



*2025-26*

# **POLICIES AND PROCEDURES**



## **Studio Office**

Phone: (717) 517-9837 • Email: [vyballet@gmail.com](mailto:vyballet@gmail.com) • Website: [vyballet.com](http://vyballet.com)  
Location: 214 West Grant Street, Lancaster, PA 17603

## **Introduction**

At Viktor Yelichin International Ballet Academy (VYIBA), we strive to provide our students with world class training and performance opportunities. VYIBA's well-rounded curriculum allows for students to receive an in-depth education in several styles of dance and prepare them for their future, both in and out of the dance studio.

## **School Objectives**

At VYIBA we strive to further develop the physical skills that facilitate proper execution of classical ballet in the Vaganova style. Students will develop quality presentation for stage performance, application of the use of music to the repetition of movement, improve fluency in dance terminology and the Vaganova Syllabus, and develop skills at an advanced level during class to produce a professional performance on stage.

## **General Policies**

### **Communication**

All communication and updates concerning the studio as well as billing information will be sent to the **primary email contact** in the student's file. All additional information including but not limited to the school calendar, class schedule, policy documents, and events will be posted on the **studio website, vyballet.com**. This information will also be posted in the studio on the bulletin board and featured on our social media accounts.

### **Questions and Concerns for the Director**

Any concerns or policy questions should be brought to the attention of the director in the following manner:

1. The parent/guardian should bring the concern to the attention of the director by arranging a private meeting through our studio email or phone.
2. The director will address the concern on a case-by-case basis communicating with all parents/guardians involved.

Students should not use class time to express these important matters, and they should not approach the director informally. This will ensure that the studio can maintain privacy and a positive, respectful and safe dance environment for all.

### **Privacy & Safety**

VYIBA is a drug/smoke free facility, and no student is allowed to smoke, or use alcohol or drugs in or near the studio. No weapons or objects that could be used to cause bodily harm are permitted in the studio.

Students are expected to show respect for one another's property as well as the property of the studio. VYIBA is not responsible for any lost, broken or stolen items, including electronic items. Please check for missing items at the front desk or in the lost and found box, located in the ladies' dressing room.

No food, drinks, or chewing gum are permitted in the dance studios. Specific areas will be designated for eating when necessary.

Student cell phones must be placed in the boxes located in each studio and turned off while they are in class. **Photos and filming may not be taken in the studio without permission from the director. Abuse of social media and/or cyber, verbal, and/or physical bullying is grounds for immediate dismissal from the studio.**

All choreography used for performances is considered the intellectual property of VYIBA. Use of this choreography without written or verbal permission by the instructor or director is prohibited. This includes performance videotaping and photograph distribution online by posting on Facebook, YouTube, etc.

### **Student Conduct**

VYIBA is a positive and encouraging work environment for dancers, parents, and staff. Students and parents are expected to behave respectfully toward parents, teachers, classmates, and their art form. When students register for classes at VYIBA, they agree to follow appropriate rules and proper class etiquette.

Any student enrolled at VYIBA and performing with the VYIBA Company is not permitted to take class or perform with **any other dance school** during the school year. Enrollment in another program may result in dismissal VYIBA.

### **Arrival and Departure**

We recommend that street clothes and shoes be worn over dance clothes before and after class. Shoes worn outside are not allowed on the studio floors. Students can be dropped off at the studio door before class and picked up at the studio door following class.

Parents are also welcome to wait for their dancer in the studio lobby. **Parking is not available in the parking lot beside the studio.** All VYIBA marked spots are for **staff only**. If you choose to come inside, please find metered parking on Water Street, or free parking on Mulberry Street. Parking is also available in the nearby Prince Street parking garage. **Students picked up at the door should wait inside** and meet their parent through cell phone communication or by looking out the studio window for arrival. To ensure a smooth flow of traffic, **we strongly encourage everyone to use the Grant Street Alley as a one-way street. We ask that everyone enter from Water Street and exit onto Mulberry Street.**

### **Class Etiquette**

Students should arrive a few minutes before class to warm-up and stretch. Students' belongings can be stored in the ladies' dressing room or in their assigned company cubbies in the big studio. Cell phones must be placed in the cell phone holders provided in each studio for the entire class and should not be used or checked while class is in session. Please use the bathroom before class.

Students should stand ready at the barre when the instructor enters the room and bow/curtsey to the teacher to say thank you after the class. Students should raise their hand to ask questions and get permission to leave the studio to use the bathroom.

The study of dance may require physical contact between teachers and students or between dancers. Teachers must be respectful of the dancers' personal space and mindful of physical contact with correcting. We encourage all dancers to take corrections and criticism positively and remember that the teachers' job is to help dancers improve and grow.

### **Dress Code**

Students are expected to arrive prepared to dance in appropriate attire. Students who do not meet the dress code stated may be asked to observe class rather than participate. This dress code is in place so that both teachers and students can focus on the class and dancing without distractions.

The following applies for **all dancers in any class** to prevent injury to yourself and others.

