

2020-2021 ACADEMY YEAR



cincinnati  
**BALLET**  
OTTO M. BUDIG ACADEMY

## STUDENT AND PARENT HANDBOOK

ACADEMY PHONE: 513.562.1111  
ACADEMY EMAIL: [cbacademy@cballet.org](mailto:cbacademy@cballet.org)



## SECTION ONE: ACADEMY STAFF & CONTACTS

### ACADEMY CONTACT INFORMATION

At the Otto M. Budig Academy, we understand communication is key in providing an exceptional experience for students and their families.

For questions, concerns or general inquiries, the best way to get in touch with us is via the contact information below:

**Main Academy Telephone:** 513.562.1111  
**Main Academy Email:** [cbacademy@cballet.org](mailto:cbacademy@cballet.org)  
**Academy Website:** [www.cballet.org/academy](http://www.cballet.org/academy)  
**Academy Mailing Address:** Cincinnati Ballet Center  
Attn: Otto M. Budig Academy  
1555 Central Parkway  
Cincinnati, OH 45214

**Academy Administrative Office Hours:** Monday - Friday 9:00 am to 5:30 pm  
*Please note phone calls and emails made or sent over the weekend will not be received and returned until the following Monday.*

For absence reporting, please connect with the Academy Administrative Office through one of the following channels:

Absence Notification Online Form: [Absence Notification Form](#) OR  
Absence Notification Phone Line: 513.562.1111 Option 1

Because multiple staff members have access to the above communication channels, they give us the best opportunity to respond to you quickly. We also utilize our Facebook page as a way to stay in touch and communicate with our families, so if you're on Facebook, please be sure to like us under Cincinnati Ballet Otto M. Budig Academy!

### ACADEMY ADMINISTRATIVE STAFF

Need to get in touch with a specific staff member? Below is a list of our Administrative staff and contact information.

**Ginger Johnson, VP of Academy + Education**  
Phone: 513.562.1125  
Email: [gjohnson@cballet.org](mailto:gjohnson@cballet.org)

**Sarah Hairston, Academy Director**  
Phone: 513.562.1119  
Email: [shairston@cballet.org](mailto:shairston@cballet.org)

**Zack Grubbs, Academy Principal**  
Phone: 513.562.1105  
Email: [zgrubbs@cballet.org](mailto:zgrubbs@cballet.org)

**Dawn Kelly, Assistant Academy Principal**  
Phone: 513.621.5219 ext.2005  
Email: [dkelly@cballet.org](mailto:dkelly@cballet.org)

**Elizabeth Metz, Academy Registrar**  
Phone: 513.562.1133  
Email: [emetz@cballet.org](mailto:emetz@cballet.org)

**Kara Louis, Youth Programs Manager**  
Phone: 513.562.1101  
Email: [klouis@cballet.org](mailto:klouis@cballet.org)

**Maura Korn, Student Services Manager**  
Phone: 513.562.1120  
Email: [mkorn@cballet.org](mailto:mkorn@cballet.org)

## IMPORTANT CINCINNATI BALLET CONTACTS

**Carolyn Guido Clifford, Director of Education & Community Engagement**

*CincyDance, Ballet Moves & Community Programs*

Phone: 513.562.1124

Email: [education@cballet.org](mailto:education@cballet.org)

**Suzette Webb, Director of Second Company**

*Young Performers Cast Auditions & Rehearsals*

Phone: 513.562.1132

Email: [swebb@cballet.org](mailto:swebb@cballet.org)

**Cincinnati Ballet Front Desk:** 513.621.5219

**Cincinnati Ballet Box Office:** 513.621.5282

## ACADEMY FACULTY

### INCLUDES MAIN, CHILDREN'S, ADULT & PROFESSIONAL TRAINING DIVISIONS

Jackie Damico Amador

Donna Anderle

Rosa Compostella

Isabele Elefson

Kerry Enders

Julia Gundzik

Sasha Hart

Jessica Harris

Julius Jenkins

Karen Kurelis

Alyssa Manguiat

Lizzy Moeller

Christina LaForgia Morse

David Morse

Patricia Pille

Jennifer Rutherford

Amy Seiwert

Shauna Steele

Kyle Stevenson

Suzette Webb

Claire Wyatt

## EMERGENCY & CLOSURE UPDATES

In the event of severe weather or unexpected events requiring school closure, the Otto M. Budig Academy does its best to keep Academy families informed via the following channels:

**Cincinnati Ballet Website:** [www.cballet.org/academy](http://www.cballet.org/academy)

**Remind:** Please see page 4

**Facebook:** Cincinnati Ballet Otto M. Budig Academy

Should severe weather occur or be imminent, we encourage you to check in frequently throughout the day as closure status may change pending information from our trusted sources.

## STUDENT & FAMILY CONTACT INFORMATION

In order to provide the best service to our students and families, it is essential the Academy has current and updated contact information for all enrolled students. In an effort to be environmentally friendly, we communicate primarily by email and through Remind, a school messaging service. As such, ***it is imperative the Academy has an accurate and frequently checked email address and cell phone number on file.*** We highly recommend families add Academy email addresses to their address book so communications don't get lost in transit.

It is each family's responsibility to provide and update contact information as well as read all emails and newsletters from the Academy Administrative Office. This is especially important in the event of an emergency. Failure to provide current contact information may result in your student's ineligibility for Spring Production or Academy programs or your account being sent to collections if we're unable to be in touch regarding payment issues or concerns.

## REMIND MESSAGING SERVICE

This season, we'll be using Remind as a key communication channel with all Academy families. Remind is a free messaging tool that allows families to receive simple communications via push notification, text message or email. We believe great communication is key to success and will use Remind for sending Zoom links, short reminders, timely notifications, emergency alerts, and other simple but crucial messages that will help you stay on top of what's going on with your student's dance education.

The Academy will create accounts for all primary and secondary parent/guardian contacts and set you up to receive notifications for your student's classes. Returning families should receive a notification when their class schedule has been updated for the new year. New families, please expect an email or text message directly from Remind with instructions on how to access and use your account. If you're prompted to enter a Student ID number, please skip that question, as the Academy does not assign ID numbers to students. Later this fall, we'll extend an optional opportunity for our oldest students to sign up to receive Remind notifications, too. More details will follow via email.

As the dance training division of Cincinnati Ballet, the Otto M. Budig Academy shares the following vision and mission with Cincinnati Ballet's professional company.

**OUR VISION:** Cincinnati Ballet is recognized as a premier ballet company inspiring excellence through the power of dance.

**OUR MISSION:** To enrich, expand and excel in the art of dance through performance, a high-caliber academy, and impactful education and outreach in local to global communities.

## ABOUT THE ACADEMY

### CINCINNATI BALLET'S OTTO M. BUDIG ACADEMY

Founded in 1997, Cincinnati Ballet's Otto M. Budig Academy (OMBA) has built its reputation as one of the finest ballet programs in the nation. Taught by nationally and internationally recognized faculty and guests, the Otto M. Budig Academy offers a comprehensive dance education through four school year programs:

- 1) Children's Division
- 2) Main Division
- 3) Professional Training Division
- 4) Adult Division

In addition to its school year programs, the Academy offers five unique summer programs designed to enhance student's technique level and artistic development.

The primary goal of the Otto M. Budig Academy is to provide excellence in technical and artistic training and to inspire a love of dance. With a curriculum based in the classical tradition, instruction is also infused with the 20th & 21st century influences which have developed in classical ballet over the past 60 years. Academy students enjoy the opportunity to enrich their lives through dance while developing grace, poise, and mental and physical discipline as well as an appreciation and awareness of the arts. The guiding principles of the Academy are to teach, challenge and inspire students to achieve their highest goals in a nurturing and positive environment.

The unique connection to Cincinnati Ballet provides unparalleled performance opportunities for selected students as well as invaluable networking and employment resources for advanced students. Led by Ginger Johnson, Vice President of Academy + Education, and Sarah Hairston, Academy Director, the Otto M. Budig Academy provides classical ballet training at its finest.

