

# **CBA Student and Parent Manual**

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**For more information:**

CBA Telephone: (360) 623-9010  
CBA Website: [www.centraliaballet.com](http://www.centraliaballet.com)  
E-mail: [info@centraliaballet.com](mailto:info@centraliaballet.com)

**Centralia Office Hours:**

Mondays – 3:30PM to 7:45PM

Tuesdays – 3:30PM to 8PM

Wednesdays – 3:45 to 6PM

Thursdays - 3:30PM to 7:15PM

Fridays - 3:30PM to 6:30PM

Saturdays - 9:15AM to 12:15PM

**School Address:**

413 N Tower Ave. Centralia, Washington 98531

Allen Creek Location: 1153 Rush Rd. Chehalis WA 98532

**Statement:**

Centralia Ballet Academy offers classes for students age one through adult who enjoy dancing as well as for those who wish to pursue a pre-professional career. Located in Centralia we feature beautiful studios, marley floors, regulation-height barres, spacious dressing rooms, and a parent waiting area.

Centralia Ballet Academy reserves the right to change without notice any statement in this hand- book concerning, but not limited to, rules, policies, tuition, admission, evaluations and curricula.

**Notice of Non-Discriminatory Policy**

Centralia Ballet Academy admits students of any race, color, sexual orientation, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the Academy. It does not discriminate on the basis of race, color, sexual orientation, national and ethnic origin in administration of its education policies, admissions policies, scholarship programs or any other Academy administered programs.

## **ADMISSION & ENROLLMENT**

Children's Division classes (Moving Together, Explore Dance, Boys Explore Dance and Explore Ballet) have an Open Enrollment policy. These classes fill quickly and are on a first- come, first-served basis. Students must be the minimum age for the class of which they are enrolling by October 31<sup>st</sup> of current school year. Moving Together students must be minimum age by the first class of the session in which they are enrolling.

Ballet I is open enrollment for ages 8+. Following Ballet I, advancement is by teacher recommendation.

Enrollment in the Student Division (Ballet 1-5) is by invitation/recommendation only. Returning students are evaluated each year for advancement to the next level.

### **Entrance**

CBA students should use the Bethel Church entrance off the back parking lot and wait in the waiting area for class unless otherwise noted.

**Please Note:** Parents are fully responsible for younger siblings in the waiting area and studio etiquette is to be upheld. Parents and guests are to remain in the designated waiting areas during business hours for liability purposes.

### **Observation Day**

Parents/guardians are invited to observe class during designated observation weeks. Families will be notified when Observation Days are scheduled. The class observation schedule is subject to change. This observation is NOT open to the public (friends, etc.), but is for parents/guardians to observe their student's progress.

**Please Note:** Children's classes in Studio B may be observed via our video monitoring system from the parent waiting area. To minimize distractions and make full use of our space, parents will not be allowed in Studio B. Studio A will have **four** Observation weeks scheduled throughout the year. Allen Creek has the opportunity for observing year round with the viewing windows; however parents still need to respect the studio space and remember not to enter the studio space during teaching hours. During these times, parents and family are encouraged to come see what their child has been learning. Please refrain from talking during these classes and keep younger siblings quiet. At all other times, parents are asked to drop off children or remain in the waiting area.

### **Observation Day Etiquette**

We encourage attendance at Observation Day and know this is a special and unique educational opportunity. Parents must follow the guidelines below.

- Please plan to stay for the entire class period; leaving during class is distracting. If you do need to leave the studio during class, please wait for an appropriate break before leaving and re-entering.
- Please do not bring children under the age of 4, unless they can sit still for the entire class period.
- Color crayons and markers are not allowed in the studios.
- No cell phones, cameras, camcorders, laptops or electronic equipment of any kind are allowed in the studios during classes.
- No food or drink in the studios (Water is Okay.)
- Please: no talking during class.
- No taking notes.
- Special permission may be given to observe at another time in

cases of extreme circumstances. Such arrangements must be made through the Academy office.

- Visitors are asked to restrict observation of classes to Observation Day. Please remain in designated waiting areas at all other times.

