



Policies

The following policies have been developed to create an environment that is safe and nurturing while allowing optimal productivity and focus for both staff and students. Your digital signature verifying compliance with our policies is logged when you register through our system.

Registration Commitment

The Academy runs on a quarterly term schedule, and commitment is required through the entire term (session). Early drops are not refunded, and any balance due for the remainder of the session must be paid in full.

Re-enrollment in Winter and Spring sessions is automatic. If your child is not returning for the next term, you must contact the office prior to the onset of the term to ensure a cancellation of billing. Summer and Fall sessions require separate registration.

An annual registration fee of \$45 is applied to all active accounts.

Accounts

Payment options: pay in full at the beginning of each session or opt-in to automatic monthly billing with a debit or credit card on file. Contact office to pay for term as a whole.

Billing intervals of four weeks are charged on the first of each month. December is the only month with prorated tuition.

If your automatic payment does not process successfully on the 1st day of the month, we will attempt to re-run your card on the 5th day of the month. If payment is not made by the 10th day of the month, a \$15 late fee will be charged to your account.

Communication

Academy information is communicated via email or phone. You may have multiple email accounts and phone numbers connected to your family profile. It is your responsibility to make sure your contact information is current.

If you have questions about your dancer's progress or placement, please contact the office. Instructors often teach classes back to back, leaving little time for communication in the hallway or lobby. We will be able to best serve you if you connect with administrative staff directly so we can arrange communication with the instructor.

Please note that information about attendance or registration should always be communicated to the office. Instructors do not have access to family accounts.

Absences and Make-ups

Contact the office if your dancer will be absent from a scheduled class. If your dancer is not feeling well enough to dance due to injury or non-contagious symptoms, they are encouraged to attend class to observe and take notes. If your dancer is experiencing any symptoms that may be contagious (fever, vomiting, sore throat, etc.) please keep them home to rest.

Absences and Make-ups cont.

Classes missed for any reason may be made up within the same term. Contact the office to schedule a make-up class. Students will be directed to an alternate class time for their level, down a level, or to an elective class. Tuition for classes missed will not be refunded

Supervision

Students in levels Ballet 4 and below should be dropped off no more than 10 minutes prior to the start of class, and should be picked up no later than 10 minutes after class dismissal. Teachers and Administration are not held liable for your child's supervision outside of class time.

Students should wait quietly in the lobby until their instructor leads them to the studio. The restroom may be used as an area to get ready, but dancers in Ballet 4 and below will need parent supervision to use the Ballet 6 dressing room by the bathroom. There are changing tents available in the hallway that may be used as well. Please place all bags and belongings in the lobby.

Siblings not in classes are to be supervised by a parent or guardian at all times.

We are privileged to share our building with several other local arts organizations. To respect their time and space, a general Quiet Rule is to be observed by all. Students and siblings should stay in designated EBA lobby areas, and should not roam around the building.

Observation

All classes are closed to observation. This creates an optimal learning environment for your young dancer. Please remain in the lobby for the duration of your dancer's class.

Designated observation weeks, open to friends and family members, will occur once during each Fall and Winter term. Cameras welcome.

Dress Code and Hair

We strive to provide your students with structure and support, while also encouraging self-expression. Dancers should adhere to our dress code to ensure that full focus in the studio is on their education and development. These guidelines are also in place with your child's safety in mind. If a student is not adhering to all policies, they may be asked to observe class or to leave and return with proper hair and attire.

Please reference our full dress code on page 4.

We have partnered with discountdance.com and all of the items from our uniform guidelines can be found on their site. Please use the link on our website or enter our studio ID "124679" to find your class dress code. Under the 'student' tab, select 'find my dress code'. Enter in our ID #, then select 'dress lists'. Making purchases in this way also helps to support our academy costume fund.

You will see separate dress code lists for each ballet level. The specific brand, style, and color of leotard linked is required. You may also see other things linked, such as a skirt or tights. Please note that the skirt is optional, and the style and brand of tights is simply a recommendation. You may choose a different brand of tights, as long as they are ballet pink (for girls) or black (for boys). Contact the office administration with any questions or concerns.

Wear street shoes going to and from class to help preserve the studio floors. Dance shoes should never be worn outside.

Please do not share brushes, hair supplies, or make-up among dancers.

We strongly encourage families to label all belongings, including leotards and ballet shoes. Name labels are a great option if you wish to not use a permanent marker.

