



# 2018-19 STUDENT HANDBOOK

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

Welcome to Milwaukee Ballet School & Academy, the only professional school for classical dance in the State of Wisconsin. Training at Milwaukee Ballet School & Academy is much more than a simple extracurricular activity. In addition to the technical aspects of a fine art form, students develop self-confidence, self-discipline and self-assessment skills useful in all areas of life.

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

By enrolling in MBSA, 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

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**This handbook is designed to help answer questions regarding policies of Milwaukee Ballet School & Academy. Review this book thoroughly and direct questions to your instructor or to the staff. The policies, rules and regulations set forth will be strictly followed.**

**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 & Academy Director regarding instruction or artistic matters or the General Manager regarding administrative issues.**

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## COMMUNICATION

Milwaukee Ballet School & Academy staff uses email to communicate information to families. Please ensure an adult's current email address that is checked on a regular basis is listed in your on-line account. To add additional family members or students to the general email newsletter list, please do so [here](#).

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 listed in the back of this handbook. 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 & Academy 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 & Academy. Parents must assist Milwaukee Ballet School & Academy in resolving any matters of discipline with their child.

Ballet is a physical activity and at times faculty may need to physically move a student's body into the correct position. This is always done with care and consideration for the student's progress in class. If a student is uncomfortable with this physical interaction, please speak with your child's instructor.

## REGISTRATION AND PAYMENT POLICIES

### SCHOOL YEAR

Students register for the entire dance year, September through May, on a first-come, first-served basis online at [milwaukeeballetschool.org](http://milwaukeeballetschool.org). Phone registrations are not accepted. Class sizes are limited. A waiting list will be started if a class fills. Classes not meeting minimum enrollment by August 15 may be rescheduled or canceled. A confirmation letter will be sent via email upon registration.

The first monthly tuition payment is due with a completed registration form. If paying by credit card, the first charge will be made upon receipt of your registration form. *It is required that families be on an automatic payment plan.* Remaining payments are processed automatically on the 1<sup>st</sup> or 15<sup>th</sup> of the month, depending on the families' preference; October through May. A credit or

debit card number must be entered in Mindbody at time of registration and must be kept current by the billed party. An automatic payment contract will then be created, and the requested payment date of the 1<sup>st</sup> or 15<sup>th</sup> will be honored. Payment will be assumed on the 1<sup>st</sup> of the month but if the billed party would prefer the 15<sup>th</sup>, contact the Registrar before the 1<sup>st</sup> of the month. Should the monthly auto-charge be declined for any reason, the billed party will receive a courtesy email reminder to provide useable card information before late fees are assessed.

A 15% sibling discount off the lesser tuition amount applies to the second, third, etc. child enrolling for classes using the promo code SIBLING when registering additional children. Boys Class I and II are not applicable for any discounts or financial assistance.

**Tuition is non-refundable and non-transferable to other classes, students or sessions, except in the event of a doctor verified serious illness or injury. Requests for refunds must be made in writing within 30 days of the injury or illness and be accompanied by a doctor's certificate of inability to continue class. Refunds will be 50% of the prorated tuition amount, minus a \$25 processing fee.**

Students who withdraw from class mid-year are not obligated to pay remaining tuition, but will not be refunded any tuition paid. The MBSA Registrar must be officially notified of a student's withdrawal before the next billing date or billed party will be responsible for all tuition. 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 incur a monthly late fee:

Balance less than \$100	\$15 monthly late fee	Balance of \$251–\$500	\$50 monthly late fee
Balance of \$100–\$250	\$30 monthly late fee	Balance more than \$500	\$75 monthly late fee

Late fees reoccur monthly until the tuition balance and outstanding late fees are paid in full. Late fees will be applied if a declined credit card is not corrected within 10 days of the declined transaction. Students with a past due balance beyond 30 days will not be allowed to participate in any Milwaukee Ballet or Milwaukee Ballet School & Academy classes, performances, or activities.

