

APPALACHIAN PERFORMING ARTS' INFO & POLICIES

2023-2024

PAYMENTS & FEES:

• Tuition is due by the first full week of every month(except for Dance Fitness and Shining Stars). Cash, check, and Dance studio pro payments ONLY.

Tuition is considered late by the second full week of every month.

- Preferred method of payment is through the Dance Studio Pro App.
- Checks must be payable to Appalachian Performing Arts.
- Please send cash and check payments in an envelope label with student's first and last name, and what the payment is for.
- Cash payments must be exact change, or applied to future payments.
- All cash and check payments must be labeled and dropped in the tuition box.
- \$10 registration fee. This is required every dance-year.
- \$20 fee for returned checks.
- \$10 fee for late tuition.
- Costume & performance fees may vary. This is required in order to participate in select performances & recitals.
- Invoice reminders will be sent via email, through DSP app, & through Facebook group.
- Students' balance must be at zero(\$0.00) in order to participate in class, camps, performances, recital, etc., and register for any programs.
- Multi-class and sibling discounts are available and will be applied to the total listed on DSP app.
- **Refunds are not available** for any classes, private lessons, workshops, camps, etc.
- For select classes(Dance Fitness Shining Stars, etc), tuition is due at the beginning of each session that the student attends.

• **ALL payments are non-refundable and non-transferable.**

EXPECTATIONS & ETIQUETTE

- Students are expected to show up on time.
- It is your responsibility to notify the instructor if your child will be arriving late/leaving early
- . It is your responsibility to notify the instructor if your child is no longer attending a class.
- Students are expected to follow our dress code.
- Students are expected to be prepared for class. This includes but is not limited to the proper attire and hair pulled back, shoes on and laced, and all restroom trips made before class.
- Every student must have a "dance bag" for all dance shoes, clothing, and other personal items, labeled with student's name.
- All students must leave cellphones and other devices in his/her dance bag during all classes unless permitted by the instructor. Students may be asked to place cellphones into the "phone box" during class time to prevent distraction.
- All dancers are encouraged to bring a labeled water bottle to class.
- ***Chewing gum is prohibited during all classes and inside of the classroom at all times.
- All snacks & food items must be kept inside of dance bags. All food items are prohibited during class time, unless given special permission.

- Students who consistently refuse to follow instructions or guidelines may be asked to sit out of class.
 - Appalachian Performing Arts is responsible for your child only during class 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 show no earlier than 10 minutes before scheduled class time.
 - The time listed on our schedule is the time class will begin, not student arrival time. Students must arrive to class, on time, and ready to participate.
 - Parents will be contacted by phone for early pick-up if any major behavioral issues occur. Students who are dismissed from class early will wait in the office for pickup.
 - If a student has frequent behavioral issues/refuses to follow instructions, he/she may be asked to sit out and will not be permitted to participate in classes or recital(s)/performances.
 - If a physical altercation takes places, the student at fault will be removed from class immediately and will be available in the office for early pickup.
 - Students who fail to follow our code of conduct and rules of the instructors may be removed from class.
 - Students ages 4 and under may not be dropped off at the studio. A parent must remain inside of the building.
 - Children who are not registered must be supervised by a parent/guardian at all times.
- Appalachian Performing Arts is responsible only for registered students during scheduled class times, unless special arrangements have been made.
- No one, other than staff members, are permitted to open the studio door while class is in session. Parents, and guests, please do not knock on the window or door, open the door, or distract students from class time.
 - Parents, please keep viewing time at the windows of the studio rooms to a minimum. Please do not distract the instructors or students from class time while classes are in session.

STUDENT ATTIRE

- Please see our dress code document. All students are expected to follow dress code rules.
- No street shoes in the studio rooms.
- Students will be given a warning the first time that dress code is broken.
- Failure to follow dress code may result in the student being asked to sit out of class.
- A different set of dress code rules apply to recitals and performances. These guidelines will be distributed before the time of the performance. Failure to follow recital or performance dress code rules may result in the student being excluded from the performance ensemble.
 - Students are given a two week grace period to find all dress code items that are needed upon joining class.
 - Students may be asked to change clothes or remove any distracting items.
 - The appropriate dance shoes are required for dance class.

ATTENDANCE AND PICK-UP

- Attendance will be taken at the beginning of class.

