



## Studio Policies

### **Attendance Policy**

#### **Excellent Attendance**

- Attendance is a top priority. Students at CCAB are allowed no more than two unexcused absences per semester.
- If a student exceeds this limit, a meeting will be scheduled with the student, their parents, and their instructors to evaluate the student's level placement.

#### **Excused Absences Include:**

- Illness
- Family emergencies
- Family vacations (with prior notice)

#### **Unexcused Absences Include:**

- Birthday parties
- Playdates
- No-shows without notice
- Being too tired or unprepared

#### **Makeup Classes:**

- Students should schedule a makeup class if an absence is expected. However, parents must notify the studio in advance if their child will miss a class.

#### **Timeliness**

- Students are expected to arrive early or on time to every class.
- If a pattern of tardiness develops, a meeting will be scheduled with the student and their parents to re-evaluate their commitment to the program.

### **Sick Policy**

#### 1. General Guidelines

- Stay Home if Unwell: Students, staff, and visitors must stay home if experiencing any symptoms of illness, including but not limited to:
  - Fever (100.4°F/38°C or higher)
  - Cough
  - Sore throat
  - Shortness of breath
  - Runny nose or congestion (not due to allergies)
  - Nausea, vomiting, or diarrhea
  - Muscle aches or chills
  - Unexplained rash
  - Fever-Free Rule: Individuals must be fever-free for at least 24 hours without the use of fever-reducing medications before returning to the studio.

## **2. Communicable Illnesses**

- If diagnosed with a contagious illness (e.g., COVID-19, flu, strep throat, pink eye):
  - Notify the studio immediately.
  - Follow CDC or local health authority guidelines for quarantine/isolation and return-to-activity timelines.
  - Provide a doctor's note if required for re-entry.

## **3. Returning to the Studio After Illness**

- Mask Requirement: To protect others, individuals recovering from an illness are encouraged to wear a mask for the first 2-3 days after returning to the studio, especially in group settings.

## **4. Symptoms During Class**

- If a student or staff member begins showing symptoms while at the studio:
  - They will be immediately removed from the group activity.
  - A parent or guardian will be contacted for immediate pickup.
  - The affected area will be sanitized.

## **5. COVID-19 or Similar Public Health Situations**

- Adhere to any local health regulations regarding quarantine, testing, or mask usage.
- If exposed to someone who tested positive, notify the studio and follow appropriate protocols (e.g., testing or isolation).

## **6. Hygiene Expectations**

- Handwashing: Students must wash or sanitize hands before and after class.

- Personal Items: Bring a water bottle and any personal equipment needed to avoid sharing.
- Cough/Sneeze Etiquette: Use a tissue or elbow to cover coughs and sneezes; dispose of tissues immediately and sanitize hands.

### **7. Missed Classes Due to Illness**

- Students may make up missed classes during the current session, if scheduling allows.

### **8. Responsibility to Others**

- We encourage families to prioritize the health of all studio members by erring on the side of caution. Coming to class while sick or not fully recovered puts others at risk and disrupts the learning environment.

## **Performance and Rehearsal Policy**

Performances and rehearsals are an essential part of the experience at CCAB.

### **Attendance:**

- Attendance to all extra rehearsals is mandatory. Missing rehearsals may result in removal from certain performance pieces.
- Students who arrive late to rehearsals may not be allowed to participate in the corresponding section of the performance.

### **Preparation:**

- Students must arrive at rehearsals and performances on time, in full costume, and with hair/makeup as instructed.
- Costumes belong to CCAB. All costumes must be kept clean and in good condition & returned in the same condition they were given in. Failure to return costumes and/or returning costumes in a state less than they were handed back in will result in costume fee charges.

### **Behavior:**

- Students must exhibit professional behavior during rehearsals and performances. Disruptive behavior will not be tolerated.
- Parents and guardians must remain supportive and respectful to all staff, students, and other families during events.

## **Parent and Student Behavior Policy**

At CCAB, we are committed to fostering a positive, respectful, and supportive environment for all students, parents, and staff. To maintain this atmosphere, we ask everyone to adhere to the following guidelines:

### **1. Respectful Communication**

- Speak to instructors, staff, students, and other parents with kindness and respect at all times.
- Avoid negative or confrontational conversations in person, online, or in group settings.
- Concerns should be addressed privately with staff or management, either in person or via email, to ensure a constructive resolution.

