



RESIDENCE



Overview

The School of Alberta Ballet's Residence community is a multicultural setting for students with a friendly, familial atmosphere.

The residence is located on the Mount Royal University Campus and offers a mix of structured supervision, nutritional support, community-focused culture and a setting for rest, relaxation and physical recovery. Residence life also offers students the opportunity to develop skills for self-reliance and independence while receiving support and supervision from our caring and committed residence team and the entire School of Alberta Ballet community.

Please note, all students attending the School of Alberta Ballet from out of town are expected to live in residence. Exceptions to this must be approved first through Admissions Office.

Food and Nutrition

Proper nutrition is of critical importance for ballet training. The Head of Residence, Head of Made Foods and Registered Dietician work together to create nutritious and delicious meals for our boarding students. Students living in residence have an unparalleled opportunity to receive meals designed specifically for elite training dancers. In order to support the nutritional needs and preferences of boarders, the Residence Outside Foods Policy allows boarders to stock their kitchens with approved, healthy snack foods.

Boarders are expected to eat all residence meals. Treat foods, such as potato chips and ice cream, are permitted on assigned Treat Nights only. The outside foods policy is intended to support boarders in maintaining healthy, nutritionally productive diets while allowing students to treat themselves in an appropriate manner for elite training dancers.

Breakfast, lunch and dinner will be prepared for boarders by Made Foods. Limited alternate choices are also available and all dietary allergies and restrictions will be given the utmost importance in menu planning and execution. Please submit documentation regarding diet restrictions and food allergies to the Admissions department as early as possible to ensure that your child's needs are planned for. Parents must send permission for any missed meals. Any students who have anaphylactic allergies are required to bring their EpiPen to all meals.

Conduct

All students living in Residence are subject to the same Code of Conduct that applies to all students at the School of Alberta Ballet. Please consult the section entitled Code of Conduct for further information

Medication & Doctor Treatment Plans

All medication must be submitted to staff upon the boarder's arrival. Over the counter medication must be submitted to staff as well to ensure boarders are not taking too many dosages of the medication. Pharmacist provided proper use and side effect documentation written in English must accompany all prescription medications. All non-Canadian, over-the-counter medications must also be accompanied by English translations for proper use, or the medications will not be dispensed and Canadian equivalents will be sought. Staff will maintain procedural forms and medication documentation to indicate proper dosage administration as well as to be aware of potential side effects and to ensure the medication is safe and stored.

Students who have visited doctors or health practitioners and who are required to follow through with treatment plans, including icing or heating, are required to inform residence staff of the treatment plans. Staff will maintain procedural forms in accordance with these plans to ensure students are receiving the proper follow through.

For minor illnesses or injuries, students are expected to continue attending both academic and ballet classes in order to observe, take notes and participate when they can. In exceptional circumstances, discretionary decisions will be made in order for students to remain on or return to residence by the Head of Residence.

RESIDENCE SAFETY

Student Outings and Communication

Boarders are responsible for signing in and out each day. While out, it is also the boarder's responsibility to keep in contact with staff regularly. Students must speak face-to-face with a residence staff member before they leave residence to receive permission and must check-in when they return. Students who do not follow this process will be subject to consequences. All students in residence need to ensure that they carry a cell phone with a Canadian phone number with them at all times when away from the residence on outings. Students without a working cell phone may not be able to leave residence. All students must be in pairs or groups when going off campus for any reason.

Curfews

During the week and on weekends, curfew is 9:00pm. Generally, boarders in grades 7-9 will be in their room by 9:30 p.m. Boarders in grades 10 through 12 must be in their rooms by 10:30 p.m. Weekend curfews will vary in accordance with recreation and transportation plans, however, all students are expected back in residence by 10:30 p.m. and with parental permission.

Valuables

Students are responsible for the safety and security of their own belongings. We strongly encourage each boarder to keep track of their valuables and not to bring items of significant financial or sentimental value. Each room will have a locked drawer for boarder's belongings. Upon arrival, boarders can record and submit any serial numbers on electronics or descriptions of other belongings that hold high importance to residence staff. Staff will keep this information so that if belongings are misplaced or stolen, they are easily identifiable. The School of Alberta Ballet will not be responsible for items that are lost or stolen.

