

Academy of Classical Ballet, LLC
School Handbook 2014/2015

Mission Statement - The Academy of Classical Ballet, LLC (ACB) exists to instruct children and young adults in the performing art of dance with classical ballet as the core. This is accomplished by classroom instruction and public performances of both original and well known works of art.

Principles

- Classes will start and end on time.
- Placement in levels will be the decision of the Artistic Director and based upon a dancer's ability to be successful in the next class level.
- Communication of class schedules will be documented and shared.

How to Register: Submit the registration forms with required fees and 1st months tuition payment to:
Academy of Classical Ballet, LLC
21501 N. 78th Ave. Suite 100
Peoria, AZ 85382

After taking a trial class, students will be asked to sit out until the registration is complete.

Free Trial Class - A single, free trial class may be taken. Prior to being admitted, however, a student (parent if under age 18) must complete the Trial Class & Guest Information Form. After the trial class, students will be asked to sit out and observe until registration is complete. Free Trials are not applicable to special classes, or the Summer Intensive Program.

Observing Class - Parents may wait in the parent viewing areas or in the lobby during class. Children who accompany you to wait for your child to finish dance class must be supervised and cannot be in the other rooms of the studio playing. Once a quarter, parent viewing night will be scheduled. This allows parents to enter the classroom and hear explanation and observe the class.

Level Placement - Students are initially placed in a class by the Artistic Directors based on their age, dancing experience and/or an audition. The levels do not necessarily match other dance schools in the area. After one month of observing the student, this placement may be adjusted. Prior to being placed on pointe, all new students are evaluated in beginning pointe class in flat shoes. The placement decision of children in a particular level is at the discretion of our Artistic Directors and is considered final.

Promotion - Children progress physically at different rates. It is not uncommon to have children of the same age in different levels. This is especially true for those who dance more frequently. It is not uncommon for a student to remain in a level for more than one year.

Behavior - It is an expectation that the children enrolled in ACB respect the instructors and the other students in the class. This is done not only to facilitate learning, but also to protect a student and other classmates from injury. If a student is considered disruptive by the teacher the child will be asked to sit out for up to 5 minutes. If a second disruption occurs during the same class, the student will be asked to sit out again for up to 5 minutes. If a third disruption occurs during the same class, the child will be asked to sit out for the remainder of the class and this will be considered one strike. Parents will be notified when a child receives a strike and the behavior of the child discussed.

Body Adjustment - At times it will be necessary for a teacher to touch a child to adjust their body position. If that is a problem for you, please discuss it with us immediately.

Classes Offered

Creative Dance —Ages (3 and 4) or (4 and 5) - Emphasis at this level is on rhythm and movement. This is a fun time for the children as they begin to learn the basics of stretching, posture, arm and feet positions. One class per week is required at this level. Pre-requisite: Children must be able to skip.

Pre-Primary I & II (5 and 6 year olds) - Children continue to learn the basics of stretching, posture, arm and feet positions. One class per week is required at this level.

Level 1 (6 and 7 year olds) – Children broaden their understanding of the basics of stretching, posture, arm and feet positions, and begin to learn the vocabulary of ballet.

Level 2 (6 - 8 year olds) - While posture and stretching continue at this level, these students broaden their the vocabulary of ballet and develop their physical strength as dancers.

Levels 3 through 6 (ages 8 and up) - These students continue to improve their ballet technique, strengthen their vocabulary and deepen their appreciation for ballet as a performing art. At Level 4, students begin to audition for summer intensives across the country. Students at Level 5 and 6 generally audition for and many are accepted to summer intensives across the country. In the past, these have included Ballet Austin, The Rock School, Boston Ballet, Central Florida Ballet, Royal Winnipeg Ballet School and American Ballet Theatre.

Home-school Ballet – (Not currently offered) - These classes give the student an opportunity to learn the art of ballet as part of a curriculum while learning basic ballet technique. Three different programs are offered based upon age, not dancing ability: Beginning is for children age 5 to 7, Intermediate is for ages 8 thru 10 and Advanced is for ages 8 and up. All Home school dancers are invited to progress by adding our regular technique level classes to their program where placement is done based upon skill

Master Class - Master classes will be taught by a guest teacher. The teachers selected are respected in their field and offer the students a way to expand their knowledge, understanding of different teaching styles and prepare for the stress of auditioning. Master classes are open to the levels announced. Payment for these classes is separate from tuition. As we plan to open these to students at other dance studios, space will be available on a first come, first serve basis. Master class prices are set at the time the class is announced.

Teen Ballet – (Not currently offered) – This class is for the novice dancer or the teenager who has been away from dance for a time and wants to begin again.