## CHILDREN'S DIVISION

### **CHILDREN'S DIVISION** - BUILDING CREATIVITY, CONFIDENCE AND CAPACITY THROUGH DANCE

*Students ages 2-7 (as of 9/1/20)*

The Children's Division Program is designed to inspire a life-long love of dance while building creativity, confidence and capacity in students ages 2-7. Through age-appropriate curriculum, students develop coordination, muscle strength, gross motor skills, musicality, listening skills and spatial awareness. Imagination and individual artistic expression are key components as students explore their creative potential. The fundamentals of classical ballet are gradually

introduced with each level building upon the next, setting students up for success as they graduate into the Main Division.

**Children’s Division Levels & Class Requirements:**

**Petite Pas de Deux**

Student Ages: 2-3 years old  
Course Requirements: One 30-minute class per week accompanied by an adult

**Children’s Division Level 1 (CD1)**

Student Ages: 3-4 years old  
Course Requirements: One 45-minute class per week

**Children’s Division Level 2 (CD2)**

Student Ages: 5-6 years old  
Course Requirements: One 45-minute class per week

**Children’s Division Level 3 (CD3)**

Student Ages: 6-7 years old  
Course Requirements: One 60-minute class per week

For more information, please see our website at [www.cballet.org/academy/childrens-division](http://www.cballet.org/academy/childrens-division).

**MAIN DIVISION**

**MAIN DIVISION - WHERE FUTURES TAKE FLIGHT**

*Students ages 8 – College (as of 9/1/20)*

The Main Division program is designed to enrich students’ lives through dance while developing grace, poise, mental and physical discipline as well as an appreciation and awareness of the arts. Main Division curriculum is focused on building technically strong and versatile dancers and cultivating pre-professional potential. All classes are taught by the Otto M. Budig Academy’s distinguished faculty including Cincinnati Ballet dancers and artistic staff.

The Main Division is comprised of eight levels of classical training with each level building upon the next. Dance studies are enhanced through the incorporation of other dance genres and techniques which may include modern, character, contemporary, musical theater and conditioning, among others. Students are placed by technical level and are evaluated at the end of each school year for potential advancement into the next level. New students, age 8, will be placed in Level 1. All other new students should contact the Academy at 513.562.1111 to schedule a placement class.

For specific level and course requirements, please see our website at [www.cballet.org/academy/main](http://www.cballet.org/academy/main).

**PROFESSIONAL TRAINING DIVISION**

**PROFESSIONAL TRAINING DIVISION**

*Students on the cusp of professional careers*

Cincinnati Ballet’s Professional Training Division is an elite training program designed to support the transition from student to professional dancer. Through full-day training, participants are immersed in a course of study aligned with the artistic standards of Cincinnati Ballet’s professional company and focused on developing each student’s professional aptitude. Participants dance alongside Cincinnati Ballet’s Second Company and may be invited to perform with Cincinnati Ballet’s professional company at the discretion of the artistic staff.

Acceptance in the Professional Training Division is by invitation only. Candidates are those who have potential to seek professional employment but would benefit from an additional year of study. Students are selected by Academy

leadership through the Academy's Main Division program, Cincinnati Ballet's Summer Intensive and our national audition tour. Professional Training Division candidates are also selected in partnership with Cincinnati Ballet's Artistic Director.

For more information, please see our website at [www.cballet.org/academy/professional-training-division](http://www.cballet.org/academy/professional-training-division).

## ADULT DIVISION

### ADULT DANCE & FITNESS DIVISION

*Students ages 18+*

Cincinnati Ballet's Otto M. Budig Academy offers a unique array of classes for adult dancers, ages 18 and up. Whether you are exploring dance for the very first time or if the studio has felt like a lifelong home, there's a place for you here. Designed with the needs of the adult dancer in mind, our Adult Division classes allow you to dance your way to health, strength and poise while building community through Cincinnati's preeminent dance institution. All classes are available on a drop-in basis to adults ages 18 and up. No pre-registration is required.

For available classes, schedule and pricing, please visit us at [www.cballet.org/academy/adult](http://www.cballet.org/academy/adult).

## PARENTS ASSOCIATION

### ACADEMY PARENTS ASSOCIATION

*A Cincinnati Ballet Affinity Group led by and for Academy Parents*

The purpose of the Parents Association is to create connectivity, foster relationship, and inspire and educate the Academy community while enhancing the student and family experience. Working closely with Academy leadership, the Parents Association develops initiatives to support continued learning, create volunteer support and provide ambassadorship on behalf of the Otto M. Budig Academy. The Parents Association is an affinity group of Cincinnati Ballet designed to support the Ballet's mission with a focus on building a layer of relationship beyond the regular, educational operation of the Academy.

All parents (and/or guardians) of students automatically become members of the Parents Association upon class registration. Parents have the option to choose their level of engagement within the Association through volunteerism, events and/or committee support. The Parents Association holds a minimum of three General Meetings each Academy Year which are open to all members (all parents). Initiative-specific committees meet on timelines respective to their focus.

For more information, please see our website at [www.cballet.org/academy/academy-resources](http://www.cballet.org/academy/academy-resources).

**Important Note:** *The Parents Association is meant to be a forum of positive engagement in enhancing the Academy experience for all students and families. It is not a forum to address questions or concerns regarding Academy policies, curriculum, casting or student placement. All such questions are always welcomed and should be directed to the Academy Administrative Office. The Parents Association operates within the non-profit structure of Cincinnati Ballet and is subject to the Ballet's policies and regulations. The Parents Association is responsible for supporting but not setting or influencing priorities, policies or objectives of the Otto M. Budig Academy.*

The Otto M. Budig Academy desires to partner with students in their own success. Over the years, we have found that a key to success is setting clear expectations designed to benefit both the individual dancer and the student body as a whole. The policies below govern Academy programs at the Cincinnati Ballet Center and are intended to ensure overall student engagement and integrity in training.

### ATTENDANCE

All students are expected to attend the classes for which they are registered including virtual classes. Official class attendance is taken by instructors at the beginning of class. Should a student need to miss class, please complete the absence notification form or contact the Academy Administrative Office via the channels below so we can alert their instructor and make a note on attendance sheets.

Absence Notification Online Form: [Absence Notification Form](#) OR  
Absence Notification Phone Line: 513.562.1111 Option 1

*Please note these channels are primarily checked from Mon – Fri 9:00 am to 5:30 pm.*

**With heightened precautions in place due to COVID-19, it is especially important for students to stay home if they are sick.** Your respect for this policy is imperative to the safety and wellness of all students, faculty, employees and dancers of Cincinnati Ballet. Failure to comply may be grounds for dismissal. Cincinnati Ballet reserves the right to remove a student from class or rehearsal in the event the student exhibits any signs of illness, including but not limited to flu-like symptoms or other symptoms of a contagious illness, such as pink eye or rash. Cincinnati Ballet also reserves the right to require a statement from a physician verifying a student is well enough to return to classes or rehearsals.

This season, students are required to complete a home health assessment prior to attending class. This includes a temperature check administered at home and a series of self-assessment questions sent via Remind. As a general rule of thumb, students should stay home and notify the Academy in the event of any of the following:

- Student or anyone in their household exhibits a temperature of 99.9° or above presently or within the last 72 hours
- Student or anyone in their household exhibits symptoms of any contagious illness presently or within the last 72 hours including but not limited to: coughing, chills, shortness of breath, fatigue, muscle or body aches (not dance related), headache, loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, diarrhea or rash
- Student or anyone in their household has been confirmed with testing positive for COVID-19 or has been exposed to someone testing positive for COVID-19 within the last 14 days
- Student has traveled to a “hotspot” or restricted state as documented by the Public Health Authority in the last 14 days

Families must notify the Academy if they or a member of their household has tested positive for or is presumed to be positive for COVID-19. Any person with known exposure to someone diagnosed with or presumed to have COVID-19 must self-quarantine at home for 14 days and must meet conditions prescribed by the Ohio Department of Health prior to returning to the Cincinnati Ballet Center. Students required to quarantine are welcome to participate in classes virtually should they feel well enough to do so.

