

**Welcome to Valley Academy for the Arts!
2017-2018 Season**

Congratulations on your decision to join Valley Academy for the Arts! This handbook is a general outline of the policies of Valley Academy for the Arts and is intended to provide guidance for parents and students. Information in this handbook is subject to change. It may be updated throughout the year. Further information about the School and handbook updates may be found at www.valleyacademyarts.org

Mission

Valley Academy for the Arts is a premier, not-for-profit, dance organization in the greater Fox River Valley of Wisconsin. Valley Academy for the Arts is dedicated to ensuring everyone in the community has the opportunity to experience the art and beauty of ballet, and seeks community involvement and partnerships.

The goal of Valley Academy for the Arts is to serve students of all ages, with an emphasis on youth, by providing classical, contemporary and foundational ballet instruction. Valley Academy for the Arts uses Applied Kinesiology Dance methods to promote holistic wellness and foster human development. Talent discovery, professional performance career preparation, fitness training and movement enhancement are among the benefits enjoyed by students of all levels and economic means.

As a 501(3c) not for profit, Valley Academy for the Arts relies on individual and organizational support to continue to provide the highest level of services to our communities. Click below to see how you can support the programs and initiatives at VAA.

Purpose and Goals

Valley Academy for the Arts is A nonprofit performing and visual arts conservatory in Northeast Wisconsin specializing in classical ballet and music. With its depth of experienced and passionate instructors and commitment to providing community accessible programming, Valley Academy for the Arts fosters an environment that allows each student to discover her or his full potential.

Teaching Staff

Anne Marie Abderholden 920-279-1578	Artistic Director	info@valleyacademyarts.org
Katharina Abderholden , (920) 479-5231	Executive Assistant and Children's Division Head Teacher	questions@valleyacademyarts.org
Tracy Campbell	Department Head Recreation Department and Open Division Teacher	questions@valleyacademyarts.org

The Valley Academy for the Arts Office Phone Line is 920-479-5231. This is a cell phone that can accept text messages. Please leave a message if we don't answer or send us a text.

About the Valley Academy for the Arts

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Student Division (ages 3-19):

Tutu and Tiaras offers an introduction to the art of dance by promoting the exploration of creativity and expression through movement. This program supports the development and improvement of motor skills and coordination as well as attention and listening skills as a preparation for continued study of classical ballet. Classes are structured in a year-long progressive curriculum 2 14 week sessions. Students are not required to have previous ballet training, to be enrolled in this class..

Elementary, Intermediate, and Advanced Levels, including Summer and Master Class Series (for older students only)

The training that is provided at Valley Academy for the Arts follows a carefully designed curriculum based on the Vaganova system., The Vaganova system has been anatomically/physiologically researched and has specific requirements for the the perfect ballet body. This technique allows each student to progress to his or her own maximum potential. The quality of training that begins in the Elementary/ Beginning levels and establishes the foundation for progression through the Intermediate and Advanced levels. Our teachers break down movement to the basic steps, that can be understood by any beginning student of any age Our teachers are equipped to teach and work with students off all different learning style.

How our system differs from the Vaganova system is that we have found ways to apply it to all different body types including age appropriate applications

Our application allows dancers of all physical body structures to achieve high goals

Quality over quantity

Open Division and Adult Programs

Valley Academy for the Arts Open Division offers classes for teens, adults and seniors at all levels of experience.

The same quality of training will be offered to students in the Open Division as to our students in the Student Division.

Going on Pointe

All students should have a very strong foundation in classical ballet, in which they have developed enough strength in the core, legs, and feet to support the body balancing on the toes. This is very important because when the student is going on pointe, their feet are bearing all the weight to the body and if they are unable to support their body weight they are prone to injuries as well as potential developmental issues in the foot's anatomy.

The choice of teaching a student pointe work depends on the students control and understanding of body posture in ballet. As the student is balancing on their toes, they most learn how to control the use of their core and spine. Many foot, knee, and leg injuries can be associated misalignment of the back.

