

2022 / 2023 STUDENT AND PARENT HANDBOOK

Here at Denver Ballet Theatre Academy, we believe our programs help shape young dancers' lives teaching them to work with others, strive to do their best and be a part of something larger than themselves while creating relationships that will last a lifetime.

We are a community based on a philosophy of respect and cooperation. All members of the DBTA community - students, parents, faculty, staff, and alumni - are expected to abide by the standards in this handbook and to act respectfully toward each other. When students respect others and their property, and are serious about their classes, they will rarely come into conflict with faculty, staff, or peers. DBTA maintains an open-door policy of communication with students and families. At any time, students or parents may request an appointment to speak with a faculty or staff member. Please refrain from addressing concerns with an instructor between classes. Requests to meet with the director, faculty or staff should be made through the Academy Registrar.

The Student and Parent Handbook includes important information about the academy and its policies. DBTA reserves the right to terminate, amend, or modify its policies at any time, for any reason, and with or without prior notice. DBTA will attempt to provide reasonable notice of any changes or additions to the policy. Any questions or comments about the contents of this handbook should be directed to the Academy Directors.

Contact Info:

Denver Ballet Theatre Academy
8000 S Lincoln St, Ste 8
Littleton, CO 80122

Tel: 303-799-6609

Email: registrar@denverballettheatre.org

Communication

DBTA's main method of communication is via email and social media. Please make sure that your email address is always up to date. Emails from the DBT studios will be sent from the registrar@denverballettheatre.org account. Please make sure to add this account as a "known" sender. Check your spam folder to be sure emails are not there. Important information is also posted on our website www.denverballettheatre.org

Please email us for questions regarding payments, tuition, add/drop classes. Please understand that it is your responsibility to know class times, schedule changes, rehearsal schedules, payments due, etc. Emails are answered M-F but not on weekends.

Please do not email teachers on their personal email, social media for DBTA related questions. We ask that you respect their work vs social time and send any DBT questions to the academy registrar email account.

Student/Parent Conduct

Students are expected to act respectfully toward fellow students, visitors, faculty, and staff members. All members of the community should always speak courteously to each other. DBTA maintains an open-door policy of communication with students and families. At any time, students or parents may request an appointment to speak with a faculty or a staff member. Please refrain from addressing concerns with an instructor between classes/rehearsals as they can potentially be late for their next class/rehearsal. Requests to meet with the director, faculty or staff should be made through the Academy Registrar.

Any unacceptable behavior from students or parents will not be tolerated. Any use of offensive language or harassment of DBTA 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 a DBTA representative.

For the protection of all students, any instance reflecting the following behaviors or other examples of emotional instability will immediately result in a meeting with the student and their parent/guardian. While DBTA is sensitive to challenges facing adolescents, these types of behaviors are inappropriate for students participating in DBTA classes and/or productions; and are indicative of need for support by third-party mental health professionals. DBTA has a zero-tolerance policy for bullying (inappropriate treatment of other students or faculty members), drug and alcohol use, or self-harm (eating disorders, cutting, etc.). Further instances may result in dismissal from the studio.

Tuition Payment Agreement

By registering for any class at Denver Ballet Theatre Academy, students and parents are committing to pay tuition in full by the 1st of each month.

- Early registration is encouraged, all registration is accepted on a first come, first-serve basis. Once the Academy Registrar receives the registration fee and first month's tuition your dancer's place is guaranteed. If registration and first month's tuition have NOT been paid WITHIN 7 DAYS of submitting your registration form, the student's place in class will be released.
- A one-time \$40 family registration fee will be charged at the beginning of each school year. One 10% sibling discount per family.
- There will be a \$25 late fee charge for tuition not paid by the 5th of each month and every week after until the balance has been settled. **Students who are not current on tuition and fees by the 5th of the month may not attend classes or rehearsals until all fees are paid.**
- Chronic lateness of tuition payment is grounds for dismissal.
- There will be a \$35 fee for any returned checks and applicable bank fees. If a check is returned, the Director will require all future payments be made by cash or money order.
- Any additional fees (performance fees, costume fees, Summer Intensive fees, etc.) must be paid by the due date assigned and are separate from tuition payments.
- All dance tuition paid to DBTA is non-refundable, non-transferable, and non-prorated (in the case of missing classes). Makeup classes are allowed but must be in the same level or lower and within the same month that the class was missed.