## **OUTSIDE DANCE INSTRUCTION**

Each class level follows a carefully planned curriculum each year, requiring students to attend a specific number of hours of class each week throughout the school year. CBA's curriculum is designed to stand alone. However, if you feel the need to supplement with training elsewhere for one reason or another, please talk to us. We want to ensure that there is not confusion due to differences in training techniques or anything else of which we should be aware

## **THE PROGRAMS**

Centralia Ballet Academy is divided into two divisions designed to challenge the physical, creative and technical abilities of each student. The Academy's syllabus, developed by the Artistic Director and faculty, establishes classroom curriculum and defines how it is to be taught, thus assuring consistency within the Academy. The syllabus is periodically reviewed by the Artistic Director and faculty, and enhanced with the objective of offering the finest possible ballet training.

### **Progression of Training at Centralia Ballet Academy**

Children and parents often have divergent ideas and expectations when they sign up for dance. The following is an explanation of the progression of training at Centralia Ballet Academy, along with explanations as to why we do things the way that we do.

## **CENTRALIA BALLET ACADEMY'S CHILDREN'S DIVISION**

Children's Division classes introduce children to music and movement through a progression that stresses creativity and group interaction. Students in Explore Dance, Boys Explore Dance and Explore Ballet Class participate in an annual spring performance in June.

**Moving Together (for 1-4 year olds WITH a caregiver):** includes activities that allow the child to learn how to move to music and how to behave in a classroom (listening, following in line, returning props, etc.), as well as opportunities to develop gross motor skills and to bond with their caregiver. Most of all, it should be fun!

**Explore Dance classes (ages 4-6):** include activities based on natural movement rather than formal dance styles. Using different natural movements (walks, jumps, skips, etc.) the children develop gross motor skills and explore how these basic movements can be expanded through space, time and energy. Creative movement facilitates problem solving, concentration and focus. Classes develop flexibility, strength and coordination. On a social level, children learn to work cooperatively with each other and to accept and value individual differences. These classes lead naturally to a need for a more specific technical means of dance expression and thus, is an ideal preparation for ballet training.

**Explore Ballet (ages 6-8):** is a transitional class designed to ease students slowly into the structure of formal ballet training. Explore Ballet 1 at the beginning of the year greatly resembles the Explore Dance classes with the introduction of a few ballet positions and steps. Gradually, more formal ballet training is introduced. Explore Ballet 2 by the end of the year, looks more like a ballet class, with a couple games/creative movement-type activities rounding out the hour.

## **STUDENT DIVISION**

**Formal ballet training, beginning with Ballet I, does not begin until age 8.** Starting earlier than this can cause physical harm, bad habits, or completely turn a child off from the art form. The progression of ballet training parallels the physical and mental development of growing children. Ballet training is begun when a child has the physical strength and the mental concentration to undertake its demands. During the first four years of training children develop an understanding of how the body functions to accomplish basic technical skills and establish good working habits. It is not uncommon for students to remain in a level for more than one year. **Children who are allowed to undertake complicated steps before they have mastered basic principles will not develop a solid foundation for future training.** Thus, delayed gratification can be counted among the benefits of ballet training! The student that sticks it out will be rewarded with a solid technical base with which to go forward in his/her training and attempt the more complicated, exciting steps and choreography of classical dance or other dance forms.

Girls interested in pointe work (dancing "on toe") will be evaluated on an individual basis. Students generally must be at least 12 years old and demonstrate the strength, technique and maturity necessary to undertake pointe work. Beginning pointe work before all of these things are in place can lead to permanent injury. When a student has reached this milestone, parents will be given further information and arrangements will be made for the first pointe shoe fitting.

### **Ballet 1-5:**

Children ages roughly 8-18 enter the Student Division by recommendation or placement. Students learn progressive levels of ballet technique following the Academy syllabus for each age-appropriate level. Yearly advancement is based on faculty evaluations of the individual student's technical ability, physical aptitude, strength, classroom effort and attendance.

### **Pre-Pointe:**



Teacher Recommendation: Pre- Pointe focuses on strengthening and articulation for future pointe work.

### **Pointe I-II:**

Teacher Recommendation: Pointe work focuses on continual strength development and coordination of pointe steps into class curriculum, choreography and partnering.

### **Contemporary: Ages 10 and up**

For dancers in Level 2b and up. Contemporary allows dancers to use the base of ballet training with development of contemporary steps, technique and choreography.

### **Jazz: Ages 12 and up**

Working off of a ballet base, jazz dance incorporates isolating different body parts, rhythm, musicality and style to produce a fun, energetic dance form. Classes will incorporate exercises for stretching and strengthening and development of jazz technique and style. Past or current ballet experience required.

