Dancer and Parent Handbook & Code of Conduct

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I. Introduction

This Dancer & Parent Handbook combines Academy, Trainee Program, and Professional company information and policies. Ballet Melange Academy (also known as BMA) and Ballet Melange Trainee & Performance Company reserve the right to terminate, amend, or modify its policies at any time, for any reason, and with or without prior notice. BMA and Ballet Melange Trainee Program & Professional Company will attempt to provide reasonable notice of any changes or additions to the policy. Any questions or comments about the contents of this book should be directed to the Artistic Director or Administrator.

School Contact Information

office@balletmelangeacademy.com www.balletmelangeacademy.com admin@balletmelange.org www.balletmelange.org 303-500-3226

About Us

BMA and Ballet Melange's mission is to provide the best quality training in classical ballet available in Colorado. With highly qualified faculty trained in the Vaganova curriculum, the technique developed and taught at Russia's Imperial Ballet School (currently known as the Vaganova Ballet Academy) and the Vaganova Theater, BMA supports the development of strong classical technique and exquisite artistry, musicality, and purity of line. BMA strives to train well-rounded dancers with instruction in a variety of dance forms such as ballet, pointe, partnering, character, contemporary ballet, and modern dance, taught by faculty who are known for excellence in their genre. BMA provides performance opportunities for both students and early-career professionals to foster maturation of skills and artistry in all genres. Our students are our only priority. With class sizes that allow for individual attention to all students, each one will get the necessary feedback to grow in technique, musicality, and artistry.

Statement of Community and Code of Conduct

The BMA community is based on a philosophy of respect and cooperation. All members of the BMA community are expected to abide by the BMA community standards for behavior as articulated in this handbook and to act respectfully toward each other. When students are respectful of other people and their property, serious about their classes and their activities, and safety-conscious, they will rarely come into conflict with our social expectations. The BMA community is founded on the belief that young people are building skills for life in an environment where honesty, integrity, and respect are taken seriously. All students and their parents are asked to abide by the following guidelines in all of their endeavors at BMA:

- I will resolve all conflicts peacefully.
- I will deal honestly and respectfully with all members of BMA and Ballet Melange.
- I will demonstrate stewardship of the BMA and Ballet Melange environment. This includes all school property, areas and buildings, and the personal property of others.

- I will abide by the principles of this code and the policies outlined in this Parent and Student Handbook.
- I will use respectful language and communication when interacting with others including faculty & staff, peers, performance venues, and patrons. Ill-mannered communication and rude interactions may result in dismissal from the school without refunded fees or tuition.

Student/Parent Conduct

Students are expected to act respectfully towards fellow students, visitors, faculty, and staff members. All members of the community should speak courteously to each other at all times. Any rude or aggressive behavior from students or parents will not be tolerated. Any use of offensive language or harassment of staff, faculty, board members, volunteers, or employees will result in dismissal without refund. Parents are prohibited from disciplining any child besides their own. They are to report any questionable student behavior directly to Faculty or Staff.

Reporting Incidents

Students and staff are mutually responsible for reporting any incidents of behavior that is not consistent with these guidelines that occur in or around BMA and Ballet Melange. Once aware of an incident, students must inform the appropriate staff member. An incident report will be completed and reviewed by BMA or Ballet Melange staff, who will notify appropriate parties, as indicated.

Disciplinary Process

BMA and Ballet Melange are communities based on trust. We expect our students to act in a manner that exemplifies courtesy, concern for others, responsibility, and respect for property. BMA or Ballet Melange may take disciplinary action or require the withdrawal of a student for failure to comply with the rules of conduct, disregard of other major school regulations, violations of the law, or lack of parental cooperation. Disciplinary action may result in a request for reimbursement for damages and/or suspension or dismissal. The level of disciplinary action is at the sole discretion of the Artistic Director.

Generally, the Staff will respond to infractions in the following fashion:

- First Offense: Verbal and/or Written Warning.
- Second Offense: Suspension, depending upon the offense. Parents will be notified. The student (and parents) may be asked to meet with the Artistic Director to discuss the situation.
- Third Offense: Suspension or dismissal.

