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
- **Academy Website:** www.cballet.org/academy
- **Academy Mailing Address:**
  
  Cincinnati Ballet Center
  
  Attn: Otto M. Budig Academy
  
  1555 Central Parkway
  
  Cincinnati, OH 45214

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 a social media maven, please be sure to like us on Facebook 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, their areas of support and relevant contact information.

- **Sarah Hairston, Academy Dean**
  
  Phone: 513.562.1119
  
  Email: shairston@cballet.org

- **Ginger Johnson, Director of Academy Operations**
  
  Phone: 513.562.1125
  
  Email: gjohnson@cballet.org

- **Zack Grubbs, Academy Principal**
  
  Phone: 513.562.1105
  
  Email: zgrubbs@cballet.org

- **Dawn Kelly, Assistant Academy Principal**
  
  Phone: 513.621.5219 ext.2005
  
  Email: dkelly@cballet.org

- **Rachael Fritsch, Academy Registrar**
  
  Phone: 513.562.1133
  
  Email: rfritsch@cballet.org

- **Kara Jones Louis, Academy Assistant**
  
  Phone: 513.562.1101
  
  Email: klouis@cballet.org

IMPORTANT CINCINNATI BALLET CONTACTS

- **Suzette Webb, Director of Second Company**
  
  Kids Cast Auditions & Rehearsals
  
  Phone: 513.562.1132
  
  Email: swebb@cballet.org

- **Julie Sunderland, Director of Education & Outreach**
  
  CincyDance, Ballet Foundations & Ballet Moves
  
  Phone: 513.562.1124
  
  Email: jsunderland@cballet.org

- **Cincinnati Ballet Front Desk:** 513.621.5219
- **Cincinnati Ballet Box Office:** 513.621.5282
- **Wellington Orthopaedic:** 513.381.4901
### MAIN, CHILDREN’S & ADULT DIVISION FACULTY

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### INCLEMENT WEATHER 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
- **Facebook:** Cincinnati Ballet Otto M. Budig Academy
- **Television Stations:** WCPO (Channel 9), WKRC (Local 12)

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. As such, *it is imperative the Academy has an accurate and frequently checked email address on file.*

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.
SECTION TWO: ABOUT OUR PROGRAMS

As the pre-professional training division of Cincinnati Ballet, the Otto M. Budig Academy shares the following mission, beliefs and purpose with Cincinnati Ballet’s professional company.

OUR MISSION: To inspire hope and joy in our community and beyond through the power and passion of dance.

OUR BELIEFS: We believe dance expresses a humanity that can be felt by everyone
We believe collaboration ignites new possibilities
We believe a disciplined approach is essential to success and creativity

OUR PURPOSE: We exist to move you – profoundly and joyfully!

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 three school year programs:

1) Children’s Division
2) Main Division
3) 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 Academy’s curriculum is Vaganova-based and is infused with the 20th & 21st century influences which have developed in classical ballet over the past 60 years.

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. Academy students enjoy the opportunity to enrich their lives through dance while developing grace, poise, mental and physical discipline as well as an appreciation and awareness of the arts. Because performance is a central component of dance education, all students perform in the Academy’s annual Spring Production. The guiding principles of the Otto M. Budig 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 Victoria Morgan, Artistic Director and CEO of Cincinnati Ballet, and Sarah Hairston, Academy Dean, 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 9/30/16)*

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

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**MAIN DIVISION** - WHERE FUTURES TAKE FLIGHT

_Students Ages 8 – College (as of 9/30/16)_

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 seven 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, jazz, character, musical theater and Pilates, 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).

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**ADULT 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).
SECTION THREE: STUDENT POLICIES & EXPECTATIONS

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 student life at the Cincinnati Ballet Center and are intended to ensure overall safety and integrity in training.

ATTENDANCE

All students are expected to attend the classes for which they are registered. Official class attendance is taken by instructors at the beginning of class. Should a student need to miss class, please contact the Academy Administrative Office at 513.562.1111 so we can alert their instructor and make a note on attendance sheets. Irregular class attendance may be grounds for dismissal.

In the event of illness, students MUST stay home. We kindly ask your respect in adhering to this policy in the interest of the safety and wellness of all students, faculty, employees and dancers of Cincinnati Ballet. 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's condition is not contagious to other students prior to the readmission of the student to future classes or rehearsals.

Should a student be absent, they are encouraged to take a make-up class during another class time in their same level or a level lower. In the interest of our students and families, make-up classes allow students to keep pace with the momentum of Academy curriculum, safely build physical strength and maximize the value of their tuition. Please contact the Academy Administrative Office at 513.562.1111 to schedule a make-up 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 Dean, result in a student being removed from class. In this event, families are still responsible for the full price of tuition.

