



DANCE ACADEMY

Student/Family Handbook 2026-27

(Subject to change)

2026-27 Academy Calendar (subject to change) 07-21-26

Sept 8, 2026	All Academy classes begin for the 2026-27 academic year
Sept 10-12, 2026	BalletMet Presents <i>Future Icons</i> at <i>BalletMet Performance Space</i>
Sept 19, 2026	Welcome to BalletMet Academy 2026-27 Meeting 11:30am-All are Invited!
Sept 20, 2026	BalletMet's <i>The Nutcracker</i> Academy Auditions Level 2 (and age 8 by 9/30/26) through Level 7/8
Sept 24, 2026	Welcome to BalletMet Academy 2026-27 Meeting 5:00pm-All are Invited!
October 16-24, 2026	BalletMet presents <i>Marilyn</i> at the Davidson Theatre
October 29, 2026	Teacher In-Service, No Academy Classes (Beggar's night 10/29/26)
November 9-14 2026	Observation Week
November 13, 2026	Performance Ensemble/Trainee Showing <i>Works in Progress</i> #1
Nov 25- November 29, 2026	Thanksgiving Weekend: No classes Downtown Location or at the McConnell Arts Center
December 10-27, 2026	BalletMet Presents <i>The Nutcracker</i> at The Ohio Theatre
December 18, 2026	Last day of classes before Winter Break, all locations
Dec. 19, 2026- Jan. 3, 2027	Winter Break: No classes at all locations
December 28, 2026-January 3, 2027	Winter Break: Trainee program
Jan. 4, 2027	Academy classes resume, all locations
Jan. 18, 2027	Martin Luther King Day: No classes at all locations
Jan. 31, 2027	BalletMet Summer Intensive Auditions
February 19-21, 2027	BalletMet Presents <i>Swan Lake</i> at the Ohio Theatre
February 28, 2027	BalletMet Summer Intensive Auditions

March 1-6, 2027	Observation Week all locations
March 5, 2027	Performance Ensemble/Trainee Showing <i>Works in Progress</i> #2
March 8, 2027	Faculty In-Service Meeting-No Classes
March 26-28, 2027	Spring Break-No Classes Downtown Location or at the McConnell Arts Center
March 29-April 3, 2027	Trainee Spring Break (subject to change)
April 2-10, 2027	BalletMet Presents <i>For the Love of Dance 2.0</i> at the Davidson Theatre
April 17-18, 2027	BalletMet Presents <i>My First Sleeping Beauty</i> at the Davidson Theatre
May 14-22, 2027	BalletMet Presents <i>CARMEN.maqia</i> the Davidson Theatre
May 15-20, 2027	Children's Division End of the Year In-Studio Performances (Downtown Location and at the McConnell Arts Center)
May 22, 2027	Last day of regular classes (Student Division and Trainees)
May 24, 2027	Rehearsals for Spring Performance at Downtown Center
May 26-May 29, 2027	Rehearsals for Spring Performance
May 27, 2027	Trainee Showcase with special guests, Performance Ensemble
May 28-May 29, 2027	Annual Spring Performance, Davidson Theatre, Riffe Building (Student/Trainee Divisions)
June 16-June 26 2027	Classical & Contemporary Partnering Intensive
June 28-July 30, 2027	5-Week Intensive
August 2-August 7, 2027	Company Rep Week
August 9-August 13, 2027	Junior Summer Intensive

Academy Uniform 2026-27

Clothes and shoes should be marked with the student's name and kept in a dance bag to ensure that all items are ready for class.

