Academy Handbook

2026-27 Season

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OVERVIEW OF PROGRAM AND MISSION

Create, perform, educate and inspire through the art of Dance, foster cultural collaborations, and increase access to the Arts. Eugene Ballet Academy is dedicated to providing an education in dance that will nurture a lifelong appreciation of the arts.

EXPLORE, ELEVATE, EXCEL

Open Dance, Professional and Adult Programs

(Please note students will require instructor approval for placement before joining). Our programming offers multiple options and a variety of dance styles that are designed to meet the needs of a dancer at any given age and level of experience!

- **EXPLORE - (Open Dance Program)**This program provides students the opportunity to explore a variety of dance styles without requirements or lengthy commitments and is available for students of all ages and levels.
- **ELEVATE - (Professional Program)** This program includes Levels 2-6. Class requirements and yearly commitments are required.
- **EXCEL - (Adult Program)** This Program offers classes for teens and adults no matter your age or experience level! If you are new to ballet or have years of experience, we have a class for you. All of our Adult classes welcome drop-ins. If you're 15 years old or older by September 1 of the current season, we'd love for you to join our Adult Program Classes!

Academy Administrative Staff

Sara Lombardi, Academy Director
Jennifer Martin, Assistant to the Academy Director
Barbara Lombardi, Operations Manager
Elaine Lewis, Receptionist
Jane Kovash, Media and Events Assistant

Contact administrative staff through the office at 541-686-9342 or admin@eugeneballetacademy.org

Important Dates

- September 8, 2026: Session Start Date
- September 26, 2026: EBC Nutcracker Auditions
- October 30 & November 1, 2026: EBC's Taming of the Shrew
- December 7-12, 2026: Fall Observation Week Creative Mvt - Pre-Ballet 2
- December 14, 2026-January 3, 2027: Academy* Winter Break
- December 19-20, 23 & 24, 2026: EBC Nutcracker
- December 22, 2026: EBY Nutcracker Short and Suite
- February 19-21, 2027: EBC's Sleeping Beauty
- February 26-28, 2027: Northwest Dance Festival & Shine Bright
- March 13-20, 2027: Spring Observation Week
- March 22-28, 2027: Academy* Spring Break
- April 9 & 11, 2027: EBC's Firebird
- May 4-16, 2027: Evaluation Weeks
- May 20-22, 2027: EBC's Wizard of Oz
- Saturday, June 5, 2027: Spring Recital
- Sunday, June 13, 2027: Session End Date

**Academy students may still have obligations during breaks from the regular class schedule if electing to participate in Eugene Ballet productions, EBY teams and/or companies, or other scheduled master classes, camps or workshops.*

Communication

We love staying connected! Important information about the academy is shared through email, so make sure you have at least one active email address on file. We encourage you to check it regularly for updates. Feel free to add multiple email accounts and phone numbers to your family profile to stay in the loop. Just a friendly reminder: it's your job to keep your contact info up to date. Thanks for helping us keep communication flowing! Contact the Academy office administration team if you have issues with attendance or registration.

PLACEMENT & ADVANCEMENT

Every student is assigned a level for the 2026-2027 season. Placements for Open Dance, Professional and Adult programs depend on age and insights from our faculty. We're happy to let you know that tuition for all placement or trial classes is waived! Throughout the year, our faculty and The School Director will keep an eye on each student's progress. If we feel it's necessary, we may recommend a change in a student's level to ensure they're getting the best experience possible. Our curriculum (Level 1-6) is structured around a comprehensive two-year training plan for each level. It is quite normal for students to revisit a level, as this allows for deeper understanding and skill mastery, which is different from traditional academic progression. As dancers

advance into their second year, we're introducing advanced class components to enhance each level and provide greater challenge.

We want to ensure that every student progresses at their own pace. Advancement to the next level isn't automatic at the end of each year. Factors like emotional maturity, vocabulary specific to the level, physical development, comprehension, execution skills, and overall body strength may mean that some students need a bit more time at their current level. We also want to maintain a positive and supportive environment by keeping individual student progress private. Therefore, we kindly ask that parents and guardians do not request level changes for their child. Final decisions regarding level placements are made by our dedicated Eugene Ballet Academy faculty and the School Director, ensuring that every student's unique journey is taken into account. If it's decided that a student will be assigned to a different level, a member of our staff will reach out to inform the parent(s)/guardian(s) of this change.

For the summer session, students will remain at the level they completed during the academic season.

