

Koltun Ballet Boston

Student Handbook

Terms & Conditions

23 Main Street, Watertown, MA 02472

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The Academy admits students independent of race, sex, religion, national or ethnic origin, and does not discriminate on basis of such in administering its policies and educational programs.

KBB reserves the right to amend these policies at any time.

Introduction

KBB offers a Children's Program for ages 3-8 and Pre-professional Ballet Training for ages 9-19 in the Greater Boston Area. Our training focuses on students who exhibit the dedication, passion and talent necessary for a career in dance. We provide students with a rich knowledge of the classical repertoire as well as the ability to adapt to all dance styles and techniques in an inspirational environment.

Class Attendance Policy

Students are expected to attend all classes in order to reap the full benefit of training offered, as well as maximize their chances of reaching their full potential. Parents are encouraged to ensure that their child arrives to class early in order to allow for ample time for preparation and warm-up. Parents shall notify the Academy of any unavoidable absences. Inconsistent class attendance may result in dismissal from performances and may affect the student's promotion to the next level at the sole discretion of the Artistic Directors.

Students shall attend rehearsals and dress rehearsals during production weeks in order to be eligible to participate in performances.

Dress Code

The Academy dress code is strictly enforced. The KBB uniform includes a combination of black, spaghetti-strap leotards and pink tights for girls (available for purchase at KBB Studios) and black tights with a snug-fitting, white t-shirt for boys. Proper dance attire allows instructors the ability to make corrections to posture and technique.

KBB warm-up jackets (or jackets of a similar style), jazz pants or sweatpants are permitted for Modern/Jazz and Contemporary classes.

Hair shall be worn in a neat bun for all classes. No jewelry is permitted in class and students may wear only clear nail polish. Please place the student's name on all articles of clothing, including shoes. KBB is NOT responsible for lost or stolen items.

Student Etiquette

All students shall be on time for all classes. Students should plan to arrive early so they are dressed and have ample time to stretch before classes begin. Students must be respectful of their classmates and instructors. Teachers reserve the right to dismiss a student from class for continued disruptive or disrespectful behavior. If any problems persist, the student may be removed from class and a parent/instructor conference will be scheduled.

All students are expected to follow these guidelines:

- Do not bring gum, food, or drinks (except water) into the studio
- Dispose of trash
- Be kind and respectful towards your fellow classmates and instructors
- Remain quiet in the Reception Area until your class begins
- No cell phones are permitted in the studios - keep cell phones in a bag turned off
- No talking during class or rehearsal
- Do not sit down during class or rehearsal unless authorized by your instructor: if you are not dancing during a particular sequence, you should be practicing in the back of the class
- Inform your instructor before class or rehearsal if you are feeling ill or have an injury

Studio Areas

Absolutely NO street shoes are permitted on the dance floors. Dirt, dust and debris from street shoes may lead to falls or injuries and will destroy our state-of-the-art floors. Students shall not lean on or touch studio mirrors. The dance barres are for educational purposes only. Students are not to hang or swing from barres. All teaching tools, props, visual aids, and sound equipment are the property of KBB and may not be used without permission of the instructor.

Parent Conferences

If a parent or guardian needs to speak to a director, faculty member, or administrator, please call or email the school to set up an appointment. Parents and guardians are not permitted to wait in the lobby, dressing rooms, or classroom during the school day, except during Parent Observation Week. Parent/Teacher Conferences may be scheduled during the year-round training by the end of December or end of May.

Waiting/Lobby Area

The Waiting Area is solely for the convenience of our students. An adult **MUST** supervise all children during the drop-off/pick-up time. Running and misbehavior in the waiting area will not be tolerated. Please be respectful of others and the classes in session. Quiet conversation is welcome. We also ask that this area be kept clean and orderly. Trash should be placed in proper receptacles. All waiting room accessories (chairs, magazines, etc.) should be returned to their proper places after use. KBB is not responsible for items that are lost or stolen.

Restrooms

We ask parents to remind young students to use the restrooms prior to class time and to please flush the toilet and clean up after use. If an emergency visit to the restroom is necessary during class time, a student need only ask permission from their instructor.

Parent Pick-up/Drop-off

Students must wait inside the building until their ride arrives. Please be prompt when picking up your child after class. Parents should notify the Directors or teacher if their child will leave with another adult.

Costumes

All rental costume/headpiece fees must be paid prior to each performance. New or freshly-cleaned tights are required for each performance, slippers must be in new or near-new condition for the performances. Parents are responsible for providing these items.

While in costume during dress rehearsals and performances, NO eating, drinking (except water) is permitted. Students are responsible for carefully storing/hanging their costumes and all related accessories after each use.

Class Cancellations

Classes at KBB are cancelled for “Snow Days” if Boston Public Schools are closed. The cancellation will be posted on our FB page, and/or an email/text will be sent to all parents.

Parents’ Expectations

If you have any questions or concerns, please let us know. If you need to discuss a concern, please schedule an appointment in advance with the Artistic Directors. Arrangements will be made to speak or meet with you at a convenient time. The beginning or end of your child’s class is not an appropriate time to talk at length to the instructor. Please notify instructors of any difficulties your child may have. Please call us if your child will be absent or needs to leave early. Please pay tuition and all fees on time. Please be sure to review the KBB Handbook and all guidelines with your child. We encourage and welcome the involvement of all parents as volunteers. If you have any particular interest, please make it known to the Artistic Directors.

Videotaping

KBB does not allow any videotaping on any occasion (Open Doors/Stage/Dress Rehearsals or Performances) of Koltun Ballet Boston at any venue. Every performance will be professionally videotaped. DVD copies or a private video link will be available for purchase.

Student Contract:

Parents, please review this contract with your child. This contract must be read and signed by all KBB students and their parents and returned to the Academy by the first day of the school year with your payment.

I, _____, hereby agree to abide by the following rules and adhere to the following standards while I am a student at Koltun Ballet Boston.

- I will be punctual for all classes and I will arrive to my classes sufficiently prepared to participate.
- If I am accepted and signed onto the KBB school year, I am agreeing Not to participate in any other dance school or dance competition other than Koltun Ballet Boston or an activity authorized by KBB. As a student of KBB, I am representing KBB exclusively.
- If I anticipate being absent from class, I will notify KBB by calling and speaking with a member of the KBB staff in advance of my absence.
- I understand that unexcused absences may result in suspension from KBB performances, and/or may make me ineligible for promotion to the next level.
- I will faithfully attend all scheduled rehearsals.
- I understand that production week and dress rehearsals are mandatory and that I may not participate in the performance if I am absent.
- I am committed to performing in the following:
 - Nutcracker Suite & Year-End Performance**
 - Release: I give permission for my child's image to appear in local newspaper/publications/social media for publicity purposes.
 - I will be courteous and respectful towards my teachers, KBB staff and fellow students.
 - I understand that KBB is training me to be an elite artist and athlete. I will give my best possible effort and maintain a positive attitude at all times.
 - I understand that as a part of my training, I may receive hands-on physical adjustment from my instructors.
- **Koltun Ballet Boston Withdrawal Policy:**
Submitted payments including Deposits for All programs are **non-refundable** after the due date. In signing this form, I agree to the Terms & Conditions of the Koltun Ballet Boston Withdrawal Policy, and all Terms and Conditions posted on the KBB website.
- Koltun Ballet Boston is not responsible for any damage, injury or loss during the Year-Round Training, Workshops, Summer Intensive, Competitions or Private Lessons.

Parent/Guardian or Student Signature (over age 18)

Date: ____/____/____