DISCIPLINE & LEVEL	LEOTARD OR SHIRT	SOCKS OR TIGHTS	SHOES	EXTRAS
Mini-Movers through Pre-Ballet 7	Girls: light pink cap sleeve Wear Moi leotard Boys: white short sleeve Wear Moi shirt	Girls: white turned down socks Boys: white crew socks with black Wear Moi shorts	White Wear Moi split-sole shoes	Optional pink skirt
Ballet 1,2	Girls: gray tank Wear Moi leotard Boys: white short sleeve Wear Moi shirt	Girls: skin-tone convertible Wear Moi tights Boys: white crew socks with black Wear Moi shorts and dance belt	Girls: skin-tone Wear Moi split-sole shoes Boys: white Wear Moi split-sole shoes *girls shoes must match tight color	Boys level 1,2 wear a full seat Wear Moi dance belt.
Ballet 3,4	Girls: prune tank Wear Moi leotard Boys: white short sleeve Wear Moi shirt	Girls: skin-tone convertible Wear Moi tights Boys: white crew socks with black Wear Moi shorts or tights and dance belt	Girls: skin-tone Wear Moi split-sole shoes Boys: white Wear Moi split-sole shoes *girls shoes must match tight color	Boys level 3 wear a full seat dance belt, while level 4 wears a narrow Wear Moi dance belt Girls: level 4 optional prune Wear Moi skirt (skirt for Pointe, Variations only)

Ballet 5,6	Girls: prune tank Wear Moi leotard Boys: white short sleeve Wear Moi shirt	Girls: skin-tone convertible Wear Moi tights Boys: white crew socks with black Wear Moi shorts or tights and dance belt	Girls: skin-tone Wear Moi split-sole shoes Boys: white Wear Moi split-sole shoes *girls shoes must match tight color	Boys: level 5,6 wear a narrow dance belt Girls: required prune Wear Moi skirt (skirt for Pointe, Variations only)
Ballet 7/8	Girls: black tank Wear Moi leotard Boys: white short sleeve Wear Moi shirt	Girls: skin-tone convertible Wear Moi tights Boys: white crew socks with black Wear Moi tights and dance belt	Girls: skin-tone Wear Moi split-sole shoes Boys: white Wear Moi split-sole shoes *girls shoes must match tight color	Boys: level 5,6 wear a narrow dance belt Girls: required black Wear Moi skirt (skirt for Pointe, Variations and PDD only)
Trainee	Girls: Any black leotard. Must own one black tank Wear Moi leotard with scallop details (Erine Style). Boys: white short sleeve Wear Moi shirt	Girls: skin-tone Wear Moi tights Boys: white crew socks with black Wear Moi shorts or tights and dance belt	Girls: skin-tone Wear Moi split-sole ballet shoes (must match color of tights) Boys: white Wear Moi split-sole ballet shoes	Boys: narrow dance belt Girls: required black Wear Moi pull-on skirt
Performance Ensemble Level 4-7/8	Girls: black tank Wear Moi leotard Boys: white short sleeve Wear Moi shirt	Girls: skin-tone convertible Wear Moi tights Boys: white crew socks with black Wear Moi tights and dance belt	Girls: skin-tone Wear Moi split-sole shoes, Pointe Shoes, Boys: white Wear Moi split-sole shoes *girls shoes must match tight color	Boys: level 4-6 wear a narrow dance belt Girls: Pull on skirt.

Character	Girls: black tank Wear Moi leotard Boys: white short sleeve Wear Moi shirt	Girls: skin-tone convertible Wear Moi tights Boys: white crew socks with black Wear Moi tights and dance belt	Girls: Black leather jazz shoes Boys: Black leather jazz shoes	Boys: narrow dance belt Girls: required black Wear Moi pull-on skirt
Jazz - Male	Solid colored T- shirt	Black tights or jazz pants. Dance belt when necessary.	Black leather jazz shoes (no sneakers)	
Jazz - Female	Solid colored leotard	Black tights with black jazz pants	Black leather jazz shoes (no jazz sneakers)	
Tap - Male	Solid colored T- shirt	Black jazz pants. Dance belt when necessary. Black socks or tights.	Black tap shoes	
Tap-Female	Solid colored T- shirt or leotard	Black jazz pants/black capri pants	Black tap shoes	
Modern - Female	Solid colored leotard	Black footless or convertible tights	None	
Modern - Male	Solid colored T- shirt	Black footless or convertible tights. Dance belt.	None	

Important Information for 2026-27 Spring Performance: Levels 1-Trainee

The performances below are scheduled for Memorial Day Weekend.

