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INTRODUCTION

I am so proud to be the Academy Director for The Frederick Quinney Lawson Ballet West Academy. Thank you for trusting us with training your child in ballet technique and dance disciplines that will empower them with skills for today’s choreographic demands. Our faculty has experience at the highest level in the professional dance world, and we all look forward to sharing our knowledge with your children.

While excellence in ballet training is crucial to our mission, our commitment to our students goes well beyond technique. The Academy’s philosophy supports the development of the whole child. Our training focuses on the milestones in physical, cognitive, and emotional development of children. Our curriculum utilizes research on these developmental milestones in conjunction with rigorous classical ballet training in an approach that is unique to Ballet West Academy. We have high expectations for our students, and we will mentor them to achieve their dance dreams and reach their fullest potential.

Our faculty works hard to foster each student’s individual development. Students are correctly and thoughtfully guided, with progress communicated in a positive and supportive manner.

As the official school of Ballet West, we offer an opportunity to perform with our world class company in the annual Nutcracker Performances and in our Family Series performances, as well as Winter, Contemporary, and Spring Showcase performances.

We are proud to have alumni of the Academy performing with companies across the country and all over the world. Many of the professional dancers in both Ballet West and Ballet West II began their dance training as students of the Academy.

We are proud of our work and dedicated to continuing the tradition of excellent classical ballet training. This tradition stretches from our founder, Willam Christensen, and his father and uncle, Christian and Peter Christensen. Their “Academy of Music and Dancing” opened in 1903 and became one of the first schools in the American West to train young people in the art of classical ballet.

Our goal is to inspire, nurture, and give every student a life-long love of dance. Welcome to the Ballet West Family!

Evelyn Cisneros-Legate
ACADEMY DIRECTOR

Evelyn Cisneros-Legate was Prima-Ballerina of the San Francisco Ballet for many years beginning under Lew Christensen (brother of Ballet West founder William Christensen) and continuing under Michael Smuin and Helgi Tomasson. Evelyn holds an honorary doctorate from both Mills College and the University of California Monterey Bay. Considered one of America’s leading ballerinas, and the first Mexican-American principal ballerina, Evelyn is a renowned dance educator who has taught at some of the most prestigious dance schools in the world, and was former Principal at The Boston Ballet School.
ABOUT THE ACADEMY

OUR MISSION
The Frederick Quinney Lawson Ballet West Academy, the official school of Ballet West, is Utah’s premier source of dance training, providing the highest caliber of ballet instruction to the pre-professional student as well as to those who wish to gain a deeper understanding of this beautiful and demanding art form. Along with our unique relationship with the professional company and artistic staff of Ballet West, we have a superior faculty who are dedicated to developing and inspiring the whole child, both as an accomplished dancer and a healthy individual. Academy students experience a structured curriculum offered in a nurturing and positive environment, targeting and exploring each student’s individual strengths and abilities.

OUR VISION
The Frederick Quinney Lawson Ballet West Academy strives to be a dynamic leader in the international field of dance education. Drawing on our unique local dance heritage and utilizing our connections with our national and international dance communities, we will continue to expand our educational offerings in a state-of-the-art facility as we train and inspire the next generation of dancers. We intend to be a positive resource for local and regional dance schools, providing opportunities for constructive dialogues and collaborative support.

CONTACT INFORMATION
FREDERICK QUINNEY LAWSON BALLET WEST ACADEMY LOCATIONS

JESSIE ECCLES QUINNEY BALLET CENTRE CAMPUS
(SALT LAKE CITY)
801-869-6912
ACADEMY@BALLETWEST.ORG

TROLLEY CORNERS CAMPUS
(SALT LAKE CITY)
801-869-6882
TROLLEYCORNERS@BALLETWEST.ORG

BARBARA BARRINGTON JONES FAMILY FOUNDATION CAMPUS
(LEHI)
801-869-6990
THANKSGIVINGPOINT@BALLETWEST.ORG

PEGGY BERGMANN CAMPUS
(PARK CITY)
801-869-6970
PARKCITYACADEMY@BALLETWEST.ORG

PHOTO BY BEAU PEARSON
OUR FACILITIES

Ballet West Academy is comprised of four campuses locations. Directions to each campus and virtual tours can be found online at balletwestacademy.org.

Campus Administrators are found at the front desk of each location during class times. Should you have any questions or concerns, please direct them to a Campus Administrator and they will be happy to assist you.

