



Albemarle Ballet  
THEATRE

## 2024 – 2025 Handbook & Policies

September 26, 2024 Revision

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## Registration

Once you complete online registration and enroll in a class, you are automatically enrolled in auto-pay unless you have sent notice to [Rian@abtdance.org](mailto:Rian@abtdance.org) of another preferred form of payment.

All students will pay a non-refundable registration fee of \$30 per student for the school year, due at the time of enrollment. A separate registration fee is charged for the Summer Program. All registration fees are waived for multi-student families; please note that your account will be credited within one billing cycle.

Current ABT students will be offered early enrollment at the start of a new school year or the Summer Program. Once registration is open to the public, all classes will be first-come, first-served. If you miss early-enrollment and a class is full, you will be waitlisted. All waitlisted returning ABT students will be prioritized. New students should contact [Anna@abtdance.org](mailto:Anna@abtdance.org) regarding level placement.

Registration for Creative Movement and Tap I is per session, and payment will be processed at the time of enrollment; tuition is non-refundable.

Registration for all other classes is for the school year, August 2024 – May 2025. Students have the option to withdraw enrollment without a fee through November 1st. Classes dropped after that date will carry a drop-out fee and classes may not be dropped in the spring semester. Please see the Drop-out section below for details.

A \$50 late enrollment fee will be applied for enrollments after November 15th (excluding Creative Movement, Tap I, and Exploring Ballet). Spring registration will be closed after January 15th (except for sessions and Exploring Ballet), auditions may be requested after this date, however late enrollments are at the discretion of the Directors. Enrollment for Tap I will be closed after the 2<sup>nd</sup> week of each session.

## Payments and Billing

Tuition can be paid in full by August 31 to receive a 10% discount or in 9-monthly payments (September – May). Classes that run by session and Summer Camps are billed in full. If you would like to pay in full, cash, or check, please email [Rian@abtdance.org](mailto:Rian@abtdance.org). Tuition will be posted on the 15th of the month, and cards on file will be charged on the 1<sup>st</sup>. Tuition will be prorated if a student enrolls mid-month.

ABT requires a credit or debit card to be kept on file at the time of registration. All payment information is completely secure through SafeSave Payments. If an alternative form is not received by the 1<sup>st</sup> of the month, your card on file will automatically be charged. If a payment is declined or not received on the 1<sup>st</sup>, you will have until the 3<sup>rd</sup>

to update the payment to avoid a late fee of \$25.

ABT accepts Cash, Checks, Bank drafts, Visa, American Express, and MasterCard. If you choose to pay by Bank Draft, please ensure you have sufficient funds in your account! If the payment is returned due to insufficient funds, you will be charged a fee from SafeSave, your bank, and ABT. When making a payment by cash or check, please include the Dancer's first and last name in the memo of your check. Write checks to Albemarle Ballet Theatre and drop off or mail to *P.O. Box 805, Crozet, VA 22932*.

## Tuition

Classes	Total Tuition w/ 10% discount (due by August 31st)	Monthly Tuition 9-payment plan (Sep 1st - May 1st)
30 Minute Class	\$681	\$84
45 Minute Class	\$713	\$88
1 Hour Class	\$762	\$94
1.25 Hour Class	\$794	\$98
1.50 Hour Class	\$826	\$102

### Creative Movement Tuition

7-week session: \$147  
9-week session: \$189  
10-week session: \$210

### Tap I Tuition

7-week session: \$154  
10-week session: \$220

## Drop-Out

Please send written notice to [Rian@abtdance.org](mailto:Rian@abtdance.org) if you wish to withdraw from a class. Notice must be sent before the 1st of the month to avoid being charged for the following month's tuition and sent before **November 1st** to avoid a dropout fee. The dropout date will be calculated based on the date the notice is received. Notice cannot be retroactive. Students who stop coming to class will continue to be billed until they officially withdraw. All tuition is nonrefundable.

Dropout fee: \$50 + \$25 for each additional class. Effective starting November 1st.

Enrollment transfers (not proposed by ABT) will be subject to a \$25 transfer fee.

See the dates below for the last day to drop classes. After this date, all students will remain enrolled in their classes and are responsible for paying the remaining tuition, even if they choose not to attend.

Drop-out Deadlines:

Exploring Ballet

The dropout fee and deadline are waived.

Ballet IA and Ballet IA/B:

February 15

Ballet IB – Ballet IVB, Pointe classes, Modern & Jazz classes, Tap II & III:

January 1

## Level Placement

When placing students, we consider age, experience, maturity, physical ability, and attendance. Your teachers carefully consider which level will best suit each student, as we believe that proper placement is crucial to the growth, success, and experience of the dancer and their classmates. We consider the entire class dynamic to create a balanced environment where the students can thrive. For more information, click [here](#).

