



ACADEMY POLICIES-2016-2017 & COMMITMENT CONTRACT

Welcome to Colorado Ballet Academy. Colorado Ballet Academy is committed to excellence in dance education and serves as the training component for the Colorado Ballet.

The dance training students receive at the Academy offers more than just the benefits of a demanding physical activity. Not only do students learn the technical aspects of a fine art form, but they also develop self-confidence, self-motivation and self-assessment skills that will inform them well in all aspects of life.

Parents and Students of Colorado Ballet Academy are expected to read through these guidelines prior to the beginning of the 2016-2017 year in order to familiarize yourselves with our policies and expectations of being a student at Colorado Ballet. The signature page of this document must be signed and turned into the academy office no later than August 27, 2016.

These Academy Policies are designed to help answer questions and provide expectations for students enrolled in Colorado Ballet Academy. The policies, rules and regulations set forth in this Handbook will be strictly enforced. Registered students agree to abide by the policies herein.

Have a great year!
-Colorado Ballet Academy

Attendance Policy

GENERAL POLICY:

We expect our students to attend every class in which they are registered. Ballet is a disciplined art form that requires a student to be completely committed. Students who do not attend class on a regular basis will quickly fall behind and not build the necessary skills and strength needed to succeed and move to a higher level. For every class missed, it takes two classes to return to the same level of accomplishment. Every absence adversely affects the rehearsal process for the individual dancer, for the other dancers, and ultimately the performance. **THE PRINCIPAL AND ACADEMY DIRECTOR RESERVE THE RIGHT TO DISMISS STUDENTS FROM THE ACADEMY/AND OR A PRODUCTION without refund BECAUSE OF EXCESSIVE ABSENCES.**

- Class and rehearsal attendance, punctuality, conduct and dress code adherence is considered mandatory for academy
- Dancers should not disrupt class by entering late or leaving early. If a student is more than fifteen minutes late, s/he will be asked to observe the remainder of class or be asked to do his/her own warm up. This is at the instructor's discretion. Dancers who must leave early are required to get permission from their instructor prior to class beginning.
- Academy Students are allowed (4) unexcused absences per semester. Once a student has missed 2 classes they are required to make them up by attending an additional class at or below their ballet level. Arrangements for make-up classes should be made through the office. Classes or rehearsals without full participation will be counted as an absence. Full participation is defined as dancing full out in class and rehearsal (with pointe shoes if required) unless permission has been given to "mark" or observe.
- Levels 5, 6, 7 and Pre-Professional Division- missing more than 4 classes may affect a student's casting in performances as well as their ability to move up to the next level.
- Level 4- missing more than 4 classes may hold a student back from going on pointe and may affect a student's ability to move up to the next level.
- All other Levels- missing more than 4 classes may affect a student's ability to move to the next level.
- Colorado Ballet will cancel classes due to inclement weather when conditions are deemed unsafe to travel and Denver Public Schools close. Notices will be sent via email, Facebook and on our website. These cancellations will not count as an absence.
- **Students are expected to notify the main academy office 303-339-1623 for all absences.**
- Please inform the office in advance of any planned absences (college visits, trips, etc.), as this will aid our instructors in planning classes and rehearsal times. These are still counted as absences.

ILLNESS/INJURY:

- To the best of their ability, an injured student is expected to attend, participate in or observe class and rehearsals. If a student is not able to participate, a Doctor's note must be provided stating when the student is advised to return to class/rehearsal and any limitations to their participation.
- In the case of an actual withdrawal from classes due to injury, sustained illness or other medically validated reasons, tuition charges may be suspended until the student returns to class, at the discretion of Colorado Ballet Academy and with accompanying Doctor's note verifying their inability to participate.
- Please discuss any injuries with your instructor prior to class or rehearsal.
- Please discuss situations beyond your control with your instructor.

Communication

GENERAL POLICY:

- All meetings with the Academy Director, Academy Principal, or Instructors are arranged by contacting the academy office. You may contact the office by calling 303-339-1623 or emailing academycentral@coloradoballet.org.
- If your concern needs immediate attention, please see the office and someone will contact the Academy Principal, or appropriate instructor if necessary.
- Please do not try to catch your instructor between classes. Class schedules are very tight and our instructors would like to give your questions and concerns the proper attention.
- PLEASE DO NOT CONTACT FACULTY, ACADEMY PRINCIPAL OR ACADEMY DIRECTOR ON THEIR HOME OR CELL PHONES. IF YOU NEED TO SPEAK WITH THEM PLEASE CALL THE OFFICE TO SET UP AN APPOINTMENT.

