

IMPACT CREATIVE ARTS ACADEMY

2019 – 2020 STUDIO HANDBOOK

RULES & CODE OF CONDUCT

- Dancers are expected to be at class on time and appropriately dressed with proper dance shoes.
- Parents and visitors are welcome to observe classes through viewing windows only
- The Studio is a place of learning – please refrain from running around in the studios disrupting classes.
- Please do not enter the studio spaces unless attending a class in that space
- In an effort to preserve the Studio floors, no food or drink (except water) is permitted inside the studio spaces.
- No chewing gum in class.
- No jewelry permitted for dancers. (Stud type pierced earrings are allowed.)

STUDIO REGULATIONS

- The Studio reserves the right to change the schedule and/or teacher as necessary.
- The Studio is not responsible for lost or stolen items.
- The Studio is not responsible for students leaving the facility without proper accompaniment.
- Parents/Guardians of younger students (ages 4 and under), please do not leave the premises while your child is in class.
- The risk of injury exists in any physical activity. The Studio cannot be held responsible for personal injury.
- By signing the registration form, parents/guardians have given permission to use class or performance photographs for the marketing of Impact Creative Arts Academy.
- Taking photos or videos during class time and recitals is very distracting for students, including those not being photographed/filmed, and thus such activities must be limited to observation days only.
- Impact Creative Arts Academy reserves the right to dismiss or refuse classes to anyone who does not comply with these rules or who otherwise in our judgment disrupts the harmony and reputation of the Studio.

TUITION

* All families must have a credit card on file. We will run “auto pay” on the 1st of each month. However, tuition may also be paid via cash or check. If paying by cash or check, please pay before the 1st of the month to avoid “autopay” charge.

*Tuition is due the 1st of every month. A reminder statement will be emailed on the 5th of the month. A \$10 late fee is added to tuition that is paid after the 7th of the month. NO EXCEPTIONS.

*Tuition rates are for the full month. Some months will have fewer days and some will have more. This is factored in to the tuition rates. We do not pro-rate tuition for students joining class in the middle of the month.

*Tuition must be current for your dancer to receive their recital costume and to perform in the spring recital.

*Withdrawal from class must be made in writing before the 1st of the month to avoid autopay.

*Family Tuition discounts (10%) are added for additional sibling residing in the same household.

*We do not offer refunds under any circumstances.

CLASS TRANSFER/CHANGE

Changing class is allowed within the first month of class. Changes will not be allowed after this time.

ATTENDANCE

Regular attendance is vital to student progress and group choreography. Please make every effort to attend each class. We do not offer makeup classes for students who miss classes for illness, vacation, etc.

PARENT OBERVATION

There is an observation window for parents to observe class through the year. No parents allowed to sit in class. This is to keep the dancers focused on their instructors.

INCLEMENT WEATHER/INSTRUCTOR ILLNESSCANCELLATION POLICY

If Dorchester District 2 schools are canceled due to inclement weather, Impact will also be closed. A message will be left on the studio answering machine after 1:30pm regarding status of classes. We will also post on Facebook. We will do our best to cover classes due to teacher illness, but will notify as soon as possible via text or email if a class is cancelled due to teacher illness. We will offer makeup classes for any classes cancelled due to instructor illness.

COSTUMES AND RECITAL

All classes have a costume unless otherwise noted. Costumes MAY include all accessories (hats, gloves, etc.) but there may also be additional charges for tiaras, tights, etc. Costume payments are due as follows. \$50 deposit PER COSTUME due on December 1st. Costume deposits are not refundable. Remaining Costume Balance is due February 1st. Costumes will not be ordered unless payment is received in full. Additional fees will be charged for costumes ordered late. Costumes will be distributed when all outstanding balances for the season (including tuition and late fees) are paid in full. The dancers will be measured the first week of November. A parent’s signature is required for all costume orders. Tights are not included in this fee. Tights will be ordered through the studio due to color and style variation. There will be a \$35 recital fee due on January 15th. There is also an expense of recital tickets. Tickets are approximately \$10-15 per person. The 2020 spring recital will take place Saturday, May 16th. There will be a mandatory dress rehearsal (Date TBD.)

COMMUNICATION

Studio hours are from 3:30 pm to 9:00 pm Monday – Thursday with office hours from 9:00-12:00 Monday-Friday. We will post any upcoming events, announcements, cancelations, etc. on FACEBOOK, TWITTER and INSTAGRAM so be sure to follow/like IMPACT CREATIVE ARTS ACADEMY. We will also email and text if needed.

Student Name: _____

Student Signature _____

Date _____

Parent Signature _____

Date _____