

# Evergreen City *Ballet*

Bennyroyce Royon, Artistic Director



## **Student & Parent Handbook** 2019/2020

[www.evergreencityballet.org](http://www.evergreencityballet.org)

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## **BOARD OF DIRECTORS**

**Jaleane Stacy**, President  
**Colleen Florio**, Vice-President  
**Patrick Woodward**, Treasurer  
**Todd Crutchfield**, Secretary  
**Bennyroyce Royon**, Ex-Officio  
**Carl Stacy**, Advisory

board@evergreencityballet.org

# Message From The Artistic Director

For 25 years, Evergreen City Ballet (ECB) has provided high quality dance education, professional-level performances and a nurturing place for students, families and community members to flourish. Beginning from the leadership of Founding Artistic Director Wade Walthall (1994-2008), ECB shapes young dancers into successful professionals in the field of dance and beyond, and cultivates a culture of excellence within the communities it serves.

As his former student I am deeply honored to continue his legacy and look forward to training the next generation of dancers to succeed in the studio, on stage, off stage, and in life as ECB's new Artistic Director. I am excited to pass on to our students the invaluable lessons I have learned from my experience as a professional dancer, choreographer, and director in New York City.

I plan to utilize my large network to expand, elevate and grow ECB to become a nationally recognized premier pre-professional ballet school with a studio company. My goal is to transform ECB into a vibrant arts and cultural hub, a dance center for learning and development for all ages.

Please carefully read through this handbook as it contains important information for students to be successful at ECB. We kindly ask our parents to help their dancer abide by the rules to help us cultivate a culture of excellence, integrity, discipline, respect, inclusiveness, professionalism, and teamwork at ECB.

Here's to a dynamic school year and exciting production season!

Sincerely,

A handwritten signature in black ink, reading "Bennyroyce Royon". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

**Bennyroyce Royon**  
Artistic Director

## **Introduction**

*Welcome to the 2019/2020 School Year at Evergreen City Ballet!*

In this handbook you will find important information that will help you understand how the school functions and how to take advantage of the programs and services we offer. The policies set forth in this handbook serve to ensure a safe and constructive learning environment for all.

Evergreen City Ballet (ECB) was founded by Artistic Director Wade Walthall in 1994 and received its non-profit status in 1995. ECB was established in downtown Auburn as both a ballet school and a performing company. Its mission is to provide high quality dance education and performance opportunities to students of all ages and to enrich the diverse communities in the Puget Sound region through performances, outreach, and community engagement initiatives. In September 2009, ECB relocated to our current home, a state of the art, custom-designed facility in Renton. Our 7,600 square foot facility contains three dance studios, two of which can be joined to form a black box theater, as well as offices and storage for costumes and sets.

ECB has trained dancers who have continued on to have performing careers with Pacific Northwest Ballet, San Francisco Ballet, Oregon Ballet Theatre, Kentucky Ballet Theatre, Nevada Ballet Theatre, The Metropolitan Opera Ballet, and Broadway among others. Our goal is to provide our students a rigorous, well-rounded, and holistic approach to learning and to instill a lifelong love of dance to all who enter our doors.

Thank you for being part of Evergreen City Ballet's lasting legacy.

## **Non-Discrimination Statement**

Evergreen City Ballet admits students of any race, color, religion, gender, gender expression, age, sexual orientation, and national or ethnic origin to all the programs and activities made available to students of the school.

## **Required Documents**

Parents must fill out and complete each of these documents prior to enrollment:

- Student & Parent Handbook Agreement (signed by the student and parents/guardians)
- Photography Waiver Form
- Waiver of Liability
- Emergency Contact Form

## **Evergreen City Ballet Contact Information**

**Phone:**

425.228.6800

**Email:**

officeadmin@evergreencityballet.org

**Web:**

[www.evergreencityballet.org](http://www.evergreencityballet.org)

## **ECB Social Media**

Like us on Facebook at <http://www.facebook.com/evergreencityballet>

Follow us on Instagram at [@evergreencityballet](https://www.instagram.com/evergreencityballet)

Join our Band App for instant communication, search “**Evergreen City Ballet**”

Download our Iclasspro app to manage your account, search “**ecb4me**”

## **Our Programs**

### **Parent & Tot**

With parents participating, students will learn the basics of ballet while engaging in hands-on movement activities essential to developing coordination, recognizing music and rhythms, counting and timing, and self-confidence. Students and parents get to stretch, dance, play and learn through the use of exciting props. Parents love this opportunity to be a part of their child's education and to get moving themselves!

