



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 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. Registration fees are waived for Summer.

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.

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 1st day of the corresponding month, or the next business day if the 1st falls on the weekend.
- Summer Term- Full tuition is due July 1st. No discounts apply.

If your automatic payment does not process successfully on the 1st day of the month, your card will be charged again on the 5th day of the month or the next business day. If payment is not made by the 10th 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.

Drop-off/Pick-up

Drop-off and pick-up will occur at the main Academy entrance at 154 East 16th Avenue between Pearl and Oak Streets.

Drop-off: Check in at Academy reception on the 2nd floor 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 2nd floor lobby.
- Upper Division (Ballet 4+)- Students will exit through the main entrance. For added safety, we encourage guardians to escort their dancer from the building.

Supervision

Teachers and Administrators are not liable for your child's supervision outside of class times in our facility. Students must 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.

Attendance

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.
- 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.
- 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.

It is imperative that students participating in a performance maintain a good attendance record. If they miss multiple classes/rehearsals, the Academy and instructors reserve the right to remove them from the performance. Families will be notified first with a warning, then with the dismissal. Any performance and costume fees will not be refunded.

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.

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.

- Follow the link at the top of the Dress Code (page 4) to access our studio dress code page.
- On our studio page, select your dancer's class level to find the dress code. Refer to the 'class notes' section for specific details.
- At checkout, enter our studio ID in the teacher code box if your shopping bag is not already associated with our studio.

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.

For Summer term, students may wear any leotard of choice. Please wait to purchase uniforms until Fall level placements have been distributed.

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 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

Metered and 2-hr parking is available along 16th 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 16th 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+)* will store their belongings in the student lounge area.
- Lockers are available to rent through the office.



Dress Code

Please visit discountdance.com and enter our studio ID #124679 into the teacher code box at checkout prior to entering a coupon code if our studio is not already associated with your shopping bag.

Attire

BALLET: Dancers may choose to wear uniform leotard, skin toned or pink ballet tights and 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/ACRO: 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 Youth 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

*Summer Term- all dancers may wear any color and style of leotard

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