



North Ballet
A C A D E M Y

**2016-2017 Student
Information and Policies**



North Ballet Academy: Student Information and Policies

By registering for and attending classes at North Ballet, you and your student consent to abide by the policies and procedures at North Ballet Academy. By registering for and attending classes at North Ballet Academy, you agree to stay informed of current Academy happenings, policies, procedures, and standards by reading information posted in the lobby, on the website, sent via email, among other modes of communication. In addition, by registering for and attending classes at North Ballet Academy, you and your student recognize and understand that all final decisions for level placement, pointe participation, and/or roles for performances are made by the Director.

Tuition

The first tuition payment is due upon registration, unless otherwise noted. Students who make a payment in August will make their first tuition payment for the new Program Year on September 1 so there are not double payments in August. Tuition is calculated based on the entire number of class weeks in the entire Program Year, which provides families with predictable, consistent monthly tuition rates. Thus, the monthly tuition is the same price each month—monthly tuition is *not* reflective of the number of classes in a particular month. Tuition is pro-rated based on the date of enrollment and the class start date.

Payment for monthly tuition is due on the first of the month. Tuition statements will be emailed prior to the due date. Late payments are not acceptable. Tuition is not refundable or transferable.

Students enrolled in the Complete Classical Ballet Program (Level 1 and up) are enrolling in a twelve month program. Tuition for the Complete Classical Ballet Program is paid September through August, and is inclusive of the Incentive Program, Choreography Workshop, and all eligible Summer Programs. Master Classes or special workshops are not included in the Complete Classical Ballet Program tuition. If enrolling in the Complete Classical Ballet Program after the start of the school year, an additional fee will be assessed to reflect the cost of summer intensive which is paid as a part of the monthly tuition.

Students eligible for the Complete Classical Ballet Program, but who desire to not attend during the summer months must enroll in the Flex Program and make ten monthly payments for class. Students enrolled in the Flex Program are not eligible for the Incentive Program or Teacher Training Program.

Fees and Discounts

Annual Registration Fee - \$40 per family

Due upon registration for all North Ballet Academy Programs. This fee renews each year on September 1st.

Military Discount– 10% discount available to all current and honorably discharged members of the armed forces and their dependents. Must show documents supporting claim.

Multi-Student Discount- 10% discount for 2nd, 3rd, 4th, etc. students.. Discounts do not apply to students receiving Financial Aid, and cannot be used in combination with Male Scholarships. Discounts do not apply to Master Classes or Session Classes. Other classes ineligible to receive multi-student discounts as noted on class schedule page. For families with three or more dancers there is a family cap of \$825.00 per month.

Early Payment Discount– A 5% discount is available for those who pay the entire term up front. For Complete Classical Ballet Program students that is 5% off the 12 months of payments, for the Young Dancer and Recreational Division that is 5% off of the 10 months of payments. A 2.5% discount is available for those who pay half of the term up front. For Complete Classical Ballet Program students that is 2.5% off the 6 months of payments, for the Young Dancer and Recreational Division that is 2.5% off of the 5 months of payments. If for any reason a student withdraws, not including medical, the refund will be pro-rated and calculated without a discount and per the withdrawal policy. Full payment must be made by September 15th, half payments are due by September 15th and January 15th. Payments are accepted via check, cash, or money order. Costumes are not eligible for early payment and are due according to the schedule below. This can be used in conjunction with Military discount, Multi-Student discount and Family Cap.

Returned Check Fee - \$25

Late Payment Fee - \$25 for each week that payment is late. Students with unpaid accounts will be asked to observe class until payment is made in full. Late payments are not acceptable.

Late Child Pick-up Fee (applicable for non-business hours as posted at the Front Desk)

\$15 for 10-15 minutes late, \$30 for 15-30 minutes late, \$45 for 30-45 minutes late, \$60 for 45-60 minutes late

This fee is paid directly to the instructor/staff member who is waiting with the student.

North Ballet collects these fees from parents upon the request of the staff or faculty that waited with the student(s).

Costume Fees - All costume fees must be paid in full in order to participate in the performance.

