



## **II. Communication**

### **1. Email**

Email is the primary communication source for parents to stay updated. Important information including class schedules, reminders, rehearsal schedules, substitution notices, and other important dates pertinent to parents will be distributed via email.

Parents are encouraged to check their email once or twice a week minimum.

It is also important that the email address provided on the student's online registration is current and in-use.

### **2. Phone**

Parents will be contacted by phone/text with any necessary short-term or emergency information as it arises.

It is critical that each student's record reflect updated phone contact information, including emergency contacts

### **3. Web site and Social Networks**

In most cases, rehearsal schedules and other important notices will also be posted on the web site of Illinois Classical Ballet and on Illinois Classical Ballet social networks as Facebook, Google Plus, and Twitter

### **4. Parent – Teacher Communication**

If you need to speak with a teacher, please do not attempt to talk to the teacher before/during/or after classes as it delays classes going on.

Send an email to [info@academyofrussianballet.org](mailto:info@academyofrussianballet.org) requesting meeting and teacher will respond to you via phone or email establishing a day and time for meeting

## **III. Contact information**

Because it is a studio environment, phone calls might not be answered immediately during business hours

Please leave us a voicemail or send us an email message and we'll assist you as quickly as possible

847-431-1162

[info@academyofrussianballet.org](mailto:info@academyofrussianballet.org)

## **IV. Privacy**

The staff of ARB is not allowed to give out student or teacher class information, phone numbers, email addresses or home addresses. Such information is considered as private and should be exchanged on an individual basis only

## **V. Semester System**

### **1. School year**

Academy of Russian Ballet school year based on a three-semester system:

- Fall Semester: August - December
- Spring Semester: January - May
- Summer Intensive: June - August

Fall and Spring semesters each consists of approximately 20 weeks of classes, including holiday breaks, school breaks, and a separate two-week rehearsal period for the end of the year performance

Summer Intensive consists of two sessions. Each session is approximately 5 weeks

### **2. Summer Intensive**

Academy of Russian Ballet offers Summer Intensive program – a developmentally appropriate curriculum that is focused on improving dancer technique in a focused and concentrated environment for aspiring young dancers who are interested in receiving comprehensive ballet training, improving their skills over the summer, and preparing themselves for competition season should they be selected.

Students are offered a wide spectrum of classes: Classical Ballet technique, Progression, Variations, Pointe, Character Dance, Historical Dance, Floor Barre, Stretching and Conditioning

Summer Intensive program consists of two five-week sessions for all levels during June - August.

Registration for Summer Intensive should be done 10 days prior to the first class

Complete details regarding semester dates may be found on the calendar, located at [www.academyofrussianballet.org](http://www.academyofrussianballet.org) or on Facebook (<https://www.facebook.com/AcademyofRussianBallet>)

## VI. Rules and Regulations

Every student is expected to conform to the rules and regulations and to behave in a disciplined, responsible and courteous manner. The school reserves the right to suspend or dismiss any student whose attitude, attendance, or conduct is found unsatisfactory.

### 1. Dress Code

Maintaining proper uniform sets a tone of professionalism and respect for the Academy, its teachers and training, and is thus required for ALL students enrolled in ARB

<b>Pre-Academy</b>	Ballet	White leotard (any style, <b>no skirt</b> ), ballet shoes
<b>Academy</b>	Ballet	Black leotard (any style, <b>no skirt</b> ), ballet shoes
	Variations	Black leotard (any style) black short skirt, ballet shoes
	Pointe	Black leotard (any style) black short skirt, ballet shoes
<b>Pre-Professional</b>	Ballet	Black leotard (any style, <b>no skirt</b> ), ballet shoes
	Variations	Black leotard (any style) black short skirt, ballet shoes
	Pointe	Black leotard (any style) black short skirt, ballet shoes
	Character	Black leotard (any style) black short skirt, black character shoes

- Students are NOT permitted to wear T-shirts, tank tops, biking shorts or print leotards in ballet class
- Students are not permitted to wear leg warmers or other warm-up gear during class, as it tends to obstruct teacher's ability to see what the dancer is doing right and wrong  
If the student has an injury, leg warmers may be permitted by the teacher
- A teacher may ask students to remove excess clothing or replace non-regulation clothing before the commencement of class
- Warm-ups or other street clothing could be worn over student's dancewear outside of the studio to keep muscles warm
- Absolutely NO street shoes in the studio

