



COLORADO BALLET ACADEMY

2011 – 2012 ACADEMY POLICIES

Central and South Academy. Together.

www.coloradoballet.com/academy

COLORADO BALLET CENTRAL ACADEMY | COLORADO BALLET SOUTH ACADEMY
1278 Lincoln Street, Denver, CO 80203 | 8230 South Colorado Blvd., Suite B
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LETTER FROM THE ACADEMY



Welcome to Colorado Ballet Academy. Colorado Ballet Academy is committed to excellence in dance education.

The dance training students experience at the Academy offers so much more than just the benefits of a demanding physical activity. Not only do students learn the technical aspects of a fine art form, but they also develop self-confidence, self-motivation and self-assessment skills that will serve them well in all aspects of life.

Dance training is a methodical, graded process that demands a high level of commitment to reach maximum potential. It requires a self-discipline rarely matched by other endeavors. Students become active partners in their progress and develop a respect for the Art of Dance.

These Academy Policies are designed to help answer questions regarding the policies of the Academy. Students and parents should review this Handbook thoroughly. Any questions may be directed to the staff of the Academy. The policies, rules and regulations set forth in this Handbook will be strictly enforced. Registered students agree to abide by the policies herein.

Have a great year!

~Colorado Ballet Academy

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I. Communication



Healthy and constructive communication is necessary for the advancement and progress of students. It is recommended that parents become involved in their child's dance education.

Disciplinary actions are time consuming and detract from the progress of everyone. Parents will be contacted regarding any disciplinary action involving their child. It is requested that parents assist the Academy in resolving matters of discipline with students.

Students will receive a progress report midway through the school year. An evaluation will be given to each student at the end of the school year. This evaluation will contain class placement information for the next year.

The Academy maintains an open door policy of communication with students and families. At any time, students or parents may request an appointment to speak with faculty and/or staff. Arrangements for a meeting will be made promptly to address any questions or concerns. Please do not try to "just catch the instructor" between classes. Requests should be made through the office. Faculty/Staff members will then contact students and/or parents to schedule a conference appointment. Every effort should be made to resolve any issue with the instructor before contacting the Academy Director.

II. Rules and Regulations

- Students must attend all classes for which they are registered. Progress in class depends upon regular and consistent participation. Excessive absence will slow the student's progress, hinder advancement and could prevent the student from participating in performances.
- Students should arrive on time for class. This means dressed and ready to begin class at the scheduled time. If students arrive late, they must await an acknowledgement from the instructor that they may join class. Students arriving late may be asked to observe class and not participate. This is left to the instructor's discretion.
- Students are expected to be attentive, quiet and courteous while at the Academy. The Academy reserves the right to suspend or expel any student whose conduct or attendance is unsatisfactory.
- Students must not leave class without permission.
- Students are not allowed to utilize any Academy equipment without permission, including telephones.
- Students should not bring valuables to the studio. The Academy is not responsible for any items that are lost or stolen.
- Only students are allowed in the studio during class time. Parents and others may enter during observation week or at the expressed invitation of the instructor.
- All Colorado Ballet areas are smoke free.
- Please respect the business that must be conducted at the Academy. Refrain from loud and boisterous behavior while at the Academy. Parents are expected to maintain control of their children while at the Academy.



- Urgent messages may be left with the Academy Office. The message will be given directly to the student at the first opportune moment.
- Students should remain in the Academy when awaiting a ride. The Academy is not responsible for students when not in class. This includes during arrival and departure. Parents are asked to establish a policy with children regarding pick-up and drop-off. Parents are expected to drop-off and pick-up students within a 15 minute time frame before or after class. There is no supervision of children provided by Academy staff. Parents will be charged for supervision of students left unattended. Students should wear a “cover-up” when arriving and departing the Academy. Ballet shoes should not be worn outside.
- Please keep walkways and doors clear for traffic in the Academy.
- There is **no parking** in the Central location’s parking lot. Unauthorized vehicles will be towed at the owner’s expense.