### **2. Positive Attitude**

- Students and parents are encouraged to maintain a positive and uplifting attitude during classes, rehearsals, and events.
- Celebrate each student's progress and achievements without comparing them to others.
- Refrain from gossip, criticism, or negativity about the studio, staff, or other families.

### **3. Supportive Environment for Students**

- Students should encourage and support their peers in class and performances.
- Disrespectful behavior, bullying, or exclusion of any kind will not be tolerated.
- Be receptive to constructive feedback from instructors and use it as an opportunity for growth.

### **4. Parent Conduct**

- Parents should set an example of respect and patience for their children by following studio policies and treating staff with courtesy.
- Parents should refrain from coaching or interfering during class. Allow instructors to guide students for the best learning experience.
- If observing a class or rehearsal, parents must remain quiet and non-disruptive.

### **5. Punctuality and Responsibility**

- Students must arrive on time, dressed appropriately, and ready to participate.
- Parents are responsible for ensuring students are picked up promptly after class.
- Notify the studio in advance if a student will be late or absent.

### **6. Handling Concerns**

- If a parent or student has a concern, it should be brought to the studio's attention in a respectful and solution-focused manner.
- Gossip or public airing of grievances will not be tolerated.

## **7. Disciplinary Actions**

- Violations of these policies may result in a warning, meeting with studio management, or, in severe cases, dismissal from the program.

## **Dress Code:**

Students in our pre professional program are expected to follow the following dress code for every class:

- Pink footed/Convertible Ballet Tights
- Uniform Leotard
- Hair in neat ballet bun
- No big jewelry. Simple, small jewelry is fine.
- Pink ballet shoes (Split Sole)

## **Anti-Bullying and Inclusion Policy**

We are committed to maintaining a safe, inclusive, and supportive environment for all students and families.

### **Zero-Tolerance for Bullying:**

- Bullying, harassment, or discrimination based on race, religion, gender identity, ability, or any other characteristic will not be tolerated.
- This applies to in-studio interactions, events, and online communications involving studio members.

### **Reporting Issues:**

- Students and parents are encouraged to report any concerns regarding bullying or exclusion to studio management.
- All reports will be addressed confidentially and promptly.

### **Consequences:**

- Students engaging in bullying or exclusionary behavior will be subject to disciplinary actions, including warnings, temporary suspension, or dismissal from the studio.

## **Social Media and Privacy Policy**

Social media is a powerful tool, and we ask all families to follow these guidelines to protect our students and promote positivity.

### **Studio Content:**

- Photos or videos of students may be used by the studio for promotional purposes (e.g., website, social media) only with prior parental consent.
- Parents or students wishing to opt out of media use must inform the studio in writing.
- We ask that parents refrain from filming/posting children other than their own on social media, without the express permission from said child's family.

### **Appropriate Online Conduct:**

- Parents and students should avoid posting negative comments about the studio, instructors, or other students/parents online.
- Use social media to share positive experiences and celebrate achievements in a respectful manner.

## **Studio Etiquette Policy**

To maintain a professional and respectful environment, students and families must adhere to the following guidelines:

### **In the Studio:**

- Arrive on time, ready to participate, and dressed according to the studio's dress code.
- Refrain from loud or disruptive behavior in common areas.
- Keep personal belongings organized and off the dance floor.

### **During Class:**

- Follow all instructor directions without argument or interruption.
- Raise your hand to ask questions during appropriate times in class.
- Treat studio property (barres, mirrors, floors) with care and respect.

### **After Class:**

- Clean up after yourself, including trash and personal items.
- Leave the studio promptly to allow the next class to begin on time.

## **Communication Policy**

To ensure efficient and professional communication, the following guidelines have been established:

**1. Designated Communication Channels:**

- All inquiries, updates, and concerns should be directed to the studio via [culvercityacademyofballet@gmail.com](mailto:culvercityacademyofballet@gmail.com).

**2. Teacher Contact Information:**

- Teachers' personal phone numbers are private and should not be shared with parents.
- For questions or concerns regarding classes, please contact the studio through the designated communication channels.

**Commitment:**

- If a student wishes to “pause” classes, they understand that they are giving up their spot in our pre-professional program. If admitted back in the future, they will not be placed with the same group of students as before. Meetings will be held at the end of each term with students, parents, and teachers to discuss level placement for the following school year.

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*“I understand the following policies, rules, and guidelines of CCAB. I have read the above list to my child and we both fully understand the commitment of this program.”*

Student Name (Printed):

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Parent Name (Printed):

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Parent Signature:

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