

Policies of the Russell School of Ballet

It is the desire of the directors and staff of RSB to develop in each student a love for dance, a strong technical foundation, and an artistic education. This policy sheet is for your information and benefit. We request that you please read it thoroughly to avoid any possible misunderstandings in the future. Please retain it for your reference.

1. Enrollment

- Enrollment is for a continuous period each year from September through June.
- Students are expected to finish the year so as to complete the planned curriculum.
- In order to keep up with the level of the class, a student must maintain good attendance and be on time for the beginning of the class in order to warm up properly to prevent injury.

2. Placement

- Placement is at the discretion of the Directors and Staff of the Russell School of Ballet. All students are carefully placed in levels to insure maximum progress. Although students are placed according to age for beginning levels, students with some training will be placed into respective classes depending on ability, strength and previous development based on the judgment of the directors and staff.
- Advancement, however, depends upon application, attitude, artistic abilities, dance accomplishment and physical qualifications, not necessarily upon age, or length of time spent studying dance.

3. Pointe and Advanced Level Requirements

- Pointe (toe): Requires four or five years of preparatory study and is not permitted until a student is at least eleven, twelve or thirteen years old and has both good body placement and control. Attainment of age eleven, twelve or thirteen years old is only one of the considerations and overall qualifications are given more consideration.
 - For the first year of pointe work minimum of five ballet classes a week is required because dancing on pointe shoes demands extra strength and technique. If the minimum of 4 ballet classes, 2 pointe classes a week are not maintained, the student cannot continue pointe.
- Advanced Levels: There is a minimum enrollment and curriculum that is required of those students who wish to take advanced level classes or who wish to be considered eligible for invitation into the Fairfax Ballet Junior or Senior Company. Information on specific requirements may be discussed with Mrs. Petry. Advanced students are strongly encouraged to attend classes on a daily basis. Daily classes are necessary for those considering college level auditions/scholarships or degree programs, and most certainly for those interested in pursuing a professional career.

4. Tuition

- Tuition is to be paid **IN ADVANCE** of each four-week period according to the payment schedule.
- **A withdrawal can only become effective when the school is notified in writing 30 days in advance of a new four week period according to the payment schedule.**
- If tuition is not current the student will not be allowed to continue classes.
 - There is a **\$25.00** per student non-refundable registration fee for each season.
 - A late fee of **\$15.00** will be assessed if payment is not made by the second week of the four-week period.
 - **There will be a \$35.00 charge for all returned checks.**
 - Tuition checks should be deposited in the mail slot on the side office wall. Please bring cash payments into the office in order to receive a receipt. **Credit cards are not accepted.**

5. Arrivals

- Arrive 10 minutes before class begins (this ensures all dancers have adequate warm-up time to avoid injury).
- Any dancer who arrives late must ask permission to join the class (please see the office).
- If arriving too late, dancer may be asked to watch the remainder of class.
- The teacher has the final decision in this matter.

6. Missed Classes/Attendance

- There is no refund or credit for missed classes for any reason, including injury or illness.
- Missed classes may be made up in a class of comparable placement, i.e. the student's current class level or lower. **STUDENTS MAY NOT MAKE UP MISSED CLASSES IN LEVELS HIGHER THAN THEIR CURRENT YEAR PLACEMENT.**
- Make-up classes are in addition to the student's regular classes. Classes can be made up anytime within the current season (*except during Observation Week*) but cannot be accumulated to the end of the season in place of the last four-week payment.
- A class for which a student has enrolled cannot be dropped and then used for a make-up class.
- No person may make-up a class if they have not paid for their current four-week period in which the make-up class is to be taken.
- No classes may be carried over from the fall-winter course to the summer course or from the summer course to the fall-winter course.
- Tuition is non-transferable and non-refundable.

7. Class Decorum

- Please give the instructors full attention at all times without talking to the other students.
- Class time is not to be used for socializing.
- Personal corrections are given for improvement, please look upon them as extra help.
- No gum chewing, sitting down or hanging on barres will be allowed.
- Absolutely no food or drinks are permitted in the studios at any time, except water bottles.

8. Observation Classes

- Parents, relatives and friends are invited to visit classes two times per year in December and June. The dates of these classes will be posted.
- Since observation days are regular classes, it would be appreciated if visitors would be as quiet and considerate as possible during the class.
- Make-up classes are not permitted during observation weeks since the emphasis is on showing what each class has been working on and make-up students have not had the benefit of this instruction.

9. Performances

- RSB students are invited at select times of the year to participate in performances sponsored by The Fairfax Ballet, a non-profit incorporated organization. Most children in the school are invited to participate in the annual performances at the end of the year (except pre-ballet classes that will have informal studio recitals at the end of the year). There is a Story Ballet performance and a Jazz, Tap and Modern Dance Revue. No student is required to be in the performances.
- In order to participate in the end of the year performances, each dancer must have paid the last month's tuition prior to performing and have paid any performance fee required by The Fairfax Ballet.
- Students participating in these shows should be prepared to provide the following class attire elements as part of their costuming. **See table below.**

Mandatory Class Attire – Girls/Women

We are a professional school therefore all dancers must wear professional dance clothes. NO EXCEPTIONS.

