

Affirmation Centre for Ballet Arts, Inc.  
School Policy / Commitment Agreement / Enrollment.

Upon acceptance, the commitment for ACBA, the students and parents, is for the duration of the session or academic year, (Session I – September–June) with an obligation to honor the specifics of our commitment by observing the rules set forth and stated here in the school policy. The school is obligated to provide all confirmed classes as scheduled maintaining our dedication to the highest standard of technical training as well as spiritual support, creating a Christ centered and affirming atmosphere for learning and enjoyment. ACBA is a professional school with Godly principles and accountability, requiring students and their parent's commitment and dedication to these standards and principles of training at ACBA. We recognize that not all students studying the disciplines offered at ACBA have professional aspirations however it is an objective of this school and faculty to provide that higher level of training and Godly "life applicable" experience to grow.. Thank you for respectfully and prayerfully considering our commitment and agreement to one another as we proceed into the academic year.

**1. TUITION PAYMENT & ADJUSTMENTS:** *The financial obligation is for the duration of the session (Sept-June). Payment is monthly due by the 1<sup>st</sup> of each month unless otherwise set up at the time of enrollment. Additional discounts are available for tuition paid semi-annually/annually. Payments not received by the due date (1<sup>st</sup> of the month) will be subject to a \$10.00 late fee (not received by the 7<sup>th</sup> of that month). There is a \$30.00 fee for returned checks. Accounts delinquent in excess of two weeks past date due (with no communication to this office) will result in student not being admitted to any more classes until account is brought current. ANY outstanding balance not paid within thirty days (ie. tuition, late fees, costume payments, etc.) will result in student not being admitted to classes, rehearsals or performances until the account is brought current. If a student drops from the school without communication or written notice you are responsible for the remaining tuition balance of the session enrolled in. Financial agreement on page two of registration form.*

**2. ATTENDANCE:** Arrive ahead of scheduled class time. It is extremely distracting and disrespectful to the class and teacher for a student to walk in late. A student more than ten minutes late (without communication/approval) will NOT be admitted to class to participate but will be required to observe class. On occasion tardiness is unavoidable-wait for an appropriate break in class to enter and excuse yourself. DO NOT enter class when the music is playing and/or teaching is in progress. Be respectful. We also begin each class with prayer, respectfully practice punctuality!

Curriculum requirements:

Level 2Adv - syllabus recommends students to attend a minimum of two technique classes per week.

Level 3/4/5 – three or more technique classes per week. Pointe/pre-pointe classes are additional.

**3. ABSENCE:** If a student has to be absent from a class the school and/or teacher should be notified.

The privilege of making up a missed lesson is available if the school was notified, the absence was due to a serious matter and tuition account is current. Consideration is made if a student must drop classes for a month or more due to medical reasons with a doctor's written advice. Adjustments, credits or refunds will not be given for missed lessons and credit CANNOT be forwarded. Regular absences may result in the student having to be moved to a lower level. "Holiday" months are not affected; tuition is based on number of weeks in the session, not months.

**4. SCHEDULE ADJUSTMENTS:** After enrollment acceptance. ANY changes of schedule or classes a student may attend must be approved in advance by the director.

**5. HOLIDAYS:**

September – Labor Day (Monday)

November - Thanksgiving Week

December/January – Christmas/New Years - Winter Break –  
MLK Day (Monday)

March/April – Easter, Spring Break (1 week)

May – Memorial Day (Monday)

July – July 4

6. **GENERAL INFORMATION:** No food, drinks, candy, chewing gum, etc., permitted in the studio.  
**Communication Board:** A white board is located outside the office upstairs with communication and information to students and parents of the school...

**ATTIRE:** Wear the appropriate shoes for applicable class. No loose plastic or long sweat pants, No over-sizes t-shirts. Dance shorts are to be worn over tights in Jazz or Modern classes. Always wear a cover-up over your dance clothes to and from class and/or special performances & events. Dance shoes should **NEVER** be worn outside.

**Ballet:** Women/girls – Pink tights (footed). Pink ballet shoes\* Pointe shoes, teacher approval. Leotards – color as per level (listed below) unitards & black tights acceptable for adults, Level 4 & 5. All classes are to wear applicable skirt color.

Men/boys – Black (footless) tights/jazz pants, T-shirt and black or white ballet shoes, white socks.  
(White ballet shoes for performance.)

**Jazz/Modern** Women/girls – Solid leotard or unitard, tights with dance shorts over or jazz pants, jazz shoes (black), Barefoot for modern or foot undies.. Tan tights are required for performance for these three disciplines.

Men/boys – Jazz pants, t-shirt, black jazz shoes.

**Character/Spanish** – (if applicable) - black skirt, black character shoes.

**HAIR:** Shoulder length or longer is to be securely and neatly up in a bun off the face. Ponytails are NOT acceptable in ANY class. Shorter hair must be off the face with a hair band.

No necklaces, watches, bracelets, oversized earrings, etc. are to be worn in dance class. No cell phones in the studio during your class and phones should be on mute.

Color Schedule for:

**Creative Kids** – light blue\*

**Level 1** – black\*

\*Order through ACBA – required leotard with attached skirt.

**Level 2** – Royal blue

**Level 2 Advanced** – Navy blue

**Level 3- 4-5** any solid color. Leotards cannot have cut out backs to the waist. – Wrap skirts are required – black or color of leotard.

**Cover ups required for all students to and from class.**

***\*About your shoes: Please make sure shoes are fitted correctly. Children's ballet shoes should not be purchased with "room to grow". They should be a soft leather shoe so that it will conform to the foot. Dance shoes are made for the dance floor and should never be worn outside. All pointe shoes must be "teacher approved".***

***Thank you for taking time to read and understand all of the information in the school policy and agreement.***

***Information is enclosed about our school and class curriculum. Please complete the applicable registration sign and return with required enrollment fee and first tuition payment. Conferences are always available during the session by appointment. The faculty and staff at Affirmation Centre for Ballet Arts are looking forward to this season with you and your family.***

***In His Service,  
Andrea Sanders, Director***