



# NMBC School Handbook

For Students & Families

*Last update: July 8, 2024*

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## CONTACT INFORMATION

### **Adeline Wylie**

*School Director*

[nmbcschool@gmail.com](mailto:nmbcschool@gmail.com)

School line: 505-659-8523

### **Contact Adeline about:**

*Enrollment & Level Placement*

*Tuition, Portal Account, Billing*

*Attendance & Absences*

*General NMBC School inquiries*

### **Maureen Talley**

*Company Manager, Front Desk*

[mjtcrafts@gmail.com](mailto:mjtcrafts@gmail.com)

Company line: 505-292-4245

### **Contact Maureen about:**

*Audition information*

*Company Productions*

*Volunteer opportunities*

*Other Company related inquiries*

## Address

### **The New Mexico Ballet Company**

6207 Pan American Freeway NE

Albuquerque, NM 87109

**School Line: (505) 659-8523 | [nmbcschool@gmail.com](mailto:nmbcschool@gmail.com)**

**Company Line: (505) 292-4245 | [NMBalletCO@gmail.com](mailto:NMBalletCO@gmail.com)**

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

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

**Social Media:** [@nmballetschool](#) [@nmballetcompany](#)

**NMBC App:** <https://the-nmbc.app.link/OX3v5s>



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## STUDIO CALENDAR: June 2024 – May 2025

*Schedule is subject to change as needed.*

*Red = CLOSED. No classes will be held on closed days.*

*Purple = Performances*

### **SUMMER SESSION 2024:**

*May 25 – June 9: CLOSED No classes*

June 10 – July 20: **Summer session** classes (6 weeks)

*July 4: CLOSED No classes*

July 22 – 27: **Summer Intensive** for Levels 1 – 5 (1 week)

*July 28 – August 11: CLOSED No classes*

### **FALL SESSION 2024:**

August 12: **Fall session** classes begin

August 18-19: **Auditions** for *The Nutcracker Ballet* (ages 8 to adult)

August 25: **Casting** pickup for *The Nutcracker Ballet*

*August 31 – September 2: CLOSED Labor Day Weekend / Zozobra!*

*November 24 – December 1: CLOSED Thanksgiving Break (Tech week for *The Nutcracker Ballet*)*

Nov 30 – Dec 1: **The Nutcracker Ballet** at Popejoy Hall performances

December 7 – 8: **The Nutcracker Ballet** at Popejoy Hall performances

*December 22 – January 5: CLOSED Winter Break (2 weeks)*

### **SPRING SESSION 2025:**

January 6: **Spring Term** classes begin

*TBD: CLOSED Spring Break (Tech week for Company Spring show)*

April 19, 2025, 6:00pm: **SPRING SHOW** performance at Popejoy Hall

TBD: **Last day of ongoing Spring classes**

*TBD: CLOSED Memorial Day Weekend*

TBD: Tech week rehearsals & performances for **Spring Recital & Choreographer's Collective** at TBD

TBD: **Spring Recital & Choreographer's Collective** Performances at TBD

*TBD: CLOSED End-of-year break*

*\*Tentative dates; subject to change.*

## NMBC Programs & Performance Opportunities

- **Company:** New Mexico's premier professional dance company since 1972; auditions are open to ages 8+ for children's and adult roles in various productions such as *The Nutcracker* and some Spring shows.
- **School:** daily classes for ages 3 to adult, catering to all levels in ballet, pointe, modern, jazz, tap, lyrical, hip-hop, children's classes, and more. Performance opportunity is available to all enrolled students ages 3-18 in a semi-annual Spring Recital.
- **Student Apprenticeship Program:** pre-professional training track for aspiring advanced students 14-17, by audition or invitation only. Performance opportunities in Company productions and annual Spring Recital.
- **Albuquerque Dance Collaborative:** NMBC's official competition team for ages 10-19 by audition; directed by Robbie Rodriguez. Performance opportunities in Company productions and annual Spring Recital, as well as a full competition season.
- **Class Demonstrators** are often needed for children's classes. This opportunity is open to students in Ballet 2 or higher. Register your interest to participate and gain teaching assistant experience when you enroll, or email [nmbcschool@gmail.com](mailto:nmbcschool@gmail.com). Demonstrators receive a 5% tuition discount per ongoing class they commit to demonstrating.
- **Work Study** is an opportunity to help around the studio with various needs in exchange for a tuition discount. Email is at [nmbcschool@gmail.com](mailto:nmbcschool@gmail.com) to inquire about opportunities.