Further details are outlined in Cincinnati Ballet’s Health and Safety Guidelines (attached as an addendum to this handbook beginning on page 24).

Should a student be absent for any reason, they are welcome to take a makeup class virtually during another class time in their same level or a level lower. In the interest of our students and families, makeup classes allow students to keep pace with the momentum of Academy curriculum, safely build physical strength and maximize the value of their tuition. Because class sizes are limited and COVID precautions prohibit mixing class populations, makeup classes may only be accessed virtually. Please contact the Academy Administrative Office at 513.562.1111 to schedule a makeup class for your student.

During the Academy year, there is no official limit on the number of allowable absences. However, please note:

- Missed classes for any reason are not eligible for refunds.
- Excessive unexcused absences that are not made up may, at the discretion of the instructor and the Academy Director, be grounds for dismissal. In this event, families are still responsible for the full price of tuition.
- After February 1, students may not miss more than three Spring Production rehearsals with the exception of absence due to illness. This includes regular performance classes and additional Spring Production rehearsals. Students with a combination of more than three rehearsal or performance class absences may be removed from Spring Production.

## STUDENT ARRIVAL & PICK UP

The faculty and staff of the Otto M. Budig Academy have limited ability to supervise students outside the studio. As such, it is imperative families adhere to the arrival and pick up guidelines below in order to ensure each student's safety and well-being.

**Main Division:** Students should arrive between 5 – 15 minutes prior to the start of their scheduled class. Students may not arrive earlier than 15 minutes prior to class as there is not sufficient waiting room in the lobby. Upon arrival, all students will have their temperature taken via touchless, digital thermometer. Any person exhibiting a temperature of 99.9° or above will be asked to leave immediately and will not be permitted inside. Main Division parents should wait outside or in the parking lot and not depart the premises until their student has successfully cleared the front door. Following temperature clearance, Main Division students should wait in a socially distanced line (using markers on the floor) outside of their designated studio until given permission to enter the studio. In order to limit exposure and uphold social distancing measures, Main Division parents are not permitted inside the Ballet Center. Students should be picked up promptly at the end of each class. Following the end of class, students will be escorted by their teacher to the Ballet Center front door where they can connect with their parent or caretaker.

**Children's Division:** Children's Division students taking classes in person should be escorted into the Ballet Center by a parent or caretaker. Upon arrival, both the student and their parent or caretaker will have their temperature taken via touchless, digital thermometer. Any person exhibiting a temperature of 99.9° or above will be asked to leave immediately and will not be permitted inside. Following temperature clearance, Children's Division students and their family member or caretaker should wait in their dedicated, distanced seat in the lobby until their teacher arrives to bring students to class. Family members or caretakers are welcome to remain seated in the lobby or to leave and return prior to the end of their student's class. Students must be picked up promptly by the end of class.

Due to both social distancing measures and the protection of minors, it's incredibly important students be picked up promptly at the end of class. In the event of a rare emergency and a parent or guardian cannot pick up their student immediately after class, please contact the front desk (513.621.5219) to inform the receptionist and let them know an approximate arrival time. Failure to pick up students promptly after class will result in a late pick-up fee of \$15/half hour after 15 minutes past the end of class. Chronic lateness may result in dismissal.

## SPRING PRODUCTION

Spring Production and the opportunity to celebrate our students on stage is such an important part of our students' dance education and their development as young artists. This season, we are moving forward optimistically with plans to produce our spring performances for all students enrolled in in-person classes this season. Our sincerest hope is that medical remedies to COVID-19 may be in broad circulation at some point this year and precautions can be lifted fully or in part. With that in mind, we also understand that should COVID-19 still be a limiting factor in mass gatherings, these large-scale events are unwise. The Academy team will continue to monitor the landscape and look to make a realistic determination in the early part of 2021 regarding the safety of hosting Spring Production. Should we consider it safe to proceed with Spring Production but some families remain uncomfortable, students may opt-out at the time of our announcement. Spring Production rehearsals typically commence during regular class time in January.

In the event Spring Production performances proceed, the Academy will communicate performance participation policy to all eligible students at that time. Main Division families should note that Spring Production requires additional rehearsal time over the four weekends leading up to the performance as well as evening rehearsals during the performance week. Children's Division students have no additional rehearsal requirements other than an early call time to complete a stage run through prior to their performance.

## PERFORMANCE OPPORTUNITIES

Throughout the year, the Academy receives exclusive invitations to perform at events and festivals throughout the greater Cincinnati area. Casting for these performances is by invitation only and is at the sole discretion of the Academy Director. Participation in these performance opportunities may, at times, require additional rehearsal outside of regularly scheduled class time.

## YOUNG PERFORMERS AUDITION OPPORTUNITIES

One of the benefits of an Otto M. Budig Academy education is its strong affiliation with Cincinnati Ballet's professional company. As such, students have opportunities to audition for performance opportunities with the company. Please check our website [HERE](#) for audition notices. Some of these opportunities will be exclusive to Otto M. Budig Academy students while others may be open to the public.

It's important to note that while these audition and performance opportunities are a benefit of participation in the Academy they are not directed or administrated by the Academy. By auditioning for and participating in these performances, students are engaging in a professional performance experience which is led and governed by the company's Artistic Department. Casting for all company productions is at the sole discretion of Cincinnati Ballet's artistic staff. Academy faculty do not advise the Artistic staff in regard to acceptance or casting. Students should be confident they can meet the rehearsal and performance expectations prior to auditioning. Students are also expected to remain engaged in their Academy classes and schedule makeup classes where necessary and possible. The rehearsal and performance process is an incredible artistic learning opportunity but should be coupled with their continued technical advancement through their Academy training.

## CLASS OBSERVATION

Typically, the Academy holds Parent Observation Week twice a year: once in the fall and once in the spring. However, due to COVID-19 precautions, parents, visitors and guests will not be permitted in the Ballet Center. As such, the Academy is not able to offer Parent Observation opportunities this season. A virtual observation opportunity may be explored at a later date.

## LEVEL PLACEMENT

### CHILDREN'S DIVISION

All Children's Division students are placed according to their age as of 9/1/20.

### MAIN DIVISION

Main Division students age 8 are automatically placed in Level 1 and do not require a placement class.

Main Division students ages 9 and older are placed according to ability and physical readiness as evaluated by Academy faculty. As such, placement classes are required for new students ages 9 and above. New students seeking placement in the Main Division program should contact the Academy Administrative Office at 513.562.1111 or [cbacademy@cballet.org](mailto:cbacademy@cballet.org) to set up a placement class. The placement of students is at the sole discretion of Academy faculty. The Otto M. Budig Academy reserves the right to change the level placement of a student whenever appropriate.

### PROFESSIONAL TRAINING DIVISION

Placement in the Professional Training Division is by invitation only and is at the sole discretion of the Academy faculty. Academy faculty work in partnership with Artistic staff when assessing placement in the Professional Training Division.

## STUDENT EVALUATIONS

### CHILDREN'S DIVISION

Following the conclusion of the Academy year, Children's Division students will receive their placement for the following fall as reflective of their age by 9/1/21 unless determined otherwise by the student's instructor in partnership with the Academy Director.

### MAIN DIVISION

All Main Division students (Levels 1-8) are evaluated twice a year: once mid-way through the school year and once near the conclusion of the Academy term. During their year-end evaluation, students will receive their level placement for the following Academy year. Students in Levels 6-8 will receive their year-end evaluation via individual Zoom meeting with Academy faculty.

A few notes on evaluations and level placement:

- **It is very common for students to repeat a level.** In fact, students should expect to repeat a level at least once during the course of their training at the Academy. Moving through levels too quickly can have a detrimental effect on student training and can hinder progress at more advanced levels. For the safety and benefit of our students, we take proper level placement very seriously and strongly encourage parents to defer to the expertise of our faculty when placement decisions are made. We consider it our responsibility to work in the best interest of our students.
- **Readiness for pointe work is evaluated during the year for female students in Level 2 who show potential and capacity to move on to Level 3.** Faculty considers the decision to place a student on pointe a serious responsibility. In keeping with that responsibility, the Academy strongly recommends all students receive a formal pointe evaluation conducted by Mercy Health Orthopaedics and Sports Medicine. Should faculty assess a student is nearing pointe readiness, the Academy staff will formally refer you to Mercy Health for evaluation, but please wait until that time to do so. The final decision to place a student on pointe is based on classroom observation and the expert opinions of Academy faculty and the Academy Director. Faculty must consider each student's safety and well-being on an individual basis, with regard to anatomical structure, injury prevention, strength, flexibility and technical ability. Those students who are recommended to begin pointe the following

year will be required to attend at least one Youth Summer Intensive Division II session during the summer of 2021.