INJURIES

Students should inform a faculty member immediately about any injury. Depending on the severity of the injury, faculty may encourage them to be seen by Wellington Orthopaedic and Sports Medicine. Wellington has an Athletic Training Room on-site at the Cincinnati Ballet Center and provides services to the dancers of Cincinnati Ballet, as well as physical therapy to the general public.

In the event of injury, students are encouraged to attend and observe class.

TARDINESS

Cincinnati Ballet Academy classes will begin promptly at the scheduled start time. Students are strongly encouraged to arrive early to warm up and stretch. Students who arrive late should enter the room quietly at an appropriate time and ask the teacher’s permission to join the class. Students who arrive more than 15 minutes late will be asked to observe class as it is harmful to jump into advanced exercises without proper warm up. Chronic tardiness may be grounds for dismissal.
The faculty and staff of the Otto M. Budig Academy are not responsible for student supervision 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.

Students should not be dropped off more than 30 minutes prior to the start of class and must be picked up within 15 minutes of the end of their last scheduled class or rehearsal time each day. If there is a personal or general 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. In non-emergency situations, a late pick-up fee of $15/half hour will be assessed after 20 minutes past the end of the last class.

The Cincinnati Ballet Center is used widely by the company, staff and artistic partners. Students are expected to take care of the facility, dispose of trash and clean up after using any common spaces. The dancers’ lounge and locker room at the Ballet Center are for exclusive use of Cincinnati Ballet’s professional company. There are several restrooms available for students should they need to change before or after class but the Ballet Center does not have locker rooms available for student use. Students are encouraged to arrive in dance attire under their street wear.

Studios are to be used for classes and rehearsals only. If a teacher is not present and the studio is free, students may enter and quietly stretch and warm-up before class. Running and playing in the studios is not allowed at any time.

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 are permitted to have a spill-proof water bottle in the studio during class time. Any bottles left in the studio overnight will be thrown away. Students should only wear ballet or dance shoes on the floors – *street shoes are not permitted.*

Academy programs take place during regular Cincinnati Ballet Administrative office hours and administrative offices are near the studios. With respect for the business of company officials and employees, students are asked not to enter the administrative offices on the first and second floors unless invited to do so. Students should also be sure to keep all pathways clear when waiting for classes to begin. This includes student belongings. While we want our Academy families to feel at home at the Ballet Center, we kindly ask that they respect and be conscientious of business being conducted, especially around the box office and in the lobby of the Ballet Center as we have a diverse array of patrons who need to utilize our spaces.

Students and their families are not permitted to bring pets into the Cincinnati Ballet Center.

Students are permitted to use Cincinnati Ballet telephones for brief phone calls. Calls are restricted to 5 minutes each. *While students may use personal cell phones before and after class, students must turn off and stow cell phones when entering the studio.* If a student is anticipating an emergency phone call, they should inform their instructor before the start of class and may check their phone at reasonable intervals.

Students are prohibited from using ALL electronic devices while in the studio during class time – this includes, but is not limited to, cell phones, gaming devices, music devices and cameras.
PERSONAL BElongings

Students should keep their belongings in designated areas. Please bring only what you need for class each day. Students will be allowed to bring their belongings into the studios but bags and items must be placed along the wall or in the cubbies provided. Valuables should be left at home. The Otto M. Budig Academy is not responsible for lost, misplaced or stolen items.

Students should mark all belongings with their name in permanent ink. Any lost and found items left unclaimed for more than two weeks will be donated to charity.

CLASS OBSERVATION

While parents are welcome to wait at the Ballet Center for their student during class time, class observation is limited to two specific weeks of the year. The Academy holds Parent Observation Week twice a year: once in the fall and once in the spring (the exact dates are on your Academy calendar). During these weeks, we invite you into the studio to observe your student’s class(es).

During Parent Observation Week, we ask parents to adhere to the following:

- Please respect the seriousness of the studio classroom.
- Please no talking.
- Please silence all cell phones.
- Please wait for a class break to enter or exit the studio.

SPRING PRODUCTION

For every aspiring dancer, performance is an essential component of exceptional dance training and integral to the development of the dancer not only as a technician but as an artist as well. As such, Cincinnati Ballet Otto M. Budig Academy presents an annual Spring Production to showcase our students’ accomplishments. Because we believe strongly in the benefits of performance experience, participation in Spring Production is mandatory for all students enrolled in the Academy with the exception of our Petite Pas de Deux students.

