

Inspiration Performing Arts Center

Policies & Procedures

2016-2017

Registration Fee:

Registration is a one-time fee of \$35.00 per student/\$50 per family, non-refundable fee. It is designed to confirm a placement for each student in his/her class of choice. IPAC reserves the right to cancel classes due to insufficient enrollment.

Monthly Tuition:

Monthly Tuition:

Tuition is due the first of each month. All families are REQUIRED to be on our secure auto-pay system by e-check or credit card. Monthly tuition rates are available at: www.inspiration-dance.com. Tuition will not be pro-rated for any months (ex: months w/ 3 weeks, 4 weeks and/or 5 weeks). Tuition will not be adjusted for class cancellations due to, but not limited to: holidays, snow days, etc. If applicable, students may be asked to attend a make-up day. **MUSIC STUDENTS ONLY:** Music students are charged for the amount of lesson days in the month on the 1st of the month ex. 3, 4, 5 lessons (private music students are not billed for times when the center is closed and make-ups are not granted for closings; please look to your yearly calendar for reference of closings/billing and/or see front desk staff). In the event a music student is unable to meet for a scheduled lesson a parent must provide a minimum 24hr notice via phone. If this notice is not given there will be no opportunity for a make-up class, and billing will remain. If proper notice is given it is up to the parent to schedule a make-up lesson with the front desk staff. Students are given no more than 3 make-up lesson opportunities within the calendar year (Sept-May) if prior 24 hr notice is given, teacher may have specific make-up dates to choose from for ease of scheduling. A materials fee may be required for music students in piano, voice, violin, drums, and guitar before lessons begin/add-on materials fee for siblings that want to share books, includes one additional lesson book; instructor will specify the need for lesson book, if applicable. Piano - \$30 materials fee/\$45 for siblings

Guitar - \$15 materials fee

Voice - \$12 materials fee

Violin - \$25 materials fee

Drums - \$30 materials fee

Refunds are only given for prolonged illness or injury. In both cases, a doctor's note is required. If dropping from a class parents must inform IPAC desk staff prior to the first of the month to avoid ongoing monthly debits from the account on file. Cancellation of classes will result in removal from auto-pay and no further debits will be deducted from the account on file if and only when notified before the 1st of the next month. If parent/student paid in full for the year prior to term and cancellation occurs throughout the session, the refund will be the total paid minus monthly classes already taken and a \$50 refund and processing fee. There are no refunds given on or after December 1th for costume fees paid. A \$30.00 fee is assessed for each returned check.

Costume Pricing for 2016-2017

**3-9 years - \$70 per costume – 2-Tier -- \$35 per month for 2 months

**10 and up - \$74 per costume – 2-Tier -- \$37 per month for 2 months

**For the Christmas show, we require a \$15 t-shirt fee. This will be included in your 2-tier payments and automatically deducted from your account – Sept 1st, add on \$7.50 & Oct 1st, add on \$7.50.

**Some classes have more than one costume. Please see class listing for total number of costumes.

Dance Dress Code:

Inspiration Performing Arts Center's dress code is designed to ensure an educational and safe environment. Dancer's hair must be pulled back at all times. If hair is not pulled back, it can interfere with the dancer's line of vision. Jeans are not to be worn in any discipline. The following provides a list of attire for each class.

ALL dance genres required a color leotard determined by class level...

**Level 1 – Orchid Color Leotard

**Level 2 – Light Pink Colored Leotard

**Level 3 – Light Blue Colored Leotard

**Level 4 – Burgundy Colored Leotard

**Level 5 – Navy Blue Colored Leotard

**Performance Troupes – Black Leotard

Ballet:

Girls:

*pink ballet shoes

*pink tights

*wrap-skirt (optional)

*leg-warmers (optional)

Boys:

*black, form-fitting pants

*black, form-fitting shirt

*black ballet shoes

Tap:

*tap shoes (color determined by class)

*jazz pants or comfortable, loose pants

Jazz/Hip-Hop:

*jazz shoes/hip-hop shoes (color determined by class; see front desk for more info)

*jazz pants or shorts

*NO JEANS

Lyrical:

*Pirouette Shoes (see front desk for more info)

*jazz pants or shorts

Theatrical Dance:

*jazz or character shoes (color determined by class)

*black leotard

*black jazz pants

***For color and sizing of shoes, please see front desk team to order and size your shoes within at least 2 weeks prior to class start date to guarantee your shoes will be delivered to your home before class start date.*

***Shoes and leotards are ordered at home through our personalized online store at curtaincallforclass.com per class description and level.*

Passphrase: Inspiration1

Please Note:

There will be times during class in which the instructor may need to assist a dancer through movement. In such cases, the instructor may need to physically touch the dancer in order to insure proper instruction.