- No Jewelry other than small stud earrings (no bracelets, necklaces, dangly earrings)
- **No Gum**
- No warm-up clothing unless otherwise allowed by teacher
- No street shoes on the dance floors
- **No t-shirts advertising other dance schools or camps permitted at anytime**
- No cell phones allowed in the classes (Video recording is not permitted unless granted by the director for learning or marketing purposes only)

### **Level Dress Code for Ballet Class**

- **Male Dancers** at all levels of ballet should wear a plain black or white shirt with black tights or bike shorts and black or white ballet shoes with matching socks. Long hair should be tied back neatly away from the dancer's face.
- **All Female Dancers** must have their hair pulled back in a neat bun. Underwear should not be worn beneath dance clothes. Only short chiffon skirts can be worn.
- **Music, Movement, & Make Believe and Creative Movement** - Light pink leotard, pink tights, pink ballet shoes (matching pink skirt optional)
- **Elementary Ballet** – Royal blue leotard (matching skirt optional), pink tights and ballet shoes
- **Vaganova 1, 2 Ballet** – Royal blue leotard (matching skirt optional), pink tights and ballet shoes
- **Intermediate Ballet** – Black leotard (matching skirt optional), pink tights and ballet shoes
- **Advanced Ballet** - Black leotard (matching skirt optional), pink tights and ballet shoes

### **Modern & Contemporary Class**

- **All dancers** may be asked to wear half soles, ballet shoes or dance barefoot depending on the teacher and the repertoire.
- **Female dancers** should wear a black or level leotard with pink or black tights, rolled up or footless. Hair should be pulled back into a neat bun or a tight high or low ponytail.
- **Male dancers** should wear black tights, leggings or shorts. They may wear a solid color, fitted t-shirt.

### **Jazz Class**

- **Beginner and intermediate dancers**, black jazz shoes are preferred.
- **Advanced dancers**, tan jazz shoes are preferred
- **Female dancers** should wear a black or level leotard with pink or tan tights. Hair should be pulled back into a neat bun or in a tight or low ponytail.
- **Male dancers** should wear black pants or shorts. They may wear a solid color, fitted t-shirt.

### **Hip Hop**

- **All dancers** should wear clean sneakers, ponytail, t-shirt, shorts or athletic pants.

### **Musical Theater**

- **All dancers** may be asked to wear character shoes, jazz shoes, ballet shoes or dance barefoot depending on the teacher and the repertoire.
- **Female dancers** should wear a black or level color leotard with pink or tan tights, optional dance skirt or jazz shorts/pants. Hair should be pulled back into a neat bun or in a tight high or low ponytail.
- **Male dancers** should wear solid color fitted t-shirt and black pants.

### **Evaluations/Leveling**

Students will receive class level recommendations based on skill level.

Recommendations will be made by the director and the instructor in the Spring Semester for class selection for the following Fall. New students will be evaluated by an instructor upon entry to school by attending a free drop-in class. The director will make the final decision on the correct placement of a dancer when in question. **Once a student reaches the Elementary level, he/she is expected to register for a minimum of two ballet classes per week.** This is to ensure they are moving through the dance curriculum at an appropriate pace to develop the muscles needed to advance safely to the next level. Any parent who has questions about their child's level should arrange a private meeting with the director.

### **Attendance/Illness**

Parents should email or call the studio to explain a student's absence from class. If a student misses a class due to illness or emergency cancelation, the student may substitute their regular class with any other class of the same level or lower. The student may substitute the missed class with a class of a higher level with the permission of the

director. Substituted classes must be made up within a month of the missed class. This only applies to classes during the dance school year from September – May. **This does not apply to Summer Camp classes.**

Students who wish to participate in performances must have regular attendance. Those who do not attend regularly may risk their degree or participation in performances.

**Students will be given a maximum of 7 absences per year, per class.** Poor attendance may require a student to switch to a lower level, repeat a level, or be dismissed from the studio.

**No refund is given for a missed class for any reason.** Students may add a class during the school year by obtaining permission from the director. Please read the schedule and choose classes carefully so that there will be no outside conflicts with your chosen classes.

### **Illness**

Students should not attend class if there is presence of a fever (100.4 °F or higher), excessive nasal discharge, or frequent coughing, diarrhea, vomiting, or signs of infectious disease, and they should not return to class until fever/vomiting is gone for at least 24 hours without medication: any prescribed antibiotics have been use for a full 24 hours; and/or all symptoms have been resolved for at least 24 hours.

### **Extracurricular Activities**

Any student who wishes to participate in another extracurricular or personal activity or event that may regularly interfere with class and/or rehearsal, should notify the director as soon as possible. Absences due to vacations, musicals, college visits, auditions or performance opportunities are the student's choice, but class tuition will not be changed or paused during the absence. Make-up classes will be available, but tuition will not be adjusted and will be collected as usual.

### **Tuition and Payments**

**All payments made to the studio are non-refundable nor exchangeable.** This includes but is not limited to ticket purchases, costume purchases, tuition payments, camp deposits and camp payments.

