

Parent/Dancer Handbook

Amherst Ballet's Mission

Amherst Ballet is dedicated to quality dance instruction for all. We inspire artistic excellence and a lifelong love of dance. Amherst Ballet enriches the Pioneer Valley through educational programs, performance and collaboration.

Amherst Ballet's Organization

Amherst Ballet (AB) was founded in 1971 and is a non-profit organization (501(c)3), overseen by a volunteer Board of Directors and administered by an Artistic Director and a Business Director. AB offers classes in the Lower School, the Upper School and Open Classes. All of AB's classes are taught by instructors who are accomplished, experienced and well-educated. Some of AB's ballet classes may be accompanied by a pianist.

Lower School

Class Structure and Frequency

Classes for students ages 3 through 12 years are in the **Lower School**. The progression of levels in the Lower School is:

- Creative Movement for 3-4 year olds: meets one (1) time per week for 45 minutes.
- Pre-Training 1 for 5 year olds: meets one (1) time per week for 1 hour.
- Pre-Training 2 for 6 year olds: meets one (1) time per week for 1 hour.
- Level 0 for 7 year olds or older students with no previous training or training that does not meet the requirements of this level: meets one (1) time per week for one (1) hour.
- Level 1 for 8-9 year olds: meets two (2) times per week for 1.25 hours.
- Level 2 for 10-12 year olds: meets three (3) times per week for 1.25 hours.

All students will be placed in the level that is developmentally and technically appropriate for them at the outset of the season. Instructors may recommend adjustment of placement during the season.

Levels 0 through 2 follow a modified Vaganova Method syllabus. It is important for the acquisition of skills and overall accomplishment that students in Levels 1 and 2 commit to training at the specified frequency. Students unable to fulfill this commitment will not be turned away, but their acceptance is with the understanding that they may need to spend more than one season in each level and that they may not be able to perform in the end of season Class Concert with their ballet class.

Performances

Except for students in Creative Movement and those noted above, students in the Lower School perform each spring in the Class Concert. The Class Concert is an opportunity to display the skills acquired in class during the season in dances choreographed by their instructor. Participation in

performance is intrinsic to the dance learning process. It is highly recommended that every student complete the season's training by participating in the Class Concert. The creation of class dances begins in January and rehearsals for these take place during regular classes. Once that process has begun, attendance at regular classes and the theatre rehearsal are vitally important to **your student** and **their classmates**. The Class Concert is performed in class uniform; there are no additional costumes or costume charges aside from a performance skirt (for girls), if needed.

Students in Level 0, 1, and 2 are eligible to audition to participate in the Spring Lower School Short Form Ballet when it is produced. Rehearsals for these shows are held outside of regular class time. Participation is encouraged but not required. Preparation time for these shows is limited and therefore every rehearsal is vitally important. **Missed rehearsals may necessitate removal from the cast.** There are **mandatory** technical rehearsals prior to the show. Absence from these rehearsals is not an option. Student performers need to provide their own ballet slippers, tights, and **nude camisole leotard**. Costumes are used in these performances and an appropriate costume fee will be charged.

Occasionally Amherst Ballet Lower School students may have the opportunity to participate in other Amherst Ballet performances or performances presented by organizations other than Amherst Ballet. Whenever agreeing to participate in a performance with an outside organization, it is vitally important that Amherst Ballet be informed about student commitments that may conflict with Amherst Ballet rehearsals or performances.

Promotion

Students receive an evaluation from their instructors in May with recommendations for the next season's study. Promotion is not automatic. Promotion requires proper neuromuscular integration and developed attention span and focus. Non-promotion is not seen as a deterrent but rather as a realization that not all bodies and brains develop the same way and that remaining in a level for more than one season may be the best option for training a dancer over the long-course.

Lower School Attendance, Absence, Make up and Tardiness Policy

Parents of Creative Movement and Lower School students are requested to call or email AB when their child is absent. Make-up classes may be taken at any time during the season including in advance of a planned absence **at the same level or a lower level**. No credit will be given for missed classes, nor will tuition be adjusted (except for documented medical conditions when makeups cannot be arranged).