### **Stretch and Strengthen: Ages 10 and up**

In this special class, there will be a variety of Pilates, Yoga, Stretching and Progressive Ballet Technique training.

Progressing Ballet Technique is an innovative program developed by Marie Walton-Mahon for students to understand the depth of training muscle memory in achieving their personal best in classical ballet

### **Tap: Ages 7 – Adult:**

Focus on rhythm, musicality and timing. Basic technique and Broadway style will be taught. Classes for children, teens and adults.

### **Musical Theatre Dance: Ages 8-12:**

Introduces basic dance techniques, steps and style commonly used in musical theatre – particularly Jazz. Students will learn to dance and act like Broadway stars! No experience required, though ballet is recommended.

### **Lyrical: Ages 10 and up:**

Lyrical dance pulls from ballet, jazz and contemporary techniques to create an expressive style that is closely linked to music.

## **GUYS PROGRAM**

### **Boys Explore Dance: Ages 4-7:**

Using games and adventurous stories to focus on moving and rhythm allowing exploration for creativity and teamwork. In addition to building strength and dance technique this class will also focus on performance etiquette and technique.

### **Boys Ballet: Ages 8-12:**

Boys Ballet 1 is for new students who have not done dance before and Boys Ballet 2 is for dancers with two or more years of training.

### **Guys Ballet: Ages 13 and up:**

For boys who have had a year or more of training. Includes ballet technique, as well as work on upper body strength, stamina, and agility.

### **Men's Technique:**

Students will focus on continuing their ballet technique, as well as learning jumps, turns, and leaps necessary for advanced masculine movement.

## **OTHER PROGRAMS**

## **Open Class – Teen/Adult**

Open classes are offered for all students age 13 to adult who enjoy dance. These classes are designed to accommodate a wide range of ages and physical skills. Teens and Adults gain joy, flexibility and strength through the study of dance including dance styles in Tap and Ballet.

Enrollment in any of the Open classes constitutes an agreement to a waiver of liability for injuries sustained or illnesses contracted while a student at the School.

### **Teen/Adult Dress Code:**

All students are required to wear ballet appropriate clothing that allows for fluid movement during class. Jewelry and other accessories should be minimal: small earrings are fine. All students are expected to follow proper hygienic care. Ballet technique shoes are required.

### **Private Lesson:**

CBA offers private classes with our outstanding CBA faculty, which can be arranged directly with the teacher.

## **FACULTY**

Centralia Ballet Academy's faculty come from many professional dance backgrounds. They are dedicated to the success of each student. All CBA faculty members adhere to the School syllabus, while bringing their unique background to the studio, giving students a broad dance background designed to meet the eclectic needs of dance companies today.

## **CONSULTING STAFF**

Centralia Ballet Academy takes pride in our leadership educating young dancers. We offer a variety of workshops throughout the year on issues of particular interest to dance students including: nutrition, beginning pointe and foot care, ballet injury and therapy, growth and development, college dance options and dance history. Recommendations for Physical Therapists and Nutritionists as well as additional health care professionals are available upon request. In addition to these resources we also have a licensed medical massage therapist and wellness advisor on staff who is available for consultation.

## **PERFORMANCE OPPORTUNITIES**

All students (except for Moving Together; Teen/Adult classes have the option) have the opportunity to participate in an annual spring recital in June. Costume costs for the recital are sent home in early February. Students must be currently enrolled and attending all classes in order to perform. The students demonstrate skills and knowledge acquired throughout the year. Students in each class level perform original pieces choreographed by faculty members.

CBA advises parents and students that a decision to participate in the Annual Spring Recital is a commitment to faculty and classmates, and should be made only after carefully considering a student's ability to attend all classes. Students will not be allowed to participate in the recital if excessive number of classes are missed. Absences due to mandatory academic school trips and/or camps must be submitted in writing as far in advance as possible; students may be asked not to participate in the performance, depending on the length of absence for such trips. Dress rehearsal is mandatory for all students participating in the recital.

## **BALLET THEATRE OF WASHINGTON**

## COMPANY PRODUCTIONS

Company Students must be currently enrolled and attending all classes in order to participate in any Ballet Theatre of Washington production. Some Company productions have roles for children of the community and students of Centralia Ballet Academy.

### *Casting for Company Productions:*

BTW's Artistic Director's cast students from the School for Company ballets based on audition.

