

Midtown Centre
1400 W. Peachtree St. NW
Atlanta, GA 30309
404-873-5811

Buckhead Centre
4279 Roswell Rd., Chastain Square, Suite 703
Atlanta, GA 30342
404-303-1501

Cobb Centre
2000 Powers Ferry, Suite G-4
Marietta, GA 30067
678-213-5000

www.atlantaballet.com

ATLANTA BALLET

Centre for Dance Education

~Handbook~

2009-2010 School Year

*The Atlanta Ballet
Centre for Dance Education*

is committed to

“Inspiring Excellence!”

The Centre is pleased to offer three payment options: **1) One Installment** (due at registration, with 5% discount), **2) Two installments** (the first due at registration, the second due January 1st), **3) Ten Installments** (first and last due at registration, the remainder due the first of every month.) **Invoices will not be mailed!** If you have selected the **Ten Installment** option, please keep in mind that each installment is **DUE** on the **first** of the month. We offer a fifteen day grace period. On the sixteenth day of the month, the payment will be considered late. At that time, a \$10 late fee will automatically be charged to your account. Please be aware that if your account becomes delinquent by two installments, we will respectfully remove your child from class and/or the Spring Concert until your account is current. After three delinquent installments, your child will be **automatically withdrawn** from the Centre and **must re-register** to attend any further classes.

PLEASE MAKE ALL CHECKS PAYABLE TO “ATLANTA BALLET”. INCLUDE YOUR CHILD’S NAME AND CLASS LOCATION (BUCKHEAD/MIDTOWN/COBB) IN THE MEMO PORTION OF THE CHECK.

We do NOT accept post dated checks! A \$35 fee will be assessed for each returned check. Multiple instances of returned checks may result in a policy of payment by cash, credit card or money orders only!

Late Pick-Up Policy: Due to security and staffing concerns, there will be a fee if you are late picking up your child after class or rehearsal. Beginning fifteen minutes after class or rehearsal ends, there will be a \$3 charge for each additional fifteen minute period until your child is picked up. This charge will be recorded by the receptionist and added to your monthly tuition.

- **A Special Note Regarding Tuition:**



Instructions for the Perfect Bun

1. ELIMINATE ALL FRIZZINESS!

2. With one hand, gather hair into a "bunch" at back of head. With other hand, lightly spray hair around head with water.

3. Brush hair into a ponytail and secure with covered elastic. Ponytail should be no lower than middle from back of head. If hair is worn in braids, braids should be secured tightly to head and secured with covered elastic. **Insure that the ponytail is centered between ears...not leaning to one side or the other.**

4. Brush and smooth hair towards ponytail.

5. Spray hairspray evenly around head.

6. Twist ponytail and begin to spiral hair around elastic. Coil hair into bun a bit at a time, **insert hairpins at every inch.** Insert pins...coil a bit more, insert more pins, etc. until ponytail is wound around to make a "snail coil." (**...As flat against head as possible**)

7. IMPORTANT! Wrap hairnet around bun

8. Add a few extra hairpins to ensure that bun is closely attached to head.

9. An additional, very light sprits of hairspray may be used if needed.

10. Children with hair at ear length or above must secure hair with bobby pins and light spray.

11. Please make sure hair is done when children arrive at the studio.



Atlanta Ballet Centre for Dance Education

John McFall, Director

Sharon Story, Dean

The Atlanta Ballet Centre for Dance Education's goal is to enrich student's lives through dance, enhance self-awareness and self-discipline, and introduce them to other art forms, books and music. The Centre will also counsel students on health issues. As representatives of the Centre, each student must be encouraged to fulfill a professional etiquette of the highest standards.

The Centre prides itself on the quality and professionalism of its operation. The faculty is of the highest caliber and we welcome comments and input regarding any and all aspects.

The Company and Centre represent an inclusive vision to reach people of all backgrounds and abilities through the art of dance. This mission is a collective effort based on non-competitive and positive support creating a pleasant environment for artistic endeavors to thrive.

The Centre requires a few general guidelines so that all dancers and parents will experience a healthy, productive atmosphere. Please read over these guidelines.