III. Registration and Payment

Registration takes place three times a year for the fall, spring, and summer semesters. Class sizes are limited. Registrations for full classes will be placed on a waitlist and will not be confirmed until there is a spot available. New classes may be added for overflow registration or a wait-list will be added. Students are encouraged to register early. All registration is accepted on a first-come, first-served, space-available basis. Class placement is not reserved until the registration fee and at least the first month’s tuition payment has been paid. Classes not meeting minimum enrollment may be rescheduled or cancelled. Students registered for rescheduled or cancelled classes will be notified by email, phone, or by a listing on Colorado Ballet Academy’s website.

Annual Tuition is divided into 9 equal payments. Please refer the Curriculum Guide for a calendar of payments. Fall and spring semester tuition is divided into 4 equal payments. The summer semester tuition is paid in one payment for the 4 or 5 week summer session. Tuition payment may be paid in full annually, monthly, or by special arrangement. Monthly tuition payments are due by the dates specified on the Academy’s payment calendar. These dates may vary semester to semester, so please check in with the Academy Office or the Curriculum Guide for specific dates.

Accounts that are ten days past due will be assessed a \$20 late fee for that month period. Late fees will be strictly enforced. Students with delinquent accounts may not be allowed to participate in classes or other Academy events. Returned checks will be assessed a \$20 fee. Semester tuition that is paid in full will receive a \$25 waived registration fee discount. Siblings (in the class with the lesser cost of tuition) will receive a 10% discount. After the first registered class, the second class is offered at a 10% multiple-class discount.

Tuition may be paid by cash, check, debit/credit card (VISA, MasterCard, American Express and Discover), or money order. The Academy has an automatic charge plan for those who wish to automatically pay by credit card or debit card. Please see the Academy Office for the automatic-pay calendar and if you are interested in the automatic charge option.

The \$25 registration fee is non-refundable. 100% tuition reimbursement will only be processed before the first week of classes. 50% tuition reimbursements will be processed between the first day of classes and twenty-eight days after. Any withdrawal after the first twenty-eight

days of the semester is not subject to a tuition reimbursement. Please inform Colorado Ballet Academy Office of student withdrawal. Once withdrawn, students will be removed from the class roster and no further payments will be necessary. Students may re-enter the Colorado Ballet Academy, but will require a new registration fee.



Fall 2011 refund policy: Registration fees are non-refundable. 100% tuition reimbursement will only be processed before the first week of classes beginning, August 15th, 2011. 50% tuition reimbursement will be processed between August 15th and September 12th, 2011. Any withdrawal after September 12th, 2011 is not subject to a refund.

Spring 2011 refund policy: Registration fees are non-refundable. 100% tuition reimbursement will only be processed before the first week of classes beginning, January 2nd, 2012. A 50% tuition reimbursement will be processed between January 2nd and February 10th, 2012. Any withdrawal after February 10th, 2012 is not subject to a refund. Summer refund policy: 100% tuition reimbursement will be issued to withdrawals made before June 4th, 2011. Any withdrawal after June 4th, 2011 is subject to 50% to zero refund.

All refunds and credits will take about 3-5 weeks of processing time and will not be issued without a signed Drop/Add Form. Not all withdrawals or refund requests are subject to the above specified tuition reimbursements. All refunds will be processed on a case by case basis. Colorado Ballet Academy reserves the right to deny any refund request at any time.

Registration fees, punch cards, gift cards, and worn merchandise are nonrefundable. Accounts withdrawing after the start of the semester, with previously waived registration fees, may incur a registration fee. Refunds may be issued back in the form of cash, check, credit, academy credit, or trade. Refunds are issued in the form of their original payment or will incur a \$25 reimbursement fee. Refunds that are not issued back in their original form payment may take 3-5 weeks of processing time. There will be a \$25 withdrawal fee issued to those withdrawing after the start of the classes or camp.

Please call Colorado Ballet Academy Office with any special arrangements or questions regarding tuition payments.

IV. PROMOTION POLICY

It is the policy of the Academy that students are promoted only when they have demonstrated a mastery of the material in their current level. Students are not promoted automatically after one year in any particular level, regardless of age. It is not uncommon for students to spend more than one year in a level. Students are placed in levels that are appropriate to their current proficiency. Age is only considered for placement of young dancers in beginning levels.

V. DRESS CODE

Students who do not comply with the following dress code may not be permitted to participate in class. No “dangly” jewelry is permitted in any class. Colorado Ballet Academy’s dress code varies depending on the class, below is an outline of what to expect.

