

PERFORMING ARTS LIMITED – GENERAL INFORMATION AND PROCEDURES AT OUR STUDIO
EFFECTIVE 12/1/2009-Updated 07/2011

GENERAL:

PERFORMING ARTS LIMITED, aka ‘the studio’, also known as ‘PAL’.

OBJECTIVES OF PAL:

PAL and its faculty are to practice a code of ethics with guidelines to:

- Encourage total development of the student regardless of age, gender, ability or ethnicity;
- Practice professional conduct at all times, conducting all business and professional activities with honesty and integrity, while projecting a professional image in all aspects of practicing dance, music, and theatrical (performing arts) education;
- Actively support the profession of performing arts education through participation through the community, state, and national organizations to promote high standards in practice, research and development of performing arts education;
- Continue to further our own education by attending specialized conferences in the performing arts;
- Actively support professional performing arts performers and performances in our communities;
- Accept responsibility to one self, one’s students and colleagues to maintain personal physical, mental, and emotional good health.

All names and images used in archival and promotional purposes are of PAL’s students, faculty, studio, and productions, and are owned by PAL. PAL will modify image selection per request of the subject. Names and images cannot be disseminated without proper consent of PAL.

Please label your personal belongings. PAL is not responsible for lost items, stolen items, or unclaimed merchandise.

Parental involvement in each child’s practice time is highly recommended. Parental observation of students during class-time is welcome. (Please do so quietly from the designated observation areas.) Observers and siblings are asked not to enter the classroom area unless you are planning to video tape the lesson for practice purposes.

STUDIO ANNOUNCEMENTS:

Important announcements concerning current events of the studio, scheduling, or information updates will be sent via email to the address provided on the registration form. General announcements and studio information can be found on PAL’s website, including PAL’s yearlong studio calendar. Immediate information and notifications, such as inclement weather, is available on the PAL answering machine. Additional information is continuously updated on the white board in the main lobby for your use. Please feel free to contact PAL via email, website, phone, or in person with any information, requests, or suggestions you may offer.

LESSONS AND FEES:

The class length and type determine the cost of each class. Tuition only covers instructional time at the studio.

REGISTRATION

A \$10.00 Registration Fee per student is due upon registration. This fee defers the cost of paperwork, mailings, and insurance for this fiscal year. There is no discount applied to this fee, and applies to all group and private lessons. The registration form is good through August 31st from the date of the signed contract, and must be renewed the following fiscal year.

TUITION

Tuition can be paid yearly, by semester, or by quarter. Discounts have been applied to the semester and multiple class rates. Semester tuition must be paid in full by the first day of any given semester to receive the semester rates. Tuition quarters are 8 weeks for the first three quarters, and 10 weeks for the fourth quarter. The first semester consists of 16 classes. The second semester consists of 18 classes. The summer semester consists of 8 classes. A year payment consists of the first and second semester only. Holidays and schedule breaks are accounted for in the schedule and do not affect tuition.

Quarterly payments are due on the first class of each quarter. No quarterly statement is sent. Please inform PAL if your student is no longer able to attend classes. Failure of this notification could result in being billed for the class until PAL is notified for the class reservation. No fees are assessed for adding/dropping classes with proper notification.

Cash, checks, and credit cards are accepted as forms of payment. Checks should be made out to "Performing Arts Limited" or "PAL." Any returned checks will have a \$30.00 service charge applied to your balance.

Private lessons must be paid in advance of the lesson to secure the time with the instructor. If payment is not received within 48 hours of the scheduled lesson, PAL will open the instructional time to other clientele.

If your account is more than two weeks past due, the student(s) will not be allowed to participate in class until the tuition is brought up-to-date, and charged a \$15 service fee. Past due accounts will have a service fee applied until paid in full.

If PAL needs to contract a third party to collect on a delinquent account, the delinquent account will be responsible for all incurred fees in addition to the unpaid balance.

PAL attempts to understand all of our clients' situations, and continues to work with you, maintaining a solid level of communication. Please feel free to contact PAL at any time regarding billing inquiries.

CLASSES:

PAL offers many different varieties of dance, music, and theatre classes. The progression of each student will be closely monitored to make sure that they are in the appropriate level class. PAL makes great efforts to ensure that each student is receiving a well rounded education. In keeping with PAL's high standards and growth, a top priority has always been to provide the personal attention and education that you will be proud of. Please feel free to contact PAL at any time regarding your student's progress.

ATTENDANCE

All students should make their best effort to attend class regularly. Attendance and punctuality are extremely important to the quality of the class. Tardiness and absence affects the student's knowledge and confidence of the material taught. It is to the students' advantage to regularly attend his or her lesson(s). If a student is unable to attend their lesson, please notify PAL of their absence prior to the start of the class. A student's attendance or absence affects everyone in the class, so please have your student attend classes regularly. In the spring semester, if a student misses three consecutive classes or six or more classes sporadically, they may not be allowed to participate in the recital.

MISSED CLASSES

There will be no credit or refund of tuition for missed/unused classes. All group lessons may be made up within a two-month period in the appropriate class. If a private lesson is missed without 48-hour prior notification to the instructor, no refund or make up lesson will be given, with the exception of illness, and the instructor is notified as soon as possible. There are no credits or refunds given for missed classes with the exception of serious injury or long-term illness. All requests for tuition credit must be made in writing and be accompanied by a physician's certificate.

