



NEBA General Policies and Procedures

NEBA Policies & Procedures which Apply to all Students

Class Placement

Placement is thoughtfully determined by NEBA faculty for each individual student and is based on physical ability as well as emotional and social development. Placement may be adjusted at the discretion of the Directors. Students are encouraged to enroll in all classes offered at their level to support their full artistic growth. Placement in the Conservatory at NEBA is by audition only. Placement classes for new students may be scheduled by emailing NewEnglandBA@gmail.com

Pointe Shoes

The decision to allow a student to begin pointe work is based on several factors, including age, strength, and technical readiness. Starting pointe too early or before a dancer is sufficiently prepared can result in serious injury. To prevent this, all students will be evaluated for pointe readiness by NEBA faculty. Students who have previously trained en pointe at another studio may not do so at NEBA without explicit permission from their NEBA teacher. Pointe training requires a minimum of two ballet technique classes per week, in addition to one pointe class.

Attendance

Students are excused from classes for illnesses. Whenever possible, students with injuries and non-contagious illnesses should observe their scheduled classes. Absences can be reported by emailing NewEnglandBA@gmail.com. Students may schedule a makeup class that is at or below their level, during the same semester as their absence. In the event that a stay at home order is issued, families will be notified, and classes will occur over Zoom, with as minimal interruption as possible, during their normally scheduled times.

Annual Ballet Demonstration

Students who wish to participate in NEBA's annual Ballet Demonstration must be enrolled in the ballet class at their level that is designated for participation. These classes are marked with an asterisk on the schedule. Choreography for the Demonstration will be taught exclusively in this class, and participation is contingent upon consistent attendance leading up to the demonstration.

Annual Showcase

NEBA's Annual Showcase provides an opportunity for students to exhibit all that they have learned in the Modern, Jazz, Contemporary Ballet, Ballroom, and Tap classes. Choreography will be taught during their regularly scheduled classes and participation is contingent upon consistent attendance leading up to the Showcase. **In order to participate in the Showcase, students must also be enrolled in and consistently attend at least one ballet class at NEBA.**

2026-2027 Important Dates & Holidays

Our 2026/2027 programming begins on Monday 9/14/26. Semester 1 concludes on Saturday 1/23/27 (18 weeks). Semester 2 begins on Monday 1/25/27 and concludes on Saturday 6/12/2027 (18 weeks). NEBA follows the Reading Public School System's calendar for observing Monday holidays. Classes that fall on these days may be made up during the semester. Absences due to religious holidays may also be made up at another date in the semester. The Reading Public School vacation schedule is observed and provided below.

Vacations and Holidays: NEBA follows the Reading Public School vacation and holiday calendar and observes the following holidays and breaks::

2026-2027 School Year:

Monday October 12th Columbus Day

Wednesday November 11th Veterans Day

Wednesday November 25th - Saturday November 28th Thanksgiving Break

Nutcracker Week TBD

Thursday December 24th - Saturday January 3rd Winter Break

Monday January 18th MLK Jr. Day

Monday February 15th - Saturday February 19th February Break

Monday April 19th- Saturday April 24th April Break

Monday May 31st Memorial Day

Tuition: Each school year consists of two, eighteen week sessions. Conservatory students must commit to the entire 2026-2027 school year. For all other students, the first installment of tuition must be paid upon registration, by 9/1/26. The second semester payment is due no later than 1/18/27. An invoice for the second session will be provided to families in advance of the second semester payment deadline. Students with outstanding balances may not attend classes. Tuition is non-refundable and non-transferable. In the event of a stay at home order, tuition will remain unchanged. All students must pay a non-refundable registration fee (which covers the entire school year and is not pro-rated for

students who initiate training later in the school year). Registration is not considered complete until tuition and registration fees are paid and policies and procedures (Conservatory Contract for Conservatory students) are signed by students and guardians and returned to NEBA (via email or printed).

Additional Fees: Additional fees may be assessed for performances and costumes, as well as optional private lessons, workshops and auditions.

