



White Marsh **Ballet Academy**

where movement becomes art

PO Box 43970
8007 Corporate Drive, Suite G
Nottingham, MD 21236

2024-2025 WMBA **Parent/Student Handbook**

Welcome to White Marsh Ballet Academy!

On behalf of our staff and faculty, we want to welcome you to White Marsh Ballet Academy. Thank you for bringing your dancer to us! This will be a fun-filled year with loads of new dance steps and exercise. This handbook is a guide and resource to help you and your dancer succeed and grow at our studio. If you have any questions or concerns, please do not hesitate to ask. We look forward to teaching your dancer and getting to know them.

Dancing Wishes, Sandy Harris & Shari Bickel

White Marsh Ballet Academy

Located at:

8007 Corporate Drive, Suite G

Nottingham, MD 21236

e-mail:

whitemarshballetacademy@gmail.com

Send mail to:

P.O. Box 43970

Phone:

410-931-3844



Office Hours:

Mon – Thursday 5:00-8:00 PM &

Saturday 9:30 AM -12:00PM

www.whitemarshballetacademy.com

About this Handbook

For over 25 YEARS White Marsh Ballet Academy has been a leader in dance education and professional training. Our faculty and staff are committed to providing the finest quality of training in an environment that is nurturing, challenging, and disciplined. Our goal is to educate the mind, body, and soul of each of our students. We believe that our success comes as a result of quality training and passion, and by staying true to the traditions of dance as an art form.

At WMBA, we don't teach students a dance, we teach students *how* to dance. We believe in education and teaching them skills that will last a lifetime. Our dance classes give each student confidence that instills pride, and a higher self-esteem.

We have created this handbook to offer our dancers and their parents a clear understanding of the commitment and responsibility that is required to train at the White Marsh Ballet Academy. All students and parents are required to abide by the rules, guidelines and regulations outlined within this handbook. It is the responsibility of every parent and dancer to read and understand this handbook.

To The Parent

WMBA relies on a positive atmosphere for our faculty, dancers and their parents. Our program promotes a positive learning experience for all participants. We believe that the dancer's success depends on the support of their parents or guardians. Your commitment to the process makes an enormous difference; we encourage you to be a supportive part of your child's dance education.

To The Student

Students are expected to treat WMBA staff and peers with respect and a positive attitude. Dance class is not a time for socialization, it is a time for focus, dedication and education. Excessive talking is distracting and disrespectful to the teachers and classmates.

Class Placement and Evaluations

For Introductory and Elementary level classes, placement is determined by age as of September 1st. For our Intermediate through Advanced Classes, placement is determined by ability. It is our policy to offer appropriate opportunities and class placement to every student. Each student's class placement is highly individualized each year. Our decisions regarding each dancer are carefully examined and made with expertise from having years of training and experience. Proper placement ensures the dancer's safety and will enrich the dancer's training experience. Final decisions regarding your child's dance training and placement will be made by your child's teachers and the Directors. Any questions regarding your child's training and placement should be directed to the Directors.

Student Academy Dress Code

Ballet Classes-

Leotard colors and styles are noted below for all ballet levels. Students are encouraged to order uniforms from www.shopnimbly.com or www.discountdance.com. See Uniform Order section below for more details. Dancers are required to wear the style as noted via the website. Uniforms may be purchased at other sources; however, styles must be the same as they appear below and at the website above.

Twinkle Tots	Pink	Sparkle Tutu Dress
Ballet/Tap Combo	Pink	Pink Ribbon Dress
Ballet/Tap/Jazz Combo	Aqua	Aqua Skirted Leotard
Ballet Basics	Light Blue	Light Blue Ribbon Dress
Beginning Ballet I	Light Purple	Skirted Leotard
Ballet I/IA	Light Blue	Basic Short Sleeved Leotard
Ballet IA/IB	Royal Blue	Camisole Back Leotard
Russian Tech	Mulberry	Camisole Back Leotard
Level II	Red	Camisole Back Leotard
Level IIA	Turquoise	Camisole Back Leotard
Level IIB	Eggplant	Camisole Back Leotard
Level III-IV	Black	Pinch Front Leotard

- **Tights** : Pink tights (seamed tights are required for students in level II and above). Pink Ballet slippers. Black or pink mid-length leg warmers and dance wrap sweaters are recommended for colder weather.
- **Skirts**: Ballet skirts for Ballet Basics, Beginning Ballet I, Ballet I/IA and Ballet/Tap Combo only in matching leotard color are optional.
- **Pointe Classes**: Dancers may wear matching skirts for Pointe class. Thick elastic and ribbons sewn. Loose lamb's wool. NO toe pads

