

Ensemble Ballet Theatre Academy of Dance

STUDIO POLICIES

2024 - 2025

Ensemble Ballet Theatre Academy of Dance

Ensemble Ballet Theatre (EBT) was formed in 2002 with the mission to educate, promote, foster and encourage interest in all forms of dance to the general public. EBT's programming strives to provide a sense of belonging for each one of its dancers, promote growth of their independence, foster self-confidence, and help them take pride in themselves and their achievements.

EBT Academy of Dance will serve students by offering weekly classes across classical ballet, pointe, jazz and contemporary, with a plan to expand class options as the student body grows. In addition, the Academy will offer periodic intensives and master classes. Highly qualified instructors will challenge and nurture dancers as they grow and excel in their dance education and develop into well-rounded individuals.

Ensemble Ballet Theatre Academy of Dance core values:

- **Imagination** - offering compelling programming that stimulates the imagination, advances creativity, and promotes new perspectives.
- **Discovery** - providing educational opportunities that enable all segments of the community to discover, re-discover, and sustain the joy of dance.
- **Growth** - creating a positive, self-esteem building environment for dancers to grow strong both mentally and physically.
- **Diversity and Inclusion** - Helping build an engaged and connected community through dance arts experiences that are accessible, inclusive, and reflect the global community in which one lives.

Ensemble Ballet Theatre also offers performance experiences through its Performance Division, creating wonderful opportunities for dancers. Each year, EBT's Performance Division provides two full scale, professional style ballet productions. These productions are performed in local venues accessible to students, families, and the elderly. Other smaller community events are also performed throughout the year.

STUDIO POLICIES

General Policies

- Parents are expected to be prompt when dropping off and picking up their students. Due to the studio setup, a parent waiting area is not available. Parents can wait outside of the studio during classes (there are benches in the atrium on the other side of the Hot Yoga studio) or walk over to Ristrettos and enjoy a coffee.
- All students must have a signed Medical Authorization Form and Accident Waiver and Release of Liability Form on file before participating in class.
- Student safety is a primary concern. Parents must ensure their student is inside the building and with a studio staff member before leaving.
- No gum is allowed in the studio. Food and drink, other than water, is allowed ONLY in the upstairs lounge. Students are expected to clean up after themselves.
- The fridge in the loft will be cleaned out every Wednesday. Any food that is left over will be thrown away unless labeled with a dancer's name and "please keep".
- Rough housing, climbing on barres, leaning over the upstairs railing, yelling, and throwing objects are not allowed in the studio.
- Ensemble Ballet Theatre Academy of Dance and its staff are not liable for any damage to or losses of personal property or valuables.

- Any choreography learned by a student is the sole property of the choreographer and/or the Academy and may not be copied or used for any activity outside of the Academy's scope. Permission must be granted by the choreographer and/or the Academy for any student to use said choreography at any venue where the member is not with the Academy or acting on behalf of the Academy.
- All imagery, including, but not limited to, photographs and video recordings of a student is the sole property of the Academy and may be used at the discretion of the Academy for advertising/promotional purposes.
- EBT Academy of Dance reserves the right to refuse service to anyone.
- Feedback, questions, and/or concerns may be submitted at any time in person to EBT office staff or in writing to office@ebtballer.org.

Registration

- Registration is done online with a Dance Studio Pro account. A Medical Emergency Authorization Form, Accident Waiver and Release of Liability Form, and Photography Release Form must be completed annually for every student before participating in any classes.
- The Medical Emergency Authorization Form may be submitted in person to the office or via email to office@ebtballer.org. All other forms will be available digitally at time of registration.
- A non-refundable registration fee of \$25 per season will be charged for each dancer.