At ABT, we believe every student can achieve personal and individualized goals with guidance and the right mindset.

Our teachers are highly trained and experienced in their craft, and they carefully plan structured syllabi to help the students build their skill sets and achieve their goals each year. However, it is the dancer's responsibility to apply hard work and dedication, maintain a positive attitude, and invest time in learning about their craft on their own. We understand that dance is an athletic art form, and without athleticism, it is easy to plateau and experience regression and injury.

We welcome students to bring their questions or concerns to us before or after class for a brief discussion. If more time is requested, please note that each student is permitted one private complimentary 15-minute in-person meeting per school year. Any additional meetings will be charged at the private rate of \$100/hour.

Students who drop out and re-enroll, even just for a semester, will be re-evaluated for proper level placement.

## Class Sizes

We are a small studio and pride ourselves on offering the highest level of training. We prioritize quality over quantity. Because of this, all classes have limited openings to ensure the best-individualized attention.

ABT has a minimum enrollment policy of 5 students per class and 7 students per camp. ABT may cancel the class and provide alternative options if the minimum enrollment is not met. A prorated refund may be issued if a class is completely canceled.

If 3 or fewer students are present for a class, the class time will be shortened, and parents/guardians will be notified at the start of class.

## Absences & Make-up Classes

All absences must be entered into the portal before class or rehearsal begins, and a reason for the absence must be provided. Please read the separate absence policy for rehearsals in the "Performances" section.

Refunds or credits are not given for missed classes. Missed classes may not be used as a credit towards a new class. If a class is dropped any available make-ups for that class are forfeited. All make-up classes must be fulfilled within the same school year, after which any remaining make-ups are forfeited.

Make-ups are not guaranteed, so you assume the risk that a make-up may not be available. Make-up classes may be scheduled for a class of the same length or shorter. If a shorter class is selected, the remaining time from the original missed class will be forfeited.

Dancers are expected to maintain regular attendance for all of their classes to maintain technique, strength, and stamina. Excessive absences will be reviewed and may result in changes in class placement due to falling behind. For excessive absences, it is at the teacher's discretion to place the student in lower-level classes and/or take the student off pointe. Once attendance improves, the teacher will decide, based on progress made, when a student is eligible to return to the previously placed classes or can dance on pointe again.

### Eligible levels for make-up classes:

**Ballet IB – Advanced II, Pointe, Modern & Jazz III, Tap II & III:**

- Make-up classes may be scheduled in your Portal and should be scheduled for the same style of class that was missed. For eligible level options, please refer to your dancer's skills tab.

ABT reserves the right to shift and schedule special make-up classes at the discretion and availability of the staff. Make-up classes that are added to the schedule require an RSVP. If fewer than 4 dancers plan to attend, the class may be canceled.

## Inclement Weather & School Closings

Should the school be closed due to inclement weather, eligible students (Ballet IB – Advanced II, Pointe, Modern & Jazz II & III) are welcome to schedule make-up classes in the Portal in another existing class, subject to availability.

Levels Creative Movement, Exploring Ballet, Ballet IA, Ballet IA/B, Tap I, and Modern & Jazz I will be offered one make-up class per school year or session, which will be added to the schedule. A make-up will be offered if a class is canceled for reasons outside of inclement weather. ABT does not offer refunds or credits for canceled classes.

ABT does not always follow the Albemarle County Public School's decisions on closing for weather-related emergencies. ABT will notify families as soon as possible if the school will close.

## Private Lessons/Coaching

Private lessons can be scheduled with [Anna@abtdance.org](mailto:Anna@abtdance.org) and are billed at \$100/hour. Duets, trios, quartets, and quintets can also be arranged. Email for pricing and scheduling.

## Pointe Shoe Fittings

New pointe students can schedule a fitting consult with their instructor for their first pair of pointe shoes. The initial consulting fee is \$25. If a student decides not to schedule a consultation, they must show their shoes to their teacher and get approval before sewing them. Further consultation with the instructor is at the dancer's discretion and will be billed at \$100/hour. Students are encouraged to take responsibility for having enough well-fitting pointe shoes in good repair for classes, rehearsals, and performances.

Fitting consults with an ABT instructor can be scheduled in advance with [Anna@abtdance.org](mailto:Anna@abtdance.org). Same-day requests will not be available. In-person consults are offered at My Dance Shoppe or virtually for stores further away.

# Injury Protocol

If a student is injured, they should still observe their classes and take notes.

Recommended protocol after an injury:

1. If necessary, seek treatment immediately. If not serious, treat at home and observe
2. Seek treatment if the injury worsens or does not improve after a week
3. Provide a doctor's note with next steps (PT, x-ray, not able to dance, etc.)
4. Provide a note from PT for return to dance timeline and recommendations

\*Please note that serious injuries may require temporary level re-placement to facilitate successful recovery. A consultation should be scheduled with the teacher to discuss the plan to return to classes. Returning to rehearsals and performances is at the teacher's discretion.