Other Dance Forms

Movement Classes

- **Pre-Hip Hop/Tap**: Ballet Class color leotard or Black Classic Tank Leotard, Black Cotton Leggings. Black patent leather Tap shoes and black slip on Jazz shoes
- **Tap/Jazz/ Modern Combo**: Black short sleeve leotard, pink Convertible tights, Bare feet for modern, slip on Jazz shoes & black patent leather Tap shoes.
- **Musical Theatre**: Ballet Class color leotard or Black Classic Tank Leotard, Black Cotton Leggings/Jazz Pants, black jazz shoes.

Intermediate and Advanced *Movement Classes*

- **Tap & Jazz Classes:** Ballet Class color leotard or Black Classic Tank Leotard, Black Cotton Leggings/Jazz Pants, black oxford leather Tap shoes; black jazz shoes
- **Modern Classes:** Ballet Class color leotard or Black Classic Tank Leotard, Black Cotton Leggings/Jazz Pants, bare
- **Hip Hop:** T-Shirt, Sweatpants or Leggings, Clean Sneakers shoes (no slip-ons) worn only in studio (Shoes maybe specially ordered for costumes for the show at additional charge for the parents.)

Dress Code- Male Students

- **Ballet:** black tights or dance pants, solid white t-shirt, black socks, black ballet slippers with elastic
- **Jazz/Tap:** black tights or dance pants, solid white t-shirt, black socks, black oxford leather Tap shoes, black Jazz shoes
- **Hip Hop:** black dance pants, white t-shirt, tennis shoes (no slip-ons) worn only in studio

FOR THE DANCERS HEALTH AND SAFETY, NO OUTSIDE SHOES PERMITTED FOR USE IN A DANCE CLASS. NO EXCEPTIONS. DANCE SHOES ARE NOT TO BE WORN OUTSIDE

Dress codes are in place to maintain dance traditions, promote unity and as a commitment to high personal and professional standards in the studio.

Be sure to label all your dance clothes, shoes and bags!

Uniform Order

We know that running around trying to pick up everything that your child needs for class can be stressful. We want to make this experience easier for you, so we have developed a one-stop shop to get everything that you need for class online!

There are two options:

- 1) Shop our WMBA Storefront on Nimby (Twinkle Tots)
- 2) Discount Dance supply (recommended for Ballet IA and Up)

WMBA Boutique on Nimby and browse by class to find all that you need.

www.shopnimby.com

Please feel free to contact Shop Nimby at 800.985.2128 with any questions regarding dress code. They will be more than happy to help you get everything you need for your dancer!

Discount Dance Supply's teacher/student program will make it easier for you to outfit your dancer with dance wear and accessories required for the year!!

www.discountdance.com

- 1) Write down the WMBA Teacher ID: TP68086
 - 3) Click your class(es) to preview the items each dance teacher has recommended
- www.discountdance.com

- 1) Write down the WMBA Teacher ID: TP68086
- 3) Click your class(es) to preview the items recommended then add them to your online shopping cart
- 5) Check-out online. Remember to enter the WMBA Teacher Code at check-out so you get the program benefits and discounts!

Note: Discount will not be reflected until you receive your order confirmation

Hair

Hair for all dance classes must be securely pulled back, away from the face and off the neck. Ballet Buns (for Ballet) and Pony Tails (Other classes) are required. For ballet students in the Elementary division and up, hair must be styled into a slick bun with use of both bobby pins and a hair net and without stray hairs or bangs.

How do to a Bun

Pull hair back into a ponytail and fasten with a ponytail holder. Twist the hair into a tight spiral and wind it around the holder in a circular path, securing it with bobby pins or hair pins as you go. Cover the bun with a hair net and anchor the net with pins. Hair spray and securely clip back any stray hair strands and bangs. **NO BEADS OR HAIR PRODUCTS**

Eyeglasses

It is always preferable to take class without wearing eyeglasses for safety reasons. If your child needs to wear glasses in class, we recommend they be adequately secured or removed for turns.

Level Requirements

As a student progresses, they are required to enroll in multiple classes in the same genre of dance per week. This is imperative for the dancer's training and well-being. Multiple classes a week help reiterate the movement and techniques within the body so that it becomes part of their muscle memory. Dancers not enrolled and participating in the required number of classes tend to progress at a different pace than dancers enrolled in the correct number of classes.

