



Adult Division & Open Class Handbook

Ballet Idaho Academy's **Adult Division** invites individuals aged 13 and up to begin or continue their ballet journey, regardless of prior experience. Our dedicated and experienced faculty members teach passionately in a nurturing and non-competitive environment. With a flexible curriculum designed to accommodate various skill levels, we ensure that each student receives personalized attention to foster their growth and thrive. Join our vibrant community of dance enthusiasts, all eager to share in the joy of ballet and enrich their artistic experiences together. At Ballet Idaho Academy, we celebrate the beauty of movement and the joy of learning, making it an ideal place for everyone to express themselves through dance.

Adult classes offered:

Foundational Ballet: This class is perfect for the novice beginner as it breaks down the ballet class structure and introduces the basics slowly, leaving time for Question and Answer sessions.

Intermediate: With a basic understanding of ballet vocabulary and technique, students will gradually pick up the pace. Classwork will include all combinations found in a ballet class, focusing on repetitive movements performed at slightly slower tempos.

Advanced: Dancers will move through an entire ballet class progressing through barre, centre, traveling combinations, and allegro while layering on a deeper understanding of musicality, technique, placement, and artistry.

Pre-pointe/Pointe: This beginner level class is suitable for dancers who want to improve their pointe technique or build the strength and alignment needed for pointe work. It's highly recommended for adult students who want to safely prepare for more advanced steps, as it includes beneficial exercises for all dancers. Students with less than 2-3 years of dance experience may need additional time to develop pre-pointe skills, flexibility, ballet knowledge, and fundamental mechanics before starting pointe. Dancers demonstrating readiness for pointe may begin pointework.

Men's class: This class focuses on conditioning specific to male technique, traditional male dancer vocabulary with an emphasis on strength and athleticism, and repertoire.

Contemporary: This class explores fluid movement, floor work, breath, and emotional storytelling.

As the only profession-affiliated school in Idaho, Ballet Idaho Academy is proud to offer:

1. **Professional Faculty:** Our faculty consists of accomplished dancers, choreographers, and educators who bring a wealth of knowledge and experience to every class. With their guidance and mentorship, adult students receive top-tier training that is engaging, encouraging, and fun.

2. **Extended Courses:** Throughout the season, adult students will have the chance to expand their dance knowledge and understanding through additional courses. These special events expose students to diverse perspectives and techniques, enriching their training and inspiring their artistic development.
3. **Summer Intensive Programs:** Our adult summer intensive offers additional classes in a variety of styles including partnering, repertoire, and contemporary culminating in a Question and Answer session.

Please take some time to review the information in this booklet, which contains our 2026-2027 Student Expectations, Dress Code, Tuition Information, Registration Policies, Calendar, General Policies, and Code of Conduct.

Afternoon and Weekend Office Hours:

Monday: 4:15-8:30 p.m.
Tuesday: 4:15-9:00 p.m.
Wednesday: 4:15-8:00 p.m.
Thursday & Friday: 4:45-8:15 p.m.
Saturday: 9:30-2:00 p.m.
Sunday: Closed

Contact:

Academy Director, Jessica Sulikowski: jsulikowski@balletidaho.org
Academy Administrator, Sada Popick Ogburn: sogburn@balletidaho.org
Front desk: 208-343-0556

GENERAL POLICIES

Student Expectations

- All students will show appropriate respect for fellow students, instructors, staff, and visitors to the studio.
- Students of Ballet Idaho Academy are representatives of Ballet Idaho organization and will be expected to act accordingly while in class, in the studios, and at all ballet functions.

Arrival and Departure

- **Arrive on time.** Doors will be open 15 minutes prior to the start of class unless otherwise specified. Students are expected to be ready prior to the start of class time. **Use the restroom before class** to minimize interruptions during class.
- To ensure a distraction-free environment for all students, **late entry is not permitted.** We apologize for any inconvenience this may cause.
- Only Ballet Idaho staff can let Academy students into ESPAA buildings. If class is in the Phil building, a Ballet Idaho staff member will be there the 15 minutes prior to the start of class to let you in. If no one is there, please wait for someone to arrive or go to the Front Desk to ask to be let in. Please do not knock on the Phil door or ring the doorbell to be let in. This is disruptive to those working in the Phil building.
- Adult and open class students may enter their studio 15 minutes prior to the start of class to warm-up and prepare for class, if unoccupied.
- Please be advised that the 8th Street door is for emergencies only. Parents and students must enter through the door facing 9th Street.
- Students are encouraged to stay for the duration of class but may leave early. Please promptly leave the building upon the completion of class. Students will need to exit the building within 15 minutes of class ending.