Class	Attire	Hair	Tights/Shoes
Ballet	Black Leotard <i>(camisole, tank, short or long sleeved)</i>	Neat Bun Hair off face and neck	Seamed Prima Soft (Ballet Pink, Style 100) Pink Leather Ballet Shoes (one elastic strap)
Adult Ballet	Dark Colored Leotard Dance Skirt	Neat Bun Hair off face and neck	Black or Pink Tights Pink Leather Ballet Shoes (one elastic strap)
Modern	Black Leotard <i>(camisole, tank, short or long sleeved)</i>	Crown Pony Tail	Seamed Prima Soft (Ballet Pink, Style 100) No Shoes
Lyrical/Jazz, Tap	Black Leotard <i>(camisole, tank, short or long sleeved)</i> Long Black Jazz Pants	Crown Pony Tail	Black Jazz Shoes (or) Black Tap Shoes* <i>*children 11 and under must have low heeled tap shoes</i>
Character	Black Leotard <i>(camisole, tank, short or long sleeved)</i>	Bun or Crown Pony Tail	Prima Soft Seamed (Ballet Pink, Style 100) Black Character Shoes

Mandatory Class Attire – Boys/Men

Class	Attire	Hair	Tights/Shoes
Ballet	White T-Shirt Dance Belt	Hair off face and neck	Black Dance Tights White Socks and White Ballet Shoes
Adult Ballet	White T-Shirt Dance Belt	Hair off face and neck	Black Dance Tights White Socks and White Ballet Shoes
Modern	White T-Shirt Dance Belt	Hair off face and neck	Black Dance Footless Tights
Lyrical/Jazz, Tap	White T-Shirt Dance Belt	Hair off face and neck	Black Dance Tights Black Jazz Shoes (or) Black Tap Shoes

Performance Attire

Performance	Attire	Hair	Tights/Shoes
Story Ballet	Black Camisole Leotard Nude Camisole Leotard	Neat Bun Hair off face and neck	Seamed Prima Soft (Ballet Pink, Style 100) Pink Leather Ballet Shoes (one elastic strap)
Jazz, Tap & Modern Dance Revue	Black Camisole Leotard Long Black Jazz Pants	TBD	Black Jazz Shoes (and/or) Black Tap Shoes*

10. Additional information regarding class attire

- Pink leather ballet shoes must have one elastic strap sewn on and strings tied and cut off.
- Do not wear your dance shoes outside of the studio.
- All dancers must cover up dance attire arriving and departing the studio.
- Tights must cover the entire foot while dancing (see above for brand of required tights).
- Warm-up Clothes

- No warm-up clothes will be permitted in ballet classes after barre, or teachers discretion.
- Adults may wear warm-up clothes to be removed after barre.
- Baggy T-shirts are not permitted in any of the classes.
- Female students should secure their hair in a neat bun. If you have short hair, please use bobbie-pins to neatly secure it away from your face.
- No jewelry (except wedding/engagement rings and small post earrings) should be worn in class (please leave jewelry at home as RSB is not responsible for items lost).
- Please make sure your dancer's clothes are clean and free from holes and stains (including tights, shoes and leotards).

11. Office

- We ask that parents and students conduct their business in the office as quickly and efficiently as possible. This will allow us to keep waiting times to a minimum.
- We can help only one person at a time (either in person or on the phone) please wait outside of the office until the person preceding you is finished. Please knock before entering.
- The telephone in the office is a business phone and we cannot accept personal messages or allow outgoing calls except for emergencies.

12. Parking Lot Safety

- **PLEASE DO NOT DOUBLE PARK OR STOP IN THE TRAVEL LANES to pick up or drop off.**
- Arriving for class at least 10 minutes early will ensure there is no need to rush them into class by dropping them off at the door.

13. Waiting Areas and Outside Grounds

- We must request that all students as well as younger children waiting with their parents refrain from excessive noise and rowdiness in the hallways and dressing rooms while waiting before and after classes.
- Parents are asked to keep non-dancing children with them at all times and not permit them to wander the premises unattended. Please keep feet and hands off the walls, feet off the furniture, be careful to not spill on the carpets and floors, and put trash in the trash cans.
- We ask that you stay out of the shrubbery along the outside of the building.

14. Security

- RSB will not be responsible for personal property left or lost in any area of the school.
- Bring your purse/dance bag into the studio and place it under the benches.
- Please put names in all dancewear and shoes.
- Call the office as soon as you realize something has been left at the school so that we may retrieve it and hold it for you or check our lost and found in the dressing room next time you're in the studio.

15. Studio Closures

- Specific dates for the RSB holidays are shown at the bottom of your payment schedule as well as the website.
- Classes may be made up for holiday closures on
 - Labor Day
 - Columbus Day
 - Thanksgiving weekend
 - Memorial Day
 - Independence Day

- For the two weeks we are closed for the December holidays and the one-week of Spring Break that we are closed, there is no charge and no make-up classes are necessary.
- Inclement Weather: Classes missed due to inclement weather may be made up during the normal school year.
- RSB does not automatically cancel afternoon classes when the schools are closed. If you have any questions, please call the studio at (703) 803-1055 or check online.

16. Special Announcements

- Reminders of holiday closures, payment due dates, observation classes, rehearsals and other important announcements will be posted on the bulletin board in the front hallway. Please check this board often for pertinent information.
- Information is also posted online at www.RSBdance.com and [Facebook](#), [Twitter](#) and/or [Instagram](#).

17. Disclaimer

Dance is a physical activity, and as with all such activity there is an inherent risk of injury. The Russell School of Ballet does not assume any liability for injury or accident which occurs while participating in classes or performances. As when beginning any new physical activity if you have questions about your ability to participate, please contact your personal physician.