- Twinkle Tots: Recommend potty trained but may wear pull-up in class
- Ballet Basics: Students **MUST** be potty-trained
- Level II: Two (2) ballet classes required per week
- Level III: Three (3) ballet classes required per week
- Level IV: Four (4) ballet classes required per week
- Pointe Class and variations, Ballet class must be taken prior to all Pointe classes.
(Pre-Professional Program Required for company members)

Pointe and Pre-Pointe Work

Students are not considered ready for pointe work until they are at least 10 years old and have been studying classical ballet for three or more years, with a frequency of two or more classes per week. All of this requires careful evaluation on the part of the teacher and Directors. Once a dancer is ready, one of the directors will invite them to participate in pointe class. No one will be allowed to register for a pointe or pre-pointe class without invitation. Students who have been recommended for pointe or pre-pointe work should not purchase pointe shoes until notified by their teacher. Students should expect to begin the first year of pointe training in ballet shoes.

Attendance

We request that absences be reported to the office prior to class time. If an absence is not reported it will be considered unexcused. The dancer's presence at all classes is imperative. The spirit of teamwork and the lesson of dedication are a big part of our school's educational process.

Good attendance is critical to consistent progress and advancement. Attendance is taken every week. Students missing an excessive number of classes during the year will not advance and may not be ready to participate in the Academy Performance. Students missing four or more classes from January to June may not be allowed to perform in the Academy Production.

Students entering class 15 minutes late will be asked to observe class for that day. Injuries can result when a student has not had a proper warm up. After 4 times being late, it will be considered an unexcused absence.

Injuries, Illness & Allergies

Please inform the instructor of any health problems your child may have. Your signature on the registration form is certification of your child's ability to participate in his/her dance class. Please inform your child's instructor of any previous injuries of physical limitations.

Students who are injured and unable to participate are asked to come and observe class. Observing class is important to the development of the students dance education. Students must have a doctor's written permission to return to class after a prolonged medical injury.

Due to the number of nut allergies in our students, WMBA is a nut free zone. If your child needs a snack between multiple classes, please provide them with a healthy alternative. As a reminder, there is no eating in any of the dressing rooms or studios.

Inclement Weather

Classes are ALWAYS held on President's Day, Martin Luther King Day, and Columbus Day. We are open during School Teacher Days, unless it is a scheduled holiday at WMBA. WMBA is advised by BCPS closings, however, we use our own discretion in the decision to close or remain open for class. If there is a dusting of snow, we may remain open for class. If we feel that it is in the best interest of our students and staff to cancel class due to adverse weather or the threat of adverse weather, there will be a post on our website, Facebook page and an email will be sent out one hour prior to the start of your class. All classes missed can be made up. The link to our Facebook page is listed below. We also recommend joining our WMBA Friends and Family Facebook page. Please submit a request to join this page and the administrator will welcome you to the group.



White Marsh Ballet Academy

Missed Classes

We encourage each child to make up any missed classes, if they desire to, within two weeks after missing class. No student is permitted to make up in a class more advanced than their registered class unless permission is given ahead of time by their teacher. We do recommend trying other styles of dance for a make-up class.

WMBA Correspondence

The “Portal” found on the WMBA website is a great way to view class registration, updates, class fees, payments and useful articles pertaining to your child’s dance education. Please check the Portal frequently to stay up to date with all that WMBA has to offer.

As a reminder, all statements, confirmations, and class information, will be emailed to the registered email address on your account. Please update your email address and credit card on file as needed.

Parents must be prompt when picking up their child or carpool. Please call the office if you are running late.

Cancellation Policy

White Marsh Ballet Academy reserves the right to cancel any program due to lack of enrollment. In special circumstances where a student needs to drop, the parent must send an email notification to whitemarshballetacademy@gmail.com . Class changes or transfers must be received in writing before the 25th of the month and permission must be granted by a White Marsh Ballet Academy instructor.

Fall Class Refund and Credit Policy

- The registration and tuition fees are non-refundable.
- You will be responsible for any unpaid balance after credit is applied.
- Tuition credit is kept on family account for 1 year and is not transferable.
- Doctor’s note must be submitted for all medical problems.
- Classes missed due to illness or studio closing due to inclement weather can be made up the following week in the class level or the class level below the one student is currently enrolled in.
- **NO REFUNDS WILL BE GIVEN EXCEPT IN A PROLONGED MEDICAL CIRCUMSTANCE PROVIDED THAT A DOCTOR’S MEDICAL CERTIFICATE** is received within two weeks of discontinuing the class.

