jazz / Contemporary
MCB dance shirt, Jazz Pants, Jazz Shorts, or leggings.
Jazz Shoes in Black

Spanish Dance
Character Shoes in Black
Black Fiber in Size 4
Recommended: https://bit.ly/2LuOnkY

UNIFORM

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To purchase online, please visit:
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(Access Code: MCBS)
POLICIES & PROCEDURES

ATTENDANCE

- We cannot emphasize enough the importance of regular attendance, and the commitment of the student, is to their improvement. Progress in class depends upon consistent participation.
- Students are expected to attend all classes unless formally excused due to illness or other extenuating circumstances.
- Students are encouraged to make up any excused absences, which include those missed due to illness, injury, family emergency, or religious holidays.
- There are no makeup classes for weather related closures.
- Absence notices should be e-mailed in advance to mcbsabsence@miamicityballet.org, before class so that the teacher and staff may be alerted of the absence.
- It is essential that students come to class on time. Late arrival does not allow a student sufficient time to warm up, may cause injuries and disrupts class concentration. Students more than ten minutes late to any class will be asked to sit and observe.
- 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

Parents, friends and relatives are invited to observe class during designated parent observation weeks scheduled on the school calendar. We ask you to please come on time and stay for the entire class. Please check the school calendar for the scheduled dates. If younger siblings attend, please understand that it is often very difficult for them to remain quietly seated for the entire class time. Out of consideration for the teacher, students and other observers please do not bring toys into the classroom and kindly escort the child out into the lobby area if they become unsettled and disruptive to the class.

CODE OF CONDUCT

BULLYING
MCBS is committed to a safe and civil educational environment for all students, free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, which:

Students are expected to:

- Behave responsibly and demonstrate respect toward fellow students, faculty and staff at all times.
- Encourage positive, collaborative relationships and conversations with fellow students.
- Alert a staff member if they see threatening/bullying, inappropriate, or harmful behavior.
POLICIES & PROCEDURES

CODE OF CONDUCT

CYBERBULLYING
Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Students should not send emails or post comments with the intent of scaring, hurting, or intimidating fellow students and members of the MCBS community at large.

Students are expected to:

• Follow the same guidelines for respectful, responsible behavior online that they are expected to follow offline.
• Encourage positive, constructive discussions when using email, text, social media and other technologies.
• Alert a staff member if they see threatening/bullying, inappropriate, or harmful text messages and content (images, messages, posts).

DRESS CODE

Girls must wear seamed pink tights, pink leather ballet slippers and the appropriate colored leotard for their class. No other clothing may be worn. No jewelry except small post earrings will be allowed. Boys must wear a white MCB School T-shirt with black tights, white ankle length socks and white leather ballet shoes. All uniform items with the exception of ballet slippers/dance shoes are also sold at the MCB Store in the MCB Lobby (hours vary, please verify).

FACILITIES

• Please be respectful of the administrative staff and the company members by keeping noise to a minimum in the lobby areas.
• Students are expected to keep the classrooms, Student Lounge, locker room, bathroom, hallways and any other area of the building clean by picking up their garbage.
• Please do not leave valuables in the dressing room.
• Belongings must be placed in your dance bag, placing bags in the studio wall shelves for the duration of class, or renting a locker for the School year.
• Please see the School Administrative Coordinator at the front desk in the School office to rent a locker (fee is $20 for the year). Any students renting lockers are responsible to retrieve all belongings at the end of the school year. Any items not retrieved by the last day of classes will not be able to be recovered! It will help if you label all dance apparel, especially ballet slippers. There is a lost and found located in the Student Lounge.
• There will be no supervision after classes. It is the parents responsibility to be in the building when the class ends or at curb side pick-up. The School will not be responsible for any child left unattended outside of their class time. Parents must pick up their child immediately after class.
• Please check the bulletin boards daily. Important School notices, schedule changes, rehearsals, etc. are always posted on the school bulletin boards in the front hall. It is the responsibility of the parent and student to regularly check the boards for updated information.
POLICIES & PROCEDURES

INCLEMENT WEATHER

Miami City Ballet School follows Miami Dade Public School weather closings. MCBS will not add classes or extend the calendar school year to make up for classes missed due to inclement weather or unexpected school closings. No refunds or credit will be given for classes missed due to inclement weather. Students are encouraged to make up any missed classes.

INJURIES

All injuries either sustained in class or out of class must be reported to the School Office.