- Petite Ballet: \$25
- Creative Movement: \$50 per class
- Dance Foundations: \$50 per class
- Pre-Ballet 1: \$55 per class
- Pre-Ballet 2: \$60
- Level 1-Level 8: \$65
- Modern: \$65
- Pas de Deux: \$75
- Character: \$65 or \$30 rental fee, dependent upon choreography/performance plans
- Sept-June Repertoire: \$50 Rental & Cleaning Fee
- Special Classes: as posted
- Summer Repertoire: \$50
- Summer Modern: \$55
- Summer Level 1-8: \$50

Communication

It is essential that parents and students remain informed about Academy happenings, as well as tuition, enrollment, and schedule information.

Email:

It is expected that all parents and adult students provide a current email address and check the email account on a regular basis. Monthly tuition statements & receipts are sent via email as well as other pertinent information.

Student Mailbox:

It is also expected that students and/or parents check their Student Mailbox at least twice per month in order to stay current on Academy happenings that relate to specific classes and students. Student Mailboxes are located in the lobby of the Academy. Please watch for notifications as to when you may have "mail" to pick up, or other important notices.

Online Account Access:

We want to help make things easy for you! For parent and student convenience, we provide you with access to your entire Student/Family Account via online sign-in process. To view your entire transaction history and detail, check enrollment status, enroll for classes, update payment information, update contact information and more, simply visit www.NorthBallet.com and click on the "Login to My Account" button on the bottom right of the main webpage. We encourage you to "Log-In" to view your account *before* contacting the Front Desk with questions pertaining to transaction details; very often your answer is easily found here.

Parent-Student-Teacher Conferences:

Instructors and Directors are always interested and available to talk with parents and students at any point about goals, training, and more. Whether you are a recreational student or an aspiring professional, our door is always open! To respect the start of class time, please stop by the Front Desk to schedule an on-site appointment with Instructors and Directors to discuss detailed topics.

Injuries, Illness, Allergies, Class Cancellations, Class Absence and Withdrawal

Injuries, Illness and Allergies

It is expected that parents communicate at the time of registration any allergy or medical concerns that are pertinent to the Faculty & Staff of North Ballet Academy to know in order to continue providing a safe and enriching environment for all students. Allergy and medical concerns **MUST** be documented within the Student's Account immediately. Please note: Students may come in contact with allergens while at North Ballet. Please take the necessary precautions to avoid emergency. If students require special medication in the event of an emergency, the Front Desk must be properly informed and educated on what to do in this type of situation. If any medication is required to be onsite, a parent must drop it off at the Front Desk with written medical consent for use in the event of an emergency.

Students are eligible to make up any missed classes due to injury, illness or absence. Make-ups must be completed within 30 days of the absence at or below the same level. No refund or credit is given for missed classes. At the discretion of the Director, a credit toward the next tuition payment will only be issued in the case of extreme illness or injury which prevents the student from returning to class for an extended period of time. We respectfully expect that *parents*, not students, keep the Director informed, in writing and/or parent-Director conference, of any health conditions that may affect attendance and/or dance participation at the onset of the injury. In order for a consideration of tuition credit to occur, a medical letter, signed by the treating medical professional, must be submitted to the Director within two weeks of the onset of the injury. The letter must state the dates of injury onset, general plan for treatment, and how the injury will affect class participation. It is essential that the Instructor and Directors of North Ballet Academy be informed of injuries in order to continue to work with parents and students in providing safe ballet instruction to students who are experiencing an injury. It is the responsibility of the parent(s) to provide written documentation of any injury affecting class participation, this written document must be signed by parent(s) and Director. No exceptions are made to this policy.

Weather Cancellations, Schedule Changes, Policy Updates and Class Cancellations

In the event of weather cancellations, students may attend a make-up class within 30 days of the date of weather cancellation. In the event of a weather related closure, please stay tuned to the Academy website as well as your email "Inbox." Students may attend a make up class at or below the student's current level of study in the event of cancellation. Mandatory Rehearsals will be rescheduled in the event of a weather related cancellation. All classes, instructors and schedules are subject to change. Participants will be notified of any schedule changes affecting their enrollment. Classes may be cancelled due to low enrollment. Academy policies may be modified or created during the course of the year; changes and additions will be notated in the lobby on the posted Student Handbook. **Academy classes are not held on the weekend of the NBYC Nutcracker Ballet, and may have adapted schedules in relationship with Nutcracker.**

Class Withdrawal

Should a student decide to withdraw from classes, the front desk must be notified, in writing, a minimum of 30 days prior to the first of the following month. **Tuition will be billed as scheduled during the 30 day withdrawal period.** All outstanding balances are due at the time of withdrawal. No exceptions are made to this policy. During the 30 day withdrawal period, we invite and encourage students to attend any and all classes that they are eligible to participate in for no additional tuition.

