



The
LOUDOUN SCHOOL
of BALLET

· A TRADITION IN EXCELLENCE ·

2022-2023
Student/Parent Handbook



CALENDAR

September 6, 2022– June 4, 2023

September 5, 2022	Labor Day: No classes
September 6, 2022	Semester I begins: First day of classes
September 19, 2022	Registration for Winter Rising Stars Recital begins
October 8, 2022	Last day to register for RS Winter Recital (Late fee after this date)
October 10, 2022	Columbus Day: No classes
October 17, 2022	Registration for Ballet & Contemporary Spring Recitals begins
October 29, 2022	RS Final Winter Registration Date (No costume orders after this date)
November 14 - 19, 2022	Parent Observation Week, all departments
November 23 – 26, 2022	Thanksgiving Break: No Classes
December 17, 2022	Last day to register for Spring Ballet & Contemporary Recitals
December 19 – Jan 2, 2023	Winter Break: No Classes. Classes resume 1/3/23
January 13-15, 2023	NYCDA in Baltimore for LCDC
January 16, 2023	Martin Luther King Day: Holiday - No classes
January 18 - 20, 2023	LCDC Winter concert rehearsals (Tentative Date)
January 20, 2023	RS Winter Recital Rehearsals (Tentative Date)
January 21, 2023	RS Winter Performance (Tentative Date)
January 21-22, 2023	LCDC Winter Concerts (Tentative Date)
January 23, 2023	Spring Semester Begins
February 20, 2023	Presidents Day: Holiday - No classes
February 24 -26, 2023	ASH Convention for LCDC in Tysons Corner
March 13, 2023	LCPS Student Holiday; Classes will be held
April 3 - 9, 2023	Spring Break
April 24, 2023	Pointe Letters Mailed
May 7, 2023	LCDC & LBPAC Auditions
May 17-19, 2023	LCDC Spring Concert Rehearsals
May 20-21, 2023	LCDC Spring Concerts
May 27, 2023	Modified Memorial Day Weekend Class Schedule
May 29, 2023	Memorial Day: No classes
May 30- June 2, 2023	Spring Recital Rehearsals (Tentative Dates)
June 3, 2023	RS & Contemporary Spring Performance (Tentative Date)
June 4, 2023	Ballet Spring Performance (Tentative Date)
June 19, 2023	Summer Session Begins

STUDENT ATTENDANCE

1. Dancers are expected to attend class on a regular basis.
2. Please notify the desk staff if a student will be not be attending class by emailing info@lsofballet.com or desk@lsofballet.com or calling 703.771.3200.
 - a. If a student is absent more than three classes in a row, we will call the parents to check-in.
3. Dancers should be ready for class on time. Tardy dancers will not be permitted to class 15 minutes after classes begin.

MAKE-UP CLASSES

1. Dancers may make-up in a class of their level or lower.
2. Dancers cannot make-up in a class higher than their level.
3. Dancers must use a similar class for make-up: Refer to the make-up class lists for the season located at the front desk.
4. Dancers must check-in at the front desk for a make-up class and sign in.
5. Dancers may not use the same class more than three weeks in a row for a make-up.
6. Make-up classes are only allowed based on class size availability.
7. Dancers that have taken an in-eligible make-up will be charged the drop-in rate.
8. Dancers may make-up missed classes in the first semester from September 6 through January 22.
9. Dancers may make-up missed classes in the second semester from January 24 through June 4.
10. Winter and Spring Break are not included in tuition, therefore are not eligible for make-up classes.
11. The following holidays are eligible for make-up classes:
Labor Day, Columbus Day, Thanksgiving break, MLK Day, Presidents Day, Memorial Day, Snow Days

TUITION AND FEES

1. A \$50 non-refundable deposit per student is required at the time of registration to hold placement in class. The deposit will be applied to the first months tuition payment.
2. There is a \$35 non-refundable registration fee per student. \$105 Maximum per family registration.
3. Students are registering for the entire school year (9 months: 9/6/2022 - 6/4/2023).
4. A 30 day advance written notice to THE LOUDOUN SCHOOL OF BALLET (the "School") is required in order to terminate enrollment. Parents are responsible for tuition for a dropped class thirty (30) days after the written notice has been submitted. Please use our Drop/Transfer form for all class changes.
5. Prepaid tuition, deposits, registration, recital, and costume fees are non-refundable for any reason.
6. Classes that are missed for holidays, vacations, illness or for any other reason are not prorated or refunded. They may be made up within the same semester only. See the class make-up policy. Winter and Spring Break weeks are not included in tuition; therefore are not eligible for make-up.
7. Classes missed may be made up in any other appropriate level class within the same semester, subject to availability. However, nothing herein shall be construed to obligate LSB to make available a make up class.
8. 2022-2023 Payments can be made by (2) equal Semester Payments (due on September 1, 2022, February 1, 2023); or in nine equal monthly payments (due on the 1st of each month). Installment Payments are due 9/1, 10/1, 11/1, 12/1, 1/1, 2/1, 3/1, 4/1, 5/1.
9. Summer sessions require a 25% non-refundable deposit for all classes and camps.
10. A \$30.00 late fee will be added to all monthly and semester tuition payments received after the 5th of the month in which the payment is due.
11. A \$25 returned check fee will apply.

SNOW DAYS & CANCELLATION OF CLASSES

1. All classes will require a minimum number of enrolled dancers in order for a class to run and the class schedule is subject to change based on enrollment.
2. Based on performance schedules, some classes may periodically be combined.
2. We will make snow day decisions and announcements by noon for class cancellations or changes. Snow day announcements will be made via email and social media.