**Students who consistently disobey this policy might be allowed to only sit and observe class until the student will obtain the proper uniform.**

## **2. Hair**

- Must be pulled back off the face and secured in a bun
- No bows/flowers or any other hair adornments in hair

## **3. Jewelry**

- Students are asked to refrain from wearing jewelry during class, with the exception of small earrings
- Students may not wear rings, necklaces, or watches, during classes, rehearsals or any Performance
- We recommend students to refrain from sharing make-up, make-up remover towelettes, hair brushes, used hair pins, hair nets, and ponytail holders

## **VII. Photo/video**

- No video, audio, photo or any other recordings are allowed in the studios, with the exception of observation days.
- All audition photos and/or videos must be pre-arranged through the office and director at least 24 hours prior. Please contact the office to inquire about studio availability.

## **VIII. Etiquette**

### **1. Students**

- All students are required to bow/curtsey to the teacher when they enter or leave the classroom
- Students may not leave class without the teacher's permission. Student who leave the classroom without asking permission will not be allowed to continue class on that day
- If student is entering studio during teaching process, student shall wait until music is over, and then ask permission to enter
- Students should arrive at least 15 minutes before class to prepare themselves appropriately.
- Students who are late should apologize to the teacher and ask permission to enter the class.
- Students should not talk back to teacher regardless of the situation. It is inappropriate to question the teacher's authority. If students have a question, they should talk to the teacher after class.
- Students may not talk among themselves while teacher is speaking and giving instruction. Loud talking and fooling around are not acceptable inside of the studio

- Students should be appreciative of corrections and apply them, leading to their progression
- Students should pay attention to corrections given to other students and try to apply the corrections to yourself
- Leaning on or hanging on the barre, yawning, and inattention are not acceptable forms of behavior during class. Attention should be directed towards the teacher at all times
- Sitting down is allowed only with the expressed permission of the teacher
- Students must be kind to their classmates. Rudeness, disrespect, arrogance, humiliation are unacceptable and shall not be tolerated
- Chewing gum, food, and drinks, with the exception of water, are not allowed in the studio. Food and drinks are permitted in the waiting area only
- Absolutely no cell phones or electronic devices are allowed in the studios
- Valuables should not be left unattended in the dressing room. ARB is not responsible for any missed or stolen personal items
- Stealing is not tolerated by the Academy of Russian Ballet, it will result in immediate expulsion, and tuition based on this dismissal is non-refundable

## **2. Parents**

- Under no circumstances parents and/or siblings are allowed to enter studios. No one other than the students and teacher are allowed in the studio during class. The same rule applies to private lessons.  
If you wish to discuss your child's progress, please schedule an appointment.
- Parents who bring siblings of dancers to the studio must control their children at all times. If a sibling is being disruptive and/or not under parental supervision, the parent and sibling might be asked to leave.
- Under no circumstances may a parent communicate with his/her child during class, enter the studio or disrupt in any way a class in session
- Street shoes are not permitted in the studio, no exception  
If invited, please remove your shoes before entering the studio.
- The safety and security of your children are of utmost importance to us  
Parents should not leave young children unattended, and are expected pick up their children immediately after class ends.  
Academy of Russian Ballet is not responsible for students outside of class time.

## **IX. Registration information**

Registration should be done through our online registration system  
Parents will be notified via email to confirm their children's enrollment. If an email address is not provided, a confirmation letter will be sent by mail.

### **1. Prospective students placement**

- Prospective students and their families should contact the ARB with all inquiries regarding placement evaluation.
- Placement evaluation is typically done within one class when we can evaluate the student in a normal class setting  
It offers opportunities for us to assess a student's skills and make a recommendation for class placement based on the student's overall potential, current abilities, prior training, and age.
- Parents have an option to schedule a private evaluation appointment
- To make your inquire regarding private evaluation appointment, please contact Academy of Russian Ballet via e-mail in advance

### **2. Current Students placement**

Initial placement of a student into a class is based on a variety of factors including, but not limited to age, muscle and bone development, mental and social maturity, work ethic, years trained in ballet- and specifically in the Vaganova method, potential, etc.

Promotion of students into the next level may occur at any time during the semester, although it is most common at the end of the school year.

Placement changes, when they occur, are at the sole discretion of the Artistic Faculty and are non-negotiable.