## PRIVATE LESSONS

At certain times throughout the year, the Academy has opportunity to support private instruction. Students desiring to enhance their Academy training through private instruction are welcome to do so with the understanding that these opportunities are limited and subject to the approval of the Academy Director and Academy Principals. Private lessons are not required or expected but may be helpful for students looking to prepare for upcoming auditions, performances or competitions or to tackle specific technical challenges.

All requests for private instruction must go through the Academy Administrative Office. Please do not approach individual instructors. Private lessons are subject to additional fees and are available with designated Academy faculty members. Private instruction is available to current Academy students only and is subject to the availability of both instructors and studio space. Students wishing to pursue private instruction should contact the Academy Administrative Office at 513.562.1111 or [cbacademy@cballet.org](mailto:cbacademy@cballet.org) to obtain and review the full private lesson policy, fee schedule, request form and scheduling options.

## YAGP PARTICIPATION

Representing the Otto M. Budig Academy in Youth America Grand Prix is by invitation only. Students interested in participating should be in conversation with the Academy Principals or Director for future consideration. Each season, the Academy updates its YAGP policy (available by request) which further outlines YAGP rules and regulations as well as Academy expectations for participation.

Interested students should be sure to review YAGP's website at <https://yagp.org/> to review their COVID-19 precautions for this season. Students will need to seek approval from the Academy Principals or Director prior to registering to participate.

## FACILITY USE

In order to maintain distancing and limit the number of persons in the Ballet Center at any time, access to the Ballet Center and its associated facilities will be restricted to certain individuals and areas this season. **At this time, only students will be permitted in the building, with one exception: Children's Division students attending in-person classes must be accompanied by one family member or caretaker into and out of the building.** The family member is welcome to stay in a dedicated seat in the lobby or to leave and return prior to the end of their student's class. No other family members (including infants or siblings not registered for class that day) or visitors will be admitted.

Students will be able to access their assigned studio and restroom, but all other spaces will be closed to access. This includes but is not limited to: locker rooms, drinking fountains, vending machines, loading dock and administrative offices. Students will be directed to socially distanced lines to await permission to enter the studio and may only do so once the teacher has cleared them for entry. At the end of class, students will be directed by their teacher to collect their belongings and will be led out of the studio promptly to allow for cleaning before the next class. Students may not be unsupervised in unattended areas of the building before or after class. If a space or area is marked "Do Not Enter" or "Staff Only," students are expected to comply. Many areas throughout the building are monitored and students found entering restricted areas may be subject to disciplinary action.

Each studio will have an assigned restroom facility. Students needing to use the restroom during class should check in with their teacher before exiting the studio. Students should arrive to the Ballet Center with their dancewear on

underneath their street clothes as restrooms will be designated for restroom use only and may not be used as changing areas.

The Cincinnati Ballet Center is a shared space and students are expected to take care of the facility, dispose of trash and clean up after themselves. Eating is permitted only in designated areas. No chewing gum, eating or drinking in the studios is allowed. Soda cans, bottles, cups or mugs will NOT be permitted in the studios. Students should be sure to bring their own water in a spill-proof container since drinking fountains will be closed. Any bottles left in the studio overnight will be thrown away. Students should refrain from wearing lotions, oils, perfumes, colognes, and other sprays which can make the studio floors slippery. Students should change their shoes prior to entering the studio as ***street shoes are not permitted on studio floors.***

## EMERGENCY PROCEDURES

In the event of an emergency, all students, parents and Cincinnati Ballet patrons should follow the instructions of Cincinnati Ballet staff and faculty. At key points within the Academy year, students will be led through basic emergency response and evacuation procedures by their instructor. Emergency exit routes as well as emergency aid kits are placed strategically throughout the building.

## TELEPHONES & STUDENT CELL PHONES

This season, students will not be permitted to use Cincinnati Ballet telephones. However, they are welcome to ask a front desk staff member to make a call on their behalf. **While students may use personal cell phones before and after class, students must turn off and stow cell phones when entering the studio.**

## PERSONAL BELONGINGS

Students should keep their belongings in their designated gear spot for the full duration of class. Please bring only what you need for class each day and limit bag sizes to the size of a small tote bag. Valuables should be left at home. Students should mark all belongings with their name in permanent ink. Items left behind will be discarded as lost and found receptacles will be removed from the building this season. The Otto M. Budig Academy is not responsible for lost, misplaced or stolen items.



Otto M. Budig Academy students have the distinct privilege of representing Cincinnati Ballet throughout the course of their training. In line with Cincinnati Ballet's belief that a disciplined approach is essential to success and creativity, the following expectations of classroom and student conduct have been adopted and govern student behavior in all Academy-related environments. This includes but is not limited to classes, rehearsals, performances, events and activities taking place both in person and virtually. The purpose of these policies is to ensure the fair and equitable treatment of all people and to ensure the efforts of students and staff remain focused on the professional development of dance artists.

### STUDENT CONDUCT

Students are expected to conduct themselves in a courteous and respectful manner at all times and to adhere to the following:

**Respect for Others:** Students are expected to respect other's space, property, rights, well-being and dignity. Students are to be respectful and considerate of other groups using the Cincinnati Ballet Center and shared performance venues.

**Respect for Authority:** Students must listen to and follow instructions given by Academy Staff and Faculty.

**Respect for Self:** Students are expected to care well for themselves and to refrain from any activity that could threaten their physical, emotional or mental health.

Students are forbidden from engaging in the following behavior:

- Violation of any law
- Verbal, written, online or physical harassment of any individual
- Threatening behavior or intimidation
- Sexual harassment
- Self-destructive or endangering behavior
- Lying, cheating or theft
- Destruction of property
- Bullying
- Drug or alcohol use or possession (including attending any Academy event under the influence)
- Smoking
- Possession of firearms, weapons, fireworks or explosives
- Swearing, cursing or yelling
- Gambling
- Filming or photographing in changing areas or restrooms

### DRUG, ALCOHOL & TOBACCO POLICY

Students will not use, purchase, sell, distribute, be under the influence of or possess any kind of alcoholic beverage or any kind of controlled substance as defined by state law. This prohibition includes, but is not limited to, tobacco products, anabolic steroids, counterfeit or imitation controlled substances and drug paraphernalia.

**Alcohol:** It is illegal for anyone under the age of 21 to drink alcohol in the State of Ohio. Any student who is of legal age may not use, purchase, possess or be under the influence of alcohol in class or at any Academy related events or activities. Students of legal age may not purchase alcohol for other students, either of legal drinking age or under. All underage students are prohibited to use, purchase or possess alcohol.

**Possession of Tobacco:** It is illegal for anyone under the age of 18 to smoke in the State of Ohio. A student who is of legal age may not use or possess tobacco on Cincinnati Ballet premises or during any Academy related events or activities. All underage students are prohibited to use, purchase or possess tobacco.

Violation of the drug and alcohol policy is grounds for immediate expulsion. Violation of the tobacco policy is grounds for disciplinary action.

## HEALTHY DANCER POLICY

At Cincinnati Ballet, we support, encourage and expect all students to make healthy and wise decisions regarding their physical, mental and emotional well-being for the benefit of their personal and professional advancement. Below are the Academy's expectations for student health and well-being.

**Nutrition:** Students are expected to fuel and nourish their bodies appropriately in order to accommodate the level of physical activity required by their participation in Academy programs. Proper nutrition for successful engagement in dance training extends beyond the hours of class and rehearsal and requires healthy eating habits at home as well. Students not seen to be appropriately nourishing their bodies or who show signs of physical fatigue or impairment due to lack of nourishment may be asked to refrain from taking class and observe instead. Ongoing concern over student nutrition may further result in faculty conferences, parent conferences, referrals to counseling, referrals to medical evaluation and/or suspension from classes.

