



# Dance Academy Student/Parent Handbook 2010-11

**Early Childhood and Youth Students and Parents**  
**Please arrange your summer travel plans after these dates!**

End of the year In-Studio Demonstration for Discover Dance is **May 16, 2011.**  
End of the year In-Studio Demonstrations for Creative Movement, Children's Ballet,  
Entrance Level, Ballet 1, and Pre-Tap—**May 21-27, 2011.**

End of the year Performances for Ballet 2 and up and  
Corresponding levels in other disciplines—**June 3, 4, & 5, 2011.**  
**If participating please plan any travel beginning June 6, 2011.**

Updated 8-24-10

## 2010-11 BalletMet Columbus Dance Academy Information & Academic Year

(Please check our website regularly for any updates)

August 23, 2010	Discover Dance Orientation 6:00-7:00
August 24, 2010	Merit Scholarship 5:00-6:00 Dare to be Moved Scholarship 6-7
<b>August 28, 2010</b>	<b>Downtown Location – Teachers’ Meetings 10:00-12:00</b> <b>Orientation Meetings for Parents and Students</b> <b>Early Childhood &amp; Pre-Tap - 1:00-2:00</b> <b>Creative Movement session – 2:00-2:30</b> <b>Pre-tap session 2:30-3:00</b> <b>Ballet 2-Advanced &amp; additional disciplines – 3:00-4:00</b>
<b>August 30, 2010</b>	<b>Downtown and Vista Plaza Academy Dance Classes</b> <b>Begin for the 2010-11 Academic Year!</b>
<i>September 3, 2010</i>	<i>Rhythm on the River- Company Performance</i>
<b>September 6, 2010</b>	<b>Labor Day – No classes at both locations</b> BalletMet Booth in Upper Arlington Arts Festival
<b>September 7, 2010</b>	<b>Classes begin at the Worthington McConnell Arts Center (MAC)</b>
September 11, 2010	<b>“Plug In with the Parent Association”</b> - 9:00-11:00am Come into the Downtown conference room and learn about the happenings in the Academy from a parents perspective! Coffee and pastries provided. <b>“Auditioning for the Nutcracker”</b> Education lecture at the Downtown Location – 3:00-4:00– Studio E
<b>September 12, 2010</b>	<b>“The Nutcracker” Auditions</b> Girls must be age 9 by October 30, 2010. Boys must be age 7 by October 30, 2010.
<b>September 25, 2010</b>	<b>Photo Session for Students to take Audition Photos for Summer Intensives – 2:30-5:00 pm</b>
<i>October 16-18, 2010</i>	<i>October 1-9, 2010 – BalletMet Columbus – “Requiem” at the Capitol Theatre in the Riffe Center</i>
<b>October 19, 2010</b>	<b>Scholarship Parent/Guardian Meeting – 6:15-7:00</b> Performance Space
<b>October 22, 2010</b>	<b>Teacher/Accompanist In-Service Day –</b> <b>No Academy classes @ any locations</b> Scholarship Evaluations Due from Teachers
<b>October 25-30, 2010</b>	<b>Observation Week-Downtown &amp; Vista Plaza</b>
<i>November 4-13, 2010</i>	<i>“Dangerous Liaisons” Company Performances at the Capitol Theatre in the Riffe Center</i>
November 6, 2010	<b>“Plug In with the Parent Association”</b> - 9:00-11:00am Come into the Downtown conference room and learn about the happenings in the Academy from a parents’ perspective! Coffee and pastries provided.
November 14, 2010	Nutcracker Event – BalletMet Dance Centre 1:00 & 3:00
<b>November 25-28, 2010</b>	<b>Thanksgiving Weekend – No Classes @ all locations</b> (Nutcracker Rehearsals 11/26, 27, & 28 required)
<i>December 3, 4 &amp; 5, 2010</i>	<i>Company Performances of “The Nutcracker” in Syracuse</i>
December 4, 2010	The Nutcracker Ball – 7:00pm
<i>December 10-26, 2010</i>	<i>“The Nutcracker” Company Performances- The Ohio Theatre (Morning at the Ballets 12/10,15 &amp; 16/2010)</i>
December 17, 2010	Last day of classes before Winter Holiday
<b>December 18, 2010 to January 2, 2011</b>	<b>Winter Holiday- No Academy Classes</b> <b>Dec 24,25, 27, 31, &amp; Jan 1- Facility closed</b>
<b>January 3, 2011</b>	<b>Academy Classes resume-Downtown and Vista Plaza</b>

