



HANDBOOK FOR STUDENTS AND PARENTS 2019-2020

1703 East Joppa Road
Baltimore, MD 21234
www.midatlanticyouthballet.org
midatlanticyouthballet@yahoo.com
410-663-2943

DISCLAIMER

This *Handbook for Students and Parents* presents guidelines that have been put in place for the safety and well being of all students and to which they subscribe by contract. The Staff and Board of MYB will uphold these guidelines. While every effort is made to ensure the accuracy of the information and rules outlined in this document, it should be recognized that the handbook does not cover every contingency or expectation and that MYB reserves the rights to make changes without prior notice. This handbook and the contents within are the primary source of rules and regulations for MYB. Other handbooks or guides are for information purposes only. Should there be any inconsistency, this handbook takes precedence.

MISSION STATEMENT

Mid Atlantic Youth Ballet and Center for Dance Education is an independent, not for profit arts institution dedicated to enrich and educate the community through quality dance instruction and performances.

PHILOSOPHY

Founded in 2007, Mid Atlantic Youth Ballet and Dance Center's goal is to provide access to professional quality full-length ballet productions, community outreach, and instruction of dance technique. The dance education program is inclusive of dance classes in a wide variety of dance genres with a primary emphasis on ballet. The curriculum is founded on the philosophy that a strong foundation in ballet fundamentals complements all other areas of dance study. All classes are technique based and have scheduled informal observations in lieu of a year-end recital. MYB's formal performance opportunities are not recitals, but full-length ballet productions complete with professional scenery, costumes, and stage lighting. Rehearsals for these productions are separate from class time and cast membership is through audition.

CODE OF CONDUCT

Consideration and respect for others and the school should guide students' actions at MYB. It is expected that MYB students will conduct themselves in an appropriate, forthright and honest manner at all times. Even though a student may be a legal adult, they will be subject to the guidelines as outlined in this handbook.

TUITION

A \$25 Registration Fee Applies to each Enrolled Student. If enrolled prior to 8/28/19, the registration fee will be waived. Tuition is for a minimum of 30 weeks of classes. There are greater than 30 weeks of classes scheduled in the school year. If emergency closures bring the number under 30, make up classes will be scheduled.

Length of Class	Yearly Tuition	In Full Payment	Monthly Payment
30 minutes	\$385	\$365.75	\$38.50
45 minutes	\$460	\$437	\$46
60 minutes	\$485	\$460.75	\$48.50
75 minutes	\$500	\$475	\$50
90 minutes	\$550	\$522.50	\$55

UNLIMITED 6+ Hours per week (for 1 dancer)	\$2,700	\$2,565	\$270
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UNLIMITED 6+ Hours per week (for multiple dancers in the same family)	\$3,700	\$3,515	\$370
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*10% discount does
not apply

Class cards may be purchased for Experienced

Beginner/Intermediate/Advanced/Adult classes in lieu of yearly tuition:

Single Class Walk-in Rate \$20 per class. There is NO drop-in rate for preschool or youth level classes.

20 Class Card \$375

10 Class Card \$190

**Class Cards Expire One Year from Date of Purchase

Monthly Tuition Payment Schedule:

Due at registration and on the 1st of every month (September-May). Families electing the monthly payment plan **must enroll in auto-debit** with a debit or credit card. By electing the monthly payment plan, it is acknowledged that the yearly tuition is divided into 10 payments as a convenience. Choosing a monthly payment plan does not dismiss a family from making payment for months in which there are fewer than average or no classes. Tuition for students enrolled after the start of classes will be prorated.

**Families with two or more students will receive a 10% discount off all tuition.

Discounts do not apply to registration fees, class cards, or single classes.

