

ACADEMY HANDBOOK





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INTRODUCTION

I am so proud to be the Academy Director for The Frederick Quinney Lawson Ballet West Academy. Thank you for trusting us with training your child in ballet technique and dance disciplines that will empower them with skills for today's choreographic demands. Our faculty has experience at the highest level in the professional dance world, and we all look forward to sharing our knowledge with your children.

While excellence in ballet training is crucial to our mission, our commitment to our students goes well beyond technique. The Academy's philosophy supports the development of the whole child. Our training focuses on the milestones in physical, cognitive, and emotional development of children. Our curriculum utilizes research on these developmental milestones in conjunction with rigorous classical ballet training in an approach that is unique to Ballet West Academy. We have high expectations for our students, and we will mentor them to achieve their dance dreams and reach their fullest potential.

Our faculty works hard to foster each student's individual development. Students are correctly and thoughtfully guided, with progress communicated in a positive and supportive manner.

As the official school of Ballet West, we offer an opportunity to perform with our world class company in the annual Nutcracker Performances and in our Family Series performances, as well as Winter and Spring Showcase performances.

We are proud to have alumni of the Academy performing with companies across the country and all over the world. Many of the professional dancers in both Ballet West and Ballet West II began their dance training as students of the Academy.

We are proud of our work and dedicated to continuing the tradition of excellent classical ballet training. This tradition stretches from our founder, Willam Christensen, and his father and uncle, Christian and Peter Christensen. Their "Academy of Music and Dancing" opened in 1903 and became one of the first schools in the American West to train young people in the art of classical ballet.

Our goal is to inspire, nurture, and give every student a life-long love of dance. Welcome to the Ballet West Family!

A handwritten signature in black ink that reads "Evelyn Cisneros-Legate". The signature is fluid and cursive.

Evelyn Cisneros-Legate
ACADEMY DIRECTOR



PHOTO BY BEAU PEARSON

ABOUT THE ACADEMY

OUR MISSION

The Frederick Quinney Lawson Ballet West Academy, the official school of Ballet West, is Utah's premier source of dance training, providing the highest caliber of ballet instruction to the pre-professional student as well as to those who wish to gain a deeper understanding of this beautiful and demanding art form. Along with our unique relationship with the professional company and artistic staff of Ballet West, we have a superior faculty who are dedicated to developing and inspiring the whole child, both as an accomplished dancer and a healthy individual. Academy students experience a structured curriculum offered in a nurturing and positive environment, targeting and exploring each student's individual strengths and abilities.

OUR VISION

The Frederick Quinney Lawson Ballet West Academy strives to be a dynamic leader in the international field of dance education. Drawing on our unique local dance heritage and utilizing our connections with our national and international dance communities, we will continue to expand our educational offerings in a state-of-the-art facility as we train and inspire the next generation of dancers. We intend to be a positive resource for local and regional dance schools, providing opportunities for constructive dialogues and collaborative support.

CONTACT INFORMATION

FREDERICK QUINNEY LAWSON BALLET WEST ACADEMY LOCATIONS

JESSIE ECCLES QUINNEY
BALLET CENTRE CAMPUS
(SALT LAKE CITY)
801-869-6912
ACADEMY@BALLETWEST.ORG

TROLLEY CORNERS CAMPUS
(SALT LAKE CITY)
801-869-6882
TROLLEYCORNERS@BALLETWEST.ORG

UTAH COUNTY CAMPUS
(PLEASANT GROVE)
801-869-6990
UTAHCOUNTY@BALLETWEST.ORG

PEGGY BERGMANN CAMPUS
(PARK CITY)
801-869-6970
PARKCITYACADEMY@BALLETWEST.ORG

OUR FACILITIES

Ballet West Academy is comprised of four campuses locations. Directions to each campus and virtual tours can be found online at academy.balletwest.org.

Campus Administrators are found at the front desk of each location during class times. Should you have any questions or concerns, please direct them to a Campus Administrator and they will be happy to assist you.