# GENERAL POLICIES

## COMMUNICATION

- NMBC School's primary method of communication is EMAIL, followed by use of the NMBC App, lobby signage, social media, and the Parent Portal.
- Every family must have a current email address on file. *Do not block emails from Jackrabbit Dance or NMBC while you are a student* so you do not miss important information and updates throughout the year. Students and their families are responsible for checking and reading email on a regular basis to stay up to date on important NMBC information.

## CLASS SCHEDULE & CANCELLATIONS

- NMBC reserves the right to combine or cancel any class due to an emergency, inclement weather, fewer than 5 paying students, instructor availability, conflicting NMBC events, or other reasons deemed necessary by NMBC.
- NMBC will notify students and families via email, the NMBC App and Parent Portal, and on our social media accounts. For questions, call (505) 659-8523.

## WITHDRAWAL POLICY

- **Requests to drop classes or withdraw from NMBC School must be received in writing**, either via email to the NMBC School admin ([nmbcschool@gmail.com](mailto:nmbcschool@gmail.com)) or a written note delivered to the Front Desk, **no later than the last day of the current month**.
- Failure to withdraw by the last day of the current month will result in the following month's tuition being posted to your account and charged to the card on file on the 1st of the next month. Unused paid tuition will not be refunded or prorated upon withdrawal or failure to withdraw without prior notice.

## PAYMENT POLICY

- **Tuition** charges based on your current enrollment hours (see tuition schedule below) are posted to your Jackrabbit Dance account on the 1st of each month.
- **Drop-in** charges and all other purchases are due at the time of service.
- **Tuition payments are DUE the 1st of every month.**
- Your account will automatically be charged on the 1st of each month, or the following Monday if the 1st falls on a weekend or holiday.
- In cases of mid-month enrollment (i.e. August or mid-season for new students), tuition will be prorated and payment for your first partial month is due at time of enrollment.
- A Registration Fee of \$35 per family is due upon enrollment August – May.
- **ePayments** will be charged to the credit/debit card on file. Every family must have a valid credit/debit card on file.
- **Declined payments:** In the event your card is declined, you have a grace period of 5 days to update your billing information and make a payment manually

through the portal before incurring a late fee. Declined payment notifications are automatically sent via email.

- **Late Fee:** A late fee of \$10 may be charged to your account for every 5 days a payment is late.
- NMBC is a non-profit organization and timely payments are expected of all students and families. NMBC reserves the right to pause enrollment for any account with an outstanding/unpaid balance until the account is fully paid off, especially accounts with frequent late payments, excessive late fees, or unpaid fees. NMBC is understanding that financial issues may arise and are difficult to deal with and is willing to work with families who communicate with as much advance notice as possible to develop a payment plan.
- Credit/Debit card payments are preferred, however, cash and checks made out to NMBC are accepted. If you prefer to pay your monthly tuition with cash or check, select Cash/Check Only as your ePayment method and pay on time at the Front Desk.
- Refunds will not be given except in cases of admin error, event/class cancellation by NMBC, or advance notice of illness/injury accompanied by a valid doctor's note before the start of a pre-paid workshop/event.

