



School of Nashville Ballet Handbook- Children's Division

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Nashville Ballet Mission:

We create, perform, teach, and promote dance as an essential and inspiring element of our community.

School of Nashville Ballet Mission:

School of Nashville Ballet provides exemplary dance education for children, youth and adults. The school is dedicated to human development, inclusivity, and excellence in dance through the fundamental foundation of classical ballet, where all students discover and develop an admiration for dance.

Values:

Artistry, Excellence, Strength, Passion and Athleticism

Principles of Technique (Aesthetic Values):

Symmetry, Harmony, Verticality, Length, Counter-Spiral Lines, Expansion
The physical embodiment that WE are artists. We are servants to the Art.

Admission Requirements:

- All students must complete registration forms online and provide emergency contact information prior to the start of their first class
- All students are required to have a Permanent Liability Waiver on file prior to the start of their first class. It can be completed online here:
<https://www.cognitofirms.com/NashvilleBallet/20222023snbwaiver>.
- All students must provide a working email address
- Tuition is to be paid prior to the start of each semester
- Willingness to adhere to School of Nashville Ballet's Code of Conduct (below), and acknowledgement that violation may result in sanction, including dismissal from program

Important Dates to Remember:

Spring Semester 2023

- Saturday, January 7: Orientation and Open House 10:30 a.m. to 12:00 p.m.
- Monday, January 9: **FIRST DAY OF CLASSES**
- Monday, January 16: **NO CLASSES** in observance of Martin Luther King Jr. Day
- Monday, February 20 through Saturday, February 24: Observation Week
- Saturday, March 4: **NO CLASSES**
- Monday, March 13 through Thursday, March 16: **NO CLASSES**
- Monday, May 1 **LAST DAY OF CLASSES**



Code of Conduct

With the goal of creating a safe, welcoming and positive experience for all students, School of Nashville Ballet holds students, families, faculty and staff to a high standard of personal decorum.

- No chewing gum, food or drink will be permitted in the studios, with the exception of capped bottled water.
- Students are asked to keep their bags and personal effects organized and neatly stored during the classes or in the cubby holes
- Cell phones are strictly prohibited
- Students should refrain from bringing valuables to the studios. Nashville Ballet is not responsible for lost or stolen goods.
- **Only dancers, staff and faculty are permitted in studios and back hallways.** When students enter the studio areas, we ask that they quietly warm up and mentally prepare for class. This policy helps foster an atmosphere of focus and self-discipline.
- Should you arrive late or need to get a message or package to your child, please call the front desk staff.
- School of Nashville Ballet reserves the right to dismiss any individual whose behavior is deemed inappropriate, disruptive and/or in violation of our policies and procedures.
- Students are expected to maintain a respectful, friendly and supportive environment.

Lobby Policies:

- Nashville Ballet's lobby is a shared space between school families, company dancers, patrons, and the public. Please help us keep the lobby as clean, organized, and quiet as possible.
- Rules:
 - No running or yelling
 - Students in Dance with Me through Pre-Ballet III must be accompanied by a parent/guardian until called into class
 - Small items i.e.: shoes, sweaters, small bags should be placed inside the cubbies
 - NO ITEMS SHOULD BE LEFT ON THE OPEN SEATING
 - Large bags/items are to be taken into the studio and placed in the designated areas:
 - Studio A: bags should be placed on the bleachers
 - Studio B: there are two metal racks outside of Studio B
 - Studio C: tables along the wall in the stairwell
 - Studio D: table up against the wall by the closet
 - Studio E: rack outside the door
 - Studio F: in the cutout, or in the F/G closet
 - Studio G: along the wall outside the studio
 - NO ITEMS ON TOP OF CUBBIES, this causes the framed photos to fall
 - Cell phone use is prohibited unless being used for homework
 - Please throw away trash promptly. Do not leave food or trash in the hallways.
- If you need to drop your child off more than 15 minutes prior to the start of their class, **they are expected to work on homework, stretch, or go over classwork with other dancers.**
- If an SNB employee must remind your child more than 1 time to stop yelling, running, using their phone for social media, or behaving in a way that is against our conduct code, **you will be called to pick them up, and they will not be permitted to take class.**
 - **If this behavior continues, your child will not be permitted to wait in the lobby before class.**