Tuition and Payment

- The first month's tuition will be paid in advance at time of class registration. Drop-in classes will be paid prior to attending class.
- Monthly tuition payments will be made from October through June regardless of studio closures for holidays and school breaks. (i.e., the studio will be closed for holiday break from December 23rd – January 4th, but monthly tuition is still due on December 1st and January 1st). The Academy follows the Tahoma School District holiday calendar. These breaks are taken into consideration when setting tuition pricing for the year.
- Academy tuition payments are non-transferable and non-refundable, except in the event of class cancellation.
- Tuition payments are due by the 1st of each month. Tuition is considered late on the 11th of each month. The parent or guardian is responsible for making tuition payments on time to avoid late fees & penalties.
- One of EBT Academy of Dance's core values is diversity and inclusion, making dance arts accessible to all. If financial assistance is needed to meet studio tuition, fees, and/or dress code, please contact EBT Academy of Dance at office@ebtballer.org.
- EBT Academy of Dance reserves the right to cancel classes due to low enrollment. If the Academy cancels a class, the student will receive a class credit or tuition refund.
- Payment forms currently accepted by EBT Academy of Dance include Cash, Check, and all major credit and debit cards.
- Fees and Penalties:
 - o *Overdue accounts are automatically charged late fees on the 11th of each month of \$35.*
 - o *Any account 90 days in arrears must be paid current before the student can continue attending classes.*
 - o *Additional Fees: \$35 Non-refundable NSF Check fee for all returned checks.*
\$35 Non-refundable NSF Credit Card fee for all declined credit cards.

Tuition Rates

| | |
|----------------------|-----------------|
| 1 Hour per Week | \$80 per Month |
| 1.5 Hours per Week | \$105 per Month |
| 2 Hours per Week | \$130 per Month |
| 2.5 Hours per Week | \$160 per Month |
| 3 Hours per Week | \$180 per Month |
| 3.5 Hours per Week | \$200 per Month |
| 4 Hours per Week | \$220 per Month |
| 4.5 Hours per Week | \$240 per Month |
| 5 Hours per Week | \$260 per Month |
| 5.5 Hours per Week | \$280 per Month |
| 6 Hours per Week | \$300 per Month |
| 6.5 Hours per Week | \$315 per Month |
| 7 Hours per Week | \$325 per Month |
| 7.5 Hours per Week | \$335 per Month |
| 8 Hours per Week | \$345 per Month |
| 8.5 Hours per Week | \$355 per Month |
| 9 Hours per Week | \$370 per Month |
| Unlimited Individual | \$370 per Month |
| Unlimited Family | \$550 per Month |

Changes to or Withdrawal from Classes

- A parent or guardian must notify EBT Academy of Dance IN WRITING of any changes of enrollment on or before the 27th of the previous month. *For example, for a student withdrawing from classes starting in January, notification must be received by December 27th. Without written notice the parent or guardian agrees to pay tuition for all months charged.*
- Students will not be considered withdrawn from the Academy or any specific class until the business office is notified via email to office@ebtballer.org.

Student Assessment and Placement

- Students may only register for classes in the level in which they are placed during their placement assessment.
- Level placement decisions are made collaboratively by the Studio Director and instructors. Any related questions or concerns may be addressed to EBT Academy of Dance's Studio Director, Peyton Nay (office@ebtballer.org).
- **Initial placement:** New students joining EBT Academy of Dance will attend a class for placement. This placement class is free of charge to the student. After class, the Studio Director will notify the student of their placement level at which time the student can register accordingly.
- **Student Assessment:** EBT Academy of Dance staff members will assess student progress twice per year; once in December and once at the end of the academic year.
- **Change in Placement:** If a student is permitted to advance levels in December, the student will have the option to change classes in January (space permitting). Level advancements awarded in the Spring will apply starting in the Summer session.

Class Requirements

- All students **MUST** be potty trained and can utilize the restroom independently.
- Instructor permission is required for students to enroll in pointe technique classes. Students will be notified when their instructor feels that the student has acquired enough experience and strength to begin pointe work.
- A minimum of two ballet technique classes per week are required to enroll in the corresponding leveled pointe technique class.
- A minimum of two ballet technique classes per week are required for dancers in Level 3 and above.
- At least one ballet technique class per week is required to enroll in any jazz or contemporary classes.

Tardy, Absence, and Injury

- **Tardiness:** To prevent injury and promote professional conduct, students will be asked to observe class if they are more than 30 minutes late. If a student is late to class, they should ask permission to take class.
- **Absence:** If a student misses class due to illness or personal reasons, make-up classes are offered as a courtesy of the Academy.
 - **Make-up Classes:** Students may make up missed classes by attending an alternate class in the same style at the same or lower level. Make-up classes must be taken within 4 weeks following the absence.
 - **Removal from Showcase:** Abundant absences may cause a student to have their part reduced or removed from the showcase at the discretion of the class instructor or Studio Director. Please communicate any foreseen absences to your student's instructor as early as possible.
- **Injury:** If a student is injured while at the Academy, the student must notify the instructor immediately and an Incident and Injury Reporting Form must be filled out before leaving the studio. If a student is injured, they are permitted to observe their class and take notes. If two or more consecutive weeks are missed, a medical note from a licensed practitioner will be required to return to class.