**JESSIE ECCLES QUINNEY BALLET CENTRE CAMPUS** (Downtown)
Evelyn Cisneros-Legate, Academy Director
Katherine Lawrence, Principal
Jennifer Hildreth, Senior Ballet Center Operations Manager

The Frederick Quinney Lawson (Downtown) Campus is located at 52 W 200 S and has five fully equipped studios. As the hub of the Professional Training Division, it serves over 170 in the Upper Levels of the Student Division, through the Professional Training Division levels, as well as Adult Dance Programs. The campus has a special partnership with the adjacent Ballet West Company. The drop-off/pick-up zone is accessed from West Temple St. between 100 S and 200 S. There is no parking in this lot, but there is ample street parking nearby.

**TROLLEY CORNERS CAMPUS** (Salt Lake City, Utah)
Evelyn Cisneros-Legate, Academy Director
Katherine Lawrence, Principal
Jenny Lowell, Campus Operations Manager

The Trolley Corners Studio is located at 515 South 700 East, Suite 1B, within the Trolley Corners Building (across the street from Trolley Square). Studios are accessed through the covered parking garage just east of 500 South. Including four fully equipped studios and free on-site parking, it offers our Beginning, Elementary, and Student Divisions through Level 4, as well as Adult Dance Programs.

**BARBARA BARRINGTON JONES FAMILY FOUNDATION AT THANKSGIVING POINT, LEHI CAMPUS** (Lehi, Thanksgiving Point)
Evelyn Cisneros-Legate, Academy Director
Heather Thackeray, Principal
Samantha Abrahamson, Campus Administrator

Our Lehi location is at 2455 Executive Parkway, Lehi Utah 84043. Including three fully equipped studios and free on-site parking, it offers Beginning, Elementary, and Student Divisions through Level 8, as well as Adult Dance Programs.

**PEGGY BERGMANN CAMPUS** (Park City)
Evelyn Cisneros-Legate, Academy Director
Allison DeBona, Principal
Rex Tilton, Campus Administrator

Park City Campus is conveniently located at 2780 Rasmussen Road and includes four fully-equipped studios. Classes offered include jazz, tap, hip-hop, musical theatre, and ballet, as well as Adult Dance Programs.
TRAINING AT THE ACADEMY

CURRICULUM
The Frederick Quinney Lawson Ballet West Academy trains pure classical ballet with a uniquely American syllabus developed by our Artistic Director Adam Sklute in conjunction with our world-renowned faculty and artistic staff. Our Beginning curriculum is the perfect way to introduce your child aged 3 to 6 to the basics of ballet, including coordination, musicality, and class structure. Formal ballet training begins at the Elementary levels, where the foundation of classical ballet technique is delivered. In the Student Division (Levels 1-8) students continue to refine their work and acquire the ballet vocabulary.

FACULTY
School faculty members are experienced professionals, carefully selected for their expertise in the dance and education fields as well as for their ability to motivate and nurture students. Beginning and Elementary Division instructors specialize in age-appropriate materials that meet the developmental needs of young children. The collective wisdom and experience of the entire staff encourages the exploration of innovative and effective teaching methods that help students learn in a professionally nurturing environment.

STUDENT PLACEMENT AND ADVANCEMENT
In order to best meet the needs of all students, considerable care and attention are given to class placement. Students ages 3 to 6 years may enroll directly into the age-appropriate class as outlined on the Academy website. Students ages 7 and older with previous ballet training are required to participate in a placement class before enrolling. Parents of students without previous dance training should contact their respective campus administrator to discuss placement and training options. Ballet West is happy to accommodate audition/placement classes throughout the year. Please contact your campus administrator for scheduling. Students new to the Ballet West Academy curriculum should know that class levels at Ballet West Academy do not directly correspond to levels offered at other dance schools.

Students in the Student and Professional Training Divisions are placed in an appropriate program and advanced based on four general criteria: technical ability, physique, interest, and attendance.

- **Technical ability** is defined as sufficient mastery of ballet technique and artistry at each level. This mastery must be demonstrated by new students in a placement class as well as by current students in the classroom.
- **Physique** is defined as possessing the strength, turnout, flexibility, and bone structure which will allow a student to safely (without undue risk of injury) undertake the course requirements. Physical characteristics, including bone structure, become increasingly important as a student progresses in their intensive studies through the Student Division.
• **Interest** is defined as demonstrating a strong desire to pursue this course of study as well as a willingness and commitment to participate fully and enthusiastically in both ballet and supplemental classes.