MAKE UP CLASSES

Students may makeup classes missed during any other regularly scheduled, level-appropriate class. Any missed classes may be made up prior to the conclusion of the semester in which they were missed:

1st Semester by: January 31st

Second Semester: by June 1st

Summer Session: by August 31st

REFUND POLICY

If a student withdraws from MYB or from any individual classes prior to September 9th, there is a 100% refund of tuition paid, minus the \$25 registration fee; before the end of the second week of classes, a 50% refund; and before the end of the fourth week of classes, a 25% refund. After the fourth week of classes, there is no refund. In the case of severe medical injury or illness, supported by thorough medical documentation, the Board of Trustees may award either a pro-rated credit towards future tuition or a pro-rated refund of tuition. Any request must be made in writing to the Board of Trustees within thirty (30) days of departure.

Students are enrolled for the entire academic year, and Parents'/Guardians' obligation to pay tuition and fees for the entire year is unconditional. The fact that the tuition may be paid in installments does not constitute a fractional contract. No reduction of tuition or fees or release of payment will be allowed by the school for absence, withdrawal or dismissal. Withdrawal of the student from MYB does not release Parents'/Guardians' from the responsibility of the financial obligations to MYB.

LATE PAYMENTS

Tuition paid more than fifteen days late will incur a \$25 late fee. If an account is two months delinquent, the student will not be permitted to take class until the account is brought current. There is a \$25 fee for checks returned of NSF.

If tuition and/or production fees are not paid prior to the start of performances, or if payment arrangements have not been made, dancers will not be allowed to perform in the current production.

ATTENDANCE/ABSENCE

Students who anticipate an absence from class or rehearsal should notify the Director via text or email. Text 443-691-6991 or email midatlanticyouthballet@yahoo.com
In the case of a minor illness or injury, dancers are expected to observe rehearsals. If you have a contagious illness, you will be excused from rehearsal. Each dancer is given 2 excused absences from rehearsals.

Regular attendance in technique classes is critical to the advancement of every dancer. Excessive absences from classes may warrant a dancer's removal from performance roles, or any part thereof.

CLASS SCHEDULE

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
STUDIO 1	STUDIO 2	STUDIO 1	STUDIO 2	STUDIO 1	STUDIO 2	STUDIO 1	STUDIO 2	STUDIO 1	STUDIO 2	STUDIO 1	STUDIO 2
YOUTH BALLET 3 5-6 PM	EXP BEG BALLET 5-6:30 PM	PREPARATORY BALLET 1 5-6 PM	INTRO TO BALLET AND TAP 5-6 PM	YOUTH BALLET 2 5-5:45 PM	YOUTH JAZZ 5-5:45 PM	YOUTH BALLET 1 5-5:45 PM	CREATIVE MOVEMENT 5-5:30 PM	YOUTH HIP HOP 1 5:15-5:45 PM	OPEN TAP 5-5:45 PM	YOUTH BALLET 2 9-9:45 AM	CREATIVE MOVEMENT 9-9:30 AM
ADV BALLET 6-7:30 PM	INT BALLET 6:30-7:45 PM	ADV BALLET 6-7:30 PM	YOUTH TAP 2 6-6:45 PM	INT/ADV BALLET 5:45-7:15 PM	EXP BEG BALLET 5:45-7:15 PM	OPEN JAZZ 5:45- 6:45 PM	PRE BALLET 5:30-6 PM	YOUTH HIP HOP 2 BOYS HIP HOP 1 5:45-6:30*		YOUTH BALLET 3 9:45-10:45 AM	PRE BALLET 9:30-10 AM
ADV POINTE 7:30-8:15 PM	BEG POINTE 7:45-8:15 PM	ADV POINTE 7:30-8:15 PM	INT BALLET 6:45-8 PM	INT/ADV POINTE 7:15-8 PM	BOYS BALLET 7:15-8:15 PM	INT/ADV BALLET 6:45-8:15 PM	YOUTH TAP 1 6-6:30 PM				YOUTH BALLET 1 10-10:45 AM
OPEN CONTEMPORARY 8:15-9:15 PM	ADV ADULT BALLET 8:15-9:15 PM	OPEN HIP HOP 8:15-9:15 PM	INT POINTE 8-8:30 PM	INT/ADV PAS DE DEUX 8:15-9:15 PM	8:15-9:15 PM	INT/ADV POINTE 8:15-9 PM	YOUTH MODERN 6:30-7:15			COMPANY CLASS 10:45-11:30 AM	
			8:30-9:30 PM				BOYS HIP HOP 2 7:15-8			REHEARSALS 11:30 AM- 6:30 PM	
							BEG BALLET 8-9 PM				

