

Welcome to the American Midwest Ballet (AMB) School!

The handbook is intended to help guide you through the School's policies, rules, and regulations. Each registered student and parent/guardian must read the handbook carefully and thoroughly to understand the expectations and procedures of the American Midwest Ballet School.

After reading the handbook and if you have questions, please feel free to contact your instructor, front desk, or the School Director.

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COMMUNICATION

-American Midwest Ballet School uses email to communicate its information to registered students and families. We ask you keep your email current and if you have changes in your email that you contact the office directly to provide them with the updated email address. We will also post information on the school bulletin boards. Please take time to check your email frequently and read flyers or notices posted in the studio. We will do our best to provide timely and accurate information; it is your responsibility to regularly review the information provided.

-Communication is essential to have a positive and productive environment and to rectify any concerns or issues. We ask that you speak with the School Director concerning class issues, rather than interrupt an instructor's teaching time. You may contact the School Director to set up an appointment via email at school@amballet.org or at the front desk.

-In the classrooms teachers will at times may need to physically help a student with body placement/position. This is always done in a caring and professional manner. If a student is not comfortable with physical contact from an instructor, they should make it know to the teacher.

-All students and parents/guardians should read the complete handbook to make yourselves and your dancer familiar with the AMB School expectations, policies, rules and regulations. After reading the handbook, if you have any questions or concerns, you can contact us at school@amballet.org.

REGISTRATION AND PAYMENT POLICIES

-Students register for classes which run September through May on a first come, first served basis. Class sizes are limited. A waiting list will be started if a class fills. Classes not meeting minimum enrollment may be cancelled or rescheduled.

-There is a one-time registration fee at time of registration: Single student: \$20.00 / Family: \$30.00.

-Monthly tuition is due in advance on the first day of the month. After the 7th day of the month, **a \$15.00 late fee will be charged to the account and will reoccur monthly until tuition is paid in full (regardless of absence).**

-A \$35.00 charge is applied to all returned checks or notices of insufficient funds. Dancers having two (2) or more months outstanding tuition will not be permitted to take class.

-AMB does not send invoices.

-Unsuccessful autopay: will attempt to run card on file once a day for 5 days. If unsuccessful a \$15 decline fee will be charged.

-All non-autopay accounts that make payments by credit card will accrue a 4% charge. Debit card, check, or cash payments will not accrue the 4% charge.

-Non-autopay accounts will incur a one-time processing fee of \$30.00 per student annually. Autopay accounts are offered with no additional processing fees.

-TUITION IS NON-REFUNDABLE AT ANY TIME. If a dancer moves more than 50 miles away from the school, or if the dancer is stricken with a major injury or illness, tuition may be refunded if AMB is presented with a current lease or utility bill showing name and address and/or a signed doctor's note respectively.

-AMB does not prorate tuition for any reason, except newly enrolled students joining in the middle of a month.

- All credits and/or overpayments expire on the last day of the regular school year.
- AMB Jr Company and AMB Repertory Ensemble tuition is paid over a 10-month period. (August-May)
- Tuition and late fees will be charged until an official drop notice is received from the dancer.
- Classes may be added at any time; however; **classes may only be dropped at the end of the month.** NO TUITION WILL BE REFUNDED FOR CLASSES DROPPED IN THE MIDDLE OF A MONTH. A \$5.00 Schedule Change Fee will be charged per occurrence when altering a student's class schedule. 1 (one) free schedule change is allotted for each student per school year. No Schedule Change Fees will be charged for the month of September or the 1st month in which a new student has joined the school.
- All tuition, fees and Showcase Fees must be paid in full in order for dancers to participate in the Showcase performances.
- Showcase Fees** are not refundable for any reason.
(\$50=Single Student, \$75=2 or more students, \$100=3+ Students)