### **Creative Movement**

The Creative Movement program utilizes a process of doing, perceiving, knowing, understanding, creating, and evaluating. Children ages 3-4 take part in activities that stimulate their bodies and minds in a noncompetitive atmosphere that embraces each child's uniqueness. The program introduces children to basic dance concepts like tempo, level, direction, and range of motion. These concepts are key to developing critical thinking, motor skills, and creativity. Students enrolled in this program must be potty trained.

### **School Division**

ECB offers a classical ballet curriculum based in the foundation of Balanchine, Vaganova, and Cecchetti techniques to ensure that our dancers have a wide range of knowledge in the world of ballet. Supplemental classes include Contemporary, Jazz, and Mat Conditioning for students in levels IV and up. Students advance through the levels according to their individual progress. We recognize that each student is unique and learns at their own pace. ECB has open enrollment for levels III and under, and no auditions are required. For levels IV and up, a placement audition class is necessary for enrollment. Each student is invited to take a free placement class.

### **Performance Division**

The Performance Division (PD) is open to advanced students by invitation only. PD dancers participate in five technique classes a week with additional classes in Pointe, Contemporary, Jazz and Conditioning. Dancers focus on refining their technique and building their stamina through more complex and challenging combinations. They are guided towards further developing the musicality and artistry required as performing artists. The Performance Division prepares dancers for the rigors of working in a professional company, the pursuit of a college dance program, and provides them with valuable life skills that will benefit them wherever they go. PD dancers are required to participate in all ECB productions. All performance fees are included in the tuition.

### **Private Instruction and/or Coaching Session**

ECB's dedicated instructors are available for one-hour private instruction or coaching session to work with a student one-on-one. A private or coaching can be very helpful in advancing a student's technique and artistry, identifying opportunities for growth, providing mentorship, and answering difficult questions. Coaching is available before regular ECB school hours through booking your time slot and signing an agreement with the Office Manager or School Principal. At ECB, our goal is to help each student *learn, grow,*

and *thrive*. Privates and coaching sessions are available at a rate of \$70 an hour with a one hour minimum. Please contact the School Principal for more information.

### **Open Program**

ECB's Open Program offers opportunities to non-ECB students and outside dancers to take advantage of our regular training schedule. Any adult classes are open to ECB students, alumni and anyone ages 14 and up. Adult Jazz on Tuesdays, 7:15pm-8:15pm; INT/ADV Jazz on Thursdays, 7:30pm-8:30pm; Adult Ballet on Thursdays 7:30-8:45; INT/ADV Contemporary on Fridays, 6:30pm-7:30pm; Matt Conditioning on Saturdays, 9:45am-10:45am; INT/ADV Ballet on Saturdays, 11am-1pm; and Adult BEG/INT Ballet on Sundays, 12pm-1:30pm are all open to the public. All classes are based on a fulfilment requirement of three or more dancers to show up to hold the class. If said class has less than three students, the class continuing to be held is up to the discretion of the instructor. *Please check our website for our open programs page where our open classes are listed in our google calendar. Check regularly for cancellations or changes.*

## **Community Engagement Initiatives**

### **Dance ALIVE! Community Engagement Program**

This program serves elementary school children throughout South King County, at no cost to them or their schools. Since its inception in 2008, Dance ALIVE! has brought the joy of dance to over 27,000 children and is active in six school districts: Renton, Tahoma, Auburn, Kent, Tukwila, and Federal Way. During a Dance ALIVE! Residency, a teaching artist goes into the school to teach students in their P.E. class. Dance ALIVE! students learn basic ballet vocabulary and acquire a deeper understanding of their body through movement.

Additionally, students in the Dance ALIVE! program learn the importance of a healthy lifestyle, including nutrition, exercise, and rest. Students learn new ways to express their thoughts, feelings, and emotions. Dance ALIVE! students also develop a greater appreciation and understanding of music. Every year, ECB performs its hour-long Nutcracker to a theatre full of public-school children from many districts including the Auburn School District and the Renton School District. Our mission is to provide an opportunity for the young public to learn about ballet and to bring them closer to the arts.

### **\$5 Community Ballet**

We offer open community ballet classes every Wednesdays and Fridays, 10:00am-11:30am for only \$5 (cash). This class series is taught by a rotating roster of inspiring and experienced teachers and is open to professional freelance dancers, advanced pre-professional students, adults, and retired dancers who need or want to take ballet class to start their day. This is our way of providing affordable access to the art of ballet and helping cultivate a sustainable culture of dance in Renton and the Puget Sound region.



