



**Welcome**

Welcome and thank you for choosing to train at the School of Alberta Ballet, Alberta Ballet's official training centre. We look forward to working with you and/or your children this year.

**Open Division Overview**

The School of Alberta Ballet's Open Division Calgary encompasses our Preschool, Adult, Flex and Intensive training programs. The Open Division has programming for students of all ages and levels.

**Preschool Program**

Preschool ballet is the perfect introduction for children ages 3-5. Classes are tailored to encourage fun, creativity and a love of dance through movement to music. Students will begin to learn basic ballet concepts as well as coordination, flexibility and musicality. A pianist accompanies all Preschool ballet classes.

**Intensive Program**

The School of Alberta Ballet's Intensive program offers classes for students ages 6 and up who want to train at a more serious level. This program is for the focused dancer that has aspirations of a career in dance, or a desire to learn the principles of discipline and dedication that serious training in ballet provides. Intensive Levels 3 and up will include the opportunity to work towards either Royal Academy of Dance or Cecchetti Standard examinations.

**Adult Program**

Our Adult classes range from Beginner to Advanced Ballet. Our classes are open to adults ages 16 and up and are based on the technique and styles of the Cecchetti Society and the Royal Academy of Dance (R.A.D.).

**Flex Program**

Students take classes once a week in a relaxed and creative atmosphere. Classes include ballet, modern or jazz and no experience is necessary to join. Flex classes can be a great complement to other recreational activities or a perfect introduction to dance for beginners of any age.



### **Alberta Ballet Student & Family Benefits**

Alberta Ballet is pleased to offer a 20% discount on adult subscriptions and single ticket sales to all students and families of the School of Alberta Ballet Open Division (Edmonton and Calgary Studios).

This offer is valid in sections B and C for any production within the current Alberta Ballet Season in both Calgary and Edmonton (excluding *The Nutcracker* in either city).

An annual season promotion code that can be used online or through the box office will be given to all students at the start of each season.

### **Uniform Requirements**

All students are required to wear leotard colours and styles as set by the School of Alberta Ballet. Students should purchase enough leotards and tights to ensure that they are clean for each class. There will be a specific style and colour of leotard for different levels and divisions noted on your registration form. This uniform must be worn to classes and no other attire will be accepted. Students can purchase their leotards, tights, shoes and skirts from the School of Alberta Ballet Store.

Girls hair must be secured in a neat classical bun using hairspray, hairnets and bun pins for all classes in all programs. There should be no bangs or accessories (headbands, scrunchies and/or decorative clips). For jazz or modern, a high, slicked back ponytail will be acceptable. The School of Alberta Ballet Store sells hairnets, bun pins, dance shoes, leotards and tights for students who have not brought these items to class.

Boys' hair must be neat and tidy and away from the face.

Adult students may wear any bodysuit and tights or form fitting yoga attire, with hair pulled back and ballet shoes with elastics. Men can wear jazz pants or tights, t-shirts and ballet shoes with elastics. The School of Alberta Ballet Store carries leotards, tights and shoes for purchase.

### **Hygiene**

Open Division students may dance many hours each week and are in close contact with other students and teachers. Keeping the highest level of hygiene is extremely important. Appropriate hygiene includes being clean each day, wearing deodorant, and having both clean leotard and clean tights each day. Perfumes, body sprays or other applied fragrances are not permitted at the school. Students who arrive for class without the appropriate degree of hygiene will be asked to leave class and may return once the specific problem has been resolved.





### **Year End Performance**

Dancers in Full Year Preschool, Flex and Intensive Programs are given the opportunity to perform on stage at the Southern Alberta Jubilee Auditorium in the Year End Performance. A Year End Performance package will be distributed to all dancers and once the commitment has been made to take part, all related rehearsals are mandatory. Students who miss the mandatory scheduled rehearsals may be withdrawn from the performance. If for any reason, students miss the dress rehearsals at the Jubilee Auditorium, they will not be allowed to perform under any circumstances. Dancers are highly encouraged to take part as performance experience is an essential component of their ballet training.

### **Preparation for Professional Division**

The Preparation for Professional Division is part of the Open Division at the School and provides classes for students in Grades 5 and 6 to develop their skill, stamina and passion for dance. This dedicated, intensive program will help prepare the student for the Professional Division, which is offered to students in Grades 7 to 12 and Post-Secondary, aiding in their aspirations of pursuing a professional career as a dancer. Students are not required to audition for the Preparation for the Professional Division program, however we recommend students to consult their primary ballet teacher to see if this program is a good fit.

