

Danceartists Ballet Academy

52 Sth Quinsigamond Ave Shrewsbury MA

Email:admin@danceartistsballetacademy.com

Ph:508-925-4112 / 917-261-8802

www.danceartistballetacademy.com

General Conduct: School Policy:Tuition

1. Danceartists Ballet Academy training programs are taught in a courteous and professional atmosphere where kindness prevails. Danceartists Ballet Academy students and their parents/guardians are expected to conduct themselves in a safe, responsible and courteous manner. Students and parents are expected to be polite to each other and Danceartists Ballet Academy faculty and staff. Danceartists trains all students equally whether exam stream or non-exam stream. Students interested in pursuing the examination course of Study please contact the Director. Students/Parents/Adults are expected to conduct themselves in an orderly polite manner at all times whilst at the Danceartist's Ballet Academy premises and in all settings where Danceartists students are performing including examinations. Danceartist's reserves the right to refuse service.

2. a) All students must attend classes on a regular basis. Minimum classes per week is 2 classes per week. A student who has missed classes for longer than four weeks in a row (excluding documented medical reasons) may be asked to transfer into a lower level class. While RAD Examinations are not at all compulsory at Danceartists, and we do have many students who train at Danceartists for many different goals which do not include examinations. We also offer the prestigious Royal Academy of Dance Examination Syllabus from Intermediate upwards to serious Students of Ballet wishing to enter the Royal Academy of Dance Examinations at the pre professional level. RAD Examinations from Intermediate upwards are eligible for University credits. Students at this level must attend a compulsory minimum 3 x 1.5 hrs of set classes, 1 point class plus 1x Private Coaching lesson weekly at Intermediate Level on a consistent basis for a minimum 12 months of training to qualify for selection. Any missed lessons must be made up by attending another Classical Ballet class, Readiness for the RAD Major examinations is at the discretion of the Director. Students who drop classes also drop their eligibility for the upcoming Examinations and could be asked to wait for the next session when they are better prepared. In regard to the RAD pre professional examinations, please note that parents do not have a say in the minimum amount of classes required to prepare fully for these challenging examinations. Students can only be entered for the RAD Examination levels under the name of their registered qualified accredited Royal Academy of Dance Teacher. The Royal Academy of Dance curriculum is known as the International Benchmark of Ballet training.

b) Danceartists also offers the prestigious International Dance Council CID UNESCO 150 hour training Certificate for Advanced Students. This exam is conducted by Danceartists Director Joanna Duncan, member of the International Dance Council. The Award ceremony of this certificate is through a State or Local Government Representative.

c) Danceartists offers our beautiful curriculum of Dance study to all enthusiastic Dancers who want to learn this beautiful craft. We accept individuals of kind disposition as a priority to acceptance and continuing training on our detailed training programs. Minimum class selection is 2 classes per week on 2 separate days per week. Respect for the Teacher and the training process is an integral part of continuing training selection at Danceartists.

3. All students must arrive to their assigned classes promptly on time. Advanced student are recommended to arrive 15 minutes early to warm up for their lesson. If a student has a conflicting schedule, the instructor or director of the school must be informed of that during the registration process. Students arriving late to class should enter the studio but wait for the instructor's permission to join the class. Consistent tardiness with bad attitude is incompatible to Danceartists lesson environment. Students are expected to bring a positive energy into the training classroom.

4. Students may not leave the class without permission from the instructor.

5. All students must have a clean and neat appearance and must follow the Dress and Uniform code when coming to the school. Outside of the school's premises but while still in the building appropriate cover-ups should be worn over the class attire. Girls must have hair neatly arranged in a tight bun. It is the parent's responsibility to fix the student's hair for every class; however, the staff will be glad to provide initial assistance to the parents of first-time students. No dance shoes should be worn outside of school premises. Students wearing dance shoes in the building or outside will not be permitted to take class in the same shoes. NO EXCEPTIONS.

6. Food, soda, and chewing gum are not allowed in the dance studio. Water is permitted.

7. No valuables should be stored or left in the dressing rooms during a student's class. To maintain a healthy and sanitary environment, students may not leave dirty dance or street attire in the studio, lobby, or dressing rooms. Danceartists Ballet Academy is not responsible for any items lost or stolen from the school premises.

8. All students must be picked up promptly after the end of their class. We recommend that younger students be picked up from inside the studio premises. Should unforeseen transport issues arise at the end of Danceartists scheduled evening or afternoon classes, Danceartists Director will wait 15 minutes after class only and after that time student will accompany the Director back to the Directors Home at 14 Paige Hill Rd Brimfield where student's parents/Guardians are then to pick them up from.

