



SCHOOL OF ATLANTIC BALLET
2026/27 Parent & Student Handbook
Evening & Weekend Programs

Welcome to the School of Atlantic Ballet!

We are committed to providing high-quality performance education in a positive, professional, and supportive environment where students can grow both artistically and personally.

This handbook outlines the policies and procedures of the School to ensure clear communication, consistent expectations, and a successful experience for all students and families. We encourage all parents and students to read this handbook carefully before the start of each school year and to refer to it throughout the year.

Our Mission

The School of Atlantic Ballet strives to provide exceptional dance and theatre training while fostering creativity, discipline, confidence, teamwork, and a lifelong appreciation for the arts.

Registration

Annual registration is required for every student before participating in classes, rehearsals, workshops, or performances.

Annual Registration Fee

- Annual Registration Fee: **\$20.00**
 - Registration fees are payable once per year.
 - Registration fees are non-refundable.
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Tuition & Payment Policies

DanceStudio-Pro Payment Plans

Full session fees are due before the first class of each session (Sept and Jan) unless payment arrangements have been made with the Administrator.

Payment Plans are available for students registered in ITP (Intensive Training Program) classes. For families registered in payment plans, the full semester fees must be paid before the end of the semester.

Tuition is not calculated solely on the number of classes attended and supports much more than weekly classes, including:

Performance in two fully-produced showcases (December holiday showcase and spring musical / ballet performances), professional-level instruction, guest instructors and workshops, additional performance opportunities, **as well as administrative services** such as instructor planning, choreography development, studio operations, and other administrative services.

Withdrawal & Refund Policy

Registration Fees

Registration fees are non-refundable.

Before classes begin, tuition may be refunded minus registration fees and administrative costs.

Once classes begin, no tuition will be refunded after the second class of the session. Outstanding balances remain the responsibility of the family.

No refunds are provided for missed classes due to sick days, vacations, scheduling conflicts, or voluntary absences.

For questions and concerns regarding tuition and payment, reach out to our administrative team at centre@atlanticballet.ca / 506 383 5951 ext 101

Family / Second class Discount

Families with more than one child enrolled are eligible for a **25\$ tuition discount** on each child's tuition. A 15% discount also applies to a second class enrolled (excluding the ITP program) per student.

Discounts are not automatically applied. Parents must request the discount through our administrators.

Performances

The School of Atlantic Ballet is a performance-based performing arts school.

Students may participate in:

- Two fully-produced stage productions annually
- Demonstrations or community performances at local events, festivals, and assisted living facilities
- Workshops or other special events

Participation in rehearsals is essential to student growth and the success of each production. Students enrolled in Musical Theatre, ITP (Intensive Training Programs) classes, Pre-Ballet, and Pre-Primary are automatically enrolled in our annual stage productions.

Attendance

Regular attendance is expected. Students should:

- Arrive **10 minutes before class**
- Attend classes consistently
- Participate fully in rehearsals
- Notify instructors of anticipated absences

Repeated absences may affect choreography, class placement, and performance opportunities.

Class Cancellations & Make-Up Classes

If classes are cancelled due to **weather, instructor illness, building issues, emergencies, or circumstances beyond the School's control**, the School will make every reasonable effort to schedule a make-up class.

Parents should regularly monitor DanceStudio-Pro and Email for schedule updates.

Student Safety, Arrival & Departure

Student safety is our highest priority.

Drop-Off

Parents or guardians must:

- Escort their child into the building.
- Ensure supervision is available before leaving.
- Never leave students unattended outside.

The School is not responsible for students before supervision begins.

Pick-Up

Parents must pick students up promptly.

Students will only be released to an authorized adult unless written permission has been provided.

Parents During Class

Due to limited space, parents are **not permitted to remain in the building during classes**, unless otherwise requested by the School.

This policy allows students to build confidence and independence, develop responsibility, improve focus, and learn in a distraction-free environment.

Parents are welcome to return a few minutes before class ends.

Late Pick-Up

Students should be picked up promptly.