## **Placement**

Students will be placed in classes that are appropriate for their level of physical and mental development. ECB believes strongly in the need for children to work in a challenging learning environment with others of their own age and skill. New students are invited to take a free placement class. Students will follow a structured curriculum that is designed to increase skill, endurance and discipline while taking into account their age, maturity, and physical development. Class placements are highly individualized and should not be compared to other students. Please know that our faculty takes great care in determining class placements for each individual dancer with their long-term training potential in mind. Help your dancer understand that each dancer has their own personal training journey.

## **Pointe**

Pointe work begins to be monitored at level IV when the student demonstrates knowledge and understanding of the classical ballet curriculum, and reaches the age, maturity, and the necessary strength. The decision to start pointe work is made on an individual basis with the expert advice of the Artistic Director and our knowledgeable faculty. ECB also performs a standard pointe readiness test designed to assess the dancers' readiness based on their ability to maintain neutral alignment in addition to the minimum physical requirements needed to safely execute the exercises for each level.

## **Code of Conduct**

### ***EVERYONE***

In order for Evergreen City Ballet to achieve its mission and goals we need the cooperation of everyone involved: students, families, friends, staff, and volunteers. Everyone is expected to conduct themselves in a positive manner at all times.

Negative behavior such as yelling, fighting, stealing, destroying or defacing property, being under the influence of drugs or alcohol, using profanity or offensive language, playing pranks or practical jokes, or engaging in horseplay, being disrespectful or confrontational may result in disciplinary action, including suspension and/or expulsion from the school. Illegal possession or use of alcohol, tobacco or drugs at any ECB function will not be tolerated.

First offense will result in a meeting between the School Principal, student, and guardians. Second offense, the student will be placed on probation where their actions will be monitored closely and performance opportunities will be suspended, third offense will be expulsion from any participation with ECB school or performances. Weapons in the ECB building or at ECB functions are strictly prohibited.

Remember that as a student you are representing Evergreen City Ballet anytime you are in this facility, in the theater, or at an ECB function in the greater community. We ask that you display respect and professionalism at all times.

## ***STAFF***

All our staff will act honestly, professionally, objectively, positively, fairly, and courteously when interacting with students, families, volunteers, and other staff. Each staff member will carry out their work with skill, care, and regard for the technical and professional standards expected of them.

## ***PARENTS & FAMILIES***

We ask that you:

- Respect the expertise and decisions of ECB's artistic staff including the Artistic Director, School Principal, and the entire faculty
- Support your dancer/student at all times
- Be courteous and respectful to faculty, students, theater staff and other parents
- Our lobby is a safe and positive environment for all parents and students, please be aware of what you are saying in the lobby
- Please bring any comments or concerns up with the School Principal

## ***STUDENTS***

### **Attendance at Classes**

Good attendance is an integral part of ballet training and is expected of all students in order to achieve correct technical and physical development. Students or their families should notify ECB of absences prior to class time by calling 425.228.6800 or emailing the School Principal ([principal@evergreencityballet.org](mailto:principal@evergreencityballet.org)).

***Students must be on time for class.*** For safety reasons, instructors may require that late students sit down and observe class if, in the opinion of the instructor, the student is not warmed up enough to participate without the risk for an injury. If a student must leave class early please notify the teacher before the start of class. If a student has missed a number of classes the guardians will be called in for a conference to ensure proper attendance is acquired. Performance Division students with poor attendance will be asked to leave the program and join level VI. It does not automatically un-enroll you from the program if you stop attending ECB classes. You must notify our Office Manager and/or School Principal **within 30 days** if you wish to be unenrolled from the school to stop making tuition payments.

The Artistic Director reserves the right to dismiss any student because of excessive absences. Students who are sick should stay at home until they are well. Dancers who are injured are encouraged to attend class and modify or observe (especially during rehearsals or a performance), unless otherwise instructed by a physician. A doctor's note is required to return to class after prolonged absences due to illness or injury. ECB does not allow for make-up classes and cannot be held responsible for classes cancelled due to circumstances beyond our control such as weather, power outages or other forces of nature.

### **Attendance at Rehearsals and Performances**

Parents and students will be provided with a schedule of rehearsals and performances for all ECB productions. The schedule will be sent out the Saturday prior to the week's rehearsals. Rehearsal schedules will be available on the bulletin board in the lobby, on the website under the "Resources" page, and via email. Students must attend all scheduled rehearsals and costume fittings for which they are called.

***Missing excessive rehearsals may result in casting changes and/or dismissal from the performances.*** This includes scheduled vacations, school events, and prolonged illness. Attendance at all rehearsals is necessary so that all students are informed of corrections and changes to the choreography.

