



The Lower Division

Student / Parent Guidelines

REGISTRATION

A \$25.00 registration fee, a current registration card, a signed *Lower Division Contract*, *Harassment Policy Agreement*, as well as a *General Liability Release* must be paid and on file before classes may be started.

CLASS RATES

You may pay for classes by purchasing either a class card or by the single class. All classes purchased on a class card must be used 30 days from the date of purchase. We are very sorry, but there can be no credits, extensions, or refunds given. Missed classes may be made up anytime during the month.

ATTENDANCE

Of course, we understand that the *Lower Division Program* is made up of younger artists and that many unexpected things might occur on any given day.... *But*it is the expectation that each student at *The Performing Arts Center* will attend the classes for which they have been enrolled. If something does come up and your child cannot attend class, please simply call the front desk and leave a message for whomever teaches that class. Please be aware that your child's ongoing participation in a class will be based on their consistent attendance. Any student missing more than 4 consecutive weeks who has not communicated with the *Lower Division Director*, Tamara Gray, the *Artistic Director*, Nanci Hammond, or the teacher of the individual classes being missed, will automatically be dropped from that particular class. If this were to occur, a conversation with Ms. Hammond will be necessary in order for your child to re-enroll and participate in that class again.

DRESS CODES

Preparation for class should be done in the dressing room. Changing in the lobby is absolutely not allowed unless simply changing into or out of dance shoes. Dancers should always attend class in dance attire. No street clothes: Leotards, tights, or socks for girls, and bike pants or shorts and tee shirts for boys. Please come to class with shoes and other dancewear prepared. Having a dance bag will help keep your child's clothes together. Please keep an extra pair of socks in their bag. Long hair must be pulled back in a braid, ponytail, or pinned up. For safety reasons, jewelry is not allowed to be worn into dance class with the exception of small stud or hoop earrings for girls. **PLEASE LABEL ALL SHOES AND CLOTHING!**

CLASS ETIQUETTE

All students must arrive on time, dressed in clean and appropriate attire, and sign in at the front desk prior to entering the classroom. Students should be encouraged to use the bathroom before and after class or during the break when they change shoes. Snacking and/or feeding students during class time or break time is not allowed. Students should not bring toys to class.

SCHOOL ETIQUETTE

1). Everyone at *The Performing Arts Center* must be courteous to each other, respectful of all students, parents, faculty, and staff. All people using this facility must keep the level of their conversations and activities at a respectful volume in the lobby and hallways; playtime should be reserved for hours and areas outside of *The Performing Arts Center* building. While we are hopeful that this would never happen, please be aware that if either you or your children's

behavior is disruptive in any way or if you are uncooperative with *The Performing Arts Center's Staff or Teachers*, you may be asked to leave the building. If that were to happen, any further participation in classes will be at the sole discretion of the *Lower Division Director*, Tamara Gray and *Artistic Director*, Nanci Hammond. By law, we must inform you that; "We reserve the right to refuse service or admittance."

2). **There is no food or drink allowed in the Lobby Area, please. All snacks and drinks must be consumed in the Kitchen area only.** Students and parents are expected to pick-up after themselves and contribute to maintaining the cleanliness of the building.

3). Please also remember that all seating areas are for guests of *The Performing Arts Center*, not simply for *Lower Division Families*, therefore, no furniture may be moved or rearranged.

4). Studio C (the homework room) is for just that.... work. It is not an overflow room, nap room, holding or play area for parents or children.

5). Due to safety reasons in case of fire, earthquake, etc., **ALL HALLWAYS, ACCESS RAMPS, AND DOORWAYS MUST BE KEPT CLEAR AT ALL TIMES.**

PERFORMANCES

As part of our dancer's training, *The Performing Arts Center* puts on one performance a year. The entire *Lower Division* performs in "The Spring Recital" usually held in the month of June. All students that are registered in classes at *The Performing Arts Center* are eligible to perform. As we understand that everyone's schedule is very busy, we conduct almost all of our rehearsals during regular class time. Each of these rehearsals is crucial to our performance and we ask that you do everything you can to participate in them. However, there are two rehearsals that you absolutely must attend; our *Dress* and *Technical Rehearsals* held the week preceding our performances. Since final changes may be made at those two final rehearsals, any dancer who has not rehearsed in their costume, and with all of the dancers in their piece on stage, will compromise the performance of all of the other dancers. Therefore, if you miss either the *Dress* or *Technical Rehearsal*, you will not be allowed to perform in the show, regardless of the reason. Both of these rehearsals will be held at *The Performing Arts Center*.

PARENT OBSERVATION

Parents are welcome to observe classes through the observation window. No parents are permitted to enter into any studio without an invitation from the teacher. Please be aware that at times the blinds may be closed if the teacher feels that the dancers are becoming distracted by any activity outside of the class. The blinds remaining open or closed is at the sole discretion of each teacher. Further, no chairs or other furniture may be moved to the *Studio A* observation window for viewing. Standing at the *Studio A* observation window is permitted.