Classes are expected to begin on time. Students should be ready and prepared to dance at the scheduled time. It is in everyone's best interest to have students **arrive early** so they are ready for class to begin as scheduled. Students who enter the studio late disrupt the flow of teaching, distract their fellow classmates, and joining classroom exercises late without proper warm-up may be injurious to dancers. If a student is more than 10 minutes late they may be asked by the instructor to observe the class rather than participate.

The last class in December and the last class of the season are designated as "Visitors Day" classes. Parents are invited into the studio to observe the progress of the Lower School students at the discretion of the teacher.

Parents **should not** enter the studio while a regular class is in session. If a parent needs to confer with the instructor, please visit the reception desk to arrange a conference time or e-mail info@amherstballet.org.

Upper School

Class Structure and Frequency

Dancers are accepted into the **Upper School** on recommendation of their Lower School instructor or by audition with the Artistic Director or Senior Instructor of the Upper School. The Upper School uses the Vaganova syllabus. The progression of levels in the Upper School is:

- Upper School
 - A **minimum** of three (3) Upper School Ballet classes per week is required for full program participation (Conditioning, Modern & Jazz are encouraged). We strongly recommend taking more than the minimum, if schedule and interest allow.

Dancers will be placed in the appropriate level *commensurate with their skills* by the Artistic Director or Senior Instructor of the Upper School. Instructors may recommend adjustment of placement during the season. Students receive an evaluation from their instructors in May with recommendations for the next season's study. Promotion is not automatic.

Amherst Ballet recognizes that students have different areas of interest and levels of commitment to dance. **We are happy to enroll dancers who wish to study ballet intensely as well as those who wish to have dance as just one aspect of their lives.** The number of hours of class time enrollment will dictate the performance opportunities afforded each student in Amherst Ballet productions.

Performances

Amherst Ballet shows are carefully planned, programmed, and created with an audience of the general public in mind. Every effort is made to include as many Amherst Ballet students as feasible in each performance provided those students meet the class enrollment and attendance criteria and are able to accommodate the rehearsal and performance schedule. All casting is at the discretion of the choreographer and/or Artistic Director.

- Dancers who take 3 or more Upper School classes per week (at least one of which is a ballet class) will be eligible to audition for any and all AB performances and/or at the invitation of a choreographer.
- Dancers who take less than 3 ballet classes per week or only non-ballet classes will be eligible to audition for contemporary works only and/or at the invitation of a choreographer.

All Amherst Ballet rehearsals are conducted outside of class time. Since preparation time for each performance is limited, each rehearsal is vitally important. There will be **mandatory** technical rehearsals scheduled for each performance run. Absence from these rehearsals is not an option. All Amherst Ballet dancers are required to provide their own shoes, tights, and **nude camisole leotard**. Costumes will be used in these performances and an appropriate costume fee(s) will be charged. Please see Appendix C for full Performance related information.

Upper School Attendance, Absence, Make up and Tardiness Policy

Parents of Upper School students or the students themselves are requested to call or e-mail when the dancer is absent. Make-up classes may be taken at any time of the season including in advance of a

planned absence *at the same level or a lower level if necessary*. No credit will be given for missed classes (except for documented medical conditions when makeups cannot be arranged).

Students are expected to begin class on time and prepared to dance. It is in everyone's best interest for students to *arrive early* so they are ready for class to begin as scheduled. Students who enter the studio late disrupt the flow of teaching, distract their fellow classmates, and joining classroom exercises late without proper warm-up may be injurious to dancers. If a student is more than 10 minutes late they may be asked by the teacher to observe the class rather than participate in it.

Amherst Ballet students incurring injury during the season are expected to communicate the nature, severity, and course of treatment of their injury to the Artistic Director and/or Senior Instructor of the Upper School. A medical practitioner's written diagnosis and plan for treatment may, in some instances, be requested. It is expected that classes missed due to injury will be made up in a lower level class as part of the rehabilitation process. If the timing of the injury is such that classes cannot be made-up during the season the injury is sustained, please arrange a meeting with the Artistic Director to develop a customized solution.

Late Starters

Students beginning dance as an older teenager or transferring from a less rigorous program are welcome at Amherst Ballet. After assessment by the Artistic Director and/or Senior Instructor, a custom course of classes will be assembled to facilitate the progress of the individual dancer.

Open Classes for Adult Dancers

Adult dancers are welcome to attend Beginning, Advanced Beginning, and Intermediate Adult classes. Adults may also attend Upper School classes with the permission of the instructor; these classes are paid for on a single class basis or by purchasing a class card.