<b>January 17, 2011</b>	<b>Martin Luther King Day –No Classes both locations</b>
January 18, 2011	Informational Meeting for parents regarding Scholarships 6:00-7:00pm
January 24-29, 2011 (Class times to be announced)	In-class assessment for possible scholarships and review of current scholarship students – Levels 2-Adv.
January 30, 2011	Summer Intensive Auditions-Downtown Location Ballet 4(ages 12) through Advanced level students
<i>February 4-13, 2011</i>	<i>“Cinderella” - Company Performances – The Capitol Theatre at the Riffe Centre (Morning at the Ballet - 2/11/11)</i>
February 5, 2010	<b>“Plug In with the Parent Association”</b> - 9:00-11:00am Come into the Downtown Conference room and learn about the happenings in the Academy from a parents’ perspective! Coffee and pastries provided.
<b>February 21-27, 2011</b>	<b>Parent Observation Week-Downtown and Vista Plaza</b>
<b>February 22, 2011</b>	<b>Scholarship Parent Guardian Meeting 6:15-7:00pm</b>
February 27, 2011	Summer Intensive Auditions-Downtown Location Ballet 4 (ages 12) through Advanced level students
March 11, 2011	Scholarship Student Evaluations Due from Teachers
<b>March 18, 2011</b>	<b>Teacher/Accompanist In Service Day – No Academy classes at all locations</b>
<i>March 11-26, 2011</i>	<i>Company Performances –BalletMet Up Close – BalletMet Performance Space</i>
<b>April 14, 15 &amp; 16, 2011</b>	<b>Performance Ensemble Rehearsals and Showings– BalletMet Performance Space</b>
April 19, 2010	Scholarship Meeting 6:15-7:00 – Performance Space
<b>April 22-24, 2011</b>	<b>Spring Break – no Downtown and Vista Plaza classes</b>
<i>April 29-May 7, 2011</i>	<i>“7 Deadly Sins” Company Performances – Capitol Theatre in the Riffe Center</i>
April 29 & 30	Ohio Dance Festival at BalletMet – Details Forthcoming
<b>May 14 &amp; 15, 2011</b>	<b>Open House &amp; Summer Offerings Fair – Vista Plaza 1:00-4:00pm both days</b>
May 15, 2011	Master Class – 1:30-3:00 – Vista Plaza Ballet 5 through Advanced Dancers
May 16, 2011	Discover Dance – In- Studio Showing
May 24, 2011	Discover Dance Conferences
<b>May 21-May 27, 2011</b> (Saturday- Friday)	<b>In Studio Demonstrations for Creative Movement, Pre-Ballet, Pre-Tap, Entrance Level and Ballet 1</b> <i>(Mark your calendar and please plan on being in town during this week and the week prior)</i>
May 27, 2011	Last day of classes for Creative Movement, Pre-Ballet, Pre-Tap, Entrance Level and Ballet 1
<b>May 30, 2011</b>	<b>Memorial Day – No classes</b>
May 31-June 2, 2011	Tech week rehearsals
<b>June 3,4 &amp; 5, 2011</b>	<b>Year End Presentations- Plan vacations starting Monday June 6, 2011</b>
June 13-17, 2011	SummerDance Camp 2011– Downtown Location- 7-12 years of age – 9:00am – 4:00pm – M-F
June 27-July 29, 2011	Summer Intensive 2011 – Downtown Location
July 5-28, 2011	Evening Summer Classes – Downtown Location
June 20-August 12, 2011	Summer Camps at the Vista Plaza Location
August 8-26, 2011	Downtown Open Classes – Ballet 3-Advanced levels
<b>August 27, 2011</b>	<b>Teacher Meetings and Orientations for Parents</b>
<b>August 29, 2011</b>	<b>Downtown and Vista Plaza Academy Dance Classes Begin for the 2011-12 Academic Year!</b>

## **Performing Opportunities:**

### **BalletMet students have the opportunity to participate in several performance opportunities:**

#### **The Nutcracker (By audition)**

Boys age 7 and up (by October 30, 2010) and girls age 9 and above (by October 30, 2010) and Ballet 2 or above have the opportunity to audition for “The Nutcracker. Participation is based upon a student’s comprehension and ability to repeat steps, presentation, and size. The audition for both of these performance opportunities will be September 12<sup>th</sup>.

Students are sometimes asked to participate in other Company performances as well. In the past years we have had students involved in Swan Lake, Alice in Wonderland, Sleeping Beauty, Holiday Pops, Aladdin, Carnival of the Animals, Cinderella, Romeo and Juliet, Don Quixote, Firebird, as well as several others.

#### **Performance Ensemble Classes**

There is the opportunity for three groups of students to learn choreography throughout the year and share it in school demonstrations and outreach, as well as a mid-year showing in the BalletMet Performance Space.

- The two Junior Ensemble classes take place on Friday afternoons at our Downtown facility. Students participate in a warm up at 4:30pm and then work on age appropriate choreography to develop their comprehension and performance skills. Attendance to all technique classes is required. Spaces are limited.
- The Senior Ensemble class encourages students in Ballet 7 through the Advanced levels, to study choreography that reflects the emphasis on balletic work within the Academy. Students will work on perfecting the details of varying styles and techniques to prepare them for the wide-ranging demands made on professional dancers. Regular classes are on Friday evenings in addition to the prescribed course of study in required. Spaces are limited.