Tuition is a yearly change based on the number of hours a student takes class per week. Tuition is broken up into monthly payments spread evenly throughout the school year from September – May. The final payment for June is a separate payment and will be half of your monthly payment amount. Tuition payments are only applied to the current school year's class offerings. Summer camp is billed independently and cannot serve as make-up classes for the past year. **All tuition payments must be settled before the final class before the Gala recital performance in June.** Accounts not settled by this date may result in the student not being eligible to participate in the end of the year performance.

Any outstanding payments carried over to the following year will be charged a \$30.00 late fee.

If for any reason a student leaves or is dismissed from the studio or if the studio is ordered to close due to public health or weather emergency, at any time during the year, all monies paid to the studio will be forfeited to the studio. No refunds or exchanges will be honored. This applies to, but is not limited to all tuition payments, company payments, deposits, and summer camp payments.

### **Monthly Payments**

**Tuition is collected monthly from September – May. The June classes are billed as a half-month tuition payment and will be collected with the May monthly payment.**

Tuition payments are due on the 1<sup>st</sup> of the month. Payments that arrive at the studio after the 7<sup>th</sup> of the month will be charged a \$20.00 late fee. Should a check be returned to the studio due to insufficient funds, a fee of \$30.00 will be added to the account. Payments made early will not be refunded but will only serve as a credit on your account.

### **Discount for Male Dancers**

Male dancers in the Intermediate and Advanced levels will receive 50% off their class tuition payments if they are registered for a minimum of 4 hours of class per week at VYIBA. The discount does not apply to any other dance events, such as camps, Gala or Nutcracker.

### **Additional Discounts**

Students currently affected by a cancer death or diagnosis in his/her immediate family will receive tuition forgiveness for one full year or at the discretion of the director.

### **Private Lessons**

Private lessons are available upon request. Please contact the front desk to arrange a lesson and for pricing. Payment for private classes must be done before the class. Any cancelations must be communicated at least 24 hours in advance of the class time. Lessons canceled day of will be charged for the missed lesson. The only exception is for an illness excused with a **doctor's note**.

Use of studio space for private lessons must be approved by the director. Instructors not affiliated with the studio must pay a studio rental fee of \$30.00 per hour and have their own liability insurance and must sign our release form. Students preparing for a competition are given priority with studio availability and time slot.

### **Costume Payments**

All costume payments are non-refundable. All event costumes purchased through the studio will be fitted at the studio and sent home before a performance. If there are any problems with the fit of the costume, this needs to be addressed before the return window closes. In most cases this return window is within 30 days of when the costume has gone

home. After the return window has passed, we can no longer make adjustments. Any alterations are then the responsibility of the student. All borrowed costumes must be returned at the end of the event and the student wearing the costume is responsible for any damage or cleaning if needing extra care.

### **Studio Rental for Personal Projects/Photos**

Those who wish to use the studio space for personal training, projects, photo sessions or any other use, must ask the director for permission and to arrange a time. The cost to rent the studio is \$250.00 for up to one hour of use.

### **Payment Submission**

**The preferred method of payment is through check or Venmo. No cash please.**

**Checks should be made out to Viktor Yeliohin International Ballet Academy (VYIBA)**

and can be submitted to the front desk or mailed to Viktor Yeliohin, 139 Springbrook Court, Lancaster, PA 17603. If you wish to submit **payment through Venmo, please find**

**Viktor's account @Viktor-Yeliohin.** When paying through Venmo you must add a memo description detailing the **name of the student and the purpose of the payment**, (for example: Student's Name /Month's Tuition or Student's Name /Costume Fee). We do have the ability to accept a credit card payment in the studio, but you will be required to pay a service fee charge in addition to your total.

### **Emergency Class Cancellation/Substitutions**

VYIBA will close in severe weather conditions as well as for citywide closures including public health emergencies. If the studio closes unexpectedly, the administrator will advise students and parents through email. If there are further questions, please contact the studio to confirm the school's status.

Sometimes a teacher will unexpectedly fall ill or have an emergency resulting in absence from class. In these cases, the class will be held with a substitute teacher, or the class may be reorganized to accommodate the situation.

### **Long Term Studio Closures**

Should the studio have to close for an extended period, classes will be moved to the online Zoom format with as little interruption to the current class schedule as possible. Your monthly tuition cost will not change but will cover your attendance in these classes. If you choose not to participate in the online format you must notify the studio and any tuition you have paid up to that date will be forfeited to the studio.

### **Dismissal of Student from VYIBA**

The director reserves the right to dismiss a student from the school for any abuse of these guidelines.



## **Emergency and Safety Protocol**

In the event of an emergency, the studio has two exits, one stairwell that leads to West Grant Street and one stairwell that leads to a back courtyard exiting onto West King Street. In the event of an evacuation, teachers or staff will lead students to the safest exit and one staff member will check the bathrooms before exiting. Attendance will be taken outside the building and parents will be contacted.

In the event of an active shooter outside the building, the studio will go into lockdown mode with all doors locked to the outside with no students exiting the studio unless instructed by police. We will follow all directions of police on the scene until the area is cleared. Parents will be notified and any adaptation to pick up procedures will be communicated.