JESSIE ECCLES QUINNEY BALLET CENTRE CAMPUS (Downtown)

Evelyn Cisneros-Legate, Academy Director
Katherine Lawrence, Principal
Jennifer Hildreth, Senior Academy Operations Manager

The Frederick Quinney Lawson (Downtown) Campus is located at 52 W 200 S and has five fully equipped studios. As the hub of the Professional Training Division, it serves over 200 students through the advanced levels and is also home to thriving children's and adult classes. The studio has a special partnership with the adjacent Ballet West Company. The drop-off/pick-up zone accessed from West Temple St. between 100 S and 200 S. There is no parking in this lot, but there is ample street parking nearby.



TROLLEY CORNERS CAMPUS (Salt Lake City, Utah)

Evelyn Cisneros-Legate, Academy Director
Katherine Lawrence Principal
Jenny Lowell, Campus Operations Manager

The Trolley Corners Studio is located at 515 South 700 East, Suite 1B, within the Trolley Corners Building (across the street from Trolley Square). Studios are accessed through the covered parking garage just east of 500 South. Including four fully equipped studios and free on-site parking, it offers our Beginning, Elementary, and Student Divisions through Level 4, as well as Adult Dance Programs.



UTAH COUNTY CAMPUS (Pleasant Grove)

Evelyn Cisneros-Legate, Academy Director
Heather Thackeray, Principal
Samantha Abrahamson, Campus Administrator

Our Utah County location is at 64 W 700 S #403, Pleasant Grove, UT 84062. Including four fully equipped studios and free on-site parking, it offers Beginning, Elementary, and Student Divisions through Level 8, as well as Adult Dance Programs.



PEGGY BERGMANN CAMPUS (Park City)

Evelyn Cisneros-Legate, Academy Director
Allison DeBona, Principal
Rex Tilton, Campus Administrator

Park City Campus is conveniently located at 2780 Rasmussen Road and includes three fully-equipped studios. Classes offered include Beginning, Elementary, and Student Divisions through level 8, jazz, tap, hip-hop, musical theatre, as well as Adult Dance Programs.

TRAINING AT THE ACADEMY

CURRICULUM

The Frederick Quinney Lawson Ballet West Academy trains pure classical ballet with a uniquely American syllabus developed by our Artistic Director Adam Sklute in conjunction with our world-renowned faculty and artistic staff. Our Beginning curriculum is the perfect way to introduce children aged 3 to 6 to the basics of ballet, including coordination, musicality, and positive structure. Formal ballet training begins at the Elementary levels where the foundation of classical ballet technique is delivered. In the Student Division (Levels 1-8) students continue to refine their work and acquire the ballet vocabulary.

FACULTY

School faculty members are experienced professionals, carefully selected for their expertise in the dance and education fields as well as for their ability to motivate and nurture students. Children's Program instructors specialize in age-appropriate materials that meet the developmental needs of young children. The collective wisdom and experience of the entire staff encourages the exploration of innovative and effective teaching methods that help students learn in a professionally nurturing environment.

STUDENT PLACEMENT AND ADVANCEMENT

In order to best meet the needs of all students, considerable care and attention are given to class placement. Students ages 3 to 6 years may enroll directly into the age-appropriate class as outlined on the Academy website. Students ages 7 and older with previous ballet training are required to participate in a placement class before enrolling. Parents of students without previous dance training should contact their respective campus administrator to discuss placement and training options. Ballet West is happy to accommodate audition/placement classes throughout the year for new students. Please contact your campus administrator for scheduling. Students new to the Ballet West Academy curriculum should know that class levels at Ballet West Academy do not directly correspond to levels offered at other dance schools.



PHOTO BY BEAU PEARSON

Students in the Student and Professional Training Divisions are placed in an appropriate program and advanced based on four general criteria: technical ability, physique, interest, and attendance.

- Technical ability is defined as sufficient mastery of ballet technique and artistry at each level. This mastery must be demonstrated by new students in a placement class as well as by current students in the classroom.
- Physique is defined as possessing the strength, turnout, flexibility, and bone structure which will allow a student to safely (without undue risk of injury) undertake the course requirements. Physical characteristics, including bone structure, become increasingly important as a student progresses in their intensive studies through the Student Division.

- Interest is defined as demonstrating a strong desire to pursue this course of study as well as a willingness and commitment to participate fully and enthusiastically in both ballet and supplemental classes.
- Attendance is defined as consistently attending classes in order to keep up with material, prevent injury, prepare for performances, and build strength, skill, and artistry.