• **Attendance** is defined as consistently attending classes in order to keep up with material, prevent injury, prepare for performances, and build strength, skill, and artistry.

Advancement through Ballet West Academy is based on many factors including a student's strength, physical development, commitment, mastery of the material, maturity, attendance record, and artistic development as assessed by the faculty, Principal, and Academy Director. In all cases, a student's ability to safely execute the required class material is considered above all other factors, including age. Ballet training is interconnected with an individual's physical development. Thus, in contrast to typical academic advancement. In contrast to typical academic advancement, it is not unusual for a student to repeat a level of ballet training, differing from academic advancement. The majority of our students will repeat a level at some point in their training. It is critically important that students advance at their own rate so they can master the work demanded of them, avoid injury, and achieve their fullest potential. A student who carefully develops their technique early in the curriculum will reduce the risk of injury and will improve their likelihood of advancement in later years.

**EVALUATIONS**

Students in the Student and Professional Training Divisions receive mid-year written evaluations. Evaluations address overall progress, effort, attitude, and studio behavior. Evaluations also recommend improvements in different areas. Parents and students are encouraged to participate in the evaluation process by scheduling conferences with the Principal whenever there is a question or concern about a student's progress. Student placement for the following year is determined during end-of-year exam class. Students will be notified via email of placement for the following year. All placements are final and at the discretion of our Academy Faculty and Director.

**GOING EN POINTE**

Female students will begin pointe work when they have passed the physical evaluation conducted by our faculty. Students will be allowed on pointe when it is safe and only at the discretion of the faculty. To ensure this safety, Ballet West Academy faculty assess the following physical characteristics before recommending a student for pointe work:

- Adequate flexibility of the foot to allow the student to align the bones of the foot with the tibia—the ability to “get fully onto the tip of the pointe shoes”
- Adequate strength of the foot, ankle, leg, and torso to sustain the pull-up required; generally attained with a minimum of three years of disciplined ballet training
- Adequate turnout and strength of the turnout muscles to sustain proper alignment; generally attained with a minimum of three years of disciplined ballet training
- General physical maturity that suggests the development of the bones and joints are stable; generally not realized until the child is at least 11 years of age

A young student who successfully meets all of these requirements will minimize the likelihood of injury, will progress more rapidly, and will find the work less difficult. Recommendations for pointe work are made conservatively, as the longterm health and well-being of each student is always the priority.
OUR DIVISIONS/PROGRAMS

BEGINNING DIVISION
The Beginning Division is for young dancers and ballet performers ages 3 to 6, and includes Beginning levels A, B, and C. Classes are offered by age and are carefully developed in accordance with a child’s physical and cognitive abilities. Children’s dance and ballet classes are structured to place students in a safe and nurturing environment. Parents are invited to watch ballet class during scheduled Parent Observation weeks. Children in these levels will participate in the Ballet West Academy Winter and Spring Showcase performances. Summer classes are available for all levels.

ELEMENTARY DIVISION
The Elementary Division is for students ages 7 and above. Classes are offered by age and ability and are carefully developed in accordance with a child’s physical and cognitive abilities. Children are placed in a safe and nurturing environment. Parents are invited to watch class during scheduled Parent Observation weeks. Placement is at the discretion of the Ballet West Academy Director or Campus Principal. Children at this level will participate in the Ballet West Academy Winter and Spring Showcase performances. Summer classes are available for all levels.

STUDENT DIVISION
Ballet Levels 1 through 8 are designed for students ages 9 and up. Acceptance and placement for new students is determined by an audition class held before the new fall season, or an audition can be arranged with the Ballet West Academy Director or Campus Principal. Promotions are considered on an individual basis and determined in part by an end-of-the-year exam evaluated by the Ballet West Academy Director and Principal Faculty. Students in this division can expect to spend more than one year in each level. Students in Levels 1 through 8 perform in the Ballet West Academy Winter, Contemporary, and Spring Showcase performances. Students in this division are expected to participate in the Ballet West Academy Summer Accelerated Ballet Workshop, Ballet West Summer Intensive, or other approved ballet intensive programs. Summer programs afford the student the opportunity to take multiple classes several days per week.