Please plan to be available to perform through Saturday, May 29, 2027

May 27, 2027	Trainee Showcase with special guests, Performance Ensemble
May 28-May 29, 2027	Annual Spring Performance, Davidson Theatre, Riffe Building (Student/Trainee Divisions)

Welcome to BalletMet Academy Meeting:

Please plan to join us to kick off a new year! We will review policies and respond to questions.

These meetings are Saturday, September 19 at 11:30am and Thursday, September 24 at 5:00pm.

These meetings are optional, but attendance is encouraged. They will be held in our BalletMet Performance Space

BalletMet Building Access:

Dancer Drop Off

We ask families that choose to drop their dancers off at the east connector door, please pull forward along the Performance Space before students exit the vehicle. This will eliminate a traffic jam on Grant Street.

Building Entry

Our facility has secured entrances. Please tap on the keypad at either connector door and then tap on the blue bell and swipe up. Parents should bring students into the building through the connector secured access door. Parents may also pick up their students in the connector area.

The lounge (former lobby area) is reserved for dancers only.

Parents of dancers age 5 and under may wait in the lounge.

Performing Opportunities:

BalletMet's The Nutcracker

Students who are in Ballet Level 2 and are age 8 by Sept. 30, 2026, through Level 7/8, are eligible to audition for a part in *The Nutcracker*.

Auditions this year will be on Sunday, September 20th. Audition times are to be determined.

***The Nutcracker* participation is based upon a student's comprehension and ability to repeat steps, presentation as well as the costume sizes.** Students are registered BalletMet Dance Academy students and must maintain the minimum required number of Student Division ballet classes at BalletMet Dance Academy for their ballet level.

Information regarding Academy participation in other Company performances will be distributed as we have updates.

Performance Ensemble Classes: Ballet Levels 4, 5, 6 and 7/8

There is the opportunity for several groups of students to learn choreography throughout the year and share it in outreach, as well as in showings in the BalletMet Performance Space. Scheduled performances will be held

on November 13, 2026, and March 5, 2027. The Performance Ensemble will be the guests of the Trainees during the Trainee Showcase on Thursday, May 27, 2027.

Level 4 and 5 Students work on age-appropriate choreography to develop their comprehension and performance skills. Attendance at all technique classes is required. Space is limited in the Performance Ensemble Class.

Level 6 and 7/8 Ensemble classes encourage intermediate to advanced-level students 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. Space is limited in the Performance Ensemble Class.

Annual Spring Performances - May 28 and May 29, 2027:

Students in Level 1 Ballet and up with good attendance will have the privilege of participating in the Academy's Spring Performances. These performances allow the students the chance to experience the full process and demonstrate what they have learned in a theater setting. Costuming is minimal and mostly provided by BalletMet. **Students who participate must have tuition accounts paid up to date.**

The Spring Performance takes place at the Davidson Theatre. There is a \$30 participation fee per student to offset the theater staffing and production costs. **Students wishing to participate in the Spring Performance will be required to attend all mandatory rehearsals to set group choreography on selected Saturdays prior to the performance. The rehearsal dates will be determined later.** Your student may be dancing in one or more of these performances.

If planning vacation travel, please plan on leaving Sunday, May 30, or later if your student is going to participate in the annual Spring Performances. We will not be able to accommodate special requests for performances based on vacation plans or school events.

BalletMet Academy Website for

The BalletMet Academy Call Board (updated in a new format for 2026-27) is your resource for all the information you need as a current Academy student or parent. You will find information about schedules, performances, tickets, and more, in one convenient location. We recommend bookmarking the site on your phone or computer web browser for ease of access.

Link: <https://sites.google.com/view/balletmetacademy/home>

Our **Attendance Absence** form that is used to report a dancer absence is located on the Virtual Call Board Page.