Financial Aid Application Process

Applicants must submit a new request for aid each academic year. Applications for the 2026-2027 school year are due by 9/1/26. If an award is granted in the fall, it automatically carries over to the spring semester. To help us allocate resources fairly, we require brief documentation of financial status, such as recent pay stubs and tax returns, or other evidence of household assets and income. A letter explaining the request should also be submitted. NEBA treats all personal documentation with strict confidentiality and care. An application is only viewed as complete once every required document has been submitted. If a family's financial security changes and aid is no longer needed, families are required to notify NEBA immediately. To request financial aid, please send an email to:

NewEnglandBA@gmail.com

Drop-off and Pick-up Procedures: For the privacy and safety of our students, only registered students will be permitted in the buildings during program hours. Students in the Creative Movement through Beginner 1/2 classes will be met in the building entrance by faculty members. After class, faculty members will accompany younger students to meet their parents at the building entrance.

Old South Church Procedures: Guardians may do a one-way rolling drop-off and pick up at the entrance to NEBA (left side of Old South Church as you face the building). After dancers exit the vehicle, guardians must proceed through the Cemetery. **Please do not turn around once pulled up to the entrance.** Please do not block Lowell St. when waiting for dancers to exit the building. Parents may also park on Lowell St. or on surrounding streets and walk their children to the NEBA entrance. **Students will not be permitted to cross Lowell or Salem St. on their own.** Please help us to keep our students safe.

Annex Procedures (Sanborn St): Students attending classes at the Annex (entrance on Sanborn Street) may be dropped off on the left side of Sanborn St. or walked by guardians to the school entrance. The same approach applies for pick-up. **No student will be permitted to cross Sanborn St. on their own.** Please do not block the driveways on Sanborn St. or park near the house on the right side at the top of Sanborn St.

Parking:

Parking for Old South Church is available on Lowell Street and in front of the Reading Town Commons. The parking lot by the town offices is also available after work hours, all day on Fridays,

and on weekends. If you park across the street from Old South Church, you must walk your student across the street to our building.

Parking for the Annex is available on Sanborn Street. If you park across the street from the Annex entrance, you must walk your student across the street to our building.

Weather Related Closures

If Reading Public Schools close due to inclement weather, NEBA will also be closed, and students may make up their classes later in the semester. Closure announcements will be posted on NEBA's social media pages.

If Reading Public Schools announce a delayed opening or early dismissal or if there is inclement weather on a weekend, classes will run at the discretion of the Directors, and families will be notified by email and on our social media pages. Families are encouraged to prioritize safety when planning their commute.

Dress Code: Students are required to wear their dress code for all classes unless otherwise notified of a special event. Details and resources for obtaining dress code items will be available on our dress code page and have been emailed to students.

Parent Observation: Parents are invited to observe their children's classes at two points throughout the year. Observation may be available in person or through zoom. Parents will be provided with clarification and details in advance of the observation weeks.

Health: NEBA faculty require clear information and guidance from parents and guardians regarding any students who need inhalers or epipens. NEBA faculty must also be informed if a medical professional has determined that a student has any restrictions or requires modifications due to injury or illness. NEBA faculty greatly appreciate being informed of any social/emotional/behavioral concerns or conditions so that we can best support each dancer. Students should not attend classes if they have a fever or have been vomiting or otherwise know they are ill with a communicable illness.

Studio Showings and Performances:

- Nutcracker Suite: December, 2026
- Showcase: May 29, 2027 (Collins Center for the Performing Arts, Andover)
- Lecture Demonstration: May 30, 2027 (Collins Center for the Performing Arts, Andover)

****Please note that Showcase and Lecture Demonstration Occur over Memorial Day Weekend****

Additional Conservatory Performances are noted below.

Community Code of Conduct

NEBA is committed to building and maintaining a community that values and protects individual rights, fosters mutual respect, and encourages personal and artistic growth and expression. Students, faculty members, and family members share in the responsibility of upholding these values. The rules and policies listed below must be upheld to ensure the well-being of our community members, neighbors, and larger community. Verbal, written, digital, and physical violations of any area listed within our code of conduct may be met with disciplinary actions, including *suspension or expulsion*. In addition, all local, state, and federal laws must be upheld, and community members may inform authorities if violations of laws and statutes occur. Any behavior that breaks a local, state, or federal law constitutes a rule violation, even if that behavior is not specifically listed by NEBA.