Refunds or tuition credits are not given for missed classes but students are encouraged to makeup missed classes. Make-up classes may be done at any branch in the same level or one level lower than the registered class. Refer to the website for class schedule updates. Performing experience is considered part of dance education. There is no refund or proration for classes missed for appearing in Milwaukee Ballet or Milwaukee Ballet School & Academy performances, but classes can be made up.

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## SUMMER CAMPS AND CLASSES

Summer camp and class tuition is due in full at the time of registration. Students register on a first-come, first-served basis online at [milwaukeeballetschool.org](http://milwaukeeballetschool.org). Phone registrations are not accepted. Class sizes are limited. 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 via email upon registration.

A 15% sibling discount off the lesser tuition amount applies to the second, third, etc. child enrolling for classes using the promo code SIBLING when registering additional children. Boys Class I and II are not applicable for any discounts or financial assistance.

Summer Class tuition is refundable only as follows, after a \$25 processing fee is assessed.

- Withdrawn request made 30 or more calendar days before the start of class/camp: 50% of tuition refunded
- Withdrawn request made 15-29 calendar days before the start of class/camp: 25% of tuition refunded
- Withdrawn request made less than 15 calendar days before the start of class/camp or during the class/camp session: No tuition refund, except in the event of a doctor verified serious illness or injury, which will result in a 50% refund.

Refunds or tuition credits are not given for missed classes, but students are encouraged to makeup missed classes. Make-up classes may be done at any branch in the same level or one level lower than the registered class. Refer to the website for class schedule updates. Performing experience is considered part of dance education. There is no refund or proration for classes missed for appearing in Milwaukee Ballet or Milwaukee Ballet School & Academy performances, but classes can be made up.

## PARTIAL REGISTRATION OPTION – SUMMER ONLY

MBSA offers prorated tuition for select summer classes. Classes can only be prorated by the week; no single class credits are given. Tuition must be prorated at the time of registration; tuition credit or refunds will not be given if “something comes up” after a registration is processed. Make-up classes in the same level or one level lower than the registered class can be done for the occasional missed class. All prorated tuition must be calculated, prior to registration, by the Registrar by calling 414-902-2117.

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## SUMMER INTENSIVE PROGRAM

To register for the Summer Intensive Program, registration forms, a non-refundable \$25 registration fee, a non-refundable \$300 tuition deposit and, if applicable, a non-refundable \$300 housing deposit is due by March 15. However, levels may reach capacity before this registration deadline so prompt registration upon acceptance into the program is advised. The full balance of all tuition and housing fees is due May 15 along with a physician’s report. Students may not begin the program until all paperwork and payments are received.

**Summer Intensive Tuition is non-refundable and non-transferable to other classes, students or sessions, except in the event of a doctor verified serious illness or injury. Requests for refunds must be made in writing within 5 days of the injury or illness and be accompanied by a doctor’s certificate of inability to continue class. Refunds will be 50% of the prorated tuition and housing amounts, minus a \$25 processing fee and the \$300 deposit(s).**

## FINANCIAL ASSISTANCE

Milwaukee Ballet School & Academy offers a limited amount of financial assistance for fully registered students. 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 July for one school year only (Sept - May). Financial assistance is not available for summer classes, except for the Summer Intensive Program, which requires a separate application. 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.

Students granted tuition scholarship through Milwaukee Ballet's Relevé program are expected to follow all MBSA policies as indicated in this handbook.