Colorado Ballet Academy dress code for ladies is as follows:



- **Creative Dance:** Ballet shoes are optional and bare feet are encouraged. Young dancers may wear any outfit which allows them to move comfortably, individuality is encouraged!
- **Pre-Ballet 1 and 2:** Ballet shoes or bare feet. Leotard any color or any outfit which allows dancers to move comfortably.
- **BALLET Level 1 through Level 8:** Ballet shoes, black leotard and pink tights. Hair secured in a bun.
- **Jazz:** Jazz shoes or bare foot, comfortable clothing that allows movement as well as being form fitting, which allows teachers to see the body to make proper corrections.
- **Tap:** Black Leotard, Pink, Black or Tan Tights or Black Jazz Pants, Tap Shoes
- **Lyrical:** Black Leotard, Pink, Black or Tan Tights or Black Jazz Pants, Jazz Shoes or Thongs.
- **Hip-Hop:** Black Leotard, Pink, Black or Tan Tights or Black Jazz Pants, Jazz Shoes or Dance Sneakers.
- **Modern:** Bare foot or socks, comfortable clothing that allows movement.
- **Adult Ballet:** Leotard, tights, and shoes or comfortable clothes to move in such as yoga pants and a t-shirt.

The Colorado Ballet Academy dress code for gentlemen is as follows:

- **Creative Dance:** Black Gym Shorts, Underwear, White T-shirt, No Shoes.
- **Pre-Ballet:** Black Gym Shorts, Underwear, White T-shirt, Black or White Ballet Slippers.
- **Ballet:** Black Tights, Dance Belt, White T-shirt, Black or White Ballet Slippers.
- **Modern:** Black Tights, Dance Belt, White T-shirt, No Shoes.
- **Jazz:** Black Tights or Black Jazz Pants, Dance Belt, White T-shirt, Jazz Shoes
- **Tap:** Black Tights or Black Jazz Pants, Dance Belt, White T-shirt, Tap Shoes
- **Lyrical:** Black Tights or Black Jazz Pants, Dance Belt, White T-shirt, Jazz Shoes or Thongs.
- **Hip-Hop:** Black Tights or Black Jazz Pants, Dance Belt, White T-shirt, Jazz Shoes or Dance Sneakers.
- **Open Program:** Appropriate Footwear and Dancewear for the respective class.

VI. SAFETY

The following precautions are recommended for general safety:

- Students should remain in the building while waiting to be picked up.
- Students should not wear dance attire outside of the building without covering up.
- Students who drive should not walk to their car alone.
- Report any suspicious persons or incidents to the Academy Staff.
- Note the location of all exits and fire extinguishers in case of emergency.
- Notify Academy Faculty or Staff of any injury immediately.

VII. DRESSING AREAS

Please keep in mind that space in the dressing rooms is very limited and must be available for use by all. Please do not linger in the dressing rooms. Above all, please keep the dressing rooms clean.

VIII. LOCKER RENTALS AT CENTRAL ACADEMY

The lockers located in the Ladies Dressing Room at Colorado Ballet Academy's Central Location are personal property of Colorado Ballet. Lockers are to be rented to any currently enrolled Academy student. At any time, Colorado Ballet reserves the right to search and seize any illegal personal property kept in the lockers. Colorado Ballet is not responsible to the damage or loss that may occur to the lockers or the students' personal property kept in the lockers. By signing below, you have read and agreed to the rental terms. Locker refund policy: 100% locker reimbursement will be processed before the start of each semester. After the start of each semester, locker rentals are non-refundable. All refunds will be accessed by Colorado Ballet Academy on an individual basis.

IX. LOST & FOUND

The Academy is not responsible for lost or stolen items. Lost items may be claimed in the Academy Office. Items will be kept for approximately one month, after which they will be discarded. It is recommended that students mark their dancewear items so that they may be easily identified.