Pointe

We begin pointe work with students after they have passed our physical evaluation. We're excited to help our students dance on pointe! This will be done safely and at the discretion of our faculty, who will assess key physical characteristics before recommending students 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 meets these requirements will reduce the risk of injury, progress more quickly, and find the work easier. Recommendations for pointe work are made carefully, always prioritizing the long-term health and well-being of each student.

Evaluations

Annual evaluations play a vital role in helping us understand how our students are doing and how our teaching, curriculum, and programs are working for them. At the end of each year, these evaluations give us valuable insights into our students' progress, showing us where they shine and where we can improve. This process not only supports our students but also offers our staff and faculty valuable feedback, ensuring we provide your children with the best possible education and the best chances for success.

Format:

Evaluations will be held in **Ballet Technique Classes** for levels 1-6, and **Pointe Classes** where applicable.

- Students will be observed in a group setting.
- Students, though not required to participate, are encouraged to do so.
- **Evaluations are <u>not</u> to serve as a determining factor in student placements for the fall term.**
- Teams of 2-3, composed of academy faculty, will observe regularly scheduled ballet/pointe classes.

Outcome

- Instructors will be provided with written feedback following the evaluations and may choose to meet with observing faculty/staff to ask additional questions or request further details.
- Instructors may elect to share observations directly with students following the evaluation process.

Observation

We're excited to invite you to our scheduled parent observation dates, where you can catch a glimpse of your young dancer in action! While classes are usually closed to observation, these special dates allow you to see the amazing progress your child is making. Feel free to relax in our lounge and lobby areas while you wait. We do ask that, to keep our students' privacy protected, no photos or videos are allowed during these times. Thank you for your understanding, and we can't wait to share these moments with you!

Conferences

Conferences are available upon request, and all of our faculty members involved in teaching your child will contribute to the evaluations during these meetings.

At Eugene Ballet Academy, we kindly ask that you schedule your conferences in advance, as unscheduled meetings with faculty are not permitted. We appreciate your understanding in respecting the privacy of our staff and students, which means that discussions about students are best saved for these scheduled times. Thank you for your cooperation!

Private Instruction

We're excited to offer private instruction as an optional way for families to enhance learning outside the core class schedule! Please note that these lessons won't count toward required class credits. Your instructor will provide the best way to schedule lessons.

TUITION, FEES, & PAYMENT POLICIES

General Tuition Information

The Academy runs according to a season schedule, September through mid-June.
2026-27 Season: September 8, 2026 – June 13, 2027

- Classes Begin: September 8 - December 13, 2026
- Winter Break: December 14, 2026 - January 3, 2027
- Classes resume: January 4, 2027
- Spring Break: March 22-28, 2027
- Classes resume: March 29, 2026
- School Show: Saturday, June 5, 2027
- Season End Date: Sunday, June 13, 2027

For the **ELEVATE Program** (**Professional Program)** financial and attendance commitments are required through the end of the season (36-week season).

For the **EXPLORE & EXCEL Programs (Open Dance and Adult Programs**) the financial commitment is monthly. Students are automatically registered for the full season (which is 36 weeks). To avoid being charged for the next month, please notify the admin by the last week of the current month if you wish to drop. Please note that we bill on the 1st of each month. (For students who enroll after the 1st, fees will be prorated, and the following monthly payment will be required.)

Payments

Eugene Ballet accepts all major credit cards and checks.

- An annual registration fee of $30 is applied to all active returning family accounts, and a fee of $50 is applied to all new active accounts.
- Automatic monthly payments, on a 4-week billing cycle, are charged on the 1st day of the month, or the next business day if the 1st falls on the weekend. December, March, and June are prorated and are billed as 2–3-week billing cycles each.
- Summer Term- Tuition for the term is billed July 1.
- A quick reminder: if your automatic payment doesn't go through on the 1st of the month, we'll try again to charge your card on the 5th or the next business day. If we still haven't received payment by the 10th, a $25 late fee will apply. If there are two payments overdue, we'll need to pause your class attendance until your account is up to date or you're on a payment plan with a good-faith payment made. We're here to help, so please reach out if you have any questions!
- A 3% processing fee applies to all debit and credit card payments. Pay by ACH, check, or cash to avoid this fee.

Account Credits/Refunds

For the **ELEVATE Program** (Professional Program) please keep in mind that tuition and fees for the current season are non-refundable. However, in certain situations, we may be able to offer tuition credit for future enrollment.

For the **EXPLORE AND EXCEL Programs (**Open Dance and Program) tuition and fees for the current month are non-refundable. However, in certain circumstances, we may be able to offer tuition credit for future enrollment.

