**Ruidoso Academy of Ballet & Dance Policies**

**Goals**

At the Ruidoso Academy of Ballet & Dance, our goal is sparking an enduring love and appreciation for the art of personal expression through dance. The following policies have been established to ensure that every student receives quality dance instruction, in a safe environment, from qualified instructors. Classes are offered in Ballet, Pointe Technique, Contemporary, Jazz, and Hip-Hop.

 **Class Levels and Requirements**

Classes are divided into different levels according to ability as assessed by our instructors. Class placement is based on teacher evaluation which will be done the 1st week of class. After the evaluation, the instructor may move the dancer to another level class. Readiness to begin pointework will be determined by Mr. Miller.

Private lessons are available with the dance studios instructors for $40.00. These lesson must be arrang

**General Etiquette**

The Ruidoso Academy of Ballet & Dance expects all dancers and parents to conduct themselves in a manner that is respectful to others and to themselves.  All students are expected to be well-behaved, courteous, honest, and abide by the policies of the Ruidoso Academy of Ballet & Dance.
● Students are expected to pick up after themselves and keep all areas of the studio clean.

● Students are expected to wait in the building for their rides. Parents are expected to pick up students on time.
● Parents are expected to sign their children out unless they are of driving age.

**Classroom Etiquette & Expectations**

* Dancers are expected to be in class on time and be ready to begin with a water bottle and proper shoes.
* No gum, candy, food, or beverages (other than water) are allowed in the classroom.
* Dancers should use the restroom before class. Parents of Primary Ballet students should remind their children to do so.
* Students are expected to pay attention in class even when waiting their turn, so that they may learn from the corrections given.
* Cell phones are not permitted during class.
* Dancers are not permitted to use the stereo equipment without permission.
* Dancers must get approval in advance to use a studio without an instructor present.
* Any dancers attending lower-level classes are only attending for practice.
* Any dancer attending a lower-level class will not be corrected as that time is to prioritize students in that level.
* Dancers attending lower-level classes will not be allowed to be included in and/or participate in that class’ rehearsals and/or performance and may not participate in choreography being taught to that class.

**Class Attire and Appearance**

All students are required to wear proper attire to class. This enables the teacher to see the dancer’s movements easily and make corrections accordingly. The teacher must be able to see the dancer’s body alignment. Cover-ups can only be worn during warm-up.

**Girls** – Any style solid color leotard according to the level, pink tights, and pink ballet shoes. Skirts and shorts above the knee are allowed. NO pants, but legwarmers can be worn. NO underwear and NO sports bras may show.

**Boys**– Black tights, jazz pants, shorts, or leggings; t-shirt; and black ballet shoes.

***Street clothes or some kind of cover-up must be worn over dance clothes when outside the building.  Under no circumstances should a student ever wear dance shoes outside.***

**Hair for Girls**

Ballet 3 and above are required to wear their hair in a bun. If the dancer has bangs, they need to be secured out of the face. Ballet 1 and 2 are encouraged to have a bun. However, a ponytail is acceptable as long as hair is secured away from their face. Primary classes need hair pulled back away from face.

**Absentee and Tardiness**

*Standard for Attendance:* All students are expected to attend 80% of the classes for each style that they are enrolled in. Excessive absenteeism will be looked at on an individual basis and may require a doctor’s note. Attendance is essential to a dancer's training. Excessive absenteeism will hinder the student’s ability to master the curriculum in the enrolled level. It is imperative dancers attend all classes. If a student must miss class, please call the instructor so they are aware. If you know of the absence in advance tell the instructor and write it on the desk calendar. If the dancer is not feeling well they should stay home. Dancers should be free of fever, diarrhea, or vomiting for 36 hours without the assistance of medicine before returning to the studio. If the dancer is injured, she/he must talk with the instructor. The instructor will inform the dancer if they need to come to class and watch or if they prefer the dancer rest. It is surprising how much a dancer can learn and retain by watching a class. Missed classes can be made up in two ways; the student can attend the class for the level below that which they are in, or they can schedule and pay for a private lesson with one of the instructors. Classes missed must be made up during the same month they are missed.