BMA and Ballet Melange are not required to provide prior warnings to students and may, in their sole discretion, authorize higher-level responses such as dismissal to significant deviations of behavior. In the case of suspension or dismissal due to behavior, all tuition, registration fees, and other payments paid to BMA and/or Ballet Melange on behalf of any discharged student are forfeited.

II. Policies and Expectations

Building Security Procedures and Protocols

Students under 18 may not leave the building after being dropped off (unless in an emergency) and must be picked up by a parent/guardian on time by the end of each class. Only with the permission of a parent/guardian may students under the age of 18 leave the building after being dropped off. All dancers

under the age of 12 MUST have a parent/guardian come upstairs to pick them up at the end of their class for the safety of the dancers. BMA and Ballet Melange are not responsible for any student outside of the classroom.

Communication

BMA and Ballet Melange communicate important information by email. Should your email change, or you require multiple family members to receive these emails, please notify the office immediately. Please be sure your junk folder is not filtering our emails. We do not receive kickbacks from our organizational email account.

It is expected that dancers in levels Intermediate 1 and higher will have the maturity to communicate with their instructors and parents for minor announcements or rehearsal weeks and fun happenings such as open demonstrations. All Trainees, Jr. Trainees, and Academy dancers in level Intermediate 2 and higher are expected to check and respond to BMA and Ballet Melange emails regularly and efficiently.

We also will use "BAND" to give important time sensitive updates. We ask that every parent (or dancer if over 14) join the app for us to be able to give the updates. You will be placed in the correct groups by the office manager. Instances where we will use "BAND" could include but or not limited to, weather closures, studio assignments, update rehearsals schedules, competition information, etc.

Fire Safety

Failure to evacuate during a fire alarm is illegal. In case of a fire alarm, the students must evacuate the building immediately. Tampering with fire equipment, including the fire extinguisher, exit signs, smoke detectors, fire alarms, and fire doors is a serious violation of Colorado law and BMA and Ballet Melange regulations. There will be a \$200.00 fine and immediate dismissal of any student found pulling a fire alarm when there is no fire or emergency.

Personal Property

Ballet Melange and the Academy accept no responsibility for loss or damage of personal property. It is recommended that insurance be obtained to cover a student's valuables

Food

Ballet Melange and the Academy do not provide or sell food. If the student is at the studio for an extended period of time, it is the responsibility of the student to bring enough food to last throughout the day/rehearsal. We are not able to guarantee a Nut-Free environment, so if your student has severe allergies, the parents and students are responsible for managing allergies.

We expect students to respect the space provided. It is expected that if a student has food or snacks at BMA or in the surrounding area, they will clean it up. Trash should not be left on the floor or in any dressing room. There are trash bins in several areas for student use.

Eating is not permitted in the classrooms. It is recommended that each student bring a large water bottle for use in the classroom. There are drinking fountains for refilling.

Dressing Rooms

Dressing rooms are available to all levels of students. BMA and Ballet Melange reserve the right to open and search a student's belongings if there is a concern regarding students' safety, knowledge of weapons, contraband (i.e., alcohol, drugs, or drug paraphernalia), or stolen materials. Dressing rooms must be

emptied at the end of each day; any items left in the dressing rooms at that time may be thrown away or placed in Lost and Found.

Lost and Found

Lost and found items are collected in a designated place outside the studios. Valuables and money should not be brought to the studio. BMA and Ballet Melange assume no responsibility for loss or theft of dance clothing, pointe shoes, books, electronics, cell phones, or other personal items that are left unattended in BMA and Ballet Melange spaces. Note: Lost and Found boxes will be cleared on the last day of each semester.

Students are prohibited from using electronic devices while in the studio during class time; this includes but is not limited to cell phones, music devices, gaming systems, and video/digital cameras. School faculty reserves the right to confiscate any and all devices during class, to be returned to the student at the completion of the class. Having and using a cellular phone at BMA and Ballet Melange is a privilege, which can be revoked by faculty at any time. Phone calls may be made only outside of the classrooms. If a student is using their cell phone improperly, they will first receive a warning. Subsequent infractions will result in the completion of an Incident Report. Students who commit more than two infractions of the cell phone use policy may have their cell phone privileges revoked for a period of time. The only exception to this rule is if you need to video tape rehearsal footage. Please make sure to let the instructor know that you would like to film.