PERFORMANCES

All Student Division classes will participate in a year-end Student Division Showcase. The performances will be at the end of the full year and the final dates will be announced shortly. Tickets will be sold at the MCB box office.

STUDENT EVALUATION & LEVEL PLACEMENT

Advancement from level to level is based on annual evaluations of the individual student’s technical ability, physical aptitude, strength, classroom effort and attendance, as determined by the School directors and faculty. It is not unusual for a student to repeat a level of study.

Mid Year Evaluations are conducted as in-person Parent/Teacher Conferences and Year End Evaluations, including placement for upcoming year, are provided in writing.

TUITION POLICY

IMPORTANT: Please note, credit cards entered on the parent portal are automatically enrolled in auto payment according to the payment option selected in checkout. After completing your first payment, to change your payment method please contact School@MiamiCityBallet.org or (305) 929-7007.

- All tuition payments are due on the first of each month. Invoices are sent as a courtesy; however, upon registration parents should note the due dates and amounts for tuition.
- Students with overdue accounts will not be permitted to take classes.
- A late charge of $40.00 will be imposed on all accounts after the first of the month.
- Once classes have begun, tuition is non-refundable/non-transferable.
- A withdrawal form must be submitted and confirmed by the school prior to the next tuition payment. Otherwise your account will be charged and you will be responsible for the tuition payment.
- A charge of $30.00 will be imposed on all returned checks.
- No refunds are given for classes missed because of illness, injury, vacation, weather, school withdrawal or missed classes.

WITHDRAWAL PROCEDURE

- Written and signed notice must be submitted to the school office.
- All withdrawals must be submitted prior to the last day of the current month to avoid incurring tuition charges for the following month.
- All past due balances and remaining tuition charges must be paid before withdrawal is approved.
PHYSICAL THERAPY PROCEDURE

- **What should I do if I get injured in class and need to see a Physical Therapist right away?**
  If an injury occurs during class that requires immediate attention, notify your instructor and see the School staff to see if a therapist is available immediately at the time of injury.

- **How do I schedule a Physical Therapy session?**
  Sessions are 1/2 hour, $40.00 per session, and must be made by appointment. Please see or contact Tainisel Rodriguez, School Administrative Coordinator, in the School Office, by phone at 305.929.7000 x1804, or via mail at tainisel.rodriguez@miamicityballet.org. Cash and credit card payments are accepted, and will be collected at the time of scheduling.

- **How do I change or re-schedule my appointment once it has been scheduled?**
  Students must contact Tainisel Rodriguez 24 hrs. before scheduled appointment and leave a message, either by voicemail or e-mail.

**PLEASE NOTE**

- Single sessions are scheduled on a first-come-first-serve basis, at least **ONE** day in advance. Any requests for appointments needed the day of, will remain pending until approved by Physical Therapy. Dancers will be notified upon approval.

- No-shows who do not provide 24-hour notice of cancellation or scheduling conflicts **will be charged**!
MCBS CONTACT LIST

GENERAL QUESTIONS
school@miamicityballet.org
305.929.7007
For the fastest response we recommend using e-mail.

FINANCIAL
Jessica Bork
School Operations Manager
305.929.7000 x1800
Jessica.Bork@miamicityballet.org

INTERNATIONAL
Brian Ganan
School Programs Manager
305.929.7000 x1802
Brian.Ganan@miamicityballet.org

HOUSING & ACADEMICS
Roslyn Ruiz
Student Life & Housing Manager
305.929.7000x1807
Roslyn.Ruiz@miamicityballet.org

ALL OTHER INQUIRIES
Tainisel Rodriguez
School Administrative Coordinator
305.929.7000 x 1804
Tainisel.Rodriguez@miamicityballet.org

David Esteban Rodriguez
School Administrative Assistant and Artistic Liaison
305.929.7000 x1801
david.rodriguez@miamicityballet.org