Academy Performance Commitment

The Academy Performance is optional; it is the dancer and parent’s decision whether or not to participate. We try our best, but cannot guarantee that all of a dancer’s classes will be cast in the same show or that siblings will all be cast in the same show. All accounts must be paid in full in order to participate in the Academy performance or Company productions, NO EXCEPTIONS. Any registrations received after December will not be guaranteed a costume or participation in the Academy Production. After January 1st, students are not permitted to miss more than 4 classes in order to participate in the Academy Production. No refunds or credits will be given if a student is asked not to participate due to lack of attendance or is unable to participate for any reason.

Parent Observation

We have a video system set up in our studios that is connected to an app available on any smart device that is connected to WMBA’s WIFI network. This is visual only no audio, but it is available for all classes running during the fall or summer sessions.

If you would like to observe your dancer's class in person, please contact the office and set up an appointment to observe class. We like to provide our families to see the student's growth throughout the year, and we have found that the app is very beneficial to keep families up to date on their dancer's progress.

Lost and Found

Items left in the studio, dressing room/restrooms, or hallways will be collected and placed in the lost and found located in the lobby. We encourage all students to write their name or initials in all of their belongings.

White Marsh Ballet Academy is not responsible for lost or stolen articles. Students are encouraged not to leave valuable items in the studio space unattended. White Marsh Ballet Academy does not tolerate theft in any way.

Privacy

The front office staff are not allowed to give out student or teacher class information, payment information, phone numbers, email addresses or home addresses. The only person with access to that information is the person listed on the account. Therefore, we ask that phone numbers be exchanged on an individual basis.

Waiting Room

*** Food & drinks should only be at the counter in the hallway. No food on the floor or in the cubbies.

Water is encouraged and permitted for all classes outside of the dance room. **Food should not be eaten in the dance studio unless you are there for more than 2 hours.** Students at WMBA for class for more than 3 hours may eat a light snack that will not stain or spill. (ex: apple, banana, grapes, pretzels crackers, carrots, etc.) No soda or fast food please! Children under the age of 8 years old should not be unsupervised in the Academy under any circumstances. The teacher is in the studio and cannot be responsible for a child in the lobby. We stress this for your child's safety.

Academy Etiquette

*** Lounge area in the back of the studio is for older dancers only to rest before and/or between classes.

- The lobby is for sitting, observing and visiting only. When students are not in class, parents are responsible for their children's behavior and safety. Children are not permitted to play in the lobby at any time. For everyone's safety, the lobby floors must remain clear of toys and other materials.
- Students must wear warm up clothes over their dance wear and street shoes when entering and exiting the studio building.
- No food, drink or gum in the dance studio.
- No street shoes in the dance studio (Except Hip Hop & they should only be used for class...not worn outside).
- A vacant studio is not to be entered until the teacher gives permission.
- If a student arrives more than 15 minutes late to class, the student may be asked to observe. Without proper warm-up, students risk injury.
- Students may not leave before class is concluded without prior arrangement with the instructor.
- Students must be picked up on time after class. Students should be picked up at the back of the studio. White Marsh Ballet Academy is not responsible for students outside of class time.
- Please keep conversation in the lobby positive and up-beat. Negativity does not provide for a healthy environment.
- Please take cell phone conversations out of the lobby area.
- The studio office is a private area for Directors and Staff only.
- Please call or email when your child will not be in class.
- White Marsh Ballet Academy reserves the right to refuse service to anyone.

Registration and Tuition Policies

School Year Registrants

- The account on file will automatically post an annual registration fee upon completion of enrollment; single student registration is \$25 and family registration is \$35.
- Online Registration: You will receive a welcome email and a statement for the class amount upon registration. Tuition will then post automatically via bank draft or credit card within 5 days.
- Automatic Payments: September tuition is paid upon registration. October Tuition is charged to the account on file Oct. 1st, November Tuition comes out November 1st etc. The last payment is June 1st. See payment calendar at the end of the handbook.
- Pay by cash or check any time prior to the 25th of the month or tuition will be deducted from the account on file automatically.
- Withdrawal notification must be received through email before the 25th of the month prior to the billing date in order to discontinue charges.
- Tuition is based on the full year schedule (Sept-June) and is charged monthly. Tuition is the same amount every month regardless of how many classes fall within that month.

Summer Registrants

- Summer tuition may be paid in two installments for students registering prior to the start of the session. The first installment is due upon registration. The second installment will be processed the first week of summer classes
- Students registering once the session begins are required to pay the full tuition amount and registration fee at the time of registration.

