



WhiteMarsh **Ballet Academy**

where movement becomes art

P.O. Box 43970
8007 Corporate Drive, Suite H
Nottingham, MD 21236

2017-2018 WMBA

This Student Handbook belongs to:

Welcome to White Marsh Ballet Academy!

On behalf of our staff and faculty, we want to welcome you to White Marsh Ballet Academy. Thank you for bringing your dancer to us! This will be a fun-filled year with loads of new dance steps and exercise. This handbook is a guide and resource to help you and your dancer succeed and grow at our studio. If you have any questions or concerns, please do not hesitate to ask. We look forward to teaching your dancer and getting to know them.

Dancing Wishes, Sandy Harris & Shari Bickel

White Marsh Ballet Academy

Located at:

8007 Corporate Drive, Suite H

Nottingham, MD 21236

Send mail to:

P.O. Box 43970

Phone: 410-931-3844

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Office Hours:

Mon – Thursday 5:00-8:00 PM &

Saturday 9:30-12:00PM

www.whitemarshballetacademy.com

About this Handbook

For over 20 YEARS White Marsh Ballet Academy has been a leader in dance education and professional training. Our faculty and staff are committed to providing the finest quality of training in an environment that is nurturing, challenging, and disciplined. Our goal is to educate the mind, body, and soul of each of our students. We believe that our success comes as a result of quality training and passion, and by staying true to the traditions of dance as an art form.

At WMBA, we don't teach students a dance, we teach students *how* to dance. We believe in education and teaching them skills that will last a lifetime. Our dance classes give each student confidence that instills pride, and a higher self-esteem.

We have created this handbook to offer our dancers and their parents a clear understanding of the commitment and responsibility that is required to train at the White Marsh Ballet Academy. All students and parents are required to abide by the rules, guidelines and regulations outlined within this handbook. It is the responsibility of every parent and dancer to read and understand this handbook.

To The Parent

WMBA relies on a positive atmosphere for our faculty, dancers and their parents. Our program promotes a positive learning experience for all participants. We believe that the dancer's success depends on the support of their parents or guardians. Your commitment to the process makes an enormous difference; we encourage you to be a supportive part of your child's dance education.

To The Student

Students are expected to treat WMBA staff and peers with respect and a positive attitude. Dance class is not a time for socialization, it is a time for focus, dedication and education. Excessive talking is distracting and disrespectful to the teachers and classmates.

Class Placement and Evaluations

For Introductory and Elementary level classes, placement is determined by age as of September 1st. For our Intermediate through Advanced Classes, placement is determined by ability. It is our policy to offer appropriate opportunities and class placement to every student. Each student's class placement is highly individualized each year. Our decisions regarding each dancer are carefully examined and made with expertise from having years of training and experience. Proper placement ensures the dancer's safety and will enrich the dancer's training experience. Final decisions in regards to your child's dance training and placement will be made by your child's teachers and the Director. Any questions in regards to your child's training and placement should be directed to the Director.

Student Academy Dress Code

Ballet Classes- Female Students—Will need to update for added classes

Dancers in all levels below should purchase any plain style leotard in the color listed for each level below:

Ballet Basics	Pale Pink
Pre-Ballet	Lavender
Ballet I	Light Blue
Ballet IA	Royal Blue
Ballet IB	Red
Level II/IIA	Purple
Level IIB	Burgundy
Level III - IV	Black

- **Tights:** Pink tights (seamed tights are required for students in level II and above). Pink Ballet slippers. Black or pink leg warmers and dance sweaters are recommended for colder weather.

- **Style of Leotard:** Introductory and Elementary

Cap sleeve or long sleeve leotard in cotton material *without* attached skirts or decoration in colors noted below. Undergarments should not be seen. No skirts/shorts

- **Style of Leotard:** Intermediate and Advanced

V-neck or scoop neck leotard in cotton material *without* attached skirts or decoration in colors noted below. Undergarments should not be seen. No skirts/shorts

Other Dance Forms

Introductory and Elementary

- **Tap/Jazz I:** Solid color leotard, Pink tights. Black patent leather tap shoes and black slip on Jazz shoes

- **Tap/Jazz/ Modern Combo:** Solid color leotard, Pink Convertible tights, Bare feet for modern, slip on Jazz shoes & black patent leather Tap shoes.