If you have concerns regarding any of these rules or policies or need to speak to Sharon Story for any reason, please make an appointment. Appointments will be available from 3:30 p.m. to 5:00 p.m. Tuesday through Thursday.

Sources of Information

The **bulletin boards and information tables** located in the lobby at all studios will supply general information along with important schedule changes and upcoming events.

The **front desk personnel** are excellent sources of information. If you need any help, please direct your questions to them. In order to protect your privacy, accounts CANNOT be accessed by our Front Desk Staff. Although they are pleased to answer your questions to the best of their ability, the information that they share with you DOES NOT supersede the information provided by the Registrar, Director of Centre Administration, Buckhead Centre Manager, Cobb Centre Principal, or the Dean. Nor does it negate your signed Centre Registration and Tuition Payment Commitment form.

A **Yearly Centre Calendar** is provided before the start of the school year. The calendar is also posted on bulletin boards at all locations and additional copies can be obtained from the information tables in the lobby of all studios.

The **Web Site (www.atlantaballet.com)** provides information regarding all aspects of the Atlanta Ballet Centre for Dance Education. Parents may sign up for our enews to receive Centre and company updates. Please sign up at www.atlantaballet.com. **Emails** will be sent regarding upcoming events, studio closings and schedule changes.

Important Telephone Numbers

These numbers and extensions are checked daily. You may leave a message on any extension.

Midtown Centre 404-873-5811
1400 W. Peachtree St. NW 404-874-7905 /fax
Atlanta GA 30309

ext. 310 General Centre Information/Adult Open Division
ext. 140 Nutcracker Hotline/Spring Concert Hotline
ext. 409 Summer Program Hotline
ext. 111 Kids in Step
ext. 101 Boutique/ Parent's Association

Sharon Story Tori Soles
Dean ext. 215 Director of Centre Administration ext. 225

Betsy Rothermel Kate Gaul
Registrar ext. 310 Education Associate/Kids in Step ext. 111

Sara Morris Jen Apgar
Education Associate ext. 106 Summer Program Director ext. 212

Buckhead Centre 404-303-1501
Chastain Square, 4279 Roswell Road, Suite 703, Atlanta GA 30342
Carla Cuba
Buckhead Centre Principal

Cobb Centre 678-213-5000
2000 Powers Ferry, Suite G-4, Marietta, GA 30067
Heather Conley
Cobb Centre Principal ext. 210

Spring Concert

The Centre concludes the year with a Spring Concert. The concert is designed on a voluntary basis and all levels are represented. Fees will be associated with participation. Details are outlined in January. Please refer to the Centre Calendar for dates of the Concert. Students are required to attend all spring concert rehearsals,

including the dress rehearsal. **There are no excused absences except for serious illness or injury.** In the event of illness or injury, a Doctor's note is required for the student to return to rehearsal. No more than two missed rehearsals are allowed due to illness or injury for the duration of scheduled spring concert rehearsals. Please understand that any missed rehearsal disrupts the entire class performing. Refunds will not be issued upon dismissal from the spring concert due to missed rehearsals. This policy is in effect to stay fair to the student who misses, students who are committed, and the instructors who strive to make the performance an enjoyable experience.

Nutcracker

All Centre students have priority casting for the Nutcracker. They must be 9 years of age by September 1st in order to participate. Casting for Nutcracker is chosen by audition. Fees will be associated with participation. Please refer to the Centre Calendar for audition date.

Scholarship students

Scholarships are offered based on demonstrated financial need and are available to students who have attended the Centre for one or more years. Scholarship students will be asked to share some responsibilities within the Centre. They will also be expected to act as teacher's assistants and examples to the younger students of the Centre. Scholarships will be revoked if students or parents do not meet the high expectations or standards set by the Centre. Applications are due by August 1st of each school year.

Parent's Association

The purpose of the Parent's Association is to offer support and assistance to the Centre in its purpose to train dancers. Members of the Parent's Association are the parents of students enrolled in the Centre. At the time a child is enrolled in the Centre, the parent automatically becomes a member of this association. Scheduled meetings will be posted in the lobby of all studios.