Preferred payment is by cash, check, or Zelle.

If paying by check, please hand it to the registrar or deposit it in the Tuition Drop Box no later than the 5th of each month. Please be sure to write the dancer's name clearly in the memo line on the check. If paying through Zelle please send payment to: registrar@denverballettheatre.org. Please be sure to add the dancer's name in the memo box.

Withdrawal from DBTA

If a student wishes to withdraw from a class, 30 days written notice is REQUIRED (text or phone call is not considered proper notice). Students are of course welcome and encouraged to continue to take their scheduled classes during this one-month period. If a student withdraws from the studio during the Fall/Spring dance session for one month or more and chooses to return to class, the student will be required to re-register and will be charged a \$25 registration fee.

Any tuition credits, costume payments, or other payments already made to DBTA are non-refundable. If a student withdraws from DBTA, any remaining classes available for makeup are null and void. Any student who begins training but is found to have a pre-existing injury or illness requiring them to withdraw will not receive tuition refunds. If a student must withdraw due to an unforeseen injury or illness, money paid toward tuition *may* be deferred. In addition to written notification of the withdrawal, DBTA must receive documentation from the student's physician confirming the injury or illness. Approval to defer payment is granted on a case-by-case basis.

Class Information

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 taking notes while seated inside the studio.
- Students must refrain from unnecessary conversation during class.
- No one is allowed to leave the class without the teacher's permission.
- A student will be excused from class or rehearsal only in the case of serious illness or injury or emergency.
- If a student is sick or injured and will miss class, DBTA staff must be notified immediately.
- Students are expected to arrive no later than 5 minutes before the start of class.
- Students need to be picked up promptly after the conclusion of THEIR class and/or rehearsal (exception for students carpooling with another student).
- Ballet 5-8 students should allow time for stretching before class begins.
- Late students must wait at the door for invitation into the room.
- In the interest of injury prevention, DBTA reserves the right to bar any student who arrives for class late from participating in the class other than as an observer.
- Regular attendance is key to ensure dancers are keeping up with their training. Missing classes may also affect level placement for the following year.
- Makeup classes are encouraged but must be in the same level or lower and within the same month that the class was missed.

- Parents will be allowed to observe classes during Parent Observation Week (TBA), as well as during the end of year evaluations for levels 3 and up.

Concurrent Enrollment at Other Studios

DBTA provides students with a complete training program and concurrent enrollment at another studio is not necessary and can be detrimental to technical achievement and advancement. Enrollment at another studios without permission or consultation may result in dismissal from DBTA. Students enrolled at competition studios or gymnasts who are supplementing only ballet are an exception to this policy. Private lessons with ballet instructors outside of DBTA faculty (in person and/or virtual) are prohibited. Performing with another studio is strictly prohibited unless prior approval is received. Students found performing at another studio without prior approval may be immediately dismissed.

Inclement Weather and School Closings

In the event DBTA must close due to weather, there will be a notice by 3:00pm issued via email, as well as posted on the Facebook page, and Instagram account. (The phone message will NOT be changed) DBTA is not responsible for classes canceled because of extreme weather conditions or other circumstances beyond our control. Classes missed must be made up by students following the class make-up policy. DBTA follows the Douglas County Public School's decision for cancellations, as well as most holiday closures.

Instructor-Student Contact

DBTA strives 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 correct position, posture, etc. DBTA neither condones nor tolerates 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 DBTA's policy to correct children with physical contact. If a student or parent/guardian is uncomfortable with this policy, they may wish to reconsider enrolling the student.

Dress code Guidelines

Students may not wear any extraneous or concealing garments during ballet classes. In situations when students are not dressed in preparation for dance class, students must be dressed in a manner that reflects respect for DBTA and promotes focused teaching and learning. Therefore, when outside of the classroom, clothing must completely cover the chest, stomach, back, and buttocks at all times. Footwear must be always worn.