Intermediate and Advanced

- **Tap & Jazz Classes:** Black leotard with black crop pants. If coming from Ballet class, same leotard may be worn. No skirt, black oxford leather tap shoes
- **Hip Hop/Tap Combo:** leotard or fitted dance top, dance pants/shorts and tights, no skirts/jeans, plain Black tennis shoes (no slip-ons) worn only in studio
- **Hip Hop:** leotard or fitted dance top, dance pants/shorts and tights, no skirts/jeans, plain Black tennis shoes (no slip-ons) worn only in studio
- **Pointe Classes:** Dancers may wear matching skirts for Pointe class. Thick elastic and ribbons sewn. Loose lamb's wool. NO toe pads

Dress Code- Male Students

- **Ballet:** black tights or dance pants, solid white t-shirt, black socks, black ballet slippers with elastic
- **Jazz/Tap:** solid-color fitted dance pants, fitted solid-color t-shirt, black socks, black oxford leather tap shoes, black Jazz shoes
- **Hip Hop:** dance pants or bike/soccer shorts, no jeans/cargo pants, t-shirt, plain Black tennis shoes (no slip-ons) worn only in studio

FOR THE DANCERS HEALTH AND SAFETY, NO OUTSIDE SHOES PERMITTED FOR USE IN A DANCE CLASS. NO EXCEPTIONS. DANCE SHOES ARE NOT TO BE WORN OUTSIDE

Dress codes are in place to maintain dance traditions, promote unity and as a commitment to high personal and professional standards in the studio.

Be sure to label all your dance clothes, shoes and bags!

Hair

Hair for all dance classes must be securely pulled back, away from the face and off the neck. Ballet Buns (for Ballet) and Pony Tails (Other classes) are required. For female ballet students in the Elementary division and up, hair must be styled into a slick bun with use of both bobby pins and a hair net and without stray hairs or bangs.

How do to a Bun

Pull hair back into a ponytail and fasten with a ponytail holder. Twist the hair into a tight spiral and wind it around the holder in a circular path, securing it with bobby pins or hair pins as you go. Cover the bun with a hair net and anchor the net with pins. Hair spray and securely clip back any stray hair strands and bangs. NO BEADS OR HAIR PRODUCTS

Eyeglasses

It is always preferable to take class without wearing eyeglasses for safety reasons. If your child needs to wear glasses in class, we recommend they be adequately secured or removed for turns.

Uniform Order

Recommended Dancewear Stores:

Artistic Dance

Phone: 410-321-1121

County Ballet Dance Shop

Phone: 410-515-0031

Just Dance

Phone: 410-284-9499

Level Requirements

As a student progresses, he or she is required to enroll in multiple classes in the same genre of dance per week. This is imperative for the dancer's training and well-being. Multiple classes a week help reiterate the movement and techniques within the body so that it becomes part of their muscle memory. Dancers not enrolled and participating in the required number of classes tend to progress at a different pace than dancers enrolled in the correct number of classes.

Dancers in Level II: two ballet classes required per week

Dancers in Level III: Three ballet classes required per week,

Dancers in Level IV: Four ballet classes required per week.

Dance Company: Ballet & Pointe Classes as well as Modern & Jazz Class

(Pre-Professional Program Recommended)

Pointe and Pre-Pointe Work

Students are not considered ready for pointe work until they are at least 10 years old and have been studying classical ballet for three or more years, with a frequency of two or more classes per week. All of this requires careful evaluation on the part of the teacher and Director. Once a dancer is ready, one of the directors will invite them to participate in pointe class. No one will be allowed to register for a pointe or pre-pointe class without invitation. Students who have been recommended for pointe or pre-pointe work should not purchase pointe shoes until notified by their teacher. Students should expect to begin the first year of pointe training in ballet shoes.

Attendance

We request that absences be reported to the office prior to class time. If an absence is not reported it will be considered unexcused. The dancer's presence at all classes is imperative. The spirit of teamwork and the lesson of dedication are a big part of our school's educational process.

Good attendance is critical to consistent progress and advancement. Attendance is taken every week. Students missing an excessive amount of classes during the year will not advance and may not be ready to participate in the Academy Performance. Students missing four or more classes from January to June may not be allowed to perform in the Academy Production.

