



Ballet Etude Academy Handbook

Welcome!

It is our absolute pleasure to warmly welcome you into our community at Ballet Etude Academy! Our faculty is thrilled to see many familiar faces return to the studio, and even more excited to see some new faces join our community. We have created this one-stop handbook to hopefully shed some light on how things will run throughout the year, as well as answer a lot of queries you may have before the year begins. While we would love for you to take the time to read this information carefully and keep your handbook in a safe place to refer to as you need, don't forget that our friendly staff are always here to help and will happily answer any questions you may have. Nothing is too big or too small, we promise!

QUICK REFERENCE STUDIO INFORMATION

Address: 57 East Main Street, Rexburg ID, 83440

Phone Number: 208-346-1185

Email: info@balletetude.com

Website: www.balletetude.com

Our Mission

Ballet Etude is a 501(c)(3) non-profit, performance-based ballet company and academy located in Rexburg, Idaho. At Ballet Etude, our mission is to elevate the art of ballet in Rexburg by fostering a community dedicated to excellence in training and performance. We are committed to enhancing the ballet experience, for both students and performers, by providing exceptional instruction and creating diverse and enriching performance opportunities. In addition to cultivating individual growth, we are devoted to expanding the accessibility of ballet within our community.

At Ballet Etude Academy, it is essential that all members of our faculty share our vision, purpose, and philosophy, which guide everything we do both in and outside of our classes. This shared vision is embodied by our directors, teachers, and staff, driving every interaction with our students and their families.

Ballet Etude Academy is a place where children and adults of all ages, shapes, and sizes learn proper ballet technique and artistry through a distinguished and effective curriculum. Our studio encourages creativity and self-expression, fostering a community of teachers, students, and families who are passionate about the art of ballet. Our goal is to create a positive and joyful experience for all of our students. We strive to nurture and develop talent, celebrate each student's achievements, and cultivate a love and appreciation for ballet. We are committed to providing a safe and supportive environment where all students feel empowered, comfortable, and confident.

Communication

By now you have probably noticed that we are BIG on communication here at Ballet Etude Academy. It is our promise to respond to all inquiries within 1 business day, and we will never leave a question unanswered. We can be contacted by text or phone call at 208-346-1185, between 8:00 AM and 7:00 PM.

For convenience, our primary means of communication is email. You will receive regular newsletters and important information via email, so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are, of course, happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. Don't forget to add our email address, info@balletetude.com, to your contacts, so we don't end up in the dreaded Spam folder!

In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will contact all families via SMS or phone call. So, for this reason, please make sure the mobile phone number you have provided to the studio is correct and up-to-date. Facebook is also a great way for us to keep in touch with a large number of people at once, so we encourage all families to join our closed **Ballet Etude Academy Parents and Students** Facebook group. This group can be found at www.facebook.com/groups/balletetudeacademy/, and will be monitored to ensure all content is appropriate and relevant. We always display important information, dates and studio details on our bulletin board at the top of the stairs, so please have a quick look when dropping off and picking up in case there is anything you may have missed.

Policies

We believe that ballet is for everyone. In order to create an environment where all of our students feel welcome, as well as maintain a professional level of ballet training, we have set policies on attendance, dress code, and student conduct.

Attendance

- Please inform us if your student will be absent from class as early as possible.
- Aside from illness and emergency situations, up to 3 absences per season will be tolerated. If a student has incurred 3 “unexcused” absences, it may be grounds for dismissal from the school. A meeting will be scheduled with the parents to determine the best course of action, and will be dealt with on a case-by-case basis.
- Absences can be made up (within the same season of the absence date) by attending makeup classes. Make-up classes must be in the same level as the missed class, or lower. **Absences that are made up will not count toward the 3 absence policy.**
- No tuition credits or refunds will be given for absences or missed classes.
- Unexpected closures, due to inclement weather or other unforeseen events, will require students to schedule and attend make-up classes.
- Due to risk of injury, students may be asked to observe, rather than participate, if they arrive more than 10 minutes late to class. This is for your student’s safety. Please make an effort to arrive at least 5 minutes before class starts, in full uniform and ready to dance.

Tuition

- **Tuition is due on the 1st of each month**, and can be paid via cash, check made out to Ballet Etude Academy, or through your Dance Studio Pro account. Dance Studio Pro also offers an autopay option, allowing tuition to be automatically withdrawn each month, which you must opt into. A \$10 fee will be applied to returned or late payments.
- Students will be unable to participate in class if their tuition has not yet been paid. The exception to this rule is in the case of a trial class, which can be set up with Ballet Etude staff.
- **Refunds will not be given for tuition payments.** Tuition will not be reduced in anticipation of future absences. It is the responsibility of the parent/student to make up any missed classes.

