



**INTERNATIONAL  
BALLET ACADEMY**  
ARTISTIC DIRECTOR | VERA ALTUNINA



# **IBA Student Manual**

## Welcome to IBA!



The *International Ballet Academy* (IBA) offers an environment where children and adults can explore diverse dance forms—from classical ballet to jazz, tap, modern, and historical dance—and where they can express their creativity and create beauty through dance.

We educate our students in classical dance technique, but more importantly we cultivate an appreciation for the culture, the history, the music and provide a live theatre experience that transforms dance movement into the performance art. Our disciplined training enables all students to strengthen their bodies and minds, which in turn, nurtures healthy self-esteem, focus and balance in many facets of life.

Our passion is to inspire all of our students to discover the artistry that lives within them, resulting in enrichment of their lives with beauty and harmony for many years to come.

Warmly,

A handwritten signature in black ink, which appears to read 'Vera Altunina'. The signature is fluid and cursive, with a long, sweeping tail on the final letter.

Vera Altunina  
Artistic Director

*“What is life without beauty?”*

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**For more information:**

IBA Tel: 425-822-7694 Fax: 425-822-1546

IBA Website: [intballetacademy.org](http://intballetacademy.org)

IBT Website: [ibtBellevue.org](http://ibtBellevue.org)

E-mail: [info@intballetacademy.org](mailto:info@intballetacademy.org)

**Office Hours:**

Monday, Fridays- 10:00am to 9:00pm

Tuesdays, Wednesday, Thursdays– 12:00pm to 9:00pm

Saturdays 9:30am to 2:00pm

**School Address:**

507 Sixth Street South  
Kirkland, Washington 98033

Ticket Purchases: Brown Paper Tickets

Ticket Information: 425-284-0444

Online: [IBTBelleuve.com](http://IBTBelleuve.com) or [www.brownpapertickets.com](http://www.brownpapertickets.com)

Telephone: 1-800-838-3006

# Curriculum

**3-year-old Ballet/Tap (age 3 by September 1, two classes per week offered)**

Designed for the youngest students, this class stresses coordination, large motor skill development, musical and spatial awareness and listening skills.

**4-year-old Ballet/Tap (age 4 by September 1, two classes per week offered)**

This class further develops large motor skill development, musical awareness, and classroom etiquette, while introducing memory skills and increased coordination exercises.

**5-year-old Ballet/Tap (age 5 by September 1, two classes per week offered)**

An early introduction for classical ballet, this class focuses on exercises to strengthen and improve coordination, flexibility, musical rhythm and counting, direction and space use. Very basic ballet hand and foot positions are learned in conjunction with short improvisation and set dance choreography.

**6-year-old Ballet/Tap (age 6 by September 1, two class per week offered)**

This class further develops the beginning ballet movement skills with the addition of the basic ballet positions, primary steps and movement combinations.

**Ballet I (ages 7-8, two classes per week recommended)**

Ballet I features introductory ballet classes in barre technique and improvisation. Other forms of dance begin (Tap).

**Ballet II (ages 8-9, at least one year of ballet experience, two classes per week required)**

Students begin a more formal study of classical ballet through age-appropriate skill development, creative expression, and music appreciation to develop the self-discipline necessary to continue the study of classical ballet. Other forms of dance may begin (Tap or Jazz)

**Ballet III (ages 10-11, three classes per week required - 2 Ballet + Tap, Character/Flamenco/Ballroom, Jazz or Modern)**

Ballet III features barre technique, floor technique and improvisation. Students develop practical skills, muscular self-control and basic coordination. Other forms of dance begin (Modern).

**Ballet IV (ages 12-13, four Ballet classes per week required – other types of dance recommended)**

Students are exposed to a variety of more advanced skills, including muscle control, proper posture, balance and expressiveness. Pointe work begins (by instructor permission only).

**Boys Class**

Students will focus on continuing their ballet technique, as well as learning jumps and turns, leaps and acting skills necessary for advanced masculine movement.

**Ballet V (ages 13-14, five Ballet classes per week required, other types of dance recommended)**

Ballet V concentrates on the mastery of more complex movements and combinations. The on-going development of performance skills is stressed.

**Ballet VI (ages 15, five Ballet classes per week required, other types of dance recommended)**

This level continues mastery of increasingly complex movements.

**Ballet VII (ages 16, five Ballet classes per week required, other types of dance recommended)**

Training is in further development. The mastery of style and performance skills is refined. Basic partnering begins.



**Pas De Deux (ages 15 and up by instructor permission)**

**Contemporary (ages 15 and up by instructor permission)**

**Character Dance (ages 9 and up)**

Character dance takes folk dances from all over the world and combines them with elements of classical dance. Students learn original dances from many countries including Poland, Hungary, Russia and Spain, as well as character dances from various classical ballets.