EMAIL:

- Colorado Ballet Academy's primary source of communication is email. Information regarding classes, rehearsal schedule, performances, school closings, and special events will be distributed via e-mail. Therefore, it is imperative that all parents provide a current email address that they will be expected to check regularly.
- The academy sends out a monthly newsletter via e-mail, it contains announcements regarding upcoming productions, class schedules, special events, and a world of other information. Please ensure you read the newsletter every month, otherwise you may be missing important information. You can also find a link to our monthly newsletter on our academy website <http://coloradoballet.org/academy>

ACADEMY BULLETIN BOARD:

- The Academy bulletin board is located in the hallway on the way to the Parent's lounge. This is an important resource for students and parents. Studio schedule and changes, rehearsals and important notices are placed here.

SOCIAL MEDIA/MEDIA:

- In addition to our website and print promotional materials, Colorado Ballet Academy also uses Facebook to post announcements, photos, videos, and other newsworthy items concerning the Academy, its students, and the dance world at large. We encourage all Academy families to follow us on Facebook to view up-to-date announcements as they occur.
- Facebook is the most up to date source to find about Academy Closures due to inclement weather
- Please note that under no circumstances is a student/family permitted to post video content of Colorado Ballet choreography and/or performances on any social media platform without receiving prior permission from the Colorado Ballet administration and/or Academy Principal. Personal photos of you are exempt from this policy.
- Students and parents should neither claim nor imply that they are speaking on behalf of Colorado Ballet Academy on social media. Dancers may represent CBA in the media only if approved by a member of Colorado Ballet Staff to communicate on a specific topic. Dancers and Families are not allowed to speak to the media without the express permission to do so.

Student Behavior

GENERAL POLICY:

- CBA students are expected to behave in a positive and respectful manner toward their teachers, peers, company staff and CB volunteers.
- Should a student act in a manner deemed inappropriate in any way, our teachers have the right to immediately dismiss them from class. This includes dismissive attitudes, poor relations with other students, talking in class, chewing gum, eye rolling or any other unacceptable behavior.
- Colorado Ballet Academy prohibits acts of harassment or bullying. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and the school's ability to educate its students in a safe environment.
- Students are not permitted to leave during a class or rehearsal for any reason without permission from the teacher.
- Cell phones are prohibited in class and backstage.
- The Academy is not responsible for students when not in class. This includes arrival and departures. Parents are asked to establish a policy with children regarding pick-up and drop-off. Parents are expected to drop-off and pick-up students within a 15 minute time frame before or after class. There is no supervision provided by Academy staff. Parents will be charged for supervision of students left unattended \$7.50 per half hour.
- Students should wear a "cover-up" when arriving and departing the Academy. Ballet shoes should not be worn outside.
- The Academy is not responsible for any items that are lost, stolen or damaged on our premises or at Academy performances.
- Food or drink (other than water) is not allowed in the dressing room or studios. Eating should take place in the Parent's lounge. **THIS RULE WILL BE STRICTLY ENFORCED.**
- Students are responsible for treating Colorado Ballet Academy's facilities with respect. This includes throwing away garbage properly, using the dressing rooms only to change, cleaning up after spills, etc.
- Photography is not allowed in the dressing room. **THERE ARE NO EXCEPTIONS.**
- Company and Staff lounge, kitchen, bathrooms and dressing room are off limits to CBA students and families. We have a very large parent and student lounge created specifically for the academy on our ground floor.

DRESS CODE:

Students who do not comply with the following dress code may not be permitted to participate in class. No dangly jewelry, wrist bands of any kind, bracelets, or necklaces are permitted in any class. Colorado Ballet Academy's dress code varies depending on the class. Below is an outline of what is expected for each class.

COLORADO BALLET ACADEMY DRESS CODE FOR LADIES:

- **Creative Dance:** Young dancers may wear any outfit which allows them to move comfortably, individuality is encouraged. Ballet slippers are optional, socks and bare feet are acceptable.
- **Pre-Ballet:** Ballet slippers (pink leather with a full sole) and a pink leotard and pink tights. Hair must be neatly secured in a bun.
- **Ballet Program Level 1 through Pre-professional:** Pink ballet slippers, black leotard* any style and pale pink tights. Hair must be neatly secured in a bun. **Short dance skirts are acceptable on the last class of the month *only*.**

COLORADO BALLET ACADEMY
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- **Jazz:** Jazz shoes, black leotard*, and black tights or jazz pants.
- **Tap:** Black leotard*, Tights or black jazz pants, and black tap shoes.
- **Modern:** Bare feet or socks, black leotard*, and black tights or black leggings.
- **Open Teen/ Adult Ballet:** Ballet slippers (leather or canvas), any style leotard and tights or comfortable clothes to move in such as yoga pants and a t-shirt.