MAIN DIVISION

In order to prepare for Spring Production, all Main Division students must be enrolled in a performance class. Performance classes are included within each track of Main Division and count toward the course requirements for each student’s designated level. Performance classes act as a regular technique class during the fall semester and switch to focus on choreography during the spring semester. If students are enrolled within the track system, their performance class is included in their track. For students who must enroll outside the track system, we strongly recommend students enroll in only one performance class. Should extenuating circumstances require a student to enroll in two performance classes in order to meet level requirements, the student will perform with one class (as selected by the Dean) and act as an understudy for the second class.

Main Division students may be required to attend additional rehearsals as needed during the four weeks leading up to Spring Production. These rehearsals would take place at the Cincinnati Ballet Center during after school hours or on the weekends. Should your student’s class require additional rehearsal, you will be notified well in advance. From May 15 – 19, all Main Division students are required to attend theater week rehearsals so please be sure to mark your
calendars. Theater week rehearsals take place primarily at Mount St. Joseph University. For the benefit of the student as well as their fellow classmates, it is important students attend all rehearsals in order to be prepared for the Spring Production. We do understand, however, that extenuating and family circumstances may apply and students may miss up to three rehearsals (rehearsals include performance classes) if necessary. Should a student miss more than three rehearsals/performance classes, the student may be removed from Spring Production at the discretion of the Dean & Academy faculty. Please make sure to contact the Academy if your student needs to miss rehearsal.

CHILDREN’S DIVISION
For those students in our Children’s Division, there is no need to register for a separate performance class. Children’s Division instructors will begin incorporating Spring Production choreography and rehearsal into their regular class time beginning in January 2017. The only additional rehearsal time required for Children’s Division students will take place the day of the performance at the theater prior to their designated performance time. Detailed schedules will be sent out in the spring.

PERFORMANCE & 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 at https://www.cballet.org/academy for audition notices. Some of these opportunities will be exclusive to Cincinnati Ballet Academy students while others may be open to the public. Casting for all company productions is at the sole discretion of Cincinnati Ballet’s artistic staff.

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 at the sole discretion of the Academy Dean.

PERFORMANCE VOLUNTEER OPPORTUNITIES
When it comes to performance season, the size and scope of our company and Academy productions are huge and they are successful due largely to the volunteers who lend their time so graciously in facilitating and caring for the needs of our student body. From supporting Kids Casts in company productions, supervising at outreach performances or staffing the multitude of roles needed to ensure the safety and well-being of our students during Spring Production, our Academy volunteers are an incredible resource in providing for a phenomenal Academy experience. If you are interested in getting involved, we welcome your support, time and expertise. Please contact us at cbacademy@cballet.org and we’ll be happy to connect you with available opportunities. Also, our website, newsletter and Facebook page are great resources to get connected as well.

LEVEL PLACEMENT

CHILDREN’S DIVISION
All Children’s Division students are placed according to their age as of 9/30/16.

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. 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.
CHILDREN’S DIVISION
Following the conclusion of the Academy year, Children’s Division students will receive a schedule with their placement for the following fall as reflective of their age by 9/30/17 unless determined otherwise by the student’s instructor in partnership with the Academy Dean.

MAIN DIVISION
All Main Division students (Levels 1-7) 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 5-7 will receive their year-end evaluation in person with the Academy Dean and their instructors. Parents are required to be in attendance.

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.** Cincinnati Ballet Academy 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 the Wellington Orthopaedic Center. Should faculty assess a student is nearing pointe readiness, the Academy staff will formally refer you to Wellington 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 Dean. The 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 encouraged to attend a Pre Pointe Workshop in the summer followed by a minimum of one week in a summer program in their appropriate level although two weeks are strongly recommended.
SECTION FOUR: STUDENT CONDUCT

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 student conduct have been adopted and govern student behavior in all Academy-related environments. This includes but is not limited to classes, performances, events and activities. The purpose of this policy 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
- Drug or alcohol use or possession (including attending any Academy event under the influence)
- Smoking
- Possession of firearms, weapons, fireworks or explosives
- Verbal, written, online or physical harassment
- Swearing, cursing or yelling
- Lying, cheating or theft
- Gambling
- Threatening behavior or intimidation
- Self-destructive or endangering behavior
- Possession of tobacco
- Destruction of property
- Bullying

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.

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, 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 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. 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 should report the incident to the Director of Academy Operations. If a student only feels safe informing a parent, the parent should notify the Director of Academy Operations 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.

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
- Loss of privileges
- Suspension from classes
- Fines
- Referral to counseling
- Parent conferences (in person or by phone)
- Loss of scholarship
- Probation
- Expulsion

The level of disciplinary action is at the sole discretion of the School Directors. 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.
SECTION FIVE: STUDENT DRESS CODE

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 unless an instructor offers specific permission to do otherwise. Repeated failure to be in uniform may result in a student being asked to sit out during class.