A late supervision fee of **\$15.00 for every 15 minutes (or portion thereof)** may be charged when staff are required to supervise students beyond scheduled class times.

Code of Conduct

Students and families are expected to:

- Treat all students, instructors, staff, volunteers, and families respectfully.
 - Follow all School policies.
 - Maintain a positive learning environment.
- Refrain from bullying, harassment, discrimination, or disruptive behaviour.

The School reserves the right to suspend or dismiss any student whose behaviour compromises the safety or well-being of others.

Student Preparedness

Students must bring:

- A labeled water bottle
 - Proper dance attire/hair
 - Appropriate footwear
 - Any required accessories for class
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Dancewear & Dress Code

Students are expected to attend every class in the required uniform.

Ballet/Dance:

Pre-Ballet, Pre-Primary Ballet, Primary Ballet & Pre-Intermediate Ballet: Light Blue Capezio Princess leotard and pink tights with pink canvas ballet slippers.

Intermediate 1 Ballet: Royal Blue Capezio Princess leotard, pink tights with pink canvas ballet slippers.

Intermediate 2 and Advanced Ballet: Black leotard, pink tights and pink canvas ballet slippers, pointe shoes, wrap skirt.

For Boys in all ballet classes: White T-Shirt, black shorts, white socks, and black ballet shoes.

Flexibility & Strength: Same clothing as ballet requirements and a yoga mat

Character Dance: Character shoes and a wrap skirt.

Adult Ballet: Comfortable workout clothing; ballet shoes or cotton socks.

Musical Theatre: Comfortable black workout clothing and black jazz shoes or character shoes for dance class. No outdoor footwear permitted in the studios.

Dancewear and footwear may be purchased in-person at dancewear stores such as Pulse dancewear Moncton, or purchased directly through websites such as **Dance Quest**.

School Closure Dates

The School is closed on **all statutory holidays** unless otherwise announced.

Additional holiday closures and schedule changes will be communicated through DanceStudio-Pro and email.

Communication

Our primary methods of communication are:

- Email: centre@atlanticballet.ca
- Phone: **506-383-5951 ext. 101**
- DanceStudio-Pro

Parents / families are responsible for reviewing communications regularly and ensuring their contact information remains current.

Failure to read School communications does not exempt families from School policies.

Programs, classes, and ITPs (**NEW: Intensive Training Programs**)

We offer two main Evening & Weekend programs: Musical Theatre and Ballet/Dance

The **Musical Theatre** program is a performance-based training culminating in two large scale musicals each year. The program is for students aged 9+ and does not require any

previous experience. Students learn all aspects of musical theatre and train in voice, acting, and dance by a professional faculty. Students attend classes and rehearsals 3 times per week – see the 2026/27 class schedule and tuition sheet for more information.

New to 2026/27, the main program for dance students aged 5+ is the **ITP (Intensive Training Program)**. ITP classes provide a cohesive dance education with classes depending on students' level and automatic enrollment in performances. The ITP is highly recommended but single classes (such as a weekly ballet class only, Semi-classical Indian Dance, or just a Jazz class), are also available for certain ages.

Classes included in the ITP:

Primary ITP: Ballet + Flexibility & Strength

Pre-Intermediate ITP: Ballet + Flexibility & Strength

Intermediate 1 ITP: Ballet, Flexibility & Strength, + Jazz/Contemporary

Intermediate 2 ITP / Advanced ITP: Ballet, Pointe, Flexibility & Strength,
Jazz/Contemporary + Character Dance

See our Tuition schedule for Fall 2026 to see all classes offered.

Parent's Committee and Volunteering

Our students at the SABC are at the heart of everything we do – Get Involved! To participate in the SABC parent's committee for 2026/27 or to volunteer at shows or special events, reach out! Community volunteers are always welcome to help facilitate shows backstage, workshops, local presentations, and more.

Acknowledgement

By registering with the School of Atlantic Ballet, students and parents/guardians acknowledge that they have read, understood, and agree to abide by the policies outlined in this handbook.

Parent/Guardian Name: _____

Student Name / Class: _____

Signature: _____

Date: _____