General Policies and Procedures For all Amherst Ballet Attendees

All classes, rehearsals, observed holidays, vacations, Immersion Programs, and Amherst Ballet events are listed on the Master Calendar. This is a Google Calendar, the link for which is available on the landing page of our web-site (www.amherstballet.org). The schedule is printable, downloadable and sync-able.

Inclement Weather and Vacation Policy

- For inclement weather Monday through Friday when Amherst-Pelham Public Schools are in session: if APRS is closed for the day, Amherst Ballet is also closed for all classes and rehearsals.
- The determination whether to hold classes and rehearsal on Saturday will be made by 8:00 am by the Artistic Director. If weather threatens, please call Amherst Ballet (413 549 1555) to see if classes are being held. We will also alert you via email if classes and/or rehearsals are canceled, with the email address we have on file.
- In the event the weather turns bad during the time classes are in session, the decision to suspend classes will be made by the Artistic Director.
- An informative message will be put on the Amherst Ballet answer phone when classes are canceled due to inclement weather.
- Always be safe and use your best judgment about whether to attend class if the weather is bad. You can always arrange to do a make-up later in the season.
- Amherst Ballet follows the holiday schedule of the Amherst Regional Public Schools. If ARPS are closed for holidays or vacations, so, too, is Amherst Ballet.
- Amherst Ballet is **not** closed for APRS teacher in-service days, slippery floor days, or budgetary constraint days.
- Amherst Ballet is closed in observation of certain national holidays. Please refer to the Master Calendar on our website (www.amherstballet.org) for those dates.

Registration, Drop-Add and Withdrawal Policy

- Registrations for fall classes are accepted beginning in August.
- Class schedules for each dancer should be fixed by mid-September. Classes that are or become insufficiently enrolled may be cancelled.
- Lower School students wishing to add or drop classes must have a parent submit the change to the Business Director by note or email. This is to ensure that parents know when their child is supposed to be at AB and that appropriate tuition is assessed.
- Withdrawals will date from the receipt of the email or note. Tuition charges will continue to accrue until written notice of withdrawal is received.
- Upper School students wishing to add or drop classes must first receive approval from the Artistic Director followed by **parental** notification to the Business Director by note or email. This is to ensure that parents know when their child is supposed to be at AB and that appropriate tuition is assessed.
- Withdrawals will date from the receipt of the email or note. Tuition charges will continue to accrue until written notice of withdrawal is received **from the parent**.
- Students wishing to withdraw completely from AB must have a **parent** submit a note or email to the Business Director; the date the Business Director receives the email/note will constitute the withdrawal date. Tuition will not be assessed after the withdrawal date.

Registration and Payment Policies

Returning students may register on-line through the Dance Studio Pro portal. The Parent Portal is your online access to your account. You can view past payments, make payments, view your outstanding balance and class schedule, and read AB communications, among other things, at the portal. To register, set up an account (if you have not done so already) and sign up for the classes recommended for your child. Current tuition rates are noted on Dance Studio Pro registration interface. You need to pay the \$30 registration fee online or at the studio to activate registration. All payments made online are subject to a 3% convenience fee, while payments at the studio may be made by cash, check (made

payable to Amherst Ballet, with the dancer's name in the memo portion of the check), or credit. There is no fee associated with a credit/debit payment made in the studio. Your dancer is not officially registered until payment has been received. Registration closes the first day of classes. Anyone wishing to register for a season class after that day will need to speak with a staff member to enroll.

It is the responsibility of the parent(s) to ensure their account info is accurate and up to date. Amherst Ballet is not responsible for incorrect information entered into the DSP interface. We use your email address for announcements and billing. Your phone number is for emergency contact purposes only (should your dancer become ill or injured while at the studio). **YOU MUST ENTER BOTH AN EMAIL ADDRESS AND PHONE NUMBER TO ENROLL YOUR DANCER.**

Tuition is payable in advance. Students may take class only if tuition is current. There are **no** tuition refunds.