Advancement through Ballet West Academy is based on many factors including a student's strength, physical development, commitment, mastery of the material, maturity, attendance record, and artistic development as assessed by the faculty, Principal, and Academy Director. In all cases, a student's ability to safely execute the required class material is considered above all other factors, including age. Ballet training is interconnected with an individual's physical development. Thus, in contrast to typical academic advancement. In contrast to typical academic advancement, it is not unusual for a student to repeat a level of ballet training, differing from academic advancement. The majority of our students will repeat a level at some point in their training. It is critically important that students advance at their own rate so they can master the work demanded of them, avoid injury, and achieve their fullest potential. A student who carefully develops their technique early in the curriculum will reduce the risk of injury and will improve their likelihood of advancement in later years.

EVALUATIONS

Students in the Student and Professional Training Divisions receive mid-year written evaluations. Evaluations address overall progress, effort, attitude, and studio behavior. Evaluations also recommend improvements in different areas. Parents and students are encouraged to participate in the evaluation process by scheduling conferences with the Principal whenever there is a question or concern about a student's progress. Student placement for the

following year is determined during end-of-year class observation. Students will be notified via email of placement for the following year. All placements are final and at the discretion of our Academy faculty and director.

GOING EN POINTE

Female students will begin pointe work when they have passed the physical evaluation conducted by our faculty. Students will be allowed on pointe when it is safe and only at the discretion of the faculty. To ensure this safety, Ballet West Academy faculty assess the following physical characteristics before recommending a student for pointe work:

- Adequate flexibility of the foot to allow the student to align the bones of the foot with the tibia—the ability to “get fully onto the tip of the pointe shoes”
- Adequate strength of the foot, ankle, leg, and torso to sustain the pull-up required; generally attained with a minimum of three years of disciplined ballet training
- Adequate turnout and strength of the turnout muscles to sustain proper alignment; generally attained with a minimum of three years of disciplined ballet training
- General physical maturity that suggests the development of the bones and joints are stable; generally not realized until the child is at least 11 years of age

A young student who successfully meets all of these requirements will minimize the likelihood of injury, will progress more rapidly, and will find the work less difficult. Recommendations for pointe work are made conservatively the longterm health and well-being of each student is always the priority.

OUR DIVISIONS/PROGRAMS

BEGINNING DIVISION

The Beginning Division is for young dance and ballet performers ages 3 to 6 and includes Beginning levels A, B, and C. Classes are offered by age and are carefully developed in accordance with a child's physical and cognitive abilities. Children's dance and ballet are structured to place students in a safe and nurturing environment, and parents are invited to watch ballet class during scheduled parent watch weeks. Children in these levels will participate in the Ballet West Academy spring productions. Summer classes are available for all levels.

ELEMENTARY DIVISION

The Elementary Division is for students ages 7 and above. Classes are offered by age and ability and are carefully developed in accordance with a child's physical and cognitive abilities. Children are placed in a safe and nurturing environment. Parents are invited to watch class during scheduled parent watch weeks. Placement is at the discretion of the Ballet West Academy director. Children at this level will participate in the Ballet West Academy spring productions. Summer classes are available for all levels.

STUDENT DIVISION

Ballet Levels 1 through 8 are designed for students ages 9 and up. Acceptance and placement for new students is determined by an audition class held before the new fall season, or an audition can be arranged with the Ballet West Academy Director or Campus Principal. Promotions are considered on an individual basis and determined in part by an end-of-the-year class observation evaluated by the Ballet West Academy Director and Principal Faculty. Students in this division can expect to spend more than one year in each level. Students in Levels 1 through 8 perform in the Ballet West Academy spring productions. Students in this division are expected to participate in the Ballet West Academy summer Accelerated Ballet Workshop, Ballet West Summer Intensive, or other approved ballet intensive program. Summer programs afford the student the opportunity to take multiple classes several days per week.



UTAH COUNTY CAMPUS PRINCIPAL HEATHER THACKERY WITH STUDENT DIVISION STUDENTS | PHOTO BY BEAU PEARSON

PROFESSIONAL TRAINING & TRAINEE DIVISION

The Ballet West Academy Trainee Program was created in 2009 by Ballet West artistic director Adam Sklute for the purpose of extending a dancer's formal training post-graduation. The Professional Training Division (PTD) was instituted in 2015 to create an intensive training program for students completing their high school education. Acceptance into either program is by audition or invitation only, and each dancer commits to a contracted year of study with the program.

