

Central Midwest Ballet *Academy*

Policy Handbook

Mission Statement

Central Midwest Ballet offers our community excellence in dance performance and training. We assist our students to achieve their highest potential in technique while developing self-esteem, positive self-image, and lifelong health habits. Our curriculum and faculty provide our students instruction both in the foundational skills of classical ballet and in a variety of dance forms to help them appreciate the cultural and ethnic diversity of expression in dance. Our scholarship opportunities make our programs widely accessible to students from all economic backgrounds. CMB is committed to allowing our community to experience the joy, artistry and beauty of dance.

THE POLICIES LISTED IN THIS HANDBOOK APPLY TO ANY AND ALL EVENTS HELD AT OR SPONSORED BY CENTRAL MIDWEST BALLET ACADEMY (CMB).

PARENTS/GUARDIANS SHOULD BE AWARE THAT TEACHERS NEED TO TOUCH THE STUDENTS TO GIVE APPROPRIATE INSTRUCTION IN MUSCLE PLACEMENT AND ALIGNMENT. NEVERTHELESS, PARENTS/GUARDIANS AND STUDENTS ARE ENCOURAGED TO REPORT ANY PHYSICAL CONTACT BY STAFF OR STUDENTS THAT THEY BELIEVE IS INAPPROPRIATE.

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1) Dress Code

Women

- Pink ballet slippers with elastic strap
- Pink convertible tights with tights worn inside leotard and shoes
- Pointe shoes must have ribbons and elastic sewn on
- Undergarments must not be visible
- White ballet skirts may be worn for rehearsal and pointe classes
- Hair tightly pulled back into bun or other similar style (no ponytails) and off of face
- Hair embellishments (barrettes, flowers, bun covers) must be small and pinned firmly in place
- No jewelry (except small earrings)

Men

- Black tights
- White leotard or t-shirt tucked in tights
- Black or nude dance belt if necessary
- White or black dance slippers with elastic straps
- Hair must be off face, if applicable also secured back
- No jewelry (except small earrings)

Beginner Division

- Simple leotard in any color

Junior Division Women

- Students must follow the prescribed leotard for their level. Families will receive information on class uniforms upon registration and class placement.

Standard and Pre-Professional Division Women

- Simple black leotard

**** Warm ups may be worn during rehearsals only.**

**** For the Friday evening classes, any color or style leotard or tights are permitted for the women. Skirts are allowed. Men may wear any color and style tights and shirt.**

2) Class Etiquette

- Students will treat teachers and each other with respect and courtesy.
- No profanity will be tolerated.
- The teacher may ask the student to sit down and observe class or leave the class if their behavior is disruptive.
- It is expected that students remain in class for the duration, and must ask permission to leave the room if a situation occurs. Students should take care of bathroom and drink needs beforehand.

3) Attendance

- Students must be ready to start class on time, and should plan to arrive a few minutes early to be prepared. If a student arrives after class has begun, they must wait at the door until acknowledged by the teacher and then must ask permission to join the class.
- The teacher has the right to have a student sit and observe the class if they arrive late. Students may come into the studios early (if not in use) to stretch and warm up, otherwise they may stretch in the lobby area.
- Attendance will be taken at every class and records kept. Parents may ask to see their child's records at any time.
- There is no requirement to make up missed classes, however, no refunds will be given for missed classes.
- Absences may impact casting, including being removed from a role already cast.

4) Class Updates/Cancellations

- By 3:00pm CMB will send out an email, put up a notification on the home page of our website (CMBallet.org) and a Facebook post will be updated with any notifications for parents/guardians in the event of a cancellation.
- In the event of a cancellation, students are encouraged to attend an extra class if they would like to make it up.

5) Payment

- Payments may be made by check or cash. Credit card payments are not accepted.
- Payments may be made in full upfront, or in two, or four installments. Installment payments will have a \$10 processing fee added to each payment.
- Tuition is due on dates as stated according to the payment plan you selected. Unless other arrangements have been made through the office in writing, payments not received by the due dates will have a \$10/wk fee added for each week payment is not received. If payment has not been received, or alternate arrangements made, by three weeks after my due date, my dancer will be removed from the roster.

- All payments and registrations are non-refundable.
- If my dancer withdraws from classes, for any reason, unless other arrangements have been made in writing, payment is still due for remainder of tuition.
- A \$25 NSF fee will be charged for any returned checks.
- Families looking for information on financial aid should contact the Director of Operations.
- Any and all questions regarding tuition should be addressed to Director of Operations.

