



301 North Harrison Street, 2nd Floor  
Princeton, NJ 08540

60 Bayard Street  
New Brunswick, NJ 08901

29 N. Main Street  
Cranbury, NJ 08512

[www.arballet.org](http://www.arballet.org)

609.921.7758

## ***Celebrating over 65 years of Excellence in Dance Education***



# **STUDENT HANDBOOK 2021-2022**

Aydmara Cabrera  
*Princeton Ballet School Director*

Ethan Stiefel  
*Artistic Director*

Julie Diana Hench  
*Executive Director*

Audrée Estey  
*Founder, Princeton Ballet Society*

Princeton Ballet School (PBS), the official school of American Repertory Ballet, is committed to inclusivity, accessibility, and excellence in dance education. Founded as the Princeton Ballet Society by Audrée Estey in 1954, PBS has become one of the largest nonprofit dance schools in the country with locations in Princeton, Cranbury, and New Brunswick, New Jersey.

### **IN-PERSON AND ONLINE INSTRUCTION**

PBS offers both in-person and online classes for dancers of all levels, starting at age 3. Class sizes are limited in size, and students may opt to take the virtual option at any time. Classes will be separated into cohorts only if necessary, following guidance from the local health department and the Centers for Disease Control.

### **STUDIO POLICIES**

#### **ARRIVAL AND DEPARTURE**

Students should arrive wearing their dance attire and will be greeted by a Princeton Ballet School representative at the studio entrance. All students must wear cover ups and street shoes when arriving and departing the building. Dressing rooms will remain closed during the School's stages of reopening after COVID-19. Bathrooms will be open but dancers will not be allowed to use the stalls as changing areas. In accordance with the Centers for Disease Control (CDC), state and local health officials, PBS has developed Safety Guidelines to protect the health of our students and employees. Please see the full [PBS Safety Guidelines HERE](#).

**Princeton Studio Location:** Parents are encouraged to park in the parking lot. Please do not wait in your car in the circle. The circular driveway is only used to drop off and pick up when it does not block the flow of the Shopping Center traffic. Students will enter the building based on their assigned class location:

Visitors (including parents, guardians, family, friends, and siblings) are not allowed in the building.

**Cranbury Studio Location:** There is ample parking in the back of the studio. The door on Main Street will not be open.

Visitors (including parents, guardians, family, friends, and siblings) are not allowed in the building.

**New Brunswick Location:** Metered parking is available, or parents may park in a nearby lot and walk students to the main entrance. Visitors, family and/or friends, will not be allowed in the School lobby or studio areas; only authorized employees and students may enter to minimize the number of people in the facility

Visitors (including parents, guardians, family, friends, and siblings) will not be allowed in the building so that we can keep pedestrian traffic as minimal as possible. Students taking Beginning Dance may have 1 parent/guardian or approved chaperone walk them to the studio entrance.

## **BEHAVIOR**

Food and drinks are not allowed in the studios, but water is permitted. Food and drinks are allowed in the lobby areas only. Please dispose of trash in the receptacles. Water fountains will be closed temporarily during the School's stages of reopening after COVID-19, but water bottle filling stations will remain open.

## **PERSONAL BELONGINGS**

Princeton Ballet School is not responsible for any lost or stolen items. Please do not leave any valuables anywhere in our facilities.

## **ATTENDANCE POLICIES**

Regular attendance is important for improving strength and skills required for progress.

If a student will not be in class or will be late, please notify the School Staff at [princetonballetschool@arballet.org](mailto:princetonballetschool@arballet.org) or 609.921.7758 prior to 2:00 PM. The student's full name, class level, date, and reason for lateness should be included.

Students in Level 1 and above who arrive more than 15 minutes late may be asked to observe the class and make it up at a later date. Warming up at the beginning of class is essential for injury prevention.

## **MISSED CLASSES**

Students may take a makeup class in their level, or one level below, via Zoom ONLY. Extra classes may also be taken in advance virtually of classes the student will miss in the future. Students should try to take the makeup class as close to missed class as possible. Conservatory students may take a Flex class as a makeup via Zoom.

## **WEATHER AND EMERGENCY CLOSING PROCEDURES**

Announcements will be posted on our website homepage at: [www.arballet.org](http://www.arballet.org) and our [Princeton Ballet School Facebook page](#).

In case an emergency closing is needed, an announcement for morning classes will be made by 8:00 AM. An announcement for afternoon and evening classes will be announced no later than 1:30 PM.

Missed classes can be made up via Zoom. No additional days will be added to the calendar.

