



New Mexico Ballet Company
10410 Comanche Rd NE
Albuquerque, NM 87111
(505) 659-8523

Parent & Student Handbook Fall Term 2020

Contact Information

Anna Bridge, School Director
anna.nmbc@gmail.com
505-659-8523

Website: <https://newmexicoballetcompany.com/>

Parent Portal: <https://app.jackrabbitclass.com/jr3.0/ParentPortal/Login?orgID=537993>

NMBC School Calendar 2020-2021

Term & class schedules are subject to change

Red = Closed; no regular classes

Aug 17	Fall term begins: Online only (PHASE 1), then Hybrid (PHASE 2)
Sep 7	Labor Day (Monday)
Nov 23 – 29	Thanksgiving Break
TBD	Virtual Winter Recital inspired by <i>The Nutcracker Ballet</i>
Dec 20 – Jan 3	Winter Break
Jan 4	Spring term begins
TBD	Spring Break
TBD	NMBC School Recital
May 29	Spring term ends

* PHASE 1: ONLINE ONLY Classes Offered

As of July 23, 2020, NMBC School classes will remain online via Zoom until further notice. See our NMBC School Operations Update for more information. Online class registration will be available in the Parent Portal or through our website on August 1, 2020. Returning students should check their email for pre-registration forms in late July.

* PHASE 2: HYBRID In-person & Online Classes Offered

Reopening date TBA. NMBC School will give enrolled students at least one week's notice before resuming in-person classes at the studio.

* PHASE 2 – COVID Safe Studio Policies:

- Everyone entering the building must wear a mask at all times.
- Maintain physical distance of at least 6 feet from others, preferably 10 feet when dancing.
- Wash your hands and/or use hand sanitizer often.
- Dancers must bring their own water bottle to every class.

- Absolutely NO food or beverages other than water in the studio. Please eat before you enter the building or after you leave.
- Parents/family/friends are not permitted to wait or observe classes in the lobby areas until further notice. You may observe classes virtually on Zoom. Links are provided in the Parent Portal.
- Parents must drop off and pick up dancers on time. When you arrive, please wait in your car until it is time to check in ~5 minutes before class time. Pick up no later than 5 minutes after class ends.

*** PHASE 2 – What to expect when you arrive at the studio:**

- Arriving students should wait in their car until ~ 5 minutes prior to class time.
- Students will check in with NMBC Staff before entering the studio. NMBC will screen all students and staff for COVID-like symptoms (including using a no-touch thermometer) on a daily basis. Anyone with a temperature higher than 100.4 F must return home.
- Everyone who enters the building will be recorded in a daily log for potential contact tracing purposes.
- Students will go directly to their assigned studio. No waiting in the lobby areas or dressing rooms. Please arrive in dance clothes with your hair properly secured for class. Always wear a cover-up over your dance clothes outside of the building.
- Students will be assigned a “spot” for class in each studio. Studio barres and floors are marked for social distancing.

NMBC School Policies

CLASS SCHEDULE & CANCELLATIONS

- NMBC may combine or cancel classes without adequate enrollment at any time.
- NMBC may cancel classes due to an emergency, inclement weather deemed unsafe for travel, or other company events.
- We will notify you via email, the Parent Portal, and on our social media accounts. For questions, call the school line: (505) 659-8523.
- *COVID-19 Update: If at anytime the studio facility must close due to federal or state restrictions, or due to a positive case or exposure at NMBC, all classes should resume online until it is deemed safe to return to the studio.*

COMMUNICATION

- NMBC School’s primary method of communication is EMAIL, followed by use of the Parent Portal.
- Every family is required to have a current email address on file. Parents/students are responsible for checking frequently and reading all important information.
- Follow NMBC on social media, use your Jackrabbit Parent Portal, join the “NMBC School Family” private Facebook group, and check the website often for studio news, updates, newsletters, and more.

ONLINE VS. HYBRID ENROLLMENT

- Students enrolling in class(es) may opt for online classes only (PHASE 1) or a hybrid of in-person and online classes (PHASE 2). See monthly tuition rates below for hybrid versus online-only enrollment.
- When NMBC is able to resume classes in-person, class sizes will be limited to ensure physical distancing to protect students, teachers, and staff.
- In-person class sizes will be determined by current restrictions and the capacity of the assigned studio.
- Classes with enrollment larger than the assigned studio’s capacity will be split into groups and rotate on a weekly basis throughout each month. For example, Beginning Jazz Group A may take class in-person the

1st and 3rd week of the month, and Beginning Jazz Group B may take class in-person the 2nd and 4th week of the month.