The Preparation for Professional Division Program is designed as a full-year, high intensity extra-curricular program. Three weekly classes focus on developing a strong aptitude to ballet, offering training which is very detail oriented with an aim to develop a strong and precise technical foundation. These classes are comprised of pre-pointe or pointe work, workshop and modern dance. Enrichment classes are offered to specifically target additional ballet training. Furthermore, students may supplement their core training with a weekly Jazz class.

Students entering Grade 7 in the following academic year must participate in our Summer Intensive, which is the third and final audition step for students wishing to participate in the Professional Division for the upcoming school year. Students who are entering Grades 5 and 6 are not required to participate in the Summer Intensive, but it is recommended as it will greatly assist in their training and development.

**Lost & Found**

Items that are left in the studios, change room or cubbyholes will be placed in Lost & Found at the end of the day. Students are encouraged to be responsible for their own belongings and we ask that parents speak with their children about the importance of keeping valuables at home. Under extreme circumstances, they should be brought with students to class. The school will not be held responsible for the loss of any personal effects or valuables. Parents must mark all students' clothing, uniforms, ballet shoes etc. with students' names. All unclaimed Lost & Found items will be removed at the end of each month and donated to charity.

**Adult Class Policies**

Dancers are able to choose their own level although discussing progress and correct placement with our professional staff is encouraged in order to ensure they get the most out of their experience without risking injury.

Dancers who miss classes are able to make up these classes within the registration period. Please check with front reception for availability of classes. It is the responsibility of the dancer to fill out a Make-Up Class Pass and to confirm with the office the make-up class is running as scheduled. Refunds are not issued for missed classes.

**Absences**

Ballet training must be consistent to be effective. Our curriculum is planned to allow each student to progress through the succession of classes into increasingly more complex levels of dance. Irregular attendance defeats this objective, may result in poor progress and can affect the dancer's ability to participate in ballet exams as well as performances. Class attendance records are kept by teachers prior to class. In the case of illness or absence, please report this occurrence to the school.

Dancers who miss classes are able to make up those classes at or below their current level, within the registration period. Please check with front reception for availability of classes. It is the responsibility of the dancer to fill out a Make-Up Class Pass and to confirm with the office the make-up class is running as scheduled. Refunds are not issued for missed classes.

**Assignment of Class Levels, Exams and Pointe Work**

The Heads of the Open Division, in collaboration with the faculty, make all decisions in the class placement of dancers, recommendations regarding exams, and the appropriate time for beginning pointe work. From time to time, dancers may be moved to different classes when, in the school's judgment, the student's training would be improved by such a change. Advancement in the school is not automatic; each dancer's development as is individually assessed and tailored to accommodate different stages of physical development, coordination, ability to assimilate instruction, and degree of motivation. Ongoing assessments serve both to ensure that the quality in the Open Division increases as well as to motivate current dancers to the best of their potential.

**Class Viewing**

Calgary parents will be invited to observe class during one week of each term in order to view the work and progress their dancer has been making. Viewing at other times is not permitted. Parents or other guests should wait in the lobby until their dancer is dismissed from class.

**Security**

The School is extremely conscious of safety for all our students and have installed a buzzer system in the reception area. Only students of the school are allowed admittance to the change room areas.

Cubby holes are also located in the hallways outside Studio 5, 2 and 3 for Open Division students. Storing belongings in these cubby holes is a much safer way to protect belongings than keeping them in the change rooms unlocked. All personal belongings in the cubby holes must be removed after every class to make room for the next class on the schedule. Do not store any items in change rooms or cubby holes as we will not be responsible for lost or stolen items.

**Parking & Transportation**

The School of Alberta Ballet is located in the heart of downtown Calgary. Parking at the School of Alberta Ballet is limited to street front parking and residential parking in the nearby streets. Additionally, there is a public parkade available directly across the street from the School of Alberta Ballet in the same building as the Calgary Board of Education.



**Tuition**

Tuition is due in full at the time of registration. However, in an attempt to make tuition payments more convenient for families, School of Alberta Ballet parents or students may be eligible to arrange other payment methods with the school. These payment methods are available only to families whose accounts are in good standing and who do not have a history of arrears. Tuition arrears from previous years or terms are payable before registration is permitted for the following year or before student can continue in the second term.