## **BILLING ISSUES & QUESTIONS**

- **Contact [nmbcschool@gmail.com](mailto:nmbcschool@gmail.com) or call (505) 659-8523 with any billing, account, and payment questions or concerns.**
- If you believe you were billed or charged in error, **please contact us before contesting any charges with your financial institution.** Errors on NMBC's part can easily be rectified with an adjustment, refund, or account credit.
- Read and understand all enrollment, tuition, withdrawal, and billing policies before contesting a charge or requesting a refund.

## **TUITION RATES (effective August 1, 2024)**

- Monthly Tuition rates are based on hours of class taken per week and per student.
- Tuition will be prorated when a new student registers mid-month, or with prior written notice for lengthy scheduled absences (travel, injury, work, etc.), or during holiday breaks longer than one week.
- Tuition will not be refunded or prorated due to student illness, absence/no shows, withdrawal without prior notice, or studio closure (weather, holidays, short breaks, etc).
- Make-up classes are allowed and encouraged within one month of all excused absences.
- Registration fee: \$35 per family due upon enrollment August through May (not charged during Summer session).
- NMBC School does not offer family, multi-student, or military discounts. NMBC does offer a 50% tuition discount to dance/movement professionals or college students with a valid ID.

## NMBC TUITION RATES 2024–2025

*Tuition rates and fees listed below are effective August 1, 2024 – July 31, 2025. Tuition charges are due no later than the 1st of each month. Drop-in charges are due prior to taking class. NMBC is a non-profit organization and therefore does not charge sales tax in addition to tuition charges and other fees. Donations to NMBC are tax deductible.*

Annual Registration Fee		<i>\$35 per family; charged at time of registration August – May</i>		
Hours of dance per week	Monthly tuition rate	Drop In Classes	Regular Rate	Professional, Instructor, College ID
<i>up to 0.75 hours</i>	\$54.00	<b>30-45 min</b>	\$14	\$8
<i>up to 1 hour</i>	\$70.00	<b>1 hour</b>	\$18	\$10
<i>up to 1.5 hours</i>	\$97.00	<b>1.5 hours</b>	\$25	\$13
<i>up to 2 hours</i>	\$130.00	<b>2 hours</b>	\$33	\$17
<i>up to 2.5 hours</i>	\$151.00	<b>Former NMBC Company Dancers</b>		
<i>up to 3 hours</i>	\$167.00	<i>\$10 per class</i>		
<i>up to 3.5 hours</i>	\$184.00	<b>Professionals, Instructors &amp; College ID</b>		
<i>up to 4 hours</i>	\$200.00	<i>50% discount on monthly enrollment rates</i>		
<i>up to 4.5 hours</i>	\$216.00	<b>Punch Cards for Adult Students</b>		
<i>up to 5 hours</i>	\$230.00	<i>Punch cards are available for purchase through the NMBC App. No discounted rates on punch cards. Ages 18+.</i>		
<i>up to 5.5 hours</i>	\$246.00	<b>ADC Team Members &amp; Student Apprentices</b>		
<i>up to 6 hours</i>	\$257.00	<i>Regular tuition rates apply. Spring Recital performance registration fees will be waived.</i>		
<i>up to 6.5 hours</i>	\$268.00			
<i>up to 7 hours</i>	\$279.00	<b>Annual Spring Recital</b>		
<i>up to 7.5 hours</i>	\$287.00	<i>Participation fee per student: \$50.00. Individual costume fees vary depending on number of registered participating dances.</i>		
<i>up to 8 hours</i>	\$298.00			
<i>up to 9 hours</i>	\$309.00	<b>Work Study &amp; Class Demonstrators</b>		
<i>up to 10+ hours (unlimited rate)</i>	\$319.00	<i>Email <a href="mailto:nmbcschool@gmail.com">nmbcschool@gmail.com</a> to inquire about opportunities throughout the year to offset tuition costs.</i>		



## STUDIO RENTAL & PRIVATE LESSONS

- Studio space is available to rent on a case-by-case basis depending on the current class schedule and availability.
- Studio rental fees are due at the time of rental in the form of cash/check to the Front Desk or charged through your Jackrabbit account (Parent Portal). Please inquire about rental fees at the Front Desk.
- Current NMBC staff and students receive a discount on rental fees.
- *Private Lessons: Private lesson fees are at the discretion of the instructor.* Students must pay the studio rental fee directly to NMBC at the time of the lesson, and pay the private lesson rate directly to the instructor.

