



BOISE BALLET ACADEMY

Boise Ballet Academy provides unparalleled training for serious pre-professional ballet students. BBA is proud to feature the American Ballet Theatre National Training Curriculum.

Training at BBA focuses on developmentally appropriate instruction and dancer health for each student. Our certified teaching staff has many years of experience bringing high quality artistic training to students ranging from 2 to 20 years old. The majority of our staff have danced professionally and understand first-hand the elements required for an artist's development.

## **School Policies**

### **Payment**

Tuition, including registration fees, deposits, and merchandise, is non-refundable. Any payment more than one week late will be subject to a \$15 late fee. All new students incur a one-time, non-refundable \$35 registration fee (\$25 returning students). Enrolled students who, due to injury or serious illness, are forced to withdraw prior to the end of the school year should inform the School Office immediately with a letter of medical release. Such students may be eligible for partial refund. An early withdrawal penalty of \$100 will be charged for students who withdraw due to circumstances other than injury or illness. Students not current in payments may be ineligible to participate in classes and performances.

### **School Year**

Students must register for a full season of ballet training (September-May) in order to attend classes in either the Primary Division or the Pre-Professional Division of Boise Ballet Academy with the exception of classes eligible for drop in rates. Classes with less than 4 enrolled students may be shortened.

### **Attendance**

Students are required to attend all scheduled classes and are expected to inform the school of an intended absence prior to class by calling or sending an email including the student's name, class level, reason for absence and duration of absence, (if longer than one class) to the school at 208-345-3787 or [school@boiseballetacademy.com](mailto:school@boiseballetacademy.com). Attendance will be taken in every class. If a student misses class regularly a notice will be sent to the family and a meeting with faculty will be scheduled. The school provides "make-up" classes in the event the student is excused. An excused absence will be given if a student is ill.

## **Illness**

Students should not attend class when ill, and return only when symptoms have subsided in order to prevent the spread of germs to other students and teachers.

## **Conduct**

All parents must review the Code of Conduct with their student and ensure the student understands all rules regarding student behavior. Parents must sign and turn in their Code of Conduct agreement to the School Office within one week of their student's first class. If the agreement has not been turned in after one week, the student will not be permitted to participate in class until the agreement has been received.

## **Performance Opportunities**

Students in Primary A through Level 5 are eligible to perform in The Nutcracker (December) and BBA's Spring Performance (May). A variety of other performances opportunities arise throughout the year that students may be eligible for.

## **Advancement**

Level promotion is subject to each individual student's development and is at the discretion of the Directors and Faculty. Students will not necessarily be promoted to a higher level on an annual basis. Poor attendance may impact a student's placement. Students will be scheduled a yearly evaluation meeting at which the student, a parent, and the student's primary teacher, will discuss the student's progress. Placement for the following School Year may be discussed in evaluation meetings. Questions regarding level placement, student performance, progress, and all other concerns regarding students' training and classroom behavior should be either directed to the Directors or brought up in yearly evaluation meetings. To make an appointment with the Director, please contact the School Office.

## **Parent Information**

- Please read all emails from the School Office for up to date information.
- Please notify the school immediately if any of your contact information has changed, particularly your email address.
- Students under 18 years of age are not permitted to leave the building without a parent or guardian unless written permission is granted.
- Parents must pick up their students within 15 minutes of their class end time.

- Children should not be left unattended in the school lobby.
- The school staff will not be held responsible for any accidents/injuries.
- Students should never leave money or valuables unattended.
- Boise Ballet Academy cannot be held responsible for lost property.
- Unless otherwise specified by parent or guardian BBA will have the right to use any photo/video obtained at the studio or on stage for social media and promotional material.
- No food or drinks (water is permitted) are allowed in the studios.
- Chewing gum is prohibited in class.
- Only staff members may write on or post anything on the bulletin boards, schedules or notices.
- No pets allowed.
- All policies are set in the best interest and safety of students, consideration of staff, and professionalism of the school.

### **Code of Conduct**

Boise Ballet Academy's mission is to foster the talent of school age to professional students in a professional environment. To that end, this code of conduct has been established to enhance all students' experience by creating a safe and healthy atmosphere.

Students are expected to treat everyone around them with dignity, kindness, and respect. A student's words and actions should be friendly and encouraging, without negatively affecting the physical and emotional well-being of others. Therefore, students are expected not to verbally or physically harass one another, whether during BBA related activities or at any other time outside of the school. Harassment includes any inappropriate comments or conversations about others, whether they are in person or in writing (including letters, phone calls, emails, texts, communication via social networking websites or any other form of communication). Students must keep in mind that gossip and bullying is damaging to their classmates and everyone around them, and distracts them from their focus at BBA.