#### **End of the Year In-Studio Demonstrations**

The Early Childhood, Pre-tap, Ballet 1 and Discover Dance students will have their last Observation week May 21-27, 2011. Students should be regularly attending all classes through the spring and parents should plan on being in town that week. Parents, grandparents and visitors are welcome to see what the children have accomplished during the year in a more intimate setting of the classroom.

#### **End of the Year Performances**

Students Ballet 2 and up, who have had good attendance and have participated in the minimum number of classes required for their level at BalletMet will have the privilege to participate in the End of Year Performances. These Performances allow the students the chance to experience the full process and show some of what they have learned in a theatre setting. Costuming is minimal and mostly provided by BalletMet. There are no participation fees, but the sale of performance tickets does help to offset the theatre staffing and production costs. There most likely will be some rehearsals on two Saturdays in May to set group choreography. There will be technical rehearsals from May 31-June 2<sup>nd</sup>, to prepare students in the performance space. This year the performances will be June 3, 4, & 5. If planning vacation travel, please plan on leaving Monday, June 6<sup>th</sup> if you are planning on your student participating in this opportunity.

## **Ticket Opportunities-Discounts**

There are several opportunities for discounts for professional Company performance tickets. Here are a few options available:

- Academy families may purchase single tickets with a discount of \$6 for all Company performances except select areas during “The Nutcracker”. Families should identify themselves as Academy Members when purchasing them at the BalletMet Box Office.
- Student Rush – College Students only, who have current ID’s, may present their ID to the box office within 2 hours of any performance and receive best seat available seating for \$15. Availability may be limited depending on the selling of the show and the ticket is only available for the student presenting the college ID.

## **BalletMet Dance Academy Parent Association:**

All parents of students in the BalletMet Dance Academy are considered members of the BalletMet Parents' Association. The Parent Association assists in a myriad of ways in the Academy. They sponsor some educational opportunities for students. They make and purchase items sold in the Dance Academy and during Company Theatre performances. In addition to marketing, they also assist with chaperoning performances in which students are involved as well as assisting in sewing any skirts or costumes, which may be required. Any and all profits from merchandise and their fundraising efforts benefit the BalletMet general scholarship fund.

Parent Association meetings normally fall on the third Thursday of every month at 6:15 in the Conference Room, and all interested parents are welcome!

In addition, the Parent Association will be sponsoring "Plug In with the Parent Association" in the Downtown conference room on four Saturdays during the academic year. Please come join them for coffee, cakes and good conversation and information about BalletMet from a parent's perspective.

## **National Honor Society of Dance Arts**

Junior and Senior high school students may choose to participate in the National Honor Society for Dance Arts. The primary goals of the National Honor Society for Dance Arts are 1) to promote and honor outstanding achievement in students 11-18 years of age studying dance; 2) to encourage well-rounded young dance artists to be leaders in their communities; and 3) to identify honor students of junior and senior high school age for nomination to the NDEO's Artistic Merit, Leadership, and Academic Achievement Award, one of the highest honors programs in the United States. Students may receive an application and further information through the front desk. The membership drive is in September 2010.

## **Basic Dress Code:**

**Dancers are participating in a disciplined art form that requires disciplined preparation. Clothes and shoes should be marked with the student's name and kept in a dance bag to insure that all items are ready for class.**

- **Creative Movement and Children's Ballet:** Light or Ballet pink short sleeve leotard, required pink skirt (available for purchase at BalletMet), plain white ankle socks (no ruffles or color – Mondor style 167 preferred available at Opening Night and both BalletMet locations ), pink ballet shoes with elastics sewn across the instep.
- **Discover Dance, Entrance Level, Ballet I through Advanced:** Students are required to own at least one black leotard-Style CL5415 or CL5405 made by Bloch to be worn both during observation weeks as well as the end of year performance. All other black leotards are to be equal on both shoulders, no halters, turtlenecks, zippers, see through fabric, or color insets or stripes, pink tights (tights **must** be worn under the leotard and in the shoe), pink ballet slippers and/or pointe shoes (when approved). Ballet slippers must have elastic sewn across the instep and tights must cover the feet (not rolled up to the ankle). The only acceptable sweater for warmth is a black or pink Capezio/Harmonie wrap sweater for students to wear to warm their upper body. No extraneous clothing (skirts, leg warmers, pants, sweatpants, etc.) is to be worn – unless an injury requires it.
- **Performance Ensemble Class** – In addition to the required style of black leotard, they should purchase the Mirella skirt style MS12 in black.
- **Pre-Professional Students and Trainees** – Mirella Leotards in White, Black, and Royal, style M207L with the Mirella skirt, style MS12 in Royal and Black are required, as well as pink tights, pink ballet and pointe shoes. In addition, Pre-Professional students will be required to purchase a white classical tutu from Primadonna through BalletMet.
- **Boys and Men Ballet:** Snug fitting white t-shirts or white tank leotard, black tights, white socks, white ballet slippers, dance belt. Males must have tights that meet the top of their white socks, or slip into their shoes at all times. Rolled up tights with bare feet in the shoes are unhygienic and unacceptable. Young boys may wear biker's compression shorts of classes.
- **Modern:** Females: Any solid colored leotard or unitard, black footless tights and bare feet. Males: White T-shirt, dance belt, black footless tights and bare feet.

