



Class Programs & Descriptions

New Orleans School of Ballet follows a specific graded curriculum, divided by age. Each level is designed to be sensitive to the developmental needs of the age group. Our curriculum combines elements from the classic French, Italian, Russian, and American schools of training. We offer quality training to students who wish to study intensively as well as recreationally.

Our Conservatory Training offers an extensive schedule for young dancers interested in rigorous ballet training in Level 1 and higher. Performance opportunities are available.

Nutcracker in New Orleans: Dancers ages 5+ are eligible to perform for our annual *Nutcracker in New Orleans* performance. This optional performance opportunity is by audition only.

May Matinée: Students in levels Pre-Ballet and higher are eligible to perform in this year-end culminating performance. This performance opportunity is optional.

Pre-Ballet: 3 & 4 year olds. 3 years old by September 7, 2020.

Introduces basic Ballet vocabulary, while continuing to explore the young dancers' creativity, coordination and musicality.

Primary: 5 & 6 year olds. 5 years old by September 7, 2020.

Provides more basic Ballet vocabulary and technique, with focus on strength and flexibility, while continuing to emphasize coordination and musicality.

Preparatory Ballet: 7 & older ***Levels 1-3:*** 8 & older ***Level 4/5 (Int-Adv):*** 12 & older

Focus is on proper Ballet technique, strength, flexibility and body alignment.

Additional attention is given to musicality, movement quality and anatomically correct work.

**Pre-Ballet and Primary are grouped by ages, higher levels are grouped by ability. Age indicators are a general reference and do not determine level placement. Expect your child to be in each level at least 2 years – this is generally. Dancers are placed and promoted according to their individual progression – we take great care in placing a student in a level that will progress them in the most effective way possible. We do not place/promote dancers as a group. All placements and level promotions are made at the sole discretion of the School Director.*



Tuition

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| YEARLY NON-REFUNDABLE REGISTRATION FEE | | \$50/student \$90/family |
| PERFORMANCE FEE | | \$150/student \$205/family |
| PRE-BALLET | | \$350/semester |
| PRIMARY | 1 hour per week | \$375/semester |
| PREPARATORY | 1 hour per week | \$375/semester |
| LEVEL 1 | 2.5 hours per week | \$700/semester |
| LEVEL 2 | 4.5 hours per week | \$1000/semester |
| LEVEL 3 | 6 hours per week | \$1150/semester |
| LEVEL 4/5 (Int/Adv) | Various hours | \$525-1450/semester |

Please make checks payable to New Orleans School of Ballet.

Visa, Master Card, Discover, and American Express accepted via Jackrabbit Application.

Payment Information:

- Tuition is charged per semester. You will receive an emailed statement only if your account is past due. Students with multiple classes may opt for recurring automatic payments. Please speak to Nikki Hefko to arrange this payment option.
- **Returned Checks/Declined Credit Cards** A \$30 fee will be charged for any checks returned to our office or declined credit cards.
- NOSB does not prorate tuition for sickness, holidays, or days missed for personal reasons. If your child must miss a class due to an illness or another approved reason and would like to make up the class, please contact Nikki Hefko to make proper arrangements.
- May Matinée Performance fees and any outstanding tuition must be paid in full in order for your child to participate in the May Matinée.
- All outstanding tuition and fees from 2020-21 must be paid in full before a student may register for 2021-22.



Withdrawal Policy:

- If your child wishes to withdraw from class, please inform us in writing immediately. One month's notice is required. If tuition is paid in full and the student is unable to attend, or decides to withdraw from classes, a refund of tuition will be made according to the following schedule:
 - Before the first day of class: 100% of total amount
 - Within first month of classes: 75% of total amount
 - Within second month of classes: 25% of total amount
 - After the second month of classes: NO REFUND

Attire

Class uniforms may be purchased at Carmel's Dance Wear or DiscountDance.com.

On Discountdance.com search Nikki Hefko or New Orleans School of Ballet under "Find a Teacher".

Please use our studio code, 113663, with purchase.

All uniforms and shoes should be labelled with student's first and last name.

GIRLS BALLETT:

- Ballet pink or flesh colored tights transition tights. Shoes must align with the color of the tights.
- Pre-Ballet, Primary, and Preparatory dancers must wear leather full soled ballet slippers. Level 1-5 dancers may wear canvas or leather split soled slippers.
- Required for all female identifying dancers: Required Girls/Women "Balkala" Pinch Front Ballet Tank Dress (see class color below)
- Hair neatly secured in a ballet bun.
- Undergarments (underwear and bras) should not be visible beneath leotard and tights.
- Leotard Guidelines: No halter, excessively low or criss-crossed backs, sparkle, Lycra, contrast or patterned materials. Same color velvet allowed as edge trim on leotards.

