

ARB Studio Policies

2023-2024

Liability Waiver

I understand that The Academy of Russian Ballet is not responsible for any injuries sustained at any time, and/or at any location in the Wellington Business Center or Reston Business Park. I recognize that my child's participation may expose him/her to the risk of injury. I accept this risk and hereby relieve the Academy of Russian Ballet, and/or its agents, employees, faculty, the Wellington Business Center and Reston Business Park from all liability for personal injury, illness or property damage occurring during instruction or performance, whether or not caused by the negligence of The Academy of Russian Ballet, its agents, employees, and/or faculty. I understand that any studio, gymnasium, auditorium, or theater is not accountable for any injury, illness, or property damage occurring during performance or instruction. I certify that my child is in good health and capable of participating in all the activities and classes. I understand that dance instruction involves kinetic corrections to the body that may involve physically touching the students as a part of the regular class work and rehearsals. COVID-19: I understand that ARB is permitting individuals to enter the premises despite the possible spread of COVID-19, commonly known as "the Corona Virus." ARB has instituted measures in an attempt to prevent the spread of COVID-19. However, ARB cannot and expressly does not guarantee, that despite our best efforts to prevent the spread of this virus, Customer might contract this virus at ARB as a result of receiving instruction in person. Furthermore, given the nature of the manner of dancer instruction, close contact between students and teachers, and even other students, while we will do our best to keep at a minimum, cannot be totally avoided. Said permission for Customer by ARB to enter the premises is not to be relied upon as determination that it is safe or advisable even if done in accordance with Center for Disease Control guidelines, State of Virginia guidelines, federal guidelines, local guidelines, and/or any other statutes, regulations, guidelines. All persons who enter the premises of ARB do so at their own risk and peril. ARB has no liability under any theory of liability for permitting Customer to enter the premises at ARB. I, therefore, agree to assume and take on myself all the risks and responsibilities in any way associated with my entry onto the premises of ARB. In consideration of and return for the opportunity to enter the premises of ARB, I release the ARB (and all ARB owners, employees, and agents) from any and all liability, claims, and actions that may arise from injury or harm to me or others, including death, or from damage to my property or to property of any other in connection with my presence at ARB. I understand that this release also covers liability, claims, and actions caused entirely or in part by ARB act or failure to act, including but not limited to negligence, mistake, or failure to enforce, supervise, or maintain. I assure ARB that there are no health-related reasons or problems which preclude or restrict or otherwise advise against by presence at ARB. I further assure the ARB that I have adequate health, property, and liability insurance necessary to provide for and pay any medical costs or property damage that may directly or indirectly result from my presence at ARB and I will indemnify and hold ARB harmless for any such medical costs or property damage. The facts, circumstances, situation, and advised response to COVID-19 is constantly changing, and ARB has no reliable way to keep fully abreast of this information. The fact that ARB is permitting Customer to enter the premises does not in any way, shape, form, or manner indicate that it is safe to do so. I understand that this release means I am giving up, among other things, all rights I may otherwise have to sue ARB, ARB owners, employees, and or agents for injuries (including death), damages, or losses I may incur or cause. I agree to hold ARB, ARB owners, employees, and or agents, harmless from all claims made by third parties that are in any way associated with my entry onto the premises of ARB. I shall be liable for all attorney fees, Court costs, and all other costs incurred by ARB in enforcing or defending any such claim or any portion of this Release. I also understand that this release is binding on all of my minor children and minors for whom I am legal guardian, as well as the heirs, executors, administrators, and assigns of my minor children and minors for whom I am legal guardian. I further understand that if I am executing this release on behalf of a minor child, then I shall hold ARB harmless against the claims of any other parent or legal guardian of said child who has not signed this release. I also understand that this release binds my heirs, executors, administrators, and assigns, as well as myself.

Class Level Placement & Requirements

- Level placement is at the discretion of the Artistic Directors and Instructors only.
- Technical advancement, strength, physical maturity, emotional maturity. Age is a secondary consideration.
- Students generally spend AT LEAST TWO YEARS PER LEVEL.
- Each student advances individually, not entire levels/classes at the same time.
- Students continuously learn new concepts and movements regardless "level".
- 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 attend classes of different styles (Jazz, Modern, Character, Tap), in addition to ballet, for further enrichment.