- Tuition may be remitted in:
 - One payment. If received by August 31 you may deduct 2%.
 - Monthly installments, posted on the first of the month (Sep-May).
 - You may enroll in autopay; these payments will be processed on the 15th of the month to either your on-file credit card or bank account. **NOTE THAT AMHERST BALLET IS PCI COMPLIANT -NONE OF YOUR ACCOUNT INFO IS STORED ON AMHERST BALLET COMPUTERS, BUT RATHER SECURE SERVERS WITH OUR PROCESSING PARTNERS.**
- Tuition bills will be accessible on the Parent Portal or sent via email. Please inform the Business Director if you do not have access to email or internet. Paper bills will be assessed a fee of \$1.
- Amherst Ballet accepts checks, cash, and credit/debit cards. Please make checks payable to *Amherst Ballet* and **INCLUDE THE DANCER'S NAME.**
- **If tuition payments are to be made by more than one party,** the Business Director must be informed by note or email when the student enrolls.
- Payments received after the last day of the month will be assessed a late fee of \$10 and accrue a penalty of 1.5% of the outstanding balance per month until paid. This will be a recurring charge until your account is in good standing. (Example: If tuition is due by Sep 30th, and come October 1 the account has not been paid, you will be assessed \$10 **plus** 1.5% of the open balance. If on November 1 your September and October bills have not been paid, you will be charged \$10 **plus** 1.5% of the open balance **for each month**).
- If your account is in arrears for longer than one month, your dancer may not take classes or participate in rehearsals until the invoice has been paid in full.
- We cannot accommodate temporary withdrawals from the program. Please speak with the Artistic Director ahead of time if you know your child will have a temporary conflict (ex: seasonal sports or other performance commitments) to arrange a makeup schedule ahead of time.
- Adults may pay for a single class **before** the class begins, or buy a 10 class card. All adults need to sign-in at the reception desk and either pay or have the class card marked. Single Classes cost \$18, 10 class cards cost \$150 and expire 1 year from the purchase date.
- There will be a \$25 Insufficient Funds Fee charged for any checks that are returned from the bank for any reason. This fee will be charged per returned check.
- Convenience Fees paid online are not refundable.
- Do not leave payments on the reception desk. If no one is available to take your payment, please slide it into the payments lockbox located on the wall to the left of the desk.

Private Lessons

Amherst Ballet is able to help students schedule private lessons with our staff when needed. These lessons are designed for students looking to catch up to their peers, work through an injury or condition, or for students preparing for an audition outside of Amherst Ballet. Private lessons are in no way intended to help dancers achieve better roles in Amherst Ballet performances, but rather to help students achieve their goals as dancers. Private lessons will require a charge for the studio rental (see policy below) as well as the teacher's time. Payment of tuition and fees **must be up-to-date** in order to use the facilities and payment for studio use must be paid on the date of the rental.

Scholarships

Amherst Ballet is able to grant limited scholarships for regular season classes on a need-basis for Lower School students in Pre-Training 1 through Level 2 and for Upper School students. Funds for Lower School dance scholarships come from the Young Dancer Scholarship Fund which is dependent on donations. Funds for Upper School scholarships come from the Maura Donohue Fund which is dependent on donations. Scholarships may take the form of reduced tuition and/or specify a work requirement.

Application for a scholarship must be requested during the summer enrollment period, prior to the commencement of the season, and returned promptly together with a copy of the parents' tax return. Scholarships are awarded by a sub-committee of the Board of Directors in September. You must keep your account in good standing in order to continue to receive scholarship monies on a monthly basis. Failure to do so will result in all scholarship monies being forfeited.

As part of our commitment to *Ballet for All*, limited scholarships for teens and adults dancing as drop-ins are offered on an need basis. Drop-in applicants complete a scholarship application in early September and submit it with a tax return. Drop-in scholarships may take the form of reduced class fees and/or a donation of services. Drop-in scholarships are awarded by a sub-committee of the Board of Directors.

Studio Rental

Studio rental may be arranged for use by Amherst Ballet students wishing to use the AB studios outside of regularly scheduled classes and rehearsals, pending approval by the Artistic Director. A *Student Use of Facilities Request/Agreement Waiver & Release of Liability* form must be submitted to the Business Director for approval no less than three days prior to the requested use date. Payment of tuition and fees **must be up-to-date** in order to use the facilities and payment for the studio use must be paid on the date of the rental. An adult must accompany the AB dancer in the studio and both understand that using the building per this agreement is a serious responsibility that is offered only to mature and responsible students. Violating the terms of the agreement will result in the loss of permission to use the building in the future. The cost for per hour for use of the studio is \$20.