Drop off and Pick up

Staff and faculty are not responsible for any student outside of the studio classrooms. We recommend parents park their car and escort dancers to and from their first studio classroom if the student is alone. Parents are encouraged to go to the studio spaces to drop off and pick up students. BMA strongly discourages children from waiting for parents outdoors or outside our spaces. If the student is old enough to walk to the parking lot alone, we ask that the parent call or text the student to let them know when their ride is waiting prior to them leaving our spaces.

Students must be picked up by the end of their class each day. Faculty & staff are not responsible for students after class. If a Staff member is able to wait with a student due to late pick-up, there will be a \$1 per minute fine (to be paid directly to the faculty or staff member who waits).

Pets

No pets of any kind are allowed at BMA or Ballet Melange.

III. Medical Release and Care Waiver

Medical Release

Medical Release information is required to be on file for all students. These forms will be made available to any and all treating medical personnel. The parent(s) or guardian(s) of minor students will be contacted prior to seeking medical attention, except in the case of medical emergencies. No student is permitted to begin class without their medical forms submitted to BMA and/or Ballet Melange at the time of

registration. It is the parent's or adult student's responsibility to update medical information should it change between each annual registration period.

Medication Policy

Staff will not remind students to take medication nor will faculty or staff assume responsibility for any student's failure to take medications. Students are strictly forbidden from sharing, giving away, or selling their medications. Doing so constitutes a major infraction.

Medical Attention for Sick or Injured Students

In the event of an emergency (i.e., the student is unconscious, has a broken bone, is bleeding, has a bad sprain, etc.), the student will be taken immediately to an emergency room, or 911 will be called.

IV. Class Policies

Level Placement, Advancement, and Exams

All students are continually assessed to ensure proper placement in the correct level throughout the year. In some cases, students may be moved to a higher level. It is rare, although possible, that a student may be moved to a lower level. All level placements and changes made by school faculty are final.

Annual Exams are held in the spring and allow our Artistic Director and Faculty to give an assessment of student progress. A successful Exam does not necessarily guarantee advancement to the next Level. However, Exams are weighted heavily and official Certificates of Achievement are awarded.

*Please Note: Students do not automatically advance to the next level each year. Emotional maturity, physical development, comprehension, competency of execution, correct body positioning, and adequate body strength may require additional years of training at any given level. Age is only considered for placement of young dancers in beginning levels.

Class Attendance and Tardiness

Students are required to attend all assigned classes and rehearsals, either as full participants or, in cases of minor illness or injury, as attentive observers seated inside the studios. Irregular class attendance constitutes grounds for dismissal. A student will be excused from class or rehearsal only in the case of serious illness or injury or genuine emergency. If a student is sick or injured and will miss class, staff must be notified immediately. Students are expected to arrive with sufficient time to properly prepare for the start of their dance classes and rehearsals. In the interest of injury prevention, BMA and Ballet Melange reserve the right to bar any student who arrives for class late from participating in the class other than as an observer. Chronic unexcused tardiness or absences constitutes grounds for dismissal.

Inclement Weather and School Closings

BMA and Ballet Melange are not responsible for classes canceled as a result of extreme weather conditions or other circumstances beyond the control of BMA and Ballet Melange. BMA and Ballet Melange communicate by email and will update the primary email provided at registration to reflect changes to the daily schedule due to inclement weather. We will also post on "BAND" when these closures need to take place as well as on social media. BMA and Ballet Melange generally follow the Denver Public School's decision for cancellations, as well as all holiday closures. Because our students

reside throughout the Boulder, Denver, and Colorado Springs metro areas, we understand that weather may vary in your area and support families making the best decisions they can for safety during times of inclement weather.

Instructor-Student Contact

BMA and Ballet Melange strive to offer teaching that is individual and "hands-on." It is appropriate for a member of the faculty to manually and physically position a pupil to expound a point of instruction or to pinpoint for an individual flaw in their technique. BMA and Ballet Melange neither condone nor tolerate any touching of students by instructors that is harmful, professionally reckless, or that violates generally accepted tenets of propriety. Before enrolling a student, please consider that it is BMA and Ballet Melange School policy to correct dancers with physical contact. If a student or parent/guardian is uncomfortable with this policy, they may wish to reconsider enrolling the student.