## Basic Dress Code (continued):

- **Creative Dance:** Females – black leotard and black footless tights. Males: White T-shirt, dance belt, black footless tights and bare feet.
- **Jazz:** Females: Any solid colored leotard or unitard, black tights **AND** black jazz pants (tight fitting), and regulation jazz shoes. Hair pulled back away from the face. Males: White T-shirt, any solid colored leotard or unitard, black tights **AND** black jazz pants (tight fitting), and regulation jazz shoes (black preferred). Please, **NO jazz sneakers or jazz clogs.** **All students of Jazz must own black jazz pants.**
- **Flamenco and Character:** Females: Black leotard and pink or black tights, with a full calf-length skirt. Black character shoes. Males: White t-shirt, black tights or tight fitting pants, dance belt, and character shoes
- **Hip – Hop Class:** T-shirt or leotard, comfortable pants or sweats. Feet should be seen. Jazz shoes are acceptable but lightweight white or light colored sneakers are preferred. Sneakers or tennis shoes should be clean and not have been worn outside. **Shoes for Hip-Hop should be worn in the studio only (never outside).**
- **Ballroom** – Female: Comfortable clothing (dance clothing acceptable) loose and swingy skirt, character shoes. Males: Comfortable clothing, jazz or dress pants (no jeans), jazz shoes.
- **Tap and PreTap:** T-shirt (BalletMet, Taps, dance related, plain white, black, gray, or red), some form of dancewear pant or tights (feet must be able to be seen) and black tap shoes. Students should never wear denim or regular outside street clothing.
- **Pilate’s & Yoga:** Leotard and tights, or any comfortable clothing. Bare feet or socks. A mat is required.
- **Open Ballet:** Black leotard, black or pink tights, pink ballet slippers.
- **Dance! Stretch! Move!** Leotard and tights, or any comfortable clothing, appropriate dance shoes. Mats are available, or you may wish to bring your own.
- **Senior Tap:** Leotard and tights, or any comfortable clothing, and appropriate dance shoes.

## Hair Requirements:

In most dance forms, with the exception of ballet, it is sufficient to have long hair pulled back away from the face and secured in a ponytail. Males should have hair brushed away from their face. Should their hair be longer it must be in a secured ponytail. For girls with very short hair, a headband will suffice.

**Hair for ballet class** for those girls in **Entrance Level, Ballet 1 through Pre-Professional** – **Hair must be fixed in place close to the head, without exception.** There are to be no hanging braids of any kind, or beads. No bangs or whispies. Here are some ways hair may be worn for ballet class:

- French braided with the ends tucked in and pinned.
- High ponytail, ends tucked under, all placed in a hairnet and pinned to head.
- High ponytail, braid ponytail, tuck under, place in hairnet and pin to head.
- Hair too short for ponytail and above options can be held in place with a headband.
- French Twist

**Students should learn how to fix their hair. It will take practice, but before long, girls will be able to fix hair in the car on the way to the studio if necessary. All students will be expected to meet hair requirements.**

**Note:** Hairnets are available in most drugstores in the hair accessory department. They should be a fine mesh and as close as possible to hair color.

## Additional Requirements for Youth Ballet Classes:

- **Bath towels or mats are required for the exercise portion of classes**—Ballet Entrance Level, Discover Dance, Ballet 1 and up. Please write student’s name on the towel or mat. Part of our ballet training process at BalletMet includes floor exercises. These must be experienced for proper alignment, technical development and well-being. It is necessary for students to bring a bath towel for use with these exercises since oil from our bodies creates a slippery, unsafe floor surface if towels are not used.

### **Additional Requirements for Youth Ballet Classes (continued):**

- Towels are available in the office for students forgetting their towels at a rental charge of \$.25 per usage to cover laundering charges.
- **Therabands will be used in some exercise and ballet classes.** A Theraband is a stretchy, rubberized material used for a variety of stretching/strengthening exercises. They will be available to students at the front desk for \$4 each. Again, be sure that the student's name appears on the band.
- **Notebooks and pencils** should be brought to all classes to take notes and note different steps.

