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WELCOME TO

ACADEMY OF BALLFT

Studio Roxander is committed to providing high quality professional ballet training in a nurturing, supportive and friendly environment. We are supported by an amazing community of dancers and their families – all of whom value the training of mind and body that Studio Roxander provides.

The education your child will receive here involves more than simple dance instruction. Not only do students learn the technical skills of this beautiful art form, but they also develop self-motivation, self-confidence, and self-assessment skills that will serve them well in all aspects of their lives.

Parents and students of Studio Roxander are expected to read and discuss this Academy Handbook prior to attending the first class in order to familiarize themselves with our policies as well as the expectations and responsibilities of being a student and/or parent at Studio Roxander. By enrolling your child in our Academy, you are agreeing to the policies and guidelines herein.

The Studio Roxander faculty is dedicated to excellence in dance training. We thank you for choosing us and look forward to an exciting and rewarding year!

All our best,

David & Elyse Roxander

School Directors

101 E. 10th Street, Medford, OR 97501 (541) 773-7272

PROGRAMS & SCHOOL INFORMATION

With a desire to support and encourage our students, while providing them with the highest caliber of training possible, we have created four complete programs. The programs are designed to bring a student through their entire training process, but students can join our program at any time.

CHILDRENS INTRODUCTORY PROGRAM (ages 2-8)

The focus of our Introductory Program is to support children in exploring movement, music and their imagination, all the while developing a better ability to focus and interact in a group environment. Kinetic skills, musicality, inner awareness, and focus improve through our Introductory Program. As students progress through the levels, not only are they exposed to classical ballet steps and vocabulary, but they also begin to follow the structure of a "real" ballet class.

- o It Takes 2, ages 2-3 (with participating adult)
- o Creative Movement, ages 3-4
- O Creative Movement 2, ages 5-6 (younger dancers by teacher recommendation only)
- o Pre-Ballet, ages 6-8 (younger dancers by teacher recommendation only)

BALLET PROGRAM (ages 7-19)

A placement class is required for new students entering our Ballet Program levels 1B and above. Older beginners (who have not graduated from our Children's Classes) should enroll in Beginning Ballet 1A at the start of the Fall Season. Students will progress through several levels within our Ballet Program and each student advances at his/her own rate as the training is dependent on both physical development and maturity. Requirements vary by level (see the appropriate Session brochure). For the upper intermediate student who has flexible academic schedule, morning classes may be added to their full Ballet Program schedule (additional enrollment paperwork is required for the "Plus" Ballet Program. The Summer Intensive Workshops are highly recommended and essential for advancement in our program.

ADVANCED PROFESSIONAL & PLUS PROGRAMS (ages 12-19)

Designed for the serious pre-professional dancer to further develop their artistry, strength and technique through rigorous daily classes and workshops. Acceptance into this program is by audition or invitation only. Individual homeschooling or customized academic programs are required for all dancers. Special enrollment application is required. See Office for further information.

ALTERNATIVE TRACK (Middle & High School aged upper intermediate dancers)

For students who wish to pursue other interests (outside of ballet) or who cannot meet the class requirements of the Ballet Program. Dancers on this program must be able to keep up with the Ballet 3 or Intermediate/Advanced level curriculum but can take less classes per week then is usually required. Jazz, contemporary and/or pointe and men's classes are optional. Min. class requirements vary by level.

OPEN ADULT BALLET CLASSES (ages 13+)

Mixed level open adult ballet is offered 2 times per week as well as an "Introduction to Ballet" class geared specifically for adults.

EVALUATION & PROMOTION PROCEDURE

Children's Program students are usually advanced by age, and ones in our Ballet Programs by ability and maturity. It is not unusual for a student to remain in a level for more than one year. Students who are inconsistent with their classes or take long periods of time off (Summer, for example) often stay back.

Each student is unique and any school that takes this into account should undoubtedly advance their students based on individual ability and maturity. The stronger the dancer's fundamentals are the further they will go with their dancing. Sometimes it will appear to the parent and/or student that they are "stuck" in a level or not moving fast enough or being left behind. Often this is not the case. In many instances the one who progresses too quickly loses momentum, while the other who is taking things slower will tends to build momentum and has the maturity to cope better with their growth.

