



Albemarle Ballet
THEATRE

2025 – 2026 Handbook & Policies

July 24, 2025, 2025 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 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 regarding level placement.

Registration for Creative Movement 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 2025 – May 2026. Students have the option to withdraw enrollment without a fee through January 1. Beginner ballet classes dropped after that date will carry a drop-out fee and all other classes may not be dropped in the spring semester. Please see the Drop-out section below for details.

Spring registration will be closed after January 15 (except for Creative Movement, Exploring Ballet, Ballet IA, and Ballet IA/B). Auditions may be requested after this date, however late enrollments are at the discretion of the Directors.

Payments and Billing

Tuition can be paid in full or in 9-monthly payments (September – May). Creative Movement and Summer Camps are billed in full. If you would like to pay in full, cash, or check, please email Rian@abtdance.org. Tuition will be posted on the 15th of the month, and cards on file will be charged on the 1st. Tuition will be prorated if a student enrolls mid-month.

A \$50 Tuition Adjustment Fee will apply to all enrollments after November 15 (excluding *Creative Movement*). This fee accounts for missed tuition from earlier months, as our annual tuition is divided evenly across 9 payments.

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 1st of the month, your card on file will automatically be charged. If a payment is declined or not received on the 1st, you will have until the 3rd 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

A 15% multi class discount will automatically be applied to for each additional class beyond the first.

Classes	Monthly Tuition 9 payment plan (Sep 1 – May 1)
30 Minute Class	\$84
45 Minute Class	\$90
1 Hour Class	\$96
1.25 Hour Class	\$102
1.50 Hour Class	\$108
2 Hour Class	\$120

Creative Movement Tuition

7-week session: \$147

10-week session: \$210

Drop-ins

Drop in classes are available to professional dancers at \$15/class and the prorated single class rate is available to visiting pre-professional dancers.

Withdrawal

Please send written notice to 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 **January 1** 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.

Drop-out Fees

* Students who enroll after January 1 will be subject to the same deadlines

Exploring Ballet

Dropout fee and deadline are waived

Ballet IA – IB and Teen/Adult Ballet

A Drop-out fee of \$50 + \$25 for each additional class will be applied starting **January 1**

Ballet IIA – Ballet IVB, Pointe classes, and Modern & Jazz classes:

Beginning **January 1** all students will remain enrolled in their classes and are responsible for paying the remaining tuition, even if they choose not to attend.

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. Watch [here](#). Please read the separate absence policy for rehearsals in the "Performances" section.

Refunds or credits are not given for missed classes. 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 or session, after which any remaining make-ups are forfeited.

Make-up classes are available when space permits, 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.

Make-up Options for Beginner Ballet & Modern & Jazz I

*Space for make-ups in each class is limited

Creative Movement:	Creative Movement
Exploring Ballet:	Exploring Ballet
Ballet IA:	Ballet IA/B or Exploring Ballet
Ballet IA/B:	Ballet IA
Ballet IB:	Ballet IA/B or IA
Modern & Jazz I:	Ballet IB or IA/B

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.

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, students are welcome to schedule make-up classes in the Portal in another existing class, subject to availability. Please see your 'skills' tab in the Portal for eligible make-up classes. Refunds or credits are not offered 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 and are billed at \$100/hour. Duets, trios, quartets, and quintets can also be arranged. Email for pricing and availability.

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. Same-day requests will not be available.

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, 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 do not have available staff members to supervise your child outside of class, 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 after three 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

The ABT parking lot is a high traffic parking lot shared with five other businesses and parking is limited; please do not wait in a parking spot during class time if the lot is full. 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, please exit through the lower lot by the rescue squad.

The lot is prone to hazardous conditions, please use caution when navigating; we do not have control over it being plowed, salted, traffic patterns, or use. Additional parking is available in the lower lot and throughout the strip. Please exercise caution if you park at BP as they may tow when they receive gas deliveries.

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. 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
- 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

Limited scholarships are available on a first-come first-served basis. Please email Nicky@abtdance.org for more information. The goal of the 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 funds. Please note that only partial scholarships are available.

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](#).

2025-2026 Calendar

August 23	Fall semester begins
September 1	Closed for Labor Day
September 8	Nutcracker rehearsals begin
November 22	Last Saturday classes in Fall semester
November 24 - 25	Mandatory Nutcracker rehearsals
November 26 - 28	Closed for Thanksgiving Break
December 2 – 6	Closed for Nutcracker tech week
December 5 & 7	Nutcracker at WHS
December 12	Last day fall semester
December 13 & 14	Step into the Story @ ABT Whitebox
December 15 – January 2	Closed for Winter Break
January 3	Spring semester begins
January 12	Spring Gala rehearsals begin
March 16 - 21	Parent observation week
April 6 - 10	Closed for Spring Break
April 18	Tom Tom Festival
April 28 – May 3	School closed for Spring Gala tech week
May 2 & 3	Spring Gala at PVCC
May 4	Classes resume
May 25	Closed for Memorial Day
May 30	Last day Spring Semester

Creative Movement Sessions:

7 weeks | Fall Session 1:

Saturday: August 23 - October 4

Monday: August 25 - October 13 (No Class Sept 1)

7 weeks | Fall Session 2:

Saturday: October 11 - November 22

Monday: October 20 - December 1

10 weeks | Spring Session 1: January 3 - March 9

10 weeks | Spring Session 2: March 14 - June 1 (No classes April 6 & 11, May 2 & 25)

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 and missing mandatory rehearsals will result in recasting. No exceptions will be made to absence requests for mandatory rehearsals. Each dancer plays a big part in the performance, and each dancer's attendance and commitment affects the entire cast.

To be considered for pointe roles, dancers must take two ballet and two pointe classes. Ballet roles on demi pointe are limited and not guaranteed.

Rehearsal Absences:

Attendance is required at all rehearsals. Dancers are only excused for illness, lack of transportation, school events that a grade depends on, and a family emergency. Absences due to illness require a note from a doctor or parent sent to anna@abtdance.org. 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.

The Nutcracker | December 5 & 7

Waynesboro High School

Friday: 6pm

Sunday: 2pm

Ballet IB – IVB invited to perform

Step into the Story | December 13 & 14

ABT Whitebox Theatre

2pm & 4pm

Select roles from Ballet IIIA – Ballet IVB invited to perform

April 18: Tom Tom Festival

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

Spring Gala | May 2 & 3

Piedmont Virginia Community College

Saturday & Sunday: 2pm

Ballet IA/B (must be age 7 by October 31) – IVB, Modern & Jazz II & III 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 IA/B, 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.

Performance Fee

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

- o Ballet IA/B - 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

These professional, affordable, family-friendly productions would not be possible without the support of ABT family participation! We truly could not do this without you!

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 Jazz, Modern, and Tap 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.