



# *Studio Handbook*

Confidence, Creativity, & Self Expression through the Arts

## Studio Handbook

You have enrolled your dancer in Free to Be Performing Arts Center's (F2BPAC) 2022-2023 Arts season. The season runs from September 2022 through June 2023, and operates on a 4 week instruction schedule with built in holidays and professional development days (see calendar). Your tuition for the season includes payment for the instruction provided during this time. Other mandatory fees include costume fees, accessories, performance tickets, and fundraisers which are all at an additional cost.

\*All fees paid to Free to Be Performing Arts Center are non-refundable.\*

## Tuition Policy

Tuition fees are to be paid on a monthly basis (Due the 5th of each month) prior to child/children taking class. Tuition pays for your dancer's monthly instruction only. If tuition is not paid by the 10th of each month before the close of business, a late fee of \$25.00 will be attached to your account. If the account is not settled (tuition and late fee) by the 15th of the month, your dancer will not be permitted in the classroom and you will be asked to pick your child up promptly. Please see the front desk regarding billing and any issues in reference to billing.

## Communication

Everyone has a better experience when we keep the lines of communication open, so to aid in this matter, we will be utilizing the Band app for regular class and studio information. Please join our group here: <https://band.us/n/a6aa70A8k0F1T> Our website and social media will be updated regularly so be sure to follow us and subscribe! Let's stay on beat together!

## Closure Dates to Remember

Monday, September 26th- Rosh Hashanah  
Wednesday, October 5th- Yom Kippur  
Tuesday, November 8th- Election Day  
Friday, November 11th- Veterans Day  
Thursday, November 24- Saturday 26th- Thanksgiving Break  
Saturday, December 24- Sunday, January 1st- Winter Break  
Monday, January 16th- MLK Day  
Monday, April 3- Saturday, April 9- Spring Break  
Friday, April 21st- Eid al-Fitr  
Saturday, May 27-Monday, 29th- Memorial Day  
Monday, June 19th- Juneteenth

**June Mass Rehearsal Dates- TBD**

**June Recital Date is TBD**

## Costume Fees

All families are required to purchase costumes and accessories for the annual student performance. These fees are in addition to monthly tuition. The costume fees for Little Movers and Pre Dance classes are \$60 per class. The costume fees for Junior and Level classes are \$70 per class/genre. If you have a combo class, your fee is per genre NOT class (Little Movers, Pre Dance classes excluded). First payment of 50% of total costume cost for your dancer is due November 1st. The balance is due by February 1st. Additional payments can be made any time before the due date. A 20% penalty will be added to any costume bill that is not paid in full by March 15th.

No Exceptions!!!

**Bundle Fee:** All dancers are required to purchase a recital bundle (bundle includes required shoes and tights) for our year end recital. (Subject to change under the discretion of Directors) The Bundle fee varies by level and includes all new shoes and tights for the recital. Bundle orders must be placed by April 1st.

## Recital Tickets

There will be a mandatory 5 ticket minimum requirement for the Recital. Tickets will be sold online until the day before the show. Tickets will increase and only be sold at the box office the day of the performance.

## Fundraisers

There will be one (1) mandatory fundraiser for the 2021-2022 dance season. Although various fundraisers will run throughout the school year, each family will be asked to participate in at least one fundraiser. Each family will have the opportunity to participate in the end of the year recital ad book. Recital Book fees; \$100- full page, \$50- half page, \$25- Quarter page, \$15 business card sizes.

## Dance Attire & Shoes

The specific items needed for each class is listed here:

<https://www.discountdance.com/search/teacherid:127620?tp=127620>

If you have any questions, please check with Ms Leah or Ms Christina.

**DO NOT PURCHASE POINTE SHOE BEFORE INSTRUCTED.**

Each dancer is to be prepared for each and every class!!! Instructors/Directors have the right to sit your dancer out from class if they are not prepared. Little Movers should be dressed in their dance attire and ready for class with minimal clothing. They also should have a minimal amount of street clothes to easily undress and dress children. Please leave hair adornments at home as they are not necessary for dance class. Hair should be neatly put up and away from the face as it distracts some dancers while in class.

**ALL STUDENTS DANCEWEAR MUST BE FREE OF HOLES  
AND RUNS IN TIGHTS.**

# F2BPAC COVID-19 STUDIO PROCEDURES

To ensure all Free to Be Staff, Teachers, and Students are safe we have implemented the following CDC Guidelines.



## SMALLER CLASS SIZES

- No more than 10 students per class

## ENTER AND EXIT PROCEDURES

- All staff/teachers, and students are required to wash their hands prior to entering and leaving the studio.
- No parents will be allowed in the studio unless prior approval is given from Staff.
- Please be on time to drop off and pick up students to and from class



## MASKS



- Masks are recommended but not required. Please send your student to class with a mask if you prefer them to wear while in the studio.

[www.freetobepac.com](http://www.freetobepac.com)

## Attendance

- Students should arrive 5 minutes prior to their scheduled class time.
- Please email the studio if the student will be absent or significantly late to class.
- If students arrive more than 10 minutes late for class, for safety reasons, they may be asked to observe class. The beginning of class is essential for proper warm up and organization of the body.
- Please pick up students promptly after class.
- Students may have the option to make up a missed class in another section. We strongly encourage students to make every effort to attend their regularly scheduled class. Make-up classes are not available during the first three weeks of a session. Email the studio to check availability.
- Students may not be able to participate in the Spring Showcase if they have excessive absences; greater than 20%.