Students are expected to know and comply with Boise Ballet Academy's policies. Students are to maintain a respectful attitude toward their instructor and administrative staff at all times. Students must practice good behavior in and out of the classroom, and follow all directions and corrections by their instructor. Being respectful toward others and paying attention in the classroom require a positive attitude and putting forth one's best efforts at all times. When in the lobby, students must be respectful of the ballet facility and working environment by being calm in their conduct, including cleaning up after themselves. Students must treat the schools and other people's property with care.

Students must not use or possess tobacco products, alcohol, or drugs. Students must not use inappropriate language. Students should be prepared for their classes by being on time and following the dress and grooming standards as described in the school policies. Students are expected to attend all classes and report absences in advance.

Parents and families are expected to treat all students, faculty, and staff at with dignity and respect. Words and actions should be encouraging and without negatively affecting the physical and emotional well-being of others. BBA promotes a positive and welcoming environment; please help us to further support this by adhering to the following:

Parents and families are expected to refrain from commenting on any student's physical appearance, technical ability, or any other sensitive issues at BBA related activities or at any other time outside of the school. This includes but is not limited to the following forms of communication: letters, phone calls, emails, texts, and social media posts.

Encourage your student and others to enjoy their training and to have fun. Providing support to your student and other students will further encourage their training and build the confidence they need to excel in their ballet training.

Please respect the decisions and expertise of Faculty and Staff. Faculty and Staff have the students' best interests in mind when making decisions regarding the school and students.

Any student behavior that causes distraction, discouragement or damage to the classroom, building, theatre or to anyone associated with Boise Ballet Academy, will not be tolerated.

Anyone who witnesses or is aware of a violation to this code of conduct is expected to report it to the Directors.

Violations of this code may result in one or more of the following disciplinary actions: a verbal warning, "time out," dismissal from class, notification of parents/legal guardians, one-on-one meeting with the Directors, or meeting with the Directors and parents/legal guardians. On-going or serious violations of this code of conduct may result in expulsion.

## **Dress Code**

### Grooming Girls:

Students must wear uniform to all classes and rehearsals unless otherwise specified.

Hair must be in a tight, sturdy bun for all classes and rehearsals.

Ballet tights are underwear and should be washed after each use. Ladies in level 3 and up may not wear additional underwear beneath tights.

No jewelry or nail polish allowed except for small stud earrings.

Students must have their elastics and ribbons sewn on their shoes.

### Grooming Boys:

Students must wear uniform to all classes and rehearsals unless otherwise specified.

Hair must be kept out of face and if long kept in a ponytail or bun.

Boys in level 3 and up must wear a dance belt.

Students must have their elastics sewn on their shoes.

### **Uniform Requirements**

One leotard/uniform per weekly class is recommended.

Ladies should wear a black leotard, pink ballet tights and pink canvas or leather ballet shoes.

Gentlemen should wear black tights or shorts, fitted white T-shirt, white socks and white canvas or leather ballet shoes.

Dance with Me, Creative Movement, Pre-Primary: No uniform required. Dancewear, including ballet shoes, suggested.

### **Tuition**

#### Payment Options

Plan 1: Full Payment, due at enrollment (5% discount will be applied for full payment)

Plan 2: Two Payments, first due at enrollment second due on February 15<sup>th</sup>

Plan 3: Four Payments, first due at enrollment then November 30<sup>th</sup>, February 15<sup>th</sup> and May 15<sup>th</sup>

Plan 4: Monthly Payments, all payments charged within the first 5 days of each month and a \$5 fee will be added to each month's payment.

### **Deposits**

Returning Students must submit a \$200 deposit and registration forms by May 20<sup>th</sup> to receive Returning Student discount (5%), Early Enrollment discount (\$25 registration fee waived). Please do not miss this important deadline.

New Students must submit a \$200 deposit, registration forms, and \$35 registration fee to reserve a spot. Class size is limited.

Deposits are non-refundable and applied towards tuition.

### **Sibling Discounts**

Families who register more than one student will receive 10% off each additional child's tuition. The first child (or the child with the highest tuition) will pay full price. The 10% sibling discount will be taken off the already discounted price, if the family is also receiving any other discounts.

## **Scholarships**

A very limited number of Merit Scholarships are available. The number of scholarships awarded is based on available funds and careful consideration is given to every award. Once awarded a Merit Scholarship, students must sign a contract agreeing to the terms of the award. There is no application process for Merit Scholarship awards.

## **Non Discrimination Policy**

Boise Ballet Academy recruits and admits students of any race, religion (creed), gender, in any of its activities or operations to all the programs and activities. In addition, the school will not discriminate on the basis of race, religion (creed), gender, in administration of its education.