If you have questions about your child's level placement or wish to discuss goals for the student's future, please make an appointment with the Administrative Director

### **3. Registration**

Registration materials available online at [www.academyofrussianballet.org/registration](http://www.academyofrussianballet.org/registration)  
Complete registration packet contains the tuition and fees list, class schedule, uniform requirements, policies & etiquette overview, and the annual calendar

**Parents and students of the Academy of Russian Ballet are expected to read through the Handbook thoroughly at the beginning of the year in order to familiarize themselves with our policies and procedures before attending classes.**

**By registering online, parents/guardians agree to comply with all policies noted in the Handbook including, but not limited to, the liability terms and conditions**

**Students will not be permitted to attend class until all forms are signed electronically during registration**

## **X. Tuition & Fees**

### **1. Fees**

- **Private Evaluation:**  
Non-refundable private evaluation fee of **\$20.00** paid BEFORE private evaluation
- **Registration:**  
All students (new and returning) are required to pay an annual, non-refundable registration fee **\$20.00**. All fees are due with the first tuition payment at the time of registration
- **Late Payment:**  
A **\$10** late fee will be charged each month for as long as the account is delinquent.
- **Returned Check:**  
A **\$30** fee will be charged for all checks returned to our office for insufficient funds.

### **2. Tuition Payment**

- Tuition payment does not include:
  - Performance fees
  - Coaching fees during competition
  - Uniform fees
  - Costume fees
  - Audition fees
  - Registration fees
  - Master Class fees
  - Private Class fees
- Tuition payments are accepted in the form of cash, checks, or credit cards. Credit card payments are accepted through PayPal system (PayPal account is not required)
- Tuition payment can be made for the:
  - **Semester** - Payment for semester is due by the first day of semester. Payment is considered overdue if it is late more than **7 days**



- **Installment** - Payment for semester could be made in 3 installments  
Please contact office for more information and/or installment schedule

- **No weekly payments are accepted**
- **No pay-as-come payments are accepted**
- Participation in classes and ARB performances will not be allowed unless tuition payments and all fees are current.

### **3. Withdrawal Policy and Tuition Refunds**

Once a student is enrolled, tuition is due.

Amounts due must be paid in full (including any outstanding private lesson fees for those applicable), registration and audition fees will not be refunded.

Tuition is non-refundable and non-transferable to other classes, students or sessions, with the following exceptions:

- Students whose classes were cancelled due to insufficient enrollment
- Students who withdraw from all classes due to injury, sustained illness, or other medically validated reasons might be offered tuition charges suspension until the student returns to class, and/or make-up classes period extension at the discretion of ARB
- Students who withdraw due to relocation

Classes missed for family vacations, voluntary absences, religious and school events, and occasional sick days are not reimbursable and will not be pro-rated for your absences, planned or unplanned

### **XI. Private Lesson policy**

- Private lessons are by appointment only.
- Private lessons are non-transferable and are provided only to the intended student. Additional students may not join a private lesson, unless it was previously arranged and explicitly approved by a teacher
- Parents cannot make dual arrangements regarding semi-private lessons without teacher's permission
- **We have 24 hours cancellation policy. If private lesson is canceled less than 24 hours before lesson, the full price of private lesson will be charged. If student arrives late, private lesson will be shortened**
- **Under no circumstance will a student be permitted to take private lessons with an outstanding balance**
- **Private lessons will NOT be scheduled until the student's online registration has been completed.**
- Private lesson payments are entirely separate from any and all tuition payments

## **XII. Class cancelation**

### **1. Cancelled Classes**

ARB reserves the right to cancel any class during the year due to insufficient enrollment.

Enrolled families will be contacted by the ARB to discuss alternatives

### **2. Inclement Weather**

- ARB may cancel classes at any time due to inclement weather if weather conditions are thought to be hazardous and/or travel may be unsafe for students and their families.
- Cancelled classes will be announced via e-mail/text messages. Call the ARB office, check our website, or visit [www.cancellations.com](http://www.cancellations.com) for any cancellations due to weather.
- ARB will not add classes or extend the calendar school year to make up classes missed due to inclement weather.
- ARB does not credit, refund, or pro-rate tuition for classes cancelled due to inclement weather.

## **XIII. Attendance**

While students are expected to attend all classes, we understand that circumstances may arise that prevent students from participating.