Class Observation

- Minimal distractions are essential for an optimal classroom experience. Therefore, the doors to our studio are kept closed during all classes, with the exception of observation weeks. We have a video camera set up in the classroom that parents will have access to through a phone application. The login information will be shared at the parent meeting prior to the start of each season.
- Observation weeks will be held during the last full week of classes each month. Parents are welcome to quietly observe inside the classroom, where we will have chairs set up. If this becomes a distraction for your student, we ask that you step out of the classroom and utilize the video application.

Use of Facility

- **Only use the Main Street entrance to get into the building.** Do not use the back entrance that goes through the Woodman Ballroom. This is not part of our leased space and we do not have permission to use this entrance.
- Please make every effort to arrive at the studio in full dress code (please cover up while out in the parking lot and while walking to the studio). Please have long hair secured into a bun or otherwise off of the face and neck upon arrival. We do have a small girls dressing room in the event that dancers need to change at the studio.
- Girls/women are asked not to use the restroom to style hair or change, as we only have one available.
- Boys/men are welcome to use the restroom to change but are encouraged to arrive at the studio in dresscode.
- If your teacher is not in the studio, wait quietly in the lobby until they arrive.

Parking

- Parking on Main Street is time-restricted. If you need to park for longer than 2 hours between 9am and 6pm, please use the parking lot behind the building.
- Ballet Etude will not be held responsible for any parking tickets incurred while students/parents are at the studio.

Food & Drink

- Please be sure to hydrate and eat healthy meals and/or snacks prior to arriving for class.
- You may bring food and drinks into the lobby and dressing room as long as you clean up all crumbs, papers, and spills, and throw away any trash.
- No gum, candy, or food inside the studio.
- No drinks except for water bottles inside the studio.
- We have a water dispenser in the studio. Please bring your own water bottle that you can refill as needed. We do not have a drinking fountain.

Personal Belongings

- Keep all personal belongings in tidy order, and keep the lobby and dressing room neat. **Please do not block the cabinets, as we often need to access things inside them.**
- We recommend marking all belongings (including shoes and dance bags) with your full name.
- Do not use, take, or touch others' belongings without permission.
- Leave all valuable items and large amounts of money at home to avoid any risk of loss or theft.
- Ballet Etude is not liable for lost, stolen, or damaged personal property.

Class Size

We are committed to delivering quality and individualized instruction to every student. In order to facilitate this process, we limit our class sizes. **Classes with fewer than 6 students may be canceled.**

- Children's Division (Creative Ballet, Pre-Ballet)–**10 students**
- Primary Division (Level 1 through 4)–**15 students**
- Pre-Professional Division (Level 5-8)–**20 students**
- Adult Division–**20 students**

Lost and Found

- Unclaimed items that are left in the studio are collected and added to the white Lost and Found bucket, located at the top of the stairs.
- Unclaimed items will be donated at the end of each season.

Warm-Ups & Jewelry

“Warm-ups” and other clothes cover up students’ bodies and make it hard for teachers to see their technique and alignment. During the warmer months, warm-ups, shorts, shirts or street clothes are not permitted in ballet class. During the winter months, we are more lenient with this issue, as we frequently experience extremely low temperatures. Please ensure that your student has warm-up options that are form-fitting, so as to make correction easier for our instructors. There are many lovely options available through the retailers that we have listed below.

We understand that during their monthly cycle, female students may feel more comfortable wearing fitted shorts or a skirt over their uniform. This will be permitted. Have your student speak to the instructor privately before class and they will allow this exception, no questions asked. If your student feels uncomfortable speaking with the instructor, parents can call or text 208-346-1185 or email info@balletetude.com to let us know. Period supplies for the students will be kept in the restroom in case of emergencies.

Watches, bracelets, necklaces, and large earrings are a safety hazard and are not permitted in class; small, secure stud earrings are okay. Students who wear necklaces, bracelets, or other jewelry to class will be asked to remove them. Ballet Etude is not responsible for jewelry removed during class, so it is best to leave it at home. Religious attire and accessories are permitted.

Code of Conduct

To ensure the smooth, safe running of Ballet Etude Academy and an enjoyable experience by all, below you will find our code of conduct. As always, we are open to feedback, so if any of the requirements outlined below are unclear or concerning, please give us a call to discuss further. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio’s code of conduct.