Keys

Each boarder will receive a room key upon their arrival that they are expected to keep on them at all times. Each key will give the boarder access to the building, their floor, their apartment and most importantly, their room. If this key is lost during the boarder's stay in residence, there is a \$25 fee to replace the key. If at the end of the year the key is not given back to residence staff, a \$25 fee will be charged. Doors to all bedrooms and units are to remain locked at all times.

Leave from Residence: Parental Permission

There is a significant difference when it comes to defining school trips and leave for boarders. We want parents to understand that if a boarder decides to go on leave from residence, we do not assume responsibility for the boarder while they are away. Once the boarder leaves residence property independently of School of Alberta Ballet transportation, we cannot monitor their behaviour or their safety. It is a good idea for parents and boarders to look at the risks of any leave. All boarders who wish to leave for a weekend—whether it is for a sleepover or to go home—must have been granted permission from their parent via email to the Head of Residence or Residence staff member by no later than the previous Wednesday at 9:00 p.m. Additionally, residence students must indicate if they have weekend plans that will require them to miss meals at the residence by the previous Wednesday at 9:00 p.m. While staff are able to make discretionary decisions when it comes to day outings, parents must have the final say with any overnight trips.

Flights: Parents are requested to book flights that leave no earlier than 8:30 a.m. and arrive no later than 9:30 p.m. Students tend to disturb their unit mates when flights are booked outside of the above times.

Fire Safety

On the back of each entrance door, and in several places in the hallway, evacuation plans are posted. Each unit is equipped with a fire extinguisher, smoke detector and sprinklers for boarders' safety. Upon each boarder's arrival, a clear meeting place will be determined in case of a fire and for fire evacuation drills. Please note that although each apartment unit is equipped with a stove and an oven, these appliances have been disconnected for the safety of our students.

In Case of Fire or Smoke:

The location of emergency exits is posted on the back of the unit's front door. Students should know the location of exits and the evacuation meeting point in case of emergency.

1. Pull the fire alarm located by the emergency exit
2. Call 9-1-1
3. Evacuate to the main soccer field

Guests

For the safety of fellow boarders, guests are not permitted in residence. Staff are often not aware of who the guest is or what the guests' needs are. It is possible that without this knowledge the safety of those in residence or the safety of the guest can be compromised. Parents are required to phone ahead to the residence and notify staff that they will be visiting residence. Parents are also required to sign in to residence upon arrival, so that staff know who visitors are as well as who is in the building.

Parents and family are permitted into the boarders' units only for scheduled move in/move out purposes. As each student has a roommate, it is important that residence staff accompany all parents when entering student units at times other than scheduled move in/out days. For the safety and comfort of all resident students, short family visits will be permitted in the central common areas of the residence only. Visits that are expected to exceed 30 minutes are best conducted outside of the residence.

Students and/or parents are not permitted on the residence floor when staff are not present. As the residence is not staffed during regular school hours, all weekday visits to the residence during

the hours of 7:30 a.m. and 5:00 p.m. are permitted by pre-arranged appointment only, and are subject to staff availability. Additionally, students and/or parents are not permitted on the residence floor during residence closures. Please schedule travel arrangements accordingly.

Inspections

Students should treat their apartments and rooms as they would any other school property. If there is a suspicion of drugs, weapons, theft, unsanitary conditions, illness etc., residence staff are permitted to enter any student's room as if it were a student locker. Staff, however, will only do so with reasonable grounds, and whenever possible or practical, will do so with the accompanying student. Units and bedrooms will be inspected on a regular basis to ensure cleanliness.

UNITS, MAINTENANCE & CLEANLINESS



Cleanliness

When sharing a space with other people, it is imperative that cleanliness is upheld within the residence. We expect each boarder to not only respect the space Mount Royal has allowed us to use, but also to respect the space of their fellow boarders. Rooms are expected to be tidy at all times (clothing off of floors, beds made etc.). This is to ensure that all boarders are comfortable in their living spaces. Food is not allowed to be kept in bedrooms, dressers, closets, etc. All food must be kept in the kitchen where there is ample storage space. Units are spot checked for cleanliness and will have thorough inspections to ensure food is stored in appropriate places. We ask boarders to partake in daily and weekly chores. These are assigned weekly and boarders are responsible for their own unit. Room and unit inspections will be completed daily as well as on weekends before free-time or outings are enjoyed.