ATTENDANCE AND MAKE-UP CLASSES

- Attendance is important for students to progress in technical skills. As a courtesy, we ask that you call or email regarding a dancer's absence.
- All students are expected to arrive to class on time in the proper dress code (see pages 5-6). Students entering a studio late for any reason must ask permission from the teacher to join class. If a student has missed too much of the beginning warmups, they may be asked to sit and observe the class, as to prevent injury. This will be left up to the teacher's discretion. Please do not bring your dancer with illnesses that can be passed along to others in the classroom.
- Refunds or pro-rated tuition will not be granted for missed classes.
- Make-up classes are offered as a courtesy to students with monthly accounts only. If a student drops a class, any make-up classes accrued through absences in that class will be cancelled. Students are not permitted to take make-up classes that they have dropped from their schedule within that school year.
- You must remain enrolled and be actively paying tuition in order to redeem make-up classes.
- Make-up classes are not offered for weather cancellations, AMB School closings/vacations, and or AMB Company events such as *The Nutcracker*, etc.
- Students may make-up missed classes in the same level or one level lower than the class in which they are registered.
- On the day of a student's make-up class, they must sign in at the front desk for the make-up class.
- Make-up classes must be redeemed before the last day of classes for each calendar school year.

STUDIO ETIQUETTE AND RULES

- Students are expected to be attentive, quiet, and courteous while on AMB School premises. Unacceptable behavior will result in dismissal from class and a phone call to the parents. Continued misbehavior could result in student suspension or dismissal from the AMB School.

- Young children must not be left unattended, run in the halls, or play in studios.
- Family and friends can view classes in the studio during scheduled Parent Observation Week.
- Students must be ready to dance at the start of his/her class, not arriving to the studio. Plan a few extra minutes for changing and other preparations and be ready to enter the classroom on time.
- A staff member must be present in a studio for children to enter the room.
- Students must have instructor permission to leave the classroom.
- Students should not be dropped off more than 30 minutes before the start of classes. In this instance, as well as during breaks between classes, AMB is not responsible for the supervision of the student. This is the parent's responsibility.
- A signed and dated written note is required of any student leaving the AMB premises without being accompanied by a parent or guardian.
- Students should remain inside the building while waiting to be picked up.
- Students must put street clothes on over dance clothes when outside. Ballet shoes are not to be worn outside.
- Students who drive should always walk with a friend to their cars.
- Students taking the last class of the day/evening who are not picked-up on time or within 15 minutes of the end of class may be charged a \$35 late fee.
- AMB is smoke-free.
- Weapons or firearms are not allowed in any AMB facilities.
- AMB telephones are not to be used without permission.

DRESSING ROOMS AND WAITING AREAS

- Waiting areas must be kept quiet. Siblings not in classes should be restrained from running in waiting areas and from unnecessary loud play.
- Waiting area should be kept clean. Please put all trash in provided trash cans. Do not leave food items on furniture, and please dispose of any leftover items immediately.
- Refrigerators and microwaves for AMB staff only.
- Dressing rooms are provided for students. Please do not use bathroom stalls to change clothes in.
- AMB is not responsible for lost or stolen items. Valuables should not be left unsecured in dressing rooms.

DRESS CODE

-Students must arrive to class in the proper dress code and appropriate hair for their class level.

