

# NEW JERSEY BALLET OPEN YOUTH INTENSIVE 2025 STUDENT HANDBOOK

New Jersey Ballet's Open Youth Intensive will be held under the artistic leadership of former New York City Ballet Principal Dancer Maria Kowroski and is dedicated to nurturing the next generation of dancers.

The program is geared towards ballet students ages 8 to 13 who have a passion for dance and are ready to achieve a new level of artistic excellence.

Students enrolled will train at our state-of-the-art facility under New Jersey Ballet School's distinguished faculty. The program will support each technical level and provide the highest caliber of training in a nurturing artistic environment.



## DRESS CODE

Students are required to adhere to a simple dress code and maintain a neat, professional appearance in the classroom at the New Jersey Ballet studios. For example, all students' hair must be pulled up off the neck and pulled back off the face. Dance shoes should be properly fitted according to the shoe size of the student. Elastics on ballet slippers should be secure. No pants or shorts should be worn during ballet, pointe or variation classes. Pants and shorts are acceptable during Jazz, Musical Theatre, Hip-Hop and Contemporary.

Unless the faculty instructs otherwise, these items are not allowed in class: bare legs, cut-off tights, sweats, shorts, leg warmers, sweaters, and wraps. The New Jersey Ballet faculty members have the final say in all matters relating to student attire.

## WOMEN'S DRESS CODE

- Black leotard
- Pink or flesh colored tights
- Pink or flesh colored ballet slippers
- Pink or flesh colored pointe shoes\*
- Black jazz pants
- Black jazz shoes
- Solid black wrap demi-skirt (pointe classes only)

*\* Pointe work is only permitted at the faculty's discretion. If you have not started pointe in the last 12 months, you may not start pointe work during this program.*

## MEN'S DRESS CODE

- White short-sleeve leotard or t-shirt
- Black tights
- Black ankle socks
- Black ballet slippers
- Dance belt
- Black jazz shoes
- Black jazz pants

## ADDITIONAL REQUIRED ITEMS

Students should have a yoga mat or yoga towel and a Theraband of light to medium strength, as these will be used for some conditioning classes. It is also recommended to bring a water bottle. If needed, Therbands and water bottles are available for purchase in the NJBallet Boutique.

## DAILY SCHEDULE

Classes run 9:30 am to 3:30 pm with a one hour lunch break from 12:30-1:30 pm.

## LUNCH

Students should have a packed lunch each day. **Please do NOT pack any nut products.**

## LOST & FOUND

There is a lost and found bin located in the front office. Students may stop at the front desk and ask to look through the bin.

## OUTSIDE THE STUDIO

Students should be aware that the increase in dance activities during the Intensive Program could lead to stress injuries in both muscle and bone. Students should always wear sneakers or supportive shoes when outside of class. Supportive footwear helps to speed up crucial recovery and rest. Wearing unsupportive shoes (flip flops, sandals) will only slow down this process.

## DAILY ARRIVAL / DEPARTURE PROCEDURES

Students are expected to arrive to their respective studio no earlier than 15 minutes prior to class time. Students arriving 15 minutes after their class has begun will not be permitted to take the class due to risk of injury, and they will need to observe. All students must attend all designated warm up classes.

Attendance will be checked at 09:30 am each day. Students will receive a name tag each day during attendance. If the name tag is lost or falls off, please see the front desk for a replacement.

If a student is unable to attend their classes on a given day, an email must be sent to [Summerintensive@njballet.org](mailto:Summerintensive@njballet.org) by 8:30 am on the day of the absence. The date, student's name, and reason for absence must be noted. If a student has not reported their absence and does not report for their first class, administrative staff will call the primary contact for the student to verify the student's absence. During the Intensive Program schedule, parents may not stay / wait inside the building.

## CUBBIES

Cubbies are available at the studios. Each student will have a cubby where they can store their dance bag. Students are encouraged not to bring valuables to the studios, as New Jersey Ballet cannot be held responsible for any personal items lost in any of its facilities. We ask students to consolidate their dance bags. You will receive the daily schedule, so please only bring what is necessary each day. Additionally, we recommend that all belongings, especially shoes, are labeled with the student's first and last name. Any items found will be placed in the lost-and-found each day.