**Flamenco (ages 9 and up and enrolled in Character Dance)**

Flamenco is the traditional song and dance of the Gypsy people of Andalucía in southern Spain. It developed over several centuries from a fusion of various eastern cultures and is a means of powerful expression. Students will be immersed in this living art form by learning beginning technique and choreography incorporating arm movements, footwork, body positioning, and basic Flamenco rhythms.

**Theatre Dance (ages 9 and up and enrolled in Character Dance)**

These classes focus on choreography performed in Broadway musicals. Some pieces will be original from famous choreographers such as Bob Fosse, Gillian Lynne, Agnes de Mille, etc. Most are re-creations styled after these world famous choreographers.

**Jazz Dance (ages 8 and up)**

Based on the well-known Luigi jazz technique, students learn jazz-oriented movement and dance using extension and strength. These skills blend together to produce a very sophisticated and fun dance style for all ages. Theatre Dance uses Jazz technique to learn musical theatre dance skills.

**Modern Dance (ages 10 and up)**

Modern technique classes provide a unique and challenging approach to dance. Students learn how to strengthen and develop natural movement into artistic expression. Classes include the foundations of the Graham (percussive qualities), Limone (circular qualities) and Cunningham (angular qualities) techniques. Classes are appropriately designed for different ages and skill levels.

**Tap Dance (ages 7 and up)**

Tap technique classes are based on the traditional elements of Broadway tap, Al Gilbert tap, and rhythm tap techniques. The beginning levels of tap focus on the basic elements and steps of the Al Gilbert technique. Students learn basic combinations and steps appropriate for beginners. The mid and upper levels of tap continue with the Al Gilbert technique and learn Broadway as well as the more advanced rhythm tap techniques.

**Open Teen/Adult Ballet | Character | Jazz | Tap | Pilates Classes (ages 12 and up)**  
These classes are designed to accommodate a wide range of ages and physical skills. Teens and Adults gain joy, flexibility and strength through the study of dance. The only requirement for these classes is the desire to dance!

**Pilates Matt class**

Build balance and strength by learning basic Pilates skills. A resistant aid, such as Pilates “magic circle” is used and basic hand weights are optional, and add tremendously to overall strength. This class has a cumulative effect, and will increase your overall core strength, when done in succession.



## **Enrollment Policies**

### **Registration:**

- A non-refundable, \$30.00 registration fee for each student is due with any registration. Adults are required to register each year as well.
- A Trial Class is \$20.00 (for both children and adult classes).
- A Placement class is \$25 for the Preparatory Program.

### **Enrollment:**

- The International Ballet Academy enrollment policy is based on two semesters of nineteen weeks each. Students are required to enroll for the **entire semester**. Payments of tuition fees for the whole semester are a financial obligation (except in cases of withdrawal from the school for medical necessity or out of state relocation). Holidays have been figured into tuition fees.
- There are no refunds or credit for any class a student does not attend.
- Students needing to withdraw or drop due to unforeseen circumstances (moving out of state or medical necessity) are asked to notify (in writing) the Artistic Director at least two weeks in advance. Tuition refund will be discussed at that time and negotiated on an individual basis, if applicable.

### **Refunds/Make-ups:**

- Classes are not transferable.
- There are no refunds for classes missed. Students may take a make-up class in a lower level class of that dance style. Missed classes may be made up anytime during school year.
- In case of planned absences, make-up lessons may be taken prior to the absence.
- Students withdrawing for medical reasons may receive credit for future classes with a doctor's written/signed statement.
- Trial, placement and make-up classes may not be taken during Observation Weeks.

### **Tuition:**

- Tuition is based on the total number of classes your child is registered for, per week during the 19-week semester.
- Tuition can be paid in full per semester (*Fall*-September through January and *Spring*-January through June).
- Tuition paid monthly is due **by the first of each month**. Monthly payments are 1/5 of total semester tuition.
- For 3 to 6-year-old Ballet/Tap classes, tuition is based on a quarter plan only; please check with the office or website for the quarterly payment dates.
- Payment options include cash, check, money-order, major credit/debit cards or bank payment.

- Tuition may be paid at the school in person or postal mailed to: IBA, 507 Sixth Street South, Kirkland, WA 98033, or you may arrange auto payments with your bank's bill paying service (please note bank payments may take up to 7-10 business days).

We will not invoice you until after the 5-Business-Day's grace period at which time the \$25.00 late payment will be posted in your account.