Any student age 8+ enrolled in at least one ballet class a week may audition for The Nutcracker. Depending on the spring performance, children's roles may also be available via audition. Casting decisions are made with considerable thought and care, but are not an indication of professional potential. The Company in no way regards selection of students as a reward for students' efforts or merit or as a reward for families' time or financial investments. To do so would create an expectation among students and families that the Company cannot consider in making its selections.

Many factors go into the selection of students - height, technical ability, movement quality, demeanor, behavior, spatial awareness, ability to learn choreography, among many others and these are weighed differently for every production and even differently for the same production from season to season depending on contextual circumstances.

The Company encourages all the students of CBA to focus on their ballet classwork and to remember that the annual Company Performances are an opportunity provided for all students to demonstrate their achievements each year.

There are no make-up classes for ballet classes missed due to rehearsals or performances.

## **REGISTRATION AND TUITION**

To register, submit a completed registration form with the non-refundable registration fee. Registration forms are available in the School office and online through the website. Tuition accounts must be current to receive class placement notification.

### **TUITION POLICIES**

Monthly payments are due by the first class of each session. Students admitted after the school year/quarter has begun are eligible to pay a pro-rated amount. A credit card number is required and will be charged along with a 3% fee to late accounts.

Once classes have begun, tuition is not refundable. Students who do not participate in class or withdraw before the end of the session/school year are obligated for the full quarter/year's fees. Students/parents should submit their intent to drop classes in writing to the CBA receptionist or business manager to avoid future charges.

Students with outstanding accounts will not be registered. A \$25 fee is charged for returned checks.

### **SCHOLARSHIPS**

Scholarship support is granted on a year-by-year basis for eligible families. Financial assistance is determined in the summer for the following academic year. Previously awarded financial aid does not transfer from year to year; families must reapply.

## **SCHOOL POLICIES AND PROCEDURES**

### **CODE OF CONDUCT**

It is the policy of Centralia Ballet Academy to maintain a positive, healthy and productive learning and working environment for all students, staff and dancers. CBA students are supported by a dedicated faculty, administration and consulting staff. Centralia Ballet Academy

takes pride in offering students numerous performance opportunities, workshops and backstage opportunities, a conditioning program and so much more.

As part of their training, CBA students are expected to behave in a responsible and disciplined manner and to adhere to the School's rules and regulations, both inside the CBA facility and outside in the greater community as representatives of CBA. Students are expected to treat CBA staff with respect and maintain a positive attitude. CBA strives to ensure that all rules are clear and reasonable, and students are expected to observe the established Code of Conduct. CBA reserves the right to suspend or dismiss any student whose conduct or attitude is found to be unsatisfactory. Please respect the expertise and decisions of the CBA School faculty and staff.

The following are absolutely forbidden at Centralia Ballet Academy:

- Firearms/Weapons: Any student possessing a firearm, explosive, knife, incendiary device, or any other weapon of any kind will be expelled.
  - Physical intimidation or injury
  - Any student possessing, buying/selling, using, or under the influence of alcohol or illegal drugs (including marijuana), or any student providing alcohol or drugs (including prescription drugs) to another student will be expelled.
  - Self-destructive behavior
  - Sexual harassment
  - Smoking: CBA is non-smoking. Washington state law makes possession of tobacco by anyone under the age of 18 a misdemeanor punishable by a \$50 fine and four hours of community service. CBA prohibits smoking on all CBA property. Students disregarding this policy face suspension and/or expulsion.

- Theft
- Verbal abuse, bullying, intimidation, or harassment of any kind
- Improper use of the internet
- Willful destruction or misuse of CBA's or another person's property
- Photography and/or video recording in CBA studios at any time without prior permission from CBA staff.

Any of the above actions will be reported immediately to the Managing Director, who will, in consultation with the Artistic Director, decide appropriate disciplinary action. Penalties may include but are not limited to:

- Dismissal from the School
- Retracting scholarship and/or stipend assistance
- Suspension from classes
- Referral to counseling
- Fines
- Probation

**In order to maintain a respectful positive environment at CBA parents and visitors are expected to adhere to the following guidelines**

- Be mindful of the Code of Conduct students are expected to follow
- Respect the decisions of the Artistic Director and Faculty



