

DANCE  
LIVES  
HERE



## 2018-2019 STUDENT HANDBOOK



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## ABOUT MONTGOMERY BALLET

Founded in 1958, the Montgomery Ballet School has proudly offered decades of dance education and community enrichment. The Montgomery Ballet expanded to include a professional company in 1987. Our students are provided an unparalleled experience to observe, be trained by, rehearse with, and perform alongside the professional company.

## OUR MISSION

Inspiring, enriching, motivating, and empowering Alabama's River Region through education and the art of dance.

## DANCE FACULTY

The Montgomery Ballet School features a team of professional instructors dedicated to providing a nurturing experience in the art of dance that will aid in the physical, intellectual and emotional development of students at all levels.

Our instructors are among the best in the state and include current and past members of the Montgomery Ballet professional company.

## WAIVER OF LIABILITY

All students must be in good health and physically able to endure class. A waiver of liability must be signed by every student enrolling in the school. The Montgomery Ballet is not liable for injuries sustained on the premises of the studio or at performance locations. The Montgomery Ballet is not liable for any loss or damage to personal property.

## OUR CURRICULUM

The Montgomery Ballet is dedicated to providing excellent dance education with a challenging and comprehensive curriculum designed to inspire young dancers and help them achieve their goals and dreams. We currently offer two educational tracks:

### Academy of Dance

The Montgomery Ballet School's Academy of Dance focuses on developing and training students in the art of classical ballet. Class placement is based on the student's physical capability to learn the technique and his or her intellectual and emotional ability to commit to the program. Students are expected to train 2-4 times a week dependent on class level.

### Youth Company

The Montgomery Ballet is pleased to offer our students with additional performance opportunities. This ensemble provides adult dancers and students ages 10 and older with the opportunity to perform alongside The Montgomery Ballet Professional Company. Youth Company members are required to attend classes and rehearsals on Friday afternoon and Saturday. Financial commitment consists of \$50 per month or \$500 per year. Selected dancers must sign an agreement which specifies the requirements and commitment for the year as well as performance fees (cost dependent on the

production). Auditions will be held at the end of August for the season. If you would like to be part of our Youth Company please inquire with school administration and keep posted on our website/social media for more details.

## Civic Company

The Montgomery Ballet is pleased to offer our community with additional performance opportunities. This ensemble provides adult dancers and students ages 8 and older with the opportunity to perform alongside The Montgomery Ballet Professional Company. Civic Company members are required to attend classes and rehearsals on Friday afternoon and Saturday. Financial commitment consists of \$70 per month. Selected dancers must sign an agreement which specifies the requirements and commitment for the duration of the production they are part of as well as performance fees (cost dependent on the production). Auditions will be posted two months prior to each production. If you would like to be part of our Civic Company please inquire with school administration and keep posted on our website/social media for more details.

## Recreational Classes

The Montgomery Ballet School offers recreational classes at all levels from basic to advanced; from age 2.5 to adult - in ballet and various other dance styles.

## STUDENT PLACEMENT

Advancement is decided by the school directors after consultation with the faculty; it is based on the student's physical ability to learn the technique and his or her intellectual and emotional ability to commit to the program. Please note that placement is to facilitate the student's capacity for learning and to ensure their success. These decisions are made with thorough evaluation and discussion amongst the faculty keeping the dancer's physical and emotional development in mind.

## POINTE CLASS PLACEMENT

At The Montgomery Ballet School we take pointe work very seriously. Pointe work can be dangerous and detrimental to the feet if a dancer begins too early. Our instructors and Artistic Staff take careful consideration for each student before recommending her to begin pointe work. Dancers must be at least 11 years old; take technique class a minimum of 3 times a week; attend class regularly; must demonstrate necessary foot and ankle strength; have the necessary flexibility in the ankles and the ability to maintain proper alignment. If a student attends a dance magnate school/program and is placed on pointe but does not quite meet the above requirements, our instructor may ask the student to work in flat shoes until they meet the requirements. Please understand that this is for the health and safety of the dancer and does not reflect negatively on them in any way.

Instructors will let the students know when it is appropriate to buy and bring shoes to class. **Please do not purchase pointe shoes on your own.** Each dancer has unique qualities to their feet and must be evaluated to ensure a proper fit. This is vital to the dancer's success. Thank you for your cooperation on this matter and understanding that we are looking out for the health and safety of all our dancers.

## JACKRABBIT ACCOUNT

All Montgomery Ballet families are registered in Jackrabbit Dance, which we use as our database software. All families are encouraged to create a login and password. You can easily see what classes your child/children are registered for, make payments, and sign our annual agreements. Please see front office if you have any questions or feel free to call if you need help.

