



# 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 acknowledging acceptance of 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 term 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 \$30 is applied to all active returning family accounts, or \$50 for all new active accounts.

## Accounts

### *Payment options:*

- Pay for the term in full at the time of registration and receive a 5% discount on your total tuition.
- Opt-in to automatic monthly billing with a debit or credit card on file with each four-week billing period charged on the 1<sup>st</sup> day of the corresponding month, or the next business day if the 1<sup>st</sup> falls on the weekend.

If your automatic payment does not process successfully on the 1<sup>st</sup> day of the month, your card will be charged again on the 5<sup>th</sup> day of the month or the next business day. 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.

## Observation

All classes are closed to observation. This creates an optimal learning environment for your young dancer. Families can wait in the lounge and lobby areas in our building.

## 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.

Contact the Academy office:

- if you have questions about your dancer's progress or placement.
- about attendance or registration.

We will be able to serve you best if you connect with administrative staff directly so we can arrange communication with the instructor.

## Drop-off/Pick-up

Drop-off and pick-up will occur at the main Academy entrance on East 16<sup>th</sup> Avenue between Pearl and Oak Streets.

*Drop-off:* Check in at the 2<sup>nd</sup> floor lobby no earlier than 10 minutes prior to the start of class.

### Pick-up:

- Children's Division (CM-Ballet 3)- Students will be released to parents in the first-floor lobby.
- Upper Division (Ballet 4.1+)- Students will exit through the main entrance.

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

## Absences and Make-ups

Submit an absence [HERE](#) if your dancer will miss class.

- Classes missed for any reason may be made up within the same term.
- 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 their class on Zoom.
- If your Upper Division 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.

Make-up classes MUST be submitted through the form [HERE](#).

- Students must receive an official email confirmation before showing up. Please allow up to 48 hours for the request to be processed.
- Alternately, a student may schedule to attend a make-up class on Zoom.
- When scheduling a make-up, students will be directed to an alternate class time for their level, down a level, or to an elective class.

## Supervision

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

- *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:* Caregivers of young dancers must 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.

## 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](#), 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 makeup 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 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 Years 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
- Valentines 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

Metered and 2-hr parking is available along 16<sup>th</sup> Avenue and adjacent streets. Free parking is available in the surrounding neighborhood areas. Do not park in the alley on the west side of our building. Please be respectful of posted signs in neighboring parking lots.

Bicycle racks are available on 16<sup>th</sup> in front of the main Academy 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.

### DANCER BELONGINGS

- *Children's Division (CM-Ballet 3)* will store their belongings in studio cubbies while in class.
- *Upper Division (Ballet 4.1+)* will store their belongings in the student lounge area.
- Lockers are available to rent through the office.



# Dress Code

Please visit [discountdance.com](http://discountdance.com) and enter our studio ID #124679 into the 'find your teacher' option under the teachers tab to access links to dress code items.

## Attire

**BALLET:** Dancers may choose either Uniform leotard, skin toned or pink ballet tights with matching skin toned or pink ballet shoes. Skirt optional. **OR** 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.

**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 of choice or tight shorts/leggings and a fitted shirt may be worn. No loose clothing. Bare feet.

## Hair

**BALLET:** Hair that is long enough should be pinned neatly in a bun. If hair is too short for a bun, it must be secured away from the face.

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

**MODERN, LYRICAL, CONTEMPORARY, CONDITIONING:** Hair in a high top-knot, 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.

| 2021/22 Ballet Uniform for Dancers in Leotards* |             |  |
|---|-------------|--|
| Level   | Color       | Style and Brand  |
| Creative Movement                               | Any Color   | Any Brand and Style  |
| Pre-Ballet 1 & 2                                | Pink        | Any Brand and Style  |
| Ballet 1.1 & 1.2                                | Pastel Blue | Bloch- Cap Sleeve  |
| Ballet 2.1 & 2.2                                | Lavender    | Bloch- Cap Sleeve  |
| Ballet 3  | Burgundy    | Bloch- Camisole Strap  |
| Ballet 4.1 & 4.2                                | Navy        | Bloch- Camisole Strap  |
| Ballet 5.1 & 5.2                                | 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.) |
| Ballet 6.1 & 6.2                                | Black       | Any Brand and Style  |
| Ballet Foundations                              | Black       | Any Brand and Style  |

\*Dancers who choose to not wear a leotard must wear opaque black ballet tights with a fitted white t-shirt.