- Treat all dancers with respect
- Ensure your children are treating all dancers with respect
- Positively reinforce your child's performance and effort
- Assure your child is at class, rehearsals, and productions on time
- Assure your child has necessary attire and supplies for class, rehearsals, and productions
- Keep the waiting area at CBA quiet in order not to disturb
- Respect the privacy of the dancers in the dressing rooms
- Check the CBA website/Facebook/emails regularly for messages regarding classes and rehearsal/production schedules
- Do not gossip

## **STUDENT RESPONSIBILITIES**

- Students are responsible for their own behavior at the studio and the theater
- Students are responsible for respecting the property of others and CBA property
- Students are expected to keep their personal belongings cleaned up and organized
- Students are responsible for attending all classes they are enrolled in
- Students are expected to exhibit conduct that is courteous, cooperative, and responsible
- Students are expected to display regard for safety and welfare of others

including students, staff, and volunteers

- Students are responsible for informing staff of behavior that may be harmful to individuals or self
- Students are responsible for making a determined effort to learn
- Students are expected to follow the instruction of teachers and other staff members
- Students are expected to dress appropriately

## **ACADEMIC COORDINATION**

Many schools grant Physical Education credit or exemption for ballet instruction. Students may also arrange to obtain credit for Fine or Performing Arts Education. Check with your academic advisors if this is of interest and speak to CBA staff to obtain necessary documentation. Some students may be able to get permission for early dismissal in order to arrive at CBA in time for class. Please do not ask for an exemption from PE unless it is **absolutely necessary**. Centralia Ballet Academy encourages participation in most PE activities.

## **ATTENDANCE**

Students are expected to attend all scheduled classes. Students or their families must report all absences to the School prior to class time in order to be excused. Students who are injured are expected to observe classes and take notes. Attendance is critical to consistent progress and advancement in the School. Poor attendance (for any reason) may jeopardize a student's placement, participation in productions, promotion or Scholarship awards.

It is essential that students come to class on time. Late arrival does not allow a student sufficient time to warm up, may cause injuries and disrupts class concentration. Students more than ten minutes late to any class will be asked to sit and observe.

## **BUILDING RULES**

- Be respectful of the administrative staff by keeping noise to a minimum in the lobby areas.
- Food and drinks are restricted to the waiting room and dressing room; gum is not allowed. Water only in studios.
- Students are responsible for the disposal of their garbage and are expected to treat the facilities, furniture and equipment with respect.
- Use the proper entrances and exits located in the back of the building during business hours. Once students leave the building CBA is not responsible for their activities and well-being. Parents should come inside to pick up students ages 10 and under. All students should wait inside the reception area until their ride has arrived.

## **CAMERAS & PHOTOGRAPHY**

Photography and/or videotaping of any kind is not allowed in CBA without first obtaining permission from CBA's Artistic Director, Managing Director and School office for School-related events. There are students that attend CBA that may not wish to be photographed for a variety of reasons not limited to being a part of the foster care system.

CBA prohibits photography and video recording for personal, educational or commercial use with- out permission and/or accompaniment by authorized CBA personnel. This applies to ALL still-camera and video photography (including cell phone cameras), anywhere in the building, whether involving company dancers, CBA students, or faculty, staff and parents. If you notice someone taking pictures or filming in our hallways or studios and you don't feel comfortable confronting them directly, please notify the front desk and/or Artistic Director, Managing Director immediately.

Registration forms for all CBA programs include an agreement which

gives CBA permission to take photos of students in classes and/or performances to use for purposes of promoting Centralia Ballet Academy.

## **CELL PHONES**

Centralia Ballet Academy prohibits cell phone use in the studios and restrooms. As stated in the Cameras and Photography policy, photography and/or videotaping of any kind is not allowed in CBA without first obtaining permission from CBA's front office, Artistic Director or Managing Director. Students must turn off all cell phones and store them safely in away before entering the studios at Centralia Ballet Academy.

## **DRESS CODE**

CBA has a specific dress code to allow the teacher to view the students' movement, eliminate distractions and to cultivate pride in being a dancer. Dress code leotards, tights and shoes will be used as part of recital costumes, cutting down on costs to families. Please see below for information specific to your child's class.

### **Moving Together:**

- Non-restrictive clothing both caregiver and child can move in
- Ballet Slippers or barefoot (NO STREET SHOES)

### **Explore Dance & Ballet 1 – 5:**

Girls:

- Full Footed Pink tights (**no shiny/Lycra tights, no underwear**) Pink leather ballet slippers: Girls should have leather shoes through level 3. Ballet 4-5 may wear leather or canvas

**(single elastics, no criss-crossed elastics, or bows)**

- Leotard (color appropriate for the Level; see color chart below) 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 face. **Students/ parents must be responsible for the necessary supplies to have hair done before class time.**
- Warm ups should be kept to a minimum and removed at teacher's request. Short (above knee) ballet skirts are acceptable. Bootie shorts should never be worn for ballet classes.

