

# INLAND PACIFIC BALLET ACADEMY

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## PARENT / STUDENT HANDBOOK

*Welcome to  
Inland Pacific Ballet Academy.*

Creating Quality Dance Experiences Since 1991.

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# INLAND PACIFIC BALLET ACADEMY

## Programs

### ABOUT THE SCHOOL

Founded in 1991, the Inland Pacific Ballet Academy brings professional quality dance training and performing opportunities to students of all ages and levels of experience. Our staff of highly skilled professional Instructors encourages each student to reach their full potential in a positive and disciplined working environment.

IPBA students have earned scholarships with major ballet schools throughout the United States including the Joffrey Ballet, the School of American Ballet in New York, Pacific Northwest Ballet in Seattle, Houston Ballet, San Francisco Ballet, Atlanta Ballet, Boston Ballet, Pittsburgh Ballet, and American Ballet Theater. Many students have gone on to successful careers in dance companies including Alvin Ailey American Dance Theater in New York, Cleveland Ballet, Dallas Ballet, Los Angeles Chamber Ballet, Memphis Ballet, Nevada Dance Theater, Houston Ballet, Boston Ballet and Inland Pacific Ballet as well as in major Broadway shows such as *Oklahoma* and *Phantom of the Opera* in New York and Las Vegas.

Whatever your goals, whether you want to learn more about dance, keep in shape, or have a career in mind, Inland Pacific Ballet Academy provides quality training in a professional yet encouraging atmosphere.

### SESSIONS

IPBA's Academic Year is divided into 4 sessions: Fall, Winter, Spring, and the Summer Intensive. In between sessions, we offer a modified class schedule referred to as Open Classes. See Academic Calendar for dates.

### PLACEMENT AND LEVELS

IPBA's training program progresses students through seven graded Levels, most with an "A" and "B" section, and some with a "C" section.

- **NEW STUDENTS:** Level assignments for new students are determined through an evaluation class. Level placement evaluations are by appointment. Sometimes IPBA's Artistic Staff will request to observe a student in more than one evaluation class to insure the best possible level placement. Following your evaluation class, you will receive a confirmation letter via email. Please make sure your email information is up to date.
- **ALL STUDENTS:** With consistent attendance (per our stated Level recommendations below), attentiveness to their work, and good focus, most students will progress to the next Level at the beginning of the next Academic Year. However, at the discretion of the Directors, promotion or demotion of individual students may take place at any time during the year. For all students, progress is observed throughout the year in classes, Recital participation, Nutcracker participation, and the annual mid-year school wide Level Review in February.

### ENROLLMENT OPTIONS

IPBA offers 4 different enrollment options: Unlimited Program, Standard Program, Teen/Adult Program, and Individual Class Program. Attendance expectations are determined by the program you choose. Students may not switch between programs during a Session. Changing to a different program is only permitted at the beginning of a new Session. If you have signed up for a payment plan, this is an agreement between you and IPBA that your dancer will be participating in the program you selected for the duration of the Session. Credit is not given for missed classes.

- **UNLIMITED PROGRAM PACKAGE:** Students register for a Session of between 11-14 weeks and are offered a specific number of classes per week corresponding to their Level. In addition to their assigned Session classes, students may attend an unlimited number of Ballet classes offered for their level or below.

Also included in the Unlimited Tuition Package are: Pilates Mat, Stretch and Strength, Contemporary Styles, Tap, Broadway Skills classes, and Accelerated class (example: 2B Accelerated). Tuition does not include: Master classes, Workshops, Pilates sessions and Pilates Clinics but may be added to your class schedule for an additional cost.

- **STANDARD PROGRAM PACKAGE:** Students register for a Session of between 11-14 weeks and are offered a specific number of Ballet classes per week corresponding to their Level.

Tuition does not include: additional Ballet classes, Contemporary Styles, Broadway Skills, Tap, Stretch and Strength, or Pilates Mat, however, these classes may be added to your class schedule for an additional fee. Master classes, Workshops, Pilates Clinics, and Pilates Sessions are also available for an additional cost.