COMMUNITY DIVISION DRESS CODE

CLASS	DANCEWEAR	TIGHTS	SHOES	HAIR
Dance with Me Creative Movement KinderDance	Pink Leotard <i>Bloch-Kid's Microlux Tank in light pink</i>	Pink	Pink Ballet	Pulled back out of face
Children and Open: 1-3 Ballet	Black Leotard <i>Bloch-Kid's Microlux Tank in black</i>	Pink	Pink Ballet	Bun
Children and Open: 1-3 Tap	Black leotard or AMB Tank	Black shorts or black leggings or tan or pink tights	Black tap oxford	Bun or low ponytail
Children and Open: 1-3 Jazz	Black leotard or AMB Tank	Black shorts or black leggings or tan or pink tights	Tan Free Forms	Bun or low ponytail
Open 2: Lyrical Open 3: Lyrical Open Lyrical	Black leotard or AMB Tank	Black shorts or black leggings or tan or pink tights	Tan Free Forms	Bun or low ponytail
Pre-Teen/Teen: Ballet	Black Leotard	Pink	Pink Ballet	Bun
Pre-Teen/Teen: Jazz	Black leotard or AMB Tank	Black shorts or black leggings or tan or pink tights	Tan Free Forms	Bun or low pony
Open Contemporary	Black leotard or AMB Tank	Black shorts or black leggings or tan or pink tights	Barefoot	Bun or low pony
Open Hip Hop	Black leotard or AMB Tank	Black shorts or black leggings or tan or pink tights	Clean Sneakers	Bun or low pony
Boys	White T-Shirt	Black shorts or tights	Ballet: Black Jazz: Black Free Form	
Teen/Adult Tap	Black leotard or AMB Tank Adults: Athletic wear	Black shorts or black leggings or tan or pink tights	Black tap oxford	Bun or low pony
Adult Ballet	Athletic wear		Pink Ballet	Pulled back out of face
Adult Contemporary	Athletic wear		Ballet shoes or barefoot	Pulled back out of face
Adult Hip Hop	Athletic wear		Clean Sneakers	Pulled back out of face
Adult Pilates/Conditioning	Athletic wear		Ballet shoes or barefoot	Pulled back out of face

Bloch Microlux Tank leotard Style: CL5605 or L5605

Children and Teen female dancers purchase the below styles for black shorts and black leggings:

Black shorts: Capezio "High Waisted Short" - Children: Style# TB131C / Teen: Style# TB131

Black leggings: Capezio "Active Leggings" - Children: Style# TB204C / Teen: Style# TB204W

ACADEMY DIVISION DRESS CODE

CLASS	DANCEWEAR	TIGHTS	SHOES	HAIR
Lower Academy: Ballet	Bloch-Kid's Microlux black tank leotard	Pink	Pink Ballet	Bun
Lower Academy: Jazz	Bloch-Kid's Microlux black tank leotard with AMB Tank	Black shorts or black leggings with pink tights	Tan Free Forms	Bun
Lower Academy: Modern/Contemp. /Pilates	Bloch-Kid's Microlux black tank leotard with AMB Tank	Black shorts or black leggings with pink tights	Barefoot	Bun
Lower Academy: Pointe	Bloch-Kid's Microlux black tank leotard	Pink	Pink Pointe	Bun
Upper Academy: Ballet	Black Leotard	Pink	Pink Ballet	Bun
Upper Academy: Pointe Variations, Pas De Deux	Black Leotard Ballet skirt: optional	Pink	Pink Pointe	Bun
Upper Academy: Jazz	Black Leotard with AMB Tank	Black shorts or black leggings with pink tights	Tan Free Form	Bun
Upper Academy: Modern/Contemp./ Pilates	Black Leotard with AMB Tank	Black shorts or black leggings with pink tights	Barefoot	Bun
Boys	White T-Shirt	Black shorts or tights	Ballet: Black Jazz: Black Free Form	

Bloch Microlux Tank leotard Style: CL5605 or L5605

Children and Teen female dancers purchase the below styles for black shorts and black leggings:

Black shorts: Capezio "High Waisted Short" - Children: Style# TB131C / Teen: Style# TB131

Black leggings: Capezio "Active Leggings" - Children: Style# TB204C / Teen: Style# TB204W

Junior Company, Repertory Ensemble, and Solo Program dancers may wear any solid colored leotard.

PERFORMANCES AND PROGRAMS

HOLIDAY SHOWCASE

The **Holiday Showcase** is an annual performance for children in the AMB School's Community Division. The show involves the Primary Class levels of Creative Movement and KinderDance, and the Children's Class levels 1, 2, and 3. Dancers perform holiday classics for family and friends, and the program includes treats and special guests. There are no costumes or fees for this festive event.

AMERICAN MIDWEST BALLET'S THE NUTCRACKER

Auditions are open each season to all interested dance students in the AMB School for the company's annual production of **The Nutcracker**. Students cast will have the unique chance to perform onstage alongside the professional dancers for thousands of audience members. AMB students are highly encouraged to audition for this exceptional opportunity!