- Pointe Policy - Students must regularly attend a minimum of **THREE** or more technique classes per week to study pointe.
- Suggested Ballet Class Enrollment:
 - Pre Ballet through Ballet 2: 1-2 ballet classes/week AND Tap once per week
 - Ballet 3-4: 2-3 ballet classes/week AND at least **ONE** additional style (Tap, Jazz)
 - Ballet 5-6: 4 or more ballet classes/week AND at least **TWO** additional styles (Modern, Character, Jazz, Tap, Contemporary)
 - Ballet 7-8: 5 or more ballet classes/week AND at least **TWO** additional styles (Modern, Character, Jazz, Tap, Contemporary)

Add/Drop/Withdraw from Classes

- Students wishing to add classes, drop classes, or change schedules must complete an "Add/Drop" form at least **ONE MONTH** prior to the schedule change. (Form is available from ARB office staff).
- Tuition will not be changed until the form has been received.
- Students wishing to **COMPLETELY** withdraw from ARB before year end must complete an "Add/Drop" form **TWO MONTHS** prior to the month of withdrawal.
- Tuition will continue to accrue on accounts until this **COMPLETED SIGNED AND DATED** form as been received. (A letter, text, email, phone call is not considered proper documentation).
- Upon receipt of the Add/Drop form, the final tuition payments due will be charged immediately.
- Final payments that are unable to be processed will be subject to billing and/or collections agency.
- Any tuition credits, costume payment/deposits, stage fee payment/deposits previously paid will be forfeit.
- Students are encouraged to continue their normal class schedule during this two-month period.

Drop Off/Picking Up & Siblings

- Students should 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 who are carpooling with another student.)
- Students picked up 5 minutes after the close of business will pay a \$25.00 fee. Please be aware that each day has a different schedule ending time and do not assume there are classes or rehearsals following the end of your child's class.
- Parents are welcome to stay and observe the first 5-10 minutes of class from the viewing area (Levels Pre-Ballet - Level 5).
- Any children/siblings must be under parental supervision at all times.
- Siblings must **NOT** enter and play in **ANY EMPTY** studio.
- Any ARB property broken and/or defaced by siblings must be replaced by parents. (Studio is inspected each evening at the close of business)

Parent Observation & Exams

- Parents are asked to not open and close doors during classes as it disturbs and distracts students and teachers.
- Parents are asked to please keep their voices down while in the studios as the sound carries over into the classrooms and can be distracting.
- Please do **NOT** videotape classes from the door/window area, and/or video a class on the tv monitor in order to post recorded videos online.
- Parents may be invited into the studio to observe an evaluation class.
- Exams are possibly adjudicated by guest jurors. (Pending availability). There is no "Pass or Fail" of levels.

Summer Intensives/Programs

- **Our goal at ARB is to prepare our students for the path they choose to take with Dance. With over 35 years of experience in teaching and guiding students, we have experience with our students attending most programs around the country and internationally and have resources to draw on to help your student achieve their greatest potential.**
- ARB encourages our Intermediate and Advanced students, (9th grade/high school/15 years and older), to audition for summer programs and intensives at nationally recognized schools, if interested.
- Please make an appointment with the ARB directors Mr Yuri & Ms Jasmine to speak about programs that will be beneficial to the student. (Some programs are better than other programs. A program that may be a great choice for one student may not necessarily be a good fit for another student.)
- Students that attend SI's should also plan on attending the remainder of ARB's summer program to maintain any technical strength and/or progress made.
- ARB HIGHLY recommends that students attend summer programs that are in line with their future goals in dance. Ex: Student wants to be a ballet major in college - ARB recommends attending summer intensives at college programs starting after their freshman year in high school.

Communication

- ARB's main methods of communication is Email and social media. Please make sure that your email addresses are always up to date in the ARB Parent Portal.
- Emails from the ARB studios will be sent via the Jackrabbit online system. Please check your email account and be sure to add "Jackrabbit" as a "known" sender. Check your SPAM folder to be sure emails are not there.
- Important information is also posted on the boards in the studio. Studio hours are M-F 4:30-8:00 and Saturday 12pm-2pm, extended hours on Saturday during rehearsal periods.
- Email is answered M-F, but not on weekends.
- Office Hours for each location will be posted and you are always welcome to schedule a virtual meeting, or phone call, with our office manager.
- Please email Kimberly for questions regarding payments, tuition, add/drop, and Parent Portal.
- We ask all parents to please understand that it is YOUR responsibility to be knowledgeable about class times, schedule changes, rehearsal schedules, payments due, etc.
- ARB does not issue bills, invoices or receipts.
- Conferences and meetings with faculty need to be scheduled in advance. Please email office staff to set up an appointment.
- Please do not email teachers on their personal email/social media for ARB/NVYB related questions. We ask that you respect their "work" vs "social" time and send any ARB/NVYB questions thru the Parent Portal or ARB direct email account.
- Please do not stop instructors in between classes/rehearsals to discuss progress, issues, etc. as they can potentially be late to their next class/rehearsal. We are happy to schedule a time for you to talk to the teacher at another time.

