



Registered Studio

LEAP N' LEARN

ACADEMIE DE BALLET

Classique

2025 | 2026

PARENT & STUDENT
HANDBOOK

Sparkling creativity and empowering excellence by teaching elegantly

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www.abcbend.com

a Home for You

sparkling creativity & empowering excellence

We are delighted that you (and your child) will embark on a magnificent dance journey at Académie de Ballet Classique, where all are cherished.

Our Mission is to...

- Spark Creativity -

As a performing arts education organization, we explore movement bravely, encouraging all with enthusiasm.

- Empower All to Excel -

By teaching sequential learning, we embrace the value of personal achievement, through the well renowned training program of the Royal Academy of Dance (RAD) and Leap "N Learn.

- Educate Elegantly -

Cleverly crafted lesson plans build towards a central goal where every student is recognized and encouraged.

Our Guiding Principles are...

- Relationships -

A genuine interest in others has no equal. By discovering gems about our students and their families we join together as a community.

- Joy -

Joy is infused in all we do; the thrill of mastering a step, learning to perform, being a champion for others or imagining all the things one could be.

- Humble Pride -

Pride, where deserved, is championed and celebrated. Being humble with pride in oneself, our dancers know there's always more to accomplish.

And the journey starts now!

Valerie Holgers RAD RTS
Owner/Director
Académie de Ballet Classique
Bend, Oregon

Welcome!

It is our absolute pleasure to have you as part of our family at Académie de Ballet Classique! This handbook outlines our important policies and lets you know what to expect from this upcoming school year. We ask that you take a few minutes to read through carefully and that you hold on to this so you may refer back throughout the year. Any questions or concerns you might have may always be addressed to our friendly office staff. There are no too silly, too small, or too big questions - we promise!

REGISTRATION, TUITION & FEES

- Enrollment for classes and camps are completed through your Portal account. Login by visiting www.abcbend.com
- All families pay a once yearly \$52 registration fee. Registration fees are non-refundable.
- Tuition is calculated on a 10 month schedule, payable in 10 individual installments or in a single payment. Mid-month registrations are prorated for the 1st month. Statements are emailed on the 25th of each month. Please review that your statements are correct and contact us if any errors are present. If all is correct, no action is needed as auto payment will occur on the 1st of the month. All tuition is paid on the 1st of each month with recurring debit/credit payment or ACH payments.
- Tuition is due on the 1st of each month and payable by automatic debit/credit/ACH. No adjustments for missed classes.
- Grace period is allowed only with pre-approval from Operations Manager, Na Spakousky.
- Tuition Late Fee: \$20 late fee occurs if monthly tuition or past due balance (tuition, boutique, Exam fees, or show fees) is not paid in full by the 10th of each month.
- Declined Card Fee: If your card on file fails, we will try again on the next business day. If the second try fails, you are charged a \$25 declined card fee - **regardless of the reason**. It is up to the card holder to update auto payment information for expired or canceled cards.
- Unpaid Balance Policy: Class attendance and production participation are not permitted with balance owing past 30 days. This includes boutique balances.
- Boutique purchases must be paid in full at time of purchase. Any exceptions made at staff discretion must be paid within 5 business days or a \$10 late fee will incur.

- Withdrawals: To withdraw, a [30 day drop class notice must be submitted via a Google Form.](#) Contact the studio by email, phone call, or our front desk staff if you want to give us a drop notice.
 - If no written cancellation notice is received, parents are responsible for monthly tuition until notice is received. Cancelling autopay does not count for cancellation notice and your ABCBend account will still be charged. Refunds due to special needs/circumstances are less 25% processing fee and with approval.
- Drop-In Fees & Pricing:
 - Drop-in/trial fees are due at time of class for pre-approved classes - please inquire with front desk for current pricing & classes allowing drop-in/trial students.
 - Dance cards are available for a single class or multiple classes in a month's time.
- Private Coaching Sessions: Available, subject to studio and instructor availability. Call 541-382-4055 or email dance@abcbend.com to schedule.
- Costume/Production Fees: A nominal fee is added to your costume fee to cover extra rehearsal practices, show expenses, and is non-refundable.
- Card on File Approval: All purchases made to the card on file must be accompanied with card holder's explicit approval via signed note, email or phone call to the front desk PRIOR to purchase request. NO Exceptions.