### **BalletMet Responsibilities:**

- To have qualified and trained personnel to teach your student in a healthful and responsible manner. To offer you training that is truthful and sound to our syllabus. To impart that knowledge through exercises and instruction in a constructive manner.
- During the training process, offer corrections and observations so the student may excel to their personal best. Corrections may be verbal as well as physical. The corrections may be given individually or to a group for all students to benefit.
- Have qualified musicians or sound equipment for your student to dance to.
- Offer a safe place for your student to train.
- Offer sound advice concerning your student's development. This should be done in an appointment based setting. If there are any concerns – to bring them up with you.
- Make available specific times when you and/or relatives may be able to observe your child in class and see their progress.
- Have teachers who are prepared for classes and begin and end them promptly.
- Have personnel and teachers who learn the students' names within a reasonable period of time and be assured that all students are recognized.
- To respond to any injuries in class immediately to insure quick treatment is given.
- To follow the syllabus approved by BalletMet Columbus. To be available for individual consultations based upon an appointment being set through the Academy Managing Director. Update with any information given or needing update from the any meeting.

### **Student Responsibilities:**

#### **In the Classroom:**

- Come into class with an open and receiving attitude.
- Respect the teacher and accompanist as well as your peers.
- Pay close attention to any corrections given individually and to others. Apply all corrections and realize the reason they are being given is so you may improve to your personal best. Understand that your hard work and effort are integral parts of your progress.
- Be on time and enter the classroom fully ready to begin class. (Street clothes and shoes removed) If late, come in ready to work and quietly warm up to begin. If over 10 minutes late – you may be asked to observe and take notes.
- Notify the teacher immediately if you have hurt yourself during class so proper attention may be given to you.
- If unable to dance due to an injury or illness – complete an Illness/Injury Non-Participatory form from the front desk before each class and give them to your teacher.
- Have a towel available for any floor exercises. If you forget your towel, you may rent a towel at the front desk for \$.25 (to cover laundering)
- Bring your bags and street clothes into the studio and neatly stack or tuck them in your bag. Never leave your belongings in the hallway or dressing room unless instructed by the teacher.
- Keep dance footwear in good repair, mark them with your name, and never wear dance footwear outside on the street.
- At all times be in dress code and have hair in the specified style. Understand that there should be no need for reminders from teachers. If you are not in dress code and you are asked to correct the problem, correct it quickly and without complaint.

### **Student Responsibilities (continued):**

- Take any time prior to class to stretch and prepare for class both mentally and physically. Always enter the studio with an air of respect. Only talk during class when spoken to or being asked to speak. Never carry on conversations or horse around with other students. Never run about studio prior to class.
- Notify your teacher prior to class, if you must be excused early. When you leave, catch the teacher's eye so he/she can excuse you.
- Use common courtesy and manners. Ask to be excused, cover your mouth if yawning, do not burp or make any rude sounds, and never slouch or lean on the barres in a slovenly manner.
- Remove all jewelry prior to class—this includes necklaces, bracelets (wrist and ankle), watches, etc. Stud earrings are fine (no dangling earrings).
- Remove any gum or candy from your mouth. Remember no food or drinks are allowed in the studios except water in water bottles.
- Do not set anything on the piano or sound equipment.
- Never stop in the middle of a combination when dancing across the floor and walk off. Continue to move in an improvisatory fashion if you cannot remember the sequence.
- Acknowledge the teacher and accompanist after the completion of class.
- Remove all clothing and articles from the studio immediately after class. Clean up after and remove any used water bottles. Personal belongings left in studios or dressing rooms are not BalletMet responsibility.
- In case of an emergency – follow the teacher's instructions implicitly.
- If you wish to speak to a teacher concerning progress or a specific issue – Fill out a “Question, Concern, Suggestion, Appointment Form” at the front desk to set up a time to speak. This will allow the teacher to allot enough time to give your questions adequate attention. Never stop a teacher between classes or in the hallways, and ask them to answer or conduct an in depth conversation.
- If you require a letter of reference or recommendation – Fill out a Question, Concern, Suggestion, Appointment Form” at the front desk and state the reason and who it is to be addressed to. Allow at least 2 weeks prior to the needed time for the letter.

### **Student Responsibilities: In and Around the Facility**

- When in the hallways, be respectful of all adults, teachers, peers, and dancers. If sitting in the hallway, always maintain a clear path for people to pass. Do not sit or block stairways or restrooms - so others may use them.
- When requesting information or ice from the receptionist, use the common courtesy of saying “please”.
- If having a snack, always clean up after one's self and using the proper trash receptacle. If you have spilled something, clean it up and/or get some help.
- Use the Dressing Room for changing only. It is not a place to rough house, gather, gossip, or eat. No one is ever to use a camera of any sort (including cell phone) to take pictures in the restrooms, or dressing rooms.
- Only use respectful language when speaking to fellow students, parents, and staff. Foul language or obscene gestures will not be tolerated.
- Only exit the facility when your ride has arrived. Do not hang outside the doors where you may be unsafe.
- Walk – don't run – through the halls and never throw items in the facility.
- Cover your dance clothing with shorts, pants, skirts, or jackets prior to leaving the facility. Never wear dance shoes out onto the street.
- If in a classroom or rehearsal – all cell phones are to be placed on silent or turned off. At no time is it appropriate for a conversation, text, or picture on a cell phone to be taking place in a rehearsal, class, or in the studio.