Volunteer Requirements

As is common with many youth organizations, all registered families are required to help with their student's class throughout the year. *Students whose parents have unscheduled or unfulfilled Volunteer Positions will not be able to participate in the Spring Performance.* Volunteer Points for North Ballet Academy are separate from Volunteer Point requirements for the North Ballet Youth Company (aka: Nutcracker).

You may sign up for Volunteer Positions at the front desk. We recommend that you sign up for your Volunteer Positions as soon as possible in order to have the best flexibility and choice for your preference. Volunteer Positions are filled on a first-come-first serve basis.

Each student needs to have a parent help with one Pre-Performance volunteer position (Photo Day, Award Ceremony, Open House, etc..) and one Performance volunteer position (Chaperone, Backstage Helper, Dressing Room Set-Up/Tear-Down, Security Table, etc.). If you help with volunteer positions that are not related to a performance, you will earn 5 to 10 Incentive Points for your student for each volunteer position fulfilled such as helping at Water Stops, Open Houses, Movie Events, etc.

North Ballet Academy reserves the right to randomly assign unfulfilled volunteer positions (through a drawing of parent names who have not yet volunteered). If you volunteer above and beyond what is required, you will earn INCENTIVE POINTS for your student. Students receive awards for Incentive Points at the annual Award Ceremony.

There are some Volunteer Positions that fulfill all volunteer requirements for the year. These include: costume seamstress, costume organization, and stage decorations. If you are interested in volunteering in this way, please contact Jeff at jeff@northballet.com.

Classroom and Studio Etiquette

Attendance and Punctuality

Regular, punctual attendance is important to a student's progress. Being on time for class is essential. If a student is late, they are expected to wait outside until the current exercise is finished, then quietly enter the room and wait by the door to be acknowledged by the instructor. All late comers must bow or curtsy before being allowed to join the class. If a student misses the first exercises at the barre (or the first 10 minutes of class for Pre-Ballet and Creative Movement,) s/he will be asked to observe the remainder of class, as it will not be possible for them to be properly warmed up to join the other students. Students are expected to attend all classes, for the full duration of the class. Students may not leave in the middle of class or during "transition" times (ie. between technique and pointe.) It is not acceptable for students to leave class for repeated bathroom or water breaks. It is expected that parents and students plan ahead by taking the necessary bathroom and water breaks ahead of the start of class. If bathroom and/or water breaks become a common occurrence, parents will be asked to stay on-site during the class in order to assist their student, and address the issue.

If a student must leave class early for special circumstances, the parent must communicate to the Front Desk and/or instructor ahead of time— either in writing or with verbal consent. This request must be approved by the Front Desk BEFORE CLASS BEGINS. Students who miss class are eligible to attend a make-up class, which should be scheduled with the Front Desk and take place at the student's current level or in the level immediately below. For the Incentive Program, students can regain half the point value of each missed class if a make-up class is attended. Students need to attend 95% of their scheduled classes in order to earn the Attendance Award through the Incentive Program.

Student Etiquette

Students are expected to give their undivided attention to the instructor at all times and to put forth their maximum effort during each and every class. Therefore, students may not talk during class unless encouraged by the instructor. (Creative Movement students are encouraged to keep talking to a minimum, and only speak at appropriate times during class.) Students should raise their hand if they have questions. As mentioned above, it is expected that students arrive early enough to fully prepare themselves for class— this includes getting dressed, doing hair, using the restroom, stretching, putting on ballet shoes, etc. All restroom needs are strongly encouraged to be taken care of before and after class. If restroom use becomes a regular need during class time, a parent-teacher conference will be scheduled to discuss the issue. All students are expected to enter and exit the studio appropriately, and perform reverence as instructed by the teacher to begin and end all ballet classes. Students are expected to follow a dress code. Young students must be toilet trained before enrolling in classes other than Dance with Me.