9. All cell phones are to be turned off during classes.

10. Danceartists Ballet Academy has a Zero Tolerance Policy. Please note reason for termination of student's place from Danceartists Ballet Academy includes, but is not limited to the following:

a) Illegal Drugs, alcohol, violence, theft, bullying of any kind racial discrimination of any kind including verbal, physical and cyber.

b) Any student or parent who refuses to follow Danceartists Ballet Academy procedures for examinations / performances / classes will be asked to leave and their child's place at Danceartists will be terminated.

c) Parents are required to understand and abide by the laws of Massachusetts regarding surreptitious electronic recording of conversations between people who have not consented such as in an office or public setting. Unauthorized or illegal recordings of conversations can raise grounds for a civil lawsuit for invasion of privacy. Parents please explain the legal responsibilities of cell phone use in a public place to your children. Parents please abide by these same rules.

d) Deliberate injures to a staff member or other students. Any student who accidentally injures a staff member or other students will be given one written warning, on a second time they will lose their place at Danceartists.

e) Danceartists policies for procedures for parents on examination days must be strictly adhered to for the well-being of our students. No parent is permitted inside the Examination premises at any time. Any parent/ adult entering the examination premises and refusing to leave and/or behaving in an intimidating manner is deemed a threat to the well-being of students and staff. This behavior results in immediate termination of the child's place at Danceartists. Danceartists has a Zero policy for Parent bullying/ intimidation of any kind towards students and/or faculty. No exceptions. Safety first.

f) Students who behave in a disrespectful manner to the teacher during class. g)
Slander of faculty, staff is cause for immediate dismissal from Danceartists.

Financial Policy and Tuition Rate

11. No refunds will be given for missed classes. Missed classes may be made up by attending another class at the arrangement with the Director.

12. In case of lengthy illness (30 class days or longer), class credit will be issued* towards the student's account for the duration of such illness. (* Signed Statement from the doctor/physician must be provided indicating dates of the illness)

13 **Tuition:** Danceartists Tuition is based on the Full Year and is non-refundable.

14a) **Full Year Group class** rates \$15 per hour. Up to 7 hours per week. All hours 8 and above are subsidized by Danceartists.eg. Students may attend upward of 8 hours per week to 25 hours per week on the 42 week attended program and Danceartists subsidizes all training hours above 8 hours. This rate available only on full attendance of 42 week training year.

14b) **Family Rate** – All siblings train on the family plan being @15 per hour up to 7 hours for first child. 2nd . child Group class cost \$7.50 per hour. 3rd Sibling cost at \$3.75 per Group class hour. Early payment discount is not available on the family plan.

14c) **Private Coaching when booked for the year and attended for the year:** 1 hour -\$75.00.
Private Coaching 30 minute - \$45.00. **To qualify for these low rates a student must book attend the full years Private Coaching. Details of qualifying for low rate Yearly Private Coaching please see *15D below. Different rates apply to students not attending the full 42 week Private Coaching Program.**

14d) **Private Coaching Casual** rate with Joanna Duncan - \$150.00 per hour. 7e) **Casual Class drop in** rate \$15.00 per hour FLAT rate.

Selection of tuition payments as follows:

15A) **10 x monthly** Instalments are due in advance on the first day of the indicated month beginning September 1st 2018 ending June 1st 2019. A \$20 late fee will be added to the account if the payment is not completed within 5 days. Students beginning their training with us at different months of the years all tuition is prorated from the first date of new Students attendance.

15B) **Bi annual payments** on due September 1st 2018 and January 1st 2019. 5% discount applies when 1st installment is paid by June 30th 2018.

15C) **Full year Group class** Payments 10% discount available for full year tuition paid by June 30th 2018. No Discount on Private Coaching which is \$75.00 per hour when attended for the full 42 week year.

Yearly registration fee \$50 due on registration

In case of returned (bounced) checks, a \$30 fee will be added to the student's account.

Costume fees are non-refundable and must be submitted to the school's office before or on the due date. NO EXCEPTIONS.

***15D) Danceartists Tuition Rate for Group lessons and Private Coaching is based on the full year rate only. A student must attend the full year to qualify for this low rate and Danceartists generous Subsidized extra hours are available ONLY to students who fulfill the full 42 weeks training year. Where a student does not attend the full year for any reason other than documented illness, Danceartists 42 week 8 hours upwards subsidized Private Coaching and Group Class Tuition Rates do not apply and the tuition rates are at the Casual Class Rate as follows: Private Coaching \$150.00 per hour. Hourly Group class FLAT rate of \$15.00 per hour for ALL hours attended during the year to date of termination of students place at Danceartists . Should a student leave for any reason including Danceartists terminating the students place at Danceartists, but excluding documented illness, All Group class and Private Coaching Lesson tuition hours attended for the year become due and will be prorated back from the beginning of the year at the flat rate of \$15.00 per hour group class and \$150 per hour Private Coaching Lesson with Joanna Duncan, Eg. Group class 8hrs per week 8x\$15 – 9 hrs per week 9x\$15.00 / 10 hrs \$10 x \$15 etc /20 hrs per week is 20 x \$15.Eg. Private Coaching prorated back to beginning date of coaching September 2018 at \$150.00 per PC lesson hour with master coach Joanna Duncan**

Danceartists will send an invoice after 7 days of the date of termination of students place at Danceartists. Where a student's yearly tuition has been paid in full the tuition will be pro rated back on the FLAT rate and a new invoice sent after 7 days of notification letter.

Absence

Danceartist's Students Attendance is logged each day. To report your child's absence please call or text 917-261-8802 or 508-925-4112 email us at danceartistscc@gmail.com.