If your student is ill please notify ECB as soon as possible before the start of rehearsal by calling 425.228.6800. Rehearsals will begin and end promptly. Please pick up your child immediately at the end of scheduled rehearsal. If you are stuck in traffic or have an emergency situation please call the school to notify staff. ***Students that are picked up more than 15 minutes late are subject to a \$25 late pick up fee for every 15 minutes late.***

### **Summer Training Requirements: PD & PD Apprentice**

In order to maintain the level of training throughout the summer and be physically and mentally prepared for each season, we require at least 25 hours of summer dance classes for PD and PD Apprentice dancers. Eight of these hours need to be taken during ECB offered summer classes or intensive. The remaining 17 hours can be completed with ECB or at another Summer Intensive Program consulted and agreed upon with the Artistic Director of ECB. Your training is of the utmost importance. The Summer Intensive Program in addition to open classes and bootcamp are available throughout the summer for students to achieve their 25 hours.

### **Summer Training Requirements: Level IV - VI**

Your summer requirements are 15 hours or more of summer training. Eight of these hours need to be taken through ECB summer opportunities, summer intensive, open classes or bootcamp. Any outside summer intensives need to be consulted and agreed upon with the Artistic Director. The rest of the hours can be achieved through another summer intensive program. At the beginning of the school year the student shall notify the Artistic Director of how this training was taken.

## **Studio Behavior: Classes & Rehearsals**

All students, please remember:

- Arrive with enough time to adequately prepare for class or rehearsal
- Give yourself enough time to properly warm up before class to avoid injury
- Follow the ECB dress code
- Use the restroom before class, rehearsal, or performance begins
- Ask permission to join class if you are late
- Ask your teacher for permission if you need to leave the room for any reason
- Raise your hand to ask a question in class
- Do not bring any open food and beverages in the studio
- Do not chew gum in class
- Cell phones, tablets, and laptops are not allowed in the studio
- Checking phones or texting during class or rehearsal time is strictly prohibited
- Phones will be confiscated until rehearsal or class time is over
- Avoid unnecessary conversations with peers during class
- Homework can be done in the lobby on a laptop with our free wifi
- Be respectful to your instructor, pianist, and fellow students at all times
- Verbal or physical conduct that has the effect of creating an intimidating, hostile, or offensive environment for others will not be tolerated
- Harassment or hazing of any sort is not allowed and will result in serious disciplinary action
- You are at ECB to learn and have fun!

## **Discipline Procedures for Inappropriate Language or Behavior**

**First offense.** A verbal warning is issued to the student in class. Student may be asked to sit down or leave class/rehearsal at the instructor's discretion.

**Second offense.** A written warning will be filed with the School Principal and the student's parent/guardian will be contacted.

**Third offense.** The Artistic Director and/or School Principal will have a conference with the parent/guardian and student to issue a probation period.

**Fourth and Final.** If the problem persists, the student will be asked to leave the school.

## **Anti-Bullying Procedure**

Bullying or accusations of bullying will be dealt with promptly. If at any time your student is feeling unsafe please don't hesitate to contact the School Principal to begin an investigation into the matter.

**On the initial incident**, students will be brought into the Principal's office to discuss the accusations from both sides.

**The second offense** will result in a probation period where the student aggressor and their guardian will meet with the School Principal. Their behavior will be monitored and their performance opportunities could be suspended if no improvement has been made.

**During the third offense**, a meeting with the Artistic Director and/or School Principal will be scheduled in which expulsion will be introduced and performance parts will be taken away.

**The fourth and final offense** will result in immediate expulsion from ECB classes and performances. Bullying on the internet, social media, and verbally in studio is not tolerated on ECB property. Outside of ECB is not under the disciplinary umbrella of ECB policies and cannot be used in determining of disciplinary actions. This includes parents and volunteers.

## **Student & Instructor Interaction**

The study of dance as an art form that involves physical contact. Instructors will correct students using a "hands on" approach, a universally practiced technique of correcting a student's body placement in terms of bones, muscles, and general alignment. Instructors may place their hands on the student to physically realign or correct body position with respect to proper dance technique. If students or their parent/guardian feel uncomfortable with this, they and their parent/guardian are encouraged to talk to the School Principal for guidance.

Any social media contact, or obtaining personal contact information is highly discouraged between faculty and students. If you need to communicate with a faculty or staff member please go through the office to leave a message. This is for the protection of each party. If you chose to follow an ECB faculty member that is of your personal discretion.