## STUDIO ETIQUETTE AND RULES

- Please respect the business and classes that must be conducted at all branches of Milwaukee Ballet School & Academy. All students, parents, siblings and other guests must conduct themselves in a quiet, safe, and courteous manner always, refraining from loud and boisterous behavior in the lounges or running around in empty studios.
- Young children must not be left unattended, run in the halls or play in studios.
- 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.
- Family and friends can 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.
- Students must be ready to dance at the start of his/her class, not arriving to the studio. Plan a few extra minutes for changing and other preparations and be ready to enter the classroom on time.
- Parents should be prompt in picking up students after class. The studios are locked promptly 15 minutes after the last class of the day.
- A staff member must be present in a studio for children to enter the room.
- Pianos are for accompanist use only.
- Students must have instructor permission to leave the classroom.
- Milwaukee Ballet School & Academy locations are smoke-free.
- Weapons or firearms are not allowed in any Milwaukee Ballet facilities.
- Milwaukee Ballet School & Academy telephones are not to be used without permission.
- Students should remain inside the building while waiting to be picked up.
- Students must put street clothes on over dance clothes when outside. Ballet shoes are not to be worn outside.
- Students who drive should always walk with a friend to their cars.

## 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, academic or serious personal reasons and must be phoned in to the School or Branch Office. As a courtesy to the instructor, please call in your child's absences:

JODI PECK CENTER	414-649-4077; press 1 to leave a message in the attendance voice mail
RIVERPOINT	414-228-8128
TOWNE CENTRE	262-790-1380
SCHAUER CENTER	262-670-0560

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, if they have missed too much of the warm-up exercises. 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, except for 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. Steady attendance in classes is critical to steady progress.

## MAKE-UP CLASSES

Make-up classes are offered as a courtesy so steady progress can be maintained even in the event of minor illness, academic commitments, family emergencies, etc. It is recommended students make every effort to make-up missed classes. 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, within one month of the absence. Students in Pre-Academy and Academy I may make up in one level higher than their level, if necessary, due to the intensity of the Academy schedules.

You do not need to call ahead or sign-up to take a make-up class, but a form is required. The form is found in the registration section of the website or on the bulletin boards at the studios. Students (or parents) must complete the form, have it signed by the make-up teacher, and return the form to the regular teacher to receive credit for the make-up class. This form is fully the responsibility of the student. Teachers will not communicate about student make-up classes to other teachers.

Make-up classes may not be done during Open House weeks.

## PROMOTION POLICY AND PROGRESS REPORTS

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. Starting in Ballet II student ability, not age, determines class placement. Students missing more than 10% of their regular classes will often not be promoted, as adequate time has not been spent mastering the work.

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 IV 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.

## PRIVATE LESSONS

Private lessons are sometimes beneficial to students who are:

- returning to class after an injury and need to regain lost strength or flexibility
- working on improving a specific physical limitation in ballet
- working on choreography for a special event

Beyond these needs, students will make steady progress by attending their scheduled ballet classes each week. Some MBSA Faculty and Company Dancers offer private lessons. If you are interested in this option for your child, please speak directly with the teacher you have in mind for lessons then complete a Milwaukee Ballet Private Lesson policy waiver, which is available from the teacher. A \$10 per hour studio rental fee is paid to MBSA for each lesson, in addition to any fees paid to the teacher. If you have questions about the benefits of private lessons, please speak with the MBSA Director.

## PERFORMANCE OPPORTUNITIES

### STUDENT PERFORMANCES

Milwaukee Ballet School & Academy will present a full school showcase in the spring 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 in order to participate. Details will be sent home throughout the year.

Academy level students also have the option in participating in a special fall holiday performance.

### MILWAUKEE BALLET COMPANY PRODUCTIONS

Milwaukee Ballet Company productions sometimes include a children's cast. Auditions are held for these roles. Only fully registered Milwaukee Ballet School & Academy students may audition for these productions. All cast members must commit to attend all scheduled rehearsals and performances to which they are assigned. Information about these opportunities will be communicated during the school year.

## STUDENT ID AND TICKET INFORMATION

As a fully-enrolled member of our school, you are entitled to generous ticket discounts for Milwaukee Ballet Company.