It's important to note that tuition for classes missed due to appointments, holidays, short-term illness, injury, or even inclement weather won't be refunded or credited. Please see our Absences and Make-ups policy for missed classes.

If a student experiences a significant injury that prevents them from dancing or observing class, we're here to help! To assist you, we'll need documentation from your licensed physician on their official letterhead. This documentation should include the date of the injury, a description of the injury, and any activity restrictions, as well as the expected recovery time. Once we receive this statement, we'll be happy to consider a tuition credit for any tuition you've paid beyond the date of the injury and for the duration of your absence. If your physician advises that you won't be able to return to dance for the rest of the season, you'll have the option to withdraw from the class.

Returned Checks

A $25 fee will be charged for checks returned as insufficient funds.

Financial Aid/Scholarships

At Eugene Ballet, we believe in making dance education accessible to everyone! If you're interested in need-based aid, please reach out to our Academy office to find out how you can apply. As a non-profit, our passion is nurturing a love for the arts through our dance education programs. Financial aid is awarded based on a detailed assessment of need for those who qualify. For our talented upper-level students, we also have merit-based scholarships for those who show a high level of talent and dedication to dance. We kindly ask all students and families receiving financial aid or scholarships to meet certain enrollment and volunteer requirements, which will be outlined in your agreement. We're excited to support you on your dance journey!

Performance Opportunities and Fees

The Academy is excited to offer several performance opportunities throughout the season! Please note that some performances may involve additional costs. We'll share the specific fees for each one before you make any commitments. Keep an eye out in September for details about costumes and performance fees for our Spring Show!

ATTENDANCE

We believe that good attendance is essential for both personal growth in the classroom and participation in performances. To ensure everyone has the best experience possible, the Academy may need to limit a student's involvement in performances if they miss multiple classes or rehearsals. Before any decision is made, we will notify families with a warning. If absences continue, it could lead to dismissal from the performance. Please note that any associated performance and costume fees are non-refundable. For information specific to absences related to illness, please refer to the section labeled "Illness" below.

Cancelled Classes

At the Academy, we may need to cancel a class if it doesn't meet the minimum enrollment. If that happens, families can choose another class at the same level or have tuition credited for future classes. A refund may also be available in some cases.

School Closures

EBA closes for a winter break and spring break, typically aligned with the 4j school district, and a short summer break before the new season.

EBA will **close** to observe the following holidays and school breaks:

Labor Day
Thanksgiving Day
Winter Break
Christmas Day
New Year's Eve and Day
Spring Break
Memorial Day
Independence Day

EBA will remain **open** for the following holidays and school breaks:

Columbus Day
Veterans Day
Martin Luther King Jr. Day
Valentine's Day
Presidents Day
Juneteenth Day

Fulfilling Class Requirements

At the Eugene Ballet Academy, we ask that students meet their specific level requirements. Unfortunately, classes from other studios or private lessons won't count towards this.

INJURY/ILLNESS/ABSENCE

Injury

At Eugene Ballet Academy, we truly care about the well-being of our dancers and take injuries very seriously. We understand that ballet, like any form of dance, carries some risk of injury.

- If a minor injury occurs during class or rehearsal, we'll encourage students to take a break, provide immediate assistance, and keep an eye on them for the rest of the session.
- We also maintain an incident report log to ensure transparent communication, and we will let parents know if their child has had an injury. Our Office Administration will first assess the situation to determine the severity of the injury.
- For those dealing with longer-term injuries, we know that recovery can take some time. If a student needs to be out of class for an extended period, we'll work with them to reassess their level placement so they can return safely and confidently.
- If a doctor's visit is needed, we ask that the legal guardian coordinate the appointment and transportation.
- Please remember, Eugene Ballet is here to support our students, but we cannot be held responsible for any injuries they may sustain. Your understanding and cooperation are much appreciated!

Illness/Absence

- Request a make-up class HERE if your dancer will miss class.
  If your dancer is experiencing any symptoms that may be contagious (fever, vomiting, sore throat, etc.) please keep them home to rest.
- Professional Program (levels 3-6) Students who feel unwell enough to participate and who exhibit non-contagious symptoms, as well as those with injury, will be asked to observe class(es) and take notes.

Make-up classes

- When scheduling a make-up class, students will be directed to an alternate class time that matches their current level or a lower level. Before attending, it's important to obtain an official email confirmation of the make-up class.
- Please allow up to 48 hours for your request to be processed.
- Students who have an unexcused absence are allowed to make up to **three** (3) classes during the season for each class they're enrolled in. These make-up classes must be completed within two weeks of the unexcused absence.
- Unexcused absences can include reasons such as vacations, illness or injury without documentation, and commitments outside of Eugene Ballet Academy.
- If a student has prolonged absences due to serious illness or family emergencies, we handle those on a case-by-case basis to provide appropriate support.
- Please note that private instruction does not count as a make-up class.
- Additionally, tuition will not be prorated, credited, or refunded for any missed classes. Students who have excessive excused or unexcused absences could risk their placement in the program.