## **Regulation Policies**

### **Attendance:**

- Progress is dependent upon consistent attendance and dedicated effort. **Students and their families are asked to report absences to the school prior to class time. Classes may not be made up unless the absence is reported prior to class time** by telephone (425-822-7694-message okay) or by email (iscbibt@gmail.com).
- Attendance will be taken at every class to help instructors properly measure each student's progress. Part of every student's success depends on arriving at the school with sufficient time to be properly prepared for class. Lack of proper warm-up can cause the class to begin late, result in decreased physical dexterity and lack of focus, and lead to possible injuries. Students who are more than 15 minutes late to any class may be asked to sit out and observe the class.
- Attendance to classes is mandatory; it is important to understand that advancement in the school's class levels is based on individual improvement. Please see the Curriculum for the required number of classes per week.

### **Observation:**

- Family and friends of students are invited to observe classes as scheduled throughout the year (see school calendar). Visitors from out of town may observe classes at any time by making arrangements in advance with the instructor.

### **Etiquette:**

- The International Ballet Academy should be considered a place of respect. Upon entering the building, all persons are asked to behave in a disciplined and responsible manner.
- **All staff and faculty members are to be addressed by a title (Mr., Miss, etc.).** Students are requested to personally thank their instructor and accompanist (if present) after each class. **(This is ballet etiquette; we would like our parents to help the students observe these standards).**

**Food and Drink:**

- Food and drinks (except covered water bottles) will not be allowed in the classroom.
- There is to be **no eating in dressing rooms**. The dressing rooms are to be kept clean and neat at all times. **Do not leave anything overnight in the building, as IBA is not responsible for lost or stolen items.**

**Attire:**

- The dress code is strictly enforced.
- IBA refers its students to:  
***The Dancewear Center***  
 8425 122nd Ave NE  
 Kirkland, WA 98033  
 Telephone: 425-827-6343  
 Website: www.DanceOnIn.com

**Studio Use:**

- Students who use studios for personal use; e.g. photo shoot, private lesson and rehearsal for school talent show, etc., must pay a studio rental fee. (see office for rates).

**Weather/Emergency Closures:**

- IBA follows the Lake Washington School District (LWSD) for all weather and emergency closures.

## Dress Code

Regulation dance attire is enforced at IBA. Hair must be pulled back into a bun and neatly secured for all ballet classes. NO jewelry may be worn during class. **Please do not bring valuables to the studio. All dance gear should be labeled with the student's name or initials.** Please acquire necessary attire for each class you are taking. The “**borrow box**” is for emergencies and tryout classes only.

**3-, 4-, 5- and 6-year-old Ballet/Tap, (Combination dance classes)**

<b>Girls:</b> Pink Leotard: Bloch CL5402, color CDP (candy pink) w/ cap sleeves (without skirt), pink tights (Bloch, Style 921, color - Ballet Pink), pink leather ballet shoes, and black tap shoes	<b>Boys:</b> White fitted T-shirt, black tights or leggings, white socks and shoes, and black tap shoes
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## Classical Dance - Ballet I, II, III, IV, V, VI, VII and Pointe

**Girls:** Regulation leotard as indicated, pink regulation tights and ballet shoes (*pointe shoes by instructor permission only*).

<b>Ballet I:</b> Bloch CL5402, color PTB (Pastel Blue), with cap sleeve	<b>Ballet V:</b> Motionwear 2565 or 2516, color 470 (Perfect Plum) with camisole top
<b>Ballet II:</b> Bloch CL5402, color ROY (Royal Blue), with cap sleeve	<b>Ballet VI:</b> Motionwear 2565 or 2516, color 417 (Concord Blue) w/ camisole top
<b>Ballet III:</b> Motionwear 2565, color 490 (Maroon) with camisole top	<b>Ballet VII &amp; PD:</b> Black with camisole top
<b>Ballet IV:</b> Motionwear 2565, color 479 (Hunter green) with camisole top	<b>Open class:</b> Black