SECURITY
305.929.7000 x1111
security@miamicityballet.org

ADMINISTRATIVE OFFICE HOURS
Monday-Friday 10:00 am - 6:30 pm

Visit our website at miamicityballet.org/school for additional information.
<table>
<thead>
<tr>
<th>MONTH</th>
<th>EVENTS/NOTES</th>
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<tbody>
<tr>
<td>SEPTEMBER</td>
<td>Tuesday, September 3&lt;br&gt;Saturday, September 14&lt;br&gt;Saturday, September 28&lt;br&gt;FALL SEMESTER BEGINS&lt;br&gt;NUTCRACKER AUDITIONS @ MCBS *&lt;br&gt;NICKLAUS NUTRITION SEMINARS&lt;br&gt;*For MCBS Students – Levels I &amp; Up ONLY</td>
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<tr>
<td>OCTOBER</td>
<td>Tuesday, October 1&lt;br&gt;Monday, October 14&lt;br&gt;Sat., October 26 - Thurs., October 31&lt;br&gt; TUITION PAYMENTS DUE (8 tuition installments)&lt;br&gt;SCHOOL CLOSED - COLUMBUS DAY&lt;br&gt;HALLOWEEN DRESS UP DAYS</td>
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<td>NOVEMBER</td>
<td>Friday, November 1&lt;br&gt;Mon., November 4 - Sat., November 9&lt;br&gt;Monday, November 11&lt;br&gt;Thurs., November 28 - Sat., November 30&lt;br&gt; TUITION PAYMENTS DUE (8 tuition installments)&lt;br&gt;PARENT OBSERVATION WEEK&lt;br&gt;SCHOOL CLOSED - VETERANS' DAY&lt;br&gt;SCHOOL CLOSED - THANKSGIVING</td>
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<td>DECEMBER</td>
<td>Sunday, December 1&lt;br&gt;Mon., December 23 - Sat., January 4&lt;br&gt; TUITION PAYMENTS DUE (8 tuition installments)&lt;br&gt;SCHOOL CLOSED - WINTER BREAK</td>
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<td>JANUARY</td>
<td>Wednesday, January 1&lt;br&gt;Monday, January 6&lt;br&gt;Monday, January 20&lt;br&gt; TUITION PAYMENTS DUE (2 and 8 tuition installments)&lt;br&gt;CLASSES RESUME&lt;br&gt;SCHOOL CLOSED - MARTIN LUTHER KING, JR. DAY</td>
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<td>FEBRUARY</td>
<td>Saturday, February 1&lt;br&gt;Saturday, February 1&lt;br&gt;Monday, February 17&lt;br&gt;Mon., February 24 - Sat., February 29&lt;br&gt; TUITION PAYMENTS DUE (8 tuition installments)&lt;br&gt;NICKLAUS INJURY PREVENTION SEMINARS&lt;br&gt;SCHOOL CLOSED - PRESIDENTS' DAY&lt;br&gt;PARENT OBSERVATION WEEK</td>
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<td>MARCH</td>
<td>Sunday, March 1&lt;br&gt;Mon., March 23 - Sat., March 27&lt;br&gt;Monday, March 30&lt;br&gt; TUITION DUE (8 tuition installments)&lt;br&gt;SCHOOL CLOSED – SPRING BREAK*&lt;br&gt;CLASSES RESUME&lt;br&gt;*Spring Break Workshop/Art&amp;Dance Camp collab with Bass Museum</td>
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<tr>
<td>APRIL</td>
<td>Wednesday, April 1&lt;br&gt; TUITION DUE (Last of 8 tuition installments)</td>
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<td>MAY</td>
<td>Schedule TBA&lt;br&gt;Schedule TBA&lt;br&gt;Schedule TBA&lt;br&gt;Sat., May 23 - Mon., May 25&lt;br&gt;Saturday, May 30&lt;br&gt;Saturday, June 6&lt;br&gt; WORKSHOP TECH/DRESS REHEARSALS&lt;br&gt;CHILDREN’S DIVISION SHOWCASE&lt;br&gt;STUDENT WORKSHOP PERFORMANCES&lt;br&gt;SCHOOL CLOSED - MEMORIAL DAY WEEKEND&lt;br&gt; LAST DAY OF CLASSES FOR CHILDREN’S DIVISION + SCHOOL YEAR END&lt;br-LAST DAY OF CLASSES FOR STUDENT / PRE-PRO DIVISION + SCHOOL YEAR END</td>
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<td>SUMMER</td>
<td>Monday, June 22 - Saturday, August 1&lt;br&gt;Monday, June 29 - Friday, July 31&lt;br&gt;Monday, August 3 - Friday, August 14&lt;br&gt;CHILDREN’S SUMMER DANCE (6 WEEK)&lt;br&gt;MCB SUMMER INTENSIVE (5 WEEK)&lt;br&gt;CHOREOGRAPHIC INTENSIVE (2 WEEK)</td>
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