PROFESSIONAL TRAINING & TRAINEE DIVISION
The Ballet West Academy Trainee Program was created in 2009 by Ballet West Artistic Director Adam Sklute for the purpose of extending a dancer’s formal training post-graduation. The Professional Training Division (PTD) was instituted in 2015 to create an intensive training program for students completing their high school education. Acceptance into either program is by audition or invitation only, and each dancer commits to a contracted year of study with the program. Dancers are held to the standard of a professional-level artist.

This elite and talented group of young dancers experience an expanded schedule of technique classes and rehearsals in addition to regular Academy classes. Ballet West Academy has developed relationships with several educational partners so that students in the PTD program can complete their high school education in a timeframe that allows them to pursue a rigorous study of ballet. Options include both online schooling and traditional classroom instruction.

This is a training position; tuition and fees apply.
It is the intent of the Academy Director, faculty, and artistic staff of Ballet West to provide the highest caliber training with a universal approach to insure that each dancer is prepared to take their place in an ever-changing dance world. Upon completion of the Trainee Program, these dancers possess all of the qualities necessary to dance in Ballet West II or one of many other outstanding dance companies around the world. These divisions will also have the opportunity to audition/partake in Ballet West II's collection of Family Classics ballets.

**MOVEMENT MENTOR**

Movement Mentor is a unique program that pairs advanced students of Ballet West Academy with students of special needs for weekly dance classes. The mentors and students pair up for the entire year and perform together in the Spring Showcase. The class is taught by Ballet West adaptive dance instructors, and the students receive one-on-one guidance from their peer mentors, creating bonds of friendship, trust, and learning.

**ADULT CLASS**

Ballet West Academy hosts adult ballet classes at our Salt Lake City (Trolley Corners & Ballet Centre), Park City, and Thanksgiving Point in Lehi campuses. We provide ballet classes for all levels (beginner through advanced) at all of our campuses. Anyone, regardless of prior experience, can enjoy ballet. Adult classes are coed without spectators. Dancers are required to wear ballet shoes and should wear lightweight athletic wear.

**PRIVATE INSTRUCTION**

Ballet West Academy does not promote extended private instruction. The discipline and training of ballet depends largely on the peer interaction that is experienced in the class. In some cases, periodic private instruction may be beneficial, but ALL private instruction must be approved by the Academy Director.

**COMPETITION**

The primary focus of Ballet West Academy is to provide the highest possible quality dance training to all of our students. Participation in competition is NOT a requirement for any student of the Academy and will have no effect whatsoever on placements and casting. Any student who wishes to participate in a competition as a soloist should speak with the Academy Director and/or Academy Principal. Representing Ballet West Academy in any competition must be approved by the Academy Director. Ballet West Academy may present ensemble work in competition; however, casting will be by audition/invitation only.

The Park City Campus attends outside workshops and showcases/competitions as part of their Tap and Contemporary curriculum. The goal is to instill a passion for performing rather than merely the desire to win awards. Our solid reputation for quality reflects our attitude toward competition and our goal to develop in each student a genuine respect for dance as an art form.
PERFORMANCE OPPORTUNITIES

WINTER SHOWCASE
As a culmination of the work that the students have been doing in their repertoire classes, each campus produces a performance during the months of November, December, or January. These performances are an important educational tool, allowing the students practical experience in presenting themselves in classical ballet performances. These performances are open to the public, and tickets for them can be purchased through our website at balletwestacademy.org.

CONTEMPORARY SHOWCASE
First presented in 2019, this performance provides an opportunity for intermediate and advanced students from all three of our upper school campuses to come together and present works created by our contemporary faculty. This gives a practical performing experience to these students in a complementary genre and also promotes collaboration among Academy families. These performances are open to the public, and tickets for them may be purchased through our website at balletwestacademy.org.

SPRING SHOWCASE
Our spring performances provide an opportunity for all students to demonstrate the curriculum progression for family, friends, and community members. As these performances are the culmination of the entire year’s work, they also serve as the best indication of the progress that students have made throughout the year. These performances can include selections from the classical repertoire presented by the professional company of Ballet West, as well as works by notable choreographers such as George Balanchine, August Bournonville, and many others. These performances are open to the public, and tickets for them can be purchased through our website at balletwestacademy.org/events.
CLASSROOM AND BUILDING ETIQUETTE

In the Locker Rooms:

• Campuses that have locker room facilities require students to follow the following etiquette:

  • Students should use the available locker rooms/changing rooms (not the public restrooms or hallways) to change in and out of their ballet attire and style their hair. Students found loitering or changing in public bathrooms will be asked to leave. Locker rooms should be used and maintained in a responsible manner. The use of improper language is inappropriate at all times.