- **Parking:** There is free and metered parking available on the street and paylots nearby for drop-in and monthly membership students. **Parking in the downtown cultural district is very limited so allow for ample time to find a spot.**
- Please obey all road and parking lot signs to ensure safe drop off and pick up. Failure to do so may result in ticketing. (Please note that parking lots are operated by CarPark and BIA has no ability to control ticketing parameters or void citations issued).

Classroom Expectations

- **Be ready to begin** exercises promptly upon the direction of the instructor.
- Please address instructors as **Mr., Miss, or Ms.**, followed by their first or last name. Please speak to staff in a courteous and respectful manner.
- If a student needs to leave the classroom for any reason, they should raise their hand and then ask to be excused.
- Please do not play pianos, do not touch sound equipment, and please do not hang or swing on barres.
- **Please be respectful to faculty and classmates;** Students who are disruptive or disrespectful in class will be given a warning. A parent-teacher conference will be set up if the issue continues.
- **Refrain from talking** and excessive questioning and be attentive to group and individual corrections. Disruptive students will be removed from the class in order to preserve a focused environment for other students. Once a student is asked to leave a class he/she will not be permitted to attend class until there is a meeting with the parent or guardian, instructor, Academy Administrator, and Academy Director.
- **Show us you are focused** by maintaining an attentive posture and attitude during class. Leaning on barres, hands on hips, and arms crossed in front of the chest are considered inattentive stances. No sitting down during class unless the teacher has given permission. During center, the group that is waiting must stay engaged and work on the combination in the back.
- **Spatial awareness is essential:**
 - Please avoid walking in front of the instructor, and always allow sufficient space so the instructor can see everyone in the room and demonstrate the steps clearly.
 - Be mindful of your fellow students by transitioning quickly and carefully between groups when you finish dancing and when preparing to begin.
 - If you do not know the combination, feel free to ask for clarification or go with a later group. This gives you additional time to observe and study the combination, which can help improve spacing and confidence.
 - Give yourself and others adequate space at the barre and in center work. Use corps de ballet spacing, or “windows,” to maintain clear lines and visibility.
- Only students attending class may enter the studio. Please no children.
- If you must yawn in class, please cover your mouth.
- **All cell phones and watches must be silenced and stored in student's dance bag during class.**
- **Personal belongings** will be kept in the studios (except for shoes) against a designated wall and not at barre spot. In the Phil building, please utilize the cubbies found in the women's dressing room. There is also a men's dressing room for storage. In the main building, you may use the cubbies located in the back lobby.
- Only water bottles that are closed are permitted in the studios and **no open food in the studios.** Students are not permitted to chew gum in class.
- Students are expected to help keep the studios and reception areas neat and orderly by picking up after themselves.
- **Physical Contact:** Ballet and dance instruction can include physical touch as a vital means of articulating technical instruction and corrections. Examples may include but are not limited to:
 - moving a leg/foot/arm/hand/head to reposition for correct alignment
 - using hands to shape a foot to demonstrate proper positioning
 - using fingers/hands to gently indicate which muscle should be activated in a student's body
 - using hands on shoulders or back to help guide students to a specific location in the room
 - demonstration of partnering techniques by instructor for assisted balances on waist or hips, or holding hands or arms
 - partnering contact from other dancers (peer students or assistants to instructors)

It is completely acceptable to ask that instructors refrain from touch as a means of instruction. Should a student be uncomfortable with physical touch for any reason, we strongly encourage this preference to be communicated to the instructor or BIA Director. If a student is not comfortable making this preference known, we will rely on the parent to communicate this. Faculty are likewise trained to ask for consent prior to using physical contact to correct a student.