Cubbies available as follows:

Group 1: Cubbies located inside of Studio 1

Groups 2 & 3: Cubbies located in the hallway outside of Studios 2 & 3

Group 4: Cubbies located directly outside of Studio 4

Students will leave their belongings in their assigned cubbies for the duration of the day even if they take a class in another studio. If students switch between studios, we ask that they change their shoes in the original studio and bring only the necessary items to the other studio, i.e. pilates/yoga mat, Theraband, water bottle.

Students must clean up after themselves, especially during lunch time. The waiting room, hallways, and studios must not be left a mess each day.

## FILMING

Parents are NOT permitted to record classes.

## EMERGENCY PREPAREDNESS

**Attendance:** The administrative staff will be keeping track of who is and isn't present in the building at any given time, faculty will do attendance daily at 9:30 am.

**Fire Preparedness:** New Jersey Ballet equips all facilities with fire extinguishers, smoke detectors, and fire alarms. When students arrive, they should become familiar with their locations. In case of a fire, when the alarm sounds, evacuate the building as quickly as possible via the nearest exit.

**Exiting the Building:** In the event of an evacuation, students will be instructed to leave the premises as a group accompanied by a member of staff. Once outside, attendance is taken and compared with attendance from the start of class.

## PARTICIPATION REQUIREMENTS

Students are expected to begin the program in good physical condition, able to dance at their full potential. Given the physical demands of the intensive, no student should come to the program while still recovering from an existing injury. New Jersey Ballet expects students to take responsibility for their physical condition by reporting injuries and not risk their health to participate in the program. If an injury severely impairs a student's ability to participate in the program, the student will be required to leave the program. In all such situations, New Jersey Ballet reserves the right to make final judgments. Students with pre-existing injuries may be more likely to further injure themselves in the studio, those in the midst of navigating recent mental health challenges may be more prone to a re-emergence of issues while adjusting to a new environment. New Jersey Ballet reserves the right to identify situations in which the intensity of the program is judged to constitute a danger to a student's health and well-being. In such situations a physical and/or mental evaluation may be required as a condition of continuing the program. New Jersey Ballet reserves the right to make final judgments in all situations regarding injury, health, and refunds.

## PHYSICAL THERAPY

For students who incur injuries or experience abnormal amounts of pain during the program, a Physical Therapist can be recommended. New Jersey Ballet uses Professional PT and Theatre Arts PT as Physical Therapy providers.

# GENERAL NEW JERSEY BALLET POLICIES

## DISCIPLINE & REMOVAL FROM THE PROGRAM

New Jersey Ballet has set rules and regulations in place. We expect that all students will adhere to these rules and conduct themselves in a way that is consistent with the character, values, and mission of New Jersey Ballet. It is our hope that all students will cooperate in making the program safe and enjoyable for everyone involved.

Students are expected to adhere to all rules. A student who is knowingly in the presence of a prohibited activity will be held responsible and will share in any disciplinary consequences at the discretion of NJB staff. A student who has knowledge of a prohibited activity and does not report the offense will be held responsible and face disciplinary consequences at the discretion of NJB staff.

Any infraction of policies and rules may result in disciplinary action up to, and including, immediate suspension or expulsion from the Intensive Program. Suspensions are defined as immediate departure from the Intensive for the remainder of the current program. Expulsion is defined as immediate departure from the Intensive for the remainder of the current program, with the understanding that an expelled student is not allowed to return to New Jersey Ballet in any capacity. There will be NO REFUNDS granted to students who have been suspended or expelled from the program.

## PROHIBITED ACTIVITIES

Prohibited activities include, but are not limited to:

1. Alcohol, Drugs or Weapons: Possession, use, distribution, or being in the presence of alcohol, drugs, controlled substances (used improperly), or personal weapons is strictly prohibited.
2. Gross Misconduct: Any incident where a student verbally abuses any individual, verbally defies any faculty or staff member, or commits any unlawful action, or any other action deemed as grossly inappropriate or inconsistent with the standards to which students are expected to adhere.
3. Smoking: Smoking - including the use of e-cigarettes and vapes - is prohibited on New Jersey Ballet premises. This includes all stairwells and common areas, as well as on the property outside New Jersey Ballet's studios. Smoking is illegal for anyone under 18 and is therefore prohibited at all times for any student under 18.
4. Theft: Any incident where a student disrespects the property of others and/or NJB by engaging in theft, vandalism, or intentional destruction of property.