PRE-BALLET
PRIMARY
PREPARATORY
LEVELS 1-3
LEVEL 4/5

PINK
LILAC
WHITE
FRENCH BLUE
BLACK & WHITE



BOYS BALLET:

White leotard or T- shirt, black tights, thin black socks. Leather or canvas black ballet shoes. Pre-Ballet, Primary, and Preparatory dancers must wear leather full soled ballet slippers. Level 1-5 dancers may wear canvas or leather split soled slippers. Dance belt (Boys 10 and older)

JAZZ/MODERN:

GIRLS: Solid color leotard and flesh colored or black tights/leggings; flesh colored or black jazz shoes for jazz class

BOYS: Black t-shirt and black tights or shorts; Black jazz shoes for jazz class

Placement, Promotion and Evaluations

Advancement through New Orleans School of Ballet is based on many factors including a student's age, strength, commitment, mastery of material, maturity and attendance record. Students are placed in the level that will encourage the most progress. Level placement is at the discretion of the Director only. If there are questions or concerns about a student's progress please schedule a conference with the Director.

Students do not automatically advance to the next level at the end of each school year. Most students will spend more than 2-3 years in each level. Students will receive an end-of-year evaluation addressing progress, effort, attitude, and recommended improvements. These evaluations will give students their level placement for the following year.

NOSB Director and faculty continuously assess students' progress. Throughout the year students showing exceptional progress may be invited to take classes at the level above their own level. Students who fall behind their level due to excessive absences may be required to take classes below their level.

Building Etiquette

Please keep noise in the lobby area to a minimum. Students are responsible for cleaning up after themselves and disposing of garbage. The facilities and furniture should be treated with respect. No chewing gum is allowed in the building or the studios. Students should not bring valuables to NOSB. If this is unavoidable valuables should be brought into the studio room with them. NOSB is not responsible for any lost or stolen items. Students should not dress in the lobby area. Our New Orleans shot-gun style studio has two bathrooms in the rear of the building. Please use these facilities. It is okay to walk quietly through the studio if there is a class in session.



Classroom Etiquette

Once class has begun, quiet is required of all students. Students should use the restroom prior to class. Students should raise their hands to ask questions related to class work and acknowledge corrections with a polite response. Students must remain standing for the entire class. No sitting on the floor or hanging on the barres will be tolerated. No food or other beverages are allowed in the studio or in the dressing room. Disruptive or uncooperative behavior will not be tolerated and students behaving in such ways will be asked to sit down or leave the studio. At the end of each class students should individually thank the teacher before leaving the studio.

Observers are not permitted in the classroom. Please understand that this is in the best interest of our students. Parents are allowed to watch class twice a year during our Open School Week Classes. During Open School Week videotaping is prohibited during class time.

Harassment and Bullying Policy

New Orleans School of Ballet is committed to maintaining a positive learning environment in which all individuals are treated with dignity and respect. Discrimination, harassment, and bullying, like other disruptive or violent behaviors, are types of conduct that disrupt students' ability to learn and NOSB's ability to educate its students in a safe environment. Such conduct will not be tolerated.

For purposes of this policy, harassment and bullying are defined as any unwelcome or unwanted conduct of an offensive nature, whether verbal, physical, or environmental, that is intended to or actually causes mental or physical harm to the individual at which it is directed or that creates an intimidating, abusive, hostile, or offensive environment. Harassment and bullying also includes misconduct that occurs using electronic equipment and media, such as through email, text, or social media. This policy also applies to misconduct that occurs outside of NOSB hours but that is directed towards NOSB students or staff or that substantially disrupts NOSB's learning environment.

NOSB encourages all individuals who believe they are being harassed or bullied to report misconduct under this policy to the Artistic Director. Retaliation against any victim or person who makes a good faith report of harassment or bullying will not be tolerated and will also be considered misconduct under this policy. Deliberate or knowingly false reports, however, will not be tolerated and are considered misconduct under this policy.

NOSB will respond promptly and investigate all good faith complaints of misconduct. If NOSB determines that misconduct has occurred, the parent or guardian for the student(s) involved in the misconduct shall be notified. NOSB reserves the right to take appropriate corrective action based on the severity of the misconduct, up to and including removal from the Program.



Attendance Policy

Students are expected to attend all of their classes. Good attendance is essential to students' progress. If a student is unable to attend a class or will be tardy, NOSB must be notified by text, phone, or email BEFORE the scheduled class. Reported absences for the following reasons are considered 'excused' absences: illness, injury, family emergency, religious holiday observance. Only 'excused' absences are eligible to be made up (two per semester). Please report your child's absences or tardies via email. Up to two make-up classes can be scheduled per semester. Classes must be made-up in the same month as the absence. Make-up classes should be scheduled with the Director.