## **Dress Code**

### **Parent & Tot**

- Any comfortable clothing that you can move in
- Socks

### **Creative Movement**

- Pink short sleeved, tank leotard (No skirt or decoration)
- Pink tights
- Pink leather ballet shoes (required for performance)
- Hair in a secure bun

### **Level I**

- Sky blue short sleeved, or tank leotard (No skirt or decoration)
- Pink tights
- Pink leather ballet shoes (required for performance)
- Hair in a secure bun

### **Level II**

- Black short sleeved, or tank leotard
- Pink tights
- Pink leather ballet shoes (required for performance)
- Hair in a secure bun

### **Levels III**

- Black leotard
- Pink tights
- Pink canvas (for class only) or leather ballet shoes (required for performance)
- Hair in a secure bun

### **Levels IV, V, VI & Performance Division**

- Black leotard
- Pink seamed tights (under the leotard)
- Pink leather or canvas ballet shoes
- Hip alignment belt
- Hair in a secure and neat bun

### **Gentlemen**

- White fitted shirt or leotard
- Black tights or leggings
- White socks and white shoes

### **Modern**

- Any color leotard/unitard/shirt
- Black tights/jazz pants/shorts/leggings
- Bare feet/foot, socks or undiez – no ballet shoes
- Hair secured away from the face

### **Jazz**

- Any color leotard or fitted shirt
- Black tights/jazz pants/shorts/leggings
- Black jazz shoes
- Hair secured away from the face

### **Mat Conditioning**

- Any comfortable clothing that you can move in
- Socks or bare feet
- Hair secured away from the face
- Yoga mat or similar

### **Rehearsals**

- Dress code for each level applies to rehearsals as well. PD students may wear a skirt during rehearsals at the instructor's discretion.
- Baggy sweats or loose clothing is prohibited during rehearsals.

## **General Building Policies**

We ask that everyone adhere to our building policies:

- Please pick up after yourself
- Food and beverages may be enjoyed in the lobby and hallway only
- Anything left in the fridge will be thrown on Saturdays
- Smoking is not allowed anywhere on the premises
- ECB is not responsible for lost or stolen items
- The Board Room conference table is reserved as a quiet place to study for students
- No unauthorized meetings or gatherings are to be held in the lobby
- In order to avoid hurt feelings invitations for parties may not be distributed at ECB
- The Artistic Director must approve any advertisement or announcement before being posted or distributed at ECB
- Ballet shoes are NEVER to be worn outside of the building or in the parking lots
- Because of our specialty marley floors, street shoes are not allowed in the studios, as the grit on them may damage the marley
- Any pictures taken on the premises must have the consent of each party involved before posting on social media
- All enrolled students must sign a photography waiver prior to attending class
- The cubbies and benches are for student use and the chairs in the lobby are for parents observing class
- You may store your personal belongings in cubbies, day use only

- Any items left at ECB will be placed in the lost and found bin which is emptied at the end of each month
- Young students are asked to stay inside the building until pick up party is seen or comes inside, no waiting outside the building
- Please be prompt when picking up your student, otherwise there is a **late fee of \$25** if a student is picked up more than 15 minutes after class has ended
- An appointment must be scheduled in order to speak with the Artistic Director, School Principal, faculty, or staff

### **General Theater & Performance Policies**

- Parents are asked to sign in their children and wait in the lobby or volunteer their time for the performance (pick up time is a suggestion not an exact time so stay close in-case of early release)
- Parents are not allowed to be in the Green Room or backstage unless they are authorized as volunteers
- Arrive **on time or early** for rehearsals and performances
- All students are to show respect for the theater space and those who work and volunteer at any of our event and performance venues
- Eating, drinking, or sitting in costume is not allowed
- ***Any mishandling of costumes will result in a cleaning and/or damage fee***
- Makeup guidelines must be adhered to and will be discussed before each performance, these guidelines are subject to change depending on the production
- All other performance policies and guidelines are provided in performance packets and will be given to parents in advance, prior to each ECB production

### **Performance Opportunities**

ECB provides a wide range of performance opportunities at our school. Our main productions include *Wade Walthall's The Nutcracker*, *Elevate*, *Spring Production*, and *Season Finale*. Outside of these productions, ECB provides additional opportunities for our dancers to perform at local festivals, school events, and community outreach initiatives. A performance fee is received for each main production to cover rehearsal costs, costume maintenance and creation, administrative costs and production of sets. These are to be collected at the beginning of each production schedule in order to participate.



## **Volunteer Opportunities for Families**

As a non-profit organization, volunteers are the lifeblood of our school. Virtually everything that we do relies on volunteers for our success, whether it's helping with fundraising opportunities such as our upcoming gala, volunteering for the *Nutcracker* and other performances, community outreach, such as our booth at Renton River Days, or even just lending a hand around the studio. There are plenty of opportunities to help our dancers have a rich, fulfilling experience at ECB.