STUDENT SHOWCASE

The Community Division and the Academy Division will each present a performance at the conclusion of the school year to highlight the growth and skills of our students. The **Community Student Showcase** will feature students in the levels of Creative Movement through Teen. The **Academy Student Showcase** will feature students in the Lower and Upper Academy.

Showcase Fees

\$50: Single student

\$75: 2 children in same family

\$100: 3 children or more in same family

Costumes

Cost of individual costumes per class averages between \$60-\$90 a costume.

Tickets

\$5: Primary and Children's Classes

\$10: Teen Classes

\$10: Academy Classes

JUNIOR COMPANY

See AMB School Website for audition dates and times.

America Midwest Ballet's **Junior Company** is a prestigious pre-professional company for advanced ballet dancers. These highly motivated students gain exposure to professional ballet company life, with opportunities to study with artistic staff, learn company repertoire, shadow professional dancers, and improve technique and artistry.

Dancers are selected through auditions conducted by AMB's artistic staff each May. The Junior Company schedule includes rehearsals on Fridays and/or Saturdays, plus company class with the professional dancers on Saturdays. Dancers rehearse for the annual Junior Company Showcase performance as well as for roles in American Midwest Ballet's professional productions. Dancers must be enrolled in Level 5 or Level 6 of the Academy in order to be eligible for Junior Company.

The Junior Company season runs Aug. 16 – Dec. 8 and Feb. 28 – May 1.

Annual tuition of \$1,000 may be paid in 10 monthly installments of \$100 (August-May). Junior Company is off when the School is closed for break.

For questions about Junior Company, please contact matthew@amballet.org.

REPERTORY ENSEMBLE

See AMB School Website for audition dates and times.

The **Repertory Ensemble** is a student performance group presenting dances in a range of styles. Students perform locally at locations around the community, participate in an out of town trip to take classes and

perform, and present the Repertory Ensemble Showcase each spring.

The Repertory Ensemble is divided into two age groups:

Senior Ensemble: Ages 13+

Junior Ensemble: Ages 8-12

The Repertory Ensemble season runs August 17-November 9 and January 18-May 23.

Annual tuition of \$560 may be paid in 10 monthly installments of \$56 (August-May). Repertory Ensemble is off when the School is closed for break.

For questions about Repertory Ensemble, please contact matthew@amballet.org.

SOLO PROGRAM

The AMB Solo Program gives dancers a chance to hone their skills and gain performance experience at Youth America Grand Prix or other competitive dance programs.

SOLO PROGRAM – YAGP

Students ages 9-18 enrolled in the Academy Division of AMB have the unique opportunity to participate in the Youth America Grand Prix ballet competition. Students who wish to participate will learn a classical variation and/or a contemporary solo to perform at a YAGP event. Students will meet with a coach for a 30-minute private lesson per week to prepare for the competition, paid on a monthly tuition basis. Private lessons will have a standing weekly lesson time on Sundays. Private lessons will begin in September and participants will attend a YAGP event in February or March chosen by AMB.

You can visit the Youth America Grand Prix website for detailed information. If a participant is interested in taking their variation or contemporary solo to competitions other than YAGP, they must register through the AMB School.

Class requirements for YAGP dancers:

- **9-10 years of age** must be enrolled in 1 ballet class and 1 modern/contemporary class at AMB School the entire school year.
- **11 years of age and older** must be enrolled in 2 ballet classes, 1 pointe or pre-pointe class, and 1 modern/contemporary class at AMB School for the entire school year.

If a student is interested in participating in YAGP, they should contact the office at school@amballet.org no later than July 1.

Fees associated with Youth America Grand Prix:

Participation Fee	\$150 1 st dance / \$50 each additional dance – due upon enrollment
Choreography Fee	\$225 per dance – due prior to first rehearsal
Monthly Private Lesson Tuition	\$130 per month per dance, September through February – due first of each month
Additional Fees paid by participant:	
YAGP Competition Entry Fee	Paid to YAGP
Costumes	
Personal Travel Expenses	
Instructor Travel	TBD – Instructor travel will be divided among participants

SOLO PROGRAM – Regional Competitions

Dance competitions provide students with additional performing opportunities. Registered AMB students ages 6-18 are eligible to participate in this program through **competitive solos, duets, or trios**. Participants will prepare choreographed routines to be performed at regional dance competitions. Students will meet with a coach for a 30-minute private lesson per week to prepare for the competition, paid on a monthly tuition basis. Private lessons will have a standing weekly lesson time on Sundays.