2019-2020 IMPORTANT DATES

*MYB does not necessarily follow BCPS for Weather Related Closings. A determination will be made by 3:00 pm to cancel weekday classes and by 8:00 am to cancel Saturday classes. Should we need to close while classes are in session, parents will be notified and an adult will remain with students until everyone is picked up. Always check the website for closings due to inclement weather. BAND app notifications will also be sent.

August

14	Early Bird Registration	6-8pm
24	Nutcracker Auditions	10am-2:30pm
28	Open House and Registration	6-8pm
29	Nutcracker Auditions (alt. date)	5-8:15pm
31	Open House and Registration	10am-noon

September

9	First Semester Classes Begin
27-30	No Classes or Rehearsals

October

31	No Classes—Halloween
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November

18-23	Class Observation Week	
25	Coffee House Performance	7pm
27-30	No Classes--Thanksgiving	
30	Nutcracker Rehearsals	

December

1-7	Nutcracker Tech Week (no classes)
6-8	Nutcracker Performances
9-14	Classes Resume
16-31	No Classes—Winter Break

January

1-5	No Classes—Winter Break
6	Classes Resume
11	Cinderella Auditions
16	Cinderella Auditions (alt. date)
27-31	Bring a Friend to Dance Week

February

- 1 Bring a Friend to Dance Week
- 3 Second Semester Classes Begin
- 14 No Classes--Valentine's Day
- 17 No Classes—President's Day

March

- 9-14 Class Observation Week

April

- 4-12 No Classes--Spring Break
- 4 Cinderella Rehearsals
- 11 No Rehearsals—Spring Break
- 14 Classes Resume

May

- 25 No Classes--Memorial Day
- 30 Last Day of Classes
- 31 Cinderella Tech Week

June

- 1-4 Cinderella Tech Week
- 5-6 Cinderella Performances
- 22 Summer Session Begins

July

- 23-28 Disney Performing Arts Trip

CONTACT INFORMATION

Website: www.midatlanticyouthballet.org

Phone: 410-663-2943 Cell: 443-691-6991 (text if you cannot attend class or rehearsals)

Email: midatlanticyouthballet@yahoo.com

Phone calls and emails will be returned within 48 hours. Office hours 12:00-3:00 pm Monday-Friday. Studio Hours 5-9:30pm Monday-Friday 9am-6pm Saturday. MYB is CLOSED on Sunday.

DESCRIPTION OF CLASSES

*Students are placed in levels for dance technique classes. Level is dependent on grasp of vocabulary, technical ability and maturity. Ages listed for each level are approximate. Class placement is at the discretion of the instructor.

Creative Movement (ages 2-3)

In this weekly half hour class, students gain an awareness of music, movement and the body. Practice in following directions and turn taking is all integrated into the class through developmentally appropriate play.

Pre Ballet (ages 4-5)

In this weekly half hour class, students are introduced to basic ballet vocabulary and continue to creatively explore movement and music.

Intro to Ballet and Tap (ages 4-6)

In this weekly 1 hour class students who have completed pre-ballet will explore ballet and tap with a formal introduction to technique and vocabulary terms. This is designed as a combo class, however an exception may be made to take Ballet or Tap a la carte.

Youth Ballet I (ages 5-6)

Classes are 45 minutes long and follow the basic structure of a ballet class. Students learn ballet vocabulary and correct body alignment. While the formality of a ballet class is introduced, class material is taught in an engaging and fun manner.

Youth Ballet II (ages 7-9)

Classes are 45 minutes long and meet twice weekly. This class expands on ballet vocabulary at the barre and in the center. Students may elect to take this class once or twice weekly. Previous experience required.