### **Parent Responsibilities:**

- Support your child by bringing them to class on time. Talk with them to ensure their dance attire is in good repair and clean. Allow, when at all possible, for the children to be here at least 15 minutes prior to their class to warm up their bodies and get themselves ready.
- Please identify yourself by name to our receptionist by the intercom before entering the building downtown. (Example: Sara Jones, parent of Susan Jones, or Susan Jones for ballet class)

## Parent Responsibilities (continued):

- If you are dropping off your child at the front door, watch your child or children until they have safely entered the building. **Parents should never double park on Mt. Vernon Avenue while dropping off or picking up their children. You should pull to the back and ensure your child is picked up or dropped off safely.**
- If you're parking across Mt. Vernon Avenue, please escort your children safely across the street looking both directions. **At times, the Fire Department at the corner of Mt. Vernon and Fourth St. will travel east (the wrong way) on Mt. Vernon Avenue when responding to emergencies.**
- If you are going to be late and have access to a phone, please call the receptionist and let her know so we may be able to inform the teacher. If your child is more than 10 minutes late for their class, they may need to observe depending on how far into the class the teacher has progressed. We do not want them to be injured by not being properly warmed up. Downtown's number is 614-224-1672 (Ext 0) and Vista Plaza's number is 614-536-0400.
- Register for the classes suggested. Fill out and return the Release and Authorization form for your child. Please be sure to fill out the back of the form and make us aware of any health, medication, or injury issues which may at any time effect you or your child's ability to participate fully. This form must be received in order for your child to take class and/or participate in any BalletMet activities.
- Pick up your child on a timely basis. If there is any reason you will be more than 10 minutes past your child's ending class time – call the receptionist, and let her know when you will be there. Downtown's number is 614-224-1672 (Ext 0) and Vista Plaza's number is 614-536-0400. Downtown, students must be picked up by 9:00 pm-Monday through Thursday, 7:00 pm on Fridays, and 5:00 pm on Saturdays. At Vista Plaza, students must be picked up by 8:45pm Monday through Thursday and by noon on Saturday. **Should there be repeated tardiness (more than 1) occurrence from the same family, the Academy will charge the family \$30 for every 15 minutes, or portion thereof,** in order to retain personnel past their regularly scheduled hours.
- Should you have any questions, concerns, suggestions, or wish to talk with a teacher or administrator, please fill out a Question/Concern/Suggestion/Appointment form with the receptionist so we may be able to address them in a timely manner. This will ensure that proper time and attention are given.
- If your student is here for an extended period of time, or for several classes, please send a snack or some change with them for a snack. We have fruit available for \$.25 and we also have vending machines downtown. If you send money, please try to only send change and \$1 bills, as our capability of making change is limited.
- **If your child has experienced fever, vomiting, diarrhea, or has an undiagnosed rash within 12 hours of their class, rehearsal, or performance, please keep them home to get well. Please do not allow your student to return until they have been symptom free for at least 24 hours or have been cleared by their physician to return to school or class.**
- Help your student to get enough sleep and eat in a manner in which their body is well fueled for the work they are asking it to do. Please also encourage your child to bring a water bottle (with their name on it) to take into the studio in order to ensure they do not become dehydrated.
- Please be sure all your student's dancewear and shoes are marked with their name. That way if misplaced, we can identify the owner.
- Complete payment by the first of each month. If there are extenuating circumstances in which you are unable to pay on time, call and make payment arrangements with the Academy Coordinator. If we need to send an invoice, there will be a \$10 late fee. If an account is past due on April 1<sup>st</sup>, the student's participation in the Year-end Performances may be jeopardized.
- **Be sure your student is properly clothed and covered when coming and leaving the facility.** Instruct your children not be walk in or out of facility in just their leotard and tights. Students should never wear their dance shoes outside. In the winter – they should have their legs covered.
- **If your student is a bit older, be sure to discuss all of your guidelines concerning their ability to leave the facility without your supervision.** BalletMet is not responsible for students who leave the facility to visit area businesses without your supervision. Please also discuss your student's attire and behavior should they leave the facility on foot.