Communication

- Parents and students should not expect to speak with instructors before or after class. All communications regarding a student (class placement, schedules, etc.) are to be directed to the Academy Administrator. Students may schedule additional time to meet with instructors.
- Parents and students are expected to be respectful of staff and faculty at all times. Anyone acting in an intimidating manner will be asked to leave the premises. Adults shall not negatively speak about Ballet Idaho Academy.
- Parents and students are responsible for checking bulletin boards for notices regarding the school. Information will also be emailed on a regular basis. Please check your email often. Email is the main form of communication for Ballet Idaho Academy.
- **It is the responsibility of the parent(s)/guardian(s) to provide their correct email address(es) and to make sure they receive Ballet Idaho Academy's emails.**
- If there are **class cancellations due to inclement weather**, you will be notified via email at least 2 hours prior to the closure. We will leave an updated message on our voice answering service. **Ballet Idaho Academy follows Boise School District for inclement weather closures.**
- Our monthly newsletter and Instagram account @balletidahoacademy, offer updates and exciting news.
- **Emergency:** In the event of an emergency, Ballet Idaho Academy will contact student's emergency contact as soon as possible. In partnership with ESPAA, Ballet Idaho has developed an Emergency Action Plan in which all faculty members and staff are trained.

Your support is vital to our Academy and community. We kindly request that parents and students volunteer this season when available. All volunteer efforts will be coordinated by Academy Director Jessica Sulikowski at jsulikowski@balletidaho.org. We truly appreciate your help!

Private Lessons

All private lessons must be scheduled through the school office. Please contact the Academy Administrator. Private lessons are \$85/hour or \$100/hour depending on the instructor. This includes a studio rental and administration fee.

Illness and Injury Policy

- Students should not attend classes or rehearsals if they are feeling ill or showing symptoms of an illness. Please keep your student home until the illness has passed to allow the student to be healthy enough to take class fully and to avoid the spread of illness.
- Students should notify their instructor of any injuries or problems that may interfere with their abilities to take class fully. Students who have a serious injury will need to observe class and take notes at the instructor's discretion. **Injured students will need a doctor's note to return to class.**

Closures

BIA will be closed during select holidays, breaks, and productions. Thank you for your understanding.

Company Productions

- **Students and families are encouraged to attend as many Company, Trainee, and Academy productions as possible**, as it is a vital part of the students' dance education.

Non-Discriminatory Policy

Ballet Idaho Academy admits students of any race, color, sexual orientation, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does

not discriminate on the basis of race, color, sexual orientation, national and ethnic origin in administration of its education policies, admissions policies, scholarship programs, or any other school administered programs.

CODE OF CONDUCT

- Students and parents are expected to behave with politeness, respect, and courtesy towards faculty, staff, peers, families, and guests of BIA. All students are expected to conduct themselves in a safe and responsible manner. BIA reserves the right to dismiss any student whose attitude or conduct is deemed disrespectful or unsafe. Any disrespect and/or bullying will NOT be tolerated.
- Any student found to be under the influence of alcohol or drugs will be subject to immediate dismissal.
- Any student found destroying property will be held financially responsible and subject to dismissal.
- If the student is sent out of class for bad behavior twice in a four-week period, the student will be withdrawn from the studio for up to a three month break at the discretion of the BIA Director. We want dance to be a fun and positive experience. We do not want anyone to associate dance with bad behavior or a bad experience.
- Inappropriate language or innuendos are prohibited on BIA property. If these behaviors are observed or reported, you may be dismissed at the discretion of the BIA Director.
- Any credible accusations of disrespect or bullying involving students at BIA will be handled accordingly:
 - The BIA Director and staff will investigate the accusation to try to obtain corroboration.
 - We will bring the concern to the attention of the accused student.
 - We will have a meeting with the student and parent(s) to discuss the issue and address the problem. During the meeting, the student will have the opportunity to share his or her perspective on the allegations. The student will be reminded of our expectations of Code of Conduct and behavior as it relates to all BIA activities, both in the studio and in performance spaces and give the opportunity to recommit to the standards of BIA.
 - If after a first offense and meeting there are continued corroborated reports of bullying or disrespect, a meeting will be held with the student and his or her parent(s)/guardian(s), and consequences will be discussed, up to and including suspension or expulsion from BIA.
 - If you personally experience any bullying or disrespect at BIA or witness bullying or disrespect of another student, please bring it to the attention of staff in a timely manner

DRESS CODE

Please follow our dress code policy for all classes. Hygiene is very important, especially when you are exercising. Clothing items should be clean, neat, and safe. Please no fragrances or perfumes due to some sensitivities within our building.