All families of ECB are **required** to volunteer each year to provide the administrative and artistic staff with much needed support. Each family is responsible for contributing one item at a value of \$75 for the school's annual fundraiser, the sale of ten raffle tickets, or a donation of \$150.

ECB's success depends largely on the generous support of our families. Your volunteer efforts help us keep our tuition at a reasonable rate and provide support for your dancer's path to learning, development, and success.

Email us at **[volunteer@evergreencityballet.org](mailto:volunteer@evergreencityballet.org)** and volunteer today!

## **Pick-Up & Drop-Off Procedures**

At Evergreen City Ballet, we ask that all students arrive and leave our building in cover-up clothing. Please do not walk to the car wearing only dance attire. We strongly urge parents to walk their child into the building as the parking lot can be full and busy. This is a wonderful time to review the bulletin board for rehearsal schedules and/or sign up to volunteer. If your child is under the age of 12, we suggest that you make a plan with your child for behavior in the studio and lobby in the circumstance that you are not there to supervise. If you have concerns about the lobby space please feel free to stay for the duration of class to be present for your child. If your child needs help using the restroom please stay to help assist them during class. Our instructors are responsible for your child once they have entered the studio space. The lobby, parking lot and courtyard are the responsibility of the parent or guardian. The space past our kitchen is not for students and is restricted to staff and faculty only. For the safety of our students, we ask that your children not wait outside the studio to be picked up. No children under the age of 10 should be dropped off alone at the studio for any reason. Once the child is in class, parents are free to leave. Please return within fifteen minutes of the end of class. ***Students that are picked up more than 15 minutes late are subject to a \$25 late pick up fee for every 15 minutes late as this requires staff to stay late.***

## **Registration & Tuition**

### **Registration**

ECB offers convenient online registration at **www.evergreencityballet.org**. If it's your first time with us, you will need to create an account via iClassPro before you can register for classes. You can log in and check your account at any time via the iClassPro Parent Portal (<https://app.iclasspro.com/parentportal/ecb4me>). Students must register each school year (September-June) and/or Summer Ballet Class Session, Summer/Winter Intensive session, or Summer/Winter Dance Camp session before attending a class.

***There is a non-refundable, annual registration fee of \$35 per student, per year.***

### **Tuition**

Our school year is 37 weeks long. Tuition is paid in 10 monthly installments due on the 1st of the month. An option of paying the full amount of tuition is available with amount breaks. Full year tuition payments receive 10% off full amount. Half year tuition payments will receive 5% off full amount.

If you choose to cancel your enrollment, we require a 30-day notice given to the office for cancellation of tuition payment. If you cancel on the spot without notice, you will be charged that month's tuition. Late fees are assessed after the 10th of the month.

Payments 60 days past due will be subject to collection.

***Financial aid recipients/parents will agree to volunteer 2-4 hours per week in the studio.***

***All tuition payments must be up to date to enroll in the new school year.*** School Year tuition is paid monthly or optional full payment with a discount. Summer Intensive tuition, Winter Intensive tuition, Summer Dance Camps, Summer BootCamp, Nutcracker Workshops, performance fees, and registration fees are all paid in full.

## **Class Cancellations**

Evergreen City Ballet follows the Renton School District in regards to our school year calendar, closures, class cancellations. If school is cancelled in the Renton School District because of weather or other emergencies, ECB classes will be cancelled as well. Notice of cancellations will be sent via email, posted on Facebook, and also on the Band app. We will do our best to offer makeup classes in the event of a cancellation, but it is not guaranteed.

Please download the Band app to receive real-time updates and communications. Search for "Evergreen City Ballet" and start connecting with us! Let us know if you need help.

## **Financial Aid: Tuition Assistance, Merit and Need-based Scholarships**

ECB offers financial aid through our tuition assistance, merit and need-based scholarships on a limited basis. New guidelines for our merit and need-based scholarships will be coming in the 2019/2020 season. We are currently in the process of restructuring the application for our merit and need-based scholarships, so the only financial aid we are able to offer at this time is through our tuition assistance and work study programs.

Students receiving tuition assistance will be required to do some volunteer work around the studio. Parents may also volunteer and help in lieu of the student. This will be discussed with the Artistic Director and/or School Principal after a decision on your application has been made.

We process our tuition assistance applications through Confidential Financial Services (CFS), [www.cfslogin.com](http://www.cfslogin.com). There is a \$25 application fee. You will first need to fill out an online application on their website to begin the process of your application.

Privacy and discretion are a priority for ECB concerning individuals receiving tuition assistance. Please contact our Office Manager for more information on our financial aid.