  • Students should not bring valuables to Ballet West Academy. Coats, bags, and other property should be stored in the proper areas or within lockers (not on the floor). The Academy cannot be held responsible for any personal items lost in any of its facilities. We recommend labeling all belongings, especially shoes, with your child's name.

  • Items found at the end of classes will be placed in the Lost and Found. To access the Lost and Found, please see your Campus Administrator. Unclaimed items will be discarded at the end of each month.

In the Classroom:

• Students are expected to arrive prior to class time in order to be dressed and prepared before class begins. Students arriving 10 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. No glass water bottles may be used in the ballet studios (only plastic or metal). Food and drinks are permitted in the waiting areas only. Be courteous, and pick up when you have finished eating. We have several employees and students with severe nut allergies, so please no peanuts or peanut butter.
DRESS CODES
Students are required to purchase and wear the proper uniform for each class and performance as listed on the website. For their safety, students must wear clothing that covers their dance attire and street shoes when they are outside of the studio. Each student is a representative of Ballet West Academy and must present himself or herself in the best manner possible both inside and outside the studio.

CODE OF CONDUCT
Ballet West Academy requires all students, parents, and guardians to abide by the following Code of Conduct. Any violation of these rules may be grounds for dismissal from the program.

Students are expected to attend all regularly scheduled classes, rehearsals, and performances. Illness or injuries must be communicated to Ballet West Academy as soon as possible. Repeated excused or unexcused absences may be grounds for dismissal.

Ballet West Academy will not tolerate tobacco, drugs, alcohol, or the consumption or distribution of these substances at any time while attending Ballet West Academy.

No parent/guardian or student will harass, demean, tease, abuse, assault, or gossip about another person.

No student shall tamper with or take the personal property of others.

Inappropriate or disrespectful behavior or language will not be tolerated.

When entering and leaving the studio, students of all levels must wear appropriate clothing over their uniform or change in locker/changing rooms at the studio. Street shoes are required outside of the studio.

For security reasons, students are required to wait inside the building for pickup.

Parents/guardians and students should respect the expertise and decisions of the Ballet West Academy faculty.

Parents/guardians should support their students at all times, and encourage them to enjoy their training.

Utah code title 76 strictly prohibits photographing and filming in the locker rooms, changing rooms, or bathrooms.

PARENT OBSERVATION
Twice per year we offer a Parent Observation week where parents/guardians are invited into the classroom to observe students’ progress. Parents may view classes only during designated observation weeks.

MEETING WITH YOUR CHILD’S TEACHER
Faculty members are happy to meet with parents, but all meetings must be scheduled through the Campus Administrator.

PHOTOGRAPHY & VIDEO RECORDING
All performances of the Academy are professionally recorded, and these recordings are made available to all families. All other videography and photography, for example during parent observation weeks, is prohibited. This is to protect the privacy of all of our students.
COMMUNICATION
Ballet West Academy uses a variety of communications to keep families up to date:

• Email is the Academy’s primary method of communicating information to parents and students. Please keep your email addresses updated and make sure to opt in to email blasts in the Parent Portal to receive the latest information. Also be sure to check your spam/junk folders for emails.

• Our website is also a valuable tool for communicating with parents. It includes information on class schedules, dress codes, and school year calendars, as well as ticketing and promotional information and much more.

• Bulletin boards are another important resource for information, including the studio schedule for the week.

• In the event of an emergency or cancellation of classes due to weather or otherwise, communication will be sent by both email and text message to the contact information in the Parent Portal. Please keep this information up to date.

EMERGENCY PROCEDURES
Safety and security is of the utmost priority at Ballet West Academy. If you see something, remain calm, and please say something to a staff member. If your child’s medical history has changed since you submitted registration materials, please notify us in writing. Please note that firearms are not permitted on Ballet West Academy premises. During adverse weather conditions, parents are encouraged to make attendance decisions for their children based on their specific abilities to get to classes safely. In the event Ballet West Academy must cancel classes due to inclement weather or any other emergency, we will notify parents as soon as possible by text, voice messaging, and/or email. All notifications will be sent via the Parent Portal, so please ensure your family contact information is up to date.