**Boys:** White fitted T-shirt, black tights, white shoes and socks

### Performance tights:

**Adults:** Grishko American Movement, Style 1012, color - Classic Pink

**Children:** Bloch, Style 921, color - Ballet Pink

## Contemporary, Men's Class and Pas De Deux:

**Girls:** Regulation leotard, ballet skirt, pink regulation tights, pink pointe shoes

**Boys:** White fitted T-shirt, black tights, white shoes and socks

## Character Dance/Flamenco Dance/Ballroom (all levels):

**Girls:** Regulation leotard, pink regulation tights, black character skirt and black leather character shoes.

**Character I and II:** short skirt (above knees) and low heels;

**Character III-Int/Adv:** long skirt (below knees) and 1-1½-inch heels

**NOTE - Flamenco:** character skirt and shoes (a flamenco skirt will be ordered after the first month)

**Boys:** White fitted T-shirt and socks, black tights, black character shoes

## Modern, Conditioning and Pilates (all levels):

**Girls:** Regulation leotard, pink regulation tight with open foot, rolled up w/ bare feet.

**Boys:** Black tights w/open foot, rolled up, white shirt and bare feet

## Tap Dance (all levels):

**Girls:** Regulation leotard or black T-shirt, black jazz pants and flat, oxford-style tap shoes.

**Boys:** Black fitted T-shirt, black jazz pants, black tap shoes

## Jazz/Theatre Dance (all levels):

**Girls:** Regulation leotard, black jazz pants, black jazz shoes

**Boys:** Black T-shirt, black jazz pants, black jazz shoes

## Summer Dance Programs

International Ballet Academy offers many programs for all levels of students — from young artists taking their first class, to experienced pre-professional and adult dancers. All students experience the joy and beauty of dance in a supportive and fun atmosphere. The emphasis is on movement, creativity, and conditioning. Although classical ballet is the focus, the curriculum for the summer dance program is designed so students can sample a variety of dance styles, while also learning subjects related to dance and performing arts.

### **Explore Dance! (ages 3-6-years)**

The Explore Dance Program is designed to give young children the opportunity to find out what dance is all about by learning dance steps and stretches, listening to music, and exploring classical ballet stories that are also familiar children's stories through dance including fun craft projects.

### **Experience Dance! (ages 7-8-years)**

The Experience Dance Program is designed for younger students who want to try for the first time, or further develop skills in many different dance forms. Classes include: ballet, jazz, character, theatre dance, tap, ballroom dance, improvisation, mime, repertory, stretch, and ballet story telling.

### **Intensive Dance! (ages 9-18 years)**

The Intensive Dance Program is designed for experienced dancers who are interested in keeping in shape, learning new and challenging dance movement, and improving their skills with technique throughout the summer. Classes may include: ballet/pointe, men's, pas de deux, jazz, character, theatre dance, modern, choreography, mime/fencing, and stretch. We have also included additional academic dance courses with the areas of study in history of dance and nutrition/injury prevention. **An audition is required for this program, please contact IBA by Spring, at the latest.**

### **Open Teen/Adult Classes**

A variety of open classes are offered in ballet, jazz, character, tap, and Pilates.

## Performances Opportunities

- We are pleased to offer a number of performance opportunities to our students as one avenue of applying learned skills and improved abilities. Performance is an important part of our instruction, with all students being eligible to perform in the End of Year Performance at the Meydenbauer Theatre in downtown Bellevue. We wish to be clear about the International Ballet Academy and International Ballet Theatre performance philosophies and policies. An audition is required for participation in the IBT Company, with additional contract and support guidelines to follow.
- Performing is a gift from the performer to the audience.
- Performance opportunities are offered to share accomplishments with family, friends, and the general public.
- Performing provides exposure of the performing arts to our community and a valuable experience for our students enriching their training.
- The International Ballet Academy will have one performance at the end of the year for all students. All other performances will be presented through International Ballet Theatre.

Performing with International Ballet Academy and International Ballet Theatre is strictly voluntary, open to any student who meets age, class level and attendance requirements, along with whose parent's meet volunteer commitments and financial requirements.



Photos: Cover © Julia Bobrov; pages 3, 5, 11 © Rex Tranter

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**For more information:**

IBA Tel: 425-822-7694  
Fax: 425-822-1546  
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IBA Website: [www.intballetacademy.org](http://www.intballetacademy.org)  
IBT Website: [www.ibtBellevue.org](http://www.ibtBellevue.org)

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**IBT:** <https://www.facebook.com/pages/International-Ballet-Theatre/352492205363>





## Parent/Student Manual Form

I, \_\_\_\_\_, Parent/guardian

of \_\_\_\_\_ have read and fully understand the above guidelines pertaining to the *IBA Student Manual*. If I have any questions, at any time, I will notify IBA immediately to help resolve the problem quickly and efficiently! Both my child(ren) and myself are committed to IBA and I understand all expectations and the level of financial and time and volunteer commitments to IBA.

\_\_\_\_\_ and  
*Student (s) Signature*

\_\_\_\_\_ Date: \_\_\_\_\_  
*Parent/Guardian Signature*

**NOTE:** Parents and students are responsible for the information set out in this handbook. Please read and note requirements for tuition, attendance, class make-ups and our dress code. Please Sign/Date and return the back page of this packet to IBA's Front Office.

**Thank you for choosing IBA  
for your Child's dance education!**