Dress Code for Ballet:

Female Identifying

- Hair should be neatly pulled back
- Acceptable attire includes athletic or dance clothes that allow for easy movement such as leotard, tights, ballet skirt, warm-ups, yoga pants, t-shirt, etc. Please no street clothes.
- Ballet slippers or appropriate footwear for class.
- **Dancers on pointe, MUST have approval from a BIA staff member BEFORE taking any class on pointe. Pointe shoes must have ribbons and elastics. Email the Academy Administrator for BIA's Pointe Handbook.**

Male Identifying

- Acceptable clothing includes t-shirt or tank, tights or athletic pants or shorts, and dance belt. Please no street clothes.
- Ballet slippers or appropriate footwear for class

Dress Code for Jazz, Contemporary, and Pilates:

- Form fitting athletic clothes such as yoga pants or jazz pants and a form-fitting top

TUITION AND FEES 2026-2027

- Monthly membership registration is open year-round. Yearly membership registration is open in **August** and **January**.
- Each new adult student is allowed a free trial class. This offer is not included for specialty classes or the summer intensive.
- **Workshop, Courses, and Intensives:** There will be additional costs for any of these programs.

Drop-in Rate Per class	Annual Membership One-time payment	Annual Membership Monthly payments	Monthly Membership (Can cancel anytime)
Due on the 5th of each month	Payment due by August 16	Due on the 5th of each month	Due on the 5th of each month
\$25.00	\$1,265.00	\$115.00	\$115.00

Monthly membership perks:

- Unlimited monthly classes for one low fee! Ability to pause or cancel membership at any time.

Annual membership perks (Pay one-time \$1,265.00 fee or commit to one year at \$115.00/month):

- Unlimited classes for 12 months!
- Annual membership students will **receive two complimentary tickets to the company's production of *Westward* and two complimentary tickets to either *Anthology* or *Family Series***. The day and time of performance tickets are determined by the Ballet Idaho Box Office. You may contact our Patron Services Manager to book your complimentary tickets during predetermined timeframes. Additional tickets may be purchased at your expense. Please note there are no ticket exchanges. More information will be provided once student is enrolled.
- Invitation to **view the professional company in rehearsal** on a designated day and time.
- Once enrolled in the yearly membership, families of registered students may **register one vehicle for complimentary parking** in the 8th St lot or the 9th St Miller lot. Registration periods are August and January only.
- Yearly registrations (whether paid in full or monthly) are considered full year. Class withdrawals must be requested via email and are subject to a \$50.00 fee.

REGISTRATION POLICIES

- Payment must be made in order to be registered; if payment is not received, attendance will be suspended.
- REFUNDS are only offered during the first 2-week period of new enrollment. Refund requests made after the 2-week grace period are considered individually and processed only for extreme extenuating circumstances. CREDITS may be offered instead. Credits issued must be used within that same academic year.
- There will be NO REFUNDS for courses or short programs such as Adult Introductory Course or Adult Summer Intensive unless there are extenuating circumstances, a course date change, or course cancellation.

Monthly Payment Plans

- All monthly payment plans must have a valid credit card on file.
- Monthly payments will automatically be charged to your card on the 5th of each month OVER A 12-MONTH period. You may cancel or put a hold on your account at any time.

- Other forms of payment may be used if notification is received by the 25th of the preceding month.
- Under extenuating circumstances, payment can be delayed up to the end of the calendar month without penalty.
- Our Monthly Membership allows students to attend unlimited classes for \$115.00 per month. Membership will renew automatically through August 2027. If you would like to suspend, or cancel membership please contact sogburn@balletidaho.org.
- A 15% late fee will be incurred for payments made after the last day of the month, and for payments that are declined.