### Jackrabbit First Time Login Instructions

1. Go to [www.montgomeryballet.org](http://www.montgomeryballet.org) and click the school Portal login (top right)
2. Select the blue "Forgot Password or Need to Get Started" link
3. Use email that we have on file and click Submit
4. A new password will be sent to your email after a few moments
5. Go back to the school portal login with your email address and new password, click Sign In
6. Read through & acknowledge all agreements (these are the same policies outlined in the Handbook); Finish by typing your name at the bottom.
7. Now you are able to pay all student fees & tuition, see what classes you are registered for and see any news or updates that have been sent out by our school.

## TUITION & FEES

Tuition is based on a ten (10 month) school year and provides 40 weeks of instruction. The student **registration fee** is \$35 per family/academic year and is due at the time of enrollment or the first day of instruction. **Recital fees** of \$95/student will also be charged at the time of registration to be paid in full no later than **31 December**. This fee is to help pay for theater expenses and two tickets are included with this price. If you choose *not to participate* in the spring recital you must let the school administration know *in writing* no later than **31 October**. Montgomery Ballet School does need to maintain 5 students in a class to provide adequate instruction and reserves the right to cancel a class due to low enrollment.

### Monthly Tuition:

Calculated by number of instructional hours taken per week

|                  | Monthly | Annually |                   | Monthly | Annually |
|------------------|---------|----------|-------------------|---------|----------|
| <b>1 hour</b>    | \$50    | \$500    | <b>6 hours</b>    | \$210   | \$2100   |
| <b>1.5 hours</b> | \$75    | \$750    | <b>6.5 hours</b>  | \$215   | \$2150   |
| <b>2 hours</b>   | \$95    | \$950    | <b>7 hours</b>    | \$220   | \$2200   |
| <b>2.5 hours</b> | \$120   | \$1200   | <b>7.5 hours</b>  | \$230   | \$2300   |
| <b>3 hours</b>   | \$135   | \$1350   | <b>8 hours</b>    | \$240   | \$2400   |
| <b>3.5 hours</b> | \$155   | \$1550   | <b>8.5 hours</b>  | \$245   | \$2450   |
| <b>4 hours</b>   | \$170   | \$1700   | <b>9 hours</b>    | \$250   | \$2000   |
| <b>4.5 hours</b> | \$185   | \$1850   | <b>9.5 hours</b>  | \$255   | \$2550   |
| <b>5 hours</b>   | \$200   | \$2000   | <b>10 hours +</b> | \$260   | \$2600   |
| <b>5.5 hours</b> | \$205   | \$2050   |                   |         |          |

### Tuition: Extra Programs

|                               | Monthly | Annually |
|-------------------------------|---------|----------|
| Youth Company                 | \$50    | \$500    |
| Civic Company                 | \$70    |          |
| Drop In Rate (per class)      | \$15    | -        |
| Professional Rate (per class) | \$12    | -        |

## School Tuition Payment Options

For your convenience the Montgomery Ballet offers two tuition payment options:

### Full Year Paid In Full

Individuals who pay their tuition in full by the first day of the school year are eligible to receive a 5% discount. Please contact our office if you are interested in this payment option.

### Monthly Tuition Payments

You have the option to pay tuition monthly in 10 equal installments. After the initial payment, recurring tuition will be posted to the family's Jackrabbit account on the 25<sup>th</sup> of the previous month. The family will have until the 6<sup>th</sup> of the month to pay all tuition and fees charged. A late fee of \$20 will be charged to the account on the 7<sup>th</sup> of the month. If tuition and fees are still **not paid by the 7<sup>th</sup> of the month, the student will not be able to take class** until tuition/fees are paid. Exceptions will be made on an individual basis and must be discussed with school administration PRIOR to the 7<sup>th</sup> of the month. Students will not be able to participate in open auditions if their financials are not in good standing.

## Additional Fees

There are performance & costume fees associated with all performances and recitals.

### Recital Fees

At the end of the year, students are expected to perform in our end of year school recital. This is so important because it allows the student to show family and friends how far they have progressed during the school year. The recital fee is \$95 per student and is charged upon registration. Each class performance will require a costume fee of \$70 per class. Recital fees can be paid incrementally during the first half of the year and must be paid in full by 31 December. *See Tuition and Fees, p. 3*

### Audition/Performance Fees

Students will have several opportunities to audition for and perform in with our Professional Company. Performance and costume fees vary based on the production and the number of parts the participant is chosen for. Audition fees are \$10/performance audition and can be paid through Jackrabbit.