Parent Etiquette

Parents are not allowed in the studios during North Ballet Academy classes. Parents are, of course, welcome to attend class during Parent Observation Week, Exam Week and/or any portion of class as designated by the class instructor.

Food and Water

No food or water will be permitted in the studios. Students are expected to bring a full water bottle, which should be left with their belongings. Eating is permitted in designated areas only, and may not be left on counters, tables, etc. The Academy is the home to all of our students, therefore it is EXPECTED that parents and students clean up after themselves.

Evaluation and Placement

Students will receive a mid-year evaluation before Winter Break, an early Spring Evaluation, and an end of the year evaluation in Spring. Level Placement recommendations are made at the discretion of the Director, with input from instructors. New students should attend a placement class, at which time the instructor will make a placement recommendation.

Video, Audio and Photo Recording

No video, audio, photo or any other recordings are allowed in the studios without prior written permission from the Director. This is to respect the privacy of all students, and the integrity of the syllabus at North Ballet Academy.

Class Uniform/Dress Code

All students at North Ballet must comply with the Dress Code in order to participate in class. No jewelry may be worn in class. **No visible underwear, sports bras or visible bra straps of any kind are permitted.** No skirts, leg warmers, sweaters, or other clothing may be worn in class except in cases of injury, uniform requirement, or with instructor approval. No nail polish or jewelry (outside of costume requirements) may be worn for performances, photo day or rehearsals; polish will be removed if worn.

Dance with Me, Petite Ballet, and Adult Classes: Wear comfortable fitness clothes with socks, bare feet, or ballet slippers (recommended).

Ladies

All females wear pink tights which cover the foot & pink ballet slippers, with drawstrings tucked in. *For Level 1 and up, ballet slippers must be canvas and have sewn on Grishko Ribbons #GRIEURW. We recommend #SD11C or #SD11 So Danca Brand or the Grishko performance line shoes for best ribbon color match.* For all female students, hair must be worn in a neat ballet bun. Hair accessories are not permitted for Levels 1 and up.

Creative Movement: Pink Leotard, Bloch style #CL5402

(May wear long sleeves of same color during winter months, Bloch style #CL5409)

Dance Foundations: Lavender Leotard, Bloch style #CL5402

(May wear long sleeves of same color during winter months, Bloch style #CL5409)

Pre-Ballet 1: Light Pink Leotard, Bloch style #CL5405

Pre-Ballet 2: White Leotard, Bloch style #CL5405

Level 1: Light Blue Leotard, WM185C Leotard "Mabel"

Level 2: Fuchsia Leotard, WM185C Leotard "Mabel" FUC

Level 3: Lilac Leotard, WM185 Leotard "Mabel" LIL

Level 4: Navy Leotard, WM185 Leotard "Mabel" NVY

Level 6-8: Black Leotard, WM185 Leotard "Mabel" BLK

Modern: Solid color leotard per student's level uniform requirements, black form fitting capri pants or black tights over leotard, and foot protection

Pilates and Strengthening/Flexibility Classes: Solid color leotard per student's level uniform requirements, black form fitting capri pants, Pilates mat, Theraband, ball (tennis or as specified by instructor per level) and appropriate materials as required by the instructor

Character Dance: Class uniform leotard, Skirt #S12 Black, black character shoes

Gentlemen

All males wear black ballet shoes. Hair should be worn away from the face. Males in Level 1 and up must wear an appropriate dancers belt and undergarments, as well as thick black elastic belt over the waist.

Creative Movement: White T-Shirt, Black Shorts, White Socks

Pre-Ballet 1 & 2: White T-Shirt, Black Form Fitting Shorts, White Socks

Levels 1-5 and Professional Division: White Shirt (recommend Under Armor or Athletic Shirt, must be tucked into black elastic belt), Black Tights preferred but not required until Level 2, Dance Belt & undergarments as listed above.

Modern Dance: Any Solid Color Shirt, Black Pants or Black Bike Shorts, Dance Belt as is appropriate to student's level uniform requirements, and foot protection

Pilates and Strengthening/Flexibility Classes: Any Solid Color Shirt, Black Pants or Black Bike Shorts, Dance Belt as is appropriate to student's level uniform requirements, Pilates mat, theraband, ball (tennis or as specified by instructor per level) and appropriate materials as requested by the instructor

Character Dance: Class Uniform, black jazz shoes

Annual Performances

Each year, sister organizations, North Ballet Academy and North Ballet Youth Company (not-for-profit), provide students with performing opportunities.