- Conduct yourself in a respectful, positive manner at all times, and follow the rules of the academy.
- Wear shoes at all times, in all areas of our studio including the lobby, bathroom, and dressing room. Do not walk through the studio barefoot.
- Give your full attention to the teacher in class without talking. Raise your hand to ask a question or make an observation.
- Stand tall and proud. Hanging or leaning on the barre and touching the mirrors and stereo equipment are not allowed. Do not sit on the window sills in the classroom.
- Keep your hands to yourself.
- Be aware of your body language and what it is communicating to your instructor and fellow students. Do not cross your arms or openly yawn, as these things come across as disrespectful.

- Ask your instructor for permission if you need to sit down or leave the room.
- Please use the restroom before class to avoid stepping out for bathroom breaks (in case of emergency, please raise your hand and ask to go to the restroom. We understand that sometimes students will need to use the restroom during class).
- Always enter the classroom quietly and respectfully. Do not yell or run around. Parents of very young students in our Children's Division are asked to encourage their children to follow this rule as soon as they enter our building.
- Show respect and encouragement for all fellow dancers in the school. We work to cultivate an environment that is welcoming to everyone. Discrimination of any kind, rudeness, and bullying will not be tolerated.
- Do not run on the stairs or through the hallways. This is a courtesy issue as much as a safety issue, as we share our building with residential tenants.
- Always come to class in full dress code. Students who show up to class unprepared will be asked to call a parent to bring the proper attire. If the parent is unable to do so, the student will be asked to sit out and observe class that day. This will be considered an unexcused absence.

Dresscode

DRESS CODE FOR OUTSIDE THE STUDIO: Dancers must cover up at all times while walking through the parking lot, being dropped off, or being picked up. Parking lots are high traffic areas, and we are located on Main Street, which is typically very busy with drivers and pedestrians.

SUMMER DRESS CODE: Our dress code is more relaxed during summer sessions. However, we still require girls to wear any color leotard, pink tights, and pink or black ballet slippers. Boys should wear a white shirt, black bottoms, socks, and white or black ballet shoes. **We do not enforce a dress code for adult students.**

CHILDREN'S DIVISION

Creative Movement

Girls: Any color leotard, pink tights or comfortable movement attire, pink ballet slippers.

Boys: Any comfortable movement attire, white ballet slippers.

Pre-Ballet

Girls: Light blue leotard, pink tights, pink ballet slippers, hair pulled back into a bun.

Boys: White t-shirt, black shorts, leggings, or tights, white socks, white ballet slippers.

PRIMARY DIVISION

LEOTARD & BALLET SLIPPER COLOR REQUIREMENT

Ballet 1: BLACK LEOTARD, BLACK BALLET SLIPPERS

Ballet 2: BLACK LEOTARD, BLACK BALLET SLIPPERS

INTERMEDIATE DIVISION

Ballet 3: BLACK LEOTARD, PINK BALLET SLIPPERS

Ballet 4: TEAL LEOTARD, PINK BALLET SLIPPERS

Females in ALL BALLET CLASSES and rehearsals

- Hair neatly secured and pulled up in bun, bangs clipped back.
- Pink tights, black/pink ballet slippers, pink pointe shoes (if applicable) with ribbons and elastics.
- *Students in Ballet 1 and above are encouraged to not wear underwear under leotards.
- All tights must be worn UNDER leotards.

Males in ALL BALLET CLASSES and rehearsals

- Black tights, white socks, white fitted t-shirt black or white ballet shoes.

ADULT DIVISION

We do not enforce a strict dress code for our adult ballet students. The main reason for this is to ensure that our adults are comfortable in class. We do ask that clothing is form fitting so that our instructors can see and correct alignment. The only time specific attire will be required is for performances. These attire requirements will be communicated well in advance.

BALLET ATTIRE RETAILERS

- The Dance Shop, located at 1550 W Broadway St, Idaho Falls, ID 83402
***We suggest calling at 208-523-3731 to check on business hours, as the owner works around pointe shoe fitting appointments.**
- Discount Dance discountdance.com
- Target
- Walmart
- Dancewear Solutions dancewearsolutions.com
- Amazon amazon.com

Our Curriculum

Ballet Etude Academy proudly follows the renowned curriculum from the Central Pennsylvania Youth Ballet (CPYB). Created by Founder Marcia Dale Weary, the curriculum progresses in an incremental and logical way that prepares students for a successful career in the dance world and beyond. Our instructors are trained in the CPYB curriculum, which emphasizes correct alignment, ballet technique, strength, and artistry.