Code of Conduct

- Every person at Ensemble Ballet Theatre Academy of Dance is expected to be respectful to all persons at all times. EBT Academy of Dance reserves the right to suspend, dismiss, or refuse services to any student or parent whose attitude or behavior conflicts with the standard of the Academy, or whose actions are deemed detrimental to other students or the studio as a whole.
- The following actions are forbidden at Ensemble Ballet Theatre Academy of Dance:
 - Physical intimidation, threat of injury or harassment of any kind.
 - Theft or destruction of studio or personal property.
 - Verbal abuse, vulgar conduct or use of profanity.
 - Sexual harassment, coercion, or any behavior or interaction that is perceived by staff, students or parents, as sexually inappropriate or unwelcome in any way.
 - Discrimination on the basis of race, ethnicity, national origin, religion, sex, gender, sexual orientation or disability.
 - Possession of illegal drugs or alcohol.
 - Possession of weapons or firearms of any kind.
 - Any use of the internet or cell phones deemed inappropriate by staff, students or parents.
- Any of the above actions can result in (but are not limited to):
 - Probation
 - Dismissal from class
 - Suspension or expulsion from EBT Academy of Dance

- o Banning from the premises
- o Fines
- o Legal action

Studio Closures and Substitutes

- **Inclement Weather:**

- o EBT Academy of Dance follows Tahoma School District's inclement weather procedures. If Tahoma schools are closed, the Academy will be closed for all classes. If Tahoma schools have a 2-hour delay, the Academy will open at 11:00 am and classes before 11:00 am will be canceled.
- o Ensemble Ballet Theatre Academy of Dance reserves the right to cancel class due to inclement weather.
- o There are no make-up classes nor refunds for weather-related closures. Enrolled families will be notified via email of any changes in the studio's operating hours. Social media pages will also be updated in the following locations:
 - Ensemble Ballet Theatre Facebook page
 - Ensemble Ballet Theatre Instagram (@ebtballer)

- **Academy Closures:** EBT Academy of Dance follows the Tahoma School District holiday and break closure schedule.

- | | |
|--|-------------------------------------|
| o September 2, 2024 | CLOSED (Labor Day) |
| o November 11, 2024 | CLOSED (Veterans Day) |
| o November 28 - 30, 2024 | CLOSED (Thanksgiving Break) |
| o December 23, 2024 - January 4, 2025 | CLOSED (Winter Break) |
| o January 20, 2025 | CLOSED (Martin Luther King Jr. Day) |
| o February 17 - 22, 2025 | CLOSED (Mid-Winter Break) |
| o April 7 - 12, 2025 | CLOSED (Spring Break) |
| o May 26, 2025 | CLOSED (Memorial Day) |
| o June 19, 2025 | CLOSED (Juneteenth) |

Additional Studio Closure Dates:

- | | |
|-------------------------------|--|
| o December 2 - 7, 2024 | CLOSED (Performance Division Nutcracker Show Week) |
| o May 5 - 10, 2025 | CLOSED (Performance Division Spring Show Week) |

- **Instructor Absence:** EBT Academy of Dance reserves the right to contract a substitute instructor when the regular instructor cannot attend class. Should a class be canceled, the Academy will make every effort to schedule a make-up class at a future time. There will be no refunds for instructor absence closures.

Dress Code

- Parents are responsible for supplying all required dance attire and shoes.
- Students are required to wear the appropriate shoes and attire to all lessons.
- No jewelry is to be worn to class.
- **Combo Classes:**
 - o Female identifying dancers wear a solid black or colored leotard, and pink or skin tone colored tights. Pink ballet slippers are worn for ballet, pink ballet slippers for jazz, and tap shoes for tap. Hair is pulled back neatly off the face.
 - o Male identifying dancers wear a white or black short sleeve shirt, and black comfortable pants. Black ballet slippers are worn for ballet and jazz, and tap shoes for tap. Long hair is pulled back neatly off the face.