Adult Ballet – Depending on the level, no prior experience is required. Adults with experience may also take Level classes during the week.

Repertory and Variations -This provides an opportunity for children to learn Choreography. Students interested in taking these classes must also be enrolled in and regularly attend technique classes at ACB. Students invited to these classed depend upon a dancer's skill.

Pointe -Three different levels, all by instructor approval are offered. Girls in Intermediate Pointe, may take Beginning Pointe/Conditioning. Girls in Advanced Pointe may take Intermediate and Beginning Pointe/Conditioning.

Private Lessons - Private lessons are arranged through the studio and are available on a priority basis to students enrolled with ACB. Private lessons are not recommended for children under the age of 8 due to their attention spans. Additionally, private lessons are physically demanding and should be used to enhance a dancer's technique. They are coordinated through the school. A specific teacher may be requested.

Number of Students	Price per student per hour
1	\$75
2	\$50
3	\$35

Quick Start Classes

These classes are designed for dancers needing more individualized attention to rapidly improve their skills in order to close the gap between their skill level and other dancers their age. Enrollment is limited to 4 students, giving the class a “private” feel at a much lower cost. Quick Start classes are charged out at twice the normal rate. Dancers who enroll in Quick Start classes must stay a minimum of 2 months, followed by an evaluation of the instructor in consultation with the parent and dance school management.

Attendance

Regular attendance at class is necessary in order to maintain progress.

Students are required to arrive at least 5-10 minutes prior to the start of class. They must be properly dressed for the lesson they are taking. Please see the “Dress Code” and “Uniform” sections of this document.

If a student is late or not properly dressed, they may be asked to sit out and observe class.

Make-Up Policy

Students are not required to make up missed classes.

Students are enrolled in a specific class for the day and time listed on the schedule. Should your student wish to make up a **minimal** number of missed class, a Make Up Slip should be requested prior to the missed class. A nominal administrative fee of \$2.00 per class will be billed to your account at the time the class is made up. ACB reserves the right to decline to issue Make Up Slips to students who abuse this policy.

Absences due to an extended illness or injury (lasting 3 weeks or more) are handled on a case by case basis.

There are no make ups for Repertory, Contemporary, Character, or Boys classes.

To request and use a Make Up Slip the following steps must be followed:

1. Prior to missing the class, parents must inform the studio by phone 623-572-7222 or email acbbilling@cox.net of the upcoming missed class and request a Make Up Slip. Requests received after the fact will not be honored.

2. Pick up your Make Up Slip at the front desk 1-2 days after submitting your request.
3. Students should give their Make Up Slips to the instructor at the beginning of class. The instructor will annotate the class roster, initial the Make Up Slip, and place it in the instructor's folder.

Students appearing on a class attendance roster for which they are not enrolled and do not provide a Make Up Slip at the time of the class, will be charged the Drop In Rate of \$15 per class hour.

Tuition and Fees - Tuition is an annual tuition broken down into 10 monthly payments. School closures and alternate schedules were factored in at the time tuition was established. Billing is on or about the 1st of the month via e-mail and payment must be received by the 10th of the month.

Tuition is not prorated during either the 1st, 5th, or 10th Billing Cycle. Students may incur additional charges if adding repertory classes after the August or January billing cycle.

Payments received after the 10th of the month will be assessed a \$10 late fee. If payments are in arrears more than two weeks, ACB reserves the right to withdraw a student from class until all payments have been made. Repeated delinquencies may require that a student be withdrawn from the school. If you are experiencing a hardship, please contact acbbilling@cox.net directly.

All returned checks are assessed a \$25 fee.

Academy of Classical Ballet, LLC also reserves the right to require payment be made by cash, certified check, money order or other method if previous payments have been returned with insufficient funds or credit.

Adding and Dropping Classes - If a student wishes to add or drop a class, a "Student Change Form" must be submitted to the front desk. Class adds are generally effective at the discretion of the parent/student. Class drops and student withdrawals are effective 30 days after submission of the Student Change Form. Students will not be credited for missed classes prior to end of the 30 day period following the submission of the Student Change Form. Students are expected to pay for classes through the end of the 30 day period following the submission of the Student Change Form. Class changes after Spring Break are highly discouraged due to preparations for the Spring Demonstration and will be accepted on a case by cases basis only. Class drops for performing classes are not accepted within the last 8 weeks of prior to a performance. Students may incur additional charges if adding repertory classes after the August or January billing cycle.

Withdrawing

Parents/Students must communicate in writing their intent to withdraw from the school. Withdrawals are effective 30 days from the date of notification. A \$10 processing fee will be deducted from any refund if applicable.

Minimum Enrollment - Minimum enrollment may vary by class but is typically 6-7 students.