Tuition

- Tuition is non-refundable and non-transferable. Refunds will not be given for any reason except in pro-longed medical injury and then a doctor's note must be submitted.
- No refunds for missed classes, however make-up classes can be arranged with the office in any similar level and age group.
- Class changes must be received by email before the 25 of the month and permission must be granted by the White Marsh Ballet Academy directors.
- There is a \$25 late payment fee for declined or expired cards/delinquent accounts and a \$25 returned check fee.

Performance Policies & Fees

- The Academy Performance is a wonderful opportunity for all WMBA students, but is not mandatory.
- WMBA will automatically withdraw the Performance & Tech Fees from the account on November 11 unless email notification is given by November 10 that student wishes to opt out of participation in the end of year show.
- The Nov 11 deduction is \$80 (Introductory Classes) for each class and \$90 (Elementary-Advanced) for each class in which the student is enrolled (Ex: 2 Introductory classes = \$160 or 2 Beginning Classes = \$180)
- Each student participating will pay a Tech fee of \$35 also due on November 11 to cover the cost of stage rental, backdrop, sound, and lighting needed for the performance.
- Students may request a payment plan for performance fees if they are taking 4 or more classes. For students with payment plans, half the amount will be due on November 11 with the balance due on December 11. All payment plans must be requested in writing and accepted by the directors.
- All Performance fees are non-refundable.

- If opting out of the Academy Performance, written notification must be received by November 10.
- For students that enroll after November 11, Performance fees are due upon registration and must be paid if student wishes to participate in the show.
- Students who register in December or January must make payment in full at registration.
- The following are not included in Performance Fees and must be purchased separately: required show tights/socks, and tickets.
- Please note that Fitness and Drop-In students do not participate in the Academy Performance. Adult Classes will participate in our performance.
- As a courtesy, professional photographs will be taken of students in their costumes. Photos are typically scheduled on a weeknight during performance week in June. Attendance on Photo Day & purchasing photographs is optional.

Tuition Information (All tuition and fees are non-refundable)

First Steps Program	Tuition Paid Monthly
30 Minute Class	\$40
45 Minute Class	\$54
60 Minute Class	\$59

Monthly Tuition	Amount
1 class/week	\$64
2 classes/week	\$117
3 classes/week	\$173
4 classes/week	\$229
5 classes/week	\$270
6 classes/week	\$305
7 classes/week	\$355
8 classes/week	\$385
Unlimited (9 & Up)	\$424

Class Package Rates*	Monthly Tuition
Reach for the Stars (Level II / 5 Classes)	\$210
Emerald (Level II / 6 classes)	\$245
Amethyst (Level IIA / 7 Classes)	\$265
Ruby (Level IIA/IIB / 8 Classes)	\$295
Sapphire (Level IIB / 8 Classes)	\$295
Diamond (Level III/IIIA / 10 Classes)	\$390

*Class package rates are only available to dancers participating in the WMBA Dance Company. Pricing is per month. Placement is determined by age and ability. Students registering for packages will automatically be enrolled for all classes in the package

Available Discounts

Family Discount	When 2 or more children under the age of 18 are taking a class, they receive 10% off 2 nd , 3 rd , 4 th , etc. tuition
Boys Dance Too	Brothers of registered students receive 50% off tuition.
Parent Discount	Any parent or grandparent of a registered student will receive 50% off tuition. (Not valid on class cards)
College Students	Receive \$10 off tuition

Drop-In Classes/Class Cards

Class Card/Drop-In (Adults & Students)	\$128 for 8 classes (\$16 per class)
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Other Fees

Registration (One Student)	\$25
Family Registration	\$35
Performance Fees	\$80 or \$90 per class
Adult Class Tuition	\$56/month
Tech Fee	\$35
Drop-In Class	\$20
Returned Check/Late Payment	\$25

WMBA PAYMENT CALENDAR

Payment Schedule	Cash/Check Payment Due	Automatic Charge Processing Date
Initial Payment	At Registration	At Registration
#1 – Oct Tuition	Sept 25	Oct 1
#2 – Nov Tuition	Oct 25	Nov 1
Performance & Tech Fees	Nov 10	Nov 11
#3 – Dec Tuition	Nov 25	Dec 1
#4 – Jan Tuition	Dec 25	Jan 1
#5 – Feb Tuition	Jan 25	Feb 1
#7 – Mar Tuition	Feb 25	Mar 1
#7 – Apr Tuition	Mar 25	Apr 1
#8 – May Tuition	Apr 25	May 1
#9 – Jun* Tuition	May 25	June 1

*June installment is 50% regular tuition