## Youth Company Fees

Members will be required to pay \$50/month or \$500/season to cover the cost of their Friday and Saturday rehearsal time. Members will be responsible for performance fees but are only required to pay a one-time Youth Company audition fee of \$10.

## Civic Company Fees

Members will be required to pay \$70/month for the duration of the production to cover the cost of their Friday and Saturday rehearsal time. Members will be responsible for performance fees but are only required to pay a Civic Company audition fee of \$10 to be considered for each production.

## Class Card

Adult dancers (age 18+) may choose to purchase a class card at the front desk. The cards are good for 10 classes and cost \$120. The student is required to present the card to the Instructor at the beginning of class. The instructor will initial the card. Class cards may only be used for Yoga, Adult Ballet, or any Adult/Open style class. Please check with the front desk or current schedule.

## DISCOUNTS

Montgomery Ballet offers the following discounts for its students. You may only use one discount per family:

### Multi-Class Discount

Discounts will be applied for taking multiple classes per week. The discount is based on number of instructional hours/week and is capped at 10 or more hours (*see Tuition, p.4-5*). This applies per student.

### Full-Year Payment Discount

Families paying tuition for the full year in August receive a 5% discount.

### Military Discount

Families of active military personnel are eligible for a 10% discount for tuition. Must present valid military ID upon registration. Applies per family.

### Referral Discount

A \$25 discount is offered to both the new registrant and referring student/family. This discount is one/referral and will be deducted from the next month's tuition.

## REFUNDS

Tuition and fees are non-refundable. The school's policy is to make refunds to students in the general program in the form of tuition credit only. Credit may be given for medical reasons or school commitments only. A written statement from a physician or teacher is required. No credit is given for unused classes more than two months after the date of sale. Any problems due to unusual circumstances should be discussed with the school administration.

## MAKE UP CLASSES

If a student misses class, they may take a make-up class at the same level or lower in the same style of dance.

## STUDENT UNIFORMS & APPEARANCE

The following uniform is expected of all Montgomery Ballet students:

Creative Movement, Pre-Ballet, and Ballet I-V: Appropriate level Montgomery Ballet leotard, ballet pink tights, pink ballet shoes (full sole for Ballet I-III; split sole if desired for Ballet IV-V). Hip alignment belts will be worn around the waist for Ballet I-V and all Pointe classes.

Pre-Pointe/Pointe: Appropriate level Montgomery Ballet leotard, pre-pointe or pointe shoes and hip alignment belt worn around the waist. Students must be evaluated by the instructor to begin pointe work. Gaynor Minden pointe shoes are not recommended for Montgomery Ballet students and will not be allowed in class for beginner students.

Adult Ballet: Any style black leotard, pink tights and pink ballet shoes are recommended. Adults may wear form fitting athletic wear instead of a leotard or tights, if desired. Skirts are permitted.

Open Ballet/Company Class: Any style leotard, pink or black tights and appropriate ballet shoes/pointe shoes. Skirts may be worn if desired.

Men: Black tights, white solid t-shirt, white socks and white ballet shoes.

**No skirts, shirts, or sweatpants are allowed in ballet class. Only adults taking class are permitted to wear such items. In the event of injury where these items may be necessary, the instructor must be notified prior to class regarding the need for these items. Warmers may be worn during winter months at the sole discretion of the instructor.**








Jazz/Musical Theater: Appropriate level Montgomery Ballet leotard, black jazz shorts with black or pink tights, or black capri or full-length pants and black slip on jazz shoes. If the student chooses to wear shorts, they must also wear tights.

Tap: Appropriate level Montgomery Ballet leotard, black jazz shorts with black or pink tights, or black capri length pants and black lace up, jazz style tap shoes.

Tumbling/Contemporary/Modern: Any solid color leotard, black jazz shorts with black or pink tights, or black capri length pants. If the student chooses to wear shorts, they must also wear tights. Students may wear lyrical shoes or have bare feet for Modern and Contemporary classes.

Hip Hop: Athletic wear and sneakers.