## ATTENDANCE, ABSENCES & MAKE-UPS

- **Consistent attendance** is essential for maintaining and improving a dancer's technique and artistry. Without consistent attendance, progressing to the next level is highly unlikely.
- Dancers must arrive on time to class, come prepared and ready to dance, stay focused during class, and be respectful of all NMBC students, teachers, and staff.
- **Tardiness** is distracting and disrespectful to the teacher and other students. If a student is more than 5 minutes late to class, they may be asked to sit and observe class at the discretion of the instructor. If you know you will be more than 10 minutes late to class, please schedule a make-up class for another day to receive a full class and minimize distraction to others.
- Communicate all **absences** with as much advance notice as possible. [Submit absences through your Parent Portal](#), email [nmbcschool@gmail.com](mailto:nmbcschool@gmail.com), or call 505-659-8523.
- Students with excessive *unexcused (no advance communication)* absences will be considered a "No Show" and will be dropped from the class. Tuition will not be refunded after failure to attend, or without advance notification for withdrawal or dropping a class.
- **Make-ups** may be taken in any class or style at the student's same technique level or lower. Example: A Level 2 student may take a make-up class in any Level 2 or Level 1 class.

## ILLNESS, INJURY & OBSERVATION

- Dancers and parents are expected to communicate about any injuries or health issues limiting a student's ability to participate prior to class or rehearsal.
- To the best of their ability, injured students are encouraged to attend, participate in, or observe all classes and rehearsals.
  - Students who **observe** class should bring a notebook and something to write with for taking observation notes.
  - Students observing class are expected to stay in the studio for the duration of their class. Do not leave the studio without permission from the instructor.

- In case of fever or contagious illness, including COVID-19, influenza, strep throat, etc., follow all recommended health guidelines and do not come to the studio until you are no longer contagious. Help us maintain a clean and healthy environment for all NMBC families, dancers, and staff.

## LEVEL PLACEMENT

- Level placement is determined by NMBC professional faculty's assessment of several factors, including technical ability, age, maturity, focus during class, consistent attendance, work ethic, progress made, and more.
- New students may take a FREE TRIAL class to determine level placement before fully enrolling in NMBC School.
- Some styles and levels may be combined as needed for enrollment, studio scheduling, instructor availability (i.e. Tap 2/3, Hip-Hop 4/5, etc). Classes with fewer than 5 enrolled *paying* students may be canceled or combined at NMBC's discretion.
- Students may not move up to the next level mid-year unless recommended and approved by NMBC faculty. Once enrolled, a student should attend that level for the remainder of the school year at least. Progression to the next level is based on the factors listed above, not simply by age or time spent in a level.

### Class Level Placement determined by Age:

**Age cutoff is September 1, 2024, for 2024-2025 classes**

**Creative Movement 3** - 3 years of age as of cutoff date above

**Creative Movement 4** - 4 years of age as of cutoff date above

**Pre Ballet 5** - 5 years of age as of cutoff date above

**Pre Ballet 6** - 6 years of age as of as of cutoff date above

**Pre-Tap** - students under 7 years of age

### Class Levels by Ability with age as a guiding factor:

**Ballet 1** - 7+ years of age as of Sep 1 OR first year in Ballet 1. No prior experience necessary.

**Ballet 2** - Generally 9 years of age as of Sep 1 OR completion of Ballet 1 OR based on ability & instructor placement. Previous experience required.