## **The Parent Guild (PG)**

At its core, the Parent Guild (PG) is a group of parents who are interested in helping drive ECB's success. The Parent Guild is driven by a passion for our school, and for our dancers to receive the best learning experience available.

The Parent Guild has two primary functions. The first is to provide an open channel of communication between ECB's parents, ECB's Board of Directors, and ECB's school leadership and faculty. It provides a collective voice for our parents and students and is also a great way to stay informed on recent developments. The second, and arguably the most important role of the Parent Guild, is to promote volunteerism at ECB.

Since ECB is a 501c(3) nonprofit organization, volunteers are the lifeblood of our school. Virtually everything that we do relies on volunteers for our success, whether it's helping with fundraising opportunities such as our upcoming gala, volunteering for *The Nutcracker* and other performances, community outreach, such as our booth at Renton River Days, or even just lending a hand around the studio. There are plenty of opportunities to help our dancers have a rich, fulfilling experience at ECB.

All parents of currently enrolled dancers are welcome to attend Parent Guild meetings. The Parent Guild is not a club, and there is no membership. Meetings are not mandatory, but we encourage folks to attend them as often as possible. The Parent Guild is rather laid back

group of volunteer parents who are serious about helping ECB become the premier ballet school in south King County.

For more information, please contact the Parent Guild at **[parentguild@evergreencityballet.org](mailto:parentguild@evergreencityballet.org)**.

### **Parent Questions and Concerns**

Please call or email us to set up a meeting if you have a specific question or concern that you would like to address with our Artistic Director, School Principal, or a faculty member.

# ACKNOWLEDGEMENT LETTER

## STUDENT AND PARENT/GUARDIAN AGREEMENT WITH ECB

I have read and fully understand all the policies, procedures, rules, and information in the ECB's Student & Parent Handbook. I understand that all students will be held accountable for their behavior and may be subject to disciplinary actions listed in this handbook.

By signing this document, I acknowledge that I have received, read, and agree with the contents listed in this handbook for the entire 2019/2020 school year.

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*Name of Student*

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*Signature of Student (18 and older)*

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*Date*

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*Name of Parent or Guardian*

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*Signature of Parent or Guardian*

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*Date*

**Please note:** Evergreen City Ballet reserves the right to make changes to this document at any given time. You will be notified of any changes that are made.

# PHOTOGRAPHY AND FILMING WAIVER

**Photographic consent and release is obtained by Evergreen City Ballet (ECB) at the time of enrollment.** By giving consent to ECB, my student/self give ECB permission to use images and/or videos featuring my student/self in print, website and/or social media marketing platforms. Parents/guardians must notify ECB, in writing, if they do not wish for their students to be photographed and/or featured in print, website and/or social media marketing platforms.

Images and/or videos of ECB students and/or patrons who are minors will not be published in print, website and/or social media marketing platforms without the permission of the student(s)' parent/guardian. Additionally, my student/self is not permitted to photograph and/or video any ECB students, families and/or staff during classes, events, and/or performances, unless authorized by ECB Artistic Director.

ECB reserves exclusive rights to resell all performance videos. My student/self may purchase ECB performance videos, but agree not to publicly post ECB performance videos on websites and social media channels such as Band, YouTube, Vimeo, Flickr, Facebook, Instagram, LinkedIn, Twitter and/or others without permission from Evergreen City Ballet (ECB) Artistic Director. Resale of ECB performance imagery and/or videography is strictly prohibited.

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*Name of Student*

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*Signature of Student (18 and older)*

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*Date*

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*Name of Parent or Guardian*

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*Signature of Parent or Guardian*

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*Date*

## WAIVER OF LIABILITY

I have read, understand and agree to the policies of Evergreen City Ballet (ECB). I hereby enroll my student/myself for the entire term and agree to follow all payment policies. I understand that I owe for the entire semester and all tuition payments are non-refundable. I agree to pay the late fees for late tuition payments and the service charge for bad checks. I give permission for ECB to take and publish photos and/or videos of my student/myself and to use such photos/videos with no fee to my child or me. I understand and agree that there is a possibility of injury in participating in dance classes, rehearsals, performances or related activities, and that I will not hold ECB, or any ECB faculty member, employee, board member or guest artist liable for any injury sustained or illness contracted while I/my student is enrolled at ECB. I exempt, release and indemnify ECB and its agents from any and all liability claims, demands, or causes of action whatsoever from any damage, loss or injury to the student, parent/ guardian, family member, or personal property which may arise out of or in connection with participation in any ECB activity.