## Parent Responsibilities (continued):

- If you are here with children, please do not allow them to climb on any railings, chairs, or table within the lobby and dressing room areas. At no time should anyone be sitting, standing, laying on tables or standing on chairs. Please also supervise them so they are behaving in an appropriate manner. Throwing of objects or balls and running in and out of the dressing rooms or down the halls is not allowed.
- Coloring books and crayons and books are available for waiting children. Please help your child to return them to their proper place when finished.
- If there is a building emergency or fire drill, leave the facility from the closest door to you and proceed to the farthest area of the back parking lot. Teachers will take their students there. Only take your student when the teacher has released them to you.
- **Respect the guideline that no parent, student, or child is to be in the back Company hallway (past Studio D) unless accompanied by BalletMet personnel.**
- Never use your cell phone camera or any other camera to take pictures or videos from the hallways into classes or Company rehearsals. The only designated times parents are allowed to photograph their children's classes is during observation week. At that time, we ask that flashes not be used.
- **Never place any pictures or videos of students and/or teachers on an Internet site without the written permission of BalletMet and all parties.**
- If in a classroom or rehearsal – all cell phones are to be placed on silent or turned off. No one is to carry on a cell phone conversation or text in a classroom during classes or rehearsals.
- Please be sure that your student is aware of personal hygiene. This includes showering and using deodorant/antiperspirant.

## Inappropriate Activity Policy:

In and around BalletMet property (including the parking, sidewalk, and street areas), or during any BalletMet activities (on-site and off-site), the following activities are prohibited by parents and students:

- Defacing BalletMet or someone else's personal property
- Stealing from the Academy or any other person, student or staff member
- Verbal harassment or bullying. (**This includes behavior on-site, written, verbal or electronic/cyber**)
- Drinking alcohol or smoking under the legal age
- Violent acts
- Possessing firecrackers, fireworks, ammunitions, firearms, or any other dangerous ordnance that may be considered a weapon (concealed or otherwise)
- Taking photographs in dressing room or restroom areas
- Any overt sexual activity
- Any illegal or drug activity.

Anyone involved in the above activities will be subject to/but not limited to these consequences:

- Suspension from Academy classes and/or additional activities for a designated period of time (No refund for classes missed).
- Required repayment of any and all damages, repairs, or replacement costs for the incident.
- Loss of privileges including, but not limited to, dressing room access, scholarship and/or financial aid, and possible expulsion.
- Notification of legal authorities, based upon severity or incident.

## Weather Policy:

In the case of inclement weather:

- The Academy telephone message – weather update -(Downtown -614-224-1672 and Vista Plaza 614-536-0400) will be changed to reflect any changes in class schedules due to weather.
- If the Columbus Public Schools declare a snow or ice day, all classes (except Columbus State) prior to a 12:55 p.m. start time will be cancelled. Cancellation for classes starting between 1:00 and 4:15 p.m. will be determined by 12:00 noon. A decision for evening classes will be made by 4:00 p.m. that day.

In addition, the following actions may also be taken:

- 610WTVN Radio Station may be notified, who will broadcast it both on NewsRadio 610 WTVN and on their web page [www.610WTVN.com](http://www.610WTVN.com) (They also supply the following stations' closing information 97.9 WNCI, 92.3 WCOL, and 105.7 The Fox).

### **Weather Policy (continued):**

- Channel Fox 28 and Channel 6(WSYX) may be notified for television and web notification.
- Channel NBC4 (nbc4i.com) may be notified and will include it in their television closings and web page.

Parents driving in from suburban and rural areas will be asked to use their judgment regarding the safety of driving through their area to reach BalletMet. Make-up classes can be scheduled for any classes missed due to a weather emergency.

### **Solicitation and Advertising Policy**

There shall be no solicitation by parents, students, or any other visitor in the BalletMet facility for any non-BalletMet sanctioned or approved functions or organizations. Any outside advertising or information must be approved by the BalletMet management prior to posting or distribution on BalletMet premises. Approval is at the discretion of BalletMet. Any items posted without approval will be automatically discarded, regardless of content.

### **Questions/Concerns/ Suggestions/Appointments:**

Parents may have questions, concerns, suggestions, or wish to make an appointment to talk about their child's dance education, classroom activities, and/or BalletMet activities, when the proper personnel may not be available to discuss it with them. While teachers are always happy to discuss and answer questions about a student's progress, they are not always available in the hallways for discussion. At the front reception desk, we have "Question, Concern, Suggestion, Appointment Forms" which parents and students may complete to bring these items to Academy Director's attention. The Academy Director or someone who is designated will respond to request within three Academy days.

### **Video/DVD/Photo Assistance**

BalletMet will have a specified time on Saturday, September 25 to take photos for upcoming Summer Intensive or college auditions. Should a student need assistance with photos or video/DVD for an audition outside of the designated time, they may request assistance through the "Request for Information or Assistance" form. Students should allow a minimum of 2-3 weeks advance notice for any video/DVD request. Depending on the time taken – there may be a charge for this additional assistance.

### **Letters of Reference or Recommendation**

There are times that students require letters of recommendation or reference for school honors, employment applications, college applications or auditions, summer intensive auditions, etc. Students should go to the reception area and fill out a "Request for Information or Assistance Form" requesting the letter and giving any pertinent information such as whom it is to be addressed to, purpose of the letter, deadline, etc. The student should allow at least 2 full weeks time prior to the date that this is required, in order to allow the proper parties to produce the letter to them. Any requests with a shorter time requirement will be completed if possible- but are not guaranteed.