**Ballet 3** - 11 years of age (guideline) OR completion of Ballet 2 OR based on ability

**Ballet 4** - 13 years of age (guideline) OR completion of Ballet 3 OR based on ability

**Ballet 5** - 15 years of age (guideline) OR completion of Ballet 4 OR based on ability

**Pre-Pointe** - 10 years and up, Ballet 2B placement or higher

**Beginning Pointe 3** - 11 years and up, completion of Pre-Pointe, Ballet 3 level or higher

**Intermediate Pointe 4** - Ballet 4 placement

**Advanced Pointe 5** - Ballet 5 placement

### Levels & Styles Offered:

**Level 1:** ages 7+; Ballet, Modern, Jazz, Lyrical, Tap, Hip-Hop

**Level 2:** generally ages 9+; Ballet, Pre-Pointe, Modern, Jazz, Lyrical, Tap, Hip-Hop

**Level 3:** generally ages 11+; Ballet, Pre-Pointe, Pointe, Modern, Jazz, Lyrical, Tap, Hip-Hop

**Level 4:** generally ages 13+; Ballet, Pointe, Modern, Jazz, Lyrical, Tap, Hip-Hop

**Level 5:** generally ages 15+; Ballet, Pointe, Modern, Jazz, Lyrical, Tap, Hip-Hop

**Open to Levels 2–5:** Improvisation

**Open to Levels 3–5:** Open Ballet, Open Modern

**Adults & Beginning Teens:** Beginning Adult/Teen Ballet, Intermediate Adult Ballet, Adult Modern, Open Ballet, Open Modern, Stretch & Strength

## DRESS CODE

*Proper dance attire reflecting the identity of the individual student should be clean and professional for all classes and rehearsals. Dancewear and dance warm-ups should be form fitting and not hinder movement or hide body lines so instructors can give effective feedback on alignment and technique. Street clothes are not appropriate warm-ups for ballet classes.*

### **Children's Classes (ages 3–6)**

- Creative Movement:
  - Light pink leotard – no skirts! Footed tights & ballet slippers (traditional pink or matching skin tone)
  - White or black t-shirt, black shorts/leggings/dance pants & ballet slippers
  - *No jewelry (necklaces, bracelets, watches, etc), accessories (tiaras, headbands with ears, etc.), or skirts. These items are too often a distraction for the wearer and others in class.*
- Pre-Ballet:
  - Black leotard - no skirts! Footed tights & ballet slippers (traditional pink or matching skin tone)
  - White or black t-shirt, black shorts/leggings/dance pants & ballet slippers
  - *No jewelry (necklaces, bracelets, watches, etc), accessories (tiaras, headbands with ears, etc.), or skirts. These items are too often a distraction for the wearer and others in class.*

### **Levels 1 – 3 (ages 7+ & teens)**

- Ballet & Pointe
  - Females: Black leotard, “convertible” pink or skin-toned tights, pink or skin-toned split-soled ballet slippers (canvas preferred for classes, leather is acceptable)
    - Skirts or black fitted dance shorts may be worn for pointe classes, when personally necessary, or at the instructor’s discretion.
  - Males: White or black fitted t-shirt, black shorts/leggings/dance pants, dance belt if necessary, split-soled ballet slippers.

- Warm-ups may be worn for pliés and tendus, or at the instructor's discretion. NO street clothes or excessively baggy warm-ups! Warm-ups should be form fitting and/or designed specifically for dance.
- Long hair must be secured out of the face in a classical bun or similar style. NO ponytails, "wispiers," or bangs that cover the eyes. Long hair is both dangerous and distracting to the dancer.
- Remove excessive jewelry before class. No dangly earrings, bracelets, necklaces, or rings that can get caught on clothing or be distracting while dancing.
- Modern Dance: Leotard and fitted **black** leggings or tights. Bare feet - NO socks. Knees and torsos must be covered for dancer safety. Absolutely NO shorts, crop tops, or only sport bras without a shirt. Hair should preferably be in a high or low bun.
- Jazz & Lyrical: Leotard or fitted top; tights/leggings/dance pants; appropriate footwear (jazz/lyrical shoes, socks, or bare feet). Torsos must be fully covered (i.e. no sport bras without a shirt on top). Knees should be covered.
- Tap: Athletic clothing or dancewear that does not hinder movement; black tap shoes (check that your screws are tight and not exposed, as this can damage the floor).
- Hip-Hop: Athletic clothing or dancewear that does not hinder movement and clean dance sneakers (no outside street shoes on the studio floors). Torsos must be fully covered (i.e. no sport bras without a shirt on top).
- Please do not apply lotion or body oils to feet or exposed skin before dance classes involving floor work (modern, lyrical, hip-hop, etc.) and do not use fabric softener on your dancewear. Lotion, oils, and fabric softener make the marley flooring slippery and unsafe for the next class.