Arrivals

Students should arrive at least five minutes prior to class time and be dressed and ready for class at the appointed time. Students that arrive more than 10 minutes late disrupt the class and may not be allowed to participate but asked to observe class and record notes. Students that arrive after the class has started must approach the teacher and ask permission to join the class. **Class cancellations/holiday schedules**

Please refer to our School Calendar at the end of this packet. Please call/text NOSB at 504-866-0652 with any questions related to class cancellations. Days canceled due to weather will not be rescheduled. School information, updates, reminders and announcements are sent by email to the designated contact. Please provide an email address and check it regularly. You may also give us additional email addresses for others who bring your child to class. Additionally, it is a good practice to periodically check our New Orleans School of Ballet Facebook & Instagram pages for cancellations and holiday reminders.

Medical concerns and emergencies

Faculty and staff are aware of any medical concerns specified on your child's registration form. If changes arise, please notify the staff in writing so that all medical records are up to date. In case of an emergency, all attempts will be made to contact the student's parent/guardian. If the parent/guardian cannot be reached the emergency contact will be contacted.

Communication with faculty

If you would like to speak to the faculty or director regarding your child please email or call the studio to arrange an appointment.



Student drop-off & pick-up

Students should be dropped off and picked up in a timely manner, within 5 minutes of their class time. NOSB personnel cannot be responsible for students left beyond this time. Students, regardless of age, must wait inside the studio for pick-up.

Students, Levels 1 and higher, are required to wear street clothes over their leotards as they enter and exit the studio.



COVID Policies Below is a list of our ongoing policies and procedures to ensure the safety of our dancers, faculty, and staff.

1. **Curbside drop-off** 5 minutes before and pick-up 5 minutes after only. We will continue to practice distancing. Parents, family members, and friends are not allowed inside the ballet studio. The lobby is not open at this time, and parents must wait in their cars or return when class is dismissed. Please do not congregate in front of the building, respect social distancing guidelines while outside the studio. Dancers are not allowed to congregate and socialize in the lobby.
2. **Face coverings are required** for all students and teachers during class time and while in the building. Dancers, ages 12 and older, and staff are **required to submit proof of a COVID-19 vaccine or negative PCR test** within 72 hours of their class.
3. Dancers and staff must not attend class if they have been on fever reducing medication, new or worsening cough, shortness of breath or trouble breathing, sore throat (unlike seasonal allergies), new loss of smell and/or taste, diarrhea or vomiting in the last 24 hours and if anyone in your household or a close contact been diagnosed with COVID-19 in the past 2 weeks.
4. Students and teachers will **sanitize** hands upon entering the building and immediately following the lesson.
5. Once class is finished, dancers will be dismissed to their parents or designated adult for pick-up. Please be on time to drop off and pick up dancers within 5 minutes of dismissal.
6. NOSB will continue to cleanse and disinfect high touch surfaces such as barres, door handles, light switches, and faucets.
7. We will keep our normal attendance records to be able to provide contact tracing information if needed. If you cannot attend class, please let us know along with the reason so we can keep accurate records.

Guidelines may be updated at any time with new information from the County, State, or Federal Government. We reserve the right to offer additional safety precautions outside of government guidelines to best protect our students, staff, and families.

While we will do our best to provide the safest environment possible and minimize risks, there is an inherent risk of exposure to COVID-19 in any public place where people are present. By attending classes, you voluntarily assume all risks related to exposure to COVID-19.



School Calendar 2021-22

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| Sunday, August 22, 2021 | Zoom orientation for new & returning students |
| Tuesday, September 7, 2021 | FALL CLASSES BEGIN |
| Sunday, September 19, 2021 | Auditions— <i>The Nutcracker in New Orleans</i> |
| Monday, November 15—Saturday, November 20, 2021 | Open School Week |
| Monday, November 22—Saturday, November 27, 2021 | NO CLASSES—Thanksgiving Break |
| Monday, November 29, 2021 | Classes Resume |
| Friday, December 17—Sunday, December 19, 2021 | <i>The Nutcracker in New Orleans</i> Performances |
| Saturday, December 18, 2021 | Last Day of Fall Classes |
| Monday, December 20, 2021 — Sunday, January 9, 2022 | NO CLASSES—Winter Break |
| Monday, January 10, 2022 | SPRING CLASSES BEGIN (All Levels) |
| Monday, January 17, 2022 | NO CLASSES—Martin Luther King, Jr. Day |
| Thursday, February 24—Wednesday, March 2, 2022 | NO CLASSES—Mardi Gras Break |
| Thursday, March 3, 2022 | Classes Resume |
| Monday, March 14—Saturday, March 19, 2021 | Parent Observation Week |
| Friday, April 15—Saturday, April 22, 2022 | NO CLASSES—Spring Break |
| Monday, April 18, 2022 | Classes Resume |
| Sunday, May 22, 2022 | <i>May Matinée Performance</i> /End of Semester |

**New Orleans School of Ballet follows the Orleans Parish School System for weather related closings.
Please call the studio for more information.**