Welcome

Congratulations and welcome to Boston Ballet School’s Summer Dance Program (SDP). As an aspiring dancer, you should feel confident in knowing that you were selected from an extraordinarily large pool of national and international students who auditioned for this program. The summer is a wonderful opportunity for students to focus intensely on developing many facets of their dancing. Through quality teaching, encouragement, and inspiration, students will have the opportunity to achieve tremendous technical and artistic growth.

There is a great deal of important information in this handbook. I encourage parents and students to take the time to read this handbook thoroughly prior to arrival. In order to ensure a positive and successful summer, we all must understand and abide by the policies and procedures in this handbook. An electronic copy of the handbook can be found at www.bostonballet.org/sdp-accepted-students.

We want your summer at Boston Ballet School to be a positive, safe, and trouble-free experience with a great deal of learning and fun!

If you have any questions regarding this handbook please contact the Summer Dance Program at SDP@bostonballet.org.

Thank you for your commitment to Boston Ballet School’s Summer Dance Program. My faculty and I look forward to working with you this summer.

Sincerely,

Margaret Tracey
Director
Boston Ballet School
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GENERAL INFORMATION

Boston Ballet School appreciates the support of the parents and guardians of our students. We recognize that it is not always easy to send your son or daughter away for the summer, and we hope you will feel assured that we act in the best interest of all students’ safety and well being. They are in good hands with our staff and faculty. We ask that parents understand and have faith in our policies, and work with us to encourage students to recognize the importance of cooperating and abiding by rules in order to create a positive experience for everyone involved.

IMPORTANT DATES

Friday, March 31:   First payment due
Friday, April 21:   Second payment due
Friday, May 12:   Third and final payment due
                   All remaining paperwork due
Friday, June 23:   Mandatory early arrival for select male scholarship students (select students have been notified of this requirement in their initial results email). A mandatory meeting for both residential and commuter male scholarship students will take place at 4:00pm at Boston University’s 575 Commonwealth Ave.
Saturday, June 24:  Arrival day for residential students. Scholarship students who were required to arrive on Friday, including commuters, will assist with arrivals.
Sunday, June 25:   Placement classes for all students
Monday, June 26:   First day of classes
                   Introductory meeting for all students at 19 Clarendon at 8:15am
Friday, July 28:   Final day of classes
                   Class observation day
Saturday, July 29:  Departure day for all students
ADDRESSES AND PHONE NUMBERS

SDP Administrative Main Office:
Boston Ballet School
19 Clarendon Street
Boston, MA 02116
(617) 456-6269
Office hours: Monday-Friday, 9:00am-5:00pm

Residence Hall and Residential Office:
575 Commonwealth Avenue, Boston

The residence hall office phone number will be made available to students and parents on arrival day.

MAIL INSTRUCTIONS

All mail and packages for students should be addressed as follows:

(Student Name)
Boston Ballet School
Summer Dance Program
19 Clarendon Street
Boston, MA 02116

Mail and packages will be available for pick-up Monday through Friday at the studios. Saturday's mail will be available to students on Monday. Do not send packages in advance of the student’s arrival. Students will not be able to receive packages until Monday, June 26. Do not send mail after July 24. Mail cannot be forwarded after the program ends. Do not send mail directly to Boston University. It will not reach the intended recipients.

Boston Ballet School is not responsible for mail that is incorrectly or improperly addressed, not picked up before the last day of classes, or arrives after the last day of classes.

WHAT YOU NEED TO DO PRIOR TO PROGRAM

Stay in shape! Students should come to SDP in good health and good dancing condition in order to meet the demands of the program’s rigorous schedule. Remember that you will be dancing approximately five to six hours each day. Avoid any extended breaks just prior to the program. Statistics show that students who take
breaks from dancing prior to the program are more prone to injury. Gradually and systematically increasing your activity will assist you in avoiding injury, and allow you to get the most out of the classes and teachers you will encounter this summer.

Prepare for the summer intensive by increasing the number of classes you take each week, so that you will be physically ready for the program. We suggest adding two classes the weeks of June 5 and June 12, and then adding another class the week before the program begins. An example schedule is shown below, which would apply if you are currently taking four classes per week. It is important to note that some students will require different preparation depending upon their prior experience and physical condition.

<table>
<thead>
<tr>
<th>Classes/Week</th>
<th>Current</th>
<th>June 5</th>
<th>June 12</th>
<th>June 19</th>
<th>June 26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td></td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>9</td>
</tr>
</tbody>
</table>

We also suggest adding a daily stretch and strengthen conditioning program as SDP approaches. Boston Ballet’s Physical Therapy Department suggests that you consider the following workouts (consult with your physician before beginning any new workout regimen):


Contact the Summer Dance Program immediately if you sustain an injury prior to the start of SDP and have already submitted the pre-participation medical self-assessment contained in the supplemental registration packet.
IN THE STUDIO

PLACEMENT CLASSES

Placement classes will be held on Sunday, June 25 beginning at 8:00am to place students in appropriate levels. Commuter students will be contacted during the week of June 19 to be notified of their placement class time. Residential students will find their placement class time posted in the residence hall upon arrival. Students are grouped based on a combination of age and technical ability in order to create manageable class sizes, and to ensure an optimal educational experience.

Remember that you are placed relative to the other students in the program, and your placement may not reflect your position in your year-round ballet-training program. Students who miss the placement class will be placed in an age-appropriate level based on your performance during the audition tour. Level placement is at the sole discretion of Director, Margaret Tracey. There will be no level changes during the program. Students who have concerns about their placement should speak directly with their primary teacher. Administrative staff cannot accept calls or emails from parents to discuss level placements. All placement decisions are final.

SIGN-IN, ATTENDANCE, AND SCHEDULES

During breaks between classes, students are allowed to leave the studios to enjoy the surrounding neighborhood, or return to the residence hall. When leaving the studios, students are required to sign in and out of the building. Students may not sign in or out for any individual other than themselves.

Attendance at all classes, evening dance lectures, and scheduled physical therapy appointments is mandatory. One unexcused absence results in a verbal warning; two unexcused absences result in a written warning to the student and parent; and a third unexcused absence may result in suspension or expulsion from the program.