Youth Ballet III (ages 8-10)

Classes are 1 hour and further explore ballet vocabulary at the barre and in the center. Students may elect to take this class once or twice weekly. This class focuses on strengthening exercises in preparation for dancing en pointe. Previous experience required.

Youth Tap/Jazz/Hip Hop/Modern

Each class meets once a week for 30-45 minutes and explores the basic fundamentals of each dance genre.

Beginner Ballet

In this one hour weekly class students gain knowledge of ballet vocabulary and body alignment. This class is designed for students ages 10 and up who have little or no formal previous ballet training.

Experienced Beginner Ballet

In these 1 hour and 30 minute classes, students further their knowledge of ballet vocabulary while emphasis is placed on body alignment and theory. Enrollment in two weekly ballet classes is suggested for students to progress at this level. Previous experience required.

Intermediate Ballet

In these 1 hour and 15-30 minute classes, students further their knowledge of ballet vocabulary while emphasis is placed on body alignment and theory. Students can also participate in master classes with guest artists. Enrollment in two weekly ballet classes is recommended for students to progress at this level. Previous experience required.

Advanced Ballet

In these 1 hour and 30 minute classes, students study advanced ballet terminology along with classical ballet variations and repertoire. Students can also participate in master classes with guest artists. A minimum of 3 weekly ballet classes is recommended for students to progress at this level. Placement by the director is required.

Pointe

Classes are 30-45 minutes and are an extension of ballet classes. Pointe classes are offered at the beginner, intermediate, and advanced levels. Students may register for pointe with instructor permission and must also be enrolled in a ballet class. Previous ballet training required. Beginning pointe students must pass the pointe test before being given permission to dance en pointe.

Modern/Jazz/Tap/Hip Hop/Contemporary

These classes meet 1 hour weekly at an OPEN level for Exp Beg/Int/Adv level students and explore a variety of techniques specific to these dance genres.

Pas de Deux

This class is supported adagio and partnering for the advanced dancer. Permission of the director is required to enroll. A Ballet class must be taken immediately prior to pas de deux to properly warm up the body.

CLASSROOM ATTIRE *Visit our online store for all you attire needs!*

Requirements by Class:

Creative Movement and Pre-Ballet: Pink Leotard, Pink Tights and Pink Leather Ballet Slippers

Intro to Ballet and Tap: Light Blue Leotard, Pink Leather Ballet Slippers and Tap Shoes

Youth Ballet 1: Lavender Leotard (*Light Blue may still be worn if it fits from previous year*), Pink Tights and Pink Ballet Slippers

Youth Ballet 2: Royal Blue Leotard (*Navy may still be worn if it fits from previous year*), Pink Tights and Pink Leather Ballet Slippers

Youth Ballet 3: Purple Leotard (*Burgundy may still be worn if it fits from previous year*), Pink Tights and Pink Leather Ballet Slippers

Beginner/Exp Beginner Ballet: Black Leotard, Pink Tights and Pink Ballet Slippers

Intermediate and Advanced Ballet: Solid Color Leotard, Pink or Black Tights and Pink Ballet Slippers

Modern, Jazz, Tap, Hip Hop, Contemporary: Solid Color Leotard, Tights or Dance Pants, Appropriate Shoes

Boys/Men: White T-Shirt, Black Shorts or Tights, (Dance Belt), White or Black Ballet Slippers

We have an exchange basket for gently used and outgrown items. Donate your old gear and find something new!!!

General Dress Requirements:

Ballet skirts may be worn for class and appropriate dance warm-up clothing may be worn in cold weather at the beginning of class ONLY. Baggy t-shirts, sweatpants, tank tops, and other "street" clothing are not permitted. MYB sweats and warm-ups are available for purchase.

Hair must be in a neat bun for all ballet classes and secured off of face and neck for all other classes. No jewelry please.

If a student is inappropriately prepared in the proper attire for class, at the discretion of the instructor, he/she will be asked to sit out and observe class for that day.

Please use the cubbies provided to store your dance bags and personal belongings during classes. It is your responsibility to dispose of your personal trash in the proper receptacles.