*Standard for Tardiness:* Tardiness is not acceptable. A tardy dancer may not receive the proper warm up needed to safely participate in class. We realize that from time to time unforeseen circumstances occur. All dancers arriving late should wait for a break in class (music stopping) and then enter to ask permission to join class. The student must then do pre-determined warm up exercises before being allowed to participate. If you are more than 15 minutes late you will have to wait for the start of the next class.

*Excessive Absentees and Tardiness* could result in the dancer being put on probation or dismissed all together. Each instance will be looked at on an individual basis.

**Injuries**

If a dancer is under the care of a physician or therapist for any kind of injury or physical problem, the studios release form must be filled out by the physician. The instructor reserves the right to sit out the dancer and/or restrict the dancer’s involvement until such point that the instructor feels comfortable having the dancer return to full class. It is understood that dancers may experience minor injuries that may only require rest and minimized class participation. If the dancer sits out of class for more than a week, they will be required to see a doctor and get a release to return to class. The instructor reserves the right to require the dancer to seek medical attention immediately. There are NO exceptions to this policy.

**Tuition and Fees**

All students are required to pay a $50.00 nonrefundable annual registration fee. Tuition is charged annually, and billed in nine equal payments the 1st of each month during the dance season - August to May. There is a $10.00 late fee for payments received after the 5th. Tuition is not refundable, and payments are not pro-rated for missed classes or holidays. It is the student’s responsibility to make-up classes missed. If a student has not attended any classes within a 30-day period, they will be required to re-register. There will be a $25.00 fee for all returned checks.

*Costume Fees:* All students performing in the end-of-semester shows will be assessed a $60 costume fee per class style. ??

**NO REFUNDS**
All purchases are final and no refunds will be issued except verified by a doctor’s certificate. Students who miss class or withdraw before the end of the month are still obligated for the full month’s tuition. To withdraw from class, you must notify RABD in writing by the 27th of the month or be obligated for the next month’s tuition.

**Watch Days**

Parents of all levels are invited to sit in to watch their children on the last class of each month for each different dance style they are taking. When you are observing class, it is important that you do not talk, or distract your child or the other dancers. If you must have your cell phone with you, it must be on silent or vibrate. Primary parents may attend every class. Should there be a special request, it will be left to the teacher’s discretion.

**Performance Opportunity**

Professional and artistic productions are a standard at the Ruidoso Academy of Ballet & Dance. Students will perform several times during the ballet season. These performances are designed to showcase our dancers and their progressing technique throughout the year. Participation in these productions is an integral part of education in the fine arts. Participation is optional, but highly encouraged. All students who participate are required to attend rehearsals outside of their regular classes. Students who choose not to be in a performance should continue to attend all classes so that they continue to receive important technique instruction. Only students who have paid the registration fee and met the 80% attendance requirements shall be allowed to perform.

**Social Media Policy**

Students should not post on social media commentary, content, or images that are defamatory, harassing, malicious, or that can create a hostile environment at the Ruidoso Academy of Ballet & Dance.

**Studio Closures**

The Ruidoso Academy of Ballet & Dance does not follow the same schedule as the Ruidoso Municipal Schools. For Snow Days the teachers and staff will watch the weather and road conditions and notify you by noon whether classes will be cancelled or not. Please see the schedule for a list of holidays and closures.

**Dance competitions**

There will be an informational meeting in September for dancers interested in participating in dance competitions. Participation is optional and requires preparation that is separate from regular scheduled classes.

Please sign this section and return it to the Ruidoso Academy of Ballet & Dance.

I have read the Ruidoso Academy of Ballet & Dance policies and discussed them with my dancer/parent on (date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We agree to abide by these policies in order to be responsible and respectful members of the Ruidoso Academy of Ballet & Dance.

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dancer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dancer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_