

MILWAUKEE
BALLET
SCHOOL
& ACADEMY

ROLANDO YANES, DIRECTOR

2011-12
STUDENT
HANDBOOK



Milwaukee Ballet School & Academy is an accredited institutional member of the
National Association of Schools of Dance

Welcome to Milwaukee Ballet School & Academy. You have chosen the best school for classical dance in the State of Wisconsin. The dance training you experience at Milwaukee Ballet School & Academy is so much more than a simple extracurricular activity. Not only will you learn the technical aspects of a fine art form, but you will develop self-confidence, self-motivation and self-assessment skills that will serve you well in other aspects of your life.

Classical dance training is a methodical, graded process that demands a high level of commitment to reach your maximum potential. It requires a self-discipline rarely matched by any other endeavor. You become an active partner in the process, developing a respect for the art form of Classical Ballet.

This Handbook is designed to help answer questions regarding policies of Milwaukee Ballet School & Academy. You should review this book thoroughly and discuss it with your family and direct your questions to your instructor or to the School Office staff. The policies, rules and regulations set forth will be strictly followed.

Below are some of the most important highlights:

I/my child will respect the art and discipline of Classical Ballet by:

- ◆ respecting my instructor, accompanist and fellow dancers.
- ◆ coming to each class with a positive attitude and ready to learn.
- ◆ being fully attentive in all classes.
- ◆ dressing in proper dress code for my level.
- ◆ arriving a few minutes early so that I/my child am/is ready to dance when class begins.
- ◆ departing class on time.
- ◆ keeping the dressing rooms and waiting areas clean.

The Faculty will use their best judgment while enforcing all Milwaukee Ballet School & Academy policies. If you have questions or concerns, please first see your instructor. You may also seek information from the Branch Manager. If you feel your needs have not been met, please then contact the School Director regarding instruction or artistic matters or the General Manager regarding administrative issues.

Thank you for your cooperation and active participation in your training!

Communication

Milwaukee Ballet School & Academy staff uses email to communicate information to families including, but not limited to, special programming, performance information and inclement weather closings. Please ensure your current email address is on file with our office.

Healthy and constructive communication is necessary for the advancement and progress of our students and the development of their self-esteem. If you have any questions or concerns, you may reach your child's instructor via email using their first initial, last name @milwaukeeballet.org (jdoe@milwaukeeballet.org). Please do not try to just "catch the instructor" in the hallway. Every effort should be made to resolve any issue with the instructor before contacting the Branch Manager or School Director.

We recommend that parents become involved in their child's dance education. Please share the information from this handbook with your enrolled student. Disciplinary actions are time consuming and detract from the progress of everyone in the School. It is requested that parents assist Milwaukee Ballet School & Academy in resolving matters of discipline with their child.

Students in the Student Division and Pre-Professional Division will receive a progress report at the end of the fall semester. A full written evaluation will be given to students in the Children's Division, Student Division and Pre-Professional Division at the end of the spring semester. This evaluation will contain class placement information for the following summer and year. At the end of the fall semester and spring semester one class session will be reserved for parent/student/instructor conferences for each Ballet V class and higher. The conference schedules will be determined by the instructors, and parents will be notified of the scheduled conference. Parents should attend the conference with their child at the regular class time to meet with their child's instructor. If parents do not attend, the instructor will meet with the student.

Registration and Payment

Registrations are accepted by mail, in person, via fax, or online at www.milwaukeeballetschool.org. Phone registrations cannot be accepted. Registration is accepted on a first-come, first served basis and class sizes are limited.

Tuition for Class Cards is due in full prior to the start of each session. Tuition for all other classes can be divided into four equal payments payable on specific dates or paid in full at the time of registration. Payment Due Dates are:

September 1, 2011	Registration form and first payment due before this date. Students may enroll after this date if classes have opening. Pro-ration of tuition will begin after October 1, 2011. Classes missed prior to October 1, due to late registration, should be made-up.
November 1, 2011	Second tuition payment due
February 1, 2012	Third tuition payment due
April 1, 2012	Fourth tuition payment due

Except for Open Division, students register for the entire dance year, September through May. Registration will be accepted throughout the year for classes with openings and tuition will be prorated based on late start dates after October 1. Classes missed due to late start before October 1 can be made-up according to the make-up policy.