Violations

The use of alcohol, cigarettes, and illegal substances is strictly forbidden at the Centre or anywhere on Centre property. Students in violation will be dismissed immediately.

It is the intent of Atlanta Ballet and its Centre for Dance Education that all students and employees will enjoy an environment that is free from discrimination and/or harassment of any student and/or employee by another student, employee, supervisor, or non-employee. Atlanta Ballet has established specific policies regarding these issues. A copy of these policies is available upon request from the Dean. Any infringement of these policies should be reported to the Dean immediately.

Dancer Responsibility

As a representative of the Centre, each student must be encouraged to achieve the highest standards of etiquette and professionalism.

Classroom Etiquette

- ◆ There will be no gum or candy allowed in class.
- ◆ There will be no talking in class.
- ◆ There will be no hanging on the barres at any time.
- ◆ There will be no food or beverages allowed in the studios. Studios should be picked up upon departure.
- ◆ The mirrors will not be touched at any time.
- ◆ Pianos will be respected at all times. They will not be played or items placed upon them of any kind.
- ◆ The teacher will be treated with the utmost respect at all times.
- ◆ The faculty and accompanists will be properly thanked after each class.

If this general etiquette is not followed, the teacher has the right to dismiss the dancer from class. If the dancer is dismissed from class, they must see the Dean.

Day to Day Responsibilities

All dancers must check in with the front desk for attendance. At this time they must sign in and sign out to insure the utmost security. All dancers and parents are responsible for checking school call board in the lobby daily for any upcoming events and changes that may occur.

Dress Code and Appearance

Dressing rooms are located on the main floor or each location. There will be no dressing in the bathrooms. Lockers at the Midtown location are available for upper division, Aspirant, Elite, Premiere and Fellowship students.

All dancers are responsible for wearing the correct dress code for their class level. If the dancer does not have the correct attire, the student must watch the class. All students in the enrollment levels A through Pre-Pro must have their hair up in a bun. Bangs and long ends need to be pulled neatly back and secured with pins or barrettes and a mist of hairspray to keep loose ends out of the face and off the neck. Children with short hair (above the neck) need to secure the hair off the face and neck (bun is not necessary for very short hair). For the student's own safety there will be no jewelry worn in class, including watches, necklaces and dangling earrings. Students MUST wear the required ballet attire to class in order to participate. This attire includes the uniform leotard, tights and leather ballet shoes. Leather ballet shoes are required for the safety of your child. If your child does not have all three, they will be asked to sit and watch class as well as write out various syllabus rules and corrections that take place in class. A box of "lost and found" shoes is provided at the front desk. These shoes are available to borrow and must be returned at the end of class. Students must enter and exit the building with street shoes and a cover up over leotards & tights.

General Information

All students must sign in and sign out daily. When your child enters the building, they should immediately check in with the front desk. This is not only for attendance records, but also for emergency and security reasons.

Arrival and Departure

For safety and security, please adhere to the following guidelines for each location:

✓ **Midtown Centre**

The West Peachtree Street side of the building is not an entrance. It is not recommended to walk down the driveway.

✓ **Buckhead Centre**

All Buckhead Centre students must be picked up by a parent or guardian upstairs. No child will be allowed to wait outside or leave the studio without a parent or guardian.

✓ **Cobb Centre**

All Cobb Centre students must be picked up by a parent or guardian. No child will be allowed to wait outside or leave the studio without a parent or guardian.

Telephones and Parking

The dancers have been asked to use the phone only in emergencies. The Centre would also like to ask that you call your child only in the case of an emergency. The phone in the lobby will be for student and parent use. Please limit your calls to three minutes.

Emergency phone calls should be directed to the Front Desk at all locations.

If you plan to park in the Midtown Centre lot, you must have a parking pass from the front desk or you will be towed.

Food and Beverages

Food may only be eaten in the designated area of the lobby at each location. No food will be allowed in the studios, bathrooms or dressing rooms. All food must be thrown away in the garbage cans or recycling bins provided. Any infringement of this will necessitate a "water only" policy and food allowed only outside.