HARASSMENT AND BULLYING POLICY
It is important that all members of the Ballet West Academy community (faculty, staff, students, and families) recognize that behavior, either verbal or physical, which disregards or demeans the self esteem of others is unacceptable. Any individuals engaging in such behaviors will be subject to disciplinary action, which may include suspension, expulsion, or dismissal without advance notice. Other examples of misconduct include: cyber bullying; theft; smoking on the premises; physical or verbal aggression; or possession, distribution, or use of illegal drugs in any Ballet West Academy facility. Ballet West Academy is enriched by the diversity of its members. It recognizes and respects individual differences in culture, race, ethnic origin, religion, gender, and sexual orientation, and provides a welcoming environment of respect and sensitivity. We rely on all of our staff, faculty, students, and families to work proactively to build and maintain this environment.

PROGRAM DISMISSAL
Any student found violating federal, state, or local law and/or Ballet West policies or codes of conduct may be reported to the proper authorities and dismissed from the program without a refund. All tuition, enrollment, and fees paid and/or owed to Ballet West Academy on behalf of any dismissed student are forfeited.
SUPPORTING HEALTHY HABITS
Ballet West Academy is committed to nurturing the student. Athletic trainers work with Ballet West to consult about dance-related injuries and to make suggestions regarding the best options for recovery and rehabilitation.

REPORTING MEDICAL CONCERNS
Faculty members are aware of any medical concerns or conditions specified on registration forms. If changes should arise, we ask that you notify the office in writing so that all medical records are up to date. Should an emergency arise, all attempts will be made to reach a student’s parent/guardian first. If a parent/guardian cannot be reached, the emergency contact provided on the registration form will be called.

HEALTHY BODY CONDITION MANAGEMENT
Ballet West Academy will not discuss body condition concerns with a student under the age of 18 without a parent present—either in person, via telephone, or with express parental permission in writing. Such a meeting will be attended by two faculty/staff members. The Academy faculty will not make specific medical recommendations regarding a student’s body condition. If desired, the student and parents may seek such a recommendation from a health professional. A list of resources, including doctors, nutritionists, and body conditioning specialists will be made available to the student and parents. Students will be required to schedule a monthly meeting with the Academy Director for three to six months after the initial meeting. A student approached with an underweight concern may return to classes only with a physician’s written approval. with the Academy Director for three to six months after the initial meeting.

A student will not be taken out of a level or have a scholarship or stipend revoked on account of a body condition issue, but rather will be re-evaluated each semester on all criteria, including healthy body condition.
Students attending pas de deux class will be assessed at the beginning of each semester. Only students in healthy body condition will be allowed to participate. If a student’s weight or musculature presents a danger to the student or the student’s partner, the student will not be allowed to complete the semester’s pas de deux classes. Each student will be re-evaluated for participation at the beginning of each semester.

**TEACHER-STUDENT CONTACT**

In teaching the art of ballet, as well as other dance disciplines offered by Ballet West Academy, it is entirely appropriate for a teacher to put their hands on a student to correct the student’s posture, the physical line, the position of the student’s body or part of their body, or to help a student hold a position. Ballet West Academy does not tolerate any teacher student contact that is harmful or inappropriate. In enrolling their child, parents acknowledge that it is Ballet West Academy practice to correct students with physical contact.

**SAFETY**

Ballet West Academy requires that parents and students abide by the following additional safety procedures.

**INJURY/ILLNESS**

Should a student suffer a prolonged injury or illness, parents are required to provide Ballet West Academy with written notification from a physician that the student is permitted to resume classes. Ballet West Academy also requests any medical information or recommendations that may inform faculty and staff on how best to work with that student as they recover. Information should be directed to the Academy office or respective campus administrator which will then notify the appropriate faculty and staff.

**IN-CLASS INJURY/ ILLNESS**

Students who become ill or develop a minor injury during Academy hours should immediately report this to their faculty. In such instances, students are expected to continue their class as an observer, if possible.

