



Ballethnic Academy of Dance Rules and Guidelines

Parents and students please read the following Ballethnic Academy of Dance rules and guidelines:

1. Students are expected to adhere to directions given by instructors and adults in charge at all times.
2. Do not bring foods that need refrigeration or warming to the studio. NO kitchen facilities will be available to students under any circumstances.
3. Gum chewing is prohibited in the building at all times. Students observed chewing gum will be fined \$10.00, NO EXCEPTIONS.
4. Students should not wear jewelry, nail polish to the studio or bring expensive items such as electronic devices (We are not responsible for any items damaged or lost).
5. **Undisciplined or disrespectful behavior will not be tolerated.** For the first offense, the student will receive a verbal warning, at the second offense, the office and the parent will be notified, and the third offense will result in suspension from the studio for a minimum of two days. After a student returns from a suspension and another occurrence happens, he/she will be dismissed for the remainder of the semester with no refund.
6. Students must have all items for dress code and all shoes by Monday of the first week or they will only be able to observe classes until they are properly prepared for class.
7. Lost items must be reported immediately. Due to lack of storage space, lost items will be discarded at the end of each week.
8. **Students must wear *cover-ups or T-shirts and shorts at all times outside of the classroom, especially when in the lobby, during lunch, and at breaks. (*young ladies may purchase a black dance skirt)**
9. **Students must have their notebooks and a pen or pencil with them at all times and students must have a Gail Grant dance dictionary, which may be purchased through the office for \$7.00.**
10. The only beverage that is allowed in the studios or dressing areas is water. Other beverages are only allowed in the lobby or outside.
11. Habitual tardiness will not be tolerated. **Students who are fifteen or more minute's late, will only be allowed to observe the remainder of class.** For any fifteen minutes or greater tardies, even if the parent calls, **the student should be prepared to take notes.**
12. **It is the parents' responsibility to inform BDC/BAD if someone other than the parent will be picking up a student, this should be put in writing, and that person should have identification.**
13. **Excluding students in after-care, if a student is left at the studio 15 min. after the last class, there will be a fee for every 15 minutes.** This fee is to be paid on that day at pick up time. Ballethnic will call the Department of Family and Children Services of Fulton County for students left one hour past closing without any notification from the parent or guardian.
14. All applications must have a number for a person to be reached in case of an emergency.
15. Students should, have the proper hygiene supplies such as deodorant, baby wipes, and feminine hygiene products. Students with excessive odors will be addressed.
16. **Students will be admitted to the building at 8:30am unless arrangement have been made for before care.** Due to limited changing and bathroom space, **students must arrive dressed and ready for class.**
17. **If a student has a problem in class, consult the instructor and let them solve the problem.**
18. **Students are not allowed to wander off or leave the classroom without permission.**

- 19. Students should be courteous to each other at all times. Yelling and horse playing will not be tolerated.
- 20. Older students should provide leadership and help to younger students when and if needed.
- 21. If there is an injury in class, if a student is not feeling well, or if first aid is needed, consult your instructor or adult in charge and they will take the appropriate measures.**
- 22. *DO NOT flush sanitary napkins or tampons. Always wrap thoroughly and deposit all feminine care products in the trash can.
- 23. Please be advised that any of the following infractions will result in **immediate expulsion: STEALING, FIGHTING, or DISRESPECT** toward Ballethnic personnel.
- 24. Students may use the Academy phone in an **emergency only**.

Any and all matters related to the Academy should be addressed to Mrs. Chantal Bartley (404) 762-1416, Fax: (404) 762-6319.



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**Ballethnic Academy of Dance
Rules and Guidelines
Acknowledgment Form**

After these rules have been read and understood by the parent and the student, please sign and return the bottom portion to the Academy Administrator.

Student name (print) _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____