Students who withdraw from class mid-year are not obligated to pay remaining tuition but will not be refunded any tuition paid, unless withdrawing for injury or illness. Milwaukee Ballet School & Academy office must be officially notified of a student's withdrawal before the next billing date to avoid being charged.

A 15% sibling discount off the lesser tuition amount applies to the second, third, etc. child enrolling for classes.

The full tuition or first payment (1/4 of listed tuition) is due with your registration form. Tuition may be paid by cash, check, money order or credit card (Visa, MasterCard, American Express, or Discover). If paying by credit card, the first charge will be made when your registration form is received. If you would like your credit card charged automatically on the remaining due dates, please select the auto charge box on the registration form.

Bills/account summaries will be mailed to the billed party approximately three weeks prior to the quarterly tuition due date. Monthly payment arrangements can be made with the Registrar. Bills are not sent out for monthly accounts. All tuition received will be applied to most current outstanding balance (late fees, current balance due, then future class). **Accounts 10 calendar days or more past due will incur a reoccurring, cumulative monthly late fees as follows:**

**Late
Payment
policy**

Balance less than \$100	\$15 monthly late fee
Balance of \$100- >\$250	\$30 monthly late fee
Balance of \$250- >\$500	\$50 monthly late fee
Balance of more than \$500	\$75 monthly late fee

Late fees will also be applied to if a declined credit card or returned check is not corrected within 10 days of the declined transaction. Non-sufficient fund fees apply to all returned checks and become part of the balance due. Students with a past due balance beyond 30 days will not be allowed to participate in class, attend MBS Fridays, or participate in School or Company performances.

All tuition is non-refundable, except in the event of a serious illness or injury. Requests for refunds must be made in writing within 60 days of the injury or illness and be accompanied by a doctor's certificate of inability to continue class. Refunds will be prorated and will be assessed a \$25 processing fee.

A waiting list will be started if a class fills. Classes not meeting minimum enrollment may be rescheduled or canceled. A confirmation letter will be sent in the mail upon registration. Student handbooks will be distributed at the first class.

Students are encouraged to make-up missed classes. Make-up classes may be done at any branch in the same level or one level lower than the registered class. Please refer to the Web site for class schedule updates. Tuition will not be pro-rated for missed classes. Performing experience with Milwaukee Ballet is considered part of the student's dance education. There is no refund or pro-ration for classes missed for appearing in Milwaukee Ballet or Milwaukee Ballet School & Academy performances, but classes can be made-up.

Financial Aid and scholarship assistance is made possible through generous donations from individuals and foundations and the fundraising efforts of Balletomane and the Ballet Boutique, a 100% volunteer-run effort. Financial Aid applications are available in May for the upcoming year.

Rules and Regulations

Parents should be prompt in picking up students after class. It is expected that students will be picked up within 5 minutes after the class ends. If students must arrive early (all locations open to our students at 3:30p.m. Monday-Friday and by 8:45a.m. on Saturdays), they should bring something to keep them occupied until class time. They are not allowed into the studios unsupervised and must not wander the premises. Students should remain in the building from the time they arrive to the time they depart.

Students, parents, and siblings are not to enter the dance studios without a staff member present. Students are expected to be attentive, quiet, and courteous while on Milwaukee Ballet School & Academy premises. Unacceptable behavior will result in dismissal from class and a phone call to the parents. Continued misbehavior could result in student suspension or dismissal from Milwaukee Ballet School & Academy. Milwaukee Ballet School & Academy reserves the right to suspend any student whose conduct or attendance is unsatisfactory. Students may not leave class without permission. Students are not allowed to use studio pianos without permission. Valuables should not be left unsecured in the dressing rooms. Students should take all valuables into class or secure them in a locker (Jodi Peck Center only) with a lock provided by the students. Milwaukee Ballet School & Academy is not responsible for lost or stolen items. Milwaukee Ballet School & Academy telephones are not to be used without permission. All Milwaukee Ballet School & Academy locations are smoke-free. Please respect the business that must be conducted at all branches of Milwaukee Ballet School & Academy. Students, parents and siblings must refrain from loud and boisterous behavior in the lounges or running around in empty studios.

Urgent messages for students:

Jodi Peck Center - 414-649-4077; leave a message and student will be informed after class.

Towne Centre - 262-790-1380; leave a message and student will be informed after class.

Riverpoint Village - 414-228-8128; leave a message and student will be informed after class.

