



## **Classical Ballet Academy's Rules & Regulations**

Welcome to classes at Classical Ballet Academy. In an effort to keep this a professional ballet school, please read and follow all of the rules and regulations.

### **Attendance**

Dancers are expected to be on time and ready to dance for their scheduled classes. Students arriving more than ten minutes late for class will be unable to participate in class due to the increased likelihood of injury. Late arrivals disrupt class concentration. Consistent attendance is imperative for proper training and growth. Students with minor and major injuries are expected to attend and observe their class. A doctor's note will be required to commence dance training after a major injury (severe strain, broken bone, etc.). Dancers with contagious illnesses (vomiting, fever, LICE, etc.) are asked to not attend class at CBA. If an absence is necessary due to illness please inform CBA as soon as possible.

### **Auditions/Trial Classes**

The Pre-Professional program requires an audition to determine proper class placement. Please call 503.890.6101 or email [director@classicalballet.net](mailto:director@classicalballet.net) to schedule an audition. Dancers wishing to enroll in Children's Ballet, Youth Ballet, Teen Ballet, Teen/Adult ballet, Modern or Contemporary classes are asked to contact the Office/Director to determine placement in the program. Class sizes at CBA are limited to ensure that all students are given proper attention and instruction.

### **Conduct**

Dancers are expected to be courteous and show decorum towards all members of the CBA community. Distractions such as cell phones, gum chewing, talking, poor hygiene, inappropriate attire, and leaving class prior to being dismissed, etc., will not be permitted. Dancers are required to maintain a healthy lifestyle.

### **Dress Code**

\*note that some Open Classes do not have a dress code ( i.e. Teen/Adult Ballet, Contemporary, Modern, etc.)

#### **Ladies:**

Traditional black "spaghetti strap" leotard (please no halter top leotards or excessive straps in the back), footed pink tights (without visible holes), split-soled leather or canvas pink ballet shoes (preferably Bloch, leather, split-soled, ballet shoes), shoes must have attached elastics.

Hair should be slicked back and securely fastened up in a bun. Getting used to having the hair up in a nice bun will make future performances run more smoothly.

\*No warm-ups, shirts, pants, skirts, or jewelry allowed.

Please make sure to have proper street clothing to wear to and from the ballet studio. Dancers will not be allowed to leave the building wearing only ballet clothes for safety and injury prevention reasons.

#### **Gentlemen:**

Black dance tights (or leggings), white tee shirts or leotards, white socks and black or white ballet shoes (preferably black, Bloch, split-soled), with attached elastics. Hair should be neat. Please keep any facial hair well groomed.

#### **Teen/Adult Open Classes:**

No dress code required. Ballet shoes required.

## Tuition Policy

Tuition is due the first class of each month. Please make checks payable to Classical Ballet Academy or you may pay with cash. Payments can be dropped in the tuition box or mailed to: 7970 SE Milwaukie Avenue, Portland, Oregon, 97202. We are not responsible for late mail delivery. If you would like a receipt please see the Office Manager.

Teen/Adult and drop-in classes can purchase a class card or pay prior to each individual class.

All fees are non-refundable. Please see "Missed Classes" section for details on make up classes. Tuition will not be pro-rated for holidays, closures, inclement weather, or missed classes. There is no extra charge for months that have a fifth dance day in them and there is no discount for months with less than four dance days in them. Monthly tuition is based on an average according to the school year. Please plan to pay for the entire month of December unless otherwise notified. If payment is not received, your dancer's spot may be given to another dancer on the wait list.

**A late fee of \$10.00 will be applied for fees received on or after the 11<sup>th</sup> of each month. A late fee of \$20 will be applied for fees received after the 20<sup>th</sup> of each month.** Please plan your payments to avoid a late fee. A \$25.00 charge will be assessed for all returned checks. If payment is not received by the 20<sup>th</sup> of each month, the dancer will not be able to participate until the payment and applicable late fees have been paid *in full*. We appreciate your cooperation and prompt payment of all fees to avoid the extra bookkeeping expenses.

## Missed Classes

There are no refunds for missed classes. Classes are occasionally held on holidays and run through the end of May. Class fees are based on the whole year and are broken up into monthly payments to make classes affordable for all dancers. Missed classes may be made up by taking an equal or lower level class within thirty days. Any classes not made up within thirty days will be considered forfeited. All make up classes are subject to instructor discretion due to class size limitations, ability level, etc. It is important to confirm make up classes in advance.

## Performance Opportunities

There will be performance opportunities throughout the year depending on attendance, availability and ability of the dancer. Dancers in the Pre-Professional program need to make a commitment to Classical Ballet Academy that includes only performing in CBA's productions of ballets during this academic year (other forms of dance/theater – as long as rehearsals do not conflict – are permissible).

## Pick Up & Drop Off

Please have dancers arrive at least 10 minutes prior to the start of class so they can prepare for class. Please do not enter a class while it is in session. Due to other commitments, instructors can not monitor children after their designated class time. For the safety of your children please pick them up immediately after their class ends. Dancers under the age of 12 are not allowed to go into the parking lot area alone. Parents are asked to please come inside the building to meet your dancer(s). Any violations of this policy will result in fines.

## Parking & Safety

Please only park in designated parking spots. And please do not block designated parking spots (even if you are sitting in your car). Although there are not a lot of parking spaces at CBA there are ample amounts of street parking around the studio. Please be mindful of neighbors of CBA and avoid blocking their driveways. Please make every effort to ensure the safety of all that enter and exit the CBA studios. All dancers under the age of 11 years old need to be escorted (hand held) to and from the building with a parent and/or guardian. Daylight disappears earlier in the evening and visibility is not great for drivers in the winter months. Please observe street safety rules including looking both ways before crossing the street, walking (not running) across the street and when necessary please use the cross walk located on Milwaukie Avenue. Please do NOT stop in the middle of the street to let dancers exit your car. This is HIGHLY dangerous and holds up traffic. Any violations of this policy will result in fines.

## Pets at CBA -

We are all animal lovers here at the studio and we do welcome guide and service dogs. Due to allergies and the number of small children at CBA we cannot allow dogs or other pets into CBA. Thank you for your adherence to this policy.

## Viewing & Observing Classes

Please enjoy the viewing windows in the lobby areas. Please note, windows and doors are NOT soundproof. Please do not allow children to press up against or bang on the viewing windows or doors. All children under the age of three must remain on a parent or guardian's lap at all times. For liability purposes, all children under the age of 12 must be accompanied by an adult at all times on the Classical Ballet Academy property. Only water is allowed to be consumed in the lobby area; please pick up and dispose of all waste. CBA is a completely NON SMOKING facility.