NEW THIS SEASON! During the 2016-2017 Academy Year, the Academy is pleased to launch a new uniform series in partnership with Motionwear. For all new students, we kindly ask they adhere to the specific uniforms designated below from the beginning of the Academy year. For all returning students, we kindly ask they transition to the new uniform for their designated level by January 2017. For the fall semester, returning students are welcome to wear their 2015/2016 Academy uniform.

ALL STUDENTS

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

- Students should arrive at the studio in street clothes or cover-ups. We strongly discourage students traveling to and from class wearing only a leotard.
- No jewelry, watches, leg warmers, sweat pants, baggy shirts, unitards, etc. are permitted inside the studio.
- Skirts may be worn only by students in Levels 3 and above during pointe class.
- 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)
- Tights: Ballet Pink footed tights
- Ballet Slippers: Pink leather or canvas slippers with elastic

MAIN DIVISION

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

*Students in Levels 6 & 7 must wear a Motionwear leotard 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 DIVISION

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:
Black leotard or CB uniform with black tights, black shorts or black fitted pants. Students should be barefoot or may wear foot thongs if desired.

Musical Theater:
CB uniform with pink tights and black jazz shoes (black jazz pants allowed if desired). Tap shoes may be required for Level 1/2 Musical Theater Dance later in the year. Instructor will advise.

Contemporary:
CB uniform. At times, pointe shoes may be required.

Conditioning:
CB uniform with black shorts and bare legs or pink tights. No shoes. Students should also bring a theraband (somewhat light in resistance) and a tennis ball.

PARTNER RETAILERS

The Academy is happy to partner with local dancewear retailers (each in a different region of the greater Cincinnati area) 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

**CENTRAL CINCINNATI:**
*Cincinnati Dancewear*
3673 Paxton Avenue
Cincinnati, OH 45208
513.533.9327

**EASTERN CINCINNATI:**
*LA Dancewear*
637 Ohio Pike, Suite G
Cincinnati, OH
513.753.6611

**NORTHERN KENTUCKY:**
*The Dance House*
616 Buttermilk Pike
Crescent Springs, KY 41017
859.344.6606

*The above retailers proudly offer a 10% merchandise discount to Otto M. Budig families. Please be sure to let them know you are an Academy student when making a purchase.*
SECTION SIX: REGISTRATION & PAYMENT POLICIES

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 (August/September 2016 - May 2017). 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 are given priority registration from June 20 – July 10, 2016. On July 11, registration opens to all eligible students. During both the priority and open enrollment periods, registrations will be 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 pro-rated tuition.

CLASS CANCELLATION

Classes not meeting the required 8 enrolled students by the fourth week of the term may be cancelled or put on hold until this minimum is met. Students who are registered for the cancelled 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 at https://www.cballet.org/academy under Student Resources.

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 withdrawals and meets the criteria designated below:

1) My student’s preferences have changed and I have submitted a Withdrawal Form to the Academy Office within the first two weeks of the Academy year or the first two weeks of 2017;
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 at https://www.cballet.org/academy under Student 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 the first two weeks of classes in the Fall or the first two weeks of classes in January.
- You submit your Withdrawal Form with a signed physician’s notice indicating the student cannot continue ballet instruction due to a medical condition. Form 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 pro-rated 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, 2016
   *Families electing to pay in full by September 1 receive a 5% discount on tuition.*

☐ Quarterly Installments: Due Sept 1 and Nov 1, 2016 and Feb 1 and April 3, 2017

☐ Monthly Installments: Due Sept 1, Oct 3, Nov 1 and Dec 1, 2016 and Jan 3, Feb 1, Mar 1, Apr 3 & May 1, 2017
   *An additional one-time service fee of $25 will be charged to your account for monthly payment option*

TUITION DISCOUNTS

The following tuition discounts are available to eligible families:

☐ Pay in Full Discount: Families who pay tuition balances in full by September 1, 2016 are eligible for a 5% tuition discount.

☐ Sibling Discount: Families registering more than one student are eligible for a 5% tuition discount per student.

*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
- Checks may also be delivered to the front desk in a sealed envelope. Please be sure to indicate “Academy” on the envelope.

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

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 payment 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 May 1, 2017 will not be permitted to participate in Spring Production.

ACADEMY REFERRALS

We strive to share the joy of dance with as many young people as possible. By referring friends and family, you have the opportunity to partner with us in this endeavor. But wait. There’s more. If the friends and family you refer enroll in Academy classes, you receive a $20 tuition credit upon our receipt of their registration and tuition payment. 

Note: Please ensure your friend/family member indicates they were referred by you on their registration form.

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 or 513.562.1111 so we have opportunity to address them.