

EUGENE BALLET ACADEMY POLICIES

The following policies have been developed to help create an environment that is safe and nurturing while allowing optimal productivity and focus for both staff and students. Your digital signature verifying your compliance with our policies is logged when you register through our system.

STUDIO DROP OFF AND PICK UP

Child care is not available on the Eugene Ballet Academy (EBA) premises. Students and Parents should not arrive more than 10 minutes prior to class start time, and students under the age of 13 must be picked up at class dismissal time. Teachers and Administration are not held liable for your child's supervision outside of class time.

SUPERVISION and QUIET RULE

Parents of Pre-Ballet and Creative Movement classes are welcome to sit in the designated areas for quiet lounging while their dancer is in class. Siblings not in classes should be supervised by a parent or guardian 18 years or older at all times and are not allowed to use the elevator or handrails for play or loiter beyond the designated EBA lounge areas. There is a general Quiet Rule to be observed by all.

CLASS OBSERVATION

All classes are closed to observation. Designated observation days will occur the last week of the Fall and Winter terms. All parents are welcome during this week to observe students' progress.

STUDENT PARENT CONFERENCES

Annual conferences are held during the last week of the term in June in lieu of classes. Urgent issues may be addressed through individual phone or personal conferences when they arise throughout the year.

REGISTRATION

Registration is available through our website: www.eugeneballetacademy.org or through the office.

COMMITMENT DURATION

The Academy runs on a quarterly term schedule, and commitment is expected through the entire term. Please see the web or a brochure for the year's term schedule. Re-enrollment is not required for students who continue on into the next term. Those who drop out and return at a later date must re-enroll.

PAYMENTS

Payment options: pay in full for the term before the term begins, or register for a monthly installment plan by supplying a credit card to be kept on file to be processed on the first of each month. Payments are calculated prior to the beginning of each new term or billing cycle. A late fee is charged to accounts 15 days past due. Unpaid or delinquent accounts will result in suspended enrollment. Classes will be prorated for new students who enroll after the session begins.

NO REFUND POLICY and MAKE-UP CLASSES

The Academy has a no refund policy. We allow and encourage students to make-up classes missed within the same session. Students will be directed to either an alternate class time for their level, or down a level.

ANNUAL REGISTRATION FEE

An annual fee of \$45 is required of all enrolled students and is tracked to the initial enrollment date. This fee is not pro-rated.

DROPPING

If your child is not returning for the next term, you must contact the office prior to the onset of the term to ensure a cancellation of billing. Early drops are not refunded, and any balance due must be paid in full.

CANCELED CLASSES

All classes must have at least 5 students enrolled to meet costs. At the onset of each session, if the enrollment number is not met after the first class, the class will be canceled and a waitlist will be opened. Alternate classes are usually available—those unable to switch class times will be issued a full refund.

AGE REQUIREMENTS

The minimum age for admission into EBA is 3 years. Students must meet the age requirement listed for all class levels. Students will be notified by their instructor via the school administrator when they are ready to advance to the next level.

EMAIL COMMUNICATION

Information about and from the Academy is disseminated via email. This includes billing reminders, production details and daily business. You may have multiple email accounts on our distribution list. Make sure the Academy is listed as a contact to prevent information getting lost in your junk mail, and contact the office with any updates.

PARKING (Automobile and Cyclists)

On-site parking is for administration and disabled visitors only. EBA patrons may find parking on side streets, at metered parking on Willamette St., and in the triangle parking lot on 16th Ave. across the slough. If you are dropping off your child, note that the building's parking area is **ONE WAY**. Please follow the arrows and continue down the alley that exits onto 15th St. Do not attempt to back out or turn around. Do not block the alley or passage areas. Bike racks are located outside the front entrance. Bicycles are not permitted inside the building.

BUILDING ENTRANCE AFTER HOURS

The front door will remain unlocked until 6:00 pm Monday through Friday and 12:00 pm on Saturdays. Patrons may enter the building after hours by entering the EBA number code on the key pad located at the front entrance. Please see the Administrator or an Instructor for the code.