#### **Levels 4 & 5 (ages 14+)**

- Ballet & Pointe
  - Females: Any leotard, black or colored; "convertible" pink or skin-toned tights; pink or skin-toned split-soled ballet slippers (canvas preferred, leather is acceptable). NO cutoff tights in technique classes.
    - Skirts or black fitted dance shorts may be worn for pointe classes, when personally necessary, or at the instructor's discretion.
  - Males: White or black fitted t-shirt or leotard, black shorts/leggings/dance pants/tights, dance belt, unitards or bike-tards are acceptable, split-soled ballet slippers.

- Warm-ups may be worn for pliés and tendus, or at the instructor's discretion. NO street clothes or excessively baggy warm-ups! Warm-ups should be form fitting and/or designed specifically for dance.
- Hair must be secured out of the face in a classical bun or similar style. NO ponytails, "wispies," or bangs that cover the eyes. Long hair is both dangerous and distracting to the dancer.
- Remove excessive jewelry before class. No dangly earrings, bracelets, necklaces, or rings that can get caught on clothing or be distracting while dancing.
- Modern Dance: Leotard and fitted **black** leggings or tights. Bare feet - NO socks. Knees and torsos must be covered for dancer safety. Absolutely NO shorts, crop tops, or only sport bras. Hair should preferably be in a high or low bun.
- Jazz & Lyrical: Leotard or fitted top; tights/leggings/dance pants; appropriate footwear (jazz/lyrical shoes, socks, or bare feet). Torsos must be fully covered (i.e. no sport bras without a shirt on top). Knees should be covered.
- Tap: Athletic clothing or dancewear that does not hinder movement; black tap shoes (check that your screws are tight and not exposed, as this can damage the floor).
- Hip-Hop: Athletic clothing or dancewear that does not hinder movement and clean dance sneakers (no outside street shoes on the studio floors). Torsos must be fully covered (i.e. no sport bras without a shirt on top).
- *Please do not apply lotion or body oils to feet or exposed skin before dance classes involving floor work (modern, lyrical, hip-hop, etc.) and do not use fabric softener on your dancewear. Lotion, oils, and fabric softener make the marley flooring slippery and unsafe for the next class.*

#### **Adults** (ages 18+)

- See Level 4-5 above for traditional dancewear options, or adult students may wear comfortable athletic clothing that allows for full range of movement with footwear appropriate to the style of dance. Hair must be secured out of the face.
- *Please do not apply lotion or body oils to feet or exposed skin before dance classes involving floor work (modern, lyrical, hip-hop, etc.) and do not use fabric softener on your dancewear. Lotion, oils, and fabric softener make the marley flooring slippery and unsafe for the next class.*

**Support Local!** Shop for your dance needs at **New Mexico Dancewear**: 8206 Menaul Blvd NE, Albuquerque, NM 87110 | (505) 292-2747 | <http://www.nmdancewear.com/>