Safety

We recommend the following precautions for general safety: Students should remain inside the building while waiting to be picked up. Students should not wear dance attire outside the building without covering up. Students who drive should not walk to their cars alone. Report all suspicious persons to the receptionist, instructor, or the School Office. Note the location of all exits and fire extinguishers in case of emergency. Emergency evacuation procedures are posted at all locations. Please become familiar with this information. Instructors will conduct emergency drills during the year.

Attendance

Progress in class depends upon regular and consistent participation. Excessive absence from class will slow the student's progress, hinder promotion, and could prevent the student from participating in performances or result in his/her dismissal from Milwaukee Ballet School & Academy. Attendance is taken in all Milwaukee Ballet School & Academy classes. Students are expected to attend every class in the level in which they are registered. Excused absences are accepted only for medical or serious personal reasons and must be phoned in to the School or Branch Office. Student absences should be called in to the branch location the day class will be missed. All students are expected to arrive on time for class. Students entering class late for any reason may be asked to observe the class rather than participate. This decision is left to the instructor's discretion. Please do not send your child to class if he/she has an illness that can be passed along to other students.

Refunds or pro-rated tuition will not be granted for missed classes, with the exception of those classes missed due to serious injury/illness and attested to by a doctor's certificate of inability to participate. This includes classes missed due to Milwaukee Ballet and Milwaukee Ballet School & Academy events such as *The Nutcracker* and the Spring Showcases. **Students may make-up missed classes at any branch in the same level or one level lower than the class in which they are registered.** Students are encouraged to make-up classes promptly after missing class. Steady attendance in classes is critical to steady progress. Do not wait until the end of the semester to try and catch up on missed class time. Make-up classes may not be done during Open House weeks. Students must obtain a make-up slip from the make-up class instructor to receive credit for the missed regular class. Make-up classes are offered as a courtesy. Many schools do not allow make-up classes. It is recommended that students make every effort to make-up missed classes.

Promotion Policy

It is the policy of Milwaukee Ballet School & Academy that students are promoted only when they have demonstrated a mastery of the material in their current class. Students are not automatically promoted after one year in a particular class, regardless of age. It is not uncommon for students to spend more than one year in any given class. Age is considered only in our acceptance of very young students, not in the placement of students. Students missing more than 10% of their regular classes will often not be promoted, as adequate time has not been spent mastering the work. Notice of promotion and class placement for the upcoming summer session as well as the following year will be contained in the student's evaluation issued at the end of the school year.

Dress Code

Milwaukee Ballet School & Academy class attire is outlined in the School brochure. Dress code is to be strictly followed by all students. Students who do not comply with the dress code are subject to dismissal from class. Once class begins, all warm-up material is to be removed. This enables the instructor to see that the student's muscles are working correctly. Hair should be pulled back off the neck into a bun if it is long. Short hair is to be pinned or held back off the face with bobby pins or barrettes. No watches or jewelry, other than small pierced ear studs, may be worn in class. Detailed information about making the perfect ballet bun can be found on the bulletin board at all locations.

Studio Etiquette

Family and friends are able to view classes in the studio by invitation only during Open House week at the end of each semester. If you do catch a glimpse of your child during class through an observation window, please do not judge your child's work. Your child's progress is best monitored by his/her teacher. We require all students (and ask cooperation of parents with young children) to conduct themselves in a quiet, safe, and courteous manner at all times. Young children must not be left unattended, nor may they play in studios.

Dressing Rooms and Waiting Areas

Jodi Peck Center - There are three lounges available to students and parents: Dancers Lounge (back of the building first floor), Viewing Lounge (second floor), Parent/Student Lounge (basement). The Parent/Student Lounge may be used by parents with young children for quiet play, homework or reading. The upstairs Viewing Lounge may be used by students and parents, and must be kept quiet at all times for the benefit of those taking or teaching class, as well as for administrative staff working in nearby offices. Eating and drinking are allowed only in the Dancers lounge and the Parent/Student Lounge. Vending machines are located on the first floor. Please place garbage in trash cans. Place cans and white paper in their respective recycling containers. Both the first floor Men's and the second floor Women's dressing rooms are available for student use. The first floor Women's dressing room is not available for student use. Please do not use the restrooms as changing areas. Only Milwaukee Ballet School & Academy staff and those on official business are allowed in the administrative offices. The refrigerators are for staff and faculty use only; students may use ice as needed for injuries. The lower level training facility is for Milwaukee Ballet Company members use only. Students must have permission from the School Office to use this area.