Photography/Videography Release

All BMA and Ballet Melange students by agreeing to this waiver agree that we may use the students likeness for photos and videos. These photos and videos may be used on our website, social media, or any other place that would help us increase our business.

Performances

BMA and Ballet Melange offer varying performance opportunities per year. Auditions are held, and casting decisions are left to the sole discretion of the Artistic Director and Staff. Parent or dancer requests for roles, alternate show casting, or attempts to influence casting in any way will not be tolerated. Performance fees are separate from monthly tuition fees and must be paid on the date they are due in order to participate. If any fees, tuition, or performance fees are outstanding at the time of auditions, the student will not be cast in the production. Performance Fees must be paid in full at least 2 weeks prior to the performance date and are non-refundable for any reason, including withdrawal from the performance.

Costume Care & Rental

Many of our students will be issued Ballet Melange Academy costumes to wear during performances and other events. It is the responsibility of each student to take care of the costume they have been assigned. There is to be no eating or drinking (other than water) while in costume, and all costumes must be immediately hung up after use. Occasional minor damage to aging costumes does occur and is to be expected. Any damage to a costume must be immediately reported to the Administrator. If accidental damage occurs but goes unreported, the dancer will be assessed a fee for the damage. If damage to costume occurs due to carelessness, misuse, or abuse of costumes, the dancer will also be assessed a fee. When renting costumes for the competition season you will be charged \$75 for each solo costume that you rent. If you are participating in a small group ensemble or large group ensemble (this includes all Pas De Duex's) you will be charged a \$25 fee per costume. You will be responsible for these costumes for the duration of the competition season, usually January through March. To rent a costume you must have proper garment bags for them including a tutu bag if you are renting one. You will return costumes at the end of competition season in the condition in which it was given to you.

V. Dress Code

Starting the 2024-2025 Season

Each level of our ballet program will have its own designated dress color. This change is designed to foster a greater sense of belonging and pride among our students, as well as to make it easier for instructors to identify and support students at different stages of their ballet journey. All dress codes will be ordered through the studio (except Trainee).

Designated Colors for Leotards and Skirts:

Pre-Ballet: Soft Pink
Beginners: Sky Blue
Intermediate: Teal
Advanced 1: Burgundy
Advanced 2: Royal Blue
Trainee: Elegant Black

Ballet Classes - Female Students:

- **Tights:** Ballet pink tights (name brand, such as Capezio or Bloch—please avoid tights from Target). All dancers must have transition (convertible) tights (ones with a hole at the bottom of the foot).
- **Footwear:** Pink canvas ballet slippers. Pointe shoes for those on pointe, and black character shoes for those taking Character (2" heeled shoes required for Intermediate 2 and up).
- **Warm-ups:** May be worn at the discretion of the teacher.
- **Hair:** Must be worn neatly in a secured bun with pins and a hairnet.
- **Uniform Skirts:** Ballet uniform skirts should be worn at all times.
- **Pas de Deux Classes:** Skirts or bloomers of any kind are strictly prohibited during all pas de deux classes and partnering rehearsals.

Contemporary and Modern Classes - Female Students:

- Attire: Black leotard, fitted leggings, or close-fitting running shorts.
- **Footwear:** Nude ballet slippers without ribbons; socks; jazz shoes may be needed for some performances.
- **Hair:** Should be pulled back and out of the face. Ponytails, full braids, or buns are all acceptable.

Stretching - All students

- Yoga mat
- Socks
- Jump rope
- Therabands
- Loop band (we will provide a link for this)

Ballet and Contemporary Classes - Male Students:

• Attire: White fitted t-shirts (black may be worn for contemporary classes).

- **Footwear:** Black tights and black or white ballet slippers (both may be required for some performances).
- **Warm-ups:** May be worn at the discretion of the instructor.
- **Additional:** Intermediate & Advanced male students must wear a men's dance belt.

General Guidelines for All Students:

- Students may not wear any extraneous or concealing garments during ballet classes. Students with minor injuries may wear close-fitting leg warmers (pink for females, black for males) at barre only. These may also be worn in the winter months at the beginning of class.
- When not in dance attire, students must dress in a manner that reflects BMA and Ballet Melange's vision and mission, demonstrates respect for the community, and promotes focused teaching and learning. Clothing must cover the chest, stomach, back, and buttocks at all times. Footwear must be worn at all times.