Miscellaneous

Canceled Classes

The Academy may cancel a class if enrollment minimum isn't met. In the case of cancelation, families will be contacted to select another class, or elect for credit toward future classes.

SCHOOL CLOSURES

EBA closes for a 2-week winter break and a 2-week summer break.

EBA will close to observe the following holidays-

- Labor Day
- Thanksgiving Day
- Christmas
- New Year's Eve and Day
- Memorial Day
- Independence Day

EBA will remain open for the following holidays and school breaks-

- Columbus Day
- Halloween
- Veterans Day
- Martin Luther King Jr. Day
- Valentine's Day
- Presidents Day
- Spring Break

SEVERE WEATHER

In the event that severe weather causes unsafe driving conditions, the Academy may close. We will inform you via email if there are any variations to our regular schedule. You will be able to schedule make-ups for any missed classes. Safety is our number one priority.

PARKING

On-site parking is for administration and disabled visitors only. Academy patrons may

find parking on side streets, at metered parking on Willamette Street, and in the triangle parking lot on 16th across the slough.

If you are dropping off your child, please note that the building's parking area is ONE WAY. Please follow the arrows and continue down the alley which exits onto 15th street. For the safety of all, do not back out or turn around. *Parking in the alley, and striped or passage areas is prohibited.*

Bike racks are available and located outside the front entrance.

CONFERENCES

Annual parent-teacher conferences will be held during the last week of the spring term in June in lieu of classes for Ballet levels 1.1 and up. Pressing issues may be addressed throughout the year through personal conferences when necessary. Contact the office to arrange communication with a teacher.

PERFORMANCES

Performances often require an additional financial commitment. Please review all information for each show.

Our Annual Spring Show includes every dancer in the academy, but is optional. Nutcracker, offered to most dancers within a specific age and level bracket, is also optional. All enrolled dancers are cast in these shows. Families must opt-out within a designated time frame to avoid mandatory show fees. Commitment deadlines are set so we can properly prepare costumes and choreography.

RETURNED CHECKS

A \$25 fee will be charged to your account if a check is returned to us from our bank.



Dress Code

Please visit discountdance.com and enter our studio ID # 124679 into the 'find my dress code' option under the student tab to access links to dress code items.

Attire

BALLET: Females: Uniform leotard, pink ballet tights, pink ballet shoes. Skirt optional. **Males:** Black ballet tights, fitted white t-shirt (with attached dance belt beginning at Ballet 3), and black ballet shoes.

JAZZ 1-5: Any color leotard or fitted tank top. Black jazz pants or leggings. Black jazz shoes.

CONTEMPORARY AND LYRICAL: Any color leotard or fitted top. Black jazz pants or leggings. Black jazz shoes or half-sole lyrical shoes.

TAP: Any color leotard or fitted top. Tights, leggings, or black jazz pants. Tap shoes and socks.

HIP HOP: Comfortable athletic clothing, pants preferred. Students are required to wear clean tennis shoes with minimal tread that are only worn indoors.

MODERN: Comfortable clothing for movement, pants preferred. Bare feet.

Hair:

ALL BALLET CLASSES: Hair in a bun.

JAZZ, TAP, AND HIP HOP: Hair in a bun, ponytail(s), or braid.

MODERN, LYRICAL, CONTEMPORARY, AND DANCE CONDITIONING: Hair in a high top-knot, low ponytail, or braid for comfort during floor and mat work.

Not Appropriate for Any Dance Class or Rehearsal:

Hair down or in face, pajama pants, onesies, denim, crop tops or sports bras worn without a shirt to cover, dresses, non-ballet skirts, clothing with offensive imagery or language, hats, accessories that can easily fall off, jewelry (with the exception of stud earrings), and any shoes that have been worn outdoors.

2018/2019 Ballet Uniform		
Level	Uniform Color	Preferred Style and Brand
Creative Movement	Any Color	Any Brand and Style
Pre-Ballet	Pink	Any Brand and Style
Ballet 1.1 and 1.2	Pastel Blue	Bloch- Cap Sleeve
Ballet 2.1 and 2.2	Lavender	Bloch- Cap Sleeve
Ballet 3.1 and 3.2	Burgundy	Bloch- Camisole Strap
Ballet 4.1 and 4.2	Royal	Bloch- Camisole Strap
Ballet 5.1 and 5.2	Black	Bloch- Essential Camisole Strap (Dancers are required to have at least one of this specific style. Additional black leotards can be any style or brand.)
Ballet 6.1 and 6.2	Black	Any Brand and Style