Clothing must not:

- Contain writing or images that include direct or indirect references to violence, profanity, sexual issues, alcohol, or drugs.
- Reveal undergarments

Students must not leave DBTA in just their dance attire. Dance shoes should never be worn outside. It is recommended that students have a t-shirt, sweatpants, or shorts to either change into after class or put over their dance attire when leaving the building. Students who do not follow these guidelines or who do not follow reasonable standards of decency in their choice of school attire may be asked to change clothes, dismissed from class, or be sent home.

Students are expected to follow the following dress code in dance classes:

Female students in Pre Ballet to Level 2:

- Leotard
- Ballet pink tights
- Pink canvas ballet slippers
- Hair must be worn neatly in a secured bun. Please use pins, clips, hair spray, nets, etc. to secure hair. No ponytails allowed in any ballet class. Headbands are NOT an acceptable form of hair securing. Hair should not fall down during class. Students with short hair must be done up as much as possible.
- No necklaces, dangling earrings, or bracelets

Female students in Levels 3 and up:

- Black Leotard (underwear should not be worn under the leotard, if support is necessary, it must be flesh colored); colored leotards are allowed on Saturdays only
- Ballet pink tights
- No necklaces, dangling earrings, watches or bracelets
- Hair must be worn neatly in a secured bun. Please use pins, clips, hair spray, nets, etc. to secure hair. No ponytails allowed in any ballet class. Headbands are NOT an acceptable form of hair securing. Hair should not fall down during class. Students with short hair must be done up as much as possible.
- Pink canvas ballet slippers
- Pointe shoes (for those on pointe)
- Black character shoes (for those taking Character)
- Jazz shoes (for those taking jazz)
- Tap shoes (for those taking tap)
- Skirts and warmups may be worn at the discretion of the teacher
- Character skirts for those taking Character
- Pink, black or tan tights, shorts or jazz pants allowed for tap and jazz

Male students Pre Ballet to Level 2:

- T-shirt
- Jazz pants or shorts

Male students Levels 3 and up:

- White fitted t-shirt
- Black tights
- White socks
- White ballet shoes
- Black jazz shoes (for those taking Character and/or jazz)
- Tap shoes (for those taking tap)
- Warmups may be worn at the discretion of the instructor
- Black jazz pants allowed for tap and jazz

Placement and Advancement

All students are continually assessed to ensure proper placement throughout the year. Students continuously learn new concepts and movements regardless of their "level".

Please Note: Students should expect to spend 2 years in one level. Students do not automatically advance to the next level each year. Emotional and physical 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 considered for placement of young dancers in beginning levels.
- Age and ability are considered for placement in levels 3 and up.
- It is rare, although possible, that a student may be moved to a lower or upper level.
- All placements and changes made by the Academy Directors and Faculty are final.

Annual Evaluations, held in the Spring for our levels 3 and up, allows our Directors and Faculty to give a final assessment of student progress. A successful Evaluation does not necessarily guarantee advancement. Parents of children in intermediate and above levels (Levels 5-8) should understand that students taking classes less than recommended below will not progress as fast as their classmates and should not expect promotion to higher levels as quickly as those that take multiple classes per week, with consistent attendance.

We recommend all Ballet 3 and up students should attend classes of different styles (Jazz, Contemporary, Character, Tap), in addition to ballet, to further their enrichment.

Recommended Ballet Class Enrollment:

- Pre Ballet through Ballet 2: 1-2 ballet classes per week
- Ballet 3-4: at least 3 ballet classes per week AND at least ONE additional style (Tap, Jazz)
- Ballet 5-6: 4 of more ballet classes per week AND Character, AND at least ONE additional style (Contemporary, Jazz, Tap)
- Ballet 7-8: 5 of more ballet classes per week AND Character, AND at least ONE additional style (Contemporary, Jazz, Tap)

Pointe Policy - Students must regularly attend a minimum of THREE or more technique classes per week to study pointe.

Medical Attention for Sick or Injured Students

The consent to treat form will be made available to 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. In the event of an emergency (i.e., the student is unconscious, has a broken bone, is bleeding uncontrollably, etc.), the student will be taken immediately to an emergency room.