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*Name of Student*

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*Signature of Student (18 and older)*

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*Date*

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*Name of Parent or Guardian*

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*Signature of Parent or Guardian*

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*Date*

## EMERGENCY CONTACT INFORMATION

Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

*Please list all allergies, medical conditions, medications, etc.:*

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### Parent/Guardian Contacts

#### Legal Guardian #1:

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Legal Guardian #2:

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Emergency Contacts

#### Emergency Contact #1:

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Emergency Contact#2:

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Parent/Legal Guardian Consent and Agreement for Emergencies

As parent/legal guardian, I give consent to have my child receive first aid by facility staff, and, if necessary, be transported to receive emergency care. I understand that I will be responsible for all charges not covered by insurance. I agree to review and update this information whenever a change occurs.

\_\_\_\_\_  
*Signature of Parent/Legal Guardian*

\_\_\_\_\_  
*Date*



## 2019/2020 School Calendar

*Subject to Change\**

### Special Dates:

<b>Teacher Appreciation Day</b> .....June 22, 2019	<b>Scholarship Application Due</b> .....Sep 10, 2019
<b>Summer Dance Camps</b> .....June 8-Aug 16, 2019	<b>ECB Legacy Gala</b> .....Oct 26, 2019
<b>Summer Intensive 2019</b> .....June 24-July 12, 2019	<b>Spirit Week</b> .....Oct 28 – Nov 2, 2019
<b>Summer Ballet Program</b> .....July 15-Aug 17, 2019	<b>Winter Intensive</b> .....Jan 2-4, 2020
<b>Early Registration</b> .....July 17-27, 2019	<b>2020 Start Date</b> .....Jan 7, 2020
<b>Nutcracker Workshop</b> .....Aug 20-29, 2019	<b>Conferences</b> .....Jan 7-18, 2020
<b>2019 Start Date</b> .....Sep 3, 2019	<b>Spring Production Meeting</b> .....April 18, 2020
<b>Fall Open House</b> .....Sep 7, 2019	<b>Spring Show</b> .....May 8-9, 2020
<b>Nutcracker Meeting</b> .....Oct 19, 2019	<b>Season Finale Meeting</b> .....May 23, 2020
<b>Parent Watch Week(s)</b> .....Oct 21-26, 2019	<b>Last Day of Regular Classes</b> .....June 15, 2020
.....March 9-14, 2019	<b>Conferences</b> .....June 16-20, 2020
.....May 11-16, 2019	<b>Season Finale</b> .....June 12-14, 2020
	<b>Summer Ballet Classes</b> .....July 13-Aug 15, 2020
	<b>Summer Intensive 2020</b> .....July 6-31, 2020
	<b>Contemporary Ballet Lab 2020**</b> .....Aug 3-16, 2020

### Holidays & Closures:

<b>Labor Day</b> .....Sep 2, 2019	<b>Winter Break</b> .....Dec 23, 2019 - Jan 6, 2020
<b>Columbus Day</b> .....Oct 14, 2019	<b>Martin Luther King Day</b> .....Jan 20, 2020
<b>Veteran's Day</b> .....Nov 11, 2019	<b>Mid Winter Break</b> .....Feb 17 – 23, 2020
<b>Thanksgiving Break</b> .....Nov 28-30, 2019	<b>Spring Break</b> .....April 6 – 12, 2020
	<b>Memorial Day</b> .....May 25, 2020
	<b>Summer Break</b> .....June 15, 2020
	<b>Independence Day</b> .....July 4, 2020

### Auditions:

<b>ECB Legacy Gala Auditions</b> .....Sep 6, 2019
<b>The Nutcracker Auditions for ECB</b> .....Sep 7, 2019
<b>The Nutcracker Lower Levels &amp; Open Auditions</b> .....Sep 14, 2019
<b>Elevate Auditions for Curation</b> .....Jan 17, 2020
<b>Spring Production Auditions for ECB Level II – PD</b> .....Feb 14 & Feb 15, 2020
<b>Summer Intensive Auditions (Saturdays)</b> .....Jan 11-May 30, 2020

### Performance Schedules:

<b>ECB Legacy Gala &amp; Performance</b> .....Oct 26, 2019 at Evergreen City Ballet's Black Box Theater
<b>Wade Walthall's The Nutcracker</b> .....Dec 6-8, 2019 at Meydenbauer Center Theatre
Dec 13-15, 2019 at the Auburn P.A.C.
Dec 20-22, 2019 at Renton IKEA P.A.C.
<b>Elevate</b> .....Feb 7-9, 2020 at Evergreen City Ballet's Black Box Theater
<b>Spring Production</b> .....May 8-9, 2020 at Renton IKEA PAC
<b>Season Finale</b> .....June 12-14, 2020 at Evergreen City Ballet's Black Box Theater