

HATHAWAY ACADEMY OF BALLET

2021-22 GENERAL POLICIES

ACADEMY POLICIES

Policies and Procedures are for students and parents registered during a school year.

PLACEMENT

To ensure the highest quality of training for each student the directors will decide the proper class level. Placement in levels is based on the academy curriculum and consideration of prior training, natural ability, proper ballet facility, technical aptitude and technical proficiency.

POINTE PLACEMENT – Division IV

Is at the discretion of the academy artistic directors with faculty consultation. Pointe Placement is determined after careful evaluation of strength of student's legs, feet, ankles, hip-rotation, abdominal and back strength. Three ballet technique classes per week are required for Pointe. Modern dance is highly encouraged to help develop more strength in the torso and overall coordination.

ATTENDANCE

Students are expected to attend all of their classes and to be punctual. Consistency is essential for the dancer's ability to develop proper technical skills and progress. Please call the office if absences are necessary.

Tuition & Class Make-up Policy

NO REFUNDS, PRO-RATING for Holidays or CREDITS for MISSED CLASSES

Monthly Tuition is due on the 1st and late by the first class of the week.

Make-up policy is flexible. Any missed classes can be made up with current class level or any class level below any time during the school year

GENERAL SAFETY

For the privacy of all students, video and photos are not permitted during class. Please do not post other children on social media. No body lotions or hair oils should be applied before class, these make the floor slippery. Prompt retrieval of your child is appreciated. Students are asked to remain in the Academy lobby and not outside while waiting for rides. Students should wear cover-ups and street shoes when coming to and from the studio. Young students are not allowed into the dance rooms without an instructor present. Children are not allowed to play in empty dance studios.

LOBBY RULES

The studio lobby is limited in space and needs to keep it available for dancers to wait, visit, and warm up prior to class. We ask that parents and siblings of dancers not linger in the studio while your child is in class. We will have staff to greet your child at the front door and guide them to the correct classroom. Parents may check in on the class however we ask that you wait until all students are in class. Please only 1 parent at a time. Young students will be brought to the front lobby door for pick up

PARENT OBSERVATION

Parents are invited into the studio to watch their child's class during the Academy's designated parent observation week. Parents will observe students in their regular class setting and instruction of the curriculum, in order to gain a greater understanding of their child's classical ballet and dance technique training regimen.

Video and photographs are allowed.

PARENT CONFERENCES

Children's Division & Student Training Division - Directors/instructors will contact you to set up a meeting if your student is having any difficulties with the curriculum. Students and parents in Levels VII through Pre-Professional Division will be scheduled for an annual conference to discuss progress and goals. If you desire to discuss the progress of your dancer, please contact the office to set up a meeting with their instructor(s) and the Directors. Please do not interrupt the instructors between their classes and/or keep them late after class to engage in conversation about your child's progress, as they are needing to focus on class preparation. If you have any concerns or questions about your child's dance class placement, progress, please email or call to schedule an appointment. Directors will be present at all parent/teacher meetings. We care very much about your child's progress and future in dance, and want to develop an honest and authentic relationship with the students in their talents and abilities.

PRIVATE LESSON POLICY

The Academy does allow the faculty to offer private lessons to the students in the Academy. We encourage this extra enhanced training however it does not replace regularly scheduled classes. Please refrain from arranging privates directly with the faculty. All requests for private lessons must come through the office and should be requested in a timely manner. The directors will approve all requests for the faculty and all schedule lessons will be placed on the studio calendar. Private lessons can be arranged for one month at a time.

To schedule a private lesson with one of the HAB Faculty please contact the office 973-747-0600 or email info@hathawayacademyofballet.com.

TEACHER/STUDENT CONTACT

In teaching the art of ballet, as well as other dance disciplines offered by the Academy, it is entirely appropriate for a teacher to put their hands on a student to correct a student's posture, a physical line, or position of a student's body or part of his/her body, or to help a student hold a position. The Academy does not tolerate any teacher/student contact that is harmful or inappropriate. In enrolling their child in the school, parents acknowledge that it is an acceptable Hathaway Academy of Ballet practice to correct students with physical contact.

STUDENT CONDUCT

The Academy is committed to maintaining a healthy environment that allows all students to fully enjoy their dance training. By enrolling in the academy, parents and students agree to abide by the following codes of conduct:

- All students will be courteous and respectful to one another, teachers, staff and parent volunteers. The Academy Directors will address concerns with any student whose attitude, discipline or overall conduct is unsatisfactory.
- Students will promptly report any injury or illness that occurs while they are at the Academy to their teacher or Academy Directors.
- Students will arrive and leave with appropriate clothing covering their dancewear.
- Students may watch rehearsals or other classes quietly from the viewing window. When watching, dancers should not talk about other dancers in a negative way, and they will move aside when others pass by. Talking loudly in the hallways and lobby, or causing distractions is not appropriate conduct.
- Dressing rooms, studios and common area cleanliness must be maintained. Students are responsible for their own belongings. No valuables should be left unattended in the dressing rooms or studios. Personal items left in the dressing rooms will be placed in the Lost and Found for a maximum of two weeks. Items not claimed within that time will be removed from the Academy.
- There is no eating or drinking in the dressing rooms or studios. Students may eat or drink in the back hallway being mindful to clean up trash and/or crumbs.
- The Academy will not tolerate the theft of other student's property. Students who participate in any theft face immediate dismissal.

NO BULLYING POLICY

The Academy maintains a strict no bullying policy. Students who verbally or physically cause harm or threaten to cause harm, who physically or psychologically intimidate another student, name call or harass other students for any reason will be placed on probationary status or may face immediate dismissal from the Academy. The Academy strongly encourages students and/or parents to notify the Academy Directors with their concerns regarding student conduct. In situations of immediate conflict, students must not take matters into their own hands. Any and all conflicts will be facilitated by the academy directors and parent/staff conferences may be necessary.

**PLEASE NOTE: WHEN BULLYING IS MENTIONED IN PARENT/DIRECTORS CONFERENCES
A THIRD-PARTY FACILITATOR WILL BE ASKED TO BE PRESENT IN MEETING**

GENERAL HEALTH SAFETY

For the 2021-22 school year, we will continue regular cleaning and wiping down of frequently touched surfaces, including between classes. We ask that if your child is sick with fever, cough, headache, sore throat, runny nose, diarrhea, or vomiting that you please do not bring them to the studio. They need to be symptom free for 24 hours before returning. Students can make up for missed class on another day. If your dancer has tested positive for COVID-19 please inform the front office immediately so that we can do a risk assessment for their classmates. If someone in your family has tested positive for COVID-19 please keep your dancer home.

We will follow CDC guidance on mask wearing for students during the 2021-22 school year.

We thank you for your cooperation.