Uniform and Grooming Requirements:

- Hair must be pulled back into a bun if possible. If your child’s hair does not fit into a bun, please see acceptable examples below. **No ponytails allowed.** Hair needs to be off the face and as secure as possible:



- **We do not carry the Children’s Division leotards. We recommend you shop with our friends at Spell’s Dancewear.**
- **Dance with Me, Joy of Dance, Creative Movement:**
 - OPTION ONE:
 - Bloch Leotard CL5342 (pink) or Eurotard #10467 (pink)
 - White bobby socks (no frill or lace)
 - Bloch Dansoft full sole ballet shoes in pink*
 - OPTION TWO:
 - White T-shirt (no logos) & black cotton shorts
 - White socks
 - Bloch Dansoft full sole ballet shoes in black*
- **Intro to YMSP and Pre-Ballet I, II, & III**
 - OPTION ONE:
 - Bloch CL5405 light blue leotard or Body Wrappers BWC115 or Eurotard #1089 (light blue)
 - White bobby socks (no frill or lace)
 - Bloch Dansoft full sole ballet shoes in pink
 - OPTION TWO:
 - White T-shirt (no logos) & black cotton shorts
 - White socks
 - Bloch Dansoft full sole ballet shoes in black*
- Students who are out of uniform/grooming policies will receive a note home with advice from the instructor.



Enrollment and Tuition Policies:

- Enrollment is for an entire semester (Children's Division & Community - Youth Division). Tuition is to be paid in full prior to the start of the semester.
- **Tuition is nonrefundable after the first meeting of each class.** Cancelled classes will be prorated and refunded. There is no proration for scheduling conflicts. There are no refunds or proration of payment plans for voluntary or involuntary withdrawal.
- Receipts will be emailed to the email address on file. In the event you do not receive a receipt, please contact the school office and one will be provided upon request.
- School of Nashville Ballet reserves the right to cancel a class due to lack of enrollment. Canceled classes will be prorated and refunded.
- There is no proration for scheduling conflicts

Refunds Policy:

- Voluntary or involuntary withdrawal and missed classes are not considered eligible for refunds or cancellation of payment plans.
- In the case of serious injury or illness, refunds may be considered on an individual basis. These refunds are not guaranteed and may be subject to a 25% administration fee.
- Classes are not transferable to other students

School Closings:

School of Nashville Ballet does not follow the Davidson or Williamson County school closings for inclement weather and does not close for a specific fall or spring break. In the event of severe weather or loss of power, School of Nashville Ballet may cancel classes for a portion of the day or for the entire day. Closing information for both locations will be posted on our website, social channels and announced via text messages. If School of Nashville Ballet remains open, we encourage students to attend classes at their discretion during inclement weather. Sign up for text alerts to receive closing notices (see previous section for more information). In the event of a prolonged closure (natural disaster, pandemic, etc) Nashville Ballet will provide virtual learning options for students. Follow-up communication will be sent regarding any prolonged exposure and available virtual options for students.

Text Alerts:

School of Nashville Ballet will utilize a text message alert system to communicate any immediate or last minute schedule changes, weather-related cancellations, or other emergency messages. Please sign up for the appropriate text alerts using the following links:

- [Children's Division](https://www.remind.com/join/snbchild): <https://www.remind.com/join/snbchild>



General Policies and Information:

Signing in at the front desk:

- Please check in at the front desk before EVERY class.
- If your student has a scan card, they may scan in upon arrival.
- Please contact a School Associate if you would like an ID card or need a replacement. ID cards are available at the front desk and carry a \$5 replacement fee.

