

Pennsylvania Classical Ballet Academy
POLICY HANDBOOK
For Students and Parents
2017

Please review all this information with your child(ren). It is important in providing the best classroom environment possible for your child.

Class Attendance, Tardiness and Illness:

- Please call the office (610-440-0958) if your child will be missing or late to class. If absent from class please schedule a makeup class within 3 weeks of the missed class at or one level below the student's current level. It is the student's responsibility to make-up class if he/she is absent.
- If a student misses more than 2 classes the office may be calling to find out why the student has not been in class.
- It is important for students to maintain good attendance as too many absences may affect a student's progress and level placement.
- Tardiness in classes is not permitted. Please call ahead if you know you will be late. Dancers arriving more than ten minutes late may be asked to sit and observe class depending on the level. Warming up at the beginning of class is crucial to injury prevention for middle to higher level classes.

Parking:

- Northampton: Parking is available in front of the building or down on Main St.

Injury:

- All injuries must be reported to the office immediately and before a student participates in class.
- In case of injury students/parents will be responsible for their own health insurance. PCBA does not hold any liability in the case of an accident or injury while on the PCBA premises.

Class Level Placement and Advancement:

- Levels are based on age, skill level and strength.
- Level placement is done by faculty and is subject to change throughout the year. Our primary concern is that a student be placed in a level that is appropriate to his or her skill level and physical strength. A student who carefully develops his or her technique early in the curriculum will find advancement in later years to be smoother and more rewarding.

Cameras:

- Recording classes using tape recorders, cameras, cell phones or video recorders is strictly prohibited.

Cell Phones:

- Cell phones must be turned off or put on silent while in the studio. Students are not allowed to answer cell phones, make calls or text during class time (including breaks.)

Release of Liability:

- By registering for classes I understand and agree that I will not hold Pennsylvania Classical Ballet Academy, Ms. Dana Nederostek owners and directors, or any faculty member liable for any injury sustained or any illness contracted by me or my children while a student enrolled at Pennsylvania Classical Ballet Academy.

Gala Performance:

- All PCBA students are required to participate in the year end Gala performance.

Dress Code:

- PCBA's dress code is designed to encourage unity and discipline among our students. Separate leotard colors will be designated to each level. Students not meeting the required dress code may be restricted from participation in class.

- No shirts, legwarmers, skirts, etc., may be worn. Jewelry should be minimal. Small earrings only, no watches, necklaces, rings, facial jewelry (nose rings, etc.). Shoes should be neatly sewn with like color thread. NO safety pins. Dancewear is to be kept laundered and in good repair. Any holes should be mended with the same color thread. Shoestrings should be tied in a knot, cut and tucked into the shoes. Please mark clothing, shoes and dance bags with the student's name and class level.

- Warm-ups ARE encouraged before and after class.

- For Safety concerns, Eyeglasses are not permitted in class or on stage.

Ballet:

Girls:

- Pink tights and ballet slippers with appropriate solid color leotard. No skirts, no attached skirts and no frills please. (Under garments are not necessary and should not be worn under tights and leotard.)
- Mid-length to long hair is required to be pulled back into a neat bun and fastened securely using pins and a hair net. Short hair needs to be fastened away from the face. Appropriate hairstyle is an integral part of classroom attire and of the aesthetic and discipline of classical ballet. Students/parents must be responsible for the necessary supplies to have hair done before class time.

Girl's Class Leotard: (**Do not purchase leotard color until certain of class level**)

Acceptable styles: Camisole, Short/Long sleeve, solid color (no lace, strappy backs, piping, etc)

- Pre-Ballet – Light Blue
- Ballet I– Purple
- Ballet II – Red
- Ballet III– Royal Blue
- Ballet IV- Black

Boys:

- Short-sleeved white T-Shirt or leotard
- Black tights, thin white ankle-length socks and white ballet shoes OR black footed tights and black ballet shoes.
- Belts are required for boys 12 and older.
- Hair should be combed and fastened away from face if long.

Jazz/Tap:

- Black Jazz Shoes or Tan Tap shoes (no black tap shoes)
- Black Jazz Pants or Shorts
- (Girls: Solid Color Leotard) (Boys: White t-shirts)

Modern:

- Girls: Solid color leotard with pink tights
- Boys: White t-shirt with solid color tights

Cover-ups:

- Street clothes must be worn over dance clothes when entering and exiting the building. Dance shoes should only be worn in the dance studios and never to be worn outside.

Tuition:

-Annual registration fee of \$25 per family must be submitted with Registration Form to secure your child(ren)'s enrollment in the class. We accept Bill Pay through your bank (preferred), Cash, or Check (no credit cards)

- Tuition is non-refundable. No cancellations or withdrawals after Oct. 1st or 2 weeks after 1st class. For withdrawals after that time period, the year's tuition will still be due.

- Three payment plans are offered and described below:

1. Plan A = 6 installments (Year total divided by 6 months. Due the 1st of each month, 1st installment due with registration)
2. Plan B = 2 installments throughout the year.
Due dates are: with registration & 1/1/17
3. Plan C = Payment in full for the entire school year with a 5% discount

- For families with more than 1 student:

1. 2nd child will receive 20% off tuition
2. 3rd child will receive 40% off tuition

- Tuition is non-refundable. No cancellation or withdrawal after Oct. 1st or 2 weeks after the student's first class. Should a student stop attending class after that time period, families are still liable for the remaining tuition for the remainder of the school year.

- A late fee of \$20 is assessed if payment is received on or after the 6th of the month. To avoid the late fee, please pay the tuition on time. Payments can be set up through automatic bill pay through your bank. It is free and convenient.

- If a payment is not received by the 10th of the month students will be dismissed from classes.

- Accounts with returned checks will be charged a \$25 service fee.

Private Technique Classes/Coaching - \$30 / ½ hour

Open Class Prices -Single Class \$18

Costume Fee: depending on costume, \$50-\$75 per class enrolled (2 installments, due Nov. 1st & Dec. 1st)

Snow or Inclement Weather Policy:

- In case of inclement weather, please call the school office at 610-440-0958. In the case of a school cancellation, please schedule a makeup class within 3 weeks of the cancelled class at or one level below the student's current level.

Manners for Dance Students:

Students show respect for themselves by:

- Being prompt for class and showing up early to stretch and prepare for class.
- Being dressed neatly and properly for class in assigned color leotard.

Students show respect for others by:

- Keeping their hands to themselves during class, waiting quietly for others to have a turn and for instructions from the teacher.
- If you are late to class, wait for the music and teacher to finish and respectfully enter the class. Wait for the teacher to give you permission to join class.
- Respecting items that belong to others.

Students show respect for their teacher and art form they are learning by:

- Being ready for class on time and dressed properly.
- Listening when the teacher speaks.
- Never hanging or leaning on the barres or yawning during class.
- Being prepared for their turn.
- Always ask before leaving the room for any reason.
- Always finishing every exercise, never walking off noisily or showing anger or aggravation.

Dancers show respect to the studio by:

- Leaving gum, food or drinks outside. Bottled water only, allowed in studio.
- Never running in the classroom or in the hallway
- Putting trash in its proper place and plastic bottles in the recycle bin.
- Always keeping belongings zipped inside their dance bag so items are not lost.
- Reading or doing homework if you have free time between your classes.

Parents show respect for the dance class, teacher and studio by:

- Making an effort to be prompt getting children to class on time and picking them up.
- Making sure children have the opportunity to use the restroom before class.
- Clearly marking dance shoes and items with the child's name.