Music Dress Code:

All music students should dress in an age-appropriate fashion. Students must be able to practice their instrument of choice comfortably in what they are wearing.

Acting Dress Code:

Dress in comfortable attire. We recommend wearing either jazz or yoga pants and a comfortable tank or tee. Boys can wear gym shorts or sweat pants and a tee. No jeans please, as students need to move around during class. Students may attend class in stocking feet. There is no shoe required for acting classes, but if students prefer to wear shoes, they must wear clean tennis shoes.

Art Dress Code:

Dress in comfortable attire. We recommend students wear pants or shorts and a long tee that can get messy. Students may attend class in stocking feet. There is no shoe required for these classes; there may be times when clean tennis shoes are to be worn.

Shoe Ordering & Dance Apparel:

IPAC orders shoes from Curtain Call, and orders and sizing is done at the center. Parents are strongly encouraged to order shoes before the dance season begins (a list of days and times are available via the website). The sooner the order is placed, the sooner the dancers receive their shoes. The prices of shoes are listed in the studio (a pair of shoes can run anywhere from \$13.00 to \$60.00 depending on kind and style). Apparel (leotards, tights, t-shirts, tanks, etc.) is also available and prices are listed in the studio.

Student Etiquette:

*Arrive to class on time

*Wear appropriate, dress code attire

*Respect for the instructor and class members

*No gum, food or beverage is allowed in dance or music studios, except bottled water

*Attendance is essential to quality education in the arts

*Consecutive absences will result in removal from class

*Please use the restroom before class, during breaks or after class

Observation Day:

Observation Day is an opportunity for parents, extended family & friends to come and see how their student is excelling in class. Since IPAC does not permit observation at every class, this is a great time to come and watch the students give it their all. Observation Day will be announced by the instructor well in advance, so family & friends can plan to attend. Enjoy watching class regularly in the lobby on our closed circuit TV.

Safety:

IPAC strives to provide the best quality and care to all students and their families. These safety guidelines must be taken into great consideration. Parents/Guardians should walk their child in and out of the studio (except for dancers attending two classes in a row). Parents/Guardians need to make the instructor aware if someone besides him or herself will be dropping off or picking up the dancer. Parents/Guardians need to be punctual when arriving to pick up his or her child. Instructors and desk staff have prior obligations and commitments and cannot take on the responsibility of looking after a child and waiting until a parent/guardian arrives. Thank you for your understanding.

Discipline:

IPAC is an active advocate of safety, quality and care. Students that choose to exhibit behavior that is disrespectful, unsafe or harmful will be asked to observe class. If the situation proves to be worsening, the student will be asked to leave the class and his or her parents will be called. If the situation is becoming uncontrollable, the student's parents will be called and asked to immediately pick up the student (in a case like this, the student may be told that he/she can no longer attend class). This policy is very similar to the "3 Strikes & You're Out" philosophy. IPAC hopes that these incidences will never arise. However, to provide the best quality, safety and care this needs to be implemented.

Fees for Late Pick-Up:

A \$5 fee will be charged to your account for every 10 minutes beyond that that you are late for picking up your child. Please be respectful, courteous and prompt when arriving to pick up your child from the center. Thank you for your understanding.

Costumes: Add 2016-2017

A Note From IPAC Team:

Thank you for taking the time to read this form. We look forward to meeting you and your family (or seeing you again!). We know that you will be pleased with your decision to be a part of Inspiration Performing Arts Center. Welcome!

*****PLEASE SIGN THE ATTACHED SHEET & BRING IT TO THE FIRST CLASS*****

Policies & Procedures Acknowledgement

By signing this form, I acknowledge that I have read, understand and agree to Inspiration Performing Arts Centers policies and procedures, including, but not limited to: registration fee, monthly tuition, music make-up lessons, auto-pay, refunds, dress code, shoe ordering, student’s etiquette, observation day, safety, discipline, costumes, year-end recital, discounts and fees for late pick-up. I understand that registration fees are not refundable and I understand the refund information pertaining to monthly tuition.

Parent/Guardian Name Printed

Student Name Printed

Student Signature (or Parent/Guardian signature if student is under 18)

_____ **Date:** _____

***Please keep the top two pages and return this signed form to IPAC on or before your child’s first class of the 2016-2017 season.**

Photography/Social Media Use:

Throughout the year, IPAC takes photos of our students/classes/workshops/etc. These photos may be featured and used on IPAC’s promotional material including, but not limited to: print, marketing material, website, Twitter, Facebook, etc.

I do give my permission for IPAC to use photos of my child/child’s class for marketing, print material, Facebook, Twitter, etc. (we do not ever put the names of our students on these materials). _____

I do not give my permission for IPAC to use photos of my child/child’s class for print material, Facebook, Twitter, etc. (we do not ever put the names of our students on these materials). _____