Students entering class 15 minutes late will be asked to observe class for that day. Injuries can result when a student has not had a proper warm up.

Injuries, Illness & Allergies

Please inform the instructor of any health problems your child may have. Your signature on the registration form is certification of your child's ability to participate in his/her dance class. Please inform your child's instructor of any previous injuries or physical limitations.

Students who are injured and unable to participate are asked to come and observe class. Observing class is important to the development of the students dance education. Students must have a doctors written permission to return to class after a prolonged medical injury.

Due to the number of nut allergies in our students, WMBA is a nut free zone. If your child needs a snack between multiple classes, please provide them with a healthy alternative. As a reminder, there is no eating in any of the dressing rooms or studios.

Inclement Weather

Classes are ALWAYS held on President's Day, Martin Luther King Day, and Columbus Day. We are open during School Teacher Days, unless it is a scheduled holiday at WMBA. For weekend classes, or if conditions are deteriorating in the evening, closings will be posted through email, Facebook or the Academy telephone at least one hour prior to class.

Missed Classes

We encourage each child to make up any missed classes, if they desire to, within two weeks after missing class. No student is permitted to make up in a class more advanced than their registered class unless permission is given ahead of time by their teacher. We do recommend trying other styles of dance for a make-up class.

WMBA Correspondence

The Portal found on the WMBA website is a great way to view class registration, updates, class fees, payments and useful articles pertaining to your child's dance education. Please check the Portal frequently to stay up to date with all that WMBA has to offer.

As a reminder, all statements, confirmations, and class information, will be emailed to the registered email address on your account. Please update your email address and credit card on file as needed.

Parents must be prompt when picking up their child or carpool. Please call the office if you are running late.

Cancellation Policy

White Marsh Ballet Academy reserves the right to cancel any program due to lack of enrollment. In special circumstances where a student needs to drop, the parent must send an email notification to the Director. Class changes or transfers must be received in writing before the 25 of the month and permission must be granted by a White Marsh Ballet Academy director.

Fall Class Refund and Credit Policy

- The registration and tuition fees are non-refundable.
- You will be responsible for any unpaid balance after credit is applied.
- Tuition credit is kept on family account for 1 year and is not transferable.
- Doctor's note must be submitted for all medical problems.
- Classes missed due to illness or studio closing due to inclement weather can be made up the following week in the class level or the class level below the one student is currently enrolled in.
- **NO REFUNDS WILL BE GIVEN EXCEPT IN A PROLONGED MEDICAL CIRCUMSTANCE PROVIDED THAT A DOCTOR'S MEDICAL CERTIFICATE** is received within two weeks of discontinuing the class.

Payment Plans (Performance fees & Summer Tuition)

Students may request a Performance Fee payment plan *ONLY* if they are taking 4 or more classes. For students with payment plans, half the amount will be due on November 11 with the balance due on December 11. All payment plans must be requested in writing and accepted by the directors.

Academy Performance Commitment

The Academy Performance is optional; it is the dancer and parent's decision whether or not to participate. We try our best, but cannot guarantee that all of a dancer's classes will be cast in the same show or that siblings will all be cast in the same show. All accounts must be paid in full in order to participate in the Academy performance or Company productions, **NO EXCEPTIONS**. Any registrations received after the December will not be guaranteed a costume or participation in the Academy Production. After January 1st, students are not permitted to miss more than

4 classes in order to participate in the Academy Production. No refunds or credits will be given if a student is asked not to participate due to lack of attendance or is unable to participate for any reason.

Parent Observation

Parent observation occurs at a specific time during the year. The dates for parent observation are posted on the bulletin boards and are located on the WMBA Parent Portal. Please plan to stay for the entire class period. No flash photography is permitted. All cell-phones and pagers must be turned to silent or turned off. Show your dancer support by giving them your full attention and encouragement; show your dancer what it is to be a good audience, as you set the best example.

Observation is only permitted at designated times. Prospective students and special cases must be approved by the instructor and Director no later than 1 week prior. The training process is sensitive; your presence may distract or inhibit other students. On occasion, the teacher may choose to open the studio door. You are welcome to discreetly observe as long as it does not distract your child or other class members. If you would like additional information on how your child is progressing, you can schedule an appointment through the office.