- If a student is 15(or more) minutes late, he/she will be marked as absent.
- It is your responsibility to notify the instructor of any absences or tardiness beforehand.
- Three absences will require a makeup date in order to participate in performances and recital. Please contact instructor for additional information.
- Attendance is required for students to participate in recitals and performances, unless special permission is granted by the instructor. This includes attendance at rehearsals.
- Appalachian Performing Arts is responsible for your child only during class 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.
- Different drop off/pick up rules apply to each age group. Please see your child's instructor for more info.
 - If a student is left under the care of an instructor for more than twenty minutes after scheduled class time, a charge may be made to the student's account for child care unless special arrangements are made prior.
 - Appalachian Performing Arts assumes no responsibility for children/students on the premises before, after, or between his/her specified class time. Parents/guardians are responsible for arranging proper supervision of their children, if it is necessary for them to stay in the building before, after, or between class time(s).
 - If a student is absent for a month's worth of classes without excuse, he/she will be taken off of the attendance list.
 - Special arrangements can be made for students with prolonged absences due to health concerns, travel, emergencies, etc.
 - If a student has had frequent absences, he/she may not be permitted to participate in recital(s)/performances.
 - Students' absences must be made up in order to participate in recitals/performances and sign up for future classes and camps.
 - Long-term absences(4 or more consecutive weeks in a class) without notice will automatically forfeit a student's place in class. Students will be required to re-register for class to attend. ● If a child is frequently left unattended after hours, he/she may no longer be permitted to participate in classes and programs at Appalachian Performing Arts.
 - Pick up for students ages 10 and under must happen in the LOBBY of the dance studio. Parents, please come inside to pick up your child.
 - If a student must be removed from class early, please alert the staff member at the front desk or office. Parents are not permitted to interrupt class or open the door while class is in session. The staff member will remove your child from class, if necessary.
 - Staff members will NOT walk your child outside of the studio building. Please come inside for pick up.
 - If someone other than the account holder is picking up your child, please notify a staff member.

RECITALS & PERFORMANCES

- Student/student's account holder is responsible for purchasing necessary costumes/attire/items needed for each performance. This is required in order for students to participate in recitals/performances.
- **Costume payments are non-refundable.**
- A student must be enrolled five months prior to a performance in order to participate.
- At the director's discretion, a new student may be invited to participate in a performance regardless of enrollment date.
- **If a student is frequently absent prior to a performance, he/she may not be permitted to participate(even if fees have been paid.).**
- Students are **required** to attend studio and dress rehearsals in order to participate in recitals. If a student does not participate or is not present for the entire duration that he/she is required to participate in rehearsal, he/she may not be permitted to participate in recital..
- Recital fee and costume fee must be paid in full in order for students to participate.

CODE OF CONDUCT

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

Students must follow all rules and guidelines given in policies and instructions.

Students must arrive 5-10 minutes early or promptly on time for class.

Students must arrive to class in a tidy, well-groomed manner.

Students must clean up after themselves.

Students must be respectful to our studio building and equipment.

Students must be kind and welcoming to all students and studio members.

Students must serve as an appropriate role model and studio representative at all times, including appropriate language and behavior.

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

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

PARENTS To minimize distractions to keep students focused while class is session, parents must wait in the lobby or hallway.

Further instructions will be given by instructor or staff member while class is in session.

Our code of conduct applies to all persons involved at the studio; Students, parents, and family members.

WEATHER POLICY

Decisions regarding cancellation will be made at 2PM. Updates will be sent via email and posted on social media accounts. Please check for updates! "Snow Day" classes will be held online and links will be sent via email and Facebook group.

OTHER POLICIES

- Appalachian Performing Arts reserves the right to use photos, videos, or likeness of children/adults during and outside of class as a promotion and advertising on social media

accounts, documents, and website. 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' social media pages, website, and posters

- . Communication to parent(s)/guardian(s) will be made via email and through the DSP app. Regular updates will be posted on social media pages. Students will also receive handouts during class with updates on a regular basis regarding class changes, performance information, etc.

- Announcements will also be posted inside the studio and posted to our studio members facebook group.. It is your responsibility to stay up to date by checking handouts, facebook, emails, and studio for updates regularly.

- Appalachian Performing Arts will be closed for Spring Break, Thanksgiving Break, Christmas Break, and several weeks throughout the summer. Updates will be sent via facebook group, email and through the DSP app.

- Please label your/your child's belongings. This includes but is not limited to; dance shoes, water bottles, dance bags, costumes, dance wear, etc. Anything that is left in lost and found for more than two months will be donated to Goodwill.

- 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.

- Regular updates regarding classes & events will be sent via email and posted on social media accounts.

- **Student info is distributed only to the students' account holder, unless others are permitted by the account holder.**

- 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.

- Each participating student must read and sign/agree to release form/policies of Appalachian Performing Arts. For students under 18, a parent/guardian/account holder must read and sign/agree to release form/policies of Appalachian Performing Arts. Parents/account holders and students are encouraged to follow our social media, regularly check email, and join our private facebook group, "studio members" for info and updates.

- Each student/parent is responsible for the student's restroom trips and wardrobe adjustments. Appalachian Performing Arts' staff will not assist in restroom trips or wardrobe changes. If your child requires assistance, please remain inside of the studio building for the entire class time that your child is registered for.

- You/your child are responsible for any damage to building or property that is caused by you/your child. This includes the cost to replace/repair any damaged items.

- Appalachian Performing Arts is not responsible for any lost/stolen items. Please label all items if you/your child's name to prevent items from getting lost.

- **Appalachian Performing Arts' Staff members will NOT respond to studio related messaged on their personal social media accounts. Please do not message our staff members PERSONAL social media accounts regarding studio information or conversation. Please email our staff email to get in touch with staff members directly.**

All parents, students, and studio members 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.