Staff meetings are held throughout the year to discuss the progress of our students as well as what we as a group can do to make Studio Roxander an even more extraordinary school. We have a meeting in the Summer to determine Fall placement. Students will receive Fall placement information at the end of summer. It is not uncommon for a dancer to do two years in a level.

ENROLLMENT INFORMATION & BENEFITS

REGISTERING FOR CLASSES

Students can register in person at our studio, or online at <u>www.studioroxander.com</u>. Our website provides all necessary forms as well as online enrollment access. Please contact us with any questions.

By enrolling online or via paperwork you are **registering for the entire Season (ie. Academic School year or Summer Season).** The Season tuition is billed in installments as outlined on the season's registration form and/or brochure.

CLASS PLACEMENT

We accept new students throughout the year, provided that space is available in the class(es) requested. New students with previous training should schedule a placement class for the purpose of evaluation by the staff, and they will be carefully placed in the level that best matches their technical ability. Introductory Program classes are based on age with some exceptions. Please contact the office with questions.

ATTENDANCE & MAKE UP CLASSES

Ballet is a very disciplined art form that requires a high level of commitment from both the student and their family. Students are expected to attend all of their classes, and those who regularly miss classes don't have the opportunity for the level of growth that consistent training stimulates.

If a student is unable to attend a class or rehearsal, the student or parent needs to call or email the studio to let us know not to expect them.

- Make up classes can be fulfilled in the same level on a different day, a lower level, or another type of class.
- Once scheduled, all make-ups are counted unless canceled prior to make up day
- Make up classes must be completed within 4 weeks of the original absence and are not carried over to a future session. If an anticipated absence is on the horizon, the make-up lesson can be scheduled and taken in advance absence.
- If the make-up lesson is longer than the missed class, the student's account will be charged the difference at the rate of \$10/hr.
- Students are limited to 5 make-up lessons per School Year, per class enrolled. 2 classes weekly 10 make ups allowed; 3 classes weekly 15 make ups allowed.

Our make-up class policy may be adjusted mid-year in response to potential Covid-19 restrictions placed on our business. NO CREDITS OR REFUNDS WILL BE GIVEN FOR UNATTENDED CLASSES.

WAITING LISTS

To be placed on a waiting list for a class that is full, simply complete a Registration Form or log on to our online enrollment system and attempt to enroll in the class. You will be placed on the waiting list. If /when a spot becomes available, students on the list will be contacted via email. If they are not confirmed and enrolled within 48 hours the spot will be offered to the next student on the list.

FINANCIAL INFORMATION

TUITION COMMITMENT

Enrollment is for the entire Season in which your dancer is enrolled (School year or Summer Season).

Tuition payments cover weeks of actual "active" class time. All breaks are factored into the tuition and you are not charged for these closures. Accounts are credited for school holidays. Tuition is pro-rated for dancers starting mid-season.

<u>Tuition is non-refundable</u>. <u>No credits will be given for unattended classes</u>. Remember, you are paying for your child's place in the class and are responsible for that tuition.

REGISTRATION AND OTHER FEES

- Registration Fees are charged for each season (Academic School year and Summer) as indicated on your Registration form and/or Online Acceptance (for online registrations)
- A monthly \$10 late fee will be applied to all past due accounts. If you need an extension of time in which to pay your tuition, please contact the office. Late fees are applied on the 5th of each month.
- Our NSF Fee for returned checks is \$25.00.

FAMILY DISCOUNT

• <u>Family Discount</u>: We offer a <u>family tuition discount</u> of 10% for families who have 2 or more children enrolled. This discount is taken off the tuition for ALL members of the family. Discounts are NOT taken on Summer Intensive Program tuition. Registration fees are capped for families with multiple dancers.