The link for the Academy Call board is sent to registered families at the beginning of the academic year. If you don't have the link, please email Gina Smeragliuolo at gsmeragliuolo@balletmet.org.

Ticket Opportunities: BalletMet Academy Curriculum Tickets.

We are happy to offer families that are a part of BalletMet Academy complementary tickets to our Professional Company performances. The number of tickets that are available is based on your student's ballet level.

Detailed information regarding Curriculum Tickets will be located on the Virtual Call Board in early fall.

Academy families may purchase additional single tickets for all Company performances at a discounted price. Families should identify themselves as Academy members when calling the BalletMet Box Office or when purchasing tickets online. When purchasing online, please be sure to enter the promo code **ACAD27DIS** at the top right of the screen and please **click Submit BEFORE** you select dates and seats.

BalletMet Dance Academy Parent Association:

All families of students in the BalletMet Dance Academy are considered members of BalletMet's Parent Association. The Parent Association assists the academy in many ways. They sponsor some educational opportunities for students as well as coordinating and selling items in the academy and during company performances. The Parents Association also assists with chaperoning performances in which students are involved, as well as assisting in the costume shop. Profits from merchandise and their fundraising efforts benefit the BalletMet general scholarship fund.

Adult/Open Classes information:

BalletMet offers Adult/Open Classes. Information regarding these classes can be found on BalletMet's website. The suggested attire for these classes is as follows:

- ☐ Ballet: All students are required to wear ballet attire or clothing that allows for fluid movement during class. Ballet technique shoes are required.
- ☐ Tap: Comfortable clothing and appropriate dance shoes.
- ☐ Jazz: Comfortable clothing and appropriate dance shoes.

Hair Requirements:

Hair for ballet class in Children's Division through Trainee should be secured and fixed in place close to the head. 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.

Here are some ways hair may be worn for ballet class: For girls with very short hair, a headband will suffice.

- ☐ High bun, ends tucked under, all placed in a hairnet and pinned to head
- ☐ French twist
- ☐ Braids or braids with beads should be pinned to the head
- ☐ Students with long hair should wear it out of their face and off their neck

For dance forms other than ballet, it is sufficient to have long hair pulled back away from the face and secured in a ponytail.

Additional Requirements for Student Division:

Beach towels or a yoga mat is required in Level 1 through Level 7/8 Ballet to use on the floor when students are stretching.

A Ballet journal and pencil should be brought to all classes to notate corrections and ballet vocabulary.

BalletMet Responsibilities:

- ☐ To follow the syllabus approved by BalletMet.
- ☐ To have qualified and trained personnel teaching your student in a healthy and responsible manner.
- ☐ To impart that knowledge through exercises and instruction in a constructive manner.

- ☐ During the training process, offer corrections and observations so the student may better understand dance technique. Corrections may be verbal as well as physical (with consent). The corrections may be given individually or to the entire class.
- ☐ To have qualified musicians or sound equipment to provide music for your student's class.
- ☐ Offer a safe place for students to train.

Student Responsibilities:

In the classroom:

- ☐ 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 to help you understand dance technique. 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. If late, come in ready to work and quietly warm up.
- ☐ **Phones must be in dance bags during classes and rehearsals.**
- ☐ Notify the teacher immediately if you have hurt yourself during class.
- ☐ If unable to dance due to an injury or illness, report to your teacher prior to class.
- ☐ Bring your bags and street clothes into the studio and neatly stack or tuck them in your bag.
- ☐ Keep dance footwear in good repair, mark with your name, and don't wear dance footwear outside on the sidewalk or street.
- ☐ Adhere to the dress code.
- ☐ Notify your teacher prior to class if you must be excused early.
- ☐ Remove all jewelry prior to class-this includes necklaces, bracelets (wrist and ankle), watches, etc. Stud earrings are fine (no dangling earrings).
- ☐ **Only water is allowed in the studios. No food, gum, or candy are permitted during class.**
- ☐ Do not set anything on the piano or sound equipment.
- ☐ 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, band aids or tissues. Personal belongings left in studios or dressing rooms are not BalletMet's responsibility.
- ☐ In case of an emergency, follow the teacher's instructions.