Residential students must notify a residential staff member of any illness or injury by 8:30am on the day of the absence. Commuter students should notify the SDP administrative staff of any absence due to illness or injury by contacting SDP@bostonballet.org. This communication must occur by 8:30am on the day of the absence.
Please state the date and the reason for the absence in your email and/or voicemail.

Please note that due to the complexity of the program the class schedule is often available no more than 48 hours in advance. Students should remain flexible and plan accordingly.

**DRESS CODE**

Students are required to adhere to a simple dress code, and maintain a neat, professional appearance in the classroom and at the Boston Ballet studios. Items that are not allowed in class include, but are not limited to: bare legs, cut-off tights, sweats, shorts, leg warmers, sweaters, and wraps. Boston Ballet faculty members have the final say in all matters relating to student attire.

**Women**
- Solid color leotard
- Pink tights
- Pink technique shoes
- Pointe shoes (we suggest at least 1 pair per week)
- Black character shoes
- Black character skirt (just below the knee, typically 21-24 inches long)
- One solid white and one solid black camisole leotard
- One solid white wrap demi-skirt (typically 15-18 inches long)

**Men**
- White short-sleeve leotard or tee shirt
- Black tights
- White ankle socks
- White ballet technique shoes
- Black ballet technique shoes
- Black character or jazz shoes
- Dance belt

**Freed of London, a proud sponsor of the Boston Ballet School’s Summer Program, is happy to offer a 20% discount to all summer school program attendees on phone orders placed May 1 through September 1, 2017 (stock items only). To order, call (866) 693-7333 and mention code SUM17.**

Sponsor of Boston Ballet School’s Annual Audition Tour
ADDITIONAL ITEMS NEEDED IN CLASS

All students must bring a Pilates or yoga mat for use in class. Therabands are also suggested, but not required.

ATTIRE OUTSIDE THE CLASSROOM

Shoes: Students should be aware that the increase in dance activities during SDP could lead to stress injuries. Students should wear sneakers or supportive shoes at all times while walking in the city, and limit the amount of walking done during the first week of the program. Flip-flops are not appropriate footwear for walking in the city. Students have sustained injuries because of inappropriate footwear.

Clothes: Students should not wear leotards in public. Cover ups should fully cover your leotards.
MEDICAL ATTENTION

Students should arrive at SDP in good physical condition, able to dance at their full potential. No student should come to the program with a pre-existing injury. Given the physical demands of an intensive program, students should not attend if they are rehabilitating an injury or just coming back from an injury. Boston Ballet School is committed to the safety and well-being of all students. We expect students to take responsibility for their physical condition, report injuries, and not risk their health to participate in the program.

Students requiring medical attention while participating in SDP should contact a Boston Ballet staff member (residential, administrative, or faculty) who will assist the student in getting the needed help. Our on-site physical therapists are available to students who sustain an injury during an SDP class. All physical therapy and medical appointments are scheduled by the Medical Liaison, who is available starting June 26.

Medical services available to students:
- An on-site school nurse is available in the residence halls and in the studios.
- On-site physical therapy is available during the week, by appointment, at Boston Ballet studios, provided by Artists Rehabilitation Therapy Services (ARTS) (included in tuition costs). Physical therapy services are provided only for injuries incurred during the program. Students should not attend the program with prior injuries.
- When deemed necessary by physical therapy staff, students may be treated at Children’s Hospital, Sports Medicine Clinic, directed by Lyle J. Micheli, MD.
- For non-dance related injuries and illness, students may be treated at Longwood Pediatric Associates.

In order to receive services, all students must have turned in:
- A signed physical therapy release (contained in the supplemental registration packet).
- Completed insurance information from the student’s SDP registration agreement. Students who do not have insurance or have incomplete insurance records CANNOT be seen without parental permission.
If a student needs more medical attention than Boston Ballet can offer through our on-site physical therapy department and school nurse, the student may be referred to Children's Hospital. Fees for medical services are the responsibility of the student and their parents. Parents of students under the age of 18 will be contacted prior to a student’s doctor’s appointment to obtain their consent for assessment and treatment. It is the responsibility of students and their parents to determine whether their insurance will cover any and all services that are advised for their care.

Residential staff members will accompany residential students to appointments scheduled by our office. Students are expected to pay for their own transportation to medical appointments. While commuter students may arrange off-site medical attention through our office, **Boston Ballet cannot accompany commuter students to any appointments. Parents of commuter students must arrange for both transportation and supervision (if necessary) of their student to any appointments.**

If off-site medical services are required, parents will be mailed a HIPAA form indicating that students and parents have read the HIPAA regulations. HIPAA is a Children’s Hospital Privacy Practices disclosure. The HIPAA form must be signed and returned to Children’s Hospital.

SDP has a physically demanding curriculum and for safety reasons we do not allow students to re-enter the program following an extended break from dancing. Therefore, if an injury severely impairs or, in the judgment of the SDP staff, is expected to severely impair a student's ability to participate in the program for one week or more, the student may be required to leave the program. The refund policy will be honored in all such situations. Boston Ballet reserves the right to make final judgments in all situations. Boston Ballet also reserves the right to identify situations in which the intensity of the program is judged to constitute a danger to a student’s health and well-being. In such situations a physical and/or mental evaluation may be required as a condition of continuing the program. Boston Ballet reserves the right to make final judgments in all situations regarding injury, health, and refunds.
EVENING AND WEEKEND ACTIVITIES

EVENINGS

The daily studio schedule may be supplemented by lectures, video nights, or other enrichment activities. Lectures are mandatory for residential students. Evening programming and activities will be planned in the residence halls for the residential students. Information can be made available about museum, gallery, and historical attraction outings as well as lectures and films in the area.

WEEKENDS

Optional outings are scheduled each weekend for all students. Students should return their Weekend Activities Registration form as soon as possible, as tickets are available on a first-come, first-served basis. Space is limited for all activities. Please be sure to return your registration form by the May 12 deadline. We make final accommodations with activity vendors based on interest received by this date. We are not able to add students once we have finalized with our vendors. Please note that weekend activity costs are non-refundable and non-transferable.

Students should plan ahead, and eat brunch before departing. Students should also bring money for lunch and other snacks, as the students participating in the weekend trips will sometimes miss dining hall meals. Except in cases where safety is a concern, all weekend activities will proceed as scheduled, regardless of weather conditions. Commuter students will be responsible for their own subway fare for any activities that include subway transportation.