Lost and Found

Lost and found will hold articles of clothing for one month. Any clothing left over a month will go towards charity. It is advised that all clothing have the student's name printed on it so that we may return the items promptly.

Centre Procedures

Placement of Dancers

All students will be carefully placed in the class that is fitting to their technique. The age of one student may differ from the other students. The Centre will make a concerted effort to keep the age ranges as close together as possible. However, the main emphasis will be placed on a student's technical achievement. They will be placed in the level that will encourage the most progress. A dancer must be challenged but not overwhelmed.

Advancement

Your child may not be promoted every year. The changing of levels in the Centre is always decided with your child's best interest and advancement in mind. If a child is promoted too soon, then he/she will miss some very valuable training. These children also struggle in the next level, which is unnecessary and dangerous. The dancers in the Centre will be placed with care and consideration at all levels of training. It is not uncommon for a student to stay at the same level for at least two years.

Evaluations

Students will be evaluated by the faculty at the end of each semester to ascertain progress and determine their placement for the coming semester. The first evaluations will be for Spring recommendations and what needs attention. The final evaluations will be for the following year's placement. Progress is closely evaluated for each individual throughout the year.

Observation of Classes

Parents should wait in the lobby during class. To avoid any distractions to the students and instructors, **no one** will be allowed to watch classes. There will be two observation weeks throughout the year so that you may see your child's progress. Please check the Centre calendar for dates of the observation weeks. Cameras, video recorders and/or cell phones are NOT allowed in the studio during observation.

Absences

Please call the front desk at each location to report absences. Front desk staff will notify the faculty.

Communication with Faculty

A notebook will be provided at the front desk of each location to communicate with faculty. The faculty does not have time between classes to address concerns properly. Write your concerns, name and phone number in the front desk notebook and the appropriate staff member will return your call. Staff members' phone numbers, addresses or emails will not be given out to students or parents.

Administration and Centre Policies

Tuition Payments

The Centre offers three payment options: 1. One Installment; 2. Two Installments;

3. Ten Installments. (Please refer to the last page of this brochure for more detailed information).

Schedule Changes

Schedule changes can be made up until October 1st. After that date, schedule changes involving switching from one class to another will **NOT** be accepted or made until the start of the spring session. A change made at the start of the spring session can ONLY occur if an instructor has advised your child to make such a change to their schedule. Any change you feel necessary to make mid session MUST be approved by the Dean which, if approved, will incur a \$25 fee. You may add a class to your child's schedule at any time, without incurring the \$25 fee.

Withdrawal Procedures

All withdrawals must be done through the Centre. Withdrawal forms can be obtained from the front desk at each studio and must be turned in to the location Principal or Dean. Full tuition for the month the student stops attending classes are due. You will be responsible for your tuition commitments until the withdrawal form is presented to the Centre.

Refund Policy

Tuition will be refunded as follows:

Before first class 100%

NO REFUNDS AFTER FIRST CLASS!

Registration Fee, Concert and Costume Fees and Nutcracker Fee are all NONREFUNDABLE.

We do NOT pro-rate tuition.

Lateness

Dancers will have a 10 minute grace period for lateness. If they arrive more than 10 minutes late, they are to watch class. If they arrive more than 10 minutes late and have another class following, they will be allowed to warm up themselves and join their next class.

Make-Up Class Procedure

Students **are not allowed** to attend any class at their level at any location to "make up" a missed class. Instead, level-designated "make up" classes will be held bi-monthly at the Midtown location on Saturdays. Dates and times will be posted in the lobby at all locations. In order for your child to attend a "make up" class, you **MUST** contact the Registrar (404) 873-5811 ext 310 **no later than one week prior to the scheduled "make up" class** to put your child's name on a list to reserve their spot. Classes are limited to 15 students at the A Level and 25 students for Levels B through D. We will not pro-rate tuition for missed classes.

Cancellation of Classes

If a class is canceled for any reason, a notice will be posted on the board in the lobby of all locations. The Centre will also be closed in the case of severe weather conditions. We will follow **Fulton County school systems closings**. Students are allowed to make up any classes missed as a result of cancellation (see make-up class procedure).