Weather Policy

- In the event that ARB must close to weather, there will be a notice by 3pm issued via email, as well as posted on the Facebook page, Instagram account and Parent Portal. (The phone message will NOT be changed)
- All classes will be marked as an excused absence.
- Classes must be made up by students following the class makeup policy.
- ARB will not reschedule classes.

Etiquette, Respect, Late Entry & Makeup Class Procedures

- Students and parents are expected to maintain the high moral integrity of ARB.
- **Bullying, gossiping, disrespect towards instructors, Directors, peers, or other parents inside the studio, outside of class, on the internet, etc. will not be tolerated and will be dealt with accordingly. Parents and Students that have a history of the above issues will find their registrations subject to approval.**
- **ARB reserves the right to refuse admission to those students that have prior infractions.**
- Late Students in Ballet V and above must wait at the door for invitation into class.
- Students must make up missed classes within ONE month of the absence on their own accord.
- If you are absent from a make-up class, you are NOT able to reschedule for another make-up class.
- You do have the option to cancel and reschedule make-up classes BEFORE being absent for a class, so please reschedule rather than be absent if you find the original make-up class date/time won't work.
- **Parents are responsible for scheduling makeup classes thru the Parent Portal and all makeups must be scheduled AT LEAST TWO hours before the class begins.**
- Please do not contact the office and asked us to add your child to a class if it is within the two hour window.
- Tuition credit is not given for missed classes.
- Students must make up their class missed in a class of the same genre, at the same level or one below. (Missed Ballet class can be made up in another ballet class. A missed Modern class can be made up in another Modern or Jazz class, etc).
- Students must make up missed classes from the school year during the school year. Absences do not carry over to summer and vice versa.
- Students are not allowed to use several make-up classes to "add" another class to their schedule, rather than to register for the new class. This is a great way to try out a new class, but not add it to your schedule.

Performance Opportunities (ARB & NVYB)

ARB has several opportunities throughout the year for students to perform.

ARB END OF YEAR SHOWCASE:

All students participate in the End of Year Showcase on May 25, 2024 unless notification is given by December 1, 2023.

An information sheet will be emailed separately regarding Spring Concert dates, fees, payment due dates, etc.

Showcase fees will be split into two payments and those will be processed on 12/15/23 and 2/15/24 automatically.

- 12/15/23 Payment = Showcase Fee \$250 each - Includes Performance fees, T-shirt, Digital Download and Unlimited Tickets to the Performance at Hylton Performing Arts Center
- 2/15/24 Payment = Costume Fee - Each class will have either a Purchased Costume (\$90 each) or Costume Rental (\$45 each). These fees will be posted for each student for the classes they will be performing in for the Showcase.

YAGP: (Youth America Grand Prix) Select students will be invited by the Artistic Directors to participate in this Classical Ballet/Contemporary competition, typically attended in Jan/Feb each year. YAGP participation will not have any reflection on ARB placement or NVYB casting.

NVYB PERFORMANCES: (Northern Virginia Youth Ballet) is the non-profit ballet company associated with the Academy of Russian Ballet. ARB students are encouraged to participate in the NVYB productions of "The Nutcracker", our Spring Performance (Ex: Sleeping Beauty, Cinderella, Paquita, Coppelia, etc). Ballet is a performing art and ARB is dedicated to providing stage experience to its students. NVYB performances have additional costume and stage fees that help offset production costs. All parents are also required to volunteer and help with the productions. Parents that do not fulfill their volunteer requirements will be charged a \$250 fee. NOTE: This is NOT a payment to "opt out" of volunteer requirements. Interested families must plan on attending the mandatory parent meetings prior to the beginning of auditions/rehearsals.

Concurrent Enrollment at Other Studios

- ARB provides students with a complete training program and concurrent enrollment at another studio is not necessary and can actually be detrimental to technical achievement and advancement.
- Enrollment at other studios without permission or consultation may result in expulsion from ARB.
- 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 ARB faculty (in person and/or virtual) are prohibited.
- Performing with another studio is strictly prohibited unless prior approval is received. (Ex: Kennedy Center)
- Students found performing at another studio without prior approval may be immediately expelled from ARB.