CLASS OBSERVATIONS

Students spend their time at SDP improving on technique and strength. We invite families to view their student’s classes throughout the day on Friday, July 28. This offers the opportunity to visit the studios and observe what students have been working on throughout the summer. Detailed schedules for class observations will be available approximately midway through the program.

For copyright reasons, families are not permitted to photograph or record classes or presentations.
SAFETY PRECAUTIONS WHILE IN THE CITY

We encourage all students to take precautions and look out for their own safety in the city. Some common sense safety measures include:

- Using the buddy system at all times when in public. Use of the buddy system is a requirement stated in the Student Contract.
- Keep to well-lit areas that are commonly traveled, and avoid shortcuts or dark, isolated areas. Be aware of your surroundings.
- Trust your instincts. If you feel threatened, cross the street, enter a business establishment; seek the safety of having other people around you.
- Never leave personal belongings unattended in a public place, including the studio and common areas in the residence halls.
- Report any suspicious or perceived threatening situation to the nearest staff member.

Leave valuables such as electronics and jewelry at home. Please label all personal property for easy identification. Neither Boston Ballet, nor Boston University are liable for loss of or damage to personal property due to fire, theft, or any other cause, except to the extent provided by the law. Boston Ballet and Boston University assume no responsibility for property left behind by students upon their departure.

SEXUAL ACTIVITY POLICY

Boston Ballet School does not condone sexual activity between students. No such activity will be tolerated anywhere on the premises of Boston Ballet School facilities, on Boston University campus, or on outings held by Boston Ballet School. Failure to comply with this policy will result in disciplinary action, and in the notification of parents.
PROHIBITED ACTIVITIES

In an effort to create a safe and positive experience for all participants, Boston Ballet School and Boston University have set rules and regulations in place. It is our expectation that SDP students will adhere to these rules, and will conduct themselves in a way that is consistent with the character, values, and mission of Boston Ballet. Any infraction of the policies and rules below may result in disciplinary action up to, and including, immediate suspension or expulsion from SDP.

1. **Alcohol, Drugs or Weapons**: Possession, use, distribution, or being in the presence of alcohol, drugs, controlled substances (used improperly), or weapons is strictly prohibited.

2. **Gross Misconduct**: Any incident where a student verbally abuses any individual, verbally defies any Summer Dance Program faculty or staff member, or Boston University official, or commits any unlawful action, or any other action deemed by the Summer Dance Program as grossly inappropriate or inconsistent with the standards to which students are expected to adhere.

3. **Smoking**: Smoking is prohibited on Boston Ballet and Boston University premises. This includes all stairwells and common areas, as well as on the property outside Boston Ballet studios and Boston University residence halls. Smoking is illegal for anyone under 18, and is therefore prohibited at all times for any student under 18.

4. **Theft**: Any incident where a student disrespects the property of others and/or SDP by engaging in theft, vandalism, or intentional destruction of property.

5. **Dishonesty**: Any incident where a student is found to be deliberately and thoughtfully deceitful to any of the Boston Ballet faculty or staff. Each student agrees to uphold the principle of honesty in all areas of SDP.

6. **Safety and Security Rules**: In the interest of safety and security, additional rules may be put into place by staff and communicated to students.
7. **Other Actions**: Any action(s) deemed to be inconsistent with, or contrary to, the philosophy or best interests of Boston Ballet School or its reputation, including, but not limited to:

- Harassment
- Threat, or use of physical violence
- Conduct that interferes with the rights of others and/or demonstrates disregard for SDP, its members, and the physical facilities
- Violation of fire safety guidelines
- Violation of federal, state, or local laws
- Violation of the Student Contract

Students are expected to adhere to all rules. A student who is knowingly in the presence of a prohibited activity will be held responsible, and will share in any disciplinary consequences at the discretion of SDP staff.

**HARASSMENT AND BULLYING**

Boston Ballet is enriched by the diversity of its members. Boston Ballet School recognizes and respects individual differences in culture, race, ethnic origin, religion, gender, and sexual orientation. To provide an environment of respect and sensitivity, it is important that all students recognize that behavior, either verbal or physical, which disregards or demeans the self-esteem of others is unacceptable. Such behaviors are unacceptable regardless of how they are communicated. Any individuals engaging in such behaviors will be subject to disciplinary action.

**DISCIPLINE**

It is our hope that all students will cooperate in making the program safe and enjoyable for everyone involved. In the best interest of all students, disciplinary action will be taken for any student whose actions are against policy. Disciplinary consequences are determined by Boston Ballet School staff. Some disciplinary situations may result in suspension or expulsion.

Suspensions are defined as immediate departure from SDP and the Boston University residence hall for the remainder of the current program. Expulsion is defined as immediate departure from SDP and the Boston University residence hall for the remainder of the current
program, with the understanding that an expelled student is not allowed to return to Boston Ballet School in any capacity.

There will be NO REFUNDS granted to students who have been suspended or expelled from the program. Return travel expenses will be the sole responsibility of the student and parents. If the student remains in Boston, they will be expected to find other accommodations within a 24-hour period after a disciplinary decision is communicated.

WITHDRAWAL AND REFUND POLICY

If a student chooses to withdraw at any point on or before May 12, 2017, a 50% refund of completed tuition and residential payments (excluding the $695 deposit and $55 registration fee) can be requested. It is the student’s and parents’ responsibility to notify SDP that the student is withdrawing from the program. Refunds may take up to six to eight weeks to process and issue.

If a student withdraws on or after May 13, a percentage of tuition payments may be refunded according to the schedule on page 17; residential payments are not refundable starting May 13, 2017. If the student is withdrawing before the start of the program due to an injury, a full refund of tuition payments (excluding the $695 deposit and $55 registration fee) may be granted if verified by a doctor’s note received by Boston Ballet School prior to the start of the program, stating that the student is unable to participate.

If a student withdraws during the program, pro-rated refunds of tuition fees are granted only in cases where a student has been instructed by a doctor to discontinue the program due to an injury sustained during an SDP class. The doctor’s verification must be made and communicated by a physician in consultation with the SDP administrative staff. A doctor’s letter verifying the student’s inability to continue the program due to an injury that occurred during an SDP class must be received prior to the end of the program for refunds to be honored.