**Black leotards may be any style but may not include blocks of color. Any details, such as mesh or trim, must also be black. Colored leotards may be worn on Saturday Classes for Levels 5, 6, 7 and Pre-Professional Division Students*

ACADEMY DRESS CODE FOR GENTLEMEN:

- **Creative Dance:** Young dancers may wear any outfit which allows them to move comfortably, individuality is encouraged! Ballet slippers are optional, socks and bare feet are acceptable.
- **Pre-Ballet:** Black gym shorts or leggings, underwear, white t-shirt, black or white ballet slippers.
- **Ballet level 1-Pre-professional:** Black tights, dance belt, white t-shirt, white or black ballet slippers.
- **Boys Intro to Dance:** Socks, gym shorts or comfortable clothing that allows movement as well as being form fitting, which allows teachers to see the body to make proper corrections.
- **Modern:** Bare feet or socks, black comfortable clothing that allows movement.
- **Jazz:** Jazz shoes, black jazz pants or comfortable clothing that allows movement as well as being form fitting, which allows teachers to see the body to make proper corrections.
- **Tap:** Tap Shoes, comfortable clothing that allows movement as well as being form fitting.
- **Open Teen/ Adult Ballet:** Ballet slippers (leather or canvas), any style leotard and tights or comfortable clothes to move in such as yoga pants and a t-shirt.

PERFORMANCE GUIDELINES:

- Students with more than 4 absences per semester may not be allowed to perform.
- Students will be assigned a chaperone in the dressing room and are expected to follow their guidance and rules.
- Label **ALL** belongings. Keep all your personal items in one area backstage.
- Pick up after yourself. Everyone tends to move very quickly through the backstage area and clutter is dangerous.
- **NO ONE** is to stand in the wings and talk or make noise of any kind. This compromises the performance both visually and aurally. No one should be in the wings until immediately before their performance.
- All students **MUST** be present for all rehearsals. Attendance is necessary so that all students receive corrections and up to date changes.
- Students who miss a performance they are cast in without prior consent will be withdrawn from the Academy without tuition adjustment.

CELL PHONES, PHOTOGRAPHY AND VIDEO:

- Cell phones are not allowed to be out in any of Colorado Ballet Studios or backstage at any time.
- Photography of classes, rehearsals or performances for personal use without the expressed consent of Colorado Ballet is strictly prohibited. This applies to all still camera and video photography (including the use of cell phone cameras).
- Photography of any company productions, rehearsals, or company members is strictly prohibited.

OBSERVATION POLICY:

- Colorado Ballet Academy schedules one week of observation time per semester, parent observation is encouraged during those weeks. Parent observation is not allowed outside of those times.

DEMERIT POLICY:

Students failing to meet behavior expectations of the academy will be given demerits. 3 demerits in a semester will count as an additional absence and will count towards the students total absences. Demerits are given at the sole discretion of the Academy Principal, Academy Director, and the Academy Instructors.

The following behavior is subject to our demerit policy:

- Students attending class not in uniform.
- Sitting out in class due to injury without an accompanying doctor's note or without permission from the instructor.
- Attending pointe class without pointe shoes.
- Attending class without hair done properly.
- Students using the company's dressing rooms or lounge without explicit permission.
- Being disrespectful to the instructor or other students during class.
- Dancing in any performance without proper dress code (wearing bands on wrists, jewelry not approved for the costume, wispsies in hair, ribbons untucked on pointe shoes, etc.)
- Eating in a studio or dressing room.

Registration, Payment, and Refunds

GENERAL POLICY:

For Parent/Tot, Creative Dance and Pre Ballet class registration takes place each semester and for the summer session. For Levels 1-7 registration is for the entire academic year (fall-spring). Registration for all summer programs is separate. Class sizes are limited. Registrations for full classes will be placed on a waitlist and will not be confirmed until there is a spot available. Occasionally a new class may be added for overflow registrations. Students are encouraged to register early. All registrations are accepted on a first-come, first-served, space-available basis. Class placement is not reserved without proper tuition payment. Classes not meeting minimum enrollment may be rescheduled or cancelled. Students registered for rescheduled or cancelled classes will be notified by email, phone, or by a listing on Colorado Ballet Academy's website.

PAYMENT:

- Payment may be made one of two ways, either paid in full with registration or broken up over 10 (levels 1-Pre Professional Levels) or 5 (Parent/Tot, Creative Dance, and Pre Ballet) auto-pay payments. These payments are not for the month of classes but rather part of the payment plan. A payment may fall in a month which is not fully scheduled with classes. Families taking advantage of the payment plan must set up such payments on a credit card. The first payment is due with registration and subsequent payments will be automatically charged on the 1st of every month.
- Children's camps, the Young Dancer Workshop and the Summer Intensive require deposits to register and payment in full by specified dates (please refer to those programs for dates).
- Tuition may be paid by cash, check, debit/credit card (VISA, MasterCard, American Express and Discover), or money order.