- Rotating class groups will be assigned by NMBC. Scheduling considerations will be made for siblings and consistent carpools only. Please notify us upon enrollment if you plan to carpool with another NMBC student on a regular basis.
- If a student is not attending class at the studio, they should and are always encouraged to take class at home via Zoom.

WITHDRAWAL

- Notice of withdrawal must be received in writing, either via email to the School Director (anna.nmbc@gmail.com) or a note delivered to the front desk.
- Unused tuition will not be refunded or pro-rated upon withdrawal.
- If you fail to withdraw by the last day of the month, the following month's tuition will still be charged to your account on the 1st.

TUITION RATES

- *COVID-19 Update: Hybrid tuition rates are discounted from our normal in-person rates. In addition, students who opt for online-only enrollment will receive a \$15.00 discount off the hybrid rate (see table below).*
- Monthly tuition rates are based on hours of class per week. Rates remain the same regardless if a month is normal (4-weeks), short (3-weeks), or long (5-weeks).
- Tuition is billed to your Parent Portal on the 1st of the month and due no later than the 15th of the month.
- Late fees (\$10) will be charged if a payment is five or more days late.
- To change your enrollment setting from hybrid to online only – or vice versa – you must notify us before the 1st of the following month. Your new tuition rate will take effect on the 1st of the following month.
- Tuition will not be refunded or pro-rated due to student illness, absence, withdrawal, or studio closure (weather, holidays, breaks, etc).
- Tuition will only be pro-rated in August (partial month) or if a new student enrolls mid-month after the start of the term.
- Registration fee: \$25 per family due upon enrollment (August - May)

Hours per week	Hybrid (per month)	Online Only (per month)	VIRTUAL STUDENT Drop-ins	Price
0.5	\$40	\$32	30 minute class	\$8
1	\$55	\$40	1 hours class	\$10
1.5	\$75	\$60	1.5 hour class	\$15
2	\$99	\$84	VIRTUAL PRO Drop-ins	
2.5	\$119	\$104	1 hour class	\$5
3	\$133	\$118	1.5 hour class	\$10
3.5	\$149	\$134	New Students	
4	\$159	\$144	VIRTUAL Trial class	FREE
4.5	\$178	\$163	Registration Fee	
5	\$188	\$173	Once yearly per family	\$25.00
5.5	\$206	\$191	Punch Cards	<i>Temporarily discontinued</i>
Unlimited (6+)	\$215	\$200	Male Students	<i>50% off monthly tuition</i>

PAYMENT OPTIONS

- Contactless payment is preferred until further notice.
- Keep your billing information up to date in your Parent Portal.
- Login to your Parent Portal to pay by credit or debit card.
- Choose a convenient automatic ePayment option: 1st, 8th, or 15th of the month
- If you must pay with cash or check, please send payment to the front desk via your dancer when they come to the studio for class.
 - Make checks payable to NMBC
 - Cash payments – please use exact change. We will not keep change at the front desk.
 - Receipts will be emailed for your records.

ACCOUNT CREDITS & OVERDUE BALANCES

- Students with account credit left over from the Spring 2020 term may use their credit toward any classes before December 19, 2020.
- Account credit left over from Spring 2020 cannot be refunded. Unused credit will be considered a donation after December 19, 2020.
- Unpaid fees and tuition must be paid before students can enroll in future classes.

ATTENDANCE & TARDINESS

- Consistent attendance is essential for maintaining and improving a dancer's technique.
- Dancers must be on time to class, come prepared, stay focused during class, and be respectful of all other NMBC students, teachers, and staff.
- Tardiness is distracting and disrespectful to the teacher and other students. If a student is more than 10 minutes late to class, they may be asked to sit and observe the class. If you know you will be more than 10 minutes late to an in-person class, you are welcome to take class online at home instead.
- If a student has 3 or more *unexcused* absences in a row, the student will forfeit their spot and be dropped from the class. Please communicate all absences *in advance* to the School Director or front desk: 505-659-8523.