This elite and talented group of young dancers experience an expanded schedule of technique classes and rehearsals in addition to regular Academy classes. Ballet West Academy met with various academic institutions to provide you with options that will meet your student's educational needs. You can find these details in our Academic Guide online.

This is a training position; tuition and fees apply.



JAMES PAYNE, PRINCIPAL FACULTY, WITH TRAINEE STUDENTS | PHOTO BY ALISA VVET

It is the intent of the Academy director, faculty, and artistic staff of Ballet West to provide the highest caliber training to ensure that each dancer is prepared to take their place in an ever-changing dance world. These divisions will also have the opportunity to audition/partake in Ballet West II's collection of Family Classics ballets. Our Trainee Program offers dedicated training of 20+ hours per week in addition to rehearsal hours with the company as needed.

MOVEMENT MENTOR

Movement Mentor is a unique program that pairs advanced students of Ballet West Academy with students of special needs for weekly dance classes. The mentors and students pair up for the entire year and perform together in the year-end concerts. The class is taught by Ballet West adaptive dance instructors, and the students receive one-on-one guidance from their peer mentors, creating bonds of friendship, trust, and learning.

ADULT CLASS

Ballet West Academy hosts adult ballet classes at our Salt Lake City (Trolley Corners & Ballet Centre), Park City, and Thanksgiving Point in Lehi campuses. We provide ballet classes for all levels (beginner through advanced) at all of our campuses. Anyone, regardless of prior experience, can enjoy ballet. Adult classes are coed without spectators. Dancers are required to wear ballet shoes and should wear lightweight athletic wear.

PRIVATE INSTRUCTION

Ballet West Academy does not promote extended private instruction. The discipline and training of ballet depends largely on the peer interaction that is experienced in the class. In some cases, periodic private instruction may be beneficial, but ALL private instruction must be approved by the Academy Director.

COMPETITION

The primary focus of Ballet West Academy is to provide the highest possible quality dance training to all of our students. Participation in competition is NOT a requirement for any student of the Academy and will have no effect whatsoever on placements and casting. Any student who wishes to participate in a competition as a soloist should speak with the Academy Director and/or Academy Principal. Representing Ballet West Academy in any competition must be approved by the Academy Director. Ballet West Academy may present ensemble work in competition; however, casting will be by audition/invitation only.

The Park City Campus attends outside workshops and showcases/competitions as part of their Tap and Contemporary curriculum. The goal is to instill a passion for performing rather than merely the desire to win awards. Our solid reputation for quality reflects our attitude toward competition and our goal to develop in each student a genuine respect for dance as an art form.



MOVEMENT MENTOR STUDENTS | PHOTO BY BEAU PEARSON

PERFORMANCE OPPORTUNITIES



WINTER INVITATIONAL PERFORMANCE

As a culmination of the work that the students have been doing in their repertoire classes, each campus produces a performance during the month of December or January. These performances are an important educational tool, allowing the students practical experience in presenting themselves in classical ballet performances. These performances are open to the public, and tickets for them can be purchased through our website at academy.balletwest.org.

CONTEMPORARY SHOWCASE

First presented in 2019, this performance provides an opportunity for advanced students from all three of our upper school campuses to come together and present works created by our contemporary faculty. This gives a practical performing experience to these students in a complementary genre and also promotes collaboration among Academy families. These performances are open to the public, and tickets for them may be purchased through our website at academy.balletwest.org.

SPRING PERFORMANCE

Our spring performances provide an opportunity for all students to demonstrate the curriculum progression for family, friends, and community members. As these performances are the culmination of the entire year's work, they also serve as the best indication of the progress that students have made throughout the year. These performances include selections from the classical repertoire presented by the professional company of Ballet West, as well as works by notable choreographers such as George Balanchine, August Bournonville, and many others. These performances are open to the public, and tickets for them can be purchased through our website at academy.balletwest.org/events.