REFUND POLICY:

- Registration fees are non-refundable. First payment is due at the time of registration, the remaining balance is subject to a refund only through August 26, 2016, after that time no refunds will be given and withdrawals following August 26 are subject to entire tuition due.
- Failure to pay all fees and tuition may affect future ability to participate in the academy. All refunds and credits will take up to 3-4 weeks of processing time and will not be issued without a signed Drop/Add form.
- Registration fees, punch cards, gift cards, and worn merchandise are nonrefundable.
- Students enrolled in Auto-pay are not excused from future payments by withdrawing after August 26, 2016; all remaining payments are still due.
- Withdrawals or suspension from the payment plan due to injury will only be allowed at the discretion of the Academy Faculty and with an accompanying Doctor's note.

Levels and Evaluations

LEVEL ASSIGNMENTS:

- Parent/Tot, Creative Dance, and Pre Ballet students should enroll based on the accompanying age requirements for those levels. Exceptions to the age limits will not be made without approval from the Academy Principal. Students will only be moved to Level 1 when they are 7 years of age or older.
- For Levels 1-7 it is the policy of the Academy that students are assigned to levels by the Academy Director, Academy Principal and instructors of the academy. Those assignments are not subject to debate. Students will only be moved up in level when they have demonstrated mastery of the material in their current level. Students are not promoted automatically in any particular level, regardless of age.
- It is common for students to spend two or more years in a level. Students are placed in levels that are appropriate to their current proficiency. Age is only considered for placement of young dancers in beginning levels.
- No refunds will be given because a student is dissatisfied with their placement.

EVALUATIONS:

- Evaluations will be completed once a year for students for students in Levels 1 and up to give feedback on their progress and assign their level for the upcoming year.
- Evaluations are completed by the student's primary instructor and will be sent out to students via e-mail.

Scholarships/Financial Aid

Every year the Academy offers both merit based scholarships and tuition reduction for those families demonstrating sufficient financial need. Students must apply to be considered for either form of aid. Aid is awarded on a year-to-year basis, students who have received a scholarship in the past are not guaranteed the same or any aid in the following year. Students should not discuss their award amounts with other families, those awards are confidential. Please see our Aid guidelines for more details (available on our application form).

At any time, a student on financial assistance may be placed on probation for behavior, attitude, excessive absences, missed rehearsals, or limited progress. If CBA finds further action is required, the student's financial assistance or scholarship may be revoked.



2016-2017 COMMITMENT CONTRACT

PARENT MUST INITIAL EACH STATEMENT- FORM MUST BE RETURNED TO CBA BY
AUGUST 27, 2016

I will support my child in his or her efforts in attending Colorado Ballet Academy by ensuring punctual transportation, supporting classroom methodology, and respecting the relationship between my child and his/her instructor. _____

I will be aware of my child's other activities and plan accordingly. I understand that my child may be dismissed from the performances if he or she has excessive absences. _____

I will be aware of all CBA calendars, schedules and policies (including helping my child be correctly dressed in proper attire for class), and be responsible for my child's consistent participation in all scheduled events. _____

I will make every effort to pick up my student on time. I also understand that a fee may be charged for any student not picked up within 15 minutes after his/her class ends. _____

I will respect the judgment of the Colorado Ballet Academy faculty regarding my child's progress in the program. _____

I understand that enrollment in the classical ballet program does not guarantee automatic promotion to the next level each year. I understand that level placement is reviewed throughout the year and that the decision to advance a student will be made with careful consideration by the Academy Principal and his/her instructors. _____

I will maintain a mature attitude in dealing with problems by stating the problem clearly, offering potential solutions and remaining open to suggestions. _____

I will ensure that my student understands their expectations as a dancer at Colorado Ballet Academy. _____

RESPONSIBILITY FOR UNDERSTANDING THE GUIDELINES

By signing my name below, I certify that I have read the above information and agree to comply with all written and oral policies, rules, and instructions that govern the operation Colorado Ballet Academy and its company. Any questions concerning these policies have been discussed. My signature also certifies my understanding of, and agreement with the above policies.

Dancer's Name (Printed) Dancer's Name (Signed) Date

Parent's Name (Printed) Parent's Name (Signed) Date



Academy Notice of Planned or Extended Absence

Please fill out this form for any extended absents.

Student Name _____

Date Submitted _____

Date(s) of Absence _____

Reason for Absence _____

Reminder: Academy Students are allowed four (4) absences per semester. Once students have missed 2 classes they are required to make them up by attending classes at or below their ballet level. Missing more than 4 classes during a semester may negatively affect casting and performance participation.

Student Signature _____

Parent Signature _____

Received By _____ Date _____