Use of Image

Photographs and videos of AB dancers are frequently essential for AB grant applications, charitable fundraising, programs, instruction, website, FaceBook and YouTube postings, and general publicity. AB's Artistic Director reviews and selects all such images to ensure that they are appropriate, attractive, and demonstrate excellent technique.

Appendix A: Uniform Requirements and Information

Students at AB are required to present themselves in class in appropriate dancewear and with hair neat.

Creative Movement dancers may wear any clothing that is comfortable and either bare feet or ballet slippers. Please do not use bedroom slippers that look like ballet slippers; they are too slippery to dance in.

Lower School Dress Code

Female students

- Ballet: pink tights and pink ballet slippers. Please buy *Bloch, Capezio, Freed, Grishko, Mirella, Russian Point or Sansha* brand slippers with full soles.
 - Pre-Training students wear light pink short-sleeve leotards (Capezio #132C).
 - Level 0 students wear nylon light blue short-sleeve leotards (Capezio #132C).
 - Level 1 & 2 students wear a black camisole leotard.
 - For the Class Concert, all ladies will wear a skirt that matches their leotard.
 - Long hair must be up off of neck and neatly in ponytail, braid, or bun.
 - Level 0, 1, & 2 students are required to wear their hair in a bun.
- Underwear should not be worn beneath tights and leotard.
- Ladies, please change clothes in the Girl's dressing-room behind the piano. **DO NOT** change in the public lavatory.

Male students

- Ballet: black ballet slippers, dance belt, black tights or jazz pants (suspenders optional), and a white short-sleeve shirt or white leotard.
- Gentlemen, please change in the changing area under the stairs. **DO NOT** change in the public lavatory.

Upper School Dress Code

Female students

- Ballet: All ladies are required to possess pink tights, pink ballet slippers, a black camisole style leotard and a black chiffon skirt. For daily class ladies may wear a leotard in any color.
 - Hair must be pulled back securely either in a bun or other neat and secure style.
 - Warm-ups are allowed when the temperature or injury warrant. It is expected that excess clothing will be removed as soon as feasible during class.
- Do not wear underwear beneath tights and leotards.
- The wearing of skirts during class-work is at the discretion of the instructor.
- Contemporary: long sleeved t-shirts and jazz pants or leggings. It is **HIGHLY** recommended to have knees and shoulders covered for all Modern classes.
- No booty shorts may be worn **without** accompanying leotard and tights for **any** class.
- No jewelry, other than stud earrings, may be worn during class.

- Ladies, please change in the dressing-room(s) with the doors closed. **DO NOT** change in the public lavatory.

Male dancers

- Ballet: black ballet slippers, dance belt, black tights or jazz pants (suspenders optional), and a white short-sleeve shirt or white leotard.
- Contemporary: long sleeved t-shirt and jazz pants.
- Gentlemen, please change quickly in the upstairs lavatory then wait for your class in the student lounge.

Open Classes Dress Code

Female dancers

- Beginning Teen and Adult Dancers: ballet slippers and leotards and tights or comfortable clothes that will allow full range of motion.
- Intermediate and Advanced Adult Dancers: Please follow the guidelines for the Upper School above.

Male dancers

- Beginning Teen and Adult Dancer: ballet slippers and leotards and tights or comfortable clothes that will allow full range of motion.
- Intermediate and Advanced Adult Dancers: Please follow the guidelines for the Upper School.

Buying & Selling Dancewear

Amherst Ballet offers for sale some new and some gently worn clothes (the “Resale Bins”) that are appropriate for classes. You may resell your dance uniforms and donate the proceeds to Amherst Ballet. Please see the Receptionist with resale donations.

AB recommends the following places for new dance clothes; **always call before visiting** to be sure of store hours:

Fancy Feet Plus
67 East St
Ludlow
(413) 583-8779
www.fancyfeetplus.com

Mary Ann’s Dance and More
396 Main St, Suite I
Easthampton
(413) 282-0054
www.MaryAnnsDanceandMore.com

On-line:

New York Dancewear
800-775-3262
www.nydancewear.com

Discount Dance Supply
800-328-7107
www.discountdance.com

Appendix B: Upper School Pointe Policy

Students begin dancing on pointe in the Upper School. Amherst Ballet requires all students beginning pointe work to have **mastered ballet technique sufficiently** and meet the following requirements:

- A minimum of two years previous ballet training
- The recommendation of the Artistic Director and/or other relevant instructor.