WITHDRAWAL POLICY & PROCEDURE

- School Year: 4-weeks notice must be given as outlined below. No withdrawals after May 1, 2024.
- **Summer:** Provided that the tuition due date has not passed, students may withdraw by giving 4 weeks written notice. However, once the summer installment due date(s) has passed, parent/guardian will be responsible for any and all Summer tuition that is now due and payable.
- WRITTEN NOTICE MUST BE GIVEN: Parent/Guardian must submit their Withdrawal Request in writing via email or by submitting a Student Withdrawal Request form. Annual tuition will be prorated based on the final day of enrollment (4 weeks from receipt of written notification) and any tuition owed is due and payable. If a credit remains, it will be forfeit. No withdrawals will be accepted after 5/13/23.
- Keep in mind if we are not notified of your dancer's withdrawal, you will be responsible for tuition payments whether your child attends class or not.
- Exception: Enrollment in the PLUS Program is for the entire school year. Enrollment in the Advanced Professional Training is an annual commitment. See Program specific enrollment forms.

DELINQUENT ACCOUNTS

We understand that on occasion accounts get overdue - even if by oversight. We are very understanding and willing to work out payment plans with our families, but *communication is key*! Accounts that are overdue for more than 45 days will result in the student being temporarily removed from classes, until brought current or a payment plan is agreed upon. If a payment plan has not been established after 60 days of

delinquency, the student will be dropped from all classes and the account sent to our collection agency.

TERMINATION OF ENROLLMENT BY STUDIO

Studio Roxander reserves the right to accept or deny registration forms and may cancel registration at any time without notice. In such case, and if necessary, a refund will be issued within 48 hours.

POLICIES & GUIDELINES

SICK POLICY

PLEASE be conscientious about not bringing illness into the studio! If your child is not feeling well, they SHOULD NOT attend class.

- Children with fever, vomiting or diarrhea need to stay home. A fever is 100.4 or higher.
- If your child has a fever, has vomited or has had diarrhea TODAY, they may NOT attend TOMORROW
- If you need to medicate to "get them through the day", they should not come to class that day.
- If your child has a cough, please take them to the doctor to be checked out before returning to class.

ARRIVAL & DEPARTURE OF STUDENTS

The safety of our students is extremely important to us. We want everyone to maintain awareness of how to be safe when coming to and from classes at our studio. The safest situation is for you to walk your child to our front door (in our private parking lot.) Car drop off via our parking lot works great as well.

Studio Roxander has a private lot, which can be used for QUICK drop off. ENTER FROM FRONT STREET and PULL ALL THE WAY FORWARD. PLEASE do not park/wait in your car in our driveway at pickup.

Dancers may be dropped off a maximum of 15 minutes prior to the start of their first class and need to be picked up within 10 minutes of their final class of the day ending. If you arrive more than 10 minutes after the end of your child's class or rehearsal, you will be charged if your lateness caused staff to have to remain in the building past expectation. We understand that delays in pick-ups and emergency situations do happen. Please call the studio if this occurs.

LATE ARRIVAL

If you are late to class **DO NOT OPEN THE DOOR AND JOIN THE CLASS** without **direct permission** from your instructor. **Please WAIT** until the teacher *invites* you into the studio.

If your child is going to be more than 10 minutes late, please call and schedule a makeup class. Unless arrangements were made in advance and approved by the instructor (under extraordinary circumstances), the dancer will not be allowed into class if they are more than 10 minutes late for any reason.

PARKING

There is 1 hr. street parking on Front Street and S. Central. The public parking lot just West of our building has ample parking as well. Lot is #4896. Rates are posted. Use the machine in the center of the lot to pay for your parking before entering the building. The parking machine accepts VISA/MC as well as change. There is also an app (PayByPhone) for your phone (fee is charged). Please check the street signs carefully for time limitations. Please let us know if you are ticketed, as we have discounted ticket vouchers at the desk.

CLASS OBSERVATION & LOBBY GUIDELINES

All of our studios have viewing and lobby areas, and parents are welcome to observe any scheduled classes (not rehearsals). Parents PLEASE be aware of your influence and possible distraction and observe accordingly. Parents are asked to remain in the viewing and lobby area at all times. Please do not enter the studio or interrupt the lesson by speaking directly to your dancer or the instructor during class.

We are responsible for the students during their class(es), however, the parent/guardian is responsible for their behavior and safety before/after class. **Children must be supervised at all times**. We recommend the south-side viewing hallway for families with small children, as the **Dance Shop area is considered a QUIET ZONE** and no food or drink is allowed in this area.

