



# Policies

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*The following policies have been updated to reflect COVID-19 requirements and are 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. Early drops are not refunded, and any balance due for the remainder of the session must be paid in full.

Winter Interim 2021 enrollment will be ongoing until we begin Spring 2021 in our new studios! Enrollment will open for an expanded schedule of class offerings for Spring 2021 when a solid date is available to transition to our new facility. If your child is returning for the next term, you will need to re-enroll in classes prior to the onset of the term.

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

## Accounts

### *Payment options:*

Due to the nature of the Winter Interim 2021 term, all billing will be monthly and charged automatically to a debit or credit card on file with each four-week or prorated billing period charged on the first of each month.

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

## Communication

Academy information is primarily communicated via email. 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 Academy office. We will be able to serve you best 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.

## Drop-off/Pick-up

If you are dropping off or picking up 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.*

**Please reference our full COVID-19 policies for safety and drop-off/pick-up procedures in the [RETURNING TO DANCE: SAFETY GUIDELINES](#).**

## Supervision

**On-site:** To ensure proper distancing and traffic flow, all students 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. If your dancer is not picked up within that 10-minute window, a \$10 fee will be added to your account.

**Zoom classes:** Parents of young dancers may find it helpful to stay nearby during class to enforce proper class etiquette as found in our [Zoom Policies](#). If a dancer cannot maintain respectful behavior, they may be dismissed from the Zoom meeting.

Teachers and Administrators are not liable for your child's supervision outside of class times in our physical studios or during Zoom classes.

## Observation

All classes are closed to observation. This creates an optimal learning environment for your young dancer. Due to COVID-19, lounge and lobby areas in our building are also closed to visitors and families at this time.

## 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 or to participate in class on Zoom. Classes missed for any reason may be made up within the same term.

**Due to COVID-19, make-up classes will only be available on Zoom.** On-demand prerecorded classes for each level will soon be available to all students currently enrolled, or contact the office to schedule a make-up class in a live Zoom class. Students will be directed to an alternate class time for their level, down a level, or to an elective class.

## Dress Code and Hair

We strive to provide students with structure and support, while also encouraging self-expression. Dancers should adhere to our dress code to ensure that full focus during class 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.**

*All students taking class in-person shall wear a face covering for the duration of the time in the building, including during class.*

We have partnered with [discountdance.com](https://discountdance.com), and all of the items required in our dress code 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. Making purchases in this way also helps to support our academy costume fund.

- Desktop: under the 'teachers' tab, select 'find your teacher' and enter our ID #.
- Mobile devices: scroll to the bottom and under 'for the teachers' tab, select 'find your teacher' to enter our ID #.
- After selecting our studio page, select your dancer's class level to find the dress code. Refer to the 'class notes' section for specific details.

The specific brand, style, and color of leotard linked is required. You may also see other suggested items, such as a skirt or tights. Please note that the skirt is optional, and the style and brand of tights is simply a recommendation. Contact the Academy office 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 cancellation, families will be contacted to select another class, or elect for credit toward future classes.

### SCHOOL CLOSURES

EBA closes for a short winter break between Fall and Winter terms, typically aligned with the 4j school district, and a short summer break prior to Fall term.

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 OR GOVERNMENT MANDATES

In the event that severe weather causes unsafe driving conditions, the Academy may close to on-site instruction. Live classes may be held on Zoom as utilities are available to faculty and students. If the Academy must cancel on-site classes due to government mandates, all students will be encouraged to attend their classes online. We will inform families via email if there are any variations to our regular schedule. Students will be able to schedule make-ups for any missed classes. The safety of our students and faculty is our number one priority.

### PARKING

During the Fall 2020 term, we are using the parking lot on the south side of the building, alley, and the three parking spaces on Willamette closest to the front entry to accommodate our COVID-19 drop-off/pick-up procedures. Please do not block these areas.

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.

Bike racks are available and located outside the front entrance.

### CONFERENCES

Annual parent-teacher conferences are typically held during the last week of the spring term in June in lieu of classes for ballet levels 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 distributed throughout the year for performance opportunities.

### RETURNED CHECKS

A \$25 fee will be charged for checks returned as insufficient funds.

### ACCOUNT CREDITS AND REFUNDS

Tuition and fees paid for the current term commitment shall not be refunded. Under certain circumstances, special consideration may be made for a portion of the paid tuition to be credited back to the account for future enrollment once the term has been paid for in full. Tuition for classes missed for any reason including appointments, holidays, short term illness and injury, inclement weather, etc. will not be refunded or credited. Please see our Absences and Make-ups policy for missed classes.



# Dress Code

Please visit [discountdance.com](http://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, skin toned or pink ballet tights, skin toned or 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.

**TUMBLING:** Leotard. Tight shorts or tight leggings may be worn. No loose clothing. Bare feet.

## Hair

**ALL BALLET CLASSES: Females:** Hair in a bun. **Males:** Hair out of face.

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

**MODERN, LYRICAL, CONTEMPORARY, PILATES 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:**  
(FOR EBY, CONSULT WITH SPECIFIC REHEARSAL DIRECTOR)

Hair down or in face, pajama pants, onesies, denim, crop tops or sports bras worn without a shirt to cover, leotards or tops with cutouts or mesh in the midriff area, 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.

## 2020/21 Ballet Uniform

Class Name	Level	Uniform Color	Preferred Style and Brand
Crystals	Creative Movement	Any Color	Any Brand and Style
Pearls	Pre-Ballet 1 & 2	Pink	Any Brand and Style
Rubies	Ballet 1.1 & 1.2	Pastel Blue	Bloch- Cap Sleeve
Amethysts	Ballet 2.1 & 2.2	Lavender	Bloch- Cap Sleeve
Emeralds	Ballet 3.1 & 3.2	Burgundy	Bloch- Camisole Strap
Jade 1 & 2	Ballet 4.1 & 4.2	Navy	Bloch- Camisole Strap
Sapphires	Ballet 5	Black	Bloch- Essential Camisole Strap (Dancers are required to have at least one of this specific style. Additional leotards may be any style or brand.)
Diamond 1 & 2	Ballet 6.1 & 6.2	Black	Any Brand and Style
	Ballet Foundations	Black	Any Brand and Style