- **Ballet (All Levels):**

- Female identifying dancers wear a solid black or colored leotard, and pink or skin tone colored convertible or footed tights. Pink or skin tone colored ballet slippers are worn. Pink or skin tone colored pointe shoes are worn if en pointe. Warm ups are allowed at teacher discretion. Hair is pulled back neatly off the face in a high or low bun.
- Male identifying dancers wear a white or black short sleeve shirt tucked into black tights or fitted ankle length leggings. White ankle socks are worn with black ballet slippers. A dance belt is worn. Long hair must be pulled back neatly off the face.

- **Contemporary/Jazz (All Levels):**

- Female identifying dancers wear any color leotard, and pink or black or skin tone colored tights. Leggings and shorts may also be worn at teacher discretion. Tan jazz shoes are worn for jazz, and half shoes or foot thongs for contemporary. Hair is pulled back neatly off the face.
- Male identifying dancers wear any color short sleeve shirt or tank, and black tights or leggings. Pants and shorts may also be worn at teacher discretion. Tan jazz shoes are worn for jazz, and half shoes or foot thongs for contemporary. A dance belt is worn. Long hair must be pulled back neatly off the face.

Parent Watch Week, Showcase, Costumes, and Performance Opportunities

- **Parent Watch Week:** EBT Academy of Dance will hold a Parent Watch Week once per year to allow parents and guardians to observe their student in their class setting.

- **December 16 - 21, 2024**

Parent Watch Week

- **Showcase:**

- Most Academy classes will learn choreography and perform in the year-end Showcase.
- If a student will not be able to attend the year-end Showcase for any reason, the student's parent or guardian must let EBT Academy of Dance know prior to costumes being ordered.
- Dress Rehearsals for the showcase are held in place of normal class and are included in the student's monthly tuition payment.
- A \$40 Showcase Fee per dancer is required to participate in the Showcase. If a family has more than one dancer, the fee is \$15 for each additional child.
- All account balances, including the showcase and costume fees, must be current for a student to receive their costume and perform in the showcase.
- Students are required to remain backstage with instructors for the length of the full show – NO PARENTS, except approved volunteers are permitted backstage. NO student will be released during a show – NO EXCEPTIONS.
- More detailed information related to show times, location, arrival times, etc., will be provided in the spring.

- **Costumes:**

- Parents are responsible for purchasing necessary costumes from the Academy. Due dates must be met for a student to perform in the showcase.
- There will be a separate costume required for each class. Costume cost is approximately \$70 - \$100 per class, but can vary. Students will be sized during their dance class before costumes are ordered.
- A non-refundable deposit of \$40 per costume must be paid by January 10th in order for a student's costume to be ordered.

EBT Ensemble Ballet Theatre ACADEMY of DANCE

27203 216TH AVE SE #8 ❖ MAPLE VALLEY, WA ❖ 98038 ❖ 425-432-9858 ❖ WWW.EBTBALLET.ORG

- o *Once costumes have been ordered, the parent or guardian is obligated to pay the remainder of the costume cost. All account balances, including the outstanding costume balance, must be current for a student to receive their costume and perform in the showcase.*
- **Additional Performance Opportunities:** Additional performance opportunities are offered through membership in Ensemble Ballet Theatre's Performance Division. Interested students/parents may contact Artistic Director, McKenna Sevruck, for further information (mckenna.s@ebtballer.org).

Ensemble Ballet Theatre Academy of Dance

Studio Policies 2024-2025

I have read and understand that tuition is due on the 1st of every month. A late fee of \$35 will automatically be assessed on the 11th of each month for any unpaid tuition. Any account 90 days in arrears must be paid current before the student can continue attending classes. I understand that all positive account balances will become property of the studio if I choose to leave for any reason. If the situation is taken to court, I will be liable for all legal costs incurred. I acknowledge by signing this that I release Ensemble Ballet Theatre Academy of Dance from and against any and all claims for damages and/or injuries which the student might incur while participating in any activities connected with their participation. Including but not limited to photos, rehearsals, performances, and/or any classes in conjunction there-of. I understand that the studio is not responsible for belongings left in the studio.

I also agree to all studio policies, code of conduct and payment deadlines relating to costumes and showcase fees.

Dancer's Name(s): _____

Parent Signature: _____

Print Parent Name: _____ Date: _____