Class Cancellation - Classes that do not meet minimum enrollment as determined by ACB may be cancelled, modified, or assessed a small class premium. Parents/students will be informed at least 2 weeks in advance and offered alternatives based upon class availability.

Small Class Premium - In lieu of class cancellation, ACB reserves the right to charge a small class premium of up to \$20/month as these small classes equate to semi private sessions. Premiums are not adjusted after the monthly statements have been sent out. Adjustments to the small class premiums as a result of additional enrollments will be effective in the next billing cycle. Small class premiums may be effective immediately upon written notification. Students who do not wish to pay the premium may withdraw from the class with 30 days notice.

Teen-Adult Program – (Not currently offered) - For added flexibility, teens and adults can purchase a class card. An 8 hour class card is \$110. The class card is valid for 2 months from day of purchase. Fees are not refundable and lost cards are not replaceable. The card can be used for Floor Barre Stretch and Teen or Adult Ballet classes. They can be used for level classes with the approval of the Artistic Director.

Performance Fees - ACB offers the opportunity for all children to perform for their friends and families in the winter and spring performances. Every child in the school makes a contribution toward purchasing and maintaining the costumes, as well as covering other costs related to the performance. This is the non-refundable Performance Fee. A student's Performance Fee may be reduced or covered through the student's sale of commercial program ads. 75% of the value of commercial ads (businesses owned by dancer's family are excluded) sold by the student will be credited towards their Performance Fees. Tights, leotards, skirts, camisoles, shoes and makeup are not considered part of costuming and are to be purchased separately.

Street clothes that are used as costumes, may be a required student purchase, however, these are kept to a minimum.

Performance Opt Out – Approved on a case by case basis. If approved, tuition credit is \$15/month for Creative Dance, \$35/month for Primary – Level 3 and \$60/month for Levels 4-6. Performance Fee discount is \$45 for Creative Dance, and 50% for Primary-Level 6 – this does not apply if the stage fee is already paid – there are no refunds.

Scholarships - At present, ACB is able to offer 50% tuition scholarships to boys who dance. ACB reserves the right to revoke scholarships either permanently or temporarily if a student's attendance falls below 50% without a doctor's note.

Registration - All students are required to register at the beginning of the year. The non-refundable registration fee is \$25 per student and covers student participation from August through the Spring Performance.

Sibling Discount - We are pleased to offer a 15% discount to those families who have more than one child enrolled. The discount will be 15% of the monthly tuition for the child with the lowest tuition. The rebates are not available to families who have boys enrolled as they are on scholarship and already reduce the family tuition.

Performances - All students (except adult) participate in both the winter and spring performances and may audition for other performances throughout the year. Our annual Spring Demonstration is a by class demonstration to show what children have learned throughout the year. As emphasis is placed on technique, you should expect to see technique based demonstration of skill and not dance performances unless the child is also enrolled in a Repertory class. Performance tights must be purchased through the school so that all dancer's legs are the same color on stage. They are not included in any of the fees collected. They must be new.

Dancing at other Schools/Programs – Occasionally, there are outside opportunities that contribute to a dancer's development and exposure, so unlike most studios, ACB does not prohibit students from taking classes at other schools or dancing in other programs. However, we reserve the right to do so when necessary to protect the reputation of our school and its faculty. ACB does not tolerate being associated with injuries that we did not contribute to, nor will we allow other studios to take credit for our dancers which they did not train. Therefore, parents should discuss their plans with an ACB Artistic Director prior to committing their dancers to other programs or performances. A student must immediately withdraw from other programs if, in the opinion of the ACB faculty, that participation results in a) The student is exposed to an increased risk of injury due to overuse, forced turnout, substandard flooring, etc. b) The student is frequently tired and physically unprepared to give their best in class or c) The student is not properly recognized as being primarily trained by ACB and its faculty.

Field Trips - The cost of the field trips is additional and permission forms required for participation. Observing Ballet performances is an important part of learning the art. As such, during the year, ACB may schedule field trips to see professional ballet companies perform.

Dress Code - All students are representatives of ACB when they travel to and from class. Students **MUST** wear street clothing over their class attire while coming to and from the studio. There will be no exceptions. Gum, food and beverages (other than water) are not permitted in the studios at any time. There is no eating in the dressing rooms. Clothing with words over the bottom is never permitted in class. (ex: DANCE). Tattoos that are visible during dance should be covered with a band aid or some other type of clothing. Speak with the front desk if you have a tattoo and require guidance.

Ladies

Hair: Clean and must be secured in a neat bun for all Ballet and classical dance classes. Hair must be in a bun and away from the face in all other classes.

Makeup: No excessive makeup is permitted.

Jewelry: No jewelry with the exception of small post type earrings.