Please see the chart on page 17 for a guide on refunds. Departure date is determined by the following:

Commuter students: Determined by the last day the student participates in or observes class
Residential students: Determined by which of the following occurs later:

a) The last day the student participates in or observes class

b) The day the student moves out of the residence hall

In all cases the refund is calculated after the $750 non-refundable deposit and registration fee is subtracted.

<table>
<thead>
<tr>
<th>On or before May 12</th>
<th>May 13 through June 16</th>
<th>June 17 through July 1</th>
<th>Week 2 July 2 through July 8</th>
<th>Week 3 July 9 through July 15</th>
<th>Weeks 4 and 5 July 16 through July 29</th>
</tr>
</thead>
<tbody>
<tr>
<td>50% refund of tuition and residential payments</td>
<td>40% refund of tuition only</td>
<td>30% refund of tuition only</td>
<td>20% refund of tuition only</td>
<td>10% refund of tuition only</td>
<td>No refund</td>
</tr>
</tbody>
</table>

Please note that payments for weekend activities and airport shuttles are non-refundable under any circumstances as activities and vehicles are confirmed based on the number of paid tickets sold.
RESIDENTIAL STUDENT INFORMATION

AT THE RESIDENCE HALL

RESIDENTIAL LIFE

Students create some of their most memorable experiences and lasting friendships while living in the residence halls. Boston Ballet School works in partnership with Boston University to create a safe and fun living environment for students. Guidelines have been established to ensure that all students enjoy a respectful, comfortable, and safe residential community. Students who choose to live in the residence hall are agreeing to abide by all guidelines, including any policies promulgated by Boston University. Boston Ballet emphasizes the individual responsibility of each student to maintain the standards of the Boston University residence halls. Students should be aware that they are representatives of Boston Ballet School and should be conscious of acting in a manner that reflects positively on themselves and the organization.

Students are housed in Boston University’s 575 Commonwealth Ave residence hall. Most 575 Commonwealth Ave rooms house three students, and each room has one attached bathroom. Bedrooms include a twin bed, desk, and bureau for each occupant. Most rooms have micro-fridges. 575 Commonwealth Ave is an air-conditioned and elevator equipped facility, and has a laundry room and a common lounge area. The dining hall is located in a separate building from the residence hall. Students must provide their own linens, and are responsible for cleaning their own rooms and bathrooms.

Male and female students will be housed on separate floors within 575 Commonwealth Ave. Students are not allowed on the floor of the opposite sex at any time unless escorted by a Boston Ballet residential staff member. It is imperative that all students understand and abide by this rule. Infractions of this rule will not be tolerated and will result in immediate suspension from the residence hall.

Boston Ballet employs a team of residential staff members to provide support, and ensure the safety and well being of students. These male and female staff members are on hand to organize activities, handle issues, enforce policies, and work with students to see that
everyone is adjusting well, and having a positive experience while away from home. All residential staff members attend training prior to the arrival of students, and are certified in First Aid, CPR and AED. Our staff comes from a variety of backgrounds. These individuals have experience working with children or teenagers in camp, residential, or counseling settings, and are enthusiastic about working with new students. A residential staff member is available for students at all times for support or emergencies.

575 Commonwealth Ave will be staffed 24 hours a day by professional security guards.

ROOM ASSIGNMENTS

Room assignments are determined by age, available accommodations, and community needs. While we take roommate requests into consideration, we do not guarantee students will be roomed with their requested individual. Requests submitted after May 12, will not be considered. Students must mutually request each other in order to be placed together. Students are assigned roommates who are in the same curfew group.

Roommates are required to be accommodating and mindful of one another. Boston Ballet reserves the right to reassign rooms at any time. Requests for room reassignment cannot be granted once the program has begun. Room assignments are arranged by the Resident Director, and will not be available before move in day. **Please do not call to ask about room assignments before your arrival, as the administrative staff will not have access to this information.**

NECESSARY ITEMS

Boston Ballet strongly suggests that students write their names on all belongings.

- Extra long twin sheets, blankets, pillows, and towels.
- Cleaning supplies, waste bin, laundry detergent. Linens, towels and cleaning supplies are not provided by Boston Ballet or Boston University.
- Alarm clock. Students are expected to wake themselves.
- Toiletries.
- Spending money for snacks, social events, and souvenirs.
Students should determine how much spending money to have based on their own spending habits. We advise students not to keep large amounts of cash in their rooms, but instead to use either traveler’s checks or an ATM card. There are several ATM machines close to the Boston Ballet studio as well as the residence halls.

- Sweatshirt, rain gear, and extra blanket. Students may find these useful, as weather fluctuates during the summer in Boston.
- Quarters for the coin-operated laundry machines.
- Reusable ice packs for sore muscles, strains, or injuries.

PROHIBITED ITEMS

Possession of any of the following items will result in confiscation, and may result in disciplinary action:

- Air conditioning units
- Electrical appliances, including, but not limited to: television sets, toasters, hot plates, space heaters, halogen lamps, sun lamps, electric blankets, microwaves, and refrigerators more than four cubic feet.
- Telephones that may be plugged into the walls. Student rooms do not have phone service.
- Candles, incendiary devices, incense, lighter fluid, or firecrackers.
- Cars, scooters, mopeds, or any motorized vehicle.
- Pets. In accordance with City of Boston Health Laws, pets are not allowed in the facilities.

MEDICATION

Residential students taking any type of medication during the Summer Dance Program are required to notify the on-site school nurse of their possession of such medication upon arrival on Saturday, June 24. Applicable medications may include prescription drugs or over-the-counter medication such as Tylenol, Advil, Claritin, and Sudafed. Students are encouraged to arrange distribution of this medication with the school nurse, and are discouraged, but not forbidden, from holding such drugs and monitoring their own intake of any medications. Students with a prescription for an Epinephrine auto injector, such as EpiPen, Anapen, or Twinject, are required to carry their auto injector with them at all times. Students are
encouraged to bring two auto injectors with them to SDP in order to store one with the school nurse.

**MEALS**

Residential student meal plan consists of:

- Monday through Friday: breakfast and dinner at the Boston University dining hall, lunch catered to the studios by City Fresh Foods, Inc.
- Saturday and Sunday: brunch and dinner in the Boston University dining hall.