ACADEMY ENVIRONMENT



PHOTO BY BEAU PEARSON

CLASSROOM AND BUILDING ETIQUETTE

In the Locker Rooms:

- Students should use the available locker rooms/changing rooms (not the public restrooms or hallways) to change in and out of their ballet attire and style their hair. Students found loitering or changing in public bathrooms will be asked to leave. Locker rooms should be used and maintained in a responsible manner. The use of improper language is inappropriate at all times.
- Students should not bring valuables to Ballet West Academy. Coats, bags, and other property should be stored in the proper areas or within lockers (not on the floor). The Academy cannot be held responsible for any personal items lost in any of its facilities. We recommend labeling all belongings, especially shoes, with your child's name.
- Items found at the end of classes will be placed in the Lost and Found. To access the Lost and Found, please see your Campus Administrator. Unclaimed items will be discarded at the end of each month.

In the Classroom:

- Students are expected to arrive prior to class time in order to be dressed and prepared before class begins. Students arriving 10 minutes after their class has begun will not be permitted to take the class due to risk of injury but should remain to observe. Students should be dressed in the appropriate dress code.
- Chewing gum, food, and drinks—with the exception of water—are not allowed in the studio. No glass water bottles may be used in the ballet studios (only plastic or metal). Food and drinks are permitted in the waiting areas only. Be courteous, and pick up when you have finished eating. We have several employees and students with severe nut allergies, so please no peanuts or peanut butter.

DRESS CODES

Students are required to purchase and wear the proper uniform for each class and performance as listed on the website. This includes following the proper hair requirements. For their safety, students must wear clothing that covers their dance attire and street shoes when they are outside of the studio. Each student is a representative of Ballet West Academy and must present himself or herself in the best manner possible both inside and outside the studio.

CODE OF CONDUCT

Ballet West Academy requires all students, parents, and guardians to abide by the following Code of Conduct. Any violation of these rules may be grounds for dismissal from the program.

Students are expected to attend all regularly scheduled classes, rehearsals, and performances. Illness or injuries must be communicated to Ballet West Academy as soon as possible. Repeated excused or unexcused absences may be grounds for dismissal.

Ballet West Academy will not tolerate tobacco, drugs, alcohol, or the consumption or distribution of these substances at any time while attending Ballet West Academy.

No parent/guardian or student will harass, demean, tease, abuse, assault, or gossip about another person.

No student shall tamper with or take the personal property of others.

Inappropriate or disrespectful behavior or language will not be tolerated.

When entering and leaving the studio, students of all levels must wear appropriate clothing over their uniform or change in locker/changing rooms at the studio. Street shoes are required outside of the studio.

For security reasons, students are required to wait inside the building for pickup.

Parents/guardians and students should respect the expertise and decisions of the Ballet West Academy faculty.



Parents/guardians should support their students at all times, and encourage them to enjoy their training.

Utah code title 76 strictly prohibits photographing and filming in the locker rooms, changing rooms, or bathrooms.

PARENT OBSERVATION

Twice per year we offer a parent observation week where parents/guardians are invited into the classroom to observe students' progress. Parents may view classes only during designated observation weeks.

MEETING WITH YOUR CHILD'S TEACHER

Faculty members are happy to meet with parents, but all meetings must be scheduled through the campus administrator.

PHOTOGRAPHY & VIDEO RECORDING

All performances of the Academy are professionally recorded, and these recordings are made available to all families. All other videography and photography, for example during parent observation weeks, is prohibited. This is to protect the privacy of all of our students.

COMMUNICATION

Ballet West Academy uses a variety of communications to keep families up to date:

- Email is the Academy's primary method of communicating information to parents and students. Please keep your email addresses updated and make sure to opt in to email blasts in the Parent Portal to receive the latest information. Also be sure to check your spam/junk folders for emails.
- Our website is also a valuable tool for communicating with parents. It includes information on class schedules, dress codes, and school year calendars, as well as ticketing and promotional information and much more.
- Bulletin boards are another important resource for information, including the studio schedule, for the week.
- In the event of an emergency or cancellation of classes due to weather or otherwise, communication will be sent by both email and text message to the contact information in the Parent Portal. Please keep this information up to date.

EMERGENCY PROCEDURES

Safety and security is of the utmost priority at Ballet West Academy. If you see something, remain calm, and please say something to a staff member. If your child's medical history has changed since you submitted registration materials, please notify us in writing. Please note that firearms are not permitted on Ballet West Academy premises. During adverse weather conditions, parents are encouraged to make attendance decisions for their children based on their specific abilities to get to classes safely. In the event Ballet West Academy must cancel classes due to inclement weather or any other emergency, we will notify parents as soon as possible by text, voice messaging, and/or email. All notifications will be sent via the Parent Portal, so please ensure your family contact information is up to date.