Units

Every boarder will be assigned to one bedroom within a four-bedroom unit. There will be two boarders to each room, with one bathroom to share among four students. Each room will have a bed, a dresser with an assigned locked drawer and a desk. Each boarder will share a small walk-in closet with their roommate.

To ensure the belongings in a boarder's and their roommate's space are being respected, we ask that boarders do not enter a room where permission is not given by their fellow boarder. As there are two boarders per room, it is important to get permission from both boarders. Members of the opposite sex are never permitted in a boarder's room. Boarders who violate this policy risk facing penalties and potential expulsion.

If boarders wish to bring furniture from home or purchase additional furniture during their stay, they may do so upon approval by the Head of Residence. Personal furniture, as well as all other belongings, must leave with the student when the student leaves residence for the summer. Broken or unwanted personal items must be removed by the student at the student's expense.

Damages

Each boarder is expected to respect residence property. Damage to the walls and furniture in rooms and apartments is unacceptable. Boarders are to only use sticky tack on walls to avoid damage. Tacks, tape or other tools will be taken off the walls. Boarders are held responsible for their room and unit condition and will be expected to pay for all damages that do occur. No furniture shall be moved or altered without staff permission. This is to ensure nothing is lost or damaged when furniture is changed. MRU facility staff conduct regular inspections in all residence units to ensure that any maintenance issues or damages that have occurred are taken care of. Any damages done to a unit, beyond normal wear and tear, will be applied to all renters in that unit.

Boarders and parents should regard living in residence the same as they would any other rental accommodation scenario. Boarders, and thereby their parents, are the tenants; the Alberta Ballet is the landlord. Boarders will also have roommates and all members of the unit are equally responsible for any damages that may occur. A security deposit in the amount of \$1,400 will be required before a residence student can move in. The security deposit, as with all rental arrangements, is enforced to cover damages to the unit and/or in situations where students move out before the rental agreement period is over.

Storage

Storage space is extremely limited. Each boarder is expected to store their luggage in the closet in their room. For this reason, we ask that boarders bring only belongings that are necessary for their stay in residence. Boarders who bring too many belongings beyond what is reasonable for a shared bedroom may be required to send items home or place items in MRU storage lockers at their own expense. We recommend that students transport their belongings in collapsible duffle bags, so they can be compacted in the most space-efficient manner. Extra storage space will not be allotted for luggage storage.

Roommate Assignments

Boarders will be assigned roommates according to the best judgment of the Head of Residence in consultation with Residence Supervisor. Boarders may communicate their preferences; however, the Head of Residence will make the final determination based on what is best for the residence community as a whole. Please bear in mind that if roommate situations are not working in the best interests of the residence, boarders may be required to move into another unit. We try to ensure that all international students have a Canadian roommate. This is a critical opportunity for cultural integration and all students benefit in a number of ways from this model.

Boarders will be reassigned to new roommates upon their return from the Winter Break residence closure. This procedure provides the opportunity for boarders to form new friendship bonds and also allows for the opportunity to alleviate stresses that can stem from fatigue with a former roommate relationship. The Head of Residence in consultation with the Residence staff will determine the new assignments. Input from boarders will be taken into consideration, but again the final determination will be based on the benefit to the entire residence community. Before their departure, boarders will need to be prepared to pack their belongings into assigned storage bins and laundry bags to accommodate the room switch and to allow for the residence to be professionally cleaned during the Winter Break. Boarders will be asked to bring all unnecessary

belongings home upon their departure for the Winter Break closure, leaving only those belongings that are required for the remainder of the year.

TRANSPORTATION

Residence Parking

The Mount Royal University Parking Policy governs parking at our residence facility. Parking adjacent to the residence is very limited and is designated as an Open Lot requiring a valid MRU Pass, but may be used for free by the public on Sundays and holidays. All School of Alberta Ballet staff and families are bound to follow MRU's parking rules as posted. Additional details can be found at www.mtroyal.ca/parking.