### **Injury Procedure:**

There are times when a student may have an injury or illness that may make them unable to participate fully in their scheduled class. In this case – the student is to have a "Injury/Illness Notification Form" completed to present to the teacher of each class that the student is to attend for that day. This form will be available at the front reception desk. That process is to be repeated for each class and day the student is unable to participate fully. Should a student injure themselves in a class – they are to notify their teacher immediately so the proper procedures may be followed.

### **Make Up Classes Policy:**

If it is necessary for a student to miss a class, the Academy Managing Director, Academy Coordinator, or front receptionist must be notified, before the class is missed, in order to have the absence excused. Only excused absences may be made up in alternate classes.

### **Make Up Classes Policy (continued):**

If you miss a class due to a scheduled holiday or weather emergency, please check for an appropriate make-up class. Make-up classes must be made up prior to May 27, 2011 for the current academic year and cannot be carried over into summer or fall 2011 classes. Students should not make-up classes during the Observation Periods of October 25-30 or February 21-26th.

### **Dare to be Moved Scholarships**

Students will be observed in classes the week January 24, 2011 to be considered for Dare to be Moved Scholarships for the 2011-12 Academic season. Students invited to participate in this program, will receive a letter of notification in the mail along with the requirements of scholarship students. Should a family choose to accept participation in this program, they will be asked to furnish BalletMet with financial information, in order to establish the level of financial award. Details regarding classes, in which observation will be happening, will be forthcoming.

### **Discover Dance Scholarship Program:**

The Discover Dance Scholarship Program was developed to serve talented underserved youth, entering BalletMet for the first time, ages 9-11. Auditions for the academic year are completed between the months of February and April for the next season at the Academy and at specific neighborhood schools. To learn more about this program and its requirements, contact Ambre-Emory-Maier at 229-4860 #135 or Michelle Bucy at extension #134.

### **Financial Aid:**

Financial aid is available for students 9 years of age (by September 1 of the current academic year) and up. Please request the appropriate paperwork from Academy Coordinator. Students who receive financial aid in the fall will be reassessed during the month of January. At that time, BalletMet staff will consider students' attendance, commitment level and parental timeliness of payments. BalletMet reserves the right to discontinue financial aid if the student and parent are not reassessed favorably or have acted inappropriately.

### **Family Payment Plan:**

In order to serve our BalletMet families' needs, we have devised the following payment plan. The first family member will pay full tuition. All other family members' tuition will be discounted 20%. This does not apply to registration fees.

### **Discount Policy:**

No more than two discounts may apply to any student's tuition. Examples of discounts include but are not limited to: scholarships, financial aid, paid in full discounts, additional family member discounts, and subscriber and staff discounts.

### **Refund/Withdrawal/Class Card Policy:**

- NO refunds will be given for classes missed because of a student's personal schedule. In the event of a prolonged illness or injury that prohibits dancing, a doctor's statement must be presented to the Academy Managing Director or the Academy Coordinator in order to secure a partial refund.
- Registration fees are not refundable.
- Classes missed cannot be made up after withdrawal.
- There are no refunds on class cards. Class cards purchased after July 1, 2010 are valid through June 2, 2011. All Class Cards purchased prior to June 30, 2011 are expired, unless purchased at the 2010-11 rates with a 2011-12 registration. .
- Notification of withdrawal from classes must be submitted to the Academy Managing Director or the Academy Coordinator in writing two weeks prior to withdrawal. Parents are responsible for all fees through the two-week period after written notification.



**BalletMet Columbus Dance Academy**

322 Mount Vernon Avenue  
Columbus, OH 43215  
(614) 224-1672 or (614) 229-4860 - Fax (614) 229-4858  
Susan Brooker, Academy Director  
Chris Rogers, Academy Managing Director  
Pat Short, Academy Coordinator  
Kathy Wilson - Downtown Head Receptionist/SI Coordinator  
Ardyth Gregory, Alex Rogers & Rebecca Zinsmeister  
Part-time Receptionists  
Ambre Emory-Maier, Director of Education  
Michelle Bucy-Scholarship Coordinator  
Melanie Ryan-Education Coordinator

**BalletMet Vista Plaza Location**

1141 North Hamilton Road  
Gahanna, Ohio 43230  
Phone (614) 536-0400  
Fax (614) 536-0402  
Julia Van Houten, Vista Plaza Administrator  
Part-Time Receptionists-  
Ardyth Gregory, Alex Rogers, Rebecca Zinsmeister  
[www.balletmet.org](http://www.balletmet.org)

**BalletMet Partnership Site**

McConnell Arts Center of Worthington (MAC)  
777 Evening Street  
Worthington, OH 43085  
Phone (614) 431-0329  
*(Some policies may differ and be site specific for the MAC location)*  
[www.mcconnellarts.org](http://www.mcconnellarts.org)