**ALLERGY POLICY**

If your child has an allergy which could result in a medical emergency, the parent must inform the Academy Administrator in writing at the time of registration so that faculty members can be alerted. If your child carries an EpiPen, please make the office and faculty aware of where the EpiPen is kept in your child’s dance bag. Many administrative and faculty members are CPR certified; however, we do not have a medical specialist or registered nurse on site. Please be mindful that this is a public building, and we are unable to anticipate all possible scenarios that would introduce allergens to the building.
FINANCIAL INFORMATION

PAYMENT PLAN
Tuition may be paid in full at the time of registration or divided into nine equal payments. The full tuition or first payment will be automatically withdrawn at the time of registration. If payments are selected, the subsequent payments will be charged to the credit/debit card on file on or about the 5th day of each month.

PAYMENT PLAN RELATED INFORMATION
REGISTRATION FEE
All students (new and returning) are required to pay an annual, non-refundable registration fee per program. All fees are due at the time of registration and are per student. A $45.00 registration fee will be charged to the card on file on September 20th.

LATE FEES
All accounts will be charged a $25 late fee after the 15th of the month. At two payments past due, the student will not be permitted to attend class until the account is made current.

WITHDRAWALS
To withdraw a student prior to the end of the year, a Withdrawal Form must be submitted at least 30 days prior to the student's last day of class. Refunds or cancellation of recurring charges will be done at the discretion of the Academy Managing Director. In all circumstances, a $25 administrative fee will be charged for withdrawals.

FINANCIAL AID
Ballet West Academy offers financial aid as part of its mission to provide access to the arts and dance education. Ballet West Academy is a non-profit educational organization dedicated to making a quality dance education available to students and families from the greater Salt Lake City metro area. Financial aid funds are limited and are awarded based on a comprehensive need-based scale to those who qualify. Students wishing to apply for financial aid must return the financial aid form and supporting documentation (located on the website) by the stated deadline to guarantee consideration.

SCHOLARSHIPS
Scholarships are limited and awarded by the Ballet West Artistic Director, Ballet West Academy Director, and Ballet West Academy Principals. Such scholarships are merit-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 rescinded at any time, based on the discretion of Ballet West Academy 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 toward fees or elective classes.
PARTICIPATION IN COMPANY PERFORMANCES

BALLETT WEST
COMPANY PRODUCTIONS
With the exception of participation in The Nutcracker, students must be currently enrolled and attending all classes in order to participate in Ballet West company productions.

CASTING FOR
COMPANY PRODUCTIONS
Casting for Ballet West company productions is finalized by the Artistic Director, company Rehearsal Directors, and Student Rehearsal Director, and is not determined by the Academy Director or faculty. Casting decisions are made with considerable thought and care but are not an indication of professional potential. The Company in no way regards selection of students as a reward for efforts or merit nor as a reward for family/student time or financial investment. To do so would create an expectation among students and families that the Company and Academy cannot consider in making its decisions. Many factors go into the selection of students—height, technical ability, movement quality, demeanor, behavior, spatial awareness, and ability to learn choreography. These factors are weighed differently for each production and even differently for the same production from season to season depending on circumstances. Ballet West Academy encourages all students to focus on their ballet classwork and remember that the annual spring Academy performance is the opportunity provided for all students to demonstrate their achievements each year. There are no make-up classes provided for Academy classes missed due to rehearsals or performances.

Ballet West presents The Nutcracker each season. The Nutcracker has many children’s roles which are filled with both Academy students and children from throughout the community. Participation in The Nutcracker is voluntary. Children ages 8 through 18 are eligible to audition. Auditions are held in September, and families receive information prior to the event. Ballet West Artistic Director and Ballet Masters (not the Academy) determine The Nutcracker casting, and decisions are based on the criteria stated above. Students attending the auditions should be fully committed to participation regardless of role decisions. Before deciding to audition for The Nutcracker, students and their families should carefully consider the extensive time and commitment involved in both rehearsals and performances.

TICKET VOUCHERS
As an additional benefit of attending Ballet West Academy, students in levels Elementary A and above will receive a voucher for one free and one half-price ticket to select company performances of Ballet West. Vouchers can be turned in at the Ballet West box office for performance tickets. Ballet West Academy considers regular attendance of professional company performances an essential component of the education of our students. It is the parent’s responsibility to research and decide whether they consider a production to be age appropriate.
FREDERICK QUINNEY LAWSON BALLET WEST

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iClassPro Parent Portal: https://app.iclasspro.com/parentportal/balletwestacademy