- **TEEN/ADULT PROGRAM PACKAGE:** Beginning Teen/Adult and Intermediate Adult students may register for a Session of between 11-14 weeks and are offered a specific number of Ballet classes per week.
- **INDIVIDUAL CLASS PROGRAM:** Students attend with no specified attendance requirement through purchase of single classes or a package of 4 or 8 classes to be used within 30 days from the date of purchase. While the Individual Class Program is a desirable choice for some students, it is always important to remember that Ballet is a physical art form requiring rigorous conditioning and building on successive skills. Students who choose to attend fewer than the recommended number of classes for their Level will still receive excellent training, but they may not progress as quickly from one Level to the next.

## ATTENDANCE

Each Level has a minimum attendance recommendation (see below) designed to progress students through the seven Levels of the Academy training program. Timely advancement through the Levels is contingent upon consistent attendance per our stated Level recommendations. For all Programs, it is of the utmost importance that students attend their classes consistently and be fully focused and attentive in class to continue to advance and build a progression of skills. In each class, important information is introduced and re-enforced in all aspects of the art, including new movement sequences, muscle strength, flexibility, musicality, coordination, style and overall technique. Regular attendance with focus is key to maintaining Level placement and being considered for advancement to the next Level. Frequent absences may inhibit the promotion of a student to the next Level. Students who are injured are encouraged to observe class and take notes, or participate with modified instructions from the Instructor. Students who are ill should stay at home.

## MINIMUM WEEKLY ATTENDANCE RECOMMENDATIONS

### Unlimited Program

- Unlimited classes in your Level. In addition to your class Level, you are encouraged to take Ballet classes in a Level below. These classes would be in addition to your schedule, and not a substitution for your Level class.
- Tuition includes Pilates Mat, Stretch & Strength, Contemporary Styles, Tap, and Broadway Skills classes if offered for your Level.
- Accelerated class (example: 2B Accelerated) is included in your tuition.

Pre-Ballet (4-5 yrs.)	2 Technique
Level 1A	2 Technique
Elementary Intro to Ballet	2 Technique
Levels 1B, 2A	3 Technique
Level 2B, 3A	4 Technique
Level 3B	5 (Fall/Winter: 4 Technique, 1 Pre-Pointe)
Level 3B	6 (Spring: 4 Technique, 2 Pre-Pointe)
Level 3C	6 (4 Technique, 2 Pointe)
Level 4	7 (5 Technique, 2 Pointe)
Level 5-7	8 (6 Technique, 2 Pointe)

Master classes, Workshops, Pilates Sessions and Pilates Clinics are also available to add to your class schedule at an additional cost.

In addition to Ballet classes, we recommend students take at least one Stretch and Strength or Pilates Mat class per week, and 1 additional movement form.

### Standard Program

- Includes Ballet classes in your level.

Pre-Ballet (3,4,5 yrs.)	1 Technique
Level 1A	1 Technique
Elementary Intro to Ballet	2 Technique
Levels 1B, 2A	2 Technique
Level 2B, 3A	3 Technique
Level 3B	4 (Fall/Winter: 3 Technique, 1 Pre-Pointe)
Level 3B	5 (Spring: 3 Technique, 2 Pre-Pointe)
Level 3C	5 (3 Technique, 2 Pointe)
Level 4	6 (4 Technique, 2 Pointe)
Level 5-7	7 (5 Technique, 2 Pointe)

Additional Ballet classes, Contemporary Styles, Broadway Skills, Tap, Stretch and Strength, Pilates Mat are not included in your tuition, but are available at the open class rate.

Master classes, Workshops, Pilates Clinics, and Pilates Sessions are also available to add to your class schedule at an additional cost.

Note: Accelerated classes listed on the class schedule (example: 2B Accelerated) are only available to students enrolled in the Unlimited Program.

## POINTE AND PRE-POINTE

Students will be considered for Pre-Pointe starting in Level 3B and for Pointe in Level 3C. For any student to be considered for Pointe, maintaining required attendance for their Level is imperative. As a rule, no student under age 11 will be given pointe shoes due to physiological reasons including the individual student's overall physical development, bone growth, and spinal health. Exceptions are sometimes made. All decisions are at the discretion of the Directors.

**Note:** For a dancer's physical safety, because Pointe classes are not designed to warm up the body in the same way as Technique classes, students in all levels of Pointe are required to take a Technique class prior to any Pointe class.