- 25% Discount for Full Season (4 show) packages;
- 25% discount for regular tickets for all shows, all year round (no limitations to show or dates). Promo Code is MBSA1819. Ticket exchanges cost \$1/seat except for families with children in *The Nutcracker* cast (when ticket exchanges for cast reasons are complimentary).
- 15% discount code to share with your Friends & Family. This Promo Code is FFMBSA.
- A 50% off Day-Of-Show Discount Card to use at Marcus Center or Pabst Theater. This card will be mailed directly to your home. Please keep this card in your wallet so it's available when you need it during the year.
- Please note Milwaukee Ballet Box Office normally charges a \$4/ticket transaction fee. For MBSA parents, Milwaukee Ballet Box Office **only charges \$5/order** (similar to subscribers). If you buy tickets through Marcus Center Box Office, the ticket transaction fee is \$4.50/ticket. Tickets are also available online through Ticketmaster (via [www.milwaukeeballet.org](http://www.milwaukeeballet.org)) and these transaction fees vary based on the size of the order.

Viewing dance performances is an important part of the training of dance students. Fully registered students in Ballet IV through Academy II receive a complimentary ticket to each series of Milwaukee Ballet's season (excluding *The Nutcracker*). It is an opportunity for students to attend performances as a social group with their peers and instructors. Tuition payments must be current for students to attend. Details will be distributed to eligible students closer to each performance date.

## DRESS CODE

In keeping with classical ballet tradition and to achieve a uniformity of appearance, a strict dress code is followed.

Hair Requirements:

- All girls with hair chin length or longer must wear their hair in a traditional ballet bun for every class.
- Girls and boys with very short hair must have their hair secured neatly off their face in a way that will not distract from class (headbands are not recommended because they fall out easily when children dance).
- Underwear is not to be worn under leotard and tights.
- Boys with shoulder length or long hair must secure it back in a neat ponytail for class.

Class Level	Required Milwaukee Ballet Logo Wear	Other Required Items
Boys: Creative Movement through Ballet III	White t-shirt	Black slim fitting shorts, White ankle socks, black ballet shoes
Boys: Ballet IV through Academy	White t-shirt	Black footed tights, dance belt, black ballet shoes
Girls: Creative Movement, Pre-Ballet I, Pre-Ballet II, Pre-Ballet III	White Leotard	Light pink footed tights, pink ballet shoes
Girls: Ballet I, Ballet II, Ballet III	Light Blue Leotard	Light pink footed tights, Pink ballet shoes. Flesh-tone camisole leotard to wear under costumes during performances with fabric (not plastic) straps.
Girls: Ballet IV	Burgundy Leotard	Light pink footed tights, Pink ballet shoes, Black character shoes. Flesh-tone camisole leotard to wear under costumes during performances with fabric (not plastic) straps.
Girls: Ballet V	Burgundy Leotard	Light pink footed tights, Pink ballet shoes, pointe shoes. Flesh-tone camisole leotard to wear under costumes during performances with fabric (not plastic) straps.
Girls: Ballet VI, Ballet VII	Burgundy Leotard	Light pink footed tights, Pink ballet shoes, Pointe shoes, Black jazz pants, Black jazz shoes. Flesh-tone camisole leotard to wear under costumes during performances with fabric (not plastic) straps.
Girls: Pre-Academy, Academy I, Academy II	Black Leotard	Light pink footed tights, Pink ballet shoes, Pointe shoes, Black jazz pants, Black jazz shoes, Yoga mat. Flesh-tone camisole leotard to wear under costumes during performances with fabric (not plastic) straps.
Open Division (men & women)	None Required	Comfortable, form-fitting athletic attire of choice, ballet shoes

## WHERE TO BUY

Ballera is a local dance supply retailer that carries all required MBSA attire, including logo leotards and is located at 13865 W. North Avenue, Brookfield, 262-786-8868 or [www.balleradance.com](http://www.balleradance.com). Shipping is available. Contact Ballera for more information. Mention you are a Milwaukee Ballet School & Academy student and receive a discount on some items.

## DRESSING ROOMS AND WAITING AREAS



Lounges 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.