Parent Responsibilities:

- ☐ **The Release and Authorization form must be received for your child to take class and/or participate in any BalletMet activities.**
- ☐ **Bring your child to class on time. Please double check to ensure your dancer has dance attire that is in good repair and clean. Allow, when at all possible, for the children to be in the studios prior to their class start time.**
- ☐ Students that arrive and enter their class 10 or more minutes late may be asked to sit and observe at the faculty person's discretion.
- ☐ When you are dropping off your child at the connector, please do not drive away until your child or children have safely entered the building.
- ☐ At times, the Fire Department at the corner of Mt. Vernon and Fourth St. will travel east. Do not park in front of the 322 Mt. Vernon emergency door.
- ☐ If you are going to arrive late for class, please call the receptionist and let her know so we may be able to inform the teacher. The receptionist's number is 614-586-8610.
- ☐ To report an absence, please complete the Absence Report Form that is located on the Academy Call Board
- ☐ Please be sure to 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, please call the receptionist and let her know when you will be there. The receptionist's number is 614-586-8610. The Downtown studio closes promptly at 9 p.m. Monday through Friday and 3:30 p.m. on Saturdays. **If a family demonstrates repeated tardiness**

(more than once) from the same family, the academy will charge the family \$30 for every 15 minutes, or portion thereof, to retain personnel past their regularly scheduled hours.

- ☐ If your child is taking class at the McConnell facility, please be ready to meet them at the end of their class outside the classroom. Should a parent arrive late at the end of classes for a day, they will be charged for the teacher's time.
- ☐ **If your child has experienced fever, vomiting or diarrhea please do not allow your student to return until they have been symptom free without medicine for at least 24 hours or have been cleared by their physician to return to school or class.**
- ☐ Your child needs to bring a water bottle for classes that are an hour and a half or longer.
- ☐ Please be sure all your students' dance wear, shoes and belongings are marked with their name.
- ☐ BalletMet is not responsible for students who leave the facility to visit area businesses without supervision.
- ☐ 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.
- ☐ **Never use your cell phone camera or any other camera to take pictures or videos from the hallways into classes or company rehearsals or performances.**
- ☐ Students and families are prohibited from taking photos and videos.
- ☐ **Do not post pictures or videos of students and/or teachers on the internet or social media without the written permission of BalletMet and all parties. Any inappropriate postings will result in disciplinary actions that may include expulsion from the academy.**

Inappropriate Activity:

All BalletMet students and families engaged in a BalletMet activity either on-site or off-site are prohibited from the following activities:

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

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

- ☐ Suspension from academy classes and/or additional activities for a designated period (No refund for classes missed)
- ☐ Required repayment of 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, please check the BalletMet website (www.balletmet.org), your email, and local news stations for decisions on cancellations.

Families 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 or fundraising by parents, students or any other visitor in the BalletMet facility. 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:

If you have questions, concerns, suggestions, or wish to make an appointment to talk about your child's dance education, classroom activities, and/or BalletMet activities, please contact Gina Smeragliuolo, to schedule a meeting. Please don't stop teachers in the lobby with a question. While teachers are always happy to discuss and answer questions about a student's progress, they are not available between classes for discussion.

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. Please email Gina Smeragliuolo 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** prior to the date that this is required, to allow the proper parties to produce the letter to them. **Any requests with a shorter time requirement will be completed if possible.**

Injury Procedure:

All student injuries and accidents in and out of ballet class must be reported promptly to the student's teacher and/or the academy front desk. Academy 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 the faculty and front desk immediately so that proper documentation can be made.
- ☐ Please bring a note from your medical professional to the front desk.
- ☐ We must receive written permission from your doctor allowing you to resume classes.
- ☐ Any student with an injury requiring limited participation in class or a significant leave of absence must meet with staff to set up a recovery plan before returning to classes.