HARASSMENT AND BULLYING POLICY

It is important that all members of the Ballet West Academy community (faculty, staff, students, and families) recognize that behavior, either verbal or physical, which disregards or demeans the self esteem of others is unacceptable. Any individuals engaging in such behaviors will be subject to disciplinary action, which may include suspension, expulsion, or dismissal without advance notice. Other examples of misconduct include: cyber bullying; theft; smoking on the premises; physical or verbal aggression; or possession, distribution, or use of illegal drugs in any Ballet West Academy facility. Ballet West Academy is enriched by the diversity of its members. It recognizes and respects individual differences in culture, race, ethnic origin, religion, gender, and sexual orientation, and provides a welcoming environment of respect and sensitivity. We rely on all of our staff, faculty, students, and families to work proactively to build and maintain this environment.

PROGRAM DISMISSAL

Any student found violating federal, state, or local law and/or Ballet West policies or codes of conduct may be reported to the proper authorities and dismissed from the program without a refund. All tuition, enrollment, and fees paid and/or owed to Ballet West Academy on behalf of any dismissed student are forfeited.

DANCER WELLNESS



SUPPORTING HEALTHY HABITS

Ballet West Academy is committed to nurturing the student. Athletic trainers work with Ballet West to consult about dance-related injuries and to make suggestions regarding the best options for recovery and rehabilitation.

Through sponsorship with Intermountain Health, we have access to a team of providers, including sports psychology, nutrition, and full time, on-site physical therapy dedicated to Academy students.

REPORTING MEDICAL CONCERNS

Faculty members are aware of any medical concerns or conditions specified on registration forms. If changes should arise, we ask that you notify the office in writing so that all medical records are up to date. Should an emergency arise, all attempts will be made to reach a student's parent/guardian first. If a parent/guardian cannot be reached, the emergency contact provided on the registration form will be called.

HEALTHY BODY CONDITION MANAGEMENT

Ballet West Academy will not discuss body condition concerns with a student under the

age of 18 without a parent present—either in person, via telephone, or with express parental permission in writing. Such a meeting will be attended by two faculty/staff members. If a student is 18 or older, the Academy staff may meet with the student about the body condition concern without parental consent (with student consent), and discuss the situation with the parent/guardian. The Academy faculty will not make specific medical recommendations regarding a student's body condition. If desired, the student and parents may seek such a recommendation from a health professional. A list of resources, including doctors, nutritionists, and body conditioning specialists will be made available to the student and parents. Students will be required to schedule a monthly meeting with the Academy Director for three to six months after the initial meeting. A student approached with an underweight concern may return to classes only with a physician's written approval.

A student will not be taken out of a level or have a scholarship or stipend revoked on account of a body condition issue, but rather will be re-evaluated each semester on all criteria, including healthy body condition.



Students attending pas de deux class will be assessed at the beginning of each semester to determine if pas de deux class is suitable.

TEACHER-STUDENT CONTACT

In teaching the art of ballet, as well as other dance disciplines offered by Ballet West Academy, it is entirely appropriate for a teacher to put their hands on a student to correct the student's posture, the physical line, the position of the student's body or part of their body, or to help a student hold a position. Ballet West Academy does not tolerate any teacher student contact that is harmful or inappropriate. In enrolling their child, parents acknowledge that it is Ballet West Academy practice to correct students with physical contact.

SAFETY

Ballet West Academy requires that parents and students abide by the following additional safety procedures.

INJURY/ILLNESS

Should a student suffer a prolonged injury or illness, parents are required to provide Ballet West Academy with written notification from a physician that the student is permitted to resume classes. Ballet West Academy also requests any

medical information or recommendations that may inform faculty and staff on how best to work with that student as they recover. Information should be directed to the Academy office or respective campus administrator which will then notify the appropriate faculty and staff.

IN-CLASS INJURY/ ILLNESS

Students who become ill or develop a minor injury during Academy hours should immediately report this to their faculty. In such instances, students are expected to continue their class as an observer if possible.