## PERFORMING OPPORTUNITIES

- ***The Nutcracker* with Inland Pacific Ballet Company**

Auditions are open to all Inland Pacific Ballet Academy students Level 1A through Level 7. For those students who are accepted to participate in *The Nutcracker*, the opportunity of working alongside professional dancers in a fully staged production is an inspiration and experience students will always treasure.

- **Broadway Winter Workshop full length Broadway Jr. Book Show**

Part of the IPBA's commitment is to provide performing opportunities and expose students to a variety of performing arts styles and skills. For students ages 6-18 who love music and acting as well as dance, the Broadway Winter Workshop is a wonderful opportunity for young aspiring dancers, singers and actors to perform on stage in a full length Jr. Broadway Book Show and is a wonderful chance for Academy students to shine and share their art!

- **Annual Academy Spring Recital**

Unlike many ballet recitals presented by other schools, IPBA presents full-length ballets on a professional stage to showcase its students in their annual Spring Recital. All Levels in the IPB Academy participate, from 3 year old Pre-Ballet students through the upper division's most advanced dancers, with the show often including upwards of 150 dancers. The production's rehearsal and performance experience helps students develop a strong sense of what it is like to be in a professional company. There are many "firsts" for the students each year – it can be their first time on stage, first time wearing a tutu, first time performing on pointe, dancing a solo or dancing a principal role. Mostly it is a joyful celebration of all of the hard work and accomplishments by students and the dedication of families throughout the year. The Recital is an excellent opportunity to observe the highly professional training available at IPBA and to see how talent is developed by watching these young dancers as they move up the ranks.

- **Summer Intensive Showcase and Broadway Jr. Book Show**

IPBA's Summer Programs include a Dance Intensive, A Broadway Skills Intensive and a Summer Broadway Workshop. These programs offer comprehensive training for students enrolled in each or all of the programs, and provide a wonderful breadth of experience in all the performing arts disciplines.

- IPBA's Summer Dance Intensive culminates with a Summer Showcase highlighting a collage of work from barre work to contemporary, classical repertoire and variations, student choreography and pas de deux.

- The Summer Broadway Workshop culminates in the production and performance of a full length Jr. Broadway Book Show.

## Important Policies

### ATTITUDE AND DEPORTMENT

- A professional level of respect for the art and for one another is expected from every member of the Academy. Dancers and parents are expected to show respect toward fellow students, instructors, and staff, and to the discipline of dance. IPBA reserves the right to suspend, dismiss or refuse service to any student (or parent) whose attitude or deportment conflicts with the standards of the Academy or whose actions are deemed detrimental to other students or the Academy as a whole.
- **Be a positive example:** Parents and students agree, at all times, to help to maintain a positive and supportive atmosphere at the studio and at the theater and to refrain from negative comments and actions concerning other dancers or parents.

- Under no circumstances may a parent correct, reprimand or otherwise give direction to another dancer without that dancer's parents present unless they are in an official volunteer position (such as a backstage chaperone) and are directly assisting IPBA staff. Disregarding this rule, at the Director's sole discretion, may result in probation or possible dismissal from the Academy.
- **IPBA and INTERNET:** Because emails and social media sites, including but not limited to FACEBOOK, Instagram and Snapchat, can be seen and read by many, IPBA has a no tolerance policy regarding the use of these sites to write or suggest anything negative or derogatory about an IPBA or IPB Director, staff member, instructor, dancer, or family member. This rule applies to parent's conduct as well as student's conduct. Proof of disregarding this rule, at the Director's sole discretion, will result in probation or possible dismissal from the Academy.

