

APPALACHIAN PERFORMING ARTS'

SUMMER DANCE INFO & POLICIES



PAYMENTS & FEES

- Tuition in full is due by the first day of each individual program. Tuition submitted anytime after the first day of each individual program is considered late.
- Deposit is due to hold a student's place in each summer program and goes toward the tuition payment in full.
- Cash, checks, and cashapp payments are acceptable. Checks must be made out to Appalachian Performing Arts.
- \$20 fee for returned checks.
- \$10 fee for late tuition.
- Please send cash tuition in an envelope with your name/your child's name printed. Please specify on the envelope who and what the payment is for.
- Students must be at a zero(\$0.00) balance in order to participate in performances & register for upcoming classes/camps.
- Please leave all cash and checks in the tuition box.
- **No refunds are available.**
- **No transfers, refunds, or credits will be made for missed classes, programs, or lessons.**

EXPECTATIONS AND ETIQUETTE

- Students are expected to show up on time and prepared for class.
- Students arriving late/leaving early must notify the instructor beforehand.
- Students must follow dress code.
- Students must have a dance bag for personal items.
- No chewing gum in the studio room.
- All food and drink items must be contained and kept outside of studio room. Only water in a secure bottle is allowed in studio room. All other items may be stored in the lobby.
- Students must follow rules and keep our code of conduct.
- Students who fail to follow rules, code of conduct, or instructions given by staff may be asked to sit out, dismissed, or suspended from class.
- Students are expected to arrive no earlier than 10 minutes before scheduled camp/class time.
- Students must be picked up at the end of scheduled camp time. Students who are left unattended for more than 15 minutes outside of their registered camp/class time may be charged for childcare.
- A call will be made to the parent/guardian listed if any major behavioral issues occur or if early pick up is required.
- If a physical altercation occurs, the student at fault will be removed from class immediately and dismissed from class for the day or until a parent/instructor meeting occurs.
- Student safety is the priority of Appalachian Performing Arts. Students are expected to follow the instructors of each instructor and staff member closely and carefully, taking each dance class session seriously.

CODE OF CONDUCT

Students must demonstrate respect for their instructors, fellow students, staff members, and studio members at all times.

Students must agree to participate in class to their best ability, putting forth their best effort and energy.

Students must follow dress code rules.

Students must follow all rules and guidelines given by the instructors and staff members.

Students must be gentle and respectful to our facility and equipment.

Students will not use foul language.

Students will not bully or disrespect any student, staff member, or studio member.

Parents/guardians/account holders and visitors will be held to the same behavioral standard as our students.

Students who fail to follow policies or rules may be asked to sit out, dismissed or suspended from class.

PARENTS

- For summer dance programs, students must be dropped off unless a parent is specifically asked to stay. Parents/guardians or anyone other than registered students are kindly asked to wait outside, or drop off the registered student(s) and return at the end of the session.

OTHER POLICIES

- Students are expected to follow instructions & show on time and prepared for class/camp.
- Students are expected to follow code of conduct.
- It is your responsibility to notify the instructor if a student will be arriving late/leaving early.
- It is your responsibility to notify the instructor if a student is no longer attending class/camp.
- Appalachian Performing Arts is responsible for your child **only** during class/camp time. If you must drop your child off early or pick him/her up late, special arrangements must be made with the instructor. Appalachian

Performing Arts is not responsible for any student that leaves the building. Responsible **only** during registered class/camp time.

- Students are expected to arrive no earlier than 10 minutes before scheduled class/camp time.
- Students are expected to arrive no later than 5 minutes after the camp/class has begun unless special arrangements have been made.
- Parents will be contacted by phone for early pick-up if any major behavioral issues occur.
- Appalachian Performing Arts reserves the right to use photos, videos, or likeness of children/adults during and out of class as a promotion and advertising on social media accounts. This includes but is not limited to: Appalachian Performing Arts' Website, Instagram, and Facebook. It is **your** responsibility to make it known to Appalachian Performing Arts if you do not allow yourself or your child to be in pictures, videos or likeness on Appalachian Performing Arts' pages, website, etc.
- If your child has special needs, health concerns, allergies, etc., it is **your** responsibility to notify the instructor. Please make a special note on the information form.
- If a student is sick and/or showing signs of illness, please do not attend any classes/programs. All students must be 24 hours symptom free before attending class/program.
- If a student has a fever, vomits, or shows any signs of illness, the parent/guardian will be contacted immediately for pickup. The student will sit out of class as he/she waits.
- Communication to individual parent/student will be made via email. Any group/studio wide announcement will be made on social media accounts or posted in our private "Summer Dance Students" facebook group.
- Each participating student(or responsible parent/guardian) must read and sign/agree to release form/policies of Appalachian Performing Arts.
- If a parent is urgently needed at any point throughout the day, the parent will be contacted by phone.
- Parent(s)/Guardian(s) of each participating student must complete & return a contact information sheet and a signed agreement form.
- All students must be at a zero(\$0.00) balance in order to receive costume(s), participate in performances, and register for upcoming classes & camps.
- Any choreography learned by a student is the sole property of Appalachian Performing Arts and may not be copied or used for any activity outside of the studio's scope. Permission must be granted by the studio for any student to use studio choreography at any venue where the member is not with Appalachian Performing Arts or acting on behalf of Appalachian Performing Arts.
- If at any point a parent must but cannot be reached, the instructor may reach out to the student's emergency contact, which must be an individual other than the account holder/parent listed on the student's contact form.

- It is the responsibility of the student/parent to inform the instructor of any physical limitation the student may have.
- Appalachian Performing Arts is not responsible for any lost or stolen money, shoes, clothing, jewelry, or any personal items. Any items found at the studio will be placed in lost in found. Items that are not retrieved within 6 months may be disposed of or donated to charity.
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Appalachian Performing Arts Staff Members will NOT respond to any studio-related questions or conversation on their personal social media accounts. **Please, do NOT** contact any staff members for studio-related questions or conversations on their PERSONAL social media accounts or phone numbers. Please use our studio email or studio social media accounts instead.

If you email our studio email account (appalachainperformingart.staff@gmail.com) or message our social media accounts in an attempt to reach a specific staff member while the staff member is actively teaching a class, the staff member will not be able to see or respond to your message until after the staff member's classes are finished.

All parents, students, studio members, and participants understand and acknowledge that there is a risk of injury inherent in dance activities and that personal injury or damage to property may result during participation in dance and related activities. Registering for class represents that the registered student is physically able to safely participate in dance and related activities, and that the parent/student/account holder agrees to assume all risks associated with participation in dance instruction, rehearsal, performance and related activities at Appalachian Performing Arts.

All students must agree to our liability release prior to participating in any classes or programs, with parents signing releases for all students under the age of 18. All students must understand the rules, code of conduct, dress code, and regulation of the studio.