**Injury:** Students who may be previously injured or who are injured during the course of Academy classes should inform a faculty member. Depending on the severity of the injury, faculty may encourage them to be seen by Mercy Health Orthopaedics and Sports Medicine or their primary care physician. Together with the support of medical evaluation, faculty will develop an amended training regimen for injured students. Students are responsible for supporting their own physical health and recovery by properly caring for their injury according to the instructions of faculty, their medical professional and/or Mercy Health Orthopaedic.

In keeping in line with the policies and expectations of our professional company, students with minor or short-term injuries are expected to continue to attend classes and learn through observation. However, in the event of a debilitating injury requiring a student to abstain from any level of dance training, students and their families should consult with Academy faculty and staff to determine a plan for their training while injured, including whether the student should withdraw (fully or partially) from classes and re-enroll when they are able to return to their dance training.

**Mental Health:** While ballet training often focuses on physical health, Cincinnati Ballet also strongly encourages and supports the mental and emotional well-being of students. Students who may be struggling with mental or emotional well-being in relationship to their dance training are strongly encouraged to speak with the Student Services Manager or an Academy Principal or Director. For concerns that don't subside with staff and faculty support, Cincinnati Ballet will arrange a parent conference and may refer students to professional counseling. If a student is found to be causing physical harm to themselves or if the Ballet faculty or staff have reasonable concern a student may cause physical harm to themselves, students will be referred to medical treatment and will be suspended from training and performance for the benefit of their safety and recovery.

Cincinnati Ballet's Healthy Dancer Policy has been developed with the best interest of our students in mind. Students found to be in violation of the Healthy Dancer Policy may be subject to disciplinary action.

## NON-DISCRIMINATION & NON-HARASSMENT POLICY

Cincinnati Ballet believes in the power of dance to connect all people and as such is dedicated to the equitable, dignified and respectful treatment of all people in an environment free from harassment or discrimination. The Otto M. Budig Academy prohibits harassment of any kind to or by any persons including but not exclusive to teachers, staff, students, parents and persons doing business with the Academy. This prohibition includes harassment for any unlawful or discriminatory reason such as race, gender, national origin, disability, age or religion. This policy also prohibits actions which, while they may not be serious enough to constitute harassment in a legal sense, are nevertheless commonly understood to be abusive and disrespectful to others. Slurs, jokes, gestures, comments or rumors which are derogatory of a person's race, ethnic background, religion, gender, disability, sexual orientation, economic status or age are inappropriate for any Academy related event or activity. This policy extends beyond verbal and physical harassment to include any form of online or digital harassment or bullying. Bullying also includes but is not limited to acts of intimidation or threatening behavior. The subject of bullying need not be aware of commentary, threats or intimidation for such actions to be construed as bullying. Each person is responsible for exercising his or her own good judgment to avoid engaging in conduct which may be in violation of this policy. A person who believes himself or herself to be the victim of discrimination or harassment or a person aware of discrimination or harassment of another person has an obligation to report the incident to an Academy Director or Principal. If a dancer only feels safe informing a parent, the parent should notify an Academy Director or Principal immediately so they have opportunity to address the situation and prevent further incident to the best of their ability. The matter will be dealt with confidentially with disclosure only to the extent necessary for fair resolution of the matter and only to those requiring immediate knowledge. Failure to comply with this policy will result in disciplinary action which may include removal from the program.

## CLASSROOM CONDUCT & ETIQUETTE

While the general student conduct policies outlined above apply to all environments, the following classroom conduct policies and etiquette also apply to the studio classroom. These policies have been created to support excellence in training and classroom experience as well as to introduce students to the time-honored traditions and discipline within classical ballet. The Academy's highest aim is to support the education of each student and develop a respect within each of them for their art form, for their environment and for themselves. These policies are designed to set students up for success in any professional dance environment as these traditions create a universal standard amongst dancers throughout the world. Additionally, the Academy believes strongly that by engaging in the rigors of dance training, students develop lifelong skills in discipline, perseverance, creativity, teamwork and self-respect. As such, these policies further support the personal development of each student with lifelong skills that will serve them well in any professional or personal endeavor.

*Please note: While Academy policies apply to all students, we understand that younger students in our Children's Division program are in a different and crucial phase of their personal development. The Academy expects students in our Children's Division program to adhere to the general spirit of all conduct policies to the extent they are able and within the framework of their curriculum. Regard will be given to their age in any disciplinary issue.*

**Students are expected to be on time if not early.** Otto M. Budig Academy classes will begin promptly at the scheduled start time and students should plan to arrive between 5 – 15 minutes before class. If a student can't avoid being late, they should enter quietly and wait for permission from their instructor to enter the dance floor and after class, let their instructor know why they were late. Students arriving after a certain point may be directed to observe class as it may be physically harmful to jump into more complex exercises without a proper warmup. Class participation for late arrivals is at the discretion of the instructor. Chronic tardiness may be grounds for dismissal.

**Respect the instructor and the pianist (if present).** When the instructor and/or pianist walks into the room, students should stand quietly and be ready to participate in class. Prior to the beginning of class, students should inform their instructor of any injuries so the instructor can be properly attentive to any limitations. During class, students should behave in an open, disciplined and professional manner. At the end of class, students will be led through a reverence (a bow or curtsy) by the instructor. This time-honored tradition in ballet is a gesture of gratitude to the students for their hard work, and to the instructor for the class and wisdom offered. If a pianist is present, the teacher and students will share their reverence with them as well.

**Follow directions and respect the authority in the room.** The Academy faculty and staff are dedicated to the training and engagement of all students as well as their safety. As such, it's imperative students follow all directions and recognize that it's the instructor's responsibility to run class, not theirs. When the instructor gives a correction, students should listen and try to apply every specific and general correction during class time. Keep in mind that individual corrections are positive attention from the instructor. Students should apply the correction right away so they can receive additional guidance. Instructors and instructors only may correct students. Students are expected to respectfully and quickly follow all other instructions from faculty or staff. Students showing disrespect or disregard for authority will be subject to disciplinary action.

**Respect your fellow students and the classroom environment.** The Academy is committed to a safe, compassionate, and community-minded learning environment and expects students to encourage and support one another regardless of age or level. Students should extend the courtesy of space and attention when it is others' turn to dance. Distracting behavior disrespects fellow students who are there to learn and will not be tolerated. Should a member of the academy faculty feel a student is being disrespectful or disruptive to the environment of the classroom, the student will be asked to sit out of class. If the behavior continues and the student is asked to sit out more than two times, a parent (or guardian) conference will be scheduled with an Academy Principal or Director.

**Follow the dress code for your level.** Students should be in their designated uniform for all classes and rehearsals with hair neatly pulled up and tightly secured. If an instructor offers specific permission for alternative attire, students are encouraged and welcome to follow suit. All warmups must be removed after the first combination of technique class, and leg warmers are not permissible unless necessary due to an injury that has been previously discussed with the instructor. Absolutely no jewelry (except for small earrings) may be worn during class or rehearsal. Students found in violation of the dress code will receive a warning on the first occurrence. All future occurrences will result in the student being asked to sit and observe class.

**Participate fully in class.** When students enter the studio, they should be focused solely on their class. Students are expected to actively learn combinations and be prepared for a combination before the music starts. If they have any questions, they are encouraged to respectfully ask their instructor to clarify any points of confusion. When corrections are given whether to a specific individual or to the whole group, students should practice them, even if the instructor's attention is focused on another student. Students should not sit during any part of class unless invited to do so or approved to observe due to injury. Once a student sits due to injury, they should remain seated for the remainder of class. It is too dangerous to jump back into complex combinations or rehearsal.

**Don't engage in side conversations.** Students should refrain from talking in class unless the instructor is speaking to them or they have a question regarding the combination. Side conversations are a distraction not only to those engaged in conversation but also to the other students in the room as well as the instructor. Students who talk during class will receive a verbal warning and then may be asked to sit out of class.