## FOOD

- No food or drinks in the studios or in the hallways. Water is the only beverage allowed in these areas.
- Eating is only allowed in designated areas – the seating area in the rear of the facility. Please, NO EATING in studios or hallways.
- To keep our studio pest free, please do not leave food or drinks unattended during classes or rehearsals. **All food and drinks must be stored in sealed containers** and kept with your belongings before and after lunch breaks. No paper lunch sacks or bags from fast food restaurants.
- It is everyone's responsibility to keep the studio looking its best. Remember to clean up after yourself and throw away your own trash.
- **Permission Slips:** Because our new space is in a retail center, students may be tempted to walk to Starbucks or other food establishments during breaks. To that end, for parents who wish to allow their dancers to be able to leave the building, we have developed the following Permission Slip Policy for dancers 12 years and older ONLY:
  1. Permission Slip cards will be available at the front desk.
  2. Parents will sign 2 cards, one for us to keep on file and one that we will laminate for the dancer.
  3. Dancers may only leave the building upon showing their card to front desk staff. No card, no exit.
  4. Dancers may only leave the building upon showing their card to front desk staff. No dancer may leave the building alone. Must be in groups of at least 3 dancers.
  5. Dancers must be mindful of their time. The first time arriving back late for class, they will get a warning. The second time they are late their privileges will be suspended.
  6. IPBA is not responsible for the dancer when they are off the IPBA premises.

## OVERALL DRESS CODE POLICY (refer to Dress Code page on website for specific dress code for your Level)

- **PLEASE NOTE: COVER UP! STREET CLOTHES AND SHOES MUST BE WORN TO AND FROM THE BUILDING.** At no time should students appear outside the building in dance attire. Street shoes must be worn to and from the building. Any dance shoes, including warm up booties, should not be worn outside!
- For the Fall, Winter, and Spring Sessions, there are specific leotard colors for each Level which are described on the Dress Code shown on IPBA's website. During any Open Class periods offered between Sessions, students must wear their Level color leotard. For the Summer Intensive Program, dress code for all participating female students will be a black leotard, pink footed tights and pink ballet slippers or pointe shoes.
- Men's dress code for all levels are black tights, white or black T-shirt, white socks and black or white ballet shoes.
- Student's appearance in class must be neat at all times. Girls are required to wear their hair in a neat bun (or if your hair is too short, pinned neatly back away from your face). A hair net, gel and hairspray need to be used for all Levels.
- Jewelry – no dangling earrings, necklaces, watches, bracelets or large rings. Please leave these valuable items at home. Stud earrings are permitted.

- All pink tights are to be worn under your leotard. “Convertible” pink tights are acceptable and may be rolled up for Contemporary classes, however rolled up pink tights will not be allowed in Ballet classes. Black tights (refer to free dress day information provided on the Dress Code page located on our website) should be worn over your leotard.
- All garments should be fresh and clean for each class. Skirts and ballet slippers are washable!
- No bare midriffs.
- All Dress Code enforcement is at the discretion of the instructors, who from time to time may request a variation in the Dress Code, such as removal of skirts, for a particular class session for purposes of correcting posture and placement.
- Plastic sweat pants or baggy T-shirts may not be worn in class at any time. No biker shorts. Tights must be worn at all times.
- Some students purchase ballet slippers at stores such as Payless and Target. These shoes are not conducive to proper use of the feet. Student’s first ballet slippers should be fitted and purchased at *Attitude The Dance Shop* to ensure correct fit and style.
- Please represent Inland Pacific Ballet Academy in a professional manner by looking your best inside and outside the classroom. To this end, the Dress Code will be strictly enforced.

