



## Junior, Senior, Conservatory Division Student Contract

LAVEEN NAIDU ARTISTIC DIRECTOR  
CAROLINE FRANKIL WARREN, EXECUTIVE DIRECTOR

In order to promote a *safe, healthy, and enjoyable environment*, all students and families are asked to commit to the following policies and procedures.

Please read this through carefully - all parents and students must review, understand, and sign this agreement. This Dance Contract is for students participating in the full academic year Pre-Professional Program.

**Commitment:** Students that enroll in our Pre-professional program are committed to the full academic year program from September 2016 through June 2017. Students are obligated to take the full program course of study offered by BalletNova for the recommended division.

**Tuition:** Payment can be made in full or in installments (additional paperwork is required). **Tuition is non-refundable.** BalletNova is a 501(c) 3 non-profit organization and cannot provide refunds, as teacher contracts and studio assignments are based on enrollment registrations in advance of the school season. If a student should drop the program voluntarily, they are still responsible for the full tuition. Under extreme circumstances that are unavoidable, if a student does not complete the academic year BalletNova reserves the right to apply a \$250 cancellation fee. All communication describing reasons for student withdrawal should be in writing and delivered by mail or e mail to [admin@balletnova.org](mailto:admin@balletnova.org).

**Attendance:** Attendance to every class must be of the utmost priority. Consistency of training is important so as to ensure the student works to their fullest potential. Regular training is the cornerstone of good technical and artistic development. If a student misses class regularly, they risk losing a role in an upcoming performance, not being promoted, and may have to step down to a lower level class.

Parents and students must plan on arriving at BalletNova **no later than 15 minutes prior** to the start of class (in order to have time to get dressed, put up hair, use the rest room and warm-up). Students that are more than 10 minutes late to the studio will not be allowed to take class. They may observe and take notes. Missing more than 10 minutes means that the student will miss valuable warm-up exercises and thereby risk injury. Additionally, latecomers disrupt the class. Tardy students should wait in the doorway of the studio; wait for the teacher to acknowledge them before proceeding into the class. Students should apologize to the teacher for being late.

**Make-ups:** Make-up classes are available for classes missed within the same semester (and are not interchangeable with other family members). Regular attendance is crucial for all dancers working on pointe. These students must attend all scheduled classes or risk the option of being taken off pointe.

**Absence:** Students that must miss class due to illness or other events must notify BalletNova up to 12 hours prior to the class taking place, if possible.

**Injury and illness:** Should an injury or serious illness occur that prevents the student from participating in classes, please notify BalletNova immediately. After receiving a detailed doctor's note describing the length of time away from class, and the rehab (if injured) schedule, then a medical credit for the following semester can be issued for days/weeks missed. Students should also communicate directly with their instructor if an injury is preventing them from working full out.

**Dress Code:** Students in each level are assigned a specific leotard to be worn with pink tights and pink ballet shoes (see Brochure or website for more information), and are expected to wear their uniform for all regular classes. Students may be asked to sit out of class if dress code is not adhered to. Girl's hair should be worn in a tight classical bun and arranged prior to the start of class. Boys are to be in black tights and dance shirt, white socks and white ballet shoes with clean hair.

**Classroom Etiquette:** From the moment class begins until it finishes, students are expected to listen closely to the teacher and not speak unless asked a question. Students are not to leave or interrupt any class in session. Should a student need to be excused, they must obtain permission from the teacher before leaving. Dancers will show respect and courtesy for all students, teachers and staff members. Disruptive and improper behavior will not be tolerated – neither will bullying, negative, derogatory comments, or overblown egos. At BalletNova, we all support and encourage each other.

**Studio Etiquette for Parents:** Parents are not allowed to observe class unless invited or if there is a special parent observation class. They are invited to schedule a meeting with the teacher or Artistic Director to discuss any questions or issues, and can also communicate at any time via email. It is understood that parents will not communicate or distract children while in class. If there is an emergency and a student needs to be pulled from the class, the parent/guardian must go to the front desk and ask a staff member to assist them. Parents and siblings are not permitted to wait in the back studio hallway.

**Use of Dressing Rooms:** Junior and Senior Division dancers may use the girl's dressing room. Conservatory Division dancers may use the Adult Women's dressing room. **There is to be absolutely no food stored or eaten in the dressing rooms.** Dancers are expected to use cubbies, baskets and coat hooks to keep the room neat and tidy. Students must remember to take all belongings home with them when leaving after class. BalletNova is not responsible for any lost or stolen items. Students should not bring valuables with them to the Center. If this is unavoidable then they should bring their dance bag (with belongings neatly stored inside) into the studio and place by the mirrors. The dressing rooms are for changing only, they are not waiting rooms. Students should proceed to the back studio hallway to stretch and warm up prior to their class start time. Again, disruptive and improper behavior will not be tolerated.

**Hallway Etiquette:** Everyone is expected to walk in the hallways and be respectful of other people. Please keep noise to a minimum so as not to disturb classes and office work. The back studio hallways are for students and staff only - students may sit and stretch in the wider area between Studio C and D - they should be aware of not blocking traffic flow. Parents may wait in the community room or quiet conference room and not in the back studio hallway. Sitting, eating, drinking (except water), or waiting will be not be permitted, please use designated community rooms for this.

**Year End Performance:** Junior, Senior and Conservatory Divisions are invited to perform in June each year for a student performance. Performance is based on good attendance and teacher's approval. Performance is typically at Washington Lee High School the first Sunday in June with BalletNova providing costumes. Additional parent help is requested for this performance including costume, backstage, floor laying, ushering, ticket selling, and other tasks.

**Please sign and return the next page.**

**PRE-PROFESSIONAL DANCE STUDENT AGREEMENT:**

I have read and understand the policies and procedures outlined in this contract and BalletNova's policies and procedures section of the brochure and agree to abide by them.

**Student's Name** (please print clearly): \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**As a parent/guardian, I agree to BalletNova's policies and procedures set forth in this dance contract and the brochure. By signing below, I acknowledge, understand and support BalletNova's policies.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name (Please print clearly)

***Thank you.** Everyone's adherence to these policies and procedures will create an environment conducive to learning, technical development, artistic growth, mutual respect, camaraderie and support, which are BalletNova's goals for all of our students.*