WAIVERS

- All waivers upon registration are legal and binding. When you check the box and/or sign our waiver forms, you are agreeing to the terms.
- If you do not approve of our photo/video release, please contact office staff. All photo and video captured in class and during productions may be used for marketing purposes by ABCBend.
- Academie de Ballet Classique, LLC is not responsible for risk or injury to dancers as long as proper safety measures are followed. Clicking the box upon registration agrees to these terms.
- All families must sign ABCBend's waivers.
- Dancers 16 years and under may not leave the studio for any reason during class breaks without a signed parent-signed permission waiver. Please ask the front desk for waiver.

WELLNESS POLICY

- ABCBend follows all State of Oregon mandates to ensure safety of dancers and staff.
- ABCBend is unable to offer refunds on tuition.

- Please refrain from coming into the studio if anyone in your household is ill. ABCBend offers online classes via Zoom when dancers are unable to come to the studio.

COMMUNICATION

- Our office staff can be reached by calling (541) 385 4055, texting (541) 797 3760, or by emailing dance@abcbend.com. All inquiries will receive a response within 24 business hours.
- ABCBend's primary source of communication is email. Please ensure the front desk has a current address that you check often. Please keep an eye on promotional and spam folders to ensure you are receiving all important updates and newsletters. Speak to the front desk if you'd like more than one email to receive updates.
- Important class and show information will also be displayed in the entryway to the studio.
- Social Media is another great place to stay connected and ensure you don't miss any important announcements. ABCBend is on Instagram and Facebook under @abcbend.
- In the case of a rare class/studio closure, urgent announcement, or emergency - we will call or text. Please ensure we have the most current phone number.

CHECK-OUT POLICIES

- All dancers under age 14 must have a parent/guardian or other adult (not an underage sibling) pick up their dancer INSIDE the studio.
- ABCBend will not allow anyone under age 14 to go outside the studio, including into the mall area.
- The mall and it's parking lot are public locations and ABCBend cannot monitor who is in the mall or parking lot.
- Although ABCBend will make every effort to watch the front door, it cannot be watched constantly.
- ABCBend is not responsible if a minor leaves the studio on their own without an adult.

LEAVING THE STUDIO FOR BREAKS

- All dancers under age 16 must have written parent permission to leave the studio on their own or with fellow dancer (s).
- A specific waiver is required from parents to tell the studio if their underage dancer is allowed to leave the studio. Ask for this waiver at the front desk or through email.
- Needing this waiver includes departure times or leaving during a break between classes, during production rehearsals, productions, or other events.
- Dancers who are leaving & returning during a break will notify the ABCBend staff, teacher, or ABCBend volunteer of when they leave, where they are going, who they are going with, and when they return.
- ABCBend is not always able to monitor the comings and goings of their dancers.
- ABCBend is not responsible or liable for any dancer when they are not on location of the studio or production venue.

CODE OF CONDUCT

- Code of Conduct: Students are not allowed into dance studio rooms without a teacher present.
- Classes are not to be disturbed unless there is an emergency. Parents are not to approach teachers or students during class time. Parents are asked to wait outside or leave the studio during class time.
- Students must be picked up promptly at the end of class. ABCBend will charge a late fee of \$5 per 5 minutes for late pick-ups. Please communicate extenuating circumstances to the front desk at drop off or by calling (541) 382 4055.
- Parents in class: Little Leapers and Born to Dance (3yrs) may have 1 adult per dancer in class for the entirety of the session. Come Dance with Me (4yrs) may have 1 adult per dancer for the first two classes. We request that additional family members and siblings stay in our waiting area.
- There is no gum allowed in the studio. Only water is allowed in the studio rooms. Dancers needing a snack between classes may eat in designated areas. Please bring mess-free snacks. ABCBend sells snacks for \$1.00 (cash only).

- (Conduct Cont.) If a dancer's phone is proving to be a distraction, it will be turned into the front desk until the end of the dancer's classes.
- ABCBend is not responsible for any lost or stolen items. We recommend you leave any valuables or extra items at home. Backpacks or bags may be brought into class during class to keep items safe. If something is lost, we do have a lost and found.
- If you have any concerns or complaints, please address them to the Operations Manager. Please do not contact teachers or other parents directly in person, phone, emails, or social media with complaints unless approved by the director. Personal meetings with the director can be arranged via office staff.
- If a parent or student is showing disrespect or defamation to other parents, students, or any ABCBend staff, a meeting will be called immediately and dismissal may be considered at the discretion of the director.