## Class Cancellations

- In the event of inclement weather, Free to Be will follow the School District of Philadelphia for weather related closures. A band message will be sent to all parents as well as a message posted on the website and social media when classes are canceled.
- If an instructor is unable to teach a class, we will find a qualified substitute. If under some extreme circumstance we cannot find a substitute, we will cancel class and schedule a make-up class.

## Sick Policy

PLEASE CONSULT THE FOLLOWING CDC GUIDE FOR ISOLATION AND QUARANTINE GUIDELINES FOR COVID EXPOSURES AND INFECTION:

[COVID-19 Quarantine and Isolation | CDC](https://www.cdc.gov/quarantine/)

To protect our children, staff and families need to keep their child(ren) or themselves at home if he/she has:

- Fever (a temperature of 100.4 or more)
- Cough
- Sore throat
- Chills
- Muscle pain
- Headache
- New loss of taste or smell

## Liability Disclaimer

I understand and agree that in participating in any dance class, workshop, rehearsal or performance, there is a possibility of physical injury. I voluntarily agree, therefore, to assume all risks and responsibility for any such injury or accident, which might occur to me or my child during any of Free To Be Performing Arts Center's classes, rehearsals, performances or activities. I also exempt, release, and indemnify Free To Be Performing Arts Center, its owners, agents, volunteers, assistants, employees, guest artists, faculty members, and/or students from any and all liability claims, demands, or causes of action whatsoever from any damage, loss, injury, or death to me, my children, or property which may arise out of or in connection with participation in any classes or activities conducted by Free To Be Performing Arts Center. I further hereby voluntarily agree to waive my rights and that of my heirs and assigns to hold Free To Be Performing Arts Center, its owners, agents, volunteers, assistants, employees, guest artists, faculty members, and/or students liable for such damage, loss, injury, or death. I understand that I should be aware of my physical limitations and agree not to exceed them. If I am signing this waiver for my children, I certify that I am the parent or legal guardian and have the right to waive these rights.

## Tuition Agreement

I understand that I have entered into a payment obligation for the arts season with Free To Be Performing Arts Center as outlined. I understand that my total yearly tuition has been divided into monthly payments that are due by the 5th of the month. If payment is not received by the 10th calendar day of the month, my account will be charged a \$25 Late Fee. If I choose to terminate my enrollment after the add/drop period, and do not notify Free to Be administration, I can be held liable for the full tuition payment for the entire arts season for the classes in which the student is enrolled. If it is medically necessary for a student to discontinue arts instruction, or is medically required to take a leave of absence from classes at Free To Be Performing Arts Center, I am responsible to supply a medical note from my physician in order to receive a proration or excused payment.

**\*\*\*\*All fees paid to Free To Be Performing Arts Center are non-refundable\*\*\*\***

## Social Media Policy

Recording, posting, or responding to any negative post via social media is clearly prohibited. This includes students, parents, teachers, and family members. Students are encouraged to exercise the utmost caution when participating in any form of social media or online communications. Students who participate in online interactions must remember that their posts reflect on the entire F2BPAC community. Students are expected to abide by the following: Students may not use social media sites to publish disparaging or harassing remarks about the F2BPAC community members, including, but not limited to, faculty, staff, parents, and students. Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the F2BPAC community members, including, but not limited to, faculty, staff, and students. Failure to abide by this policy, as with other policies at Free To Be Performing Arts Center, may result in disciplinary action as described in the Student Handbook, or as determined by the Director. **A REFUND WILL NOT BE GIVEN FOR ANY STUDENT EXPELLED.**



## Student Code of Conduct

All students are expected to arrive at class a few minutes early dressed and prepared to take class with proper dance attire. No exceptions! **Please label ALL items sent with your dancer.** We have 2 dressing rooms in the studio for those who need it. Children and young adults who enroll as students of Free To Be Performing Arts Center are expected to have an interest in developing their performing arts skills. Students are expected to come to class with a positive attitude and commitment to doing the best they can to fully develop their skills. Students are expected to respect themselves, fellow students, teachers, and all members of the F2BPAC Staff, and volunteers. Students should notify his/her teacher immediately if a problem arises with other classmates or student(s).

Students using profanity, fighting, stealing, or being purposefully rude to fellow students, teachers and members of F2BPAC Staff may be dismissed from the program. No refund of tuition and fees paid will be issued for students dismissed from F2BPAC for the aforementioned reasons. Cell phones, eating, or excessive talking is not permitted while in the art areas. Please remind your children of these guidelines, as they will be strictly enforced. Students not adhering to these instructions may be asked to leave the class for the remainder of the lesson, and the parent will be notified to pick the child up. Please be advised that students are not allowed to use any drama/music/choreography taught at Free To Be Performing Arts Center for any audition purposes or events without prior permission.

## Parent/Guardian Code of Conduct

All parents are expected to have their children ready and prepared for each and every lesson. We encourage you to give a positive attitude to your children and help them stay committed to their studies and artistic craft. Parents are expected to talk to their child about self-respect and respect of their peers and F2BPAC staff. If a conflict arises encourage your child to ask for assistance from her instructor or office staff. Parents are expected to speak to their child/children regarding their personal hygiene.

F2BPAC Administration will not tolerate profanity, fighting, or rude behavior from any parent or student. Consequently you and your child may be asked to leave the premises as well as the school indefinitely. Parents should NOT approach any teachers with issues. You may email us with any grievances you may have, or schedule a meeting and we will work to resolve it.

**Please be aware that cell phones are not permitted in class and children may be asked to leave them at the front desk.**