## Drop-off and Pick-up

Creative Movement - Ballet IIB, Tap I, Modern & Jazz I: One parent/caregiver should walk their child into the building and drop off and pick up in the waiting area outside the studio. Dancers in these levels will not be allowed to leave the building alone.

All other classes: If the parent/caregiver is not picking up inside the building, students should wait for their ride to arrive before going outside. Students can either wait in the school or downstairs in the indoor lobby and should not wait on the porch after dark.

Students must be picked up at the end of class or rehearsal. If you will be a few minutes late, please email the instructor. We cannot guarantee that a staff member will be available to supervise your child, and ABT is not liable for the safety of the students once their class or rehearsal has ended. A fee of \$1 per minute will be charged for frequent or excessively late pick-ups.

Students should wear clothing and street shoes over their leotards and tights upon entering and exiting the school. ABT must be notified if someone other than the parent/guardian is picking up the dancer.

## Parking Lot

Please use the designated drop-off zone at the bottom of the stairs for prompt drop-off and pick-up. If your dancer is not ready, please pull into a parking spot. To help with traffic flow when the lot is full, do not exit onto Crozet Ave but exit through the lower lot by the rescue squad.



The ABT parking lot is also shared with the other shops on Three Notched Road. Please be mindful that the lot is small and can be difficult to maneuver vehicles. Please do not wait in a parking spot during class time if the lot is full.

## Conflict Resolution

ABT nurtures an environment and atmosphere of respect and professionalism.

If you feel you need to contact ABT to address any problems and/or concerns, we kindly ask that the issues be communicated in a polite and respectful manner and sent to [Rian@abtdance.org](mailto:Rian@abtdance.org). We understand that the nature of some circumstances may lead to heightened emotions. In these situations, we request that you refrain from sending reactionary emails. Since we cannot immediately resolve every issue, please contact ABT only if absolutely necessary.

If possible,

- First, seek clarification from your dancer to avoid misunderstandings
- Prioritize resolving the situation by empowering and guiding your dancer to seek resolution on their own
- Communicate any unresolved issues by sending an email to [Rian@abtdance.org](mailto:Rian@abtdance.org)
- If deemed necessary, we will reach out to coordinate further communication
- Each student is permitted one private complimentary 15-minute in-person meeting per school year. Any additional meetings will be charged at the private rate of \$100/hour

## Scholarships & Work Study

Scholarships are provided by the Studio For The Performing Arts (SFTPA) a 501(c)3 non-profit organization. The goal of SFTPA's scholarship program is to ensure that all students are given the opportunity to study dance in a professional school and lessen the financial burden of classes and training for students without sufficient funding. Please note that SFTPA only grants partial scholarships.

ABT offers a Work-Study program, subject to availability and with a one-month trial period. Students aged 14 and older or a family member may complete the program, and a parent may be required to be present. Apply [here](#).



## 2024-2025 Calendar

August 26	Fall semester begins
September 9	Nutcracker rehearsals begin
November 23	<b>Last Saturday classes in Fall semester</b>
November 25 - 26	Mandatory Nutcracker rehearsals
November 27 - 30	<b>Closed for Thanksgiving Break</b>
December 6 & 8	Nutcracker at WHS
December 14 – 15	Step into the Story at ABT Whitebox
December 16 – January 3	<b>Closed for Winter Break</b>
January 4	Spring semester begins
January 13	Spring Gala rehearsals begin
March 31 - April 5	<b>Closed for Spring Break</b>
April 19	Tom Tom Festival
April 21 - 26	Parent observation week
May 3	<b>School Closed</b>
May 3 - 4	Step into the Story at ABT Whitebox
May 26 - 31	<b>School Closed for Spring Gala</b>
May 31 - June 1	Spring Gala at WHS
June 2 – 7	Last week of classes in Spring Semester

### Creative Movement and Tap I Sessions:

Fall Session 1: 7 weeks | Aug 24 - Oct 14 (Oct 12 is session 2)

Fall Session 2: 7 weeks | Oct 12 - Dec 11

Spring Session 1: 10 weeks | Jan 4 - Mar 12

Spring Session 2: 10 weeks | Mar 15 - May 31 (\*Monday CM: 9-weeks)

## Performances

Participation in performances is a voluntary commitment and not required. Please review your school and family calendars before committing to an entire rehearsal and performance season. In order to participate and to maintain the high caliber and integrity of our performances, students must attend their regular classes with minimal absences to maintain technique, strength, and stamina during rehearsal periods. Excessive absences will result in recasting. No exceptions will be made to absence requests for mandatory rehearsals. Missing mandatory rehearsals will result in recasting. Each dancer plays a big part in the performance, and each dancer's attendance and commitment affects the entire cast.

