



School of Alberta Ballet Edmonton Studios

Student & Parent Handbook
Open Division



All photos by Paul McGrath of PMG Image

Welcome to the School of Alberta Ballet!

Welcome to our 2017-2018 Season, and thank you for choosing to train at Alberta Ballet's official training centre in Edmonton, Alberta. We look forward to working with you and your children this year.

Preschool Program

Preschool ballet is the perfect introduction for children ages 3-5 with no prior dance experience. Classes are tailored to encourage fun, creativity and a love of dance through movement to music. Students will begin to learn the basic posture and turn out required for ballet as well as coordination, flexibility and musicality. A pianist accompanies all Preschool Ballet classes.



Intensive Training Program

The School of Alberta Ballet's Intensive Training program offers classes for students ages 6 and up who want to train on a more serious level. The program is designed to prepare students to one day audition for the School of Alberta Ballet's Professional Division or to pursue other high level training. Students take ballet, pointe with optional character, jazz and contemporary classes. Intensive Training levels include preparation for Cecchetti Ballet Examinations.

Adults

Our Adult Classes are for adults ages 18 and up. There are currently 2 levels: Adult 1 is for those with no prior ballet experience, and Adult 2 is for those who have completed level 1 or equivalent.

Ballet Workshop

Ballet Workshop is for students in levels IT 8 and up. All students enrolled in levels IT 8 and up (full program) will broaden their training with classes focused on stagecraft. Repertoire, history of the ballet and stage makeup will be taught within the class time.

Jazz Ensemble

Jazz Ensemble is for students in levels IT 7 and up. The Jazz Ensemble is a new initiative to bring together the dancers from IT 7 and up with a central focus to create and develop original jazz choreography. New compositions will explore different genres of jazz.

Summer Dance Intensive

We also offer a 2-week Summer Dance Intensive for students ages 7 and up wishing to pursue further dance training during the summer. No audition is necessary. Classes are from 9 am to 4 pm daily from Monday to Friday, and students participate in a variety of classes including a daily ballet class, pointe or pre-pointe, jazz, workshop, conditioning, and other classes. Every year we host guest faculty.

School of Alberta Ballet Student and Family Benefits

Alberta Ballet is pleased to offer a 20% discount on adult subscriptions and single ticket sales to all students and parents in 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 2017-2018 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 time of their registration. Please note this is for families in the Fall/Winter session only.

Parent Portal and Bi-Weekly Updates

The Edmonton Studios Bi-Weekly update will be sent to parent by email every second week during the Fall and Winter sessions. All Bi-Weekly updates and any other documents, such as Performance Commitment Letters and Rehearsal Schedules, will also be posted on the School of Alberta Ballet's website in the Parent Portal. Registered students' families will receive a username and password for the Parent Portal in the annual Welcome Package issued before the beginning of the Fall season. Please make sure to read the updates carefully to become aware of upcoming schedules and events.

Uniform Requirements

All students are required to wear the uniform of the School of Alberta Ballet. A guideline of specific style and colour of leotard for each level and program will be sent to you well in advance of the start of the term. This uniform must be worn to classes and no other attire will be accepted. Students can purchase their uniform and tights from their local dancewear supplier.

For all classes, hair must be secured in a neat classical bun using hairspray, hairnets and pins. There should be no bangs or accessories (headbands, scrunchies and/or clips). For jazz or modern, a high, slicked back ponytail is acceptable.

Security

Students remain the responsibility of their parents before and after class. We ask that

parents please pick up their children on time following their classes. Children under the age of 12 may not be left unattended for any reason even within the building except the changing rooms. Student washrooms are located in the change rooms. The public washrooms in the main lobby are not to be used for changing before or after class. Parents are not permitted in the studio hallways or outside studio doors and should wait for their children in the main lobby

Hygiene

Open Division students 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 a 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 and may return once the specific problem has been resolved.

Lost & Found

Items that are left in the studios, washrooms or other areas will be placed in Lost & Found at the end of the day. We encourage students to be responsible for their own belongings and ask that parents speak with their children about the importance of keeping valuables at home, or 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 of the student's clothing, uniforms, ballet shoes etc. with the students' names on the inside. All unclaimed Lost & Found items will be removed at the end of each month and donated to charity.

Performances

All students at our Edmonton Studios, excluding those enrolled in the Adult Ballet program, participate in the Year End Performances in June. All related rehearsals are mandatory for students in the Open Division. Students missing one of the scheduled rehearsals may be withdrawn from the performance. If, for any reason, students miss the dress rehearsals, they will not be allowed to perform under any circumstances. Performance experience is an essential component of ballet training.