Lost and Found

Items left in the studio, dressing room, or hallways will be collected and placed in the lost and found located in the dressing room. We encourage all students to write their name or initials in all of their belongings.

White Marsh Ballet Academy is not responsible for lost or stolen articles. Students are encouraged not to leave valuable items in the dressing room unattended. White Marsh Ballet Academy does not tolerate theft in any way.

Birthday Parties

Private birthday parties for ages 3 and up are available at White Marsh Ballet Academy. Birthday parties are 1 and 1/2 hours long: 45 minutes for instruction and 45 minutes of celebration. You can choose from a variety of themes, including a Hip Hop Dance party with lights and disco ball or a Fairy Princess party.

Contact whitemarshballetacademy.com for studio availability.

Privacy

The front office staff are not allowed to give out student or teacher class information, payments information, phone numbers, email addresses or home addresses. The only person with access to that information is the person listed on the account. Therefore, we ask that phone numbers be exchanged on an individual basis.

Waiting Room

Water is encouraged and permitted for all classes outside of the dance room. ***Food should not be eaten in the dance studio unless you are there for more than 2 hours.*** Students at WMBA for class for more than 3 hours may eat a light snack that will not stain or spill. (ex: apple, banana, grapes, pretzels crackers, carrots, etc.) No soda or fast

food please! Children under the age of 8 years old should not be unsupervised in the Academy under any circumstances. The teacher is in the studio and cannot be responsible for a child in the lobby. We stress this for your child's safety.

Academy Etiquette

- The lobby is for sitting, observing and visiting only. When students are not in class, parents are responsible for their children's behavior and safety. Children are not permitted to play in the lobby at any time. For everyone's safety, the lobby floors must remain clear of toys and other materials.
- Students must wear warm up clothes over their dance wear and street shoes when entering and exiting the studio building.
- No food, drink or gum in the dance studio.
- No street shoes in the dance studio (Except Hip Hop & they should only be used for class...not worn outside).
- A vacant studio is not to be entered until the teacher gives permission.
- If a student arrives more than 15 minutes late to class, the student may be asked to observe. Without proper warm-up, students risk injury.
- Students may not leave before class is concluded without prior arrangement with the instructor.
- Students must be picked up on time after class. White Marsh Ballet Academy is not responsible for students outside of class time.
- Please keep conversation in the lobby positive and up-beat. Negativity does not provide for a healthy environment.
- Please take cell phone conversations out of the lobby area.
- The studio office is a private area for Directors and Staff only.
- Please call or email when your child will not be in class.
- White Marsh Ballet Academy reserves the right to refuse service to anyone.

Registration and Tuition Policies

School Year Registrants

- The account on file will automatically post an annual registration fee upon completion of enrollment; single student registration is \$25 and family registration is \$35.
- Online Registration: You will receive a welcome email and a Statement for the class amount upon registration. Tuition will then post automatically via bank draft or credit card within 10 days.
- Automatic Payments: Sept tuition is paid upon registration. October Tuition is charged to the account on file Oct. 1st, November Tuition comes out Nov. 1st etc. The last payment is May 1st
- Pay by cash or check any time prior to the 25th of the month or tuition will be deducted from the account on file automatically.
- Withdrawal notification must be received through email before the 25th of the month prior to the billing date in order to discontinue charges.
- Based on the school year schedule, tuition is the same amount every month regardless of how many classes fall within that month.

Summer Registrants

- Entire summer tuition for classes and/or camps and registration fee are automatically charged or paid for by cash or check upon completion of enrollment.

Tuition

- Tuition is non-refundable, non-transferable and refunds will not be given for any reason except in prolonged medical injuries and then a doctor's note must be submitted.
- No refunds for missed classes, however make-up classes can be arranged with the office in any similar level and age group.
- Class changes must be received by email before the 25 of the month and permission must be granted by a White Marsh Ballet Academy director.
- There is a \$25 late payment fee for declined or expired cards/delinquent accounts and a \$25 returned check fee.