OUTSIDE DANCE INSTRUCTION

Curriculum and training methods vary significantly from school to school. Our 30+ years of teaching have shown us that, more often than not, dancers studying in more than one school can become very confused and fall significantly behind. It is for this reason that our students train exclusively with Studio Roxander throughout the year, summer included. Carefully handpicked guest instructors will be brought in for our Summer Intensives (int and adv levels) and other outside experiences such as Youth America Grand Prix are also an option. At the age of 15, with permission from the directors, students may audition for outside summer intensives.

COMMUNICATION

Academy personnel are available during class times to provide assistance. We also answer or return calls and emails throughout the day Monday through Saturday. We are happy to take time to answer questions and give our parents and students the attention they deserve. Parents are encouraged to contact the **Academy directors or instructors** to discuss any questions or concerns through email or phone. An email, appointment, or phone call will be set up in response. Please allow 48 hours for a response.

EMAIL is our main form of communication. Please take time to read all emails that you receive from us. The Studio will communicate billing, class cancellations and other important information to families through email. Remember: you can have more than one email address associated with your account. Please monitor the Studio Roxander website, Facebook, and emails for important information. We ask that you read each correspondence thoroughly, and inform us of any changes in your email address, home, or mobile phone numbers or home address and please be sure to add us to your contact list: **info@studioroxander.com**.

IMPORTANT: If you mark one of our emails as "SPAM" our system will put you on a DO NOT EMAIL list. If you suddenly stop getting emails from us, please check in! If you've been "blocked" we can fix it.

We post updates and important info on our **Bulletin Board** - near the drinking fountains and restrooms.

PARENTAL INVOLVEMENT & POSITIVE SUPPORT

There are many ways that parents can aid in their child's development as a dancer. One of the best ways they can help their children is to expose them to live performances, art galleries, ballet books and videos. This will open a whole new world not only for your child but for yourself as well. Also, always explain to your child the value and importance of being as open as possible to corrections when taking class. They should have a clear understanding of their corrections so they can apply them. Applying corrections is one of the quickest ways to advance. We ask that parents NOT "coach" their students at home or correct &/or discipline them from the viewing windows. Students should progress when working in the classroom with a qualified and experienced professional, and they tend to have more success when focused on what is expected in the classroom rather than what their parent is thinking or feeling about their work. We strongly urge our students to stretch at home - parental encouragement is extremely helpful in accomplishing this.

In addition, we kindly request that you refrain from negative discussions with your children or other parents concerning Studio Roxander or its students – in our lobby, parking lot, and on social media. If you have any concerns with any aspect of our academy we ask that you contact the Academy Directors.

CANCELLED CLASSES/EXTREME WEATHER POLICY & COVID-19 ADJUSTMENTS

Classes must meet a minimum of 5 students enrolled (some classes have larger minimum requirements). Classes with insufficient enrollment may be cancelled at the discretion of the directors, and a refund issued.

Extreme weather, "Snow Days" or events beyond our control such as power outages can cause closure. In these instances, if a makeup class is offered, no credit or refund will be issued. Please be sure to check our website or Facebook page if you think classes may be cancelled.

If an instructor is out for personal reasons, illness or due to out-of-town competitions or conventions such as YAGP and and appropriate substitute isn't available, the student's account will be credited.

FORCED CLOSURE. If the studio is forced to close due to Covid-19 OR any other state or federal mandates, we will offer comparable classes via the ZOOM platform and no credits or refunds will be issued.

PHOTOGRAPHY, VIDEOS, SOCIAL MEDIA, SECURITY FOOTAGE

In addition to our website, Studio Roxander also uses Facebook, YouTube, and Instagram to post announcements, photos, videos, and other newsworthy items regarding the studio and it's performances, students, graduates and the dance world at large. We encourage all Studio Roxander families to follow us on these social media sites to view up-to-date announcements.

Please also be mindful of your children and their own personal use of social media sites. Young people often use such sites to share personal information with friends and contacts. Studio Roxander students and parents are asked to use good judgment when sharing personal information over the internet—even when privacy settings are set in a way where the public cannot view the individual's personal posts—and to refrain from mentioning Studio Roxander in any disrespectful or defamatory way. This not only reflects poorly on the studio, but on the individual as well. We encourage our students and parents to use social media as a healthy communication and networking tool, but we expect them to represent themselves and the studio in a way that is consistent with Studio Roxander's professional image and standards.