Make Up Classes, Class Cancellations & Refund Policy

- It may occasionally be necessary for The Academy of Russian Ballet to combine or cancel scheduled classes due to inclement weather, teacher illness/inability to find an adequate substitute, and/or performance schedule conflicts. We will give notice of any cancellations as far in advance as possible.
- If the same class level is available on another day, students should make up the missed class in a timely fashion.
- Students may attend a make-up class at their current level, or 1 level below, within ONE month of the cancellation.
- If a student withdraws from ARB, any remaining classes available for makeup are null and void.
- Makeup classes may not be taken past the final date of withdrawal.
- Scheduling of makeup classes is the responsibility of the parent and can be scheduled in the Parent Portal.
- If a student is absent from a scheduled makeup class, they are NOT able to reschedule that class (again) for another makeup class.
- Tuition will not be pro-rated for student absences. Tuition is non-refundable, no exceptions.

Media Release

- We believe that our students, staff and school benefit from positive recognition and there may be occasional media coverage that involves our students.
- We ask permission to release pictures and/or other communication to the media on occasion. This may include newspapers, magazines, news station coverage, newsletters, social media and websites. (Not limited to those only)
- By signing you authorize The Academy of Russian Ballet to use your child's likeness.
- The Academy of Russian Ballet has my permission to take photos, videos, and/or films of me, my son or daughter, and consent to use such materials for promotional purposes by The Academy of Russian Ballet and Northern Virginia Youth Ballet. Instagram: Academyofrussianballet_va Facebook: Academy of Russian Ballet

Uniform & Class Attire

- All students are expected to adhere to the Dress Code and wear the ARB uniforms leotard for every ballet class. Please do not substitute brands/styles.
- Leotards may be purchased directly from ARB.
- No skirts or warmups permitted in class. Ballet 7 & 8 students may wear any color/style leotard for Saturday classes. Ballet 8 students may wear any color/style leotard for Friday and Saturday classes.
- Underwear, bras, etc. are usually not necessary in upper level classes. If support is necessary, it must be flesh colored.
- No electronic devices, phones, ipods, etc. allowed in the studios for classes and/or rehearsals without permission.
- ARB is not responsible for lost items.
- Hair must be done UP for ALL ballet classes (Pre-Ballet through Ballet 8). 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 in class. Students with short hair must be done up as much as possible.
- Street clothes/play clothes are not permitted in any class.
- No jewelry, watches, bracelets in any dance class.
- ARB is not responsible for lost items.
- No gum anywhere in the building.
- Only water is allowed in the studios.
- Food must be eaten in the waiting areas, NOT dressing rooms. Please clean up after yourselves.

Tuition/Payment Information

Tuition is based on 36 weeks of instruction with 10 equal "monthly" payments. Each students' 1st tuition payment will be processed immediately upon ARB staff review and approval of their schedule. (This will happen within 1-3 days of completing online registration).

During the year, **tuition payments will automatically be processed on the 25th of each month**, (starting on Sept 25, 2023), via the debit/credit card on file in the Parent Portal. Tuition will be considered LATE if not paid by the 1st of each month. All families are required to have a debit/credit card on file. Late fees will be posted after the close of business on the 1st. Late tuition will incur a \$35.00 charge if not paid in full by the 1st of the following month. (Date of tuition payment is determined by date processed in Jackrabbit) Each failed transaction will be charged a "Declined Credit/Debit Card" fee of \$25.00. Automatic payments will be initiated on the 25th of each month to ensure transaction is completed by the 1st. **ARB does not issue monthly invoices or receipts.**

Students who enroll at Academy of Russian Ballet AFTER September will receive prorated tuition for the month they enroll. After that, tuition will be charged on the 25th of each month at the appropriate rate according to the number of hours they are enrolled for the remaining months of the ARB school year.

All tuition, fees, costume payments/rental fees, performance fees are non-refundable, no exceptions. There will be no refund issued of tuition, fees, costume payments/rental fee, or performance fees due to weather closures, pandemics or other natural disasters. The owners of ARB may, at their discretion, offer a credit or discount in such circumstances. Any such credit or discount will be applied to your family account and may only be applied to future fees. These monies will not be refunded as any form of cash, check or credit back to a bank account or debit/credit card.

In the event a charge from ARB is disputed, or disputed after a student withdrawal from ARB, we will submit a copy of these policies that were agreed upon at registration in addition to the signed and dated withdrawal form to the credit card company. Only 1 type of tuition discount is applicable per FAMILY (Sibling/ Boys/ Talent/etc.). Tuition will not be prorated for student absences. Students with accounts two or more months overdue will not be permitted to attend classes until payment arrangements have been made.