



*Studio
Handbook*

2018-2019

Phone: **304-566-9040**

E-Mail: alteredproductionsinstitute@gmail.com

www.alteredproductionsinstitute.org

Parent Portal: dancestudio-pro.com/online/API

About Us

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Our vision and mission is to:

- Provide a loving, safe and affirming environment where each student can develop technical and creative excellence along with values so as leaders in the arts they can influence our culture in a positive direction.
- Develop the "whole artist" from the inside out by building healthy esteem, confidence, and a love for the arts.
- Provide a balanced, disciplined approach to technique that is required to achieve excellence and improve strength and prevent injuries.
- Provide a "family friendly" atmosphere and encourage positive, supportive relationships among the students.
- Offer age appropriate music, choreography and costumes.
- Expand a student's view and expertise by offering unique workshops throughout the year by professional guest artists from other areas of the US as well as workshops from our own staff.
- Provide performance opportunities through the annual, seasonal studio productions, community venues, and the touring groups.
- Use the arts to unite people from every cultural, racial and economic background.
- Collaborate with other artists in our area.
- Become a trusted voice in our community by operating in integrity.
- Challenge students to exceed their personal perceived capabilities.
- Focus on personal growth as we explore the arts.

Our Board of Directors

Amy Eakle
Angie Fowler
Andrew King
Suzanne Kinceley
William Kniceley
Brooke Lopez

Jamie Paletta - Artistic Director

Registration

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- All families will be charged a registration fee of \$20 for the first child, \$15 for the second child, \$10 for the third child.
- Registration fee is due when registering your child.
- A Hold Harmless/Waiver/Release Form must be complete and returned when registering your child.
- Registration can be completed on the parent portal or at the studio
- Any student with an outstanding balance from a prior season may not register until that balance is paid to \$0.00

Tuition

- Tuition is based on an annual fee, which you are agreeing to pay upon registration. For your convenience, the annual fee may be paid in 10 monthly installments due on the following schedule:
 - * September 5th
 - * October 5th
 - * November 5th
 - * December 5th
 - * January 5th
 - * February 5th
 - * March 5th
 - * April 5th
 - * May 5th
 - * June 5th
- Monthly payments are considered delinquent if not paid by the 15th of each month, and a late fee of \$5 will be charged to the account.
- Tuition may be paid on the parent portal, at the studio, or by mailing your payment to:

Altered Productions Institute, Inc.
201 W Pike St
Clarksburg, WV 26301

- DO NOT give payments directly to instructors
- Payments made on the parent portal may be made by Debit/Credit Card or ACH; payments made in person at the studio may be made by Cash, Check, or Debit/Credit Card
- Payments remain the same each month, regardless of attendance, closures, holidays, etc.
- Any account that is more than 30 days past due is subject to being placed in an inactive status, and the student(s) will be suspended from all studio functions until the account is made current
- All accounts must have a \$0.00 balance before the student can participate in any performance

Tuition Rates

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# of Classes	Annual Tuition	10 Monthly Installments
1	\$ 400.00	\$ 40.00
2	\$ 600.00	\$ 60.00
3	\$ 750.00	\$ 75.00
4	\$ 900.00	\$ 90.00
5	\$ 1,050.00	\$ 105.00
6 or more	\$ 1,150.00	\$ 115.00
Family Rate (2 or more children)	\$ 1,400.00	\$ 140.00

Withdrawal Policy

- If a student wishes to withdrawal from a class, a Withdrawal Form must be submitted by September 30th in order to be exempt from any annual fees represented and agreed to on the student's Registration & Waiver forms. No refunds will be granted after this period.
- As of October 1st, all registered students are locked into their annual tuition and will be responsible to pay the annual fees associated with those classes.

Other Fees

- A non-refundable annual production fee of \$50.00 per family will be due. This fee will be added to the account at the beginning of the year. The first payment of \$25.00 will be due by October 31st, with the remainder being due by March 31st. This fee is used to pay for production costs include venue rental, props, lighting, sound, etc.
- The following others fees may be charged throughout the year:
 - * Returned Payment Fee—\$30.00
 - * Class Change Fee—\$15.00
 - * Inactive Student Reinstatement Fee—\$10.00

Other Policies

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Cancellations

- From time to time, conditions beyond the control of the studio may necessitate the cancellation of classes. In such cases, we will make our best effort to notify the students involved by sending e-mail, text message, or phone calls as well as placing a notice on our website and Facebook page.
- API observes most recognized holidays. If your family celebrates a religious holiday not regularly observed, please contact to arrange for an excused absence.
- Class cancellations due to inclement weather or power outages may be made up at an alternate date/time. Alternatively, students may choose to attend another class in their level or one level below.
- Class cancellations due to teacher absences may be made up at an alternate date/time.

Attendance

- API requires all students to arrive to class regularly, on time, and in proper attire (including hair). Please notify the studio if your student will be missing classes for an extended period of time due to illness or vacation.
- There will be no refunds issued on classes missed due to illness or vacation.
- Students in Intermediate/Advanced level classes may make up missed classes by attending another class in their level or one level below. Students in Beginner level classes do not need to make up missed classes.
- Make up classes are only allowed in cases of sickness, injury, mandatory school functions, or family emergencies.
- In order to attend an alternate class as a make up, the student must receive permission in advance of attending the class.

Arrival & Departure

- Students should arrive to class on time. Any student arriving to class more than 10 minutes late should wait quietly to be acknowledged by the instructor before entering the dance area.
- Students who arrive late and miss the beginning class exercises run the risk of injury by not being properly warmed up. In these cases, the instructor will decide if it is safe for the student to participate.

Other Policies

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Arrival & Departure (Cont.)

- Students in Intermediate/Advanced level classes may arrive 15 minutes before class begins to stretch quietly in a designated area.
- Upon arrival, students should wait quietly to be invited into the classroom by the instructor.
- Students must be picked up promptly after class for their safety. API cannot be responsible for students after class time.
- Students in Beginner levels need to be picked up inside of the building by their parent/guardian or authorized person.
- Students who do not drive themselves are not allowed to wait outside of the building or leave the premises until a parent/guardian or authorized person arrives.
- Students who walk to dance after school will be expected to prepare for class quietly in a designated area and wait