Please be advised that under no circumstances is a student/family permitted to post video content of Studio Roxander classes, choreography and/or performances on any social media platform without receiving explicit permission in writing from the Studio Roxander administration and/or choreographer. In most cases, permission will be happily granted if the request is for the purpose of sharing video material with family and friends. This is to ensure that the integrity of the choreography is maintained and that copyright regulations are honored, and is standard policy at pre-professional ballet schools, companies, and arts organizations. Personal photos are exempt from this policy.

For the safety of our students and staff, **SURVELANCE CAMERAS** are located throughout the building. Most of these cameras also record audio.

NOTICE OF NON-DISCRIMINATION POLICY

Studio Roxander does not discriminate and admits students of any race, national or ethnic origin, religion (creed), gender, gender expression, or sexual orientation in any of it's activities or operations to all the rights, privileges, programs and activities. We are committed to an inclusive and welcoming environment for all members of our staff, students, volunteers, and patrons.

CODE OF CONDUCT

It is the policy of Studio Roxander to promote a healthy and positive environment for all students and staff. Students are expected to behave in a responsible manner and should show exemplary conduct at all times and treat other students, staff, faculty, and volunteers with respect. Studio Roxander reserves the right to dismiss any student whose conduct is found to be unsatisfactory.

The following are prohibited at Studio Roxander:

- Verbal harassment, physical threats or intimidation, acts of violence of any kind
- Alcohol or drugs of any kind (students and parents alike)
- Theft, destruction of school property or property of others
- Firearms or weapons of any kind
- Smoking: No smoking is allowed in our building, on our property or 30 feet from the entry doors.
- Inappropriate use of the internet, social media, or cell phones (onsite photography or videography).

Studio Roxander reserves the full authority to enforce the Code of Conduct and violation of any of these rules will lead to immediate disciplinary action. Actions may include (but are not limited to) Expulsion, Dismissal from the Program, Suspension, Probation, or Police &/or Child Protective Services report.

STUDENT EXPECTATIONS

CLASSROOM EXPECTATIONS

- Out of respect of the studio and classroom space, and also for safety reasons, Children's Program dancers should not enter the classroom before the teacher invites them in even if the door is open.
- Talking in class is not allowed. Hands should be raised when there is a question for the teacher.
- Gum is never allowed in the classroom.
- Students in Ballet 1A and above are expected to confine trips to the restroom to the break between barre and center work, except in cases where leaving is unavoidable, in which case the student (when returning) should wait at the door until the class is in between barre exercises.
- If a student needs to leave class early, please let the teacher know prior to the start of class. At the given time, the student should thank the teacher and then quietly leave.
- Throughout the class, the instructor gives "corrections" to the students. Students should not interpret these corrections to suggest that they are not doing well, but rather they are a means of progressing in this art form. All corrections apply to everyone. Corrections, even when given to a single student, should be worked on and applied by the entire class.

DRESS CODE

All students are expected to maintain a clean, neat appearance and to abide by the Dress Code guidelines outlined for their level. Students out of dress code will be asked to sit out of class

HAIR: Students with long hair must have their hair up and away from their face – either in a bun or (if short) in 2 pigtails. We begin working on turning with our youngest of dancers. Hair that is not properly secured is very distracting, continually gets in the dancer's face and eyes, and can cause the dancer to create bad habits with blinking and neck tension.

CHILDREN'S PROGRAM – GIRLS/BOYS DRESS CODE

Jewelry and costume items are not permitted in class (crowns, bracelets, necklaces and watches). Small, simple earrings are allowed. Please help avoid disappointment by removing these items before arriving at the studio.