**Stow away your cell phone and electronic devices.** Cell phone usage is strictly prohibited inside the studio at all times. This includes the short break between barre and center as well as technique class and pointe class. Cell phones should

be turned completely off and not on vibrate. Should a student need access to their cell phone due to an emergency outside of the studio, individual consideration may be made following consultation with the instructor. Students are prohibited from using ALL electronic devices while in the studio during class time – this includes, but is not limited to, laptops, tablets, cell phones, gaming devices, music devices and cameras. Students found violating this policy may have their cell phone or device confiscated and/or be subject to disciplinary action.

**Leave food, beverages and gum outside the studio.** Chewing gum inside the studio is strictly prohibited. Not only is it disrespectful but dangerous as well. Students caught chewing gum will be dismissed from class. Food and any beverage other than water are also prohibited from the studio. Students should be sure to consume any snacks prior to class and should not leave the studio for snacks during the break between barre and center. If a medical condition requires exception to this policy, students and/or parents should be sure to notify the Academy Administrative Office and their instructor.

Students found violating classroom conduct policies will be subject to the appropriate level of disciplinary action as outlined below. The level of disciplinary action is at the sole discretion of the Academy instructors and Directors.

## DISCIPLINARY ACTION

It's the hope and desire of Academy Faculty and Staff that engagement in the rigors of Academy training, the desire to pursue professional aspirations and a respect for all individuals keep students from any type of conduct infraction. However, students found in violation of any student conduct policy may be subject to any one of the following disciplinary actions:

- Verbal or written warnings
- In class detention (observation only)
- Loss of privileges
- Suspension from classes
- Fines
- Referral to counseling
- Parent conferences (in person or by phone)
- Dismissal from class
- Loss of scholarship
- Probation
- Expulsion

The level of disciplinary action is at the sole discretion of the Academy Director and Principals. Serious infractions may result in immediate expulsion. The Otto M. Budig Academy is not required to provide prior warnings to students and may, in its sole discretion, advance to more severe actions, including expulsion. In the event of any of the above, families are still responsible for the full cost of tuition.



For the benefit of uniformity in the classroom and even more importantly, to allow instructors to appropriately spot technical errors and offer constructive feedback, the Otto M. Budig Academy requires all students to wear the specific uniform outlined below. The Academy uniform must be worn at all times (including during virtual classes) unless an instructor offers specific permission to do otherwise.

Students arriving to class without their designated uniform will receive a verbal warning from their instructor on the first occurrence. Any future failure to arrive to class in uniform will require the student to sit and observe class.

### ALL STUDENTS

The following dress code policies apply to all students regardless of age or division:

- Students should arrive at the studio with their dance clothes on underneath street clothes or cover-ups. We strongly discourage students traveling to and from class wearing only a leotard.
- No jewelry or watches may be worn during class or rehearsal.
- Sweat pants, baggy shirts, unitards, etc. are not permitted inside the studio.
- Leg warmers may be worn only with instructor approval to support a specific injury.
- Skirts may be worn only by students in Levels 3 and above during pointe class.
- All class attire should be clean and free from runs, snags or holes.
- Students should be free of body odor. Please no perfume or perfumed lotions. Students should refrain from wearing lotions, oils, perfumes, colognes, and other sprays which can make the studio floors slippery.
- Hair must be neat and secured away from the face

**Ladies:** Hair must be pulled back and secured in a tight “ballet bun” (no ponytails)

**Gentlemen:** Hair should be well groomed and away from the face

### CHILDREN’S DIVISION

- Ladies:**
- Leotard:** Tank leotard – Motionwear style #2100 in Pink #140 (Classwear Cotton)  
For those in virtual classes, any solid-colored tank leotard
  - Tights:** Footed tights in ballet pink or skin tone
  - Ballet Slippers:** Leather or canvas slippers with elastic in ballet pink or to match tights

### MAIN DIVISION

- Ladies:**
- Leotard:** Levels 1 & 2: Motionwear style #2201 in Raspberry #482 (Silkskyn)  
Levels 3, 4 & 5: Motionwear style #2201 in Perfect Plum #470 (Silkskyn)  
Level 6: Motionwear style #2521 in Navy Blue #486 (Silkskyn)  
Levels 7 & 8: Any Motionwear style in Black #497 (Silkskyn)\*
  - Tights:** Footed or convertible tights in ballet pink or skin tone
  - Ballet Slippers:** Leather or canvas slippers with elastic in ballet pink or to match tights
  - Pointe Shoes:** Pink or skin tone with ribbon and elastic (*once student has been advanced to pointe*)
  - Skirt (required) for Levels 3-8:** Motionwear style #1236 in the color of the leotard for your designated level (*may only be worn during pointe work*)

*\*Students in Levels 7 & 8 must wear a Motionwear leotard in Black (#497) but are welcome to wear any style of their choosing. All styles are available by custom order through your local dancewear retailer. Please allow anywhere from 10 – 15 business days for custom orders.*

**Please note:** Students selected for Academy performance opportunities may be required to purchase an additional performance uniform. More detailed information will be provided at a later date.

## MEN'S DRESS CODE

- Gentlemen:**
- Shirt/Leotard:** Short sleeve white leotard or close-fitting white t-shirt
  - Tights:** Black tights or leggings
  - Socks:** White
  - Ballet Shoes:** White leather or canvas slippers with elastic
  - Dance Belt** (*beginning at age 14*)

## ELECTIVES

- Modern:** CB uniform with black tights, black shorts or black fitted pants. Students should be barefoot or may wear foot thongs if desired.
- Musical Theater/Jazz:** CB uniform with pink or skin tone tights and black jazz shoes (black jazz pants allowed if desired). Tap shoes may be required for Musical Theater later in the year. Instructor will advise.
- Conditioning & Pre Pointe:** CB uniform with black shorts and bare legs or pink or skin tone tights. No shoes. Students should also have a theraband (somewhat light in resistance), tennis ball and a yoga mat.

## PARTNER RETAILERS

The Academy is happy to partner with local dancewear retailers who are designated providers of Otto M. Budig Academy uniforms and offer exclusive discounts to our students. These retailers are dedicated to the full scope of service our Academy students deserve and have the requisite expertise to make recommendations on sizing, fit students for pointe shoes and order directly from suppliers if a student requires a unique size or item. We are confident the level of support you will receive will be an asset to both your student and your family. As such, we encourage you to shop local and seek out the partner retailer nearest you.

**NORTHERN CINCINNATI:**  
***Diana's Dance & Fitness Wear***  
8958 Blue Ash Road  
Cincinnati, OH 45242  
513.792.0970

**NORTHERN KENTUCKY:**  
***The Dance House***  
2341 Buttermilk Crossing  
Crescent Springs, KY 41017  
859.344.6606

***Ballet Boutique***  
240 Main Street  
Florence, KY 41042  
859.760.3790

***The above retailers proudly offer a 10% merchandise discount to Otto M. Budig Academy families. Please be sure to let them know you are an Academy student when making a purchase. We recommend calling in advance to ensure they have your student's uniform and size in stock.***

At the Otto M. Budig Academy, we aspire to apply the rules consistently and fairly but please know we also understand extreme circumstances. Contact us if you have questions or concerns.

### REGISTRATION

Registration is for the **full Academy year** (September/October 2020 – May 2021). By registering your student for class, you are securing a space in class and are financially responsible for that space regardless of your student's attendance. Should your student's situation change post-registration, you have several withdrawal and refund options available to you which are outlined below. We strongly encourage you to read through them carefully.

All students must attend the classes for which they originally registered, unless an official schedule change request form is completed and approved.

Returning students were given priority registration from August 6 – 25, 2020. On August 26, registration opened to all eligible students. During both the priority and open enrollment periods, registrations are processed in the order in which they are received, on a first come first served basis.

### PRO-RATED TUITION

Students who enroll after the fourth week of the Academy year are eligible for prorated tuition.