#### **TUITION POLICIES AND FEES** (refer to tuition page on website for tuition prices)

- **Registration Fee:** A \$35.00 Registration Fee is required once a year. Registration Fees are due upon enrollment for all new incoming students and due at the beginning of the Fall Session thereafter.
- **Returned Check Policy:** There is a \$35.00 charge for any returned checks. More than 2 returned checks may result in “cash only”, money order, cashier’s check, or MasterCard/Visa payments for all future payments.
- **Evaluations:** New incoming student Level Placement evaluation fee is \$20.00. Current student parent-requested Level Placement evaluation fee is \$30.00.
- **Family Rates:** Family rates are available to families with more than one child attending classes. Family rates only apply to students enrolled in the Open Class Program (single class rate excluded). The highest-level student pays full tuition; each additional child receives a 10% discount. No transfer of classes among students is permitted. Only one discount applies per child. Family rate does not apply to “Special” promotional tuition.
- **Payment Plans:** If you have signed up for a payment plan, this is an agreement between you and IPBA that your dancer will be participating in the program you selected for the duration of that Session. No switching between Sessions or Open Class program during the Session. Credit is not given for missed classes. Payment plans are not available during the Summer Intensive Program. Payment plans may be cancelled at the discretion of IPBA staff. Payment plans will include a \$5.00 service charge per payment and subject to late fees.
- **Late Fees:** Payments made after the due date are subject to a \$25.00 late fee. Accounts past due beyond 6 weeks are subject to collections and additional charges. At the discretion of the Directors, students with accounts more than 14 days outstanding may not be admitted to class until tuition is brought current.
- **Refund Policy:** Once a Session has begun, all tuition, deposits, and fees are non-refundable. Students are eligible for a partial tuition refund only if they withdraw from classes due to prolonged illness or severe injury. Requests for refunds must be made in writing and be accompanied by a doctor’s certificate stating inability to continue dancing and credit for missed weeks in cases of severe illness or injury will be extended for the following Session only. No switching between Sessions or Open Class program during the Session. This policy also applies to any Workshops, Master classes, Recital, or any other performance. Refunds will not be granted for any other reason except for prolonged illness or severe injury accompanied by a doctor’s certificate.
- **Make-ups:** Up to 3 make-up classes in the student’s Level or 1 Level below are allowed per Session. Missed classes may not be carried over to the next Session or to the Open Class Program. Missed classes due to Inland Pacific Ballet Company’s

rehearsals for *The Nutcracker*, or during IPBA's Spring performance rehearsals, may not be carried over or made up in the next Session or Open Class Program.

- **Pro-rating:** There is no pro-rating of tuition.
- **Pilates:** Pilates Sessions missed will be considered taken and charged unless IPBA has received a 24-hour prior notice. Make ups are by appointment only within 30 days of missed Session. All payments for Pilates are non-transferable and non-refundable.

### **STUDIO RULES – For safety and to promote a professional environment at IPBA**

- No one but instructors and staff are allowed to operate sound systems, air conditioning, heater, fans, and other studio equipment.
- IPBA is not a playground: No rough housing, climbing on barres, throwing objects, running in the halls or other inappropriate behavior.
- IPBA is not responsible for lost or stolen articles. Lost and Found is kept in a box in the girl's dressing room. Articles remaining in the Lost and Found box will be given away to charity at the end of each month.
- So as not to disturb other classes, please keep voices down in the lobbies and hallways. Young students must be encouraged to use "indoor voices".
- Studios and halls are not to be used as dressing rooms. No changing of clothes except in the dressing rooms. Do not use restroom stalls as dressing rooms.
- For the safety of your belongings, do not leave dance bags unattended in the lobby or dressing rooms. Dance bags should be stored in the designated area provided in the classrooms.
- No hard heels on the studio floors. Steel heels or taps will be assigned to a specific classroom or provided permission from IPBA staff.
- Students Level 3C and below are not allowed inside any studio without an instructor present or without permission from the staff.
- No chewing gum allowed in any of the studios.
- Tights must be worn by all students in all classes. No exceptions.
- No cell phone use inside the studios.
- Ice is available for minor injuries. Levels 4A and up may access ice on their own. Any student under Level under 4A needs to bring their injury to the attention of their instructor and ask permission to go to the front desk for ice. Specific rules for use of ice packs are listed on the ice freezer.

### **GENERAL POLICIES**

- **Important information is communicated via email. Please make sure your email information is up to date.**
- **ATTENDANCE IN TECHNIQUE CLASS:** An understanding of technique is not taught in rehearsals, it is learned in the classroom. Rehearsals are not a substitute for class! Dancers in all Levels are expected to maintain their regular class schedule. Only certain steps are used in rehearsal choreography. Dancers will not be able to improve their overall skills and progress through their Level syllabus without maintaining their attendance in class. Consistent absences from class may be grounds for dismissal from the performance the student is rehearsing for.

