

2019-2020 ACADEMY YEAR



cincinnati
BALLET
OTTO M. BUDIG ACADEMY

STUDENT AND PARENT HANDBOOK

ACADEMY PHONE: 513.562.1111
ACADEMY EMAIL: 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
Academy Website: 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 or to schedule a makeup class, please contact the Ballet Center Front Desk:

Front Desk (Absences & Makeups): 513.621.5219

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 relevant contact information.

Ginger Johnson, VP of Academy + Education
Phone: 513.562.1125
Email: gjohnson@cballet.org

Sarah Hairston, Academy Director
Phone: 513.562.1119
Email: shairston@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

Elizabeth Metz, Academy Registrar
Phone: 513.562.1133
Email: emetz@cballet.org

Kara Louis, Youth Programs Manager
Phone: 513.562.1101
Email: klouis@cballet.org

Student Services Manager (Hiring)
Phone: 513.562.1120
Email: TBD

Courtney Hellebuyck, Academy Faculty
Phone: 513.621.5219 ext.5799
Email: chellebuyck@cballet.org

IMPORTANT CINCINNATI BALLET CONTACTS

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

Director of Education & Community Engagement
CincyDance, Ballet Moves & Community Performances
Phone: 513.562.1124
Email: education@cballet.org

Cincinnati Ballet Front Desk: 513.621.5219
Cincinnati Ballet Box Office: 513.621.5282
Mercy Health Orthopaedic: 513.381.4901

ACADEMY FACULTY

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

Donna Anderle	Donna Grisez	Dawn Kelly	David Morse
Taylor Carrasco	Zack Grubbs	Lauren Lassila	Patricia Pille
Rosa Compostella	Sarah Hairston	Ka-Ron Brown Lehman	Kate Stark
Gema Diaz	Sasha Hart	Kara Louis	Melissa Wood
Isabele Elefson	Jessica Harris	Elizabeth Moeller	Claire Wyatt
Florrie Geller	Courtney Hellebuyck	Christina LaForgia Morse	

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
Remind: Please see page 4
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 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

Again this year, we'll be supplementing our regular email communication with Remind, 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 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. 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 Vaganova 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 9/1/19)

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.

MAIN DIVISION

MAIN DIVISION - WHERE FUTURES TAKE FLIGHT

Students ages 8 – College (as of 9/1/19)

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, 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.

PROFESSIONAL TRAINING DIVISION

PROFESSIONAL TRAINING DIVISION

Students on the cusp of professional careers

Cincinnati Ballet’s Professional Training Division is an elite, 38-week 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.

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.

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 that 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.

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. Official class attendance is taken by instructors at the beginning of class. Should a student need to miss class, please contact the Ballet Center Front Desk at 513.621.5219 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 Ballet Center Front Desk at 513.621.5219 to schedule a make-up class for your student.

Absence Reporting and Makeup Class Scheduling: 513.621.5219

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, result in a student being removed from class. 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. 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 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 30 minutes past the end of the last class.

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.

Main Division students *will* be required to attend additional rehearsals as needed during the four weeks leading up to Spring Production. These rehearsals will 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 11 – 14, *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 our performance venue. 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 Spring Production. We do understand, however, that extenuating and family circumstances may apply. After February 1, students may miss up to three rehearsals, if necessary. This includes regularly scheduled performance classes and additional Spring Production rehearsals. Should a student miss more than three rehearsals/performance classes, the student may be removed from Spring Production at the discretion of the Academy Director & Academy faculty. In this event, the student is expected to continue to attend all regular classes, and families remain responsible for the price of tuition. 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 2020. 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 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

While parents are welcome to wait in the Ballet Center lobby 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 and put away all cell phones.
- Please no laptops, tablets or other electronic devices in the studio during observation.
- Please wait for a class break to enter or exit the studio.
- Photography and videography are not permitted.

Parents are not allowed in the studio at any other time unless expressly invited by a member of the Academy staff or faculty.

LEVEL PLACEMENT

CHILDREN'S DIVISION

All Children's Division students are placed according to their age as of 9/1/19.

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 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 a schedule with their placement for the following fall as reflective of their age by 9/1/20 unless determined otherwise by the student's instructor in partnership with the Academy Director.

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 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 2020.

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 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 American Grand Prix is by invitation only. Students interested in participating should be in conversation with the Academy Principals or Director for future consideration. The Academy's YAGP policy is available upon request and further outlines YAGP rules and regulations as well as Academy expectations for participation.

FACILITY USE

The Cincinnati Ballet Center is used widely by the company, staff and artistic partners. Students, families and patrons 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 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 preparing for class may enter and quietly stretch and warm-up. Running and playing in the studios is not allowed at any time. When studios are in use and students are waiting for class, it is expected they remain in the lobby and the main level hallways. Students may not be unsupervised in unattended areas of the building before or after class.

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 refrain from wearing lotions, oils, perfumes, colognes, and other sprays which can make the studio floors slippery. 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 and families are asked not to enter the administrative offices on the first and second floors unless invited to do so. Students and families should also be sure to keep all pathways clear for the sake of other patrons and staff business. This includes student and patron belongings. While we want our Academy families to feel at home at the Ballet Center, we kindly ask 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. Parents are encouraged to use the front desk staff as a resource but are kindly requested not to sit at or directly in front of the front desk so others may have opportunity to approach reception. Students and their families are not permitted to bring pets into the Cincinnati Ballet Center.

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.

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

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.**

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. Items left behind will be placed in the lost and found. Lost and found receptacles will be emptied on the 15th of every month and their contents will be donated to charity.



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. 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, injured students are expected to continue to attend classes and learn through observation. 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 if the student should withdraw 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, team work 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. Students are strongly encouraged to arrive early to warm up and stretch. 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. Portable barres should be in place before the instructor's arrival. 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 sickness or injury. Once a student sits due to injury or illness, 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 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 in 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)
 - 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 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 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:** CB uniform with black shorts and bare legs or pink tights. No shoes. Students should also bring a theraband (somewhat light in resistance), tennis ball and a yoga mat.
- Flexistretcher:** CB uniform with black shorts and bare legs or pink tights. No shoes. Students also need to purchase and bring a flexistretcher with them to class.

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

NORTHERN KENTUCKY:

The Dance House

2341 Buttermilk Crossing
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.

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 2019 - May 2020). 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 May 22 – June 9, 2019. On June 10, 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 [HERE](#) under Academy Resources. The final day to submit Schedule Change Request Forms is January 15, 2020.

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 have changed and I have submitted 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 (Aug 19-Sep 1, 2019, for Main Division students and Sep 9-22, 2019, for Children’s Division students);
 - b. **Winter Early Withdrawal Period:** The first 2 weeks of 2020 (Jan 1-14); or
 - c. Seven days after the student’s first class (if registered between the Fall and Winter Early Withdrawal Periods.)
- 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 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 August 15, 2019 or upon registration
Families electing the pay in full option receive a 5% discount on tuition.
- Quarterly Installments:** Due August 15 and October 15, 2019 and January 15 and March 16, 2020
- Monthly Installments:** Due August 15, September 16, October 15, November 15 and December 16, 2019 and January 15, February 14, March 16 and April 15, 2020
An additional one-time service fee of \$30 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 August 15, 2019 or upon registration are eligible for a 5% tuition discount.

- Sibling Discount:** Families registering more than one student are eligible for a 5% tuition discount 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
- 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.
- Fill out a credit card payment slip at the front desk.
- 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.

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 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, 2020 will not be permitted to participate in Spring Production.

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.