

FALL 2020 / SPRING 2021 STUDENT AND PARENT HANDBOOK

Here at Denver Ballet Theatre Academy 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 believes that our young dancers are building skills for life.** 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

Student/Parent Conduct

Students are expected to act respectfully toward 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 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 employee.

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.). 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. For the protection of all students, any instance reflecting the above-listed behaviors or other examples of emotional instability will immediately result in a meeting with the student and their parent/guardian. 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.

A one-time \$35 registration fee will be charged at the beginning of each year.

There will be a \$25 late fee charge for tuition not paid by the 5th of each month.

There will be a \$25 fee for any returned checks. If a check is returned, the Director will require all future payments be made by cash or money order.

Any additional fees (performance fees, DVD orders, Summer Intensive fees, etc.) must be paid by the due date assigned and are separate from tuition payments.

Students are encouraged to register EARLY. All registration is accepted on a first-come, first-serve basis. Class placement is NOT RESERVED until the registration fee and first month's tuition have been paid, and all forms have been signed and returned to the Academy Registrar. 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.

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 to DBTA is non-refundable, non-transferable, and non-prorated (in the case of missing classes).

Chronic lateness of tuition payment is grounds for dismissal.

Preferred payment is by cash or check. If paying by check, please hand it to the registrar or deposit it in the Tuition Drop Box by the 5th of each month. Please be sure to write the dancer's name clearly in the memo line on the check.

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. 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 genuine emergency. If a student is sick or injured and will miss class, DBTA 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, DBTA reserves the right to bar any student who arrives for class late from participating in the class other than as an observer.

Makeup classes are allowed but must be in the same level or lower and within the same month that the class was missed.

Parent Observation days will be twice a year for each level. Schedule TBA.

Dress 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 worn at all times. Clothing must absolutely 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 Levels 3 and up:

- Black Leotard (underwear should not be worn under the leotard); Colored leotards are allowed on Saturdays only)
- Ballet pink tights
- Hair must be worn neatly in a secured bun.
- Pink canvas ballet slippers, pointe shoes (for those on pointe), black character shoes (for those taking Character), 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

Male students Levels 3 and up:

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

Placement and Advancement

All students are continually assessed to ensure proper placement throughout the year. Age is considered for placement of young dancers in beginning levels. Age and ability are considered for placement in levels 3 and up. 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 placements and changes made by the Academy Directors are final.

Enrollment is limited. When a class reaches maximum enrollment, a wait list will be created.

Annual Evaluations, held in the Spring for our highest levels, allows our Director and Faculty to give a final assessment of student progress. A successful Evaluation does not necessarily guarantee advancement.

Please Note: Students should expect to spend 2 years in one level. 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.

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.

Building Security Procedures and Protocols

Only with the permission of a parent/guardian may students under the age of 18 leave the building after being dropped off. **DBTA is not responsible for any student outside of DBTA.** We ask that students not wait outside to be picked up. Students must be picked up promptly by the end of their class each day. 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 accepts no responsibility 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

NO FOOD or DRINKS are allowed in the studios with the exception of bottled water. We expect students to respect the space provided. If a student makes a mess, it is expected that they clean it up. Trash should not be left on the floor. There are trash bins in several areas for student use.

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; 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. 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.

Medical Attention for Sick or Injured Students

The consent to treat form 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. 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.

Release and Waiver Form

Release and waiver of liability, assumption of risk and indemnity agreement form is required to be on file for all students. No student is permitted to begin class without this form submitted to DBTA.

Photography/Videography Release

All DBTA students must have a signed Model Release form on file. *Identifying information will not be included without permission.

Inclement Weather and School Closings

DBTA is not responsible for classes canceled as a result of extreme weather conditions or other circumstances beyond our control. DBTA's Facebook/Instagram page and website will be updated to reflect changes to the daily schedule due to inclement weather. DBTA follows the Littleton Public School's decision for cancellations, as well as holiday closures.

Performances

DBTA offers performance opportunities throughout the year. Participation is not required but highly encouraged. The stage offers growth and learning experiences that a classroom can't, and it showcases all of the skills learned in it. Some rehearsals will be done during class time. If you choose to not participate, your child will not be left out during class but rather will learn the choreography on the side, but they will not perform.

Auditions are held and **casting decisions are left to the discretion of our Directors and Faculty.**

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

Costume Care

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 must be immediately reported to the DBT staff.

Withdrawal from DBTA

Tuition or payments already made to DBTA are non-refundable. 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 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, DBTA must receive documentation from the student's physician confirming the injury or illness. Payment for administrative fees (i.e. Registration Fees, Deposit Fees) cannot be deferred. Approval to defer payment is granted on a case-by-case basis.

If a student wishes to withdraw from a class, 30 days written notice is **REQUIRED**. 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.



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.

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.

**FALL 2020 / SPRING 2021
CONDUCT CONTRACT**

PARENTAL/GUARDIAN STATEMENT OF RESPONSIBILITY

I, as a parent or guardian of the student named on this form, **have read the Denver Ballet Theatre Academy Student and Parent Handbook for 2020-2021**. I fully understand and have discussed with my child that they will be expected to conduct themselves in a disciplined manner. I accept full responsibility for the timely payment of my child's tuition and fees. I understand that all tuition, enrollment, and fees paid to DBTA on behalf of my child are forfeited by the student if and when they are dismissed. I also understand that DBTA is not responsible for lost or stolen items.

PARENT/GUARDIAN'S PRINTED NAME _____

PARENT/GUARDIAN'S SIGNATURE _____ DATE _____

STUDENT PLEDGE OF COOPERATION

I have read the Denver Ballet Theatre Academy Student and Parent Handbook for 2020-2021, and fully understand that I will be expected to conduct myself in a disciplined manner while at DBTA. I agree to abide by all DBTA rules and policies. I understand that all violations of DBTA policies and rules governing it may be grounds for dismissal. I also understand that DBTA is not responsible for lost or stolen items.

STUDENT'S PRINTED NAME _____

STUDENT'S SIGNATURE _____ DATE _____