- **TECHNIQUE CLASS BEFORE POINTE CLASS:** Because Pointe classes are not designed to warm up the body in the same way as Technique classes, students in all Levels of Pointe are required to take a Technique class prior to any Pointe class or rehearsal on pointe.
- **ARRIVING LATE TO CLASS:** To prevent injury and promote professional conduct, students will be asked to observe class if they are more than 10 minutes late. If a student is late to class, they should briefly explain why to the instructor and ask permission to take their place at the barre. If a student is observing class because of injury, they should inform the instructor before the class and then ACTIVELY observe and take notes.
- **FOR YOUR CHILDS SAFTEY, NO DROP OFFS IN THE PARKING LOT!** There is no designated drop off area. Dropping your child off in the parking lot creates a serious safety hazard. When many parents do this at the same time and students are running to get to class on time, it is difficult to see where children are between cars, etc. **PLEASE ALLOW ENOUGH TIME TO ARRIVE, PARK, AND WALK YOUR DANCER INTO THE BUILDING.** The same applies when picking up your dancer after class or rehearsal. We highly recommend that parents park and walk their dancer to and from the building. IPBA cannot be held responsible for any incident occurring outside the building.
- IPBA is not a babysitting service and does not provide supervision of students outside the classroom, nor can we supervise siblings of dancers waiting in the building. All siblings must be under parental supervision. This is for your children's well-being. IPBA staff is limited and they are occupied with other things
- **PARENTS WITH STUDENTS IN PRE-BALLET (ages 3-5 years):** Parents must remain in the building while their dancer is in class. There are times that students of this age need assistance using the restroom and re-dressing to return to class. The dancers also look forward to seeing their parents after class, and the situation can become stressful for the student if the parents aren't there to greet them immediately.
- Students arriving early for class, or who are in the building waiting to be picked up, are expected to conduct themselves appropriately. Disruptive behavior will not be tolerated.
- **LATE PICK-UP:** Parents are required to pick up their dancers punctually when their classes and rehearsals are finished. Students will not be allowed to wait outside the building unattended after hours. As staff is required to stay if you are late past regular business hours, a charge of \$25 per 15 minutes will be imposed.
- Due to the physical nature of ballet, it is often necessary for the instructor to touch the students physically for correcting body placement and position. Therefore, if this presents a problem, please submit notice in writing to the Front Desk staff. Instructors will be notified. All related written requests will be held confidential.
- Photography and videotaping by parents are not allowed in the studios or through the viewing windows without prior permission from IPBA and the instructor. This is for your child's protection!
- Visitors, parents, and friends may observe classes from the observation windows. No one is allowed inside the studios while classes are in session.
- **CLASSES AND INSTRUCTORS ARE SUBJECT TO CHANGE:** Management reserves the right to engage a substitute instructor when the regular instructor cannot attend. Management also reserves the right to combine or cancel class when needed.
- For purposes of advertising and promotion, photographs and video footage of students may be procured during classes, rehearsals, performances and photo sessions. Parent/Student hereby grants to IPBA/IPB student's irrevocable, perpetual permission to make photographs, videos, drawings, sound recordings, audio-visual recordings and/or any other personal identification of Student (collectively "Identification"), and which images are made, have been made in the past, or will be made in the future, in or in connections with IPBA/IPB productions, events (or the preparation for such productions or events) whether such images are or have been made before, during or after class, rehearsal, performance(s), photo sessions, and/or other events (collectively such images shall be referred to as "Student's Images") and to use, publish and/or otherwise exploit, in any manner or medium, any and all such Student's Images for any purpose deemed beneficial for or appropriate to advancing IPBA/IPB's purposes in IPB/IPBA's sole and absolute discretion, including, but not limited to, uses of Student's Images in connection with advertising, posters, brochures, CDs, DVDs, films, television programs, the exhibition of Student's Images in in-studio and theater galleries, internet, and any other promotional and fundraising purposes. IPBA/IPB will use



commercially reasonable efforts to accord Student credit by name in connection with all solo or duo photos in IPBA/IPB publicity materials and in connection with audio-visual recordings of all kinds. However, IPBA/IPB cannot guarantee to accord such credit in connection with promotional posters, brochures, or flyers in which Student's Images are promulgated because with respect to such uses, aesthetic considerations and space limitations must be determinative of the layout and design of such materials in IPBA/IPB's sole and absolute discretion.

- The use and/or possession of any illegal (or age restricted) substance or paraphernalia is strictly prohibited. This includes tobacco, alcohol, all illicit drugs, contraband prescription medications, pipes, etc. Failure to comply with this clause will result in immediate parental notification and severe disciplinary actions including immediate dismissal from the program.
- IPBA reserves the right to refuse service to anyone.