## **EVALUATION PROCEDURES**

**Primary Divisions** up to Level 2 - Will receive a Certificate of Achievement at the end of the school year.

### **Evaluation Week**

Yearly Evaluations - Mon., April 18th - Sat., April 23rd

All students will be assessed based on level of proficiency within the syllabus for their year, and readiness to progress to the next level. Families will be notified when reports are available in the Parent Portal. Students will **not** be receiving formal evaluations by mail. Please contact the School Director if you would like to schedule a meeting outside of these Evaluation offerings.

## **SCHOOL COMMUNICATIONS**

Princeton Ballet School will email a bi-weekly bulletin to keep you informed about upcoming events, activities, school closings, etc. Information will also be posted on our website, [www.arballet.org](http://www.arballet.org), and as messages or announcements in the Jackrabbit parent portal.

## **2021-2022 SCHOOL CALENDAR**

SCHOOL YEAR | Thurs., Sept., 9 – Sat., June 4

Winter Intensive DANCE ANEW Mon., Jan. 3 – Thurs., Jan. 6

Yearly Evaluations Mon., April 18 - Sat., April 23

### **DATES CLOSED**

Yom Kippur | Closed Wed., Sept. 15 and Thurs., Sept. 16 (classes resume Fri., Sept. 17)

Thanksgiving | Closed Tue., Nov. 23 – Sat., Nov. 27 (classes resume Mon., Nov. 29)

Winter Break | Closed Tues., Dec. 21 – Sun., Jan. 2 (classes resume Mon., Jan. 3)

Winter Break Trainees | Closed Wed., Dec. 22 – Sun., Jan. 23 (classes resume Mon., Jan. 24)

Martin Luther King Jr. Day | Closed Mon., Jan. 17 (classes resume Tues., Jan 18)

Presidents Day | Closed Mon., Feb 21 (classes resume Tues., Feb. 22)

Spring Break | Closed Fri., April 8 – Sun., April 17 (class resume Mon., April 18)

School Performance (no classes) | Fri., May 20 -Sat., May 21 (classes resume Mon., May 23)

Memorial Day | Closed Sat., May 28-Mon., May 30 (classes resume Tues., May 31 )

Last day of classes | Sat., June 4

**POLICY ACKNOWLEDGMENT SIGNED AT REGISTRATION**

The undersigned, on his or her behalf, and on behalf of the minor(s) identified below, or on my own behalf if 18 years of age or older, acknowledges, appreciates, understands, and agrees to the following:

1. I represent that I am the parent or legal guardian of the minor(s) named below or I have obtained permission from the parent/legal guardian of the minor(s) named below to execute this agreement on their behalf, or on my own behalf if 18 years of age or older.
2. I have read the registration information and understand Princeton Ballet School's calendar and policies, as outlined. I understand that this registration contract represents a financial commitment for the entire school year. There are no refunds on tuition. Adjustments may be made only under exceptional circumstances and upon receipt of written notification by the Director and are subject to the approval of the Board of Trustees.
3. I certify that this minor, or myself if 18 years of age or older, is in good health and capable of participating in all school activities and classes.
4. I acknowledge and understand that there are known and unknown risks associated with participation in Princeton Ballet School activities. I agree that, on my own behalf and on behalf of the minor(s) named below, I fully accept and assume full responsibility for all of these known and unknown risks, and I assume full responsibility for personal injury to myself and/or the minor(s) listed below, including, but not limited to, injury related to asthmatic reactions, allergies, and muscular or orthopedic injuries. I understand and agree that, on behalf of myself, the minor(s) listed below, and our respective heirs, assigns, administrators, personal representatives, and next of kin,
5. I fully waive, release and forever discharge Princeton Ballet School, the Princeton Ballet Society, American Repertory Ballet and their officers, trustees, members, agents, assigns, representatives, faculty members and employees, from liability for any and all injuries, illness and/or loss arising out of or related to participation in Princeton Ballet School. In the event of a medical emergency, Princeton Ballet School has my permission to authorize first aid and/or lifesaving treatment to the participant listed on this form. In the event of an emergency, every effort will be made to contact me immediately. If I cannot be reached and emergency care is necessary, Princeton Ballet School will call an ambulance to transport the participant to the closest hospital. Princeton Ballet School will not be responsible for any medical charges incurred.

6. I hereby give permission for Princeton Ballet School to take photographs and video recordings for use in the organization's materials online, television, radio, and print, without any compensation to the participant.
7. I understand that Princeton Ballet School cannot be responsible for any lost or stolen items.
8. I understand that all class makeups must be done within the school year or registered session.