ALLERGY POLICY

If your child has an allergy which could result in a medical emergency, the parent must inform the Academy Administrator in writing at the time of registration so that faculty members can be alerted. If your child carries an EpiPen, please make the office and faculty aware of where the EpiPen is kept in your child's dance bag. Many administrative and faculty members are CPR certified; however, we do not have a medical specialist or registered nurse on site. Please be mindful that this is a public building, and we are unable to anticipate all possible scenarios that would introduce allergens to the building.

FINANCIAL INFORMATION

PAYMENT PLAN

Tuition may be paid in full at the time of registration or divided into nine equal payments. The full tuition or first payment will be automatically withdrawn at the time of registration. If payments are selected, the subsequent payments will be charged to the credit/debit card on file on or about the 5th day of each month.

PAYMENT PLAN RELATED INFORMATION

REGISTRATION FEE

All students (new and returning) are required to pay an annual, non-refundable registration fee per program. All fees are due at the time of registration and are per student. A \$45.00 registration fee will be charged to the card on file on September 20th.

LATE FEES

All accounts will be charged a \$25 late fee after the 15th of the month. At two payments past due, the student will not be permitted to attend class until the account is made current.

WITHDRAWALS

To withdraw a student prior to the end of the year, a Withdrawal Form must be submitted at least 30 days prior to the student's last day of class. The student will remain active until the end of this 30 day period. Tuition fees still apply during this time. In all circumstances, a \$25 administrative fee will be charged for withdrawals.

FINANCIAL AID

Ballet West Academy offers financial aid as part of its mission to provide access to the arts and dance education. Ballet West Academy is a non-profit educational organization dedicated

to making a quality dance education available to students and families from the greater Salt Lake City metro area. Financial aid funds are limited and are awarded based on a comprehensive need-based scale to those who qualify. Students wishing to apply for financial aid must return the financial aid form and supporting documentation (located on the website) by the stated deadline to guarantee consideration.

SCHOLARSHIPS

Scholarships are limited and awarded by the Ballet West Artistic Director, Ballet West Academy Director, and Ballet West Academy principals. Such scholarships are merit-based and generally restricted to students in the upper levels demonstrating a high level of talent. A student must fulfill certain obligations throughout the year if awarded financial aid or scholarship. (As detailed in his/her acceptance agreement letter). Financial aid or scholarship money may be rescinded at any time, based on the discretion of Ballet West Academy faculty or staff, if it is found that the student has not complied with the terms and conditions with which they have agreed to abide. In cases of suspension or dismissal, tuition will not be refunded. Please note that financial aid and scholarship awards apply only to the core curriculum and not toward fees or elective classes.



EVELYN CISNEROS-LEGATE AND ADAM SKLUTE PRESENTING SCHOLARSHIPS | PHOTO BY BEAU PEARSON

PARTICIPATION IN COMPANY PERFORMANCES



BALLET WEST COMPANY PRODUCTIONS

With the exception of participation in *The Nutcracker*, students must be currently enrolled and attending all classes in order to participate in Ballet West company productions. Academy students may only participate in two company productions annually. This policy is to ensure students are not compromising their training in their classes. We firmly believe that performing is an essential element in training dancers, but must not replace training in their technique classes.

CASTING FOR COMPANY PRODUCTIONS

Casting for Ballet West company productions is finalized by the Artistic Director, company Rehearsal Directors, and Student Rehearsal Director, and is not determined by the Academy Director or faculty. Casting decisions are made with considerable thought and care but are not an indication of professional potential. The Company in no way regards selection of students as a reward for efforts or merit nor as a reward for family/student time or financial investment. To do so would create an expectation among students and families that the Company and Academy cannot consider in making its decisions. Many factors go into the selection of students—height, technical ability, movement quality, demeanor, behavior, spatial awareness, and ability to learn choreography. These factors are weighed differently for each production and even differently for the same production from season to season depending on circumstances. Ballet West Academy encourages all students to focus on their ballet classwork and remember that the annual spring

Academy performance is the opportunity provided for all students to demonstrate their achievements each year. There are no make-up classes provided for Academy classes missed due to rehearsals or performances.