Boston University **does not allow bags or backpacks into the dining room. Food cannot be taken out of the dining halls.**

Vending machines are located in the residence hall as well as at the studios. Micro-fridges are installed in most rooms.

City Fresh Foods, Inc is a local catering company specializing in freshly prepared meals for schools and businesses. All lunches are prepared and packaged daily, and delivered to Boston Ballet School studios. City Fresh Foods prides themselves on the use of carefully chosen ingredients including locally grown organic produce, grass fed beef, whole wheat breads, zero trans fats products, and whole muscle chicken meat. All sauces and marinades are made from scratch by City Fresh Foods.

**FOOD ALLERGIES AND SPECIAL DIETARY NEEDS**

Students must notify the SDP Administrative Staff of all food allergies or special dietary needs prior to arrival in order for us to accommodate. Boston University is accustomed to feeding students with common allergies and dietary needs. For students who tend to have difficulty finding food to suit their tastes in an institutional dining hall, it is recommended that they bring extra snacks or money to purchase food to supplement their meals.
CURFEW AND DINNER CHECK-IN

For the safety of students, and to ensure that they are keeping themselves well rested and nourished during SDP, mandatory curfews are enforced for all students on a daily basis. The daily studio class schedule of SDP may be augmented by required evening activities including lectures and video presentations, and check in is required for these activities. The following curfew guidelines are enforced:

Curfew:

<table>
<thead>
<tr>
<th>Age</th>
<th>Building Sign In</th>
<th>Room Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 years old and under</td>
<td>10:00pm</td>
<td>10:30pm</td>
</tr>
<tr>
<td>18-19 years old</td>
<td>11:00pm</td>
<td>11:30pm</td>
</tr>
</tbody>
</table>

Saturday and Sunday Dinner check in:

<table>
<thead>
<tr>
<th>Age</th>
<th>Dinner Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 years old and under</td>
<td>5:00pm – 6:00pm</td>
</tr>
<tr>
<td>18-19 years old</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Curfews are determined by the students’ age at the start of the program; a student’s curfew time will not change if they have a birthday during the program. Curfews are strictly upheld. The subway in Boston can be unpredictable so students should allow extra time for travel. There is no extension of curfew. All students are required to remain in their rooms after room check. Room check also signifies lights out and quiet time. No cell phone calls, loud music, or other noises that might disrupt roommates are allowed after room check. Residential staff will perform nightly room checks.

Violations will be reported to the Resident Director, and disciplinary action will be enforced. If a student is not in his or her room at room check and is not located within one hour, parents will be notified. Police will then be notified after 12 hours, per police mandate.
Students will be subject to disciplinary action if they:

- Violate curfew, visitation, or other security measures.
- Are determined to be deceitful about their whereabouts.
- Withhold information regarding a missing student’s whereabouts.

Students are not allowed to leave their rooms in the morning until the Residential Life office is open. The office opens at 7:00am Monday through Saturday, and 8:00am on Sundays.

On weekends, students are allowed to leave the residence hall and explore the city unaccompanied by an adult, provided they adhere to the buddy system. All students who are age 17 and under when the program starts are required to check in at the dining hall between 5:00pm and 6:00pm on Saturdays and Sundays. The only exceptions to this policy will be students who are signed out of the residence halls with an approved adult, or those who are on one of the Boston Ballet weekend activities. Violations of weekend dinner check-in will be handled in the same manner as curfew violations.

**NOISE POLICY**

In a residence hall community, a certain amount of noise is to be expected and accepted. In an effort to provide a cooperative environment for all residents, a designated schedule of quiet hours is enforced in the residence hall.

**Quiet Hours:**

<table>
<thead>
<tr>
<th>Sunday through Friday:</th>
<th>10:00pm to 7:00am</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday:</td>
<td>11:00pm to 7:00am</td>
</tr>
</tbody>
</table>

Boston Ballet reserves the right to confiscate any loud electronic item until the end of the student's stay with the Summer Dance Program if a student repeatedly violates the noise policy.
CELL PHONES

Cell phones are permitted, but students are not allowed to use cell phones after room check. Please do not call or text students after curfew. If students are found to be using cell phones for any reason after room check, the residential staff may require those students to turn in their phones each night at curfew, and pick them up again in the morning. Consequences may also include complete confiscation of the phone for a period of time set by the residential staff.

COMPUTERS: ACCEPTABLE USE POLICY

The Sydelle Gomberg Library at Boston Ballet’s 19 Clarendon Street location has three public computer terminals and will be open periodically throughout the summer. Students are encouraged to take advantage of this resource for all computing needs.

Boston Ballet discourages students from bringing personal computers, laptops, or tablets to the program. If students decide to have personal computers, laptops, or any other electronic devices in their possession during SDP, they do so entirely at their own risk. Boston Ballet and Boston University are not responsible in any way for damages, loss, or theft of computers, or any other electronic items.

Students utilizing public computers agree to comply with the following acceptable use policy.

Acceptable Use Policy:

Students utilizing computers or other electronic devices must, at all times, demonstrate respect for others. Students may not:

- Harass, cyberbully, or discriminate against others
- Disturb others by playing loud music or sounds
- Reveal any personal, confidential, or private information about other individuals
- Attempt to gain unauthorized access to private information
- Write or distribute viruses, spyware, or malware
- Circumvent the internet filtering software to access blocked websites
- Plagiarize information
- Violate any federal, state, local or common law, criminal statute, or laws
- Use or obtain profanity, obscenity, discriminatory language, vulgurances, and other inappropriate language/graphics

Violations of Boston Ballet School’s rules involving the use of internet will be subject to disciplinary action, which may include suspension, expulsion, or dismissal without advance notice. Boston Ballet School reserves the right to determine if an action not mentioned is inappropriate and subject to discipline.

Boston University has outlined its own computer use policy for the residence halls. Students should read this policy at: www.bu.edu/computing/policies/ethics.html

LAUNDRY

Coin-operated washers and dryers are located in the residence hall. Please remove laundry from the machines as soon as a cycle is completed in consideration of others waiting to use the machines.