Forms

All forms must be signed. No student is permitted to begin class without this form submitted to DBTA. Release and waiver of liability, assumption of risk and indemnity agreement form, and model release form are required to be on file for all students. All DBTA students must have a signed Model Release form on file.

Performances

Performance opportunities are offered throughout the year. Ballet is a performing art and DBTA is dedicated to providing stage experience to their students. The stage offers growth and learning experiences that a classroom can't, and it showcases all the skills learned in it. Participation is not required but highly encouraged.

- Performance and/or costume fees are separate from monthly tuition fees and must be paid on the date they are due in order to participate.
- All performance and/or costume fees are non-refundable.
- Students unable to perform due to injury will be dealt with on a case-by-case basis.

Starting in the Fall of 2021 we will now offer Company positions for levels 3 and up, featured on our website. Company positions are for dancers enrolled in the full program who are serious about their training and understand that it is a yearlong commitment. This means at least all classes recommended for that level during the school year as well as at least 2 weeks of a summer intensive in the summer.

Everyone is encouraged to audition for our full-length performances. All other students will get to be in the end of year Showcase.

Some rehearsals will be done during class time. If you choose not to participate, your dancer will not be left out during class but rather will learn the choreography on the side, but they will not perform.

Costumes

There are costume fees, whether you are purchasing or renting them. Full details are included in the Showcase Information packet.

Many of our students will be issued DBT 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. Any damage or stains must be immediately reported to the DBT staff.

Parent Volunteering

All parents of all families are encouraged to volunteer at DBTA. There are multiple opportunities throughout the school year that are available, and we will provide a list when help will be needed. Parents will be able to sign up for those activities that best fit their schedules and abilities.

Building Security Procedures and Protocols

Drop-off and Pick-up

Students should arrive no later than 5 minutes before the start of their class. Only with the permission of a parent/guardian may students under the age of 18 leave the building after being dropped off. We ask that students not wait outside to be picked up. DBTA is not responsible for any student outside of DBTA. Students must be picked up promptly by the end of their class each day, with the exception of those carpooling.

Any children/siblings must be always under parental supervision. Siblings must NOT enter and play in ANY EMPTY studio. Any DBTA property broken and/or defaced by siblings must be replaced by parents.

DBTA Staff is not responsible for students after class. However, any DBTA teacher who must stay late due to a tardy pick-up, the student's parent/guardian is responsible for paying \$1 per minute, unless in case of emergency.

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 DBTA regulations.

Personal Property

Denver Ballet Theatre Academy is not responsible for loss/damage of personal property. Lost and found items are collected in a designated place at DBTA. Items such as keys, glasses, or electronics will be kept at the front desk. Students are asked to mark all belongings with their names in permanent ink. Valuables and money should not be brought to the studio. DBTA assumes no responsibility for loss or theft of dance clothing, pointe shoes, books, electronics, cell phones, or other personal items that are left unattended in the building.

Food

ABSOLUTELY NO GUM IS ALLOWED IN THE BUILDING.

NO FOOD or DRINKS are allowed in the studios except for bottled water. We expect students to respect the space provided, it is expected that they clean up after themselves.

Restrooms

Parents of pre through level 1 students are responsible for making sure their children use the restroom before class. If the need arises during class, parents of those children who are not yet able to use the restroom without supervision must stay on the premises in order to assist their child. All other dancers must use the restroom before or after class.

Use of Cell Phones and Other Electronic Devices

Students are prohibited from using ALL electronic devices while in the studio during class time and rehearsals; this includes but is not limited to cell phones, music devices, gaming systems, and video/digital cameras. Studio faculty reserves the right to confiscate any and all devices during class or rehearsals, to be returned to the student at the completion of their day. Phone calls can be made only outside of the classrooms. In case of an emergency, calls to parents can be made via the Office or a faculty/staff member's cell.

Privacy Policies

DBTA collects personal information, such as your e-mail address, parent contact information, student data, etc. Information collected by DBTA is used solely for the purpose of billing and completing student registration based on your purchase.