Towne Centre - A waiting area is available for parents. Please respect other people's belongings in the dressing rooms. Do not leave personal belongings in the restrooms.

Riverpoint - A waiting area is available for parents. Please respect other people's belongings in the dressing room. Gentlemen must use the restroom as a dressing room. Do not leave personal belongings in the restrooms.

Lost and Found—Please mark all dance attire with student's name in indelible ink.

Jodi Peck Center - The lost and found is located in the closet of the Dancers' Lounge, located between Studios A and B. Items are kept for a maximum of six weeks. All lockers are to be emptied at the end of each semester. Lockers still locked (students provide their own locks) after the end of each semester will be opened and the contents removed.

Towne Centre - The lost & found is located in each dressing room. Items are kept for a maximum of six weeks.

Riverpoint - The lost & found is located in the dressing room. Items are kept for a maximum of six weeks.

Performance Opportunities

THE NUTCRACKER

The Milwaukee Ballet performs an annual production of *The Nutcracker*. Auditions for various parts are held very early in the school year. Only fully registered Milwaukee Ballet School & Academy students may audition for *The Nutcracker*. Selected students and families will be notified by the School Office. All cast members must commit to attend all scheduled rehearsals and performances to which they are assigned. If this is not possible, the student will be replaced by the next available alternate.

SPRING SHOWCASE

Milwaukee Ballet School & Academy will present *Alice in Wonderland* in June 2012 that will involve students in Pre-Ballet I through Academy II. All students in Milwaukee Ballet School & Academy performances must commit to all scheduled rehearsals. Details will be sent home throughout the year.

Bulletin Boards

All branches of Milwaukee Ballet School & Academy have information bulletin boards in the lounges. Please refer to them often for important information posted during the year.

Financial Assistance

Milwaukee Ballet School & Academy offers a limited amount of financial assistance to students in the Student Division. Financial assistance is awarded based on financial need. Applications will be sent in May to students currently receiving aid and additionally to any family who requests an application. Financial assistance is awarded in August for one school year only (Sept.- May). Denial of financial assistance is not a negative indication of a student's ability. Students receiving financial assistance are expected to abide by all Milwaukee Ballet School & Academy policies and to set a standard of achievement for all other students. Students receiving financial assistance must be fully committed to training at Milwaukee Ballet School & Academy and should not attend ballet classes at other arts organizations. Students receiving financial assistance must sign a Financial Assistance Agreement.

Scholarships

Milwaukee Ballet School & Academy offers two merit scholarships each school year. The Peter Schetter Scholarship was created in honor of Peter Schetter, a former principal dancer with Milwaukee Ballet. Each year, it is awarded to an upper level student exhibiting strong professional potential. The Schomer Lichtner Scholarship was established by the Milwaukee Ballet Friends and is administered by the Milwaukee Foundation. It was created in honor of longtime friend of the Milwaukee Ballet and local artist, Schomer Lichtner. It is granted each year to a student exhibiting the desire and discipline to achieve his/her maximum potential as an artist. The artistic staff grants these scholarships at the end of each school year for the upcoming year.

Volunteers

Milwaukee Ballet School & Academy needs volunteers at various time during the school year. Often the events for which volunteers are needed are student related. Please be generous with your time to help our students achieve their dreams.

Student ID and Ticket Information

Fully registered students of Milwaukee Ballet School & Academy and their families can enjoy up to four Full Season subscriptions (*Dracula*, *Winter Series*, *Spring Series* and *Peter Pan*) at 50% off single ticket prices. Visit www.milwaukeeballet.org for performance descriptions. Call 414-902-2103 to order your season tickets.

Your student ID is on the back cover of this handbook. Please retain this ID because no replacement will be issued. The Student ID may be used at the Box Office on the day of Milwaukee Ballet performances for a 50% discount on two tickets to that day's performance, provided seats are available (balcony seats excluded).

Viewing dance performances is an important part of the training of dance students. Fully registered Intermediate Level students receive a free ticket to each Friday evening performance of Milwaukee Ballet's 2011-12 season (excluding *The Nutcracker*). It is an opportunity for students to attend performances as a social group with their peers and instructors. Transportation will be provided from the Towne Centre and Riverpoint Branches free of charge. Tuition payments must be current for students to attend.