Students should consult with the Artistic Director and Senior Instructor prior to going for the first pointe shoe fitting. Ribbons and elastics should **not** be sewn on until the instructor or Artistic Director has had a chance to evaluate the suitability of the shoes for the student. Specific instructions on how to sew ribbons and elastics will be given by an instructor during or after class.

Appendix C: Performance Opportunities, Criteria and Communications

Performance Opportunities

Performance opportunities are by audition and/or selection by the choreographer. All students selected to perform must have a **minimum of 80% regular attendance in classes**.

Criteria for Performers

1. Performers are selected from the student body of Amherst Ballet, piece by piece, season by season, according to the needs of the repertoire and the choreographers.
2. The cast list and rehearsal schedules will be posted on the **Call Board**. Dancers shall be responsible for informing themselves of the time and place of these rehearsals and for attending them on time, prepared, equipped, and focused. Dancers are further responsible for keeping themselves informed of ongoing performance related information and schedule changes posted on the **Call Board**.
3. We endeavor to post the rehearsal schedule on our website (Master Calendar) and keep it current. When in doubt **refer to the Call Board**. Performers will be held responsible for **all** information as it is posted on the **Call Board**.
4. Dancers must acknowledge that rehearsal time is limited and each rehearsal is vital to the process as a whole and the overall quality of the final production. By agreeing to perform, they assume the responsibility of planning and behaving accordingly.
5. Dancers must discuss absences from rehearsal with the choreographer **prior** to a planned absence.
6. All dancers must be on time and warmed-up for all rehearsals. To be excused from any rehearsal due to illness or emergency, dancers must phone in. Unexcused tardiness and/or absence(s) may result in a dancer being removed from the cast at the discretion of the choreographer.

7. Dancers must accept whatever roles are assigned to them in the repertory. Assignments reflect the choices of each choreographer and the overall requirements of the show and show flow.
8. Dancers are required to follow rules set for make-up and hair styling for performances. If female dancers choose to keep their hair short, they must assume financial responsibility of acquiring a hair piece to meet any long-hair requirements of pieces in which they are cast. Any drastic haircuts must be cleared with each choreographer when pieces are still in rehearsal phase; a performer may be asked to delay such a change until after the performance.
9. Dancers shall behave in such a way as to bring only credit and respect to Amherst Ballet, fellow company dancers, and themselves, understanding that continued participation in the program depends not only on ability, but upon attitude, personal development, and adherence to these guidelines.
10. Performing members must consult with the Artistic Director to audition or perform for any outside group, so that rehearsal conflicts can be avoided. Commitment to an Amherst Ballet performance first warrants priority over subsequent performance opportunities with other groups or organizations.

Communications Regarding Casting Decisions

Dancers and parents are sometimes pleased with casting decisions and sometimes less so. We want our staff to be approachable and encourage open communication, so it may be necessary to schedule a private meeting with the Artistic Director to discuss any questions or disappointments around casting decisions. As in some sports leagues, AB parents are required to *wait 48 hours* after casting sheets have been posted before approaching the Artistic Director to discuss casting decisions.

Appendix D: Upper School Rules and Dressing Room and Lounge Etiquette

Upper School Rules

1. Students are expected to behave respectfully and courteously at all times toward Amherst Ballet faculty and staff, as well as toward each other. All dancers should aspire to be dressed neatly, well-groomed, and present themselves to each instructor as involved dance students.
2. Be on time for all classes or do not take class.
3. If unable to attend a class, contact the front desk.
4. No one may smoke, chew gum, or use bad language, alcohol, or drugs in or near the dance studios.
5. Students must follow dress code for all classes and rehearsals. It is the prerogative of the teacher or director to dismiss a student from taking class who is judged to be inappropriately dressed according to the dress code. See uniform requirements above.
6. Students must show respect for the property of others and for the facilities. See Guidelines for Upper School Dressing Room and Lounge Etiquette written by AB students below.
7. Only water is permitted in studios, no food or drinks; do not leave items in studio after class (including water bottles). Please do NOT place water bottles on pianos!
8. Students without parental permission may not leave Amherst Ballet without a parent or guardian.
9. Amherst Ballet is not responsible for any lost or stolen items.