How they use their feet during a soft shoes class should be a strong indicator of whether or not the student is prepared for pointe work. Is the student using the full range of movement in the foot. When standing on releve is the student bending their knees or sickling their ankles. If the student does not understand or have the strength to maintain strong supportive line on releve, adding the additional 3 inches in height will only make the situation worse.

When we finally decide that your students is ready for pointe work, we accompany the students for their first pointe shoe fitting. Having a correctly fitted pointe shoes is very important for dancers. When the shoes are ill-fitted there is a possibility for blisters, bunions, and depending of the flexibility of the ankle there is a potential for injuries as well.

Visitors Week

We offer a series of *Visitors Weeks* throughout the year where family and friends are invited into the classroom to observe our students' progress. These weeks are noted on the school calendar. Parents may view classes only during *Visitors Weeks* or with prior permission from the teacher.

Spring Performances

Spring Showcase— Spring Showcase provides an opportunity for students enrolled in the Children's, Student and open Division to perform for their family, friends, and community members, while displaying the progression of technique through appearances by the School's different levels.

Vision Dance Theater and Nutcracker

Grades 2 and up are welcome to audition for Nutcracker in the Castle. Auditions are usually held in September. Auditions for Vision Dance Theater are for Level 4 and up students only.

Photography and Videotaping

Parents may photograph during the several *Visitors Weeks* offered throughout the school year; flash photography is prohibited. For the safety of our students, videotaping is prohibited. Photography and videography are prohibited during any Valley Academy for the Arts performance or dress rehearsal. School holds students, families, faculty, and staff to a high standard of personal decorum and expects individuals, at all times, to demonstrate respect for others, the facilities, and to promote an environment which is safe.

Classroom and Building Etiquette

With the goal of creating a safe, welcoming, and positive experience for all students, Valley Academy for the Arts holds students, families, faculty, and staff to a high standards and expects individuals, at all times, to demonstrate respect for others, the facilities, and to promote an environment which is safe, positive, and welcoming of diversity

• In the Dressing Rooms

Dressing rooms are provided for all students and should be used and maintained in a responsible manner. Students are expected to use the dressing rooms (not the public restrooms or hallways) to change in and out of their ballet attire and to fix their hair. The use of improper language is inappropriate at all times. Uncooperative or disrespectful students will be reported to the Artistic Director. Students should not bring valuables to Valley Academy for the Arts. Coats, bags, and other property should be stored in the dressing rooms, within lockers. The School cannot be held responsible for any personal items left in any of its facilities. Items found at the end of classes will be placed in the "Lost and Found." To access the "Lost and Found," please see our School Administrator. Lost and found items will be discarded at the end of each year.

• In the Classroom

Students are expected to arrive at least fifteen minutes prior to class time and be dressed and fully warmed up before class begins. Students arriving ten minutes after their class has begun will not be permitted to take the class due to risk of injury, but should remain to observe. Students should be dressed in the appropriate dress code. Chewing gum, food, and drinks, with the exception of water, are not allowed in the studio. Food and drinks are permitted in the waiting areas only. Be courteous and pick up when you have finished eating.

• Safety and Security Throughout our Buildings

Safety and security procedures are in place at each studio. All hallways, and doorways must remain unobstructed at all times in order to adhere to fire code. Parents should not leave young child(ren) unattended, and are expected to pick up their child(ren) immediately after class ends.

• Animals and pets are prohibited from Valley Academy for the Arts facilities for the safety of the faculty, staff, and students, with the exception of service animals. Please report any facility-related problems such as plumbing or equipment failure and safety issues to the Studio Administrator.