Respect for Community

Community members are expected to maintain respectful relationships within our organization, neighborhood, town, and larger communities. Any activity that harms the reputation of NEBA, negatively affects our community members or partners, or poses a threat to others, is considered a violation of our code of conduct.

Harassment and Discrimination: Harassment and discrimination based on race, sex, sexual orientation, gender identity or expression, age, religion, nationality, ethnic origin, disability, and military or veteran status will not be tolerated.

Threatening Conduct: Any action that threatens the health and safety of others is in violation of our code of conduct. These actions include, but are not limited to, physical harm or abuse, intent to cause physical harm, threats, abuse, intimidation, stalking, harassment, and coercion.

Sexual Harassment and Assault: Incidents of sexual harassment, sexual assault, and sex discrimination will not be tolerated. These offenses include, but are not limited to, inappropriate sexual comments, sexual touching, sexual assault, and all non-consensual sexual activity.

Disruptive Conduct: All community members are expected to adhere to professional standards and etiquette, as well as community expectations. Behavior must not disrupt or obstruct classes, rehearsals, performances, administrative activities, meetings, program-sponsored activities, or events.

Social Media: When online, and in social media, students are expected to represent NEBA and its community members in a way that reflects organizational values and professionalism.

Respect for Safety and Property: Students are expected to use outdoor and indoor spaces, studios, buildings, goods, and equipment safely and responsibly. Students must not block hallways, windows, doors, or stairwells. Students may not engage in vandalism, destruction, or defacement of NEBA or associated properties, unauthorized use of NEBA property, equipment, or keys, forging, transferring, altering, or otherwise misusing any institutional document, record or photo, unauthorized use of the

name, resources, logo, images, choreography, or video of NEBA and its associated individuals and groups, unauthorized presence or forcible entry into facilities leased by or utilized by NEBA, and theft or other abuse of computer files, equipment or individual property.

Fire Safety: Students must refrain from engaging in behavior that could create a fire or safety hazard. This includes using open flames, blocking access to exits, and tampering with fire safety equipment such as smoke alarms, heat sensors, smoke detectors, fire extinguishers, and hoses. In the event of a fire alarm, students must evacuate the facility immediately in an orderly fashion.

Substance Use: NEBA has a smoke-free, substance-free policy that applies to all community members. Smoking is prohibited inside, or within 25 feet of, any building or vehicle used by NEBA. With all school-related activities and events, community members are responsible for observing local, state, and federal laws regarding alcohol and drug use.

Use of Electronics: Internet use on NEBA-leased properties must not cause harm to facilities or individuals and must reflect community values and policies. Cell phones and smart watches are not permitted in studios. Community members may not take or post photos or videos of school-related activities or performances without NEBA's permission.

Additional Policies and Procedures that apply to the Conservatory at NEBA can be found beginning on the next page. All Policies and Procedures are subject to change.



Conservatory Policies **(in Addition to General NEBA Policies & Procedures)**

Overview

The Conservatory at NEBA is designed for select dancers ages 12 to 20 who are entering a pivotal stage in their artistic and technical development. Through rigorous, high-level training, students are provided with the opportunity to mature artistically and advance their technique before transitioning into the challenges of collegiate study or professional careers. Admission to the Conservatory program is through audition.

Curriculum

Throughout the week, Conservatory dancers participate in daily classes and rehearsals led by NEBA's faculty and guest teachers. Students receive 27-30 hours of comprehensive instruction with a strong emphasis on classical ballet. Class placement is determined by the Directors and includes daily ballet technique along with pointe, partnering, classical variations, repertoire, modern, contemporary, jazz, tap, ballroom, composition, Pilates, yoga, and cross-training. Maintaining a healthy environment for all dancers is essential, and the program works closely with faculty and staff to support the educational, emotional, and physical demands placed on young artists during these formative years.