Prohibited Clothing:

- Clothing containing writing or images that include direct or indirect references to violence, profanity, sexual issues, alcohol, or drugs.
- Clothing that reveals undergarments or appears shabby or damaged.
- Students may not leave the studio spaces in just their dance attire. It is recommended that students have a t-shirt, sweatpants, or shorts and a light jacket to either change into after class or put over their dance attire when leaving the building.
- Students who do not follow these guidelines or reasonable standards of modesty in their attire may be asked to change clothes, be dismissed from class, or be sent home. Repeated or intentional violations will result in further discipline.
- BMA and Ballet Melange reserve the right to interpret the dress code as needed.

VI. Tuition and Other Payment Information

Tuition Payment Agreement

Upon enrollment, students and parents are committing to pay tuition in full by the 28th of each month for the following month. For instance September tuition will be due on August 28th and so on. Tuition will be charged to the card on file on the 28th. If you need to make other arrangements you must do so BEFORE the 28th of each month. Any additional fees (performance fees, DVD orders, Summer Intensive fees, costume rentals for competitions, etc.) must be paid by the due date assigned. There will be a \$30 late fee charge for tuition not paid by the 5th of each month. There will be a \$35 fee for any returned checks. If a check is returned, BMA or Ballet Melange will require all future payments to be made by credit card, cash, or money order. Students who are not current on tuition and fees by the 5th of the month may not attend class or rehearsals until all fees are paid. All dance tuition paid is non-refundable and non-transferable. Chronic late tuition payment is grounds for dismissal. BMA and Ballet Melange programs and classes are filled on a first-come, first-served basis. Classes have limited capacity, and it is important to complete the registration process in a timely manner to reserve a space. Registration is not considered complete until payment has been submitted. Tuition must be paid on time to continue to reserve the student's spot.

Payment Terms

Payments are accepted via credit card/debit card. Tuition will be charged automatically on the 28th of each month to the card on file. If you need to make other pay arrangements you must contact the Office Manager immediately. Any other payments (including but not limited to performance fees, competition fees, costume rentals, etc) will be charged on the date in the email you were sent for those fees. Late fees will be assessed for credit card rejections or when multiple attempts are needed to complete a draft.

Monthly Payment Schedule

Classes officially begin the third Monday in August. Students who enroll in August receive two weeks of classes free in August. This helps offset closures and holidays later in the year for our full-season students. Months with holiday closures are not prorated. Students do not have a spot held until the registration fee and first full month of tuition are paid.

• Upon enrollment (Usually the 3rd full week in August): \$35 Registration Fee, \$25 supply fee for all levels except Advanced and 1st month tuitions.

Students enrolling after the season's beginning in August may have their tuition prorated for their beginning month should they start mid-month. Please contact the office. Performance fees are in addition to the monthly tuition. Fees range in price, depending upon the level the student is in. Performing in shows is not a requirement, but it is highly encouraged. Part of a dancer's successful training includes involvement in performances.

Withdrawal

A student withdrawing must provide BMA or Ballet Melange with written notice. You must notify us by the 1st of the month. So if you would like to end in October you must let us know by September 1st. Tuition or payments already made are non-refundable. Pre-existing injuries, chronic debilitating illnesses, or those physically incapable of participating fully in the rigorous program of training and performing should not enroll. Any student who begins training but is found to have a pre-existing injury or illness requiring them to go home will not receive tuition refunds. If a student withdraws from the school and re-enrolls later in the season, they are subject to all registration fees and any waitlists that may be in place. At the time of re-enrollment, the student will be reassessed for level placement. If a student has to withdraw due to an unforeseen injury or illness, money paid toward tuition may be deferred. In addition to written notification of the withdrawal, BMA and Ballet Melange must receive documentation from the student's physician confirming the injury or illness. Payment for administrative fees (i.e., Registration Fees, Deposit Fees) or performance fees cannot be deferred. Approval to defer payment is granted on a case-by-case basis.

Financial Assistance

BMA and Ballet Melange may be able to offer financial assistance to fully registered students. Financial assistance is extended to both recognize talent and create access to dance training for those students who might not otherwise be financially able to participate. Students may apply for work study and are awarded the opportunity based on merit as well as financial need. Work Study is for one studio year (August through June) and does not include summer programs. Students must reapply each year. Work study duties include a minimum of 5 hours per week, season-long, such as facility cleaning, costume work, office work, performance assistance with load-in/load-out, and backstage help.