Finger Nails: Light shades of nail polish only. Nails should be clean and well taken care of.

Toe Nails: Girls on Pointe should not wear toenail polish except for special occasions.

Other: No perfume is to be worn in class. Tights and leotards must be clean for every class. Personal cleanliness must be observed at all times. Clothing over dance attire must be neat and tidy in appearance. Shorts or skirts over tights may be worn during repertory classes only.

Gentlemen

Hair: Clean and worn off the face. Longer hair may be secured in a pony tail.

Jewelry: No jewelry with the exception of small post type earrings.

Hands: Neat and clean.

Other: No aftershave is to be worn in class. Shirts or leotard and tights must be clean for every class. Personal cleanliness must be observed at all times. Clothing over dance attire must be neat and tidy in appearance. Clothing with words over the bottom should never be worn to class. (ex: DANCE). Shorts or Sweatpants over tights may be worn during repertory classes only.

Uniforms for Ballet Classes

Girls/Young Ladies

Leotard (all levels): Mirella Style 207, cotton/lycra. Color: Black or Motion Wear Black Wide Strap
Tights (Levels 2 and up): Any shade, but must be pink.

Socks (Levels pre ballet, 1): White ankle socks that fold over. No lace or color trims. Alternatively, this level may also wear tights.

Shoes: Pink Leather– single sole for Pre-ballet through Level 6 is preferred. Canvas split sole is also an option.

Hip Alignment Belt –1/2 inch -- Level color

Skirt: Level 4 and up Color: Black – Contact the school to order.

New tights must be purchased for each performance from the school so that all legs are the same color from stage.

Boys (all levels)

Short sleeve white cotton shirt (no trim or logos) or white leotard with cap sleeves.

Tights: Black footed or not footed. Higher percentage of cotton is preferred.

Socks: White ankle socks. No trim colors.

Shoes: Black leather -- single sole.

Hip Alignment Belt Colors

Pre-Ballet: White	Level 1: Yellow	Level 2: Light Pink	Level 2B: Teal
Level 3: Light Blue	Level 4: Lilac	Level 5: Hot Pink	Level 6: Red

Boys can purchase any hip alignment belt – theirs is worn with the top of their tights rolled over the belt. Adults are not required to wear the uniform. .

Uniforms for all other classes except Repertory: Contemporary students are required to wear an ACB T-shirt in any color with Jazz pants.

Uniforms for Traveling in groups: Black ACB T-shirt (available from the pro-shop) is required when traveling to perform. It is also required when traveling to auditions.

Uniform for Saturday Repertory: - During Saturday Repertory, children are encouraged to express themselves. Any color leotard and tights can be worn. Girls can also wear a T-shirt and shorts or sweatpants over their leotard. Boys may wear any color tights and can wear shorts or sweat pants over their tights. Boys may also wear any color t-shirts. Shoes must be pink (for girls) and white or black (for boys). Children should always bring their regular uniforms with them.

What cannot be worn:

Sleeveless Shirts (commonly referred to as WB's cannot be worn).

Clothing that limits movement

Clothing that has words across a dancer's bottom (ex: DANCE)

Clothing that could be considered offensive to our community (ex: suggestive or profane wording or pictures). The faculty and staff of ACB are the decision makers in what is considered appropriate.

Class Equipment - Other specialty items may be required for certain classes (ex: Character Skirts and shoes, mats, blocks and elastics for stretch class). This information will be available to the student as they register.

Pointe Work – Girls new to ACB will need to schedule a pointe evaluation if they desire to wear pointe shoes in class. For the pointe evaluation, the student should come dressed to take class and have both their pointe and flat shoes available. The evaluation is for the safety of the dancer and

1. Allows for the teacher to understand the strength of the dancer and whether or not they are ready to be on pointe.
2. Allows the teacher to assess the way the shoes has been fit to the dancer
3. Understand the condition of the shoes

What we find most often is that a) non ACB students have been put on pointe before their bodies are physically ready to safely handle the additional stress without injury, b) students have not been properly fit for the pointe shoes and c) pointe shoes are worn out and can no longer support the dancers feet as intended.

Following the evaluation, there are several things that can occur:

1. The student can be taken off of pointe until they are physically capable of handling the rigors of pointe work. The student can remain in class wearing their flat ballet slippers.
2. The student can be asked to make an appointment for a fitting at Barry's Dance and Theatre Shop. Prior to scheduling the appointment, they should work through a mutually agreeable day and time with Katharine Frey, the artistic director, so that Katharine can attend the fitting with the dancer.
3. The student can remain in the class on pointe if the shoes are properly fitted and in good condition.

For additional information and perspective on pointe, please refer to the news article that has been posted on our website with the permission of the author.