X. PERFORMANCE OPPORTUNITIES

- **The Nutcracker** - Fully registered students age 8 and older are selected from an audition to appear in Colorado Ballet's annual production. Selected students must commit to the entire schedule of rehearsals and performances. A production fee is required to participate. The Nutcracker Audition date occurs in early September. Other Colorado Ballet productions frequently require student dancers. These dancers may be selected or chosen from an audition process by the Artistic Department of the Colorado Ballet.
- **Winter Concerts** - Advanced level Ballet students present a Winter Concert each January. Rehearsals for the concerts are extracurricular to training. Students must commit to the extra time required for rehearsals (typically Saturday afternoons). A production fee is required to participate.
- **Academy Spring Showcase** - Fully registered students in the Children's and Ballet Programs are eligible to appear in the Academy Spring Showcases to demonstrate their progress to parents and friends. Showcases are the final event of each Academy year. A production fee is required to participate.
- **Colorado Ballet Productions** - Fully registered students have the opportunity to audition for or be selected for productions of the Colorado Ballet. Most notably, the annual

production of The Nutcracker features a large number of Academy dancers. Audition information is posted on the Academy bulletin Boards. Participation requires a production fee.



XI. SCHOLARSHIPS AND FINANCIAL ASSISTANCE

The Academy is proud to offer scholarships and financial assistance to fully registered students in the Ballet Program. Scholarships and financial assistance are provided to both recognize talent and create access to dance training for those students who might not otherwise be financially able to participate.

Students who apply to the Academy for financial assistance are awarded based on merit and financial need. Student's financial needs are assessed through several evaluation tools including eligibility in state school lunch programs and information from recent tax returns. Merit is assessed by the Artistic Staff. Assessed in total, the merit and financial need evaluations are combined to determine the student's overall assistance. Assistance can range from partial to full tuition assistance.

Scholarships are available to fully registered students in the ballet programs at South and Central locations of Colorado Ballet Academy. Scholarship awards are at the sole discretion of Colorado Ballet and are awarded for the entire Academy year as well as single sessions. Scholarships are good towards tuition and registration fees only- they do not include production, costume, or audition fees. Awards are based on the overall Academy budget for any year and can range from partial or full tuition awards.

Applications must be received by Colorado Ballet Academy by the scholarship audition date by email, fax, or in person for consideration. Incomplete forms will not be considered. All students will be notified of awards by letter. Scholarship recipients are expected to abide by all Academy policies set forth in the Student Handbook. Non-compliance can result in revocation of the scholarship.

All students must reapply each year. Scholarship Auditions for students 7 years old and above will be held each year before the fall semester begins. This year's audition will be held on Friday, July 29th, 2011 at 10am at the Central Academy. A makeup scholarship audition will be held on Thursday, August 4th, 2011 from 6-8pm at the Central Academy.

Recipients of scholarships or financial assistance are expected to present themselves in exemplary fashion. Unacceptable behavior or poor attendance will result in the immediate revocation of the scholarship or financial assistance.

XII. INTERNSHIPS & VOLUNTEER OPPORTUNITIES

The Academy has need of volunteers throughout the year. Volunteer assistance helps the Academy bring opportunities to students that may not otherwise be possible. If you have particular skills or time, however brief, that you would like to volunteer, please call the Academy Office.

XIII. DISTRIBUTION OF INFORMATION

Important information is delivered in a number of ways:

- The Academy presents a regular newsletter of events and information that is available online.

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- The Academy posts important information on the bulletin boards. Please refer to these as the information changes frequently.
- The Academy also relies upon e-mail to disseminate important information. Please assure that e-mail contact information is up to date.



XIV. CHANGE OF ADDRESS

Please contact the Academy Office with any changes in student information.

XV. WEATHER

In the event of inclement weather that may cause class cancellations, notification will be available through local media (CBS Channel 4) and through email. Weather may be a localized phenomenon, please exercise personal caution when traveling, even if classes have not been cancelled.

XVI. MAKE-UP CLASSES

Make-up classes are only offered for classes cancelled by the Academy beyond inclement weather. Classes may be cancelled due to inclement weather or for unforeseen circumstances.

Make-up classes are not offered for classes missed by individuals for any reason. Make-up class cards will be given on a case by case basis and the Academy reserves the right to deny any make-up classes. Excessive absences may result in dismissal from the class. Faculty members will contact students with excessive absences to discuss attendance.

XVII. ZERO-TOLERANCE POLICY

Colorado Ballet Academy maintains a zero tolerance policy with regard to substance abuse and any form of harassment or criminal behavior. Any such activity will result in immediate expulsion from the Academy.