Communication:

- In the process of registering for class, each student is asked to provide a working email address, which serves as the main form of communication between the School and the student
- In addition to a working email address, please provide emergency contact information
- School of Nashville Ballet regularly sends out important information via email and text, such as weather-related school closings, master classes, new semester registration, etc.
- Your primary email address will also serve as your username for online account management, which you can access through the MindBody app or online here:
<https://tinyurl.com/5n7w76n6>
- Should your email address change, please provide us with updated contact information
- If you have unsubscribed from any Nashville Ballet emails you will need to email school@nashvilleballet.com to opt-in and receive school communication.
- Please follow Nashville Ballet on Facebook and Instagram for updates:
 - Facebook: <https://www.facebook.com/nashvilleballet>
 - Facebook (School): www.facebook.com/schoolofnb/
 - Instagram: <http://instagram.com/nashvilleballet>
 - Instagram: <http://instagram.com/schoolofnb>

Allergies and Medical Conditions:

The safety and well-being of our students is important to us. Nashville Ballet is not an allergen-free facility. Please notify us in writing of any life-threatening allergies or medical conditions you or your child(ren) may have.

Sickness:

Please help us maintain a healthy environment and reduce the spread of illness. Students with a fever greater than 100 degrees, who have experienced vomiting/diarrhea, or have another contagious illness should not attend class until they are symptom-free for at least 24 hours and are no longer contagious. Please communicate the student's sickness and anticipated absence(s) to us via the School of Nashville Ballet Absence Reporter which can be found on the Children's Portal.

Absences: Please communicate anticipated absences (due to sickness, travel, etc.) to us via the School of Nashville Ballet Absence Reporter which can be found on the Children's Division Portal.

<https://www.nashvilleballet.com/childrens-division-absence-reporter/>

Make-up Classes:

Missed classes can be made up within the current semester only. **Click the link below to access the make-up class scheduler.** Please inform the School office upon arrival for a makeup class and scan your Nashville Ballet ID card

<https://form.jotform.com/222863512559158>



Student Drop Off, Pick Up, and Parking:

When dropping off or picking up students from School of Nashville Ballet, please observe the flow of traffic in our parking lots and park in designated spaces. The lobby will be available for students who need to be dropped off early and all students will wait in the lobby until their ride arrives. If you need assistance with drop off or pick up for any reason, please contact the School office. Students arriving late will be accompanied to class by School staff. Students must wait inside the building for pick-up.

Observation Weeks:

School of Nashville Ballet schedules opportunities throughout the year to observe what students are learning in class. During those designated times, parents and family members are welcome to view classes from inside the studios. Additional observation opportunities may arise when master classes and special events are held. Parents will be notified of these opportunities in advance.

Lost and Found:

Items will be held in lost and found for three weeks only. Any items left with School of Nashville Ballet for more than that amount of time will be donated to charity. Please see the front desk for lost items.

The Importance of Cover Ups:

All students must wear street clothing and shoes over their ballet attire when coming to and from their classes. Extra layers ensure modesty and help muscles warm up and cool down properly. We encourage dancers of all ages to practice this healthy habit. Clothing should be changed in dressing rooms only, not the lobby, bathroom, or hallways. Ballet shoes cannot be worn outdoors as this tracks dirt into the studio, which can compromise the safety of our dancers and students, and is detrimental to the studio floors.



School of Nashville Ballet Artistic & Administrative Staff:

Paul Vasterling, Artistic Director
Nick Mullikin, CEO/Associate Artistic Director

Sarah Dey
School Administrative Director
SDey@nashvilleballet.com
(615) 297-2966 x203

Emily Wells
Youth Programs Coordinator
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Coordinator
MZapp@nashvilleballet.com
(615) 297-2966 x910

Nicole Koenig
Ballet Faculty and Practical Teaching Supervisor/Syllabus Manager
Email school@nashvilleballet.com if you have any questions for Ms. Koenig!

Open Door Policy:

School of Nashville Ballet faculty members maintain an open-door policy for all students and families who wish to meet. Due to teaching and scheduling constraints, setting appointments in advance is appreciated. Meetings can be scheduled through the front desk staff at school@nashvilleballet.com or 615-297-2966 ext. 910.

Location:

School of Nashville Ballet
3630 Redmon Street
Nashville, TN 37209-4327
Phone: (615) 297-2966 x910
School@nashvilleballet.com