All North Ballet Academy students who are enrolled in a full class program participate in the annual Spring Performance. Students enrolled in the Flex Program are eligible to perform in the Spring Performance based on the specific class eligibility requirements. Costume fees are billed in full in January. Please see the “Fees” section of this handbook for costume fee details. A reminder, costumes are ordered in January, and thus costume fees are non-refundable and due in full in order for performance participation. Spring Performance costumes are kept onsite at the Academy until the performance, and are given to students at the conclusion of the performance to keep. Rehearsals take place during class time, except for Mandatory Dress Rehearsals, which take place at the theater. Dress Rehearsal date(s) are included in the Annual Academy Calendar, and specific times are posted in late winter to early spring for your scheduling convenience. Dress Rehearsals are mandatory in order to perform on stage.

Any students who choose to “opt out” of any performance, that is included in the regular enrollment, must provide written notification to the Front Desk in order to avoid costume fees. This written notification must be provided to the Front Desk prior to **January 15** (for Spring Performance) and prior to **July 1** (for Summer Performance).

The purpose of all performances hosted by North Ballet Academy and North Ballet Youth Company is to provide students with an opportunity to experience classical ballet as performed on stage with an audience, and also to bring classical ballet experiences to our community.

The performance dates are subject to change based on stage availability and North Ballet Academy scheduling. Families and students will be notified as early as is possible of any date and/or time changes.

All efforts are made to keep costume costs as low as possible. The focus of North Ballet Academy performances is to provide students with the opportunity to dance in a professional quality production. Families and students will be notified of costume requirements and costs in advance. For further questions about performance and/or costume policy, please contact the Front Desk at Information@NorthBallet.com.

Incentive Program

At North Ballet Academy, we are not *just* about educating the student on the movement of ballet. We are dedicated to educating the student in all aspects of the beautiful art of ballet. This develops a well rounded and talented dancer, and develops character and other traits that stretch across many aspects of each student’s life, both now and into the future. Education at North Ballet Academy includes elements of technique, language, history, and more! To supplement ballet education, North Ballet encourages students to take advantage of Incentive Points Program opportunities to gain a deeper understanding of, and appreciation for, the art of classical ballet. Students earn Incentive Points throughout the year for attending Ballet Workshops, Observation Week, Exam Classes, wearing their uniform consistently, attendance, volunteering to help out, participating in the annual Food Drive, and more! Awards are given at the Annual Awards Ceremony in the Spring. Please review the entire Incentive Points Program for details on how and when students and parents can earn points. Look around the lobby, too, for updates on student progress as they earn points throughout the year. Students who are enrolled in a full program are eligible to participate in the Incentive Program. Level 1 and up who withdraw for the summer are ineligible for special awards through the Incentive Point Program.

Class Photo Day and Award Ceremony

Each year it is the tradition of North Ballet Academy to have class photos taken. **Students are required to attend the Class Photo Day; students are not required to order any photos.** Please contact the Front Desk with questions or concerns. Class Photo Day is a great opportunity for parent volunteering/involvement.

It is also the tradition of North Ballet Academy to celebrate student achievements and hard work. This is done casually throughout the year, but more formally at the Annual Award Ceremony and Choreography Presentation. While not all students will earn an award *every year*, fully enrolled students will earn awards throughout their studies at North Ballet Academy if they show hard work, dedication, and growth through the years. If a student is not receiving an award, they and their families are still encouraged and invited to attend the Award Ceremony. Students receiving awards will be notified ahead of time, indicating that they will receive an Award at the Award Ceremony. Award Recipient Lists will also be posted in the lobby at the Academy. It is great for us to come together as a community to celebrate the achievements of all students— whether earning an Award Pin, or not. We all work hard, and we all deserve to celebrate one another’s achievements together. A dessert and appetizer reception follows the Award Ceremony each year. This is also a great opportunity for parent volunteering/involvement, and a fun way to show the students that you support their ballet studies! Award Pins are placed on student dance bags, similar to how awards are placed on a high school Letter Jacket.

Please review the Annual Academy Calendar for specific dates for these two events.