ATTENDANCE & PARTICIPATION

- Attendance expectations and minimum participation policy: it is expected that students attend a minimum of 75% of scheduled classes. Performances require 80% rehearsal and class attendance.
- Tardiness: Students arriving 15 minutes after the start of class will observe, but not participate for the safety of the student.
- Chronic tardiness warrants discussion with parents and dancers of the importance of entering class on time. Late arrivals disturb and disrupt class flow, as well as risks potential injury by missing warm ups.
- Make-up Classes: There are no tuition adjustments for missed classes. Make ups are via a Zoom recording of the class missed. Please notify office staff at least two hours before missed class to request a recording of class. A recording will be emailed to you and will need to be downloaded within 7 days. Dancers are expected to watch and participate with recording before attending the next class.
- Inclement Weather/Snow Cancellations: We rarely cancel for snow. Parents are contacted directly via phone/text of class cancellation. Class makeups are scheduled at the earliest date available and may be on a different day than regular class.

- (Attendance Cont.) Sickness: Parents are to keep ill children home. As per the CDC guidelines, children with certain symptoms will not be permitted in class. If a child has been around anyone who came down ill or is ill, please take our online class instead of coming to the studio. If we feel a child appears ill or has been exposed to illness, we will isolate the child and contact a parent to come pick up.
- Absences due to injury will require a doctor's release and with doctor's recommendation for re-entry into activities. Tuition may be paused or cancelled due to injury, please see Operations Manager for approval.
- Children emotionally unable to separate from parents are suggested to enroll in our Little Leapers or Born to Dance classes (Grown Up and Me formats); or that they withdraw and wait until the child is ready for such activities.

SAFETY

- In case of injury: we will call a parent first, then the emergency contact immediately. In serious matters, 911 is called before parents. Be sure your emergency number is correct in our system.
- Student first aid during class: We can offer a bandage to a requesting student with a cut or abrasion without any other medical dressing or ointment being applied. ABCBend staff will not give any medication or topical treatment without written consent from a parent.
- If your child is to be picked up by someone other than the primary parent(s), please inform the front desk via verbally at drop off, written note, email, text, or phone call.
- We have closed circuit cameras in each of our studios. This is for the safety of both students and staff.
- Académie de Ballet Classique is a drug and alcohol free facility and business, for both patrons and staff.
- We are required by State statute to report any potentially harmful activities or exposures to children 18 and under. This includes any unlawful exposure to a controlled substance that subjects a child to a substantial risk of harm to the child's health or safety. Citation: Or. Rev. Stat. § 419B.005
- If our staff determines that the safety of the child is at risk, we will report this to the appropriate authorities. A refund for any unused tuition will be refunded at that time.
- All ABCBend staff must submit to a background check to comply with all standards as required of those with contact with minors.

UNIFORMS & BOUTIQUE

- Every ABCBend class requires uniform classwear. (Exceptions are made for certain adults-only classes)
- ABCBend offers a boutique for your convenience to purchase classwear, socks, tights, or shoes. Some items may be special ordered. All purchases must be paid at the time of purchase, with the cardholder present. Special orders must be prepaid and no returns are accepted.
- No refunds on boutique items worn or tags removed.
- No refunds on special order items such as white (boy) ballet shoes, costumes or items made to specifications set by the purchaser.
- We offer a borrow program for preview classes, first time students, or students waiting for order to arrive. Borrow items are meant for a one time use.

RECORDINGS & REMOTE CLASSES

- ABCBend does not offer make-ups for missed classes. Each class has their own teacher, syllabus, and progression speed - putting a dancer in a class they are unfamiliar with does not help the dancer's individual progression.
- In an effort to keep absent students progressing with their class and receiving the instruction they missed, ABCBend offers remote classes and/or recordings of class via Zoom.
- To join remotely or receive a recording of class, the front desk must be notified at least two hours before missed class. Email (dance@abcbend.com) is the best platform to request class recordings, but may also be done via phone (541) 382 4055 or cell (541) 797 3760
- You may expect a Zoom recording to be emailed within 48 hours of the missed class. Recordings need to be downloaded within 7 days of receiving. ABCBend will not keep recordings past 7 days.
- Students are expected to watch and participate with recording before attending the next class. Additionally, students may request a recording for review and extra practice purposes.
- Zoom access can be found in your Portal account at the time of class.