### CLASS CANCELLATION

Classes not meeting the required 8 enrolled students by the fourth week of the term may be canceled or put on hold until this minimum is met. Students who are registered for the canceled class will be contacted, and all attempts will be made to re-register these students into comparable classes. If the student's schedule does not permit enrollment in another class, a refund of the tuition paid (less the cost of the classes taken) will be given.

### SCHEDULE CHANGES

Students wishing to change their class schedule or elective course selection must do so by submitting a Schedule Change Request Form. Speaking to your teacher is not sufficient notice to alter your schedule. Schedule Change Request Forms must be approved through the Academy Administrative Office. Once approved, students and their respective teachers will be notified. Schedule Change Request Forms may be found with this handbook or on our website [HERE](#) under Academy Resources. The final day to submit Schedule Change Request Forms is January 15, 2021.

### WITHDRAWAL

Students desiring to withdrawal from classes must submit an Early Withdrawal Form to the Academy Administrative Office. Informing your child's instructor does not qualify as formal notification of withdrawal. Failure to return to class does not constitute withdrawal. You will continue to be financially responsible for the full price of tuition until a student formally withdraws *and* meets the criteria designated below:

- (1) My student's preferences change and I submit a Withdrawal Form to the Academy Office within one of the following Early Withdrawal Periods:

- a. **Fall Early Withdrawal Period:** The first 2 weeks of the Academy Year or the first 2 weeks (14 days) after my child enrolls, if I enroll after the start of the Academy Year
- b. **Winter Early Withdrawal Period:** The first 2 weeks of 2021 (January 1-14)

(2) My student has become seriously ill or injured and I have submitted a Withdrawal Form with a signed physician’s notice indicating my student cannot continue ballet instruction due to a medical condition within four weeks of the onset of the condition;

3) Our family relocated from the greater Cincinnati area and I submitted a Withdrawal Form with documentation of family relocation within four weeks of relocation.

The Early Withdrawal Form may be found with this handbook or on our website [HERE](#) under Academy Resources.

## REFUNDS

Families are responsible for the full price of tuition unless one of the following circumstances apply:

- You submit your Withdrawal Form to the Academy Administrative Office within one of the Early Withdrawal Periods.
- You submit your Withdrawal Form with a signed physician’s notice indicating your student cannot continue ballet instruction due to a medical condition. Forms must be received within four weeks of the onset of the condition.
- You submit your Withdrawal Form with documentation of family relocation. Form must be received within four weeks of relocation.

If the above circumstances apply and accounts have been paid, you will be issued a prorated refund for the tuition of those classes your student is no longer eligible to participate in. The onset of ineligibility is determined by the date designated in the physician or relocation notice or third week of each semester depending on the criteria for withdrawal.

## TUITION PAYMENT PLANS

In hope of serving the diverse array of financial needs of our families, the Academy offers three payment plan options for your consideration and use:

- Payment in Full:** Due September 1, 2020, the next eligible payment date, or upon registration  
*Families electing the pay in full option receive a 5% discount on tuition.*
- 4-Payment Plan:** Due September 15 and November 16, 2020, and January 15 and March 15, 2021.
- 8-Payment Plan:** Due September 15, October 15, November 16, and December 15, 2020, January 15, February 15, March 15, and April 15, 2021.

## TUITION DISCOUNTS

The following tuition discounts are available to eligible families:

- Pay in Full Discount:** Families who select one of the pay-in-full options noted above are eligible for a 5% tuition discount.
- Sibling Discount:** Families registering more than one student are eligible for a 5% tuition discount on all core class tuition, applied to all students.

*Discounts are for tuition only and do not apply to Registration or Spring Production Fees.*

## TUITION PAYMENTS

### Payment by check:

- Please make checks payable to Cincinnati Ballet
- Checks may be mailed to:       The Otto M. Budig Academy  
  Attention: Registrar  
  1555 Central Parkway  
  Cincinnati, OH 45214

### Payment by credit card:

- Please call the Academy Registrar at 513.562.1133 to pay by credit card.
- If you authorized automatic payments at registration, the credit card on file will be automatically charged on the due dates designated on your selected payment plan

Families should be sure to refer to their last emailed statement for any tuition balance owed. To protect the integrity of our families' financial information, the front desk staff does not have access to student invoices or financial records. Account questions should be directed to the Academy Registrar at [emetz@cballet.org](mailto:emetz@cballet.org) or 513.562.1133.

## DELINQUENT ACCOUNTS AND DECLINED PAYMENTS

Please mark your calendar for payment dates and take an active role in making payments on your account. Should you have an issue with your scheduled payment date, please contact the Academy Registrar in advance. We understand that occasionally, extenuating circumstances apply, and we will do our best to work with you.

Delinquent accounts and declined payments are subject to the following fees and actions:

- A late fee of \$30 will be charged to your account if we have not received payment ten days past your due date.
- A \$30 fee will be charged for all declined credit card transactions. Please ensure the Academy Administrative Office has accurate credit card information.
- A \$30 fee will be charged for all returned checks.
- If payment has not been received one month past your payment due date, your student will be suspended from class.
- Students with accounts not paid in full by April 25, 2021 will not be permitted to participate in Spring Production, and their accounts may be sent to a collection agency.

## QUESTIONS OR CONCERNS

Our hope is to provide both you and your student with a safe and rewarding training experience. Any questions or concerns you may have are welcome. Please submit them to the Academy Administrative Office at [cbacademy@cballet.org](mailto:cbacademy@cballet.org) or 513.562.1111 so we have opportunity to address them.



The health and safety guidelines below have been developed in consultation with recommendations from the CDC, local health agencies, DanceUSA and major dance academies across the nation.

## GENERAL GUIDELINES

Cincinnati Ballet's health and safety policies prioritize sanitation, health assessments, distancing measures and the use of masks. All subsequent guidelines and policies stem from these overarching principles.

- Rigorous sanitation measures will be maintained in all studios and common spaces. Studios will be cleaned between all classes and user groups. Restrooms, common spaces and other high-touch areas and surfaces will be cleaned regularly throughout the day.
- Masks are mandatory for all persons inside the Cincinnati Ballet Center at all times (including during class). Anyone refusing to wear a mask will not be permitted in the building.
- Social distancing will be maintained as much as feasibly possible throughout all spaces including waiting areas and studios.
- In order to maintain distancing and limit the number of persons in the Ballet Center at any time, only students will be permitted in the building with one exception: Children's Division students attending in-person classes must be accompanied by one family member or caretaker into and out of the building. The family member is welcome to stay in a dedicated seat in the lobby or to leave and return prior to the end of their student's class. No other family members (including infants or siblings not registered for class that day) or visitors will be admitted.
- With the exception of restrooms, all communally used spaces or amenities (locker rooms, drinking fountains, vending machines, etc.) will be closed.

**Important Note:** While distancing measures will be prioritized heavily, it's important students and families understand that the very nature of a dance class does not permit perfect six-foot distancing at all times. Our faculty will work with students to be spatially cautious, but the use of masks has added importance in the event distancing should be temporarily compromised. We also ask families to take an active role in promoting distancing with your students, including as they enter and exit the building and studio.

## HOME HEALTH ASSESSMENTS

Prior to arrival, families should take their student through a home health assessment, including a temperature check, and assess for any symptoms of illness. Any student exhibiting active symptoms such as coughing, chills, shortness of breath, fatigue, muscle or body aches (not dance related), headache, loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, diarrhea, or a temperature of 99.9° or higher should stay home. All parents will be asked to be on the alert for any symptoms of COVID-19 in the family unit and keep the student at home if showing any signs of illness or if they have potentially been exposed to a COVID-19 positive individual.

As part of their home assessment, students should ask themselves the following questions before leaving for class:

- Am I exhibiting any symptoms?
- Have I or anyone within my immediate location had a fever of 99.9° or above in the last 72 hours?
- Have I been exposed to anyone who has been confirmed with testing positive for coronavirus (COVID-19) within the last 14 days?
- Have I traveled to any "hotspot" or restricted state as documented by the Public Health Authority in the last 14 days?

- Is my self-check temperature above 99.9° today?