WHAT TO BRING

Dress Code

At our dance studio, we love to encourage self-expression during class! To help everyone focus on learning and having fun, we do have a dress code in place. This ensures that all our dancers can enjoy a great experience while also keeping safety in mind.

We've teamed up with **DanceWear Corner** to make it easy for you to find everything you need for the dress code. Best of all, your purchase directly supports our academy's costume fund!

- Click HERE to access our youth studio dress code page.
- Refer to the *Attire* section below for specific details.
- At checkout, enter our studio ID in the Teacher Code box if your shopping bag is not already associated with our studio.
- You may also see other suggested items, such as a skirt or tights. Please note that the skirt is optional, and the style and brand of tights are simply a recommendation.
- The academy dress code is enforced year-round, including summer term.
- Wear street shoes going to and from class to help preserve the studio floors.
- Dance shoes should never be worn outside.
- Please do not share brushes, hair supplies, or makeup among dancers.
- Dancewear should be kept laundered and in good repair.

We strongly encourage families to label all belongings, including leotards and ballet shoes. Name labels are a great option if you wish not to use a permanent marker.

2026/27 Ballet Uniform for Youth Dancers in Leotards*

Level	Color	Style and Brand
Creative Movement	Any Color	Any Brand and Style
Pre-Ballet 1 & 2	Pink	Any Brand and Style
Level 1 - 6X	Black	Any Brand and Style
Teen & Youth Classes	Black	Any Brand and Style

**Dancers who choose not to wear a leotard must wear opaque black ballet tights with a fitted white t-shirt.*

Attire

Ballet All Levels

Dancers may choose to wear their uniform leotard, skin-toned or pink ballet tights, and matching skin-toned or pink ballet shoes; uniform skirt optional, OR black ballet tights, fitted white t-shirt (with attached dance belt beginning at Level 4 Ballet), and black ballet shoes.

Jazz All Levels

Ballet Uniform: leotard or fitted top. Black leggings or fitted shorts. Black jazz shoes.

Lyrical/Contemporary/Conditioning

Ballet Uniform: leotard or fitted top. Black leggings or fitted shorts. Black jazz shoes or half-sole lyrical shoes.

Hip Hop

Comfortable athletic clothing, pants preferred. Students are required to wear clean tennis shoes with minimal tread that are only worn indoors.

Modern

Comfortable clothing for movement, pants preferred. Bare feet.

Tumbling/Acro

Leotard of choice, or tight shorts/ leggings and a fitted shirt may be worn. No loose clothing. Bare feet.

Tap

Ballet Uniform: leotard or fitted top. Black leggings or fitted shorts. Tap shoes.

Hair

Ballet

Hair that is long enough should be pinned neatly in a bun. If hair is too short for a bun, it must be secured away from the face.

Jazz, Tap, & Hip Hop

Hair in a bun, ponytail(s), or braid.

Modern, Lyrical, Contemporary, Tumbling, & Conditioning

Hair in a high topknot, ponytail, or braid for comfort during floor and mat work.

Eugene Ballet Youth teams and companies

Consult with the specific rehearsal director.

Not Appropriate for Any Dance Class

To ensure a positive and comfortable environment for everyone, we kindly ask that you refrain from wearing the following items: hair down or in the face, pajama pants, onesies, denim, leotards or tops with cutouts or mesh in the midriff area, dresses, non-ballet skirts, and clothing featuring offensive imagery or language. Additionally, we recommend avoiding hats and accessories that may easily fall off, as well as jewelry, with the exception of stud earrings. Lastly, we appreciate your cooperation in wearing shoes that have not been worn outdoors.

Dancer Belongings

- Creative Movement through Level 2 may store their belongings in studio cubbies while in class.
- Levels 3-6 will store their belongings in the student lounge area.
- Lockers are available for Academy students (Levels 3-6), however, they are offered on a first-come, first-served basis.

Locker Policy

- To get a locker at the Eugene Ballet Academy, please reach out to reception for availability. Each student will have one locker, and families should provide a lock.
- Lockers are for items like dance clothes, footwear, and hair accessories.
- Please do not leave perishable food items, open food containers, or liquids (except water) overnight.
- For safety, hazardous items like Jet Glue, box cutters, or lighters are not allowed, and lockers may be opened if there are safety concerns or if they become unsanitary.
- We cannot be responsible for lost or stolen items.
- Feel free to use magnets, but please avoid tape or stickers on lockers.
- We appreciate your cooperation in keeping our space safe and welcoming!

