



"The Upper Division Program"

Parent Guidelines

PARENT ETIQUETTE

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 being closed is at the sole discretion of each teacher.

As the teaching of any art form is a difficult and delicate affair, we understand that we may have policies and expectations with which you may be unfamiliar. So, if you have any questions regarding why we do things the way we do, simply schedule a time to talk to either our *Managing Director, Patrick Sheck* or one of our *Artistic Directors, Nanci Hammond* or *Joe Malone*. We have always welcomed a straight forward conversation about any of our programs as it also affords us the opportunity to improve them and reflect on ourselves. There is never any reason for any parent to discuss or comment on any dancer in our program; except in a positive manner. Any parent who participates in starting rumors of any kind or engages in any manner of malicious conversation, true or not, will run the risk of being asked to leave this school. This includes, but is not limited to, any discussions or posts on all electronic or social media ie: 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.... simply schedule a conference with Nanci or Joe.

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, being your own personal matter, should be taken outside of the building, please. Additionally, all school lobbies, hallways and the kitchen, being 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.**

STUDENT GUIDELINES

Please read all of the student guidelines and make sure that your child understands that the training at this school is formidable and that everyone, both parent and artist, is prepared to fulfill their particular responsibilities.

PARENT / TEACHER CONFERENCES

The true happiness and progress of your child is our common goal. While we are totally committed to serving every dancer who trains here, we are painfully aware that we are not infallible and might have inadvertently overlooked something or someone. If you disagree with any decision we have made or don't understand any aspect of our school's policies, please schedule a conference with the appropriate Department Head and Nanci Hammond or Joe Malone to discuss your concerns. Please feel free to schedule a parent/teacher or a parent/teacher/student meeting as soon as you see a problem. The training to become a performing artist is, at best, a complicated matter of juggling your mind, body and spirit. It is very easy to become intimidated or confused, thinking the teacher hates you or a sundry of other things. The quickest way to solve this problem is to never let it become a problem. That is the purpose of a conference. If there is an issue of any kind, please do not hesitate to schedule a conference.

TUITION

Tuition is due no later than the 15th of each month. Your tuition is amortized over the entire year and is broken down into 9 equal payments (*August, September, October, November, January, February, March, April & May*). You will not be charged for any days *The Pac* is closed for classes. The first tuition payment is due **August 15, 2022** with the last installment due **May 15, 2023**.

If you cannot pay your tuition installment on time, you must make other arrangements with the *Artistic Director, Nanci Hammond* (818.363-2045). She is the *only* person that can alter this financial agreement. Please do not speak with any other person regarding this issue. Please note: If you haven't made your tuition payment or had a personal conversation with Nanci by the 20th of the month, we will make a phone call home to remind you that your payment is overdue. If by the 22nd we still have not received your tuition, a 10% fee will be added to your tuition payment. If by the 25th your tuition still has not been settled, we will call advising you that your son/daughter will not be allowed back into class until your tuition payment plus the additional 10% late fee, has been received. We are very sorry but there can be no credits or refunds, however, all classes can be made-up at no additional charge.

FINANCIAL AID / SCHOLARSHIP

Any family that needs financial assistance may apply for financial aid by completely filling out the *Financial Aid Application*. All dancers receiving financial help from either *The Michael Peters Scholarship Fund*, *The Jessica Rawles Scholarship Fund*, *The Sallie Whalen Scholarship Award* or the *Carlyn Muchmore Ballet Legacy Grant* will be considered on scholarship at *The Performing Arts Center*. As such, the following guidelines will apply:

- 1). *Your child may not study dance anywhere else without written permission from the Artistic Director.*
- 2). *Your child must take all of their scheduled classes.*
- 3). *You will be asked and expected to help at all of The Performing Arts Center's events.*
- 4). *Any dancers or parents of dancers receiving financial help who do not uphold the standards of this school will have their scholarship immediately revoked. This and all decisions regarding your scholarship will be made at the sole discretion of the Board of Directors*

SIBLINGS

For the safety and happiness of all of the people who use this facility, we must respectfully remind you that this is a serious school not a playground or Day Care Center. Any child not here for class must be directly supervised by an adult. We will expect the same respect and behavior of all people who enter our school irrespective of their age. There is no ball playing 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 teachers' and dancers' 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, used, published or posted on any electronic media, including but not limited to; facebook, YouTube, twitter, Instagram, snapchat, etc. 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 etc.) and is being re-posted from same.*
- 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/ DROP-OFF & PICK-UP

PLEASE, DO NOT DROP OFF, PICK UP, OR WAIT IN THE FRONT OF THE BUILDING (by the cones) BLOCKING ANY PART OF THE DRIVEWAY.... EVEN FOR A MINUTE.... FOR ANY REASON!!! PLEASE, DO NOT PARK IN THE HANDICAP PARKING SPACES unless displaying the appropriate handicap signage. You ***may*** park either in *The Pac* parking lot or on the street.