STUDENT AREA POLICY

1. Students should not wait in the hall between studio A, B & C at any time. Dancers in levels VIII & above may wait in the back "Student Area." All other dancers should wait in the lobby until called by their teacher.
2. Student area is for students only. No parents, friends or siblings are allowed.
3. Dancers should not leave dance bags in the student area. They should take all belonging into class.
4. Dancers should not block the office entrance.
5. No food or drinks are allowed in the student area.
6. Noise should be kept at a minimum, similar to a library.
7. Student area and bathrooms are not allowed for "hanging out". This is a transition space only.

LOBBY

1. Food and drink may be consumed in the lobby for dancers only when necessary.
2. Tobacco and chewing gum may not be consumed or carried into the school or lobby.
3. Our Lost & Found box is located in the lobby. Please label all of your personal belongings and dance shoes. All Lost and Found items will be donated at the end of each month.
4. Do not bring pets, bikes, strollers, portable desks, etc. into the facility. Visitors are expected to make every effort to keep hallways, entrances/exit areas clear and quiet.
5. The lobby noise should be kept at a minimum. Please use library etiquette.
5. Do not dispose of food or diapers in any indoor trash cans. Please throw away trash using the outside receptacles.
6. Students may not bring unsupervised friends or siblings into the school facility. Parents, instructors, and adult students may not bring their children into the studios or leave them unsupervised on or near the school premises.
7. The lobby's primary use is for the students. Parents are allowed as space permits. The lobby is a kiss and go, area, so please do not congregate in this space.

COSTUMES & RECITALS

1. Costume and recital fees are non-refundable for any reason, and fees are due as listed in the LSB Calendar.
2. A \$35 Costume late fee will apply per dancer, per department.
3. Recital dates are TBD and subject to venue availability. Confirmation by the venue is expected to be sent to LSB by January/February 2023.
4. Tentative recital dates are listed in the LSB Calendar.

GENERAL INFORMATION

1. *Parking:* Please do not block the handicapped spots by stopping at the door in front of the facility to drop off or pick up your dancer. Please park in a parking spot to drop off or pick up your dancer(s).
2. *Cleanliness:* Dancers are to assist in keeping the facility clean by picking up after themselves.
 - a. Do not leave garbage, toe tape, band-aids, water bottles, etc. in the halls or studios.
 - b. Dancers are expected to abide by the dress code listed in their class description in the parent portal.

ETHICS & CODE OF CONDUCT

1. Dancers and guests, at all times, must:
 - be polite, respectful, and supportive of LSB's officers, directors, teachers, employees, contract hires, volunteers, and fellow dancers and parents;
 - behave in an orderly, civilized, and well-mannered fashion;
 - wear appropriate dance attire for the dance class, dance being rehearsed or performed, and only wear dance shoes on appropriate surfaces; All dancers must abide by LSB's dress code.
 - wear a cover-up in public areas; and
 - accept any decision by an LSB officer, director, and/or teacher as being final
 - do not wear street shoes into any of the studios
2. Dancers & Guests, at all times, are prohibited from:
 - talking during class/rehearsals, unless instructed to do so by an LSB Staff member, director or teacher;
 - bullying, disparaging, defaming, demeaning, threatening, harassing, impersonating or hazing LSB's staff, directors, teachers, employees, contract hires, volunteers, and/or other dancers;
 - having a bad attitude and/or exhibiting negative behavior or poor sportsmanship;
3. *Social Media*: Dancers, their parents/legal guardians, and anyone acting on their behalf, are prohibited from using social media networking sites (including, but not limited to, Facebook, Twitter, Instagram, Snapchat, TikTok and Yelp!) to bully, disparage, defame, demean, threaten, harass, impersonate, or haze LSB staff, directors, teachers, employees, contract hires, volunteers and/or dancers. Dancers, their parents/legal guardians, and anyone acting on their behalf, are prohibited from: (a) posting videos of any LSB rehearsals or performances; (b) using LSB's name/likeness; and/or (c) using LSB's logo(s)/likeness, on any social media network sites without the advance written consent of LSB.
4. *E-mails, Texts, and Chats*: Dancers, their parents/legal guardians, and anyone acting on their behalf are prohibited from using e-mail, texts, chats, and any other form of communication to bully, disparage, defame, demean, threaten, harass, impersonate, or haze LSB staff, directors, teachers, employees, contract hires, volunteers and/or dancers.
5. *Electronic Devices*: Dancers' may not use electronic devices (e.g., mobile phones, computers) inside LSB's dance facility, except in the waiting area. Electronic devices must be turned off during classes, rehearsals and performances.
6. *Changing Clothes*: Dancers must change their clothes only in designated changing areas. No recording devices of any kind are permitted in the bathrooms or designated changing areas.
7. *Personal Property*: Dancers must keep their valuable personal items with them at all times. LSB takes no responsibility for lost or stolen items.
8. *Injuries*: Injured Dancers should attend all classes when possible, rehearsals and performances for the purpose of observing any new choreography or modifications to the dances.
9. *Suspension/Expulsion*: LSB reserves the right to suspend and/or expel any Dancer from LSB whose behavior, or the behavior of the Member's parents/legal guardians, does not strictly comply with LSB's Code of Conduct.
10. *Modifications*: LSB reserves the right to periodically modify its Code of Conduct to ensure that it is consistent with its mission.