Harassment and Bullying Policy

Valley Academy for the Arts is enriched by the diversity of its members. Valley Academy for the Arts recognizes and respects each individual Valley Academy for the Arts is provides a welcoming environment of respect and sensitivity. It is important that all members of the Valley Academy for the Arts community (faculty, staff, students, and families) recognize that behavior, either verbal or physical, which disregards or demeans the self-esteem of others, is unacceptable. Such behaviors are unacceptable regardless of how they are communicated. Valley Academy for the Arts reserves the right to refuse service. Some examples of misconduct include theft, smoking on the premises, physical or verbal aggression.

Dress Code

Valley Academy for the Arts School students adhere to a specific dress code, which is detailed on the web site www.valleyacademyarts.org The required ballet dress code items can be purchased at Vision Boutique (housed at Valley Academy) or most dancewear stores. All students are expected to maintain a neat appearance and to abide by their specified dress code. All dancewear should be cleaned frequently, an extra pair of socks or tights should be carried in dance bags, and all outerwear must be removed prior to the beginning of class. Ballet slippers' drawstrings must be tied in a knot and excess tucked in or cut off. Long hair must be worn in a bun and short hair must be pulled back off the face. For the safety of the students, only simple stud earrings are permissible. Leg warmers or other warm-up gear are not permitted in class. If the student has an injury, leg warmers may be permitted by the teacher. A teacher may ask students to remove excess clothing or replace non-regulation clothing before the commencement of class. Dance clothes should not be worn outside the building. Outerwear should be worn when entering and exiting the buildings. Ballet slippers should not be worn outside as pebbles and dirt can become embedded in the soles and damage the dance floors.

Vision Dance Theater Company members may wear any solid color leotard in Fridays company class.

Enrollment Policy

Enrollment is on-going throughout the year. Enrollment in any class is dependent upon availability and is at the discretion of faculty and staff.

Prospective students interested in registering for classes at should contact (920) 479-5231 to request a free trial class.

- Students ages 8 and older with previous ballet training are required to attend a placement class to determine the level of study best suited to their abilities. Once the school-year starts, new student placement classes are scheduled individually to take place in a level that is appropriate to their current training level and evaluated for placement by a faculty member. Children's Division Students and Elementary Level 1A and 1B may enroll directly into a class, returning Valley Academy for the Arts students receive registration information via email.

Registering for Class

Students may register for classes at Valley Academy for the Arts by attending our Open House or through our online registration system.

- For registration forms, please contact at questions@valleyacademyarts.org or (920) 279-1578.
- To register online, go to www.valleyacademyarts.org, which provides the most up-to-date registration information, including class schedules, school events, and faculty information. Parents will be notified via email to confirm their child(ren)'s enrollment. If an email address is not provided, a confirmation letter will be sent by mail.

Switching Classes

Your child may switch from one class section to another (i.e. from a Monday to a Thursday class) only if there is space still available in the alternate class. Please call the Office of Administration at to (920)479-5231 request a switch.

Reporting Absences and Making Up a Class

While students are expected to attend all classes, we understand that circumstances may arise that prevent students from participating. In these instances, the student's absence should be reported so that the faculty and administration may accurately track attendance. To report an absence, please leave a message at (920) 479-5231 or email questions@valleyacademyarts.org Make up classes can be scheduled the same way.

Payment Plan Information

Tuition may be paid in full, or by installments through one of three payment plans.

A: Installment Plan A: tuition paid in full at time of registration. You'll receive a \$ 20 discount

B: Installment Plan B: Tuition is paid in 3 installments, the first due at the point of registration. Subsequent payments are due by 11/20, and 2/26.

C: Installment Plan C: Tuition is paid in 9 installments, the first due at the point of registration. Subsequent payments are due on the 15th of every month beginning in September, through and including the month of April.

Email invoices will be mailed home on or around the first of every month before the payment is due.