CANCELLATION POLICY

In the case of extreme weather, we will contact you that classes are cancelled and when they will be rescheduled for make-up. This information will also be available on PAL's answering machine.

In the case of faculty emergency, we will contact you that classes are cancelled and when they will be rescheduled for make-up. Cancellation may occur without notice - PAL apologizes for the inconvenience.

Classes with three or less students are subject to cancellation. Cancellation may occur without notice - PAL apologizes for the inconvenience. PAL makes its best effort to continue classes at all times.

DRESS:

Proper attire is as follows:

Creative Movement: Leotard and tights are appropriate. Hair should be pulled back. Black tap and pink ballet shoes are required.

Ballet: Solid colored leotard and tights are appropriate. Hair should be pulled back out of student's face. Pink ballet shoes are required.

Jazz/Hip-Hop/Modern: Loose fitting pants, a tank top or T-shirt are appropriate. Black jazz shoes preferred. Hair pulled back.

Tap: Loose fitting pants, a tank top or T-shirt are appropriate. Tap shoes are required. Hair pulled back.

Acting: Loose fitting clothes enabling free movement are appropriate.

Private Lessons: Performances must be properly attired.

PAL reserves the right to refuse instruction to anyone not abiding by the dress policy.

MERCHANDISE/SHOES

Merchandise/shoes may be ordered through the studio from one of our local vendors. We offer a shoe exchange policy where you may upsize a pair of shoes at no cost if we have the requested size on hand. You may purchase pre-worn shoes for \$5. Shoes/laces may be rented for class with a \$5 or ID deposit. Water bottles are also available at the desk.

PERFORMANCES:

DECEMBER SHOWCASE:

Students in group classes perform in a December showcase held at the studio for family week, typically the third week in December. The December showcase is not holiday related, but rather a mid-year opportunity for family members to view the students' progress in the classroom environment. Cameras and other recording equipment are ENCOURAGED TO BE USED during family week!

Music students perform in our December Music Recital, held at a local venue. Tickets are required for all in attendance to view the performance, and can only be acquired through PAL. No service fees are attached to PAL tickets, and will-call windows are available for all events. Flash recording equipment should not be used by anyone in attendance during the performance at the December Music Recital as it interrupts the performers! PAL welcomes attendees to record this event with non-flash media.

JUNE RECITAL:

The June recital is a formal showing of the students' work. Performance is encouraged, but not mandatory. The show is costumed and held at a local venue:

TICKETS AND SEATING:

Tickets are required for all in attendance to view the performances, and can be acquired through PAL. There are four different performances: (1) A June Music Recital, (2) The Young Performers Show, (3) the Women's Only Show, and (4) the Expert Performers Show. A ticket must be bought to see each show. Packages for performances can be acquired through PAL. No service fees are attached to PAL tickets, and will-call windows are available for all events.

PAL and its faculty are fortunate to honor diversity, and makes appropriate accommodations with respect to all involved. *For those needing to perform in the Women's Only Show, PAL must be given notification upon registration and/or no later than January 1st.* Without notification, PAL assumes that the student is available to perform in any show.

Seating is open approximately 30 minutes prior to curtain. Seats may be held across show times. Ushers will assist those with special needs to their seats. Entrance/exit of the auditorium is highly discouraged during show time out of respect to the performers.

RECORDING EQUIPMENT:

For the performers' safety, and your enjoyment, cameras and other recording equipment ARE NOT ALLOWED for use by anyone in attendance during the June Recital! PAL will have photo CDs of the event on hand for order from the dress rehearsal, and DVDs of the Recital for order. Pricing of these items vary yearly based on vendor.

COSTUMES:

Each class's costumes are determined by its teacher with consideration of the students involved. PAL orders the costumes the first week of January. The cost of the costume(s) is not included in the price of the class, and must be pre-paid prior to order. No credits or refunds are made for costumes. (Children's costume prices range from \$45-\$50 per costume dependent on size. Pre-Teen and Teen costume prices range from \$50-\$60 dependent on size.) Any orders placed after the initial order are charged a service fee (\$10/costume) to accommodate the additional postage and handling fees. Cancellations or exchanges of costumes incur a \$10 service fee. No additional orders can be placed after March 15th.

THE NUTCRACKER (AND OTHER PROFESSIONAL PRODUCTIONS):

All PAL productions are property of PAL. Performance is encouraged from our students, but is open to members of the local community in our professional productions.

TICKETS AND SEATING:

Tickets are required for all in attendance to view the performances, and can only be acquired through PAL. A ticket must be bought to see each show. Prices vary based on section and included packages. No service fees are attached to PAL tickets, and will-call windows are available for all events.

Seating is open approximately 30 minutes prior to curtain. Ushers will assist those with special needs to their seats. Entrance/exit of the auditorium is highly discouraged during show time out of respect to the performers.

RECORDING EQUIPMENT:

For the performers' safety, and your enjoyment, cameras and other recording equipment ARE NOT ALLOWED for use by anyone in attendance during professional performances! PAL will have DVDs of performances available for order. Pricing of DVDs will vary based on vendor.