

Academy of Classical Ballet, LLC
School Handbook 2009/2010
Katharine Frey & Rodney Jenkins, Co - Artistic Directors

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 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.

Trial Class - A single, trial class may be taken. Prior to being admitted, however, a student (parent if under age 18) must complete the trial class. After the trial class, students will be asked to sit out and observe until registration is complete.

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. All new students are evaluated in beginning pointe class in flat shoes prior to being placed in a pointe class. 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 different ages 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 - ACB is pleased to offer ballet technique classes specifically for home-schooled students. 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 – Offered for the novice dancer or the teenager who has been away from dance for a time and wants to begin again.

Adult Ballet – no prior experience 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 classes 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

Attendance - Regular attendance at class is necessary in order to maintain progress. If a student must miss a scheduled class due to an **illness or injury**, and has notified the office prior to the start of the class, the student may makeup the class by attending an additional lower level class during the month. To avoid over-filling a class with make-up students, students are required to schedule their make-up classes. This may be done at the front desk.

Make Up Slips are offered to students who miss class **due to illness/injury only**, and are not offered when dance class conflicts with a student's other activities. Parents/students must notify the school prior to the missed class in order to receive a make up slip.

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.

Tuition and Fees - Tuition is an annual tuition broken down into different payment plans. You may pay once (annual), twice (semi-annual), 4 times (quarterly) or 10 times (monthly). Tuition is not prorated unless a student joins our school between one of the payment plans. 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.

Classes are not prorated during the first or last monthly billing cycle, or for students withdrawing during the middle of a monthly 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, an "Add/Drop Class Form" must be submitted to the front desk. Students will not be credited for missed classes prior to receipt of the class dropped form or within the current billing cycle. 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 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. Students who do not wish to pay the premium may withdraw from the class.

Teen-Adult Program - 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.

Stage Fees - Many schools require parents to purchase costumes when a child performs. They also sell tickets at prices in excess of \$20 per person. ACB offers the opportunity for all children to perform for their friends and families in the Spring, and most children to perform in the winter, but does not require parents to purchase costumes for their child. However, it is expected that every child in the school makes a small contribution to the costumes that everyone will use. The winter stage fee is \$100 per child or \$150 per family, and the Spring Stage Fee is \$60 per child or \$90 per family. The Spring Stage Fee is mandatory for all non-adults students, while the Winter Stage Fee is applicable for those student enrolled in classes which are highlighted on the class schedule. Both Fees are non-refundable, due at registration, and are not dependent on whether your child is available for or participates in the performance. 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.

Other performances may require stage fees. Those will be announced at the time of any auditions.

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 2008 – July 2009.

Sibling Discount - We are pleased to offer a 1% discount to those families who have more than one child enrolled. The rebate will be 10% a month off of the lowest child's tuition. The rebates are not available to those who have boys enrolled as boys are on scholarship and already reduce the family tuition.

Performances - All students (except adult) participate in our annual Spring Demonstration 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 Repertoire 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.

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

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

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.