Additionally, in order to ensure that our school is a safe and focused place where each artist, regardless of age, can direct their complete energy to the art they are pursuing, any activity that disrupts or distracts this learning environment, in any way, is not permitted. *All cell phones must be turned off* while taking or observing classes. Further, while at *The Pac*, all cell phone calls you feel obliged to take or make, should be taken outside of the building. Again, the kitchen, lobbies, and hallways, as they are community areas, need to stay clean and reasonably quiet. No viewing of movies, videos, YouTube, etc., may be done using the external speakers of any personal device (phone, iPad, etc.) – *headsets* must be worn for this purpose at all times - by everyone - (adult or child), please.

PARENT / TEACHER MEETING

The true happiness of your child is our common goal. Please feel free to schedule a parent / teacher meeting as soon as you see any type of problem. Dancing is a complicated matter of juggling one's mind and body, so it is very easy to become intimidated or confused. The quickest way to solve this problem is through a conference. Never hesitate to do this.

SIBLINGS

While all children are welcome at *The Performing Arts Center* for the safety and happiness of all concerned, we must respectfully remind you that this is a school, not a playground nor day care center. A parent, or a responsible adult, who has been left specifically in charge, must accompany any child not directly involved in classes on the day they are here. We will expect the same behavior and respect from everyone as outlined in the *School Etiquette* provision. There is

absolutely no running, ball playing, swinging on the ramp handrail, toys spread out on the floor, or rough - housing at any time.

VIDEO FOOTAGE USE/ SOCIAL MEDIA POSTING RESTRICTIONS

In order to protect all of our artists' work, as well as all of our teacher's and dancer's privacy, at no time will any video footage or still photographs of any of *The Performing Arts Center's* classes, performances, or rehearsals be allowed to be filmed, unless otherwise stated by the teacher of that individual class, performance, or rehearsal. Usage, publishing, or posting of said video footage and/or still photographs on any electronic media, including but not limited to; facebook, YouTube, twitter, Instagram, snapchat, etc. are prohibited unless the following guidelines are strictly followed:

- 1). All teachers and choreographers at *The Performing Arts Center* own their own work (Intellectual Property) and must grant permission before any portion of their work may be published or re-produced in any and all forms.
- 2). Absolutely no choreographic, performance, or class footage shot at *The Performing Arts Center*, or any of its events, may be posted on any electronic or social media unless it has first been posted on *The Performing Arts Center's* social media pages (Instagram, facebook, YouTube) and is being re-posted from same. Additionally, no picture taking through observation windows or open studio doors is allowed at any time.
- 3). Everyone will be expected to post responsibly. No pictures may be posted of any artist studying at *The Performing Arts Center* that causes them any type of embarrassment or is unflattering or compromising in any way.
- 4). At the request of the *Artistic Director*, or their representative, all posts or footage involving any artist at *The Performing Arts Center* must be immediately taken down if deemed unsuitable. This decision will be made at the *Artistic Director's* sole discretion.

PARKING

Please **DO NOT PARK IN THE FRONT PARKING LOT** for any reason! **DO NOT DROP – OFF IN THE FRONT PARKING LOT! DO NOT BLOCK ANY DRIVEWAYS! DO NOT PARK IN THE HANDICAP PARKING SPACES** unless displaying the appropriate handicap signage. You may park in the back parking lot or on the street. There is also parking permitted on the west side of the alley behind our building (that is the side closest to the buildings). If you choose to park in *The Pac* back lot, please be aware that you do so at your own risk. *The Performing Arts Center* is not responsible for any damage incurred, stolen articles, or theft. Please do not double park or park in any coned off areas. Please inform anyone responsible for driving your children of our parking policies.

from the “Board of Directors”

Over the past 28 years, we do understand that we may have policies and expectations with which you are unfamiliar. So, if you have any questions regarding why we do things the way we do, we invite you to please schedule a time to talk to our *Artistic Director*, Nanci Hammond. We have always and will always welcome a straight forward conversation about any of our programs as it affords us the opportunity to improve them and reflect on our policies. We would ask that you please remember that it is our contention that there is never any reason for any parent to discuss or comment on any dancer in our program unless in a positive manner. Please know that we are passionate about protecting each young artist and their work and feel that any parent who chooses to participate in any manner of malicious conversation, true or not, will run the risk of being asked to leave this school, permanently. This obviously includes, any discussions or posts on all electronic and social media sites i.e. facebook, e-mails, blogs, twitter, texting, snapchat, instagram, etc. With this in mind, please remember that no value can be created by complaining to another parent regarding our teaching process or policies.... please simply schedule a conference with Nanci.