- Leotards, unitards, biketards or dance dresses are allowed. Any color, any style.
- Tights are optional and can be full-footed, convertible or footless.
- Skirts are allowed but must not fall below the knee. Tutus are permitted in CM/CM2 only
- <u>Proper ballet shoes are required</u>. Pink, white or black. Please DO NOT purchase shoes at Target, Walmart, Kohls or Payless these are poor quality and not suitable for class. **PLEASE DOUBLE KNOT your child's ballet shoes (no bows) and tuck them in.**

BALLET PROGRAMS – BOYS/MENS DRESS CODE

- Biketard or unitard; Tights (footed or footless) or dance shorts with tight fitting t-shirt or tank top (any color).
- White, grey, black or tan ballet slippers (canvas or leather). Please DO NOT purchase shoes at Target, Walmart or Payless these are not suitable for class.

BALLET PROGRAMS – GIRLS/LADIES DRESS CODE

- Leotard: any color, any style however cut must be tight-fitting (ex: no loose sleeves)
- Pink tights (full footed or convertible) are required for dancers in Levels 1B through Advanced.
- Skirts are permitted during rehearsals only at the discretion of the instructor.
- <u>Pink ballet slippers</u> canvas or leather. Please DO NOT purchase shoes at Target, Walmart or Payless these are not suitable for class.

CONTEMPORARY, JAZZ & HIP HOP

- Hair must remain up for all Contemporary and Jazz classes.
- Biketards, shorts or leggings may be worn in place of tights.
- Tennis shoes (clean) or jazz shoes should be worn for Hip Hop/Jazz
- Loose tops may be worn at the discretion of the instructor.

OPEN ADULT BALLET

- Ballet shoes are required.
- Traditional ballet or fitness attire. No specific requirements or restrictions.
- Hair should be up off of the dancer's neck and away from their face.

ADDITIONAL STUDIO RULES

- There is **NO running or rough housing** permitted in any of our lobby areas. We also ask that you keep the level of your voice down while in the building. Please respect the on-going classes, our Dance Shop customers, parents watching classes, and our front desk staff.
- The Dance Shop area is for shop customers and school inquiries. Please do not sit under the clothing racks or on the floor and please do not move additional seating/chairs into the Dance Shop area.
- No food is allowed in the studios, but dancers should bring a water bottle into class with them.
- If you eat in our lobby areas, you must clean up after yourself and dispose of any food containers. Food and drink can be consumed in the area outside of Studio 3 and in the south-side viewing hallway. NO FOOD or DRINK is allowed in the Dance Shop lobby area.
- We are not responsible for lost or stolen items. Please do not bring valuables into the building.
- Bags/personal belongs should be stored in the cubbies or tucked away under the benches. Items left out in the middle of the floor will be placed in Lost & Found. Lost and Found will be purged on the 1st of each month. Please mark your child's dance clothes & shoes with their name so you can be contacted if items are found. **Cell Phones must remain in dance bags or in cubbies with personal belongings.**
- Only staff members are permitted in office & storage areas without permission.
- No pets are allowed in the building without consent from the studio owners.
 Studio Roxander Academy Handbook 2023/2024

Studio Roxander - Academy of Ballet

2023-2024 School Year Calendar

September 2023								
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April 2024								
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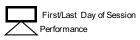
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25	26	27	28	29	30	31	





Rehearsals (Nut or Surealia)
"In Theatre"/ Performance Week (school close
Audition Day (proposed)

Sep 4	Labor Day - Closed	
Sep 5	First Day of Classes	
Sep 9	Nutcracker Auditions	
Sep 23	Nutcracker Rehearsals begin	
Oct 28	Studio Costume Day!	
Oct 31	Halloween - Closed	
Nov 10	Veterans' Day - Closed	
Nov 22-25	Thanksgiving Holiday - Closed	
Dec 4-17	Nutcracker Tech & Performances	
Dec 4-31	Winter Break (no Academy classes)	
Jan 1	New Years Day - Closed	

Jan 15	MLK Jr. Holiday - Closed	
Feb 19	Presidents' Day - Closed	
Mar 25-Apr 7	Spring Break	
Apr 13	Surealia Auditions	
Apr 27	Surealia Rehearsals begin	
May 27	Memorial Day - Closed	
June 9	Spring Showcase Performance	
June 10-23	Pre-Summer Break	
June 24-Aug 3	Summer 2024	
Jul 6	Surealia Rehearsals resume	
Aug 5-11	Surealia Tech & Performances	

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^{*}Calendar Subject to Change