Information Changes

Please contact Milwaukee Ballet School & Academy Office if your address, auto charge credit card or other information has changed.

Weather

In the event of inclement weather which might cause class cancellations at Milwaukee Ballet School & Academy, notification will be given to TV channels WTMJ4, FOX6, and WISN12 by 12:00 noon (announcement is at the discretion of station). The voice mail at 414-649-4077 will also be updated with any closings.

2011-2012 MILWAUKEE BALLET SCHOOL & ACADEMY CALENDAR

Please refer to bulletin boards, newsletters, and www.milwaukeeballetschool.org or calendar updates during the school year.

Tuesday, September 6	Classes begin
Sunday, September 18	Auditions for <i>The Nutcracker</i>
Tuesday, November 1	Second tuition payment due
Thursday, November 24-Saturday, November 26	Thanksgiving Break
Monday, December 19 – Sunday, January 1	Winter Break
Monday, January 2	Classes resume
Monday, January 16 – Saturday, January 21	Open House week, all branches
Wednesday, February 1	Third tuition payment due
Monday, April 2	Fourth tuition payment due
Monday, April 2- Saturday, April 14	Spring Break, all branches closed
Monday, April 15	Classes resume
Monday, May 21– Saturday May 26	Open House week
Saturday, June 2	Last day of classes
Saturday, June 2 & Sunday, June 3	<i>Alice in Wonderland</i> Spring Showcase

MILWAUKEE BALLET SCHOOL & ACADEMY STAFF

Michael Pink	Artistic Director
Rolando Yanes	School and MBII Director
Renee Griswold	School General Manager
Alyson Chavez	Director of Education
Lori Flanigan	Education Assistant
Kelly Knoke	School Registrar
Nancy McCloud	Towne Centre Branch Manager
Phyllis Coffey	Riverpoint Branch Manager
Jim & Kristin Mosaicke	Jodi Peck Center Receptionist
Shayla Schuett	Jodi Peck Center Receptionist
Karrie Teeters	Jodi Peck Center Receptionist

MILWAUKEE BALLET SCHOOL & ACADEMY & ACADEMY RESIDENT FACULTY

Megan Baker, Emily Bennett, Phyllis Coffey, Mireille Favarel, Monica Isla, Tatiana Jouravel, Sarah Kasdorf, Nancy McCloud, Jennifer Miller, Lisa Moberly, David Roman, Stephanie Ruiz, Shayla Schuett, Karisa Skiba, Karl von Rabenau, Christal Wagner, Victoria Zures, and members of Milwaukee Ballet Company and the Nancy Einhorn Milwaukee Ballet II program.

MILWAUKEE BALLET SCHOOL & ACADEMY & ACADEMY ACCOMPANISTS

Le Albers, Beth Bachus, Kevin Becker, Alan Borkenhagen, Daniel Boudewyns, Victoria Dvoskin, Jessica Hermann, Jessi Kolberg, Matt Koller, Jonathan Kult, Alla Levin, Michelle Naegele, Anna Parfanovich, Bernarda Supan

Guest instructors and members of Milwaukee Ballet teach classes at various times during the School year. Workshops are also offered during the year. Refer to the bulletin boards often for up to date information.

JODI PECK CENTER
MILWAUKEE BALLET SCHOOL & ACADEMY HEADQUARTERS
504 West National Avenue
Milwaukee, WI 53204
414-649-4077
414-649-4066 fax

mbschool@milwaukeeballet.org

www.milwaukeeballetschool.org


RIVERPOINT VILLAGE BRANCH

8707 North Port Washington Road
Fox Point, WI 53217
414-228-8128

TOWNE CENTRE BRANCH

3815 North Brookfield Road, Suite 201
Brookfield, WI 53045
262-790-1380

Please retain this ID because no replacement will be issued. The Student ID may be used at the Box Office on the day of Milwaukee ballet performances for a 50% discount on two tickets to that day's performance, provided seats are available (balcony seats excluded).

 MILWAUKEE BALLET SCHOOL & ACADEMY <small>ROLANDO YANES, DIRECTOR</small>				
STUDENT IDENTIFICATION CARD 2011/2012				

Student Name				
1	2	3	4	5
50% Day-of-Show Discount				
Limit 2 tickets per series. Punch out for each series				