Related Payment information

- Registration Fee: All students (new and returning) are required to pay an annual, non-refundable registration fee per school-year. All fees are due with the first tuition payment at the time of registration. \$ 10 per child.
- Late Fee: A \$10 late fee will be charged each month for as long as the account is delinquent. Payments that fall up to two months behind for each account may result in your child(ren) being temporarily withdrawn from Valley Academy for the Arts and may jeopardize future enrollment. This may also prohibit participation in any Valley Academy for the Arts or Vision Dance Theater programs or productions

- Declined Credit Card: A \$20 fee will be administered for any credit card that declines and is not remedied within 5 days.

Please take note of any changes to your credit card information and notify the Office of Administration prior to the next date when your card will be charged.

- Returned Checks: A \$35 fee will be charged for all checks returned to our office for insufficient funds. Replacement funds

must be a certified bank check, money order, or cash.

If financial difficulties arise, please call Katharina Abderholdenat (920)479-5231. Accounts that fall six months or more in arrears will be submitted to a collection agency and assessed collections fees at no more than 33%.

Withdrawals for instruction

When a student withdraws from Valley Academy for the Arts class, it is necessary to notify the Office of Administration in writing to ensure that the account is properly adjusted. Informing your child's instructor is not considered a formal notification of withdrawal. Once the Office of Administration receives the completed withdrawal form, any refund due will be processed based on the initial notification date.

School Year Tuition Refunds

Students cancelling their enrollment prior to August 15 will receive a full tuition refund (less fees) without penalty. We suggest that parents encourage their child(ren) to attend at least six classes before withdrawing, as it often takes this long for children to adjust to a new situation.

All tuition is pro-rated on a monthly basis. Notification of withdrawal must be received by the Office of Administration by 5pm on the last weekday of the 1st day of the month in order to terminate enrollment and not be charged for the following month. A family's account may still be active if a balance remains. A doctor's note is required in the case of a medical withdrawal in order to waive a early withdrawal fee (not applicable to Children's Program).

Financial Aid, Scholarships and Work Exchange

Valley Academy offers financial aid as part of its mission to provide greater access to the arts and dance education. Valley Academy for the Arts is a non-profit educational organization dedicated to making a quality dance education available to students and families for the Fox Valley and surrounding areas. Financial aid funds are limited and are awarded based on a comprehensive need-based scale. Students wishing to apply for financial aid must return the financial aid form and supporting documentation by the stated deadline to guarantee consideration.

Scholarships

are limited and awarded by Valley Academy for the Arts. Such scholarships are talent-based and generally restricted to students in the upper levels demonstrating a high level of talent.

A student must fulfill certain obligations throughout the year if awarded financial aid or scholarship, as detailed in his/her Acceptance Agreement letter. Financial aid or scholarship money may be withdrawn at any time based on the discretion of Valley Academy for the Arts faculty or staff if it is found that the student has not complied with the terms and conditions with which they have agreed to abide. In cases of suspension or dismissal, tuition will not be refunded. Please note that

financial aid and scholarship awards apply only to the core curriculum and not towards Master classes. For more information about Financial Aid, Scholarships and Work Exchange contact questions@valleyacademyarts.org

Valley Academy for the Arts uses a variety of communications to keep families up-to-date with the most pertinent school information. Email is Valley Academy's primary means of communicating information to parents and students. Please keep your email addresses updated in the School records to receive the latest Valley Academy for the Arts news. Our website, www.valleyacademyarts.org, is also a valuable tool for communicating with parents. It includes information on class

• **School Closings.** Closings due to inclement weather or other emergencies are listed on TV as well as our website, www.valleyacademyarts.org or face book. If we determine that classes will be cancelled, it will be listed on Face book and on the website and all local Tv stations

Faculty and staff members are readily available to address any questions or concerns that you may have regarding your child. In order to allow proper time to address all inquiries, we ask that parents work with our School Administrator to schedule a appointment for both faculty/staff and parents to meet. Often times faculty members have little time between classes, so in order to allow for proper attention, we ask that all inquiries for meetings be addressed first with School Administrators. The School Administrator will then pass your request along to the instructor who will contact you.