Though absences may occur for any number of reasons, we are only able to offer make-up classes for those absences due to illness, family emergency, religious holidays or school events

There will be no refunds or credits for missed classes for reasons other than those listed above

### **1. Excessive Tardiness/Absences**

If a student's tardiness or absences begin to negatively impact a student's progress, a conference will be scheduled with the parent, the Administrative Director, and the appropriate member of the artistic Faculty

Excessive unexcused tardiness or absences may require a student to repeat a given semester.

In extreme cases a student may be withdrawn from ARB.

**No tuition refund is available for a student withdrawn due to excessive unexcused tardiness/absences**

## **2. Make-up classes**

The class may be made up during the semester in which it occurs

Classes not made up within semester will be forfeited

Make up classes cannot be rolled over as credit toward tuition, or accumulated to be used in place of tuition

In the case of an actual withdrawal from all classes due to injury, sustained illness, or other medically validated reasons, tuition charges may be suspended until the student returns to class

## **3. Late Arrival**

Students arriving after the start of class (over 10 minutes) may not be allowed to participate in class and may be asked to observe only, since the student will not have warmed up properly and can be at risk for injury.

This decision is at the entire discretion of the teacher

If the student arrives at the studio within 10 minutes of the class start time, they should knock on the classroom door at an appropriate moment (in between combinations when music is not playing), curtsy/bow to the teacher, and request permission to enter and proceed with class.

## **4. Training Consistency**

Students of Academy of Russian Ballet are not allowed to take ballet/dance classes outside of ARB without prior approval by ARB Faculty. Such requests will be considered only if the particular class is not offered at ARB. This is to ensure consistency of training, maximum progress, and avoid distraction from the students' goals

Students who want to participate in programs such as summer intensives, master classes, performance opportunities, auditions and supplemental classes outside of ARB, should consult with ARB Faculty for recommendations and directions

**Students who wish to participate in competition may not take dance lessons outside of ARB.**

**Preparation to the competition season begins with first week of Summer Intensive session**

**ARB reserves the right to refuse a student to participate in the competition if the student was attending Summer Intensive classes at other dance schools**

#### **XIV. Class Observation**

It is important for the student to develop a sense of independence and build a relationship with the teacher.

In order for students to focus on instruction during class, observation of classes on an on-going basis is not permitted. Parents who choose to wait at the ARB are welcome to use a waiting area but are not permitted into the studios.

Under no circumstances may a parent communicate with his/her child, enter the studio or disrupt in any way a class in session.

Parents may only observe a class or rehearsals on observation days scheduled by the ARB. If you would like to observe your child on a different day you must contact Academy of Russian Ballet and get approval.

#### **XIV. Substitutes**

Teacher may be absent for various reasons, including (but not limited to) illness, family emergency, guest teaching, guest performing, participation in competition or performances.

In such event, ARB will secure a competent, qualified substitute for the teacher.

In the event of a prolonged absence, every effort will be made to secure a long-term substitute to ensure consistency of training.

#### **XV. Social Media**

In addition to our website and print promotional materials, Academy of Russian Ballet also uses

Facebook (<https://www.facebook.com/AcademyofRussianBallet/>)

Twitter ([https://twitter.com/arb\\_org](https://twitter.com/arb_org))

Google+ (<https://plus.google.com/113131970491228986114>)

Instagram ([https://www.instagram.com/arb\\_org/](https://www.instagram.com/arb_org/))

YouTube ([https://www.youtube.com/channel/UCfDFa1p5N\\_uGyYxoG7tyeiA](https://www.youtube.com/channel/UCfDFa1p5N_uGyYxoG7tyeiA))

to post announcements, photos, videos, and other newsworthy items concerning the Academy of Russian Ballet, its students, and the dance world in general.

**ARB students and parents are asked to use good judgment when sharing personal information over the internet.**

**Parents and students are advised to refrain from making false defamatory statements to the public mentioning ARB in any profane or slanderous way which may result in a civil action.**

**Please be advised that under no circumstances are students/parents permitted to make and/or post photo/video content of ARB classes, exams, choreography and/or performances on any social media platform without receiving explicit, prior permission from the ARB administration and/or teacher/choreographer in question.**

Photos/videos made during private lessons are exempt from this policy. This is to ensure that the integrity of the choreography is maintained and that copyright regulations are honored, and is standard policy at all other pre-professional ballet schools, companies, and arts organizations.