At the Jodi Peck Center, 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. Men's and Women's dressing rooms are available at Towne Centre and Riverpoint.

Please do not use the restrooms as changing areas.

The refrigerators are for staff and faculty use only; students may use ice as needed for injuries. The lower level training facility at the Jodi Peck Center is for Milwaukee Ballet Company members use only. Students must have permission from the School & Academy Director to use this area.

Milwaukee Ballet School & Academy is not responsible for lost or stolen items. Valuables should not be left unsecured in the dressing rooms. Please be respectful of everyone's belongings. People disturbing the property of others risk being expelled from Milwaukee Ballet School & Academy.

## LOST AND FOUND

Please mark all dance attire with student's name in indelible ink.

Jodi Peck Center – There are 2 lost and founds. One is located in the closet of the Dancers' Lounge, located between Studios A and B and the other inside the girls dressing room on the second floor.

Schauer Center – The lost & found is above the coat rack, near the Men's Restroom

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

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

## VOLUNTEERS

Milwaukee Ballet School & Academy needs volunteers at various times during the school year. Often the events for which volunteers are needed are student related. Please be generous with your time to help with these important events.

## INFORMATION CHANGES

Please make any changes to your address, email address, phone number, auto charge credit card or other information directly in your on-line account though MBSA's Mindbody site at <https://clients.mindbodyonline.com/classic/home?studioid=47720>

## WEATHER

In the event of inclement weather which might cause class cancellations at Milwaukee Ballet School & Academy, notification will be to TV channels WTMJ4, FOX6, and WISN12. If possible, an email will be sent to families as well but please do not count on this as your primary weather information as if the staff cannot get to the office, email may not be sent. While we will evaluate each winter weather event, in general classes will remain in session during a winter weather advisory. A weather warning would provide grounds for cancelling classes. Parents/guardians are always encouraged to do what is best for their family. Remember make-up classes are always an option if you feel weather will prevent you from getting to class safely. In the event classes are cancelled due to weather, students may take a make-up class in accordance with the make-up class policy. Refunds or credits will not be given nor will classes be rescheduled if classes are cancelled due to inclement weather.

## LOCATIONS

### 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](mailto:mbschool@milwaukeeballet.org)

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

### RIVERPOINT VILLAGE BRANCH

8665 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

### SCHAUER ARTS CENTER

CREATIVE ARTS STUDIOS

30 S. Johnson St

Hartford, WI 53207

262-670-0560

## STAFF

Rolando Yanes School & Academy and MBII Director 414-902-2119

Renee Griswold General Manager 414-902-2118

Alyx Johnson Administrator 414-902-2149

Sylvia Bradley Registrar 414-902-2117

Karl von Rabenau Riverpoint Branch Manager 414-228-8128

Victoria (Tori) Stevenson Schauer Arts Center Branch Manager 262-670-0560

Alyce Andrews Towne Centre Branch Manager 262-790-1380

[ryanes@milwaukeeballet.org](mailto:ryanes@milwaukeeballet.org)

[rgriswold@milwaukeeballet.org](mailto:rgriswold@milwaukeeballet.org)

[ajohnson@milwaukeeballet.org](mailto:ajohnson@milwaukeeballet.org)

[sbradley@milwaukeeballet.org](mailto:sbradley@milwaukeeballet.org)

[kvonrabenau@milwaukeeballet.org](mailto:kvonrabenau@milwaukeeballet.org)

[vstevenson@milwaukeeballet.org](mailto:vstevenson@milwaukeeballet.org)

[aandrews@milwaukeeballet.org](mailto:aandrews@milwaukeeballet.org)

All MBSA Faculty and Accompanists can be reached via email using the first letter of their first name followed by their last name @milwaukeeballet.org

THANK YOU FOR CHOOSING MBSA! PLEASE FEEL FREE TO ASK QUESTIONS ANYTIME.  
WE LOOK FORWARD TO WORKING WITH YOU AND YOUR CHILD THIS SEASON!