## **BUILDING & STUDIO FACILITIES**

- Drop-off & pick-up: Parents/guardians are expected to drop off and pick up their children in a timely manner. NMBC does not offer child supervision and is not responsible for students when they are not in class.
- Students who do not drive themselves must wait in the lobby to be picked up by a parent or guardian.
- Students are expected to treat the studio facility with respect. Vandalism will not be tolerated and will result in charges for any damage caused. Destructive behavior may result in expulsion from NMBC School if deemed necessary by the NMBC administration.
- Properly dispose of all trash and recycling, keep dressing rooms and lobby areas tidy, and report any maintenance issues immediately to the Front Desk.
- For security and safety reasons, the Front Desk area, Staff Lounge, and Tulle Shed costume storage are off limits to students.
- Students are allowed to use the microwave and refrigerator in the Kitchen. Please check in with the Front Desk before use.
- Areas around viewing windows (front lobby and hallways) should remain clear and free from distracting behavior. Please remain quiet and respectful of the dancers in class/rehearsal. Children who are not attending a class must be supervised by an adult at all times.
- Food is only allowed in the front lobby and hallway areas. Do not bring or dispose of food or drinks other than water in the studios. This includes coffee drinks. For the safety of our students with severe allergies, please do not bring any peanut or tree nut products/foods to the studio.
- Smoking, vaping, and illicit drug use are prohibited inside the studio facility and on NMBC facility property.
- NMBC is not responsible for any personal items that are lost, stolen, or damaged at the studio or other NMBC event locations.

## NMBC SCHOOL STUDENT CODE OF CONDUCT

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

- 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.
- Be attentive, follow instructions, accept and apply all corrections, and have fun!
- Always thank your instructor after every class and/or rehearsal.
- Come to class prepared in dress code with hair done. Be warmed up and in your assigned studio by the time 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.
- 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.
- 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. Excessive disruptive behavior may result in dismissal from class at the instructor's discretion.
- Do not touch mirrors, windows, or hang on the barres.
- Bring a labeled water bottle to every class/rehearsal.
- Food and drink, other than water, are not allowed in the studios. Eating in the lobby area and hallways is permitted.
- Never chew gum during class or rehearsal as it is a choking hazard and considered rude during class. Dispose of gum properly in a trash can.
- Dancers should bring only what is needed for class: shoes, water bottle, etc. Leave valuables at home.
- Cell phone use is prohibited during class/rehearsal. Dancers' phones will remain on silent and in dance bags except in cases of emergency.
- Students must adhere to the dress code outlined in the handbook. Students should wear a "cover up" over their dance clothes when arriving at or leaving the studio.
- Ballet slippers and other dance shoes should never be worn outside. Street shoes are prohibited in the studio to protect the marley flooring.
- Smoking and vaping are prohibited inside the building. Illegal/illicit drug use is prohibited on NMBC property.

## BEHAVIORAL ISSUES & TERMINATION

All NMBC students and their families are expected to maintain respectable behavior (actions and language) in the studio, at theaters, on social media, and at any other NMBC related events. Any grievances or concerns held by dancers or families should immediately be brought to the attention of the School Director or another administrative staff member. Concerns or issues should not be posted or discussed on social media platforms. If necessary, a meeting will be scheduled with the dancer or family to address concerns.

Inappropriate, disruptive, and/or disrespectful behavior will not be tolerated. If an issue arises during a class or rehearsal, the student(s) involved may be asked to leave the class/rehearsal/event. A meeting will be scheduled to address any concerns and find a resolution. If inappropriate or destructive behavior continues, the dancer and family may be dismissed from NMBC School.

Bullying will not be tolerated. Any issues concerning bullying should immediately be brought to the attention of a teacher or administrative staff. Staff will investigate the situation and determine an appropriate course of action within the scope of classes, rehearsals, and other NMBC events.

If a dancer and their family are released from NMBC, they will receive a letter informing them of their dismissal and effective date of dismissal. Refunds will be considered on a case-by-case basis dependent on the circumstances and timing of departure. If a refund is due and money is accepted, the student and family agree to release all ties to NMBC and cease communication with the company and its affiliates. Continued engagement or harassment could result in legal action.