Absences

Ballet training must be consistent to be effective. Our curriculum is designed to allow each student to progress through the succession of classes into increasingly more complex levels of dance. Irregular attendance defeats this objective and may result in poor performance by a student and may affect their ability to participate in ballet exams as well as performances. Class attendance sheets are kept at the office. In the case of illnesses or absences, please report all occurrences to the school at edmontonstudios@albertaballet.com

Students who do miss classes, however, are able to make up missed classes within the registration period with the approval of the Head of Open Division. Please check with teachers for availability of classes. **Refunds are not issued for missed classes.**

Assignment of Class Levels, Exams and Pointe Work

The Head of the Open Division, in collaboration with the faculty, makes all decisions in the placement of students, recommendations regarding exams, and the appropriate time for beginning pointe work. From time to time, students 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 student's development as a dancer 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 motivates current students to the best of their potential.

Class Viewing

Parents will be invited to observe class during one week of the Fall 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 main lobby until their dancer is dismissed from class.

Parking & Transportation

Public parking for the Ruth Carse Centre for Dance is directly behind the building in the South parking lot. Street front parking is also available as well as residential parking. Please obey all City of Edmonton signs and by-laws regarding parking in the neighbourhood.

Grant applications or Audition DVDS

Students and families wishing to apply for a grant or scholarship to attend the Professional Division or other training program must provide the School a minimum of one month's notice for letters of reference or other assistance. This may include DVD recording or other necessary materials. Choreography or space rental fees for any recording may apply as well as additional coaching fees. Please discuss details with the Head of Open Division, Edmonton before applying.

Tuition

Tuition is due in full at the time of registration. However, in an attempt to make tuition payments more convenient for families, 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 students can continue in the second term. A non-refundable deposit of 20% of a student's total tuition is required to confirm a registration.

Payment options may include:

- Pay tuition in full at time of registration
- Pay tuition in four installments: September 1, November 1, January 1, March 1 (by credit card or post-dated cheques)

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 the 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. A \$25 late payment fee may be charged for all payments not made according to the accepted payment plan above.

Fall Registration Cancellation and Withdrawal

Cancellation of Fall Registration must be done in writing and received by the Admissions department at the School of Alberta Ballet at least 14 days prior to the first day of the semester. Withdrawals are not permitted after 14 days prior to the first day of the semester in the Open Division unless due to medical reasons. MEDICAL Withdrawals must be done in writing with a doctor's note, and received by the Admissions department at the School of Alberta Ballet. 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.



Refunds

Refunds are granted up to maximum of 80% of full tuition fee owing and under the following conditions only:

- Students Cancellation of registration done in writing and received by the Admissions department at the
- School of Alberta Ballet at least 14 days prior to the first day of the semester.
- Withdrawals due to medical reasons accompanied by a doctor's note. In such cases, a monthly pro-rated refund may be issued from the month following the date the doctor's note is received by the Admissions department. Late submission of a doctor's note will not result in retroactive refunds being granted. All unpaid tuition until the doctor's note is received is still owing, regardless of attendance. Non-attendance or communication without a doctor's note does not constitute approval to withdraw.

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

- 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 before cancellation deadline
- Failure to provide a doctor's note or notification to any staff member other than the Admissions department

Please note that all tuition is non-refundable for any reason after March 1st, 2018.

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 June 1st, 2017. All fees are subject to a 20% Non-Refundable administration fee upon withdrawal from the Summer Dance Intensive.

NO refunds will be processed after June 1st, 2017 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. All fees are subject to a 20% NON-REFUNDABLE administration fee upon withdrawal from the Summer Dance intensive.

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 to ask 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 Coordinator 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.

Abusive behavior by either a student or his/her parents 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 coordinator if they have witnessed or have been the unwilling recipient of a violation either of the law of 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 School of Alberta Ballet Code of Conduct, the school will cooperate fully with law enforcement and other agencies in the enforcement of the law.

Student Expectations

All students will use their abilities and talents to gain maximum learning benefits from the School of Alberta Ballet learning community and to contribute to a climate of trust and respect that is conducive to effective learning, personal development and social living. All students will be a positive role model, making healthy choices that reflect commitment to, achieving their full potential, and holding peers accountable for their decisions and actions.



All students will recognize that the School of Alberta Ballet learning community is focused on each student achieving their full potential. Students will accept corrective feedback that assists them to achieve this.

All students will understand and accept that any action having a detrimental impact on the learning community will lead to a loss of privileges and possibly a review of their status at the School of Alberta Ballet.

Students will use social media in a way that positively contributes to the wellbeing and reputation of the School of Alberta Ballet, its faculty, and other students.

Students will contribute to a clean, presentable environment within the school, ensuring that they will take their belongings home with them after class.

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 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 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.
- *Harassment*: Behaving in ways that are insulting, intimidating, humiliating,

malicious, degrading or offensive and is discriminatory 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 behaviour 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 the Head 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 Artistic Director. If the concern is not handled satisfactorily, please refer to number 4 (below).
4. Make an appointment to speak with the School of Alberta Ballet Associate Executive Director. If the concern is not handled satisfactorily, please refer to number 5 (below).
5. 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.

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.

All students 14 years and older, as well as all parents of students under 18, must agree to the terms and policies as laid out in the Open Division Student and Parent Handbook in order to attend classes at the School of Alberta Ballet