MAKE-UP CLASSES

- Excused absences are eligible for make-ups within one month of an absence. Notify us *in advance* if you will miss classes. Telling a teacher does not count as an excused absence. Email anna.nmbc@gmail.com or call/text/leave a voicemail: 505-659-8523.
- Unexcused absences (no notification prior to the absence) are not eligible for make-ups or tuition refunds.
- Make-up classes are highly encouraged within one month of each absence.
- Make-ups will be allowed on Zoom only until further notice.
- Make-ups may be taken in any style at the student's same technique level or lower.

DROP-IN CLASSES

- Until further notice, drop-ins are welcome on Zoom only. In-studio group sizes may be limited. Monthly enrollment is highly encouraged to secure your spot in both online and in-studio classes.
- To fully enroll in classes, visit our website or login to the Parent Portal.
- **COVID-19 Update:** To drop-in for an online class, email anna.nmbc@gmail.com or call/text 505-659-8523 by 4:00pm on the day of class. Include your name, email, and desired class. We will email a Zoom link for class and charge the drop-in fees in your Parent Portal.

ILLNESS & INJURY

- Dancers or parents are expected to communicate with the instructor prior to class or rehearsal any injuries or health issues limiting a student's ability to participate in class or rehearsal. To the best of his/her ability, an injured student is encouraged to attend, participate in or observe classes and rehearsals. If a student is not able to participate due to injury, please provide a Doctor's note advising when it is safe to return to dance and any limitations to his/her participation upon return.
- In case of fever or contagious illness, do not come to the studio until you are no longer contagious. We share the space with many other students, families and dance groups. Please help us maintain a clean and healthy environment.
- *COVID-19 Update: Students who are unable to take class in person at the studio for whatever reason (high risk for COVID-19, illness, injury, out of town, etc.) may still take class via Zoom if they are able.*

PRE-RECORDED CLASSES & ZOOM LINKS in the PARENT PORTAL

- All purchased pre-recorded class videos from April and May will be archived on August 1. They will show up as "past enrollments" and video content will no longer be available through the Parent Portal. If you would like to keep access to any purchased class videos, please save the web links for your record.
- Zoom links for Fall 2020 classes are built into the class titles in your Parent Portal. We will NOT be sending daily reminder emails containing zoom links. Please login to your Parent Portal to access classes at home.
- To access a class, go to "My Schedule" in your Parent Portal and click on the teal class name. You will be directed to the Zoom meeting for that class.

PRIVATE LESSONS

- Private lessons are recommended only *in addition to* a dancer's regular class instruction.
- Private lessons with NMBC instructors are available via Zoom for a set fee of \$25 per half-hour, or \$40 per hour.
- In-person private lessons are subject to instructor and studio availability (studio rental fees apply).
- Call or email us to inquire about instructor availability and scheduling.

CLASS PLACEMENT

- Level placement is determined by NMBC's professional faculty's assessment of several factors: technical ability, age, maturity, focus, consistent attendance, and work ethic.
- Class levels for the 2020-2021 season will include creative movement, pre-ballet, ballet 1-4, pre-pointe, pointe A & pointe B.
- Levels for other styles of dance (tap, jazz, lyrical, hip hop) will be determined by age and ability and may not match a dancer's ballet class level.

DRESS CODE

** COVID-19 Update: Dancers are encouraged to stick to the dress code even when taking class online for several reasons:*

1. *Proper dance attire allows teachers to see body placement more clearly and give effective feedback.*
2. *Baggy clothing and loose hair can be a hazard while dancing.*
3. *Creating the best possible studio-at-home environment will help dancers maintain a higher level of motivation, work ethic, and discipline.*

Creative Movement (ages 3-4)

- Girls: Light pink leotard, pink tights, and pink ballet slippers. No skirts please.
 - Hair must be secured away from the face in a neat bun or ponytail.

- Ballet slippers with drawstrings must be tied, trimmed, and tucked in. Loose strings or large bows are a tripping hazard and distraction during class.
- Boys: Black leggings or shorts, white or black t-shirt, and black ballet slippers.

Pre-Ballet (ages 5–7)

- Girls: Black leotard, pink tights, and pink ballet slippers. No skirts please.
 - Hair must be secured away from the face in a neat bun.
 - Ballet slippers with drawstrings should be tied, trimmed, and tucked in. Loose strings or large bows are a tripping hazard and distraction during class.
- Boys: Black leggings or shorts, white or black t-shirt, and black ballet slippers.