DANCE CLASSROOM ETIQUETTE

Be on Time:

Being on time means being ready to dance at the time listed, not arriving then. Arriving late is disruptive to the class, the other students, and the teacher. If you will be late, please let the teacher know, and when you arrive warm yourself up. Students who arrive too late may not be permitted to join class and will be asked to observe instead.

Dress Like a Dancer:

Hair must be securely pulled back off your face. No jewelry. Appropriate warm-ups may only be worn for the beginning of class. Being properly dressed shows the teacher you are serious about your art form.

Pay Attention:

Attention should be directed towards the instructor at all times. Pay attention to corrections given to other individuals. If the correction is directed toward another person, apply it to your own learning.

Learn Quickly:

Learn and assimilate the exercises quickly in order to receive the most out of the class. This is an art in itself and must be practiced.

Manners:

Sitting down is allowed only with the expressed permission of the instructor. No leaning against the wall or barre. No chewing gum or eating in the studio. Talking with fellow classmates while the instructor is teaching is considered rude behavior. Dancers must always ask permission to leave the studio while class is in progress. No cell phones allowed in the studio.

Give Respect:

Be respectful to other dancers as well as the teacher. A respectful posture and attitude must be maintained throughout the entire class.

Class Performance:

Finish each exercise in the stance from which it began. Turn toward the barre between exercises. At the end of an exercise, move only after the last note of the music has finished ringing. When another group is dancing, prepare yourself to begin dancing as they finish.

Center Combinations:

When executing a combination in the center of the room that advanced forward; finish the exercise and move directly to the front, then to the side, before returning to the back of the room to repeat the exercise. Leave the floor as soon as possible to enable other dancers to begin.

Give Thanks:

Give thanks to the instructor at the end of each class. Clap at the end of each class.

PERFORMANCE OPPORTUNITIES

Mid-Atlantic Youth Ballet presents two full-length ballets each year. "The Nutcracker" is performed in December and another story ballet is presented each spring on a revolving basis. Past spring productions include "Alice in Wonderland", "The Sleeping Beauty", "The Wizard of Oz", and "Peter Pan". This year we will perform "Cinderella".

Auditions for "The Nutcracker" are in August and auditions for the spring ballet are held in January. All participants must audition for casting purposes. Roles are assigned and casting decisions are made based upon the student's ability to successfully meet the artistic and technical requirements of the choreography. Roles may be reassigned at the discretion of the director as a result of continued absence from rehearsals. If a dancer is assigned to understudy a role, it is expected that he/she will do his/her best to learn and develop that role at all times.

MYB PRODUCTION POLICIES

- There is an audition fee required of each dancer who auditions for MYB productions: \$10 for students ages 9 and under and \$15 for students ages 10 and up.
- There is a production fee required of each dancer per MYB production: \$100 for students ages 9 and under and \$150 for students ages 10 and up. Students may elect to pay this fee or can participate in fundraising efforts to meet this goal. More information on fundraising will be distributed to the students at the first rehearsal, and each month thereafter.
- All fees must be paid up to date before the first performance. 50% of the production fee is due on or before October 15th and the remainder is due on or before November 30th. If a student's account is not current he/she will not be able to perform. This includes tuition for students who take technique classes at MYB.
- Each family is required to sell 4 tickets/promos in advance of the production. Ticket sales do not count towards fundraising. Ticket purchasing info/pricing will be distributed as the show approaches. Tickets will be on sale approximately 1 month in advance through the Towson University Box Office.
- Attendance at all rehearsals is mandatory. Rehearsals will be held some Friday evenings, and Saturday afternoons. Dancers are expected to be warmed up and prepared to dance at the start time of each rehearsal. Please do not arrive at the time the rehearsal is scheduled to begin, as this causes disruption to the teacher and students. Rehearsal Schedules will be posted on the MYB website on a monthly basis, at least 1 week in advance. **All rehearsals are closed to observers.** Parents may wait in the waiting room if necessary. Any last minute changes to the rehearsal schedule will be noted on Facebook, the BAND app and via email. The website will also be updated, but this may not always be possible in an emergency.
- Students who anticipate an absence from a rehearsal must call, email, or text before the rehearsal begins. 443-691-6991; midatlanticyouthballet@yahoo.com.

