

ACADEMY POLICIES AND INFORMATION

The following policies have been developed to help create an environment that is safe and nurturing while allowing optimal productivity and focus for both staff and students.

STUDIO DROP OFF AND PICK UP

We are sorry, but child care is not available. Students and Parents should not arrive more than 10 minutes prior to class start time, and students under the age of 13 must be picked up at class dismissal time.

SUPERVISION and QUIET RULE

Parents of Pre-ballet and Creative Movement classes are welcome to sit in the designated areas for quiet lounging while their dancer is in class. Siblings not in classes should be supervised by a parent or guardian 18 years or older at all times and are not allowed to use the **elevator** or handrails for play or loiter beyond the designated EBA lounge areas. There is a general Quiet Rule to be observed by all.

CLASS OBSERVATIONS

Class observations will occur the last week of the Fall and Winter Sessions. All parents, friends and family are welcome during this week to observe students' progress. All other classes and rehearsals are closed to observation except by appointment.

STUDENT PARENT CONFERENCES

To ensure communication between staff, students, and parents, annual conferences will be held during the last week of the session in June. Urgent issues may be addressed through individual phone or personal conferences when they arise throughout the year.

CONTINUOUS ENROLLMENT

Registration is open year-round. The Academy runs on a quarterly session schedule, and commitment is expected through the session. Please see the web or a brochure for the year's session schedule.

PAYMENTS

Payments are due prior to the beginning of each new session. Classes will be prorated for new students who enroll after the session begins. Online payments are processed on the first of each month. The annual Registration fee is tracked to students' initial enrollment date.

NO REFUND POLICY & MAKE-UP CLASSES

The Academy has a "no refund" policy; tuition is not pro-rated for missed classes or holidays falling within a session. We encourage students to make-up classes missed due to illness, injury, or holiday within the same session. Students will be directed to either an alternate class time for their level, or down a level.

DROPPING

If your child is not returning for the next session, you must contact the office prior to the onset of the Session to ensure a cancellation of billing.

CANCELED CLASSES

All classes must have at least 5 students enrolled to meet costs. At the onset of each session, if the enrollment number is not met after the first class, the class will be canceled and a waitlist will be opened. Alternate classes are usually available—those unable to switch class times will be issued a full refund.

AGE REQUIREMENTS

The minimum age for admission into EBA is 3 years old. Students must meet the age requirement listed for all class levels. Students will be notified by their instructor via the school administrator when they are ready to advance to the next level.

PARKING (Automobile and Cyclists)

On-site parking is for administration and disabled visitors only. EBA patrons may find parking on side streets, at metered parking up and down Willamette St, and in the triangle parking lot on 16th across the slough. If you are dropping off your child, note that the building's parking area is **ONE WAY**. Please follow the arrows and continue down the alley which exits onto 15th street. Do not try to back out or turn around. Do not block the alley or passage areas.

Bike racks are located outside the front entrance. Please do not bring bicycles into the building.

BUILDING ENTRANCE AFTER HOURS

The front door will remain unlocked until 6:00pm Monday through Friday and 12:00pm on Saturdays. Patrons may enter the building after hours by entering the EBA number code on the key pad located at the front entrance. **key code: 686934.**

ADMINISTRATIVE OFFICES

EBA's office is located upstairs in Suite 100. Administrator: Mercedes Rathswohl
Phone: 541-686-9342 x320. Email: mercedes@eugeneballetacademy.org
The Director's office and EYB office is located downstairs in Suite 600.
Sara Lombardi: 541-686-9342 x304