Resolving Grievances

Should you have a concern associated with your child's or your own experience at Valley Academy for the Arts, please explain the nature of your concern verbally or in writing to Valley Academy for the Arts Assistant Executive Director . This course of action should take place no more than fifteen (15) business days after the incident. Please take into consideration that any action taken, whether formal or informal, should be handled in a private, cooperative, and respectful manner.

If unable to rectify the issue directly, you are also provided with the option of reporting a formal grievance. This act should take place no more than fifteen (15) business days after the occurrence that produced the grievance, or no more than five (5) business days after an attempt at the informal reconciliation described above. To report your/your child's grievance in a formal manner, contact the Schools Administrator where your child is enrolled. The Administrator will refer the complaint to the appropriate staff member who will then review your complaint and contact you.

Supporting Valley Academy for the Arts

Valley Academy for the Arts is a non-profit organization that is committed to excellence , in the studio, and in the community. Revenue from school tuition alone cannot cover the full cost of the artistic and educational experiences enjoyed by Valley Academy for the Arts students.

To provide dance training and performance opportunities at the highest level, Valley Academy for the Arts relies on the support of individuals like you, who value and benefit from Valley Academy for the Arts mission and programs.

WHY YOUR SUPPORT IS ESSENTIAL

It ensures excellence and access in dance education

Valley Academy provides superb dance education at accessible tuition rates. The actual costs per student exceed tuition received, resulting in a deficit for the School. Valley Academy for the Arts is not unique – many dance, art, private schools, and other non-profit institutions face the same challenge. Your support helps maintain tuition at affordable levels, provides access to the highest quality dance education for deserving students from fox Valley and the surrounding areas. .

It provides unique educational and performance opportunities for Fox Valley Area

Students to participate in School and Company performances of the high caliber. These performances provide opportunities to develop as dancers in front of a live audience .

It serves the community

In addition to excellence in ballet education, Valley Academy for the Arts is committed to serving the community, making dance education and programs accessible to underserved populations.

HOW TO GIVE

Every gift counts. However you choose to support Valley Academy for the Arts – and at whatever level – your generosity is deeply appreciated.

For more information, or to make a gift, please contact Anne Marie Brunner-Abderholden at info@valleyacademyarts.org or call (920) 279-1578

Frequently asked questions

Question: My child has enrolled at Valley Academy for the Arts. What do we do on the first day of class?

Answer: We recommend that students arrive 15 minutes prior to the start of class to allow for ample time to prepare. All students are encouraged to use the bathroom and wash their hands prior to class. Children at the should remain in the lobby and the instructor will collect them when it is time for class to begin. Our facilities has a waiting area. We kindly ask that all students be picked up immediately following the end of class.

Question: Where can I park when I arrive for class with my child?

Answer: We have a large parking lot in front of the building. Children can also be dropped off in front of the door. there is a additional parking lot on the North side of the building. No street parking is aloud.

Question: Are there dressing rooms my child can use to prepare for class?

Answer: Locker rooms are available at the school. Students are permitted to bring locks for day use only. Students are urged not to leave valuables unattended.

Question: Whom do I contact with questions about Valley Academy for the Arts?

Answer: You may contact our Office of Administration at questions@valleyacademyarts.org or call (920) 740-3085

Question: How do I report an absence and can my child make it up?

Answer: We understand that circumstances may arise that prevent students from attending class. We ask that the student's absence is called in so that the faculty and administration may accurately track attendance.

To report an absence, please leave a message at (920)740-3085 You may at that time schedule a make up class as well. Please see our make-up policy

Question: What if I need to switch my child's class time?

Answer: Your child may switch from one class section to another (i.e. from a Monday to a Thursday class) only if there is space still available in the new class. Please call the Office of Administration (920)740-3085 to request a switch

Parent Organization

Valley Academy for the Arts has a Parent Group. Please contact Katharina Abderholden Questions@valleyacademyarts.org if you would like to be involved.