**Payment options may include:**

- ✚ Full tuition paid at time of registration
- ✚ Pay tuition on the 15th of each enrolled month
- ✚ Pay tuition in five installments:
  - 20% due at time of registration
  - 20% on September 15
  - 20% on November 15
  - 20% on January 15
  - 20% on March 15

The School of Alberta Ballet reserves the right to withdraw the installment plan at its sole discretion. Circumstances that could result in this action include, but are not limited to, cheques being returned NSF, pre-authorized credit card payments being declined, and late payments. If so notified by School of Alberta Ballet, the entire balance owing becomes immediately payable and must be paid before the student can return to class.

A \$40 fee will be charged for all cheques returned or credit card payments refused. Amounts outstanding for more than 30 days will be subject to an interest charge of 1.5% per month (18% per year).

**Cancellation and Withdrawal**

Upon submitting registration of 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 from the School of Alberta Ballet.

**Withdrawal Policy**

If a student chooses to withdraw from their classes, a Withdrawal Form must be filled out and handed in to the School Reception stating the name, class, date submitted and reason for withdrawal. The School of Alberta Ballet requests the students approach their primary ballet teacher before withdrawing to assess their situation.

### Refund Policy

Cancellation of registration must be made in writing and received by the Admission department at the School of Alberta Ballet before August 1.

No refunds will be processed after August 1 except due to illness or injury. Written notice accompanied by an attending physician's letter must be submitted to the School of Alberta in order for a refund to be processed. Medical withdrawals will adhere to a prorated refund schedule of total tuition:

<b>Medical withdrawal request received by the Admissions Office</b>	<b>Eligible Amount</b>
Day of registration to August 1	80%
From August 2 to October 15	70%
From October 16 to November 15	60%
From November 16 to January 15	40%
From January 16 to March 1	20%

**No amount of tuition is refundable after March 1 of the respective season.**

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

- ✚ Late cancellation
- ✚ Students who have been dismissed from the school due to behavior problems
- ✚ Students who choose to withdraw part way through the program
- ✚ Failure to notify the Admissions department before cancellation deadline
- ✚ Failure to provide a doctor's note or notification of withdrawal to the Admissions department.

**All payments are subject to a 20% non-refundable administration fee upon withdrawal from an Open Division program.**

### Summer Dance Intensive Refund and Withdrawal

Cancellation of registration must be made in writing and received by the admission department at the School of Alberta Ballet before July 1. All fees are subject to a 20% Non-Refundable administration fee upon withdrawal from the Summer Dance Intensive.

No refunds will be processed after July 1 except due to illness or injury. Written notice accompanied by an attending physician's letter must be submitted to School of Alberta Ballet in order for a refund to be processed.

Refunds will not be granted for any other reason including:

- ✚ Late Cancellation
- ✚ Students who choose to withdraw part way through the program
- ✚ Students who have been dismissed from the school due to bad behavior problems

## Conditions of Enrollment

Promptness to class will be strictly enforced as proper warm-up at the beginning of classes is critically important in the prevention of injuries. This is also to avoid class disruptions. Parents must also make sure that they are on time to pick up their children. Parents are asked to have their children to wait inside the building for their own safety.

The school is to remain a safe, welcoming, and respectful place for everyone. Disrespectful or abusive behaviour by either a student or his/her parent(s) may result in the dismissal of the student from the school. Any student or parent of the School of Alberta Ballet may submit a written complaint to the Admissions department if they have witnessed or have been the unwilling recipient of a violation either of the law or the Code of Conduct. When possible, the written complaint should be submitted within one week of the incident.

In circumstances wherein students violate federal, provincial, or municipal law, and/or the School of Alberta Ballet Code of Conduct, the school will cooperate fully with law enforcement and other agencies in the enforcement of the law.

## Misconduct

The following list represents misconduct. It is intended to act as a guideline for behaviour within the school. The following situations and actions will not be tolerated at the School of Alberta Ballet and may lead to disciplinary action.

- *Theft*: Attempted or actual theft.
- *Damages*: To property of the school, a student, or other personal or public property.
- *Compliance*: Failure to comply with reasonable direction or requests of the school officials.
- *Harmful Behaviour*: To oneself or to fellow students.
- *Drugs/Alcohol*: Use, possession, manufacture or distribution of any controlled drug is prohibited. Distribution or sharing of prescription medications is also prohibited. Smoking is prohibited by students on School of Alberta Ballet premises, or at a school event taking place outside of school premises. Consumption of alcohol is prohibited on The School of Alberta Ballet premises, or at a school event taking place outside of school premises.
- *Emotional Abuse*: repeated attacks on another's self-esteem, verbally or non-verbally.
- *Physical Abuse*: Deliberately hurting or threatening to injure another – this includes hitting, throwing, pushing grabbing, pulling, etc.
- *Sexual Abuse/Assault*: Sexual abuse is when a person with less power is used by a person with more power for sexual gratification. Sexual assault is defined as any form of sexual contact without both parties' voluntary consent, regardless of power differences. Sexual assault includes non-consensual intercourse, fondling, touching or kissing. Students should not be engaging in any form of sexual interaction with any school staff or volunteers. Students under 18 should not be engaging in any form of sexual interaction whatsoever on school grounds or during school time.
- *Harassment*: Behaving in ways that are insulting, intimidating, humiliating, malicious, degrading or offensive and discriminatory. Discrimination will be based on

federal/provincial/territorial human rights legislation.