Make-Up Classes:

If you miss a class due to a scheduled holiday or weather emergency at any site, please check our schedule online for an appropriate make-up class. Make-up classes must be made up prior to April 21, 2026, for the current academic year and cannot be carried over into summer or fall classes. Students should not make up classes during the Observation Weeks. Students may take the same level or a level lower to make up the class. Students should let the faculty know that they are taking a make-up class. **There is no refund or adjustment for classes that are missed.**

If you have missed a class at the McConnell Arts Center, you may make up your class at the McConnell Arts Center or Downtown.

Merit Award Scholarships:

Students in Ballet level 4 and up will be observed and considered for merit scholarships throughout the year. Students invited to participate in this program will receive an email notification along with the requirements of scholarship students. Scholarship students are required to follow the Comprehensive Plan Schedule as a condition of their award. The Academy Director may award Merit scholarships to lower-level students at their discretion.

Financial Assistance:

Financial aid applications are available for students in Ballet 2 and up. Please request the appropriate paperwork from Gina Smeragliuolo at gsmeragliuolo@balletmet.org. Students who receive financial aid in the fall will be reassessed during the month of January. At that time, BalletMet staff will consider the students' attendance, commitment level and timeliness of payments. BalletMet reserves the right to discontinue financial aid at its discretion.

Financial aid will apply to classes in Levels 2-Trainee. **Applications for Financial Aid are due in mid-July prior to the start of the academic year.**

Discover Dance Program:

The Discover Dance program was developed for identified youth, ages 7-11 entering BalletMet for the first time. Discover Dance auditions for the academic year are completed between the months of February and April for the next academic year at the Academy's downtown location and at specific neighborhood schools. For information or if you have questions, please contact our Academy at academy@balletmet.org.

Payment Information:

Payments to the Academy are due on the first of each month. If there are extenuating circumstances in which you are unable to pay on time, please call and make payment arrangements with Katie Toomey at ktoomey@balletmet.org. Accounts that are 10 days past due may be subject to a late fee. **If an account is past due by November 15th, the student's participation in Nutcracker may be jeopardized. If an account is past due on April 1, the student's participation in the annual Spring Performances may be jeopardized.**

In order to register for the new academy year classes, all tuition and fees from the prior year must be paid in full.

Families of students with past due balances will be contacted and given an opportunity to bring their students' accounts current.

Discount Policy:

To serve the needs of our BalletMet families, we have devised the following payment plan for families with more than one student at our Downtown site:

- ☐ The student with the highest tuition fee will pay full tuition. All other family members' tuition will be discounted by 15 percent. This does not apply to registration fees.
- ☐ Families that have paid their academic tuition in full at the beginning of the year will receive a 5% discount.
- ☐ Families who are subscribers to BalletMet will receive a 5% discount.

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/or subscriber.

Refund/Withdrawal/Class Card Policy:

- ☐ No refunds or tuition adjustments will be given for missed classes 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 manager to be considered for a partial refund or adjustment.
- ☐ Registration fees are not refundable.
- ☐ Students are unable to make up missed classes after the current academic year or withdrawal from the Academy.
- ☐ There are no refunds for class cards purchased through MindBody.
- ☐ MindBody Class cards are valid for one year from date of purchase.
- ☐ **Notification of withdrawal from classes must be submitted to the Academy Manager in writing two weeks prior to withdrawal.** Families are responsible for all fees through the two-week period after written notification.



DANCE ACADEMY

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Maria Torija, Academy Director

Kathy Wilson, Academy Manager- kwilson@balletmet.org
Eva House, Academy Coordinator - ehouse@balletmet.org
Gina Smeragliuolo, Academy Assistant - gsmeragliuolo@balletmet.org
Receptionists
Patti Ardit, Juliann Ferguson, Charelle Jones, Lily Sayre

For Student Tuition Account Questions, please contact Katie Toomey at ktoomey@balletmet.org

McConnell Arts Center (MAC)

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