BOSTON UNIVERSITY FITNESS AND RECREATION CENTER

Boston University allows students ages 16 and older to register for a membership at their Fitness & Recreation Center for the five weeks of SDP. All Fitness & Recreation Center memberships are arranged directly through Boston University, so students should speak to a Boston University representative on move in day if interested. Please note that weekend and evening activities, combined with the buddy system that is required at all times, may limit students’ ability to utilize this membership. As Boston Ballet is not involved in the facilitating of these memberships, students must wait until arriving on BU campus to arrange a membership.

ROOM CONDITION AND DAMAGES

Students must maintain their rooms, suites, and other facilities in reasonably neat condition. Facilities must be left in the same condition in which they were found. No furniture may be removed from rooms. Room alterations, such as painting or nailing to the walls, are prohibited. No objects may be hung from the windows, or placed on windowsills. Students will be charged for damage repair or excessive cleaning costs. Prior to your departure, the staff will check your room for cleanliness and damages.
VISITATION POLICY

SDP residential students, Boston Ballet staff, and Boston University staff are the only individuals permitted to access residential floors of the residence hall. Students are only permitted access to areas of the residence hall occupied or in use by Boston Ballet School, and may not access other areas of the residence hall. Family members are permitted access to residential floors for move-in and move-out, and only when accompanied by their student or a member of the Boston Ballet staff. When visiting students, family members should meet students in the residence hall lobby. Residents will not be permitted to have overnight guests (including parents). Commuter students are not allowed in the residence halls.

DAYTIME RELEASES

Students are required to use the buddy system at all times when in public. In situations where a student wishes to leave the premises without the company of a fellow student or Boston Ballet staff member, they must be signed out with an approved adult over the age of 21. Approved adults must be specified by parents on the Daytime Release form included in the supplemental registration packet. No other permission is required from parents to authorize a daytime absence. If parents wish to change the approved adults listed, they must submit an updated Daytime Release form. For safety reasons, all individuals signing students out, including parents, will be asked to present a valid ID to verify identity. Boston Ballet is not responsible in any way for students while they are released from our supervision.

APPROVED OVERNIGHT ABSENCES

Boston Ballet takes the supervision and safety of our students very seriously. All students planning to spend a night or weekend away from the residence hall must submit an Approved Overnight Absence form (found at www.bostonballet.org/sdp-accepted-students) at least 48 hours prior to departure. Please note that a separate form must be submitted for each absence. An Approved Overnight Absence form is required even in situations where the individual assuming responsibility for a released student is that student’s parent or legal guardian. These forms may be scanned and emailed to sdp@bostonballet.org.
The Approved Overnight Absence form must be submitted by a parent or legal guardian. An authorized individual, age 21 or older, must be specified on this form. **Under no circumstances will students be released without the company of an authorized adult to sign them out of the residence hall. It is not possible to sign a student out at the studio; all students must be signed out from the residence hall.** For safety reasons, all individuals signing students out, including parents, will be asked to present a valid ID to verify identity. Students cannot be signed out before the residence hall office opens. The office opens at 7:00am Monday through Saturday, and 8:00am on Sundays.

A member of the administrative staff will contact the parent or legal guardian who has signed the release to confirm information on the Approved Overnight Absence form.

Students who violate our absence policy will be subject to disciplinary action. Boston Ballet School and Boston University cannot be held responsible for students while they are in violation of this policy.

**SECURITY AT THE RESIDENCE HALL**

It is imperative that the residence rooms and halls be securely locked at all times. Each student is responsible for the security of their living environment. When entering the residence hall, do not let strangers in for any reason. Contact a residential staff member or Boston University security staff member immediately if you see a person in the halls that you do not recognize, who should not be there, or whose behavior looks suspicious.

Students should be aware that there may be people from other programs and their guests residing in the residence hall at the same time. Boston Ballet exercises no control over these groups and cannot be held responsible for their actions. There is a Boston University building manager in the building and the Boston Ballet residential staff can submit concerns regarding other residents if this becomes necessary.

Propping doors open is not permitted. Windows must remain closed and locked when rooms are unoccupied. Screens must not be raised or removed under any circumstances.
ROOM SEARCHES

*Boston Ballet and Boston University Staff reserve the right to enter occupied rooms without notice if they deem that such action is necessary for the protection, safety, health, or comfort of residents.*

FIRE SAFETY

Boston University equips its residence hall with fire extinguishers, smoke detectors, and fire alarms. Each residence hall has designated fire exits. Students should become familiar with their locations. In case of a fire, when the alarm sounds, evacuate the building as quickly as possible via the nearest fire exit.

Fire Safety Guidelines:
- Bicycles are not permitted inside the residence hall under any circumstances. Bicycles in violation of this code will be removed and confiscated.
- The fire code dictates that all entrances, corridors, and stairs be clear of obstacles.
- Tampering with fire alarms or fire extinguishers is strictly prohibited.
- Students are not allowed on the roofs or fire escapes unless there is an actual emergency.

Any individual who, without reasonable cause, activates a fire alarm system, thereby producing a false alarm, or who damages any fire safety equipment or who discharges or tampers with equipment without fire present shall be expelled from Boston University property, and will be subject to criminal prosecution.

EMERGENCY PROCEDURES

In case of an emergency of any nature, notify a residential staff member, Boston University staff, or the 24-hour security guard on duty. All emergency phone numbers will be provided on the reverse side of the Boston Ballet ID Card.
ARRIVAL AND DEPARTURE PROCEDURES

ARRIVAL DAY AT THE RESIDENCE HALL

Residential male scholarship students who are required to arrive early should check in at the Boston University 575 Commonwealth Ave residence hall between 10:00am and 4:00pm on Friday, June 23, and must be present to assist with arrivals on Saturday, June 24. There is a mandatory meeting for these students at 4:00pm on June 23. Students who are required to arrive early have been notified in their results email.

Residential students will check in on Saturday, June 24, from 10:00am to 6:00pm at the Boston University’s 575 Commonwealth Ave residence hall. Boston Ballet cannot accommodate students arriving before 10:00am on Saturday, June 24. Boston Ballet provides a shuttle service on June 24 from 10:00am to 6:00pm. More details are provided in the “Travel Information” section of this handbook. Students arriving after 6:00pm should check in with security at the residence hall, and security will contact a residential counselor. Food service begins with dinner on Saturday, June 24. There will be a mandatory meeting for residential students only at 8:00pm on June 24. When students check in, they are given roommate assignments, a room key, a Boston Ballet student ID, and a Boston University Resident ID.