In the case of a minor illness or injury, dancers are expected to observe rehearsals. If you have a contagious illness, you will be excused from rehearsal.

- Each dancer has two excused absences during the production season. An absence is only excused if we are notified in advance. All other absences are considered unexcused. Excessive absences may result in the dancer's inability to perform.
- In the case of any absence, excused or unexcused, dancers are responsible for learning the choreography and corrections they have missed prior to the next rehearsal.
- Company and Jr. Co. classes are offered on Saturdays prior to rehearsals. These classes provide a proper warm up and build community. Company Class meets weekly and is open to students in Exp. Beg/Int. and Adv. Levels. Jr. Company meets bi-weekly and is open to students in Youth Ballet 1 and above. These classes begin September 21st and are free of charge.
- Dancers are expected to dress appropriately for all classes and rehearsals. A leotard and tights (girls) or dance pants and t-shirt (boys) and appropriate shoes are to be worn for all rehearsals and hair must be secured off of the face and neck. Warm ups may be worn in cold weather.
- Students are not required to purchase costumes. Costumes belonging to MYB will be fitted and assigned to each student prior to or during tech week. Students are financially responsible for any damage to costumes resulting from improper care.
- Students are required to supply their own shoes, tights, appropriate under garments and makeup. A list of specific costume requirements will be distributed prior to tech week.
- We always welcome volunteers to work in the many different capacities required by our organization. If you are able to share your talents with us, please let us know. Thank You!

CLASS AND REHEARSAL OBSERVATION

- All classes and rehearsals are closed to all observers including parents, friends, and siblings as they are a distraction to students and teachers. Parents are requested to drop off all students who are of the age to use the restroom without help. We have a small waiting room that cannot accommodate all dancers and the same number of parents. Your children are in good hands and this will provide a more comfortable environment for all involved.

Class visitation and observation days are scheduled throughout the year for friends and family to watch and participate. Please see the enclosed calendar for Observation and Bring a Friend to Dance Week dates.

STUDIO WAIVER AND RELEASE

I certify that I am/my child is capable of physical exercise, and I have completely documented any health or other concerns above. I agree that my child or I will participate in dance courses and related activities given by Mid Atlantic Youth Ballet and Center for Dance Education, Inc. ("the Studio") upon the following conditions:

I recognize that dance is a physical activity and there is a possibility that I/my child could incur an injury while participating in dance courses or related activities at the Studio. Participation at the Studio is upon the express agreement and understanding that I will hold the Studio, its officers, directors, agents, employees/independent contractors, and representatives, harmless from any and all liabilities for any injury or illness arising out of participation in the classes, programs, and related activities offered at/by the Studio, including but not limited to personal injuries, including death, and loss of or damage to property, whether occurring on or off the premises of the Studio. I hereby assume all risks associated with said participation.

I certify that I am over the age of eighteen (18) years and authorized to sign this release, and that I have read the Studio Waiver and Release and fully understand the contents, consequences and implications of signing this document.

MYB STUDENT PLEDGE

It is a fundamental tenet of Mid Atlantic Youth Ballet and Center for Dance Education, Inc. that artistic excellence cannot be achieved without an unwavering commitment on the part of each member in this dance education community to an exacting standard of personal and professional conducts. To this end, this code of ethics/rules has been established and published in the MYB Student Handbook.

I am fully aware of the sacrifices and the commitment my parents and I are making so that I may participate in classes and performance opportunities offered by Mid Atlantic Youth Ballet. I also clearly understand that a breach of this pledge and the MYB Student Handbook code of ethics/rules can bring about my dismissal from the school. I pledge not to engage in behavior that might put my training and education at MYB in jeopardy.

My parents/guardians and I have read the Mid Atlantic Youth Ballet Handbook and agree to abide by all rules and regulations set forth herein.

Student Signature

Parent Signature (if under age 18)

Date