Please see the following table for required Montgomery Ballet leotards:

|   |  |  |  |
|---|--|--|--|
| <p><b>Creative Movement</b><br/> <b>Pre-Ballet/Tap</b><br/>           Tank leotard<br/>           Light Pink</p>  | <p><b>Pre-Ballet</b><br/>           Tank leotard<br/>           Raspberry</p>      | <p><b>Ballet I</b><br/>           Tank leotard<br/>           Royal Blue</p>  | <p><b>Ballet II</b><br/>           Tank leotard<br/>           Purple</p>  |
| <p><b>Ballet III</b><br/>           Camisole leotard<br/>           Maroon</p>                                   | <p><b>Ballet IV</b><br/>           Camisole leotard<br/>           Navy Blue</p>  | <p><b>Ballet V</b><br/>           Camisole leotard<br/>           Black</p>  | <p><b>These are example leotards.</b><br/> <b>You may purchase any brand.</b></p>  |



You can purchase all necessary uniform items at and any dancewear distributor.

**Montgomery Ballet students/instructors receive a 10% discount.**

Hip alignment belts are purchased from The Montgomery Ballet School front office for \$6. During Open House week, uniform packages can be purchased from a Dancewear Etc. representative. There will be a grace period to allow for the ordering process; however, **all students must be in full uniform no later than September 1<sup>st</sup>.**

## APPEARANCE STANDARDS

A neat appearance is very important to learning the art of dance. The following is expected of all Montgomery Ballet students:

Women/Girls: During ballet, pointe and variations classes, hair must be pulled back off of the face and neck in a secure, neat bun. During all other classes, hair is allowed to be in a secure ponytail. Scrunchies and bun covers are acceptable. For safety reasons watches, bracelets, necklaces and other jewelry must be removed prior to class. Small earrings are permitted.

Men/Boys: During class, longer hair must be secured and off of the face.

## STUDENT EXPECTATIONS & GUIDELINES

### **Be Respectful**

Students are asked to be respectful to each other, all teachers, staff and faculty. Disrespectful behavior will result in dismissal from class. Reverence is expected at the end of class.

### **Be Present**

You are expected to attend all required classes. This is your dance education; each class builds on the next.

### **Be On Time**

If you are late to class, please wait by the door for the teacher's acknowledgement and then politely ask if you may join class. If you are more than 15 minutes late your teacher may ask you to watch class. This is at the teacher's discretion.

### **Be Properly Attired**

Students must be properly attired (*See Uniform and Appearance standards, p.6*) in their appropriate uniform, including all accessories, tights, shoes, and hairstyle. If you are not prepared, your teacher may ask you to watch class and you will owe the front desk \$1/day that you have an infraction.

### **Be Prepared**

Students should have all materials ready for class including a notebook and pencil, if required. This is at the teacher's discretion.

### **Be Committed**

Rehearsals for school performances are *mandatory*. If you have an emergency or a prior engagement you must inform the school administration in writing (via email) 48 hours prior to your absence. Failure to attend rehearsals may result in the student being taken out of the production or school recital. If consistently late to rehearsal student may be pulled from the production or school recital. Known conflicts must be given at the time of audition. Two unexcused absences are allowed per semester, as long as advance notification is given.

Signed,

Danny Mitsios  
Artistic & Executive Director  
The Montgomery Ballet

Rania Charalambidou  
School Director  
The Montgomery Ballet

## 2018-2019 SCHOOL CALENDAR

### August 2018

- 1-5 Open House Week
- 13 First Day of Instruction
- 18 Youth Company Auditions (Tentative)
- 24 Nutcracker Auditions (Tentative)
- 24 Parent Orientation (Tentative)

### September 2018

- 3 School Closed for Labor Day
- 9 Nutcracker Auditions (Tentative)
- 16 Nutcracker Parents' Meeting (Tentative)  
Ballet and the Beasts at the Zoo
- 22

### October 2018

- 7 Nutcracker Performance Fee Due

### November 2018

- 19-23 School closed for Thanksgiving
- 30 The Nutcracker at Greenville, AL (Tentative)

### December 2018

- 5-10 School closed for Nutcracker
- 6-9 The Nutcracker at Davis
- 12/21- 1/6 School closed for Winter Break

### January 2019

- 7 School open for spring semester
- 13 Winter Production Auditions School
- 21 closed for MLK, Jr. Day
- 22 Winter Production Fees Due

### February 2019

- TBD Production at Greenville, AL
- TBD Production at Montgomery, AL

### March 2019

- 20-25 Spring Break

### April 2019

- TBD Snow White at Greenville, AL

### May 2019

- 12 Snow White at ASF (Tentative)
- 24 School Recital (Tentative)

# Signatures

By signing below, I acknowledge that I have read the Student Handbook in full and understand the policies outlined. I understand that I am also responsible for maintaining the standards set in the Uniform and Appearance section. A copy of this agreement will be maintained by School Administration and annotated in our Jackrabbit system.

Student Signature:

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Parent Signature:

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Date:

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