### Rehearsal Absences:

All rehearsals are mandatory. Dancers are only excused for illness, lack of transportation, school events that a grade depends on, and a family emergency. All absences must be entered before the class or rehearsal begins using the Parent Portal so the reason for the absence is logged under the student attendance record. Note from a parent is required for all sicknesses to be sent to [anna@abtdance.org](mailto:anna@abtdance.org).

### December 6 – 8: The Nutcracker

Waynesboro High School

Friday: 6:00pm

Sunday: 2:00pm

*Select roles from Ballet IIIA – Ballet IVB invited to perform*

### December 14 – 15: 'Step into the Story: The Nutcracker'

ABT Whitebox Theatre

Saturday: 3:00pm & 5:00pm

Sunday: 2:00pm & 4:00pm

### April 19: Tom Tom Festival

Select roles from Ballet IIIA – Advanced II will be invited to perform. Times TBA.

### May 3 - 4: 'Step Into The Story: Spring Gala'

ABT's Whitebox Theater

Saturday: 3pm and 5pm

Sunday: 2pm and 4pm

*Select roles from Ballet IIIA – Ballet IVB invited to perform.*

### \*May 31 – June 1: 20<sup>th</sup> Anniversary Spring Gala

Waynesboro High School

Saturday: 5:00pm

Sunday: 2:00pm

*(Ballet IB – Ballet IVB invited to perform)*

*\*1-2 community outreach performances for the Nutcracker may be scheduled. Dates and times TBA. Participation in outreaches is mandatory for select roles from Ballet IIIA – Advanced that are invited to perform.*

**\*\*One parent/guardian of students in levels IB, IIA, and IIB is required to remain backstage** in the dressing room and supervise their child during the Wednesday rehearsal at the theater. This is in addition to the parent participation requirement. Tickets can be found online [here](#).

## Performance Fee

A one-time performance fee will apply per student per production. This fee includes all rehearsals, warm-up classes, and costumes. This fee does not include tickets, which are an additional cost. The Studio for the Performing Arts will provide a downloadable video of the performances. If deemed necessary, students will have the option to schedule private rehearsals with an instructor (based on availability) at the private rate of \$100/hour.

- o Ballet IB - IIIB | One role/dance: \$225
- o Ballet IB - IIIB | Two roles/dances: \$250
- o Ballet IB - IIIB | Three roles/dances: \$275
- o Ballet IIIC - IVB | One role/dance: \$275
- o Ballet IIIC - IVB | Two roles/dances: \$300
- o Ballet IIIC - IVB | Three roles/dances: \$325

Please note that all productions are presented by Studio For The Performing Arts, a 501(c)3 non-profit organization. These professional, affordable, family-friendly productions would not be possible without the support of ABT family participation.

**We require one parent/guardian per student performing to sign up for parent participation.** Multi-student families are required to sign up for one role per student. Parents/guardians can pay a voluntary opt-out fee of \$250.

## Class Attire

*Girls' hair should be worn up and in a neat bun or French twist. Dancers with short hair must pin back bangs or wear a headband. Boys' hair should be neat and not fall into the eyes; longer hair should be pulled back in a ponytail. No jewelry other than stud earrings. Please wear clean dance clothes and shoes that are in good repair.*

### Creative Movement

Attire: Solid colored t-shirt and leggings or shorts, and socks -or- leotard, tights, And ballet slippers. Dancers should be able to move comfortably.

### Exploring Ballet

Girls Attire: Pink leotard, pink tights, and pink ballet slippers. Skirts may be worn if skirt is sewn into leotard.

Boys Attire: Comfortable black shorts or black tights, fitted white tee-shirt, and black ballet slippers.

### Ballet IA - Ballet IIIC

Girls Attire: Black leotard, pink tights, and pink ballet slippers.

Ballet II and higher: Colored waistband (no black)  
Boys Attire: Black tights, fitted white t-shirt without logo or graphics, white socks, black ballet slippers.

#### Ballet IV

Girls Attire: Solid colored leotard, pink tights, and pink ballet slippers. Colored waistband.

Boys Attire: Black tights, fitted white t-shirt without logo or graphics, white socks, black ballet slippers.

Hair for girls in the following styles should be worn securely pulled back in a ponytail:

#### Jazz/Modern

Attire: Black jazz pants, tights, or leggings with a black athletic shirt or Leotard without graphics.

Shoes: Bare feet for modern. Jazz shoes for jazz. Ballet slippers for contemporary.

#### Tap

Attire: Black jazz pants or leggings with a black leotard, athletic top, or t-shirt without graphics. Tap shoes.