6) Class Observation

Parents/Guardians may observe through observation windows at any time. Pictures and videos are not permitted (except on observation days) to protect students' privacy. Parents/Guardians are not permitted inside the studio during class time unless it is an observation class. This is to facilitate a very focused and disciplined environment for the students.

7) Studio Policies

- No street shoes are allowed on the dance floor.
- Water is allowed in closed containers.
- No chewing gum.
- No food on the dance floor.
- The lost and found will be emptied on the last day of every month.
- The studio opens for dancers fifteen minutes prior to the first class of the day. Doors may be locked prior to that time, please plan accordingly with drop off.
- Pick up should be prompt.
- If there is evidence of drug, alcohol or tobacco use on the premises, the parent/guardian will be immediately called to come and pick up their child. The child will not be permitted to dance until a conference is held with the Artistic Director and a Board Member.
- If a student is displaying behaviors that would indicate that they are putting themselves or others at risk, the parent/guardian will be immediately called to come and pick up their child. The child will not be permitted to dance until a conference is held with the Artistic Director and Board Member.
- When supervising students, backstage parents/guardians and volunteers must refrain from the use of alcohol and tobacco products.
- Illegal drugs are not permitted at any CMB event.

8) Class Descriptions

Class placement is not determined by age alone. Students will progress when, in the professional judgement of the artistic staff, they demonstrate the technical ability and physical strength to handle the demands needed for the next level. Parents/guardians will be notified when an advancement is appropriate for their child.

Beginner Division

- Minimum age of 8. For dancers with little to no experience to learn the basic ballet terminology, structure and technique of ballet. Consists of one 75 minute ballet class per week.
 - Beginner Division Students are not eligible to participate in CMB's Spring Showcase.
 - The Junior Division Principal has the authority to approve a student's participation in any other class offered at CMB upon request and conference with parent/guardian and student.

Junior Division

- Junior Level 1 - Intended for dancers who have knowledge and experience with basic ballet terminology, structure, and technique. Minimum age of 8. Junior Level 1 consists of two 75 minute technique classes per week. Musicality and pantomime/acting skills are developed through incorporating the study of 2 classical ballet stories each year.
- Junior Level 2 - Intended for dancers who have completed the material in Junior Level 1. Minimum age is 9. Junior Level 2 consists of two 90 minute technique classes per week. Dancers at this level are encouraged to take one additional class per week in the Junior Level 1 class. Some dancers in this level may be invited to begin pre-pointe in January or March, for a total of three classes per week. Musicality and pantomime/acting skills are developed through incorporating the study of 2 classical ballet stories each year.
 - Class uniforms are required for Junior Division students.
 - Junior Division Students may opt in or out of CMB performances. Participating in performances requires extra rehearsal time, but no additional fee.
 - The Junior Division Principal has the authority to approve a student's participation in any other class offered at CMB upon request and conference with parent/guardian and student.

Standard Division

- Serious training for the student who wants to achieve their highest potential. Beginning and continuing pointe are introduced at this level. Standard students will have the opportunity to experience a variety of dance forms in addition to ballet technique. They will have the chance to train with guest faculty and will be eligible to be cast in performances. The minimum hourly time commitment per week is 6.5 hours. Additionally, Standard level students may take any Junior Division class and Specialty class at no additional fee and are encouraged to do so.

Pre-Professional Division

- Highly focused, intensive training for the student with professional aspirations. This program requires a significant time commitment and will offer the most performance opportunities. The Pre-Professional Division students will be exposed to a wide variety of guest and resident faculty as well as different dance forms to enhance their skill development. Placement is by audition only. Students in this division must participate in scheduled performances. The minimum hourly commitment is 17 hours per week, which includes rehearsal time. Pre-Professional Division students may take any Standard Division, Junior Division, or specialty class at no additional fee and are **highly** encouraged to do so.

Specialty Classes

Students in the Standard and Pre-Professional Divisions are eligible to attend specialty classes at no additional cost. (Pilates® has a small additional fee)

Accolade Ensemble

A performance ensemble available to dancers in the Standard Division for no additional fee, which will perform in early winter. Dancers will receive details and have the option to opt in at the beginning of the year.

9) Communication

- CMB sends out a Weekly Update email on Thursdays to every registered family throughout the entire calendar year. This update is our primary means of communication with families, including all calendar updates, links, event details, deadlines, and news.
- The artistic staff will make every effort to communicate any concerns with students' performance or behavior with the parent/guardian. Parents/Guardians are strongly encouraged to contact members of the artistic staff with questions or concerns.

10) Board Contact

If you believe you have an issue which should be brought to the attention of the Board, please go to: <https://www.surveymonkey.com/r/KF2HFPP> Survey results will go directly to two Board Members. You will hear back within a week.