If the answer to any of these questions is “yes,” students should stay home and contact the Academy Administrative Office for options to join class virtually. These questions may change over time as public health agencies introduce new guidelines or precautions.

Home health assessment questions will be sent daily via Remind to all enrolled students anticipated to attend class on that day.

## PERSONAL HYGIENE

One of the many ways students can help protect themselves and others is to follow the personal hygiene recommendations below from the CDC:

- Wash your hands frequently with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer if soap and water are not available or easily accessible.
- Avoid touching your mouth, nose or eyes.
- Cover coughs or sneezes with your arm or a tissue. If wearing a mask, keep your mask on if you need to sneeze or cough.
- Avoid exposure to others who are sick.
- Stay home if you are unwell or developing even mild symptoms.
- Get adequate sleep and eat well-balanced meals to ensure a healthy immune system.
- Clean and disinfect frequently touched objects and surfaces.

## ARRIVAL PROCEDURES

- Class start times have been staggered and students should plan to arrive between 5 – 15 minutes prior to their scheduled class. Students may not arrive earlier than 15 minutes prior to class as there is not sufficient waiting room in the lobby.
- Students should arrive wearing their dance attire underneath their street clothes. Restrooms are for use as restroom facilities only and may not be used for changing attire.
- Upon arrival, all students, staff and faculty will have their temperature taken via touchless, digital thermometer. Any person exhibiting a temperature of 99.9° or above will be asked to leave immediately and will not be permitted inside. The decision to admit any person to the building rests solely with the assigned Cincinnati Ballet staff member.
- Main Division parents should not depart the drop-off lane or parking lot until their student has successfully cleared the front door.
- Following temperature clearance, Main Division students should wait in a socially distanced line (using markers on the floor) outside of their designated studio until given permission to enter the studio.
- Children’s Division students and their family member or caretaker should wait in their dedicated, distanced seat in the lobby until their teacher arrives to bring students to class. Family members or caretakers are welcome to remain seated in the lobby or to leave and return prior to the end of their student’s class.

## STUDIO POLICIES, DISTANCING MEASURES & CURRICULUM MODIFICATIONS

- Class sizes will be strictly limited and will be determined by the socially distanced capacity of the studio in which they take place.
- Students will be assigned a position at the barre and the center that will not change throughout the class time.

- Barre work will be 6-feet apart in distance and will be marked with assigned placement.
- Center work will have an 8- to 10-foot radius that will be marked with assigned placement.
- Movement that travels will be done in smaller groups as determined by the instructor. Floor work will also be limited and at the discretion of the instructor.
- There will be no physical contact during classes between students and/or faculty. Faculty will provide verbal corrections only. Partnering classes will be on hiatus until further notice.
- Upon entering the studio, students should remove their street shoes.
- Students will also have an assigned gear station. Each day, students should bring a clean yoga mat, towel or blanket with them to use in this space. When changing into pointe shoes, stretching, or resting during breaks, students are asked to do so on their mat, towel or blanket and not the floor. These items should be laundered, cleaned or sanitized nightly.
- Students are permitted to use the restroom during class but should seek permission from their teacher first. The number of students permitted to use the restroom at any given time will be limited.
- Children’s Division students must be fully capable of using the restroom independently including washing of hands. CD students should be escorted to the restroom by a family member prior to the start of class. If the need to use the restroom arises during class, CD students will not be supervised or supported during their time in the restroom.

## BUILDING & SANITATION MEASURES

- The Ballet Center will be equipped with sanitizing stations near the main entrance and in each studio. Students should sanitize their hands upon entry to the studio and in between barre and center.
- All studios will be thoroughly cleaned between classes and user groups.
- Staff will spray the barres with disinfectant between barre and center.
- Bathrooms will be cleaned and sanitized frequently.
- All touched surfaces and door handles will be disinfected regularly by staff throughout the day.
- Studio floors will be cleaned regularly.
- Restroom capacities will be designated at restroom entrances and should be used as restroom facilities only.
- Water fountains, vending machines and the elevator will be closed for common use.
- Distancing will be maintained throughout the day in all common areas.
- The Ballet Center’s air filtration system has been upgraded to include MERV 13 hospital grade filters.

## MASK REQUIREMENT

Based on the advice of medical professionals as well as our partners at Cincinnati Children’s, all students, staff and faculty are required to wear masks at all times both in common spaces and in the studio (including during class). Any student refusing to wear a mask will be excluded from classes and activities and may not be re-admitted until they can commit to fully observing the mask requirement. In light of the mask requirement, regular breaks will be incorporated into classes.

All students should arrive at the Ballet Center with their mask on. Upper Division students should also have one – two additional clean masks and sealable Ziploc bags for each in their dance bag. Because sweat can diminish the effectiveness of masks, students should change them throughout class as needed. When swapping out masks, students should seal their used mask in a Ziploc bag for disposal at home or for cleaning. All reusable masks should be washed nightly.

Students may wear whatever style of mask they prefer (disposable or cloth) and may secure them via ear loops or headband as long as they provide a secure fit.

Not sure which masks works for you? Check out [this great article](#) from Dance Magazine.

## REQUIRED NOTIFICATION

Parents, caregivers, faculty and staff must notify the Academy if they or a member of their household has tested positive for or is presumed to be positive for COVID-19. Any person with known exposure to someone diagnosed with or presumed to have COVID-19 must self-quarantine at home for 14 days and must meet conditions prescribed by the Ohio Department of Health prior to returning to the Cincinnati Ballet Center. Students required to quarantine are welcome to participate in classes virtually should they feel well enough to do so.

## COVID-19 CASE CONTINGENCY

In accordance with CDC guidelines, Cincinnati Ballet requests any person who tested positive for COVID-19 or who suspects they may be positive for COVID-19 to seek medical advice from their health care provider, and to notify the Academy Administrative Office at [cbacademy@cballet.org](mailto:cbacademy@cballet.org) immediately.

The protocol below will be enacted in the event a confirmed COVID-19 case has entered the facility:

### Isolation of Illness On Site:

- If a person becomes ill or exhibits symptoms while on the premises of the Ballet Center they will be promptly isolated in a specified area.
- The person's family or emergency contact (parents/caretakers if it's a student) will be advised immediately, and they will be required to leave the building as soon as possible (unless emergency medical services are required).
- The person will seek medical care on his/her own.

### Communication:

- Notification to the Ohio Health Department will be sent on the same day of discovery of a positive COVID-19 case to determine a course of action.
- A general notice to anyone who has had "close contact" with a COVID-19 positive person will be sent within 24 hours. "Close contact" is defined by the CDC as being within 6 feet of an infected person while not wearing recommended PPE. Close contact generally does not include brief interactions such as walking past a person.
- In coordination with the Ohio Health Department, a specific notification will be sent with next step instructions for any persons affected by the exposure incident within 24-48hrs.

### Facility Operations & Cleaning:

- Classes may be immediately suspended as a matter of safety, pending further details.
- An initial short-term closure may be implemented. The Ohio Health Department's recommendations for the scope and duration of closure will be made on a case-by-case basis in consideration of their expert assessment and Cincinnati Ballet's procedures.
- All affected spaces will undergo deep cleaning and sanitation in accordance with established cleaning protocols.

### Transition to Virtual Learning:

- During any length of temporary closure, all classes will transition to a virtual learning platform.

**Facility Re-Opening & Return to Classes:**

- The decision to reopen any facility will be made in collaboration with local health officials and/or with reference to the most up to date COVID guidelines as established by the CDC and the State of Ohio.
- Upon return:
  - Health assessment questions and temperature taking protocols will resume.
  - All protocols as outlined in the student handbook will resume.
- Any person who was identified as a positive COVID-19 test result will be required to provide evidence of two negative test results taken 24 hours apart before returning to the Ballet Center.

The opportunity to train together in person is a privilege we take seriously. Protecting our students and faculty is a collective effort, and we rely on your full support. Failure to comply may result in inability to participate in classes and activities.

**QUESTIONS**

Questions? We're happy to help. Don't hesitate to contact us at [cbacademy@cballet.org](mailto:cbacademy@cballet.org) or 513.562.1111.