**Leotard Color Levels**

**Explore Dance 4/5:** Pink Theatricals Style 5510C

**Explore Dance 5/6:** Lavender Theatricals Style 5510C

**Explore Ballet 1:** Light Blue Capezio Style CC400C

**Explore Ballet 2:** White Capezio Style CC400C

**Ballet 1:** Pink Capezio Style CC400

**Ballet 2A:** Lavender Capezio Style CC400

**Ballet 2B:** Royal Capezio Style CC202 or Theatricals N5501

**Ballet 3:** Burgundy Capezio Style CC202 or Theatricals N5501

**Ballet 4:** Hunter Capezio Style CC202 or Theatricals N5501

**Ballet 5:** Black Capezio Style CC202 or Theatricals N5501

Boys Explore Dance:

- Plain White T- Shirt (**clean, snug-fitting white t-shirts acceptable for Explore Dance and above, no logo shirts or dingy shirts.**)
- Black tights or Leggings. **No short cut-off tights.**
- Black Leather Shoes

#### Boys Ballet:

- ‘Wear Moi’ V-Neck leotard (Altan – full seat version.)
- Black footed tights
- Black leather shoes

#### Guys Ballet:

- ‘Wear Moi’ V-Neck Altan (Full Seat) or Ivan (thong) options OR White V-Neck shirt and dance belt.
- Black footed tights (no short, cut-off tights)
- Black leather shoes

#### Dress Code for Extended Curriculum Classes: Jazz, Tap, Lyrical Contemporary and Stretch & Strengthen

- **Jazz and Musical Theatre:** Black Canvas Jazz shoes; Black Jazz pants or unrestrictive clothes. Nothing too baggy and never jeans.
- **Contemporary:** Bare foot, Foot undies, Socks; Unrestrictive clothes; leotard and tights. Unrestrictive clothing. No Jeans.
- **Lyrical:** Bare foot, Foot undies, Socks; Leotard in color and style of choice; footless tights. Unrestrictive clothing. No Jeans.
- **Tap:** black tap shoes and clothing you can move in (no jeans or excessively baggy pants).
- **Stretch & Strengthen:** Unrestrictive clothes nothing too loose; bring a yoga or Pilates mat

## **Additional Dress Code Guidelines:**

- Ballet skirts and non-baggy warm ups may be worn at instructor's discretion.
- No denim or jeans.
- Jewelry should be minimal: small earrings.
- 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 same color thread. Please mark clothing, shoes and dance bags with the student's name.
- Do not use fabric softeners when laundering dance attire; it damages studio floors.
- Absolutely no street shoes are to be worn in the studio. (Street shoes should be worn inside and changed into before leaving the building – do not wear dance shoes outside.)
- **Leather dance shoes are required through level 3 Ballet. Ballet 4&5 may wear canvas.**

### **Dress Code Warnings**

**Students who fail to comply with dress code will receive these warnings.**

- 1<sup>st</sup> time out of dress code student is spoken to
- 2<sup>nd</sup> time out of dress code parent is notified
- 3<sup>rd</sup> time student will sit out of class.

## **Free Dress Weeks**

Four weeks out of the year we provide students with the option to wear dance attire that does not strictly meet the CBA class dress code. (Class colored leotards, pink tights etc.) However, it is expected that dress code is upheld the rest of the year in order to enjoy this privilege and hair/shoes should still meet dress code. (No distractive attire.)

## **Dressing Rooms**

Do not leave valuables in the dressing rooms. Whenever possible, do not bring them with you. If you must, they may be carried into classrooms and placed where the instructor designates during class; the school cannot be responsible for any losses of personal property or valuables.

## **FACILITIES**

Students and parents are asked to remain on the main floor of the school. Young Dancers are expected to wait for class in the Waiting room. Older Dancers (Ballet 2b and up) may quietly walk upstairs to their designated classroom.

## **INJURIES**

All student injuries and accidents in and out of ballet class must be reported promptly to the CBA office. School staff will document the student's condition and any medical guidelines for activity.