Boston Ballet Studios will be open from 12:00pm to 2:30pm on June 24 for tours. Official building tours will take place on this day only. Parents are invited to attend. Parents are also invited to attend an optional meeting with the Resident Director and program manager at 3:00 pm on Saturday, June 24 in the residence hall. This meeting will end in time for parents to make the final shuttle back to the airport.

KEYS

Each student will be issued a room key at check-in and will be responsible for that key. All students will be charged a $100 fee for each lost or non-returned key. Lost keys should be reported to Boston Ballet staff immediately. All keys must be returned to a Boston University employee at the front desk of 575 Commonwealth Ave upon departure. Keys may not be duplicated, and duplicate keys may not be returned in lieu of the originals. Keys cannot be returned by the student after he or she has formally checked out of the program.
STUDENT IDENTIFICATION

Students will receive both a Boston Ballet ID card as well as a Boston University ID card. Students should keep both of these on them at all times. No student will be permitted into the residence hall without the Boston University ID; students need their Boston University ID to participate in the meal plan. Both IDs are required to check out of the residence hall for a weekend. Students will be charged $25 per card (Boston Ballet and Boston University) if lost. The Boston University ID card must be returned to a Boston University employee at the front desk of 575 Commonwealth Ave upon departure. This card cannot be returned by the student after he or she has formally checked out of the program.

RESIDENTIAL STUDENT DEPARTURE PROCEDURES

Boston Ballet’s shuttle service to Logan Airport will begin running from the residence hall at 6:00am on Saturday, July 29. The last shuttle will leave for Logan Airport at 12:00pm. More details regarding the shuttle can be found in the next section. All students must move out of the residence hall by 12:00pm on Saturday, July 29. Neither Boston Ballet nor Boston University is responsible for any items left behind.

TRAVEL INFORMATION

DIRECTIONS TO THE BOSTON UNIVERSITY RESIDENCE HALL

**By Train:** All of Boston’s train stations connect to the local subway system (MBTA). Boston University is conveniently located at the Kenmore Square stop on the “B, C, or D” Green Line trains. For all public transportation maps, visit the Mass Bay Transit Authority web page at www.mbta.com.

**By Bus:** Arrive at South Station bus terminal. South Station is connected to the local subway system. Boston University is conveniently located at the Kenmore Square stop on the “B, C, or D” Green Line trains. For all public transportation maps, visit the Mass Bay Transit Authority web page at www.mbta.com.

**By Air:** Fly into Boston’s Logan Airport. For a map of Logan Airport and a listing of airlines and the terminals to which they fly, please visit www.massport.com.
Boston Ballet provides a shuttle service for residential students and parents arriving at Logan Airport on Saturday, June 24. In order to utilize the shuttle, students and their family must pre-register via the information contained in the supplemental registration packet. No student or family member will be permitted on the shuttle without pre-registration. The shuttle will run continuously from 10:00am to 6:00pm and will transport families to the residence hall at Boston University. **To meet the shuttle, students and parents should go to the information desk in the baggage claim area in Terminal C.**

If you are arriving at Terminal A, B, D or E, airport staff can assist in directing you to Terminal C. SDP staff members wearing Boston Ballet T-shirts will meet students at the information desk in the baggage claim level of Terminal C to assist with boarding the shuttle to the residence hall.

Family members may take the shuttle back to the airport after settling their students in at the residence hall on Saturday, June 24. The last return trip to the airport will leave Boston University at approximately 5:00pm. All students should fill out the arrival and departure information requested on the Travel Information form in the supplement registration packet, as this will allow us to greet and assist you at the airport. Please notify SDP if your airline requires that your child is met in the terminal.

If you arrive at the airport outside of the June 24, 10:00am to 6:00pm time period, you will need to take a taxi or public transportation to Boston Ballet or the Boston University residence hall. A taxi from the airport to 575 Commonwealth Ave will cost approximately $40.

**Driving From the West (Mass Turnpike – Interstate 90):**

Take the Massachusetts Turnpike (I-90) east to exit 18, Brighton/Cambridge. Keep right at the fork and merge onto Cambridge Street. Turn right onto the ramp to Soldiers Field Road. Continue onto Storrow Drive and take ramp to Kenmore Square. Merge onto Charlesgate West. Take the first right at Beacon Street. Take a slight right at Commonwealth Avenue, 575 Commonwealth Ave will be on your right.

**Driving From the South (Route 95 North to Route 93 North):**

Take I-93 for 17.8 miles. Take the exit toward Storrow Drive. Keep right at the fork to continue toward MA-3N and merge onto MA-3N. Take a slight right at Embankment Road/Storrow Drive and follow
signs for Storrow Drive West. Take the ramp on the left to Kenmore Square. Merge onto Charlesgate West. Take the first right at Beacon Street. Take a slight right at Commonwealth Avenue, 575 Commonwealth Ave will be on your right.

**Driving From the North (Route 93 South and/or Route 95 South):**

Take I-93 or Route 1 South to Boston. Exit onto Storrow Drive. Continue on Storrow Drive to the Kenmore Square exit. Merge onto Charlesgate West. Take the first right at Beacon Street. Take a slight right at Commonwealth Avenue, 575 Commonwealth Ave will be on your right.

**By Public Transportation:**

Boston University is conveniently located at the Kenmore Square stop on the “B, C, or D” Green Line trains.

**Daily Commute from Boston Ballet Studios to Boston University 575 Commonwealth Ave via MBTA (Subway – called the “T” in Boston):**

Residential Students will receive a pre-paid “Charlie Card” pass to ride the T for no additional charge. As you leave the studio building turn right and take the first left onto Warren Avenue. Walk one block and turn right onto Dartmouth Street. Walk to the Copley Square T entrance. Take the GREEN LINE “B, C or D” train outbound to Kenmore Square (2 stops). Walk down Commonwealth Ave towards BU, 575 Commonwealth Ave will be on your right.