Ballet 1 – 4 (ages 7.5 and up)

- Females: Black leotard, pink tights, and pink *split-sole* ballet slippers.
 - Hair must be secured away from the face in a neat bun. No ponytails!
 - Warm-ups may be worn for *pliés and tendus*. In exceptionally cold weather or studio conditions, instructors may allow warm-ups throughout class at their discretion.
 - Skirts may be worn for Pointe classes and/or at the discretion of your instructor.
 - Ballet slippers with drawstrings should be tied, trimmed, and tucked in.
- Males: Black tights or ballet shorts, solid black or white t-shirt, black or white ballet slippers.

Conditioning, Hip-Hop, Jazz, Lyrical, Tap

- Leotard and tights, jazz pants, or any form fitting clothing that allows for movement (i.e. appropriate athletic wear). No jeans.
- Footwear depending on the style of dance: tap shoes, sneakers, jazz shoes, socks, etc.

Mommy & Me (ages 18 months – 2 years)

- See Creative Movement dress code OR comfortable clothing that allows for movement with socks or bare feet.

Adult Classes

- See Ballet 1–4 dress code OR comfortable clothing that allows for movement.

Where to Purchase Dance Clothes & Shoes

New Mexico Dancewear

8206 Menaul Blvd NE, Albuquerque, NM 87110 Phone: (505) 292-2747

*New Mexico Dancewear partners with NMBC for students to receive a 20% discount, and New Mexico Dancewear donates 5% to NMBC. Use studio code **3643** to receive your discount.*

BUILDING & PARKING

- As a safety precaution, parents are expected to drop off and pick up their children within a 5-minute time frame before and after class. Students will not be permitted to wait outside the building for pickup. NMBC does not offer child supervision and is not responsible for students when they are not in class.
- No parking under the canopy, in reserved spots, in fire lanes, or against cinder block walls.
- Students are responsible for treating the building and facilities with respect. NMBC does not own the building and we share space with other renters. Please throw away your trash, keep dressing rooms and lobby areas clean, and report any maintenance issues to the front desk immediately.
- The front office and back office/kitchen are off limits to all NMBC students and parents. Only NMBC staff are allowed in the front office.
- Viewing areas should remain quiet and respectful of the dancers in class/rehearsal.
- Pets are not allowed in the studios.
- Please do not bring any peanut or tree nut products/foods to the studio.
- NMBC is not responsible for any items that are lost, stolen or damaged at the studio or performance locations.

NMBC School Code of Conduct: 2020-21

*** Upon enrollment at NMBC, all students and parents are responsible for reading, understanding, and adhering to the Code of Conduct at all times. ***

1. Students are expected to have a positive attitude and behave in a respectful manner at all times toward their teachers, peers, NMBC staff, and volunteers.
2. Students are expected to come to class prepared, warmed up, and in the studio when class/rehearsal begins. Tardiness is disruptive to other students and the instructor. Dancers who arrive more than 10 minutes late have missed the most important and foundational part of class, putting themselves at risk for injury. Late arrivals may be asked to sit and observe the rest of class at the discretion of the instructor.
3. Students may not leave class/rehearsal at any time without permission from the instructor. Dancers should never sit down during class unless they are injured or instructed to do so.
4. Talking is not permitted during class/rehearsal as it is disrespectful and distracting to others. If you have a question, raise your hand and wait for the instructor to call on you.
5. Dancers should bring a labelled water bottle to every class/rehearsal.
6. Dancers should bring only what is needed for class: shoes, water bottle, etc. Leave valuables at home.
7. Cell phone use is prohibited during class/rehearsal. Dancers' phones will remain on silent and in one's dance bag except in case of emergency.
8. Do not touch the mirrors, windows, or hang on the barres.
9. Students will adhere to the dress code outlined in the handbook. No dangly jewelry, wrist bands, bracelets, watches, or necklaces may be worn during class.
10. Students should wear a "cover up" over their dance clothes when arriving at or leaving the studio.
11. Ballet slippers and other dance shoes should never be worn outside. Street shoes are prohibited in the studio to protect the marley flooring.
12. Food or drink (other than water) is not allowed in the studios.
13. No gum in the studio. Chewing gum during class/rehearsal is a choking hazard and is prohibited.
14. Always thank your instructor after every class and rehearsal before leaving the studio.
15. Be attentive, follow instructions, accept and apply all corrections, and have fun!