10. Amherst Ballet's Artistic Director may dismiss any student from the school for breaking these rules, for being uncooperative, disruptive or destructive, or for endangering the health, safety, or welfare of him/herself or others.

Guidelines for Upper School Dressing Room and Lounge Etiquette

(Created by Amherst Ballet Upper School Students in June of 2004, amended by Amherst Ballet Upper School Students in June of 2008)

1. Do not borrow from lost and found, check for your own items regularly.
2. Do put your bins away and off the floor during class! Do not litter or spread your things out on the dressing room floor, leave this space clean and uncluttered for others.
3. Do not leave school stuff or any other items on pillows.
4. Do not leave anything on coat hangers but coats.
5. If you have an agreement to borrow or share stuff with a friend, do ask permission **every** time, and put stuff back right away.
6. Do not borrow from anyone without permission!
7. Do not ever go into anyone else's bin without permission!
8. **DO NOT** borrow or exchange any personal care items including deodorant and hairbrushes.
9. Do use the wooden shoe tree in the lounge to hang pointe shoes.
10. Do not leave hairbrushes in the hallway between dressing rooms.
11. Do use the rubber mat outside of the dressing room for muddy boots or shoes.
12. Do make sure that all items are labeled!
13. Do use sachets for stinky shoes or pointe shoes.
14. Do throw all wrappers in the trash.
15. Do not throw perishable items such as apple cores, yogurts, etc. in the upstairs trash; use trash downstairs in lobby.
16. Do clean up all food and food wrappers immediately after use.
17. **DO TAKE THESE GUIDELINES VERY SERIOUSLY SO THAT WE CAN REMAIN ONE BIG HAPPY "DANCE FAMILY!!!"**

Lower School Signature Page

For Lower School dancers' parents

This form should be returned the first week of classes in September.

I, [*print name*] _____, have read and understand and agree to the guidelines and practices specific to the Lower School that are set forth in the Parent-Dancer Handbook. Amherst Ballet has my permission to use photographic and video images of [*dancer's name*] _____ for grant applications, charitable fundraising, programs, instruction, website, FaceBook and YouTube postings, general publicity, and similar purposes.

Parent/Guardian signature

Date: _____

Relationship to Dancer

May we include your address information in an AB directory for the use of AB parents and students?	Yes / No
May we share your address information with other AB parents and students?	Yes / No
May we give your child Ibuprofen/Tylenol upon request?	Yes / No
Does your child have permission to leave the building?	Yes / No
I understand that Amherst Ballet, from time to time, will need to take publicity photos of the school and dancers. Should you not want your dancer's image to be used, you will notify the Artistic Director in writing.	
Initials _____	

Upper School Signature Page

For Upper School dancers and their parents

This form is required of every Upper School dancer and should be returned the first week of classes in September.

I [*dancer's name*] _____ agree to use the microwave properly, to keep it and the area around it clean and to properly dispose of any uneaten food. I understand that if I do not abide by the "microwave rules," the microwave may be removed.

_____ Date: _____
Dancer signature

I [*dancer's name*] _____ have read, understand and agree to the guidelines and practices that are set forth in the Parent-Dancer Handbook.

_____ Date: _____
Dancer signature

I, [*print name*] _____, have read and understand and agree to the guidelines and practices specific to the Upper School that are set forth in the Parent-Dancer Handbook. Amherst Ballet has my permission to use photographic and video images of [*dancer's name*] _____ for grant applications, charitable fundraising, programs, instruction, website, FaceBook and YouTube postings, general publicity, and similar purposes.

_____ Date: _____
Parent/Guardian signature

Relationship to Dancer

May we include your address information in an AB directory for the use of AB parents and students?	Yes / No
ay we share your address information with other AB parents and students?	Yes / No
May we give your child Ibuprofen/Tylenol upon request?	Yes / No
Does your child have permission to leave the building?	Yes / No
I understand that Amherst Ballet, from time to time, will need to take publicity photos of the school and dancers. Should you not want your dancer's image to be used, you will notify the Artistic Director in writing.	Initials _____