**NEARBY HOTELS AND ACCOMMODATIONS**

Following are several hotels and other accommodations convenient to Boston Ballet Studios and to Boston University. Relative hotel rates are indicated with dollar signs. Please make reservations early.
### Local Area Hotels

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Phone</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ritz-Carlton Hotel</td>
<td>(617) 574-7100</td>
<td>$$$$</td>
</tr>
<tr>
<td>Four Seasons Hotel, Boston</td>
<td>(617) 338-4400</td>
<td>$$$$</td>
</tr>
<tr>
<td>Mandarin Hotel</td>
<td>(617) 535-8888</td>
<td>$$$$</td>
</tr>
<tr>
<td>The Fairmont-Copley Plaza Hotel</td>
<td>(866) 540-4417</td>
<td>$$</td>
</tr>
<tr>
<td>Double Tree Hotel Boston Downtown</td>
<td>(617) 956-7900</td>
<td>$$</td>
</tr>
<tr>
<td>Hyatt Regency Boston</td>
<td>(617) 912-1234</td>
<td>$$</td>
</tr>
<tr>
<td>Park Plaza Hotel</td>
<td>(617) 426-2000</td>
<td>$$</td>
</tr>
<tr>
<td>TAJ Boston Hotel</td>
<td>(617) 536-5700</td>
<td>$$</td>
</tr>
<tr>
<td>Revere Hotel</td>
<td>(617) 482-1800</td>
<td>$$</td>
</tr>
<tr>
<td>Colonnade Hotel, Boston</td>
<td>(617) 424-7000</td>
<td>$$</td>
</tr>
<tr>
<td>Copley Square Hotel, Boston</td>
<td>(617) 536-9000</td>
<td>$$</td>
</tr>
<tr>
<td>Marriott Hotel, Copley Place</td>
<td>(617) 236-5800</td>
<td>$$</td>
</tr>
<tr>
<td>Courtyard Boston Copley Square</td>
<td>(617) 437-9300</td>
<td>$$</td>
</tr>
<tr>
<td>Sheraton Hotel, Boston</td>
<td>(617) 236-2000</td>
<td>$$</td>
</tr>
<tr>
<td>Westin Hotel, Copley Place</td>
<td>(617) 262-9600</td>
<td>$$</td>
</tr>
<tr>
<td>Hilton Hotel, Back Bay</td>
<td>(617) 236-1100</td>
<td>$$</td>
</tr>
<tr>
<td>Courtyard-Boston Tremont Hotel</td>
<td>(617) 426-1400</td>
<td>$$</td>
</tr>
<tr>
<td>Hotel 140, Back Bay</td>
<td>(617) 585-5600</td>
<td>$$</td>
</tr>
</tbody>
</table>

### DIRECTIONS TO BOSTON BALLET STUDIOS

**From Boston University by automobile:**

As you leave 575 Commonwealth Ave, turn right. Take the first right onto Silber Way, then a left onto Bay State Road. Take the first left onto Granby Street, and the next left onto Commonwealth Avenue. Continue on Commonwealth Avenue until you reach Clarendon Street. Turn right on Clarendon Street and proceed until you reach Boston Ballet at 19 Clarendon Street, on the left.

**From the West (Mass Turnpike - Interstate 90):**

Take the Exit 22 (to Copley Square) and bear right toward Stuart Street. You will come to a set of lights at Dartmouth Street. Go to the next set of lights at Clarendon Street and turn right. Go several blocks. The studio is on the left at 19 Clarendon Street.

**From the South (Route 95 North to Route 93 north):**

Take the Massachusetts Avenue/Roxbury Exit, Exit 18. Stay straight onto New Frontage Road Northbound. Turn left onto West. 4th
Street. Continue onto East Berkeley Street. Turn left at Chandler Street. Take the first left onto Clarendon Street. The studio is on the left at 19 Clarendon Street.

From the North (Route 93 and / or 95 South):

Take Storrow Drive exit. From Storrow Drive turn left at Beacon Street. Take the first right onto Arlington Street. Turn right at Columbus Avenue. Turn left at Clarendon Street. The studio is on the left at 19 Clarendon Street.

Daily Commute from Boston University 575 Commonwealth Ave to Boston Ballet Studios via MBTA (Subway – called the “T” in Boston):

Residential Students will receive a pre-paid “Charlie Card” pass to ride the T for no additional charge. As you leave 575 Commonwealth Ave, turn to the left. Just past the intersection at Beacon St, turn left and walk to the entrance of the Green line of the MBTA. This is the Kenmore Square stop. Take any train inbound to Copley Square (2 stops). After exiting, take a right onto Boylston Street then a right onto Dartmouth Street. When you exit the “T” the Boston Public Library will be behind you, and as you turn onto Dartmouth the Library will be on your right. Continue on Dartmouth to Warren Avenue (approximately 5 blocks), turn left onto Warren Avenue. Walk one block to Clarendon Street. Boston Ballet is on the corner of Warren Avenue and Clarendon Street.
FREQUENTLY ASKED QUESTIONS

How far is the residence hall from the studio? How do students get there? Students take the subway two stops between residence hall and studios. A pass to ride the subway will be given to the residential students when they move in to the residence hall. (p. 34)

How are students placed in levels? All students take a placement class on Sunday, June 25. (p. 7)

Can I request a roommate? See Roommate Request form included in the supplemental registration packet.

How much spending money should students bring? Generally, a student should not need more spending money than if they were at home for the summer.

Can I take my student out in the evenings and on weekends? Yes, students can be signed out of Boston University. (p. 26-27)

Is there a performance at the end of the program? There is no performance. Friends and family are invited to observe classes and workshop presentations on Friday, July 28. (p. 12)

What if my student has food allergies? The dining hall is a nut free facility; gluten-free options are available. Please contact SDP if your student has food allergies. (p.22)

What should my student bring to the program? Items students should bring, and prohibited items, can be found on pages 19 and 20.

Can I mail packages for my student before he or she arrives in Boston? Please do not mail anything to your student prior to Monday, June 26.

Where do I mail things to my student? Mail should be sent to Boston Ballet Studios. (p. 5)

How do I contact staff or reach my student? SDP Administrative staff: 617-465-6269, Monday - Friday, 9am-5pm. Residential Staff office phone will be available on arrival day, June 24.

What do students do on weekends? Activities and excursions are organized by SDP staff. (p. 12) The Weekend Activities Registration form must be received by May 12 in order to attend.