Bussing

Boarders are transported by bus or shuttle to and from school each day. Boarders may purchase a bus pass or bus tickets for personal outings. If boarders require assistance in getting to doctor appointments or require medical assistance, transportation and accompaniment can be arranged.

Airport Travel

Boarders and parents of boarders are expected to arrange transportation to and from the airport. It is approximately a \$50 - \$60 taxi ride to the residence from the airport, depending on traffic. Due to Calgary traffic and weather, taxi trips can be somewhat unpredictable even when prearranged. Greater reliability can be achieved by booking airport trips through Sedan services, and most have comparable rates to taxi fares.

Outings

During free time, outings may be approved by residence staff. If there is a weekend or weekday where boarders wish to go out on their own, certain rules apply. Boarders must always travel in groups of two or more and have a clear destination and plan around when they will be leaving and when they will be returning, provided that their weekly chores have been completed. Parental permission will be sought when trips involve the boarder being transported by means other than hired services or city transit, traveling alone, traveling in the dark, or when plans include overnight stays away from the residence.

Moving Out Early

As a result of accepting a place in residence, you are taking a bed away from another boarder, costs are incurred and your residence fees are then budgeted into our operations. Therefore, students who choose to move out of residence part way through the year will not be granted refunds and the remaining amount for the year will still be owing. Please refer to withdrawal and refund policy (pg. 30) for more information.

RESIDENCE CHECKLIST



Mandatory

Working cell phone (must be able to call and/or text without wifi)
Large laundry bag or collapsible laundry hamper
Clothes hangers
Large, insulated lunch bag
Water bottle (dishwasher safe)
Toiletries and bath caddy
Warm slippers (with rubber treads)
Umbrella, rainboots

Required clothing/dance wear/swimwear
Required shoes and street shoes
Government Issued Photo ID Card/Birth Certificate
3-5 lunch containers (liquid tight lids, microwave and dishwasher safe)
Prescription Medications (with English Instruction/Side effect documentation)
Provincial Health Card/proof of insurance

Summer School: pillows, a blanket, linens, and towels are provided courtesy of MRU.

Mandatory for Full Year

1 warm quilt or duvet
Pillow(s) (with sanitary pillow covers)
2 sheet sets (pillow case, fitted sheet, flat sheet)

Bath towel, hand towel, and facecloth
Winter boots/coat/mittens/scarf/warm hat

Optional

Favourite board game
Favourite DVDs
Fan
Humidifier
Ice packs/ therapeutic bandages
Personal blender
Drying rack
Bathrobe
Stuffed animals
Favourite books

Family portrait & baby pictures (for residence activities and decoration)

please label ALL belongings with name tags

RESIDENCE DAILY SCHEDULE

(Subject to change)

MONDAY - FRIDAY MORNINGS		SATURDAYS	
6:15 a.m.	Wake-Up Call	8:45 a.m.	Wake Up
6:00 - 6:30 a.m.	Get ready for school, clean and tidy room before school	10:00 - 11:00 a.m.	Brunch
6:45 a.m.	Breakfast Served	1:30 - 3:00 p.m.	Swimming at MRU
7:00 a.m.	10 minute warning for bus	3:15 - 5:30 p.m.	Chores/Recreation
7:10 a.m.	Morning sign out	5:45 - 6:30 p.m.	Dinner
7:15 a.m.	Bus departs from Residence	7:00 - 10:30 p.m.	Chores/Study Hall/Recreation/Laundr
7:15 - 8:00 a.m.	Rooms/Units Inspected by Staff before students return	10:30 - 11:00 p.m.	Quiet Time
7:45 a.m.	Bus arrives at School of Alberta Ballet	10:45 p.m.	Bed check
8:00 a.m. - 5:15 p.m.	Ballet and academic classes (class times vary by grade)	SUNDAYS	
11:30 a.m. - 1:00 p.m.	Lunch (times vary by grade)	8:45 a.m.	Wake-up call
5:15 p.m.	Bus departs for Residence	10:00	Brunch Served
5:45 - 6:30 p.m.	Bus arrives at Residence, dinner	1:00 p.m.	Chore Inspections
6:30 p.m.	Return to Residence	1:00 - 6:00 p.m.	Free time/Outing
7:00 - 7:15 p.m.	After dinner chores	5:00 - 6:00 p.m.	Mandatory Residence Meeting
7:45 p.m.	Unit inspections	6:00 p.m.	Pack lunches
7:45 - 10:00 p.m.	Study Hall/Recreation	6:15 - 7:00 p.m.	Dinner
9:30 and 10:30 p.m.	Junior School and Senior School Bedtimes	7:30 - 10:00 p.m.	Study Hall/Recreation
		7:45 p.m.	Unit Inspections
		9:30 and 10:30 p.m.	Junior School and Senior School Bedtimes