If an injury occurs (either in or outside of class), please do the following:

- Notify appropriate faculty and front office immediately so that proper documentation can be made.
- Bring a report of your injury to the School office in order to facilitate your recovery.
- Any student with an injury requiring limited participation in class or a significant leave of absence from CBA must meet with the Artistic Director or Managing Director to set up a recovery plan before returning to classes.

## **LOST AND FOUND**

Lost and found bins are located in the dressing rooms and reception area.



## **MEDICAL LEAVE AND DOCTOR'S NOTES**

Attendance in all classes is mandatory. However, Medical Leave may be initiated by CBA for the management of physical or emotional conditions that hinder a student's ability to participate in class. Medical Leave may also be requested by a student or parents. When the student is ready to return to the School, written communication to the Managing Director and Artistic Director must be received from the parents and the student's physician and/or counselor, indicating any recommendations, conditions and/or limitations placed on the student's return, such as participation in ongoing treatment. Students may return from Medical Leave only with the approval of Centralia Ballet Academy. Refunds will be at the discretion of the Managing Director.

## **NOTICES AND MESSAGES**

It is the responsibility of each student to check the bulletin board before and after each class. Parents should check posted information for younger students. Weekly schedules, including changes and important notices, are posted on the School bulletin board. The student board is located in the Waiting room and dressing rooms. Updates are also posted on the school's webpage and Facebook.

## **PHOTOGRAPHY**

Registration forms for all CBA programs include an agreement which gives CBA permission to take photos of students in classes and/or performances to use for purposes of promoting Centralia Ballet Academy. Students may NOT take any photos/videos on the CBA premises without prior permission from the School staff.

## **TICKETS/ATTENDING PERFORMANCES**

We encourage all students to attend CBA and BTW Company performances. The live theater experience provides an essential and enriching component to the education of our students. Tickets for all performances may be purchased in person at the CBA Office.

## **Expectations for Students Attending Performances:**

CBA students are expected to behave in a responsible, respectful, and disciplined manner when attending the ballet. Be mindful of other patrons seated nearby and remember you are representing CBA. The theater experience should be enjoyable for all. Disruptive behavior (talking, kicking chairs, excessive fidgeting, chewing gum) will not be tolerated. Conversation/ critiquing of performances should be saved for intermission or after the performance. Should surrounding patrons complain of such behaviors from students, disciplinary action may include a warning to cease the disruption, suspension from the theater and/or loss of privileges.

## **TRANSPORTATION AND PARKING**

### **PARKING**

There is ample parking behind the school for pick up's and drop offs.

### **PICKING UP STUDENTS AFTER CLASS**

Parents are expected to pick up students promptly after classes. Please contact the School if you are delayed or anticipate a delay.

## **EMERGENCY CLOSURE PROCEDURES**

### **SNOW CLOSURE**

CBA will be closed for snow or other weather/disaster conditions in Centralia when **Centralia Public Schools** are closed. Closure of after-school activities has no bearing on whether or not we are closed. If the schools have delayed openings; we will have class as normal. If you have any doubt as to whether or not class will be held; call the studio phone. A message will be recorded by **1pm** if classes are canceled. **There are no tuition credits given for bad conditions closures.**

## **Contacting CBA**

If you have any questions or need to communicate with us for any reason, please use the phone number or email addresses below. Teachers may not be available to speak with students and parents before or after classes, as they need to be ready for the next class. We appreciate your understanding.

**Phone** (calls will be returned within 24 hours): (360) 623-9010

**Email:** [info@centraliaballet.com](mailto:info@centraliaballet.com)

Please Sign and Return

**Parent/Student Manual Form**

I, \_\_\_\_\_, Parent/guardian

fully understand the above guidelines pertaining to the CBA Student and Parent Manual. If I have any questions, at any time, I will notify CBA immediately to help resolve the problem quickly and efficiently! Both my child(ren) and myself are committed to CBA and I understand all expectations and the level of financial and time and volunteer commitments to CBA.

\_\_\_\_\_ and

***Student (s) Signature***

\_\_\_\_\_ Date: \_\_\_\_\_

***Parent/Guardian Signature***

**NOTE:** Parents and students are responsible for the information set out in this manual. Please read and note requirements for tuition, attendance, class make-ups and our dress code. Please sign and date, and return the back page of this packet to CBA's Front Office.

**Thank you for choosing CBA for your Child's dance education!**