- *Bullying*: Behaviour between children under the age of 12 that is hurtful and harmful, as well as behavior that is humiliating between youth or between adults that are not addressed under human rights and child protection legislation. Bullying can be physical, verbal, and relational; direct or indirect.
- *Gossip*: Casual or unconstrained conversation or reports about other people, typically involving details that are not confirmed as being true. Rumour-spreading, conducted by either students or parents.

### **Appeals Process**

Parents or students who have concerns about Program Policies, the Code of Conduct, Administrative Policies, or other topics concerning their child's attendance at the School of Alberta Ballet, can elect to speak with a school official regarding their concerns. The process is as follows:

1. First speak with the child's teacher. If the concern is not handled satisfactorily, please refer to number 2 (below).
2. Make an appointment to speak with one of the Heads of the Open Division. If the concern is not handled satisfactorily, please refer to number 3 (below).
3. Make an appointment to speak with the School of Alberta Ballet's Artistic Principal. If the concern is not handled satisfactorily, please refer to number 4 (below).
4. Make an appointment to speak with the Alberta Ballet Executive Director.

Please be aware that all school officials will do everything they can to help resolve any concerns you may have. Whenever possible, the School of Alberta Ballet attempts to have student/parent concerns addressed by the student's teacher. To ensure the most effective Appeal Process, please follow the above outlined process.

**Waiver**

I/We release and waive, and further agree to indemnify, hold harmless or reimburse the School of Alberta Ballet and Alberta Ballet Company and any and all related companies, subsidiaries, affiliates and associated corporations and their individual members, employees, consultants, volunteers, insurers, agents and representatives, including faculty members, from and against all claims (including defense legal fees) which I/We, any other parent or guardian, any sibling, the student, or any other person, firm or corporation, may have or claim to have, known or unknown, directly or indirectly for any losses, damages or injuries to the student or the parent/guardian, or to any person or property, during the time of the student's attendance or the physical attendance of the parent/guardian at School of Alberta Ballet, during travel to or from the School of Alberta Ballet or any School of Alberta Ballet event or performance, and during any activity which may occur off of the School of Alberta Ballet's property, whether or not such losses, damages or injuries were sustained in connection with the school or its activities and/or arising out of or in connection with the rendering of emergency medical procedures or treatment by the School of Alberta Ballet staff, as authorized in this agreement.

I/We understand and accept that in order to properly teach and correct dance movement and technique, physical contact between the student and the instructor is necessary. Such contact, as is considered necessary by the instructor, is consented to by the student and/or the parent/guardian. The School of Alberta Ballet undertakes to ensure that such contact is applied in a professional manner and as is required for dance instruction and correction.

The physical fitness and psychological well-being of our students will be assessed through evidence-based protocols established by leading researchers in Dance Science and Medicine from the University of Calgary. An integral component of enrollment is participation in active research at both the School and Professional Company. Our partnership with leading researchers from the Faculties of Kinesiology, Medicine and Fine Art at the University of Calgary enables our students and Company Dancers to be part of leading-edge investigations aimed at determining best training practices, injury prevention strategies, performance enhancement and optimal dance-specific health care to all at Alberta Ballet. All students and dancers are asked to participate in the research program with consent given on a project-by-project basis.

I/We consent to the taking and use of photographs or videos of myself or my/our child by the School of Alberta Ballet and Alberta Ballet Company for use in promoting the School of Alberta Ballet its programs, activities or events or Alberta Ballet Company, including in school publications, newsletters and web pages on the Internet, calendars, occasional news releases or other promotional uses. I/We understand and agree that the School of Alberta Ballet and/or Alberta Ballet, as applicable, does not need to notify me/us or solicit my/our approval or compensate me/us in any way prior to using any such photographs or videos.

The student and parent(s) or person(s) having legal custody of the student hereby agree to comply with the established rules and regulations of the School of Alberta Ballet with respect to student attendance and behaviour.