Ballet West presents *The Nutcracker* each season. *The Nutcracker* has many children's roles which are filled with both Academy students and children from throughout the community. Participation in *The Nutcracker* is voluntary. Children ages 8 through 18 are eligible to audition. Auditions are held in September, and families receive information prior to the event. Ballet West Artistic Director and Ballet Masters (not the Academy) determine *The Nutcracker* casting, and decisions are based on the criteria stated above. Students attending the auditions should be fully committed to participation regardless of role decisions. Before deciding to audition for *The Nutcracker*, students and their families should carefully consider the extensive time and commitment involved in both rehearsals and performances.

TICKET VOUCHERS

As an additional benefit of attending Ballet West Academy, students in levels Elementary A and above will receive a voucher for one free and one half-price ticket to select company performances of Ballet West. Vouchers can be turned in at the Ballet West box office for performance tickets. Ballet West Academy considers regular attendance of professional company performances an essential component of the education of our students. It is the parent's responsibility to research and decide whether they consider a production to be age appropriate.

FREDERICK QUINNEY LAWSON BALLET WEST ACADEMY DIRECTORY

Evelyn Cisneros-Legate, Frederick Quinney Lawson Ballet West Academy Director

Email: ecisneros@balletwest.org | Phone: 801-869-6967

Sarah Taylor, Frederick Quinney Lawson Ballet West Academy Director of Business Operations

Email: staylor@balletwest.org | Phone: 801-869-6935

Katherine Lawrence, Jessie Eccles Quinney Ballet Centre Campus Principal

Email: klawrence@balletwest.org | Phone: 801-869-6941

Eunice Stafford, Associate Principal Trolley Corners Campus & Student Life Manager

Email: estafford@balletwest.org | Phone: 801-869-6912

Jennifer Hildreth, Frederick Quinney Lawson Academy Senior Operations Manager

Email: academy@balletwest.org | Phone: 801-869-6912

Jenny Lowell, Trolley Corners Campus Administrator

Email: trolleycorners@balletwest.org | Phone: 801-869-6882

Allison DeBona, Peggy Bergmann Park City Campus Principal

Email: adebona@balletwest.org | Phone: 801-869-6971

Rex Tilton, Fall Interim Principal

Email: rtilton@balletwest.org | Phone: 801-869-6970

Hannah Lowell, Park City Campus Administrator

Email: parkcityacademy@balletwest.org | Phone: 801-869-6971

Heather Thackeray, Utah County Campus Principal

Email: hthackeray@balletwest.org | Phone: 801-869-6927

Samantha Abrahamson, Utah County Campus Administrator

Email: utahcounty@balletwest.org | Phone: 801-869-6990

Jordan DeBona, Senior Manager of Student Life and Summer Intensives

Email: jdebona@balletwest.org | Phone: 801-869-6966

Campus Principals: Student Relations, Instructors, Syllabus, Repertoire, Placement, and Schedules

Campus Administrators: Fees, Tours, Scholarships, Boutique, and Volunteer Information

Courtney Hellebuyck, Student Rehearsal Director & Academy Artistic Liaison

Email: chellebuyck@balletwest.org | Phone: 801-869-6927

Jeff Rogers, Principal Faculty & Men's Program Director

Email: jrogers@balletwest.org | Phone: 801-869-6912

James Payne, Principal Faculty & Trainee Division Coordinator

Email: jpayne@balletwest.org | Phone: 801-869-6912

Stacey Forsyth Mahan, EdM, Principal Faculty & Associate Director of Curriculum

Email: smahan@balletwest.org | Phone: 801-869-6941

Catherine Batcheller, Principal Faculty & Artistic Engagement Coordinator

Email: cbatcheller@balletwest.org | Phone: 801-869-6912

Bridget Payne, Principal Faculty & Costume Coordinator

Email: bpayne@balletwest.org | Phone: 801-869-6912

Jessica Baynes, Full-time Faculty & Adult Program Coordinator

Email: jbaynes@balletwest.org | Phone: 801-869-6912

Max Hall, Principal Academy Accompanist and Music Coordinator

Email: mhall@balletwest.org | Phone: 801-869-6912

Lisa Jensen, Ballet West Retail Sales Manager/Uniforms & Boutique

Email: ljensen@balletwest.org | Phone: 801-869-6921

iClassPro Parent Portal: <https://app.iclasspro.com/parentportal/balletwestacademy>