## **XVI. Security & Pickup After Classes**

Students must leave each class/rehearsal with their parent or guardian (or with another parent as part of an assigned carpool).

Under no circumstance is a minor permitted to leave the building on his or her own in between or after classes (students age 16+ who drive themselves are exempt).

Please let ARB Staff know if someone else will be picking up your child

## **XVII. Competitions**

### **1. General Information**

Artistic Director will select and notify the students who are invited to participate as soloists and ensemble members in the competitions.

There will also be a general information meeting at the beginning of the semester for both soloists and ensemble members to discuss costs related to competition, dates, potential rehearsal times, commitment required, and other pertinent information.

All competition-related costs are separate and independent from any and all ARB tuition payments.

Coaching fees will be charged to each family for every in-town and out-of-town competitions to cover ARB accompanying coaches' expenses

### **2. Travel Arrangements**

All travel arrangements for competitions are the responsibility of each individual family. ARB does not organize arrangements or provide chaperones to students when traveling for competitions; therefore, for our out-of-state students in particular, a family member must determine suitable arrangements for their child as necessary.

ARB is not responsible and will not be held liable for students who are traveling without their parent/guardian (e.g. those traveling with another student, friend, etc.).

## **XVIII. Liability Waiver**

- I acknowledge that I understand the nature of the activities my child[ren] will be participating in and that my child[ren] is in the proper physical condition and capable of participating in the related activities, understanding that the Academy of Russian Ballet is not in any way responsible for making such a determination
- In consideration of my child[ren]'s enrollment in any dance instruction or program, I understand and agree on behalf of myself and my child[ren], to release, hold harmless, and discharge the Academy of Russian Ballet, its owners, officers, staff, employees and independent contractors from all claims, costs, liabilities, expenses or judgments, including attorneys' fees and court costs for any occurrences in connection with any dance instruction or programs at the Academy of Russian Ballet
- I assume all risks to my child[ren] in connection with any instruction or participation in programs and further release the Academy of Russian Ballet, its owners, officers, staff, employees, or independent contractors from any liability for any injury sustained by my child[ren] while he or she is enrolled in any dance instruction or program, including all risks reasonably connected with such activity whether caused by negligence or any other cause foreseen or unforeseen
- In the event of any emergency, I authorize the Academy of Russian Ballet to secure from any licensed hospital, physician, and/or medical personnel any treatment deemed reasonable and necessary for my minor child's immediate care when parent, guardian, or emergency contact cannot be reached to authorize the treating physician to provide such emergency medical services
- I understand that I am fully responsible for payment of any and all medical services rendered and that the absence of medical insurance does not make Academy of Russian Ballet responsible for paying medical expenses
- I understand that dance instruction involves kinetic corrections to the body that may involve physically touching the student as a part of regular class work and rehearsals for the purposes of correcting dance technique, body alignment, turn-out, and placement.  
I give my permission for this instructional contact to be made as part of my child's training, and agree to hold harmless and release Academy of Russian Ballet from any liability regarding such
- I understand that the Academy of Russian Ballet is not responsible for my child[ren] or other children under my supervision who are left unsupervised in the common areas and areas surrounding the dance studio

- I understand that the Academy of Russian Ballet is not responsible for personal property that is lost, damaged or stolen while I or my child[ren] on the Academy of Russian Ballet's property
- I authorize and agree that the Academy of Russian Ballet may take and use photographs or videos of my child[ren] as needed for its record-keeping, advertising, social media, and/or public relations projects and that I hereby release Academy of Russian Ballet, its owners, officers, staff, employees and independent contractors from all claims and demands whatsoever arising out of or in connection with the foregoing, and waive any and all right to payment (s) for use of these photographs and /or video

Checking acceptance of this waiver on the registration form is proof of my intention to execute a complete and unconditional waiver and release of all liability pursuant to the terms herein, and agreement as to all terms and conditions contained above

I am of lawful age and competent to execute this affirmation.

**I HAVE FULLY INFORMED MYSELF AS TO THE CONTENTS OF THIS WAIVER AND RELEASE AND HAVE READ THE SAME PRIOR TO CHECKING THE “ACCEPT” BUTTON OF THE REGISTRATION FORM.**

I understand that my child[ren] will not be enrolled in any class[es] or programs at the Academy of Russian Ballet without this digitally accepted Waiver and Release of All Claims form.