At Ballet Etude Academy, we understand that the benefits of ballet training go deeper than just creating successful dancers. The discipline, commitment, and hard work required for ballet develops character and an ability to function at a high level in society, regardless of chosen career path. We hold our students to a high standard, and in doing so, we believe they will develop invaluable life skills that will help them to succeed!

At Ballet Etude Academy, we want to ensure that every student is progressing at a steady rate. Progression in ballet is not fast—it has been said that it takes 10,000 repetitions of one ballet step in order to master it! It takes roughly 10 years to build a dancer who is ready for pre-professional to professional level work. Therefore, it is crucial that every student has a strong foundation to build upon. We have observed time and time again what happens when a student is moved up too quickly; it almost always leads to the student having to go back and fix bad habits, which hinders their progress in the long term.

With that said, each level will be led through basic ballet technique at a detail-oriented and methodical pace. Progression through our curriculum is not based upon age, but instead will be determined based upon the dancer's current skill level according to our syllabus. We need each student to achieve the strong technical foundation that our curriculum offers. Each individual will progress through the syllabus at a different rate. We ask that parents trust the process and encourage their students to do so as well. With regular class attendance and a strong work ethic, we know that students will enjoy the progress that they make throughout each season.

Parent Meetings

A meeting for all parents will be held at the beginning of each season. In this meeting, we will discuss our policy book and answer any questions that parents may have. The meeting time will be communicated well in advance of the beginning of each season.

In addition, we believe it is important to hold regular individual parent/teacher meetings to go over your student's progress, as well as any other important matters regarding your student. We do not anticipate these meetings will take longer than 10 minutes. However, if you feel that a lengthier discussion is in order, we can certainly schedule a longer meeting time. An email will be sent out a month prior to the scheduled meeting week so that parents can schedule a time to meet.

Thank you for taking the time to read through our handbook!

If you have any questions or concerns, please feel free to reach out to us at info@balletetude.com or call/text Madissen at 208-346-1185. We look forward to dancing with you!



2024-2025 Fall/Spring Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Ballet 1 3:15-4:15 PM	Pre-Ballet A 3-4 PM	Creative Movement A 10-10:45 AM	Ballet 1 3:15-4:15 PM	Pre-Ballet B 2-3 PM
Ballet 2 4:30-5:45 PM	Ballet 2 4-5:15 PM	Creative Movement B 3-3:45 PM	Ballet 3 4:30-6 PM	Ballet 2 3-4:15 PM
Ballet 3 5:45-7:15 PM	Pointe 1* 5:15-6:15 PM	Ballet 4 4:15-5:45 PM	Ballet 4 6-7:30 PM	Ballet 3 4:15-5:45 PM
Ballet 4 7:15-8:45 PM	Adult Ballet 1 6:15-7:45 PM	Adult Ballet 2 5:45-7:15 PM	Pointe 2* 7:30-8 PM	
			Intro to Partnering* 8-8:45 PM	

*Instructor approval needed

Register here:
ballettude.com/classes

▶ **Adult Punch Card**
 \$110 for 10 classes! Good for classes
 September-December or January-May.

▶ **Drop-ins**
 \$15 per class

Pricing
Annual Registration Fee:
 \$60 through August 15;
 \$80 after August 15

Creative Movement A or B (Ages 3-5):
 \$35 Monthly, 1x weekly, 45 minutes

Pre-Ballet A, B, or Both (Ages 5-6):
 \$45 Monthly, 1x Weekly, 60 minutes or
 \$85 Monthly, 2x Weekly, 60 minutes

Ballet 1:
 \$85 Monthly, 2x Weekly, 60 minutes

Ballet 2:
 \$140 Monthly, 3x Weekly, 75 minutes

Ballet 3:
 \$150 Monthly, 3x Weekly, 90 Minutes

Ballet 4:
 \$150 Monthly, 3x Weekly, 90 Minutes

Pointe 1*:
 \$45 Monthly, 60 Minutes

Pointe 2*:
 \$25 Monthly, 30 Minutes

Intro to Partnering*:
 \$35 Monthly, 45 Minutes

Adult Ballet 1 (Ages 13+):
 \$50 Monthly, 90 Minutes

Adult Ballet 2 (Ages 13+):
 \$50 Monthly, 90 Minutes