ARRIVAL AND DEPARTURE

Drop-off & Pick-up

Drop-off and pick-up will occur at the main Academy entrance at 154 East 16th Avenue between Pearl and Oak Streets.

Drop-of

- Creative Movement through Level 2, students will be collected for class from the 2nd floor lobby.
- Levels 3-6 Students will check in on the tablet at the Academy reception on the 1st floor and then continue to their studio.

Pick-up

- Creative Movement through Level 2 students will be released to parents in the 2nd-floor lobby.
- Levels 3-6 Students will exit through the main entrance.

For added safety: We encourage guardians to escort their dancer to and from the building. Students waiting for pickup are required to remain inside the building. We strongly recommend that parents/guardians arrive early enough to find parking.

Parking

EBA families may park in the metered and 2-hour spots along our block. All meters are free after 6pm. More free parking can be found in the surrounding neighborhoods. The commercial parking spot directly in front of our entrance may be briefly used to drop off and pick up students. Bicycle racks are available on 16th Ave in front of the main Academy entrance.

Please **DO NOT PARK OR IDLE** in the following locations:

- The alley with the mural west of the Midtown Arts Center
- The surrounding business parking lots
- In the middle of 16th Ave in front of the EBA entrance. This not only blocks traffic flow, but it is also dangerous for our students entering and exiting vehicles.

We rely on your cooperation to keep our dancers safe and our neighboring businesses and residents happy, and we hope to spare our EBA families the inconvenience and expense of being towed.

Supervision

As a reminder, teachers and administrators are not liable for your child's supervision outside of class times in our facility**.** We love having your child in our classes! We kindly ask that students be picked up within 10 minutes after class dismissal.

Late Arrivals

Please arrive for class a bit early so you have enough time to get ready. The first exercises are super important for warming up your body and getting your mind in the right place for all the fun ahead. If you happen to arrive more than 15 minutes late, we'll ask you to observe the class to keep you safe and avoid any risk of injury.

Parent Etiquette

- No parent/guardian will harass, demean, tease, abuse, assault, or gossip about another person.
- Information may not be shared with parents or guardians about the progress of another student.
- Parents will be notified of any major progress issues throughout the year.
- Parents and guardians are strictly prohibited from requesting a level change for their child.
- 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. In some cases, students may not advance at the same rate as their peers. This can be viewed as an opportunity for the student to form new friendships. Faculty and staff will not make placement adjustments based on requests to remain within their peer group.
- Please contact the administration team to request a conference with an instructor, if necessary. We kindly ask that you do not contact faculty or staff via text message, personal phone, or personal email accounts with questions or concerns.
- In the case of injury, illness, or urgent matters impacting your student, please contact administrative staff at the academy office to relay information. Students are requested not to access their cell phones during class and rehearsal times. Students are required to check out with the academy administration for early departure requests during class or rehearsals before exiting the building. If students leave the premises without notifying the academy administration, we are unable to ensure their safety.

Recruitment and selecting staff and volunteers

Steps are taken to ensure that unsuitable people are prevented from working with children. When undertaking preselection checks the following will be included:

- All volunteers/staff will complete a background check prior to service. The check will include information about an applicant's past and a self-disclosure about any criminal record
- Consent will be obtained from an applicant to conduct the background check
- Evidence of identity (passport or driving license with photo)

Criminal Background Process

To ensure our dancers have the safest and most nurturing environment possible, we ask that anyone interested in volunteering complete a background check. Don't worry—this information will remain confidential and will only be seen by our Academy Director. The background check costs $10, which will be automatically charged to the card linked to your account, and your results will be valid for three years.

The process is quick and straightforward, taking just about 5 minutes to finish. Simply click the link below and follow the easy steps.

http://www.coeusglobal.com/council_or eugeneballet.html

1. Under the section "Volunteer Candidates" please select the option for 'Criminal Background Check Only'.
2. You will then enter the screening portal where you will find instructions for filling out a short form and signed release. Please note that you will need to input your SSN.
3. After signing and reviewing the release form you will **Submit Order**.
4. When we receive your information, we will review and charge your card on file $10.
5. We will contact you only if we have questions about your results. If you do not hear from us, you are cleared to volunteer.

Thank you for your time, energy, and continued support of arts education!

Your Eugene Ballet Academy Team