Academics

The Conservatory at NEBA requires dancers to balance a rigorous dance schedule of classes and rehearsals with their academic responsibilities. To support this balance, the school provides a mentor (for an additional fee) who assists students with their online and self-paced academic coursework during Conservatory study hours. Students enroll in traditional brick-and-mortar schools, home school programs, or virtual schools that are flexible and able to accommodate schedule changes due to rehearsals, performances, and travel. Parents are responsible for overseeing their child's education and academic progress. They are expected to monitor coursework and review communication from online instructors to ensure consistent engagement and success.

Performances and Studio Showings

Casting for performances and studio showings is determined by the Artistic Directors, and attendance at all scheduled rehearsals is mandatory. School-wide productions may require rehearsals beyond the weekly Conservatory schedule, and dancers will be notified of any additional rehearsal times in advance.

The Conservatory at NEBA Student Choreography Program:

The Student Choreography Program offers a unique chance for students to expand their artistic education past the usual role of a performer. Participants will delve into dance composition, learning to structure and execute their creative visions as they lead fellow dancers. Following a formal review process, student-led works will be featured in the Choreographer's Showcase, with public performances held at the studio theater.

Assistant Teaching Program

Conservatory students are invited to support faculty by assisting with classes for younger NEBA students. Being selected for this program reflects a student's leadership potential, and willingness to help others. Through this invitation, we aim to cultivate and nurture the qualities of future educators within our dancers.

Parent Feedback

Parent feedback will be provided each year. Meetings with faculty may also be requested by contacting the school Principal.

Audition Filming and Photography

Students interested in filming for auditions may schedule individual appointments with faculty outside of Conservatory program hours by contacting the school Principal. An additional fee applies to these sessions. Students are encouraged to begin filming for winter auditions in the fall and will be asked to provide audition requirements at the time of their filming. Students will not be permitted to use the studios for personal filming or photography.

Private Coaching Sessions

In addition to Conservatory programming, weekly private ballet lessons are offered for an additional fee. Students may contact the school to register for lessons.

Private Pilates Apparatus Sessions

As an addition to Conservatory programming, weekly private Pilates lessons are offered to develop core strength and stability and increase flexibility. Students may contact the school to register for lessons.

Attendance

Parents must notify the school prior to any absence from class, rehearsal, or study period. Students who miss their daily ballet technique class are not permitted to participate in rehearsals. Injured students are expected to observe classes and rehearsals, unless excused. In the case of holiday and

weather related closures, Conservatory students may make up missed classes by taking classes at the Intermediate/Advanced level. Students who repeatedly miss classes and/or rehearsals for unexcused reasons may risk loss of financial aid and/or termination from the program.

Participation in Outside Dance Programs and Performances

Conservatory students may not participate in any dance- or theater-related activities outside of NEBA from September through June during the 36-week 2026–2027 season. Participation in outside dance or theater activities during weekends or school vacations is permitted only at the discretion of the Directors and must directly support the student's pre-professional ballet training and cannot interfere with Conservatory rehearsals or performances. Please send an email detailing the request as early as possible. Failure to follow this policy may result in loss of financial aid or/termination from the program.

Tuition for The Conservatory at NEBA 2026-2027: \$12,000 for the 36-week year. Optional Academic Study time tuition: \$1000 for the 36-week year. Tuition reflects costs if paying by cash or check. Additional fees apply if paying by credit card or ACH. Tuition is due by 9/1/26. If families would like to split payments in half or quarterly, please email NewEnglandBA@gmail.com to arrange this.

Performance Dates: (in studio or TBD)

- Memorial Performance: September 13, 2026 (The Dance Complex) - Conservatory B volunteer dancers - rehearsals in early September (more information to come)
- Fall Performance: November, 2026 ~ Emergence
- Nutcracker Suite: December, 2026
- Spring Performance: April, 2027
- Student Choreography: May, 2027
- Showcase: May 29, 2027 (Collins Center for the Performing Arts, Andover)
- Lecture Demonstration: May 30, 2027 (Collins Center for the Performing Arts, Andover)

Other performances are also being discussed and may be added.

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