Work study recipients are expected to present themselves in exemplary fashion in regard to work ethic, manners, and attendance. Any questionable behavior or poor attendance will result in the immediate revocation of the program. Work study is for assistance with tuition. Performance fees, registration fees, costume rentals, etc., are not subject to work study. Tax returns and a completed Work Study Application Form are required if applying for work study.

VII. Privacy Policies

BMA and Ballet Melange are committed to protecting your privacy. BMA and Ballet Melange collect personal information, such as your email address, parent contact information, student data, and payment information. Information collected by BMA and Ballet Melange is used solely for the purpose of billing and completing student registration based on your purchase.

Use of Your Personal Information

Ballet Melange Academy, Ballet Melange, and their operational service partners collect and use your personal information to process billing based on class registration requests. This includes issuing billing statements and invoices. BMA and Ballet Melange will also use personal information to inform you of school-affiliated events and notices. BMA and Ballet Melange may contact you via surveys to conduct research about your opinion of current programs or potential new programs that may be offered. BMA and Ballet Melange do not sell or lease their customer lists to third parties. BMA and Ballet Melange may access and/or disclose your personal information if required to do so by law or in the good faith belief that such action is necessary to (a) conform to the edicts of the law; (b) protect and defend the rights or property of BMA and Ballet Melange, including their Tuition, Admission & Registration webpages; or (c) act under exigent circumstances to protect the personal safety of users of BMA and Ballet Melange, or the public.

Control your Personal Information

To stop the delivery of future email notices from BMA and/or Ballet Melange, you may respond directly to any email you receive with a request to remove you from the mailing list.

Security of your Personal Information

BMA and Ballet Melange are committed to protecting the security of your personal information. When transmitting highly confidential information (such as a credit card number) over the Internet, BMA and Ballet Melange use a secure, encrypted payment gateway so your information is protected.

Changes to Privacy Policies

BMA and Ballet Melange will occasionally update Privacy Policies to reflect School and customer feedback. If there are material changes to the Policies or in how BMA and/or Ballet

Melange will use your personal information, BMA and/or Ballet Melange will prominently post such changes prior to implementing the change. BMA and Ballet Melange encourage you to periodically review this Statement to be informed of how your information is protected.

Medical Form Statement of Privacy

BMA and Ballet Melange take great care in protecting medical information of all students. Student medical forms are securely stored at BMA and Ballet Melange and only made available to authorized staff members on a need to know basis. Medical forms are made available to medical authorities in case of emergency per BMA and Ballet Melange's Release of Claims and Medical Authorization Form. BMA and Ballet Melange will not retain any obsolete student medical information or files.

Rules Regarding Social Networking Sites Participation and interaction with Ballet Melange or BMA is a privilege and not a right. As a condition of being a part of BMA and Ballet Melange, dancers must abide by the following rules related to the use of the internet and social networking sites:

- 1. Dancers may not post online any pictures, information or other content that might cause embarrassment to themselves, fellow dancers, staff, Ballet Melange or BMA. (examples: obscene images or language, pictures with alcohol or marijuana, references to drugs or sex).
- 2. Dancers may not post any content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another institution; taunting comments aimed at a dancer, teacher or peer at another institution). No posts should depict or encourage unacceptable or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, illegal drug use).
- 3. Dancers may not post any information that is sensitive or personal in nature or is proprietary to the Academy or Ballet Melange which is not public information (examples: tentative or future schedules, performances, peer injuries and eligibility status, travel plans/itineraries or information).
- 4. Dancers may not post any pictures, audio or video content or any other information that is not the dancer's personal property or would violate copyright laws. Dancers may not use the logos or trademarks of BMA or Ballet Melange or other entities without written permission, and dancers are personally liable for any copyright violations they may commit.
- 5. Dancers are required to abide by all laws related to the use of the internet (including state and federal privacy laws such as FERPA and HIPPA), and dancers are personally liable for any violations of those laws. Dancers also are required to follow the BMA and Ballet Melange Code of Conduct and Handbooks.