5. Dishonesty: Any incident where a student is found to be deliberately and thoughtfully deceitful to any of the faculty or staff. Each student agrees to uphold the principle of honesty in all areas of the Intensive Program.

6. Safety and Security Rules: In the interest of safety and security, additional rules may be put into place by staff and communicated to students.

7. Other Actions: Any action(s) deemed to be inconsistent with, or contrary to, the philosophy or best interests of New Jersey Ballet or its reputation, including, but not limited to:

1. Harassment
2. Threat or use of physical violence
3. Conduct that interferes with the rights, safety, and wellbeing of others and/or demonstrates disregard for NJB and its members and facilities
4. Violation of fire safety guidelines
5. Violation of federal, state, or local laws

## HARASSMENT & BULLYING

New Jersey Ballet is enriched by the diversity of its members. New Jersey Ballet recognizes and respects individual differences in culture, race, ethnic origin, religion, gender, and sexual orientation. To provide an environment of respect and sensitivity, it is important that all students recognize that behavior, either verbal or physical, which disregards or demeans the self-esteem of others is unacceptable. Such behaviors are unacceptable regardless of how they are communicated. Any individuals engaging in such behaviors will be subject to disciplinary action.

## COMPUTERS: ACCEPTABLE USE POLICY

Students may not:

1. Harass, cyberbully, or discriminate against others
2. Disturb others by playing loud music or sounds
3. Reveal any personal, confidential, or private information about other individuals
4. Attempt to gain unauthorized access to private information
5. Write or distribute viruses, spyware, or malware
6. Circumvent the internet filtering software to access blocked websites
7. Violate any federal, state, local or common law, criminal statute, or laws
8. Use or obtain profanity, obscenity, discriminatory language, vulgarities, and other inappropriate language/graphics

Violations of New Jersey Ballet's rules involving the use of the Internet or other technology will be subject to disciplinary action.

## DIVERSITY, EQUITY, INCLUSION, & BELONGING

At New Jersey Ballet, we believe that as a world-class dance, education, and cultural institution, we are stronger when we foster a diverse and inclusive community in our staff and leadership, on our stage, in our studios, and in our audiences. Toward this goal, we engage and value people of all ages, abilities, races, ethnicities, religions, sexual orientations, gender identities, socio-economic levels, and language. Doing so ensures the longevity of our organization and the vitality of our art form.

## CUSTODIAL ARRANGEMENTS

Please notify us in writing of any important family situations such as custodial arrangements to assist with dismissal. Court and/or legal documentation may be required.

## RESOLVING GRIEVANCES

Should you have a concern associated with your child's or your own experience at New Jersey Ballet, please explain the nature of your concern verbally or in writing to the New Jersey Ballet personnel most directly involved. This course of action should take place no more than 15 business days after the incident. Please take into consideration that any action taken, whether formal or informal, should be handled in a private, cooperative, and respectful manner. If unable to rectify the issue directly, you are also provided with the option of reporting a formal grievance. This act should take place no more than 15 business days after the occurrence that produced the grievance, or no more than 5 business days after an attempt at the informal reconciliation described above. To report your/your child's grievance in a formal manner please contact the Program Administrator at [Summerintensive@njballet.org](mailto:Summerintensive@njballet.org). The Program Administrator will then review your complaint and contact you.

## WITHDRAWALS & REFUNDS

If a student will need to withdraw, email [Summerintensive@njballet.org](mailto:Summerintensive@njballet.org) soon as possible. All withdrawals and refunds will be dealt with on a case by case basis. To qualify for a medical withdrawal, students must be able to submit a doctor's note indicating that they are no longer capable of participating in the program.

# STUDENT HANDBOOK AGREEMENT

Signing below verifies that you have read the New Jersey Ballet Open Youth Intensive 2025 Student Handbook in its entirety and agree to abide by all policies. Please return this signed verification to [Summerintensive@njballet.org](mailto:Summerintensive@njballet.org) .

Student

Name: \_\_\_\_\_

Parent

Name: \_\_\_\_\_

Parent

Signature: \_\_\_\_\_