Reasons for dismissal from NMBC and its affiliate programs include and are not limited to the following:

- Bullying by a dancer and/or their family within NMBC School, as determined by NMBC staff, or in connection with any other affiliate program.
- Property damage to NMBC possessions or the studio facility.
- Engagement in any activities or behavioral issues that are deemed detrimental to the studio environment and morale.
- Failure to meet commitments for participation, expectations for behavior, and all other elements outlined in the Student & Family Handbook.

This list is intended to illustrate possible scenarios; however, dismissal will be decided on a case-by-case basis by NMBC staff and in the best interest of the organization.



## COPY OF SIGNED POLICIES & WAIVERS

### **Payment Policy**

I acknowledge and understand that I am responsible for on-time payment of all charged tuition and fees, due no later than the **1st of the month**. I agree to pay all costs for collection of any unpaid tuition and fees as well as any finance charges assessed by NMBC. I agree to select a monthly payment plan (ePayment on the 1st, or cash/check to the Front Desk), and if no ePayment date is selected my account will default to automatic payments on the 1st of each month. Unpaid monthly tuition may incur a **Late Fee** of \$10 if a payment is 5 or more days late.

I agree to communicate any financial issues affecting my ability to pay tuition on time to the School Director, with as much advance notice as possible, so that NMBC and myself may agree on an appropriate payment plan. I understand routine failure to communicate and/or pay on time may result in NMBC placing a hold on my account and freezing enrollment. I understand that upon such notice from NMBC, no classes may be attended until payment is made in full and account issues are resolved.

I acknowledge and understand that payment of monthly tuition and registration fees are of top priority, followed by payment toward any charges incurred for other NMBC programs and events, including but not limited to Recital participation and costume fees, Company performance fees, Albuquerque Dance Collaborative (ADC) team and competition registration fees, Summer workshops, and master classes.

### **Withdrawal / Drop Policy**

I acknowledge and understand that intent to withdraw from NMBC or drop classes from my current enrollment **must be received in writing**, either via email to the School Director (nmbcschool@gmail.com) or a note delivered to the Front Desk, *before the last day of the month*. Failure to withdraw before the next billing cycle (1st of each month) will result in tuition charges being posted to my account, and ePayments will continue until withdrawal notice is received. Paid tuition will not be refunded or prorated upon late withdrawal notice or failure to withdraw.

### **Photo Release**

I agree to allow NMBC to take photographs and/or videos of the student(s) in my account for promotional use on NMBC's website, social media, and in advertising materials. *[To decline Photo Release, please send notice in writing to the School Director at [nmbcschool@gmail.com](mailto:nmbcschool@gmail.com).]*

### **Medical Emergencies**

I accept responsibility for obtaining appropriate accident, health, and hospitalization insurance to cover myself / my student(s) in the event of personal injury. In the event of an injury or other medical emergency, if I cannot be reached, I authorize

NMBC to seek any medical assistance reasonably required, and I agree to be responsible for medical expenses incurred on behalf of myself / my student(s).

### **Assumption of Risk & Release of Liability**

#### Assumption of Risk

I understand there is an inherent risk of potential injury associated with physical activity and dance classes. I represent the student(s) in my account as physically capable of safely participating in dance classes.

#### Release of Liability

I hereby waive and release any claim against New Mexico Ballet Company (NMBC), their staff, employees, and contractors, arising out of personal injury occurring in connection with in-person and/or online classes, in or around the dance studio facility, and in or around other venues used for NMBC events.

### **Acknowledgement of Handbook for Students & Families**

I acknowledge that I, along with all student(s) and parents/guardians listed in my account, am responsible for reading, understanding, and abiding by the policies outlined in the NMBC Handbook for Students & Families before attending classes. The NMBC Handbook is always accessible in the Parent Portal, on the NMBC website, or by clicking here.

*NMBC School Handbook updated as of June 25, 2024*