SNOW DAYS/CLASS CANCELLATIONS: In the event of inclement weather Danceartist's Ballet Academy follows the local Worcester School Cancellations. If Worcester or Shrewsbury Schools are closed due to weather so is Danceartists.

Area School cancellations at <http://www.cancellations.com>. Classes missed due to inclement weather and/or illness can be made up by attending other classes on Danceartist's class schedule. Please email Danceartist's to arrange suitable make up lessons for your child. No credits or refunds for cancellations however many make up classes to select from and where necessary Danceartist's adds extra lessons to the weekly schedule. admin@danceartistsballetacademy.com

Wi Fi: Danceartists Studio is Wi Fi Friendly and available to our Danceartists Families. Please contact us for the Connection details.

Performance and costume fees are non-refundable and must be submitted before or by the due date.

Food

Chewing gum, food and drinks excluding water are not permitted in the studio. Water is permitted in the studio and students may bring their water bottles into the studio with them. Danceartists Student dressin room is equipped with Small Refrigerator and Microwave for our student's convenience.

Class viewing: During the year Danceartists Ballet Academy has two separate "Open weeks". Parents may also view classes by making individual appointments throughout the year.

Lost and Found: Please mark your child's full name on every piece of ballet attire and any other personal belongings which your child may bring to the studio. Please Do NOT bring valuables to the studio. Danceartists is not responsible for any items lost, stolen, or damaged at the studio premises. Students are asked to please bring their ballet bags into the studio with them.

Parent/Teacher conferences: If you have questions or concerns regarding any aspect of your child's experience at Danceartists Ballet Academy. Please schedule a conference with our Director. Photography or videography is prohibited during any Danceartists Ballet Academy performance or dress rehearsal due to potential © copyright restrictions associated with ©music, ©choreography, and ©costumes.

Grievance Procedure: Should you have a grievance associated with your child's or your own experience at the Danceartist's Ballet Academy please explain the nature of your grievance verbally in writing to Danceartist's Ballet Academy personnel most directly involved. Please take into consideration that any action taken, whether formal or informal, should be handled in a private, co-operative, and dignified manner.

Drop off and pick up of students: Transport to and from Danceartist's Ballet Academy is the responsibility of the parents. At Drop off, parents are to bring their children into the studio premises to drop them off to class. At Pick up, parents must enter the studio premises and pick up their children from inside the studio premises. Students are not permitted to wait for parents outside the studio premises. Parents are asked to be punctual to pick up their child/children after class. *Should a parent be late picking up their child, the student/s must stay inside the studio premises to wait for their parents. Should this happen Students are asked to sit quietly and watch the next class until their parent arrives. Danceartists is not responsible for students outside of their lesson times. However, Danceartist's faculty will not leave a student by themselves at the studio after closing time. Should unforeseen circumstances arise where a parent cannot arrange transport for their child after classes, Danceartists faculty will endeavor to make contact with the parents and emergency contacts. However, if contact is unsuccessful Danceartists will provide supervised transport home for the student. Costs for transport remain the responsibility of the parent.
Child care time outside of Danceartist's Class hours is billed at 10 per hour.

Dress Code: All students are expected to maintain a neat appearance and to abide by the specified dress code. Leotards, tights, legwarmers, available at all dance stores. Lower School Girls Primary to Grade 4 leotard choice : /Pastel Pink tank leotard available through Danceartists, Pink Ballet Tights or pink ankle socks, Pink I canvas ballet shoes. We recommend SoDanca, Capezio, Blochs . Hair secured in a bun. Lower School Boys Primary to Grade 4: Black lycra cotton dance Shorts, White fitted T shirt, white ankle socks, Black or white leather canvas ballet shoes. Upper School Girl's Intermediate Foundation White/Pastel Pink tank leotard. Plain colored chiffon ballet wrap skirts in matching leotard. White,light grey, Pink Legwarmers. Blochs variation half tutu provided on loan from Danceartists. Upper School Intermediate upwards Pink, Black ,White leotards

of choice. School dress code leotard is Freed's tank and/or cammisolet leotard in Black. Pink Ballet tight Capezio, Pastel legwarmers. Upper School Boys: Intermediate Foundation upwards: Black fitted Boys /mens ankle length leggings or clack tights and /or Black Lycra dance shorts White fitted T short or boys/mens leotard, White or Black leather ballet shoes white ankle socks.

Danceartist's provides world standard structured non-competitive Classical Ballet training Programs. Please let us know if you are interested in knowing about non-competitive performance opportunities for your child in Festivals, Community Performances when they become available during the 2018/2019. Danceartists Annual Dance Production June 28-29, 2019 Robert R Jay Performing Arts Center, Shrewsbury. Moscow Ballet Great Russian Nutcracker December 2nd 2019.

Our best wishes to all our Danceartists Families as we look forward to another wonderful year !

Warmly

Joanna Duncan ARAD RTS Solo Seal
Director Danceartists Ballet Academy
52 Sth Quinsigamond Ave, Shrewsbury 01545 508-925-4112

Scott Duncan
Danceartists Administrator