CANCELLATION, REFUND AND WITHDRAWAL POLICY

Cancellation of registration must be done in writing and received by the Admissions department at the School of Alberta Ballet at least fourteen days prior to the first day of the semester. The non-refundable registration deposit will not be refunded for cancellations.

Withdrawals are not permitted in the Professional Division unless due to medical reasons and accompanied by a medical note from a member of Alberta Ballet's Medical team. All unpaid tuition until the official withdrawal date and medical note have been received will still be due, regardless of attendance, and will adhere to the following schedule:

Withdrawal request received by the Admissions Office	Percentage of Tuition Owning	Percentage of Applicable Refund
- More than 14 days before September 12 th	20%	80%
- From 13 days before September 12 th to October 15 th	30%	70%
- From October 16 th to November 15 th	40%	60%
- From November 16 th to January 15 th	60%	40%
- From January 16 th to March 30 th	80%	20%
- From March 31 st to the last day of classes	100%	0%

All fees paid to the School of Alberta Ballet residence are **non-refundable**. No exceptions will be made.

Students who receive a scholarship from the School of Alberta Ballet are **not** permitted refunds under any circumstance, including medical withdrawals. No exceptions will be made. Please refer to the Scholarship Agreement for more details.

Upon acceptance of placement offered to a student, persons assuming financial responsibility for that student have an obligation to pay the fees charged for the full dance season. No portion of the fees, paid or outstanding, will be refunded or cancelled in the event of a student's absence or non-medical withdrawal from the School of Alberta Ballet.

As the School of Alberta Ballet Professional Division provides students with both artistic and academic training, we will work with the Medical Staff and each student to identify if their medical reason should result in a full removal of the program or if it will only apply to the artistic training of their program.

Refund Policy

- **Summer Intensive**
 - Summer Intensive tuition is not refundable once the application is submitted to the Admissions Department. In case of non-medical withdrawals, tuition is still considered owing.
- **Residence security deposit**
 - If the student withdraws from Boarding prior to moving into Residence, this amount will NOT be refunded.
 - If there is no damage assessed to the Residence unit, this amount will be refunded at end of term.

- If the student chooses to move out of Residence part way through the year for non-medical reasons, this amount will NOT be refunded.
- **Full-year program deposit of \$1,000 (prior to the school start date)**
 - If the student withdraws prior to being offered a placement in the full-year program, this amount will NOT be refunded.
 - If the student is not accepted into the full-year program, this amount will be refunded.
 - If the student is offered a placement in the full-year program and accepts it, this amount will be applied to the tuition owing for the school year.
 - If the student is offered a placement in the full-year program, but chooses not to accept, this amount will NOT be refunded.
- **Full-year tuition (after the school start date)**
 - Withdrawals due to medical reasons, accompanied by a doctor's note from one of Alberta Ballet's medical staff: a monthly pro-rated refund may be issued from the month following the date the doctor's note is received by the Admissions Department. Retroactive refunds will not be granted in the case of a late submission of a doctor's note. Until the doctor's note is received, all unpaid tuition is still owing, regardless of attendance. Non-attendance or communication without a doctor's note does not constitute approval to withdraw.
 - Dismissal of the student due to inability to perform according to class expectations: a monthly pro-rated refund will be granted from the month following the last class attended.

Refunds will not be granted for any other reason, including:

- Students who have been dismissed from the School due to behaviour problems
- Students who have been dismissed from the School due to attendance problems
- Failure to notify the Admissions Department of withdrawal prior to cancellation deadline
- Failure to provide a doctor's note or notification to any staff member other than the Admissions Department
- Students who choose to move out of Residence part way through the year

Please note that no amount of tuition will be refunded for any reason after March 31, 2017.