Dancers will select which competitions they wish to participate in from an AMB provided list. Competition fees are due December 1.

Class requirements for Regional Competition dancers:

- **6 years of age** must be enrolled in 1 dance class at AMB for the entire school year.
- **7-10 years of age** must be enrolled in 1 ballet class, 1 jazz class, and 1 lyrical or modern/contemporary class at AMB for the entire school year.
- **11 years of age** and older must be enrolled in 2 ballet classes, 1 jazz class, and 1 lyrical or modern/contemporary class at AMB for the entire school year.

If a student is interested in participating in Regional Competitions, they should contact the office at school@amballet.org no later than July 1.

Fees associated with Regional Competitions:

Participation Fee	\$150 1 st dance / \$50 each additional dance – due upon enrollment
Choreography Fee	\$225 per dance – due prior to first rehearsal
Monthly Private Lesson Tuition	\$130 per month per dance, September through April – due first of each month
Additional Fees paid by participant:	
Competition Entry Fees	TBD – due by December 1
Costumes	
Personal Travel Expenses	

PRIVATE LESSONS

-Registered AMB students are eligible for private lessons. A student wishing to take private lessons with an AMB instructor can email rachel@amballet.org to make arrangements.

-Private Lesson Fee: \$35 (30-minute lesson)

-Private Lessons consist of 1-3 students and an AMB instructor.

-Payment must be made to the office prior to the lesson.

-Cancellation by the student without at least 24-hour notice requires full payment (no make-up session provided).

-No refunds for Private Lessons. To reschedule, contact rachel@amballet.org.

COSTUMES

-Costumes will be ordered for students who participate in the *Community Student Showcase* and the *Academy Student Showcase*. Students are responsible for all costume fees.

-A Costume Balance must be paid in full before AMB will order a costume. Costume Balances of \$200 or more can be split into 3 payments upon signing the Costume Payment Plan Agreement.

-Costume fees are not refundable for any reason.

-It is your responsibility to try on your costume(s) immediately upon receipt. If there is any discrepancy in sizing, you must report back to AMB within 7 days of receipt of your costume. After 7 days, the cost of reordering a costume and its applicable shipping fees will be the student's responsibility.

INFORMATION CHANGES

We ask that if you have changes in your email address, phone number, home address, autopay credit card, or any other information that would affect your AMB account or records, to input the new information into your online client portal, email school@amballet.org, or stop by the front desk to make the updates.

WEATHER POLICIES

-In the event of inclement weather, AMB will follow OPS school closings.

-There are no refunds or credits given, nor will classes be rescheduled, for weather related school closings.

-It is up to a parent/guardian to use care, caution, and judgment in making decisions about travel from your area.

LOST AND FOUND

-We ask that all students put their names in shoes and dancewear. This will help identify any missing items.

-Lost and Found bins will be marked, and items will be removed from the premises usually every 3 months.

SCHOLARSHIP/FINANCIAL ASSISTANCE

Financial Assistance is awarded based on financial need. Financial Assistance applications must be received no later than July 23. Late or incomplete applications cannot be considered. Please note that by applying, you are asking for considerable amounts of monies to be granted to your family. Applying for Financial Assistance is a serious matter. Students receiving assistance must be fully committed to training at AMB School and should not attend classes at other studios or arts organizations.

To apply, please request the application through the school office or school director at school@amballet.org.

VOLUNTEERS

AMB needs volunteers for various School activities or events. We ask that you be generous with your time.

**THANK YOU FOR CHOOSING AMERICAN MIDWEST BALLET SCHOOL.
WE LOOK FORWARD TO WORKING WITH YOU AND YOUR DANCER!**