Performance Policies & Fees

- The Academy Performance is a wonderful opportunity for all WMBA students, but is not mandatory.
- WMBA will automatically withdraw the Performance & Tech Fees from the account on November 11 unless email notification is given by Nov 4 that student wishes to opt out of participation in the end of year show.
- The Nov 11 deduction is \$65 (Introductory Classes) for each class and \$75 (Elementary-Advanced) for each class in which the student is enrolled (Ex: 2 Introductory classes = \$130 or 2 Beginning Classes = \$150).
- Students may request a payment plan if they are taking 4 or more classes. For students with payment plans, half the amount will be due on Nov 11 with the balance due on December 11. All payment plans must be requested in writing and accepted by the directors.
- Each student participating will pay a Tech fee of \$25 also due on November 11th to cover the cost of stage rental, backdrop, sound, and lighting needed for the performance.
- All Performance fees are non-refundable.
- If opting out of the Academy Performance, written notification must be received by Nov 4.
- For students that enroll after Nov 11, Performance fees are due upon registration and must be paid if student wishes to participate in the show.
- Performance fees paid after December 11 will include a \$15 processing fee for each costume. Students who register in December or January must make payment in full at registration.
- The following are not included in Performance Fees and must be purchased separately: required show tights/socks, tickets and DVD.
- Please note that Fitness, Drop-In students and Fairy-tale Ballet mini-sessions do not participate in the Academy Performance. Adult, Tap & Hip Hop classes will perform.
- As a courtesy, professional photographs will be taken of students in their costumes on a weekend in May/June. Attendance on Photo Day & purchasing photographs is optional.

Available Discounts

Family Discount	When 2 or more children under the age of 18 are taking a class, they receive 10% off 2 nd , 3 rd , 4 th , etc. tuition
Boys Dance Too!	Brothers of registered students receive 50% off tuition.
Parent Discount	Any parent or grandparent of a registered student will receive 50% off tuition. (Not valid for class cards.)
College Students	Receive \$10 off tuition.

Tuition Information

Fairytale Ballet Mini-Sessions

1 class per week for 6 weeks \$75

First Steps Program

Tuition Paid Monthly

30 minute class	\$35
45 minute class	\$49
60 minute class	\$54

Monthly Tuition

1 class/week	\$59
2 classes/week	\$110
3 classes/week	\$160
4 classes/week	\$195
5 classes/week	\$230
6 classes/week	\$270
7 classes/week	\$295
8 classes/week	\$335
Unlimited	\$366

Adult/Teen Class Prices

Balletone (No discount available)

Class Card = \$40

Gives you 5 Classes for \$8 each

Individual Class - \$10 per Class

You Get 8 for \$80 (Cardio Shred and Pilates Only)

Class Card = \$80

Gives you 8 Classes for \$10 each

Individual Class - \$15 per Class

Adult Ballet and Tap classes are regular Monthly Tuition Prices

Class Package Rates (per month)

Students registering for a package are automatically registered for all classes in the package.

*Prices are per month

**Packages are based on age and ability

Package A	\$185
Package B	\$225
Package C	\$270
Package D	\$330
Package E	\$350

Other Fees

Registration	\$25
Family Registration	\$35
Drop-In Class	\$18
Performance Fees	\$65 or \$75 per class
Tech Fee	\$25
Returned check / Late payment	\$25

All Tuition and Fees are **NON-REFUNDABLE**

WMBA PAYMENT CALENDAR

Automatic Charge Payment Schedule

Oct 1 – May 1 (Autopay) Tuition withdrawn the 1st of the month*

Nov. 11 (Auto Pay) Performance & Tech Fees Payment

Dec. 11 (Auto Pay) Performance & Tech Fees Balance (For payment plans)

**The initial Installment is upon registration; there are 8 installments following from Oct - May.*

Cash/Check Payment Schedule

Registration Fee & Installment 1 of 9 (For Sept & June partial months)	Upon registration or by Sept 21 (cash/check)
Installment 2 of 9	September 25 (cash/check)
Installment 3 of 9	October 25 (cash/check)
Performance Fees	October 15 – November 10 (cash/check)
Technical Fees	October 15 -November 10 (cash/check)
Installment 4 of 9	November 25 (cash/check)
Installment 5 of 9	December 25 (cash/check)
Installment 6 of 9	January 25 (cash/check)
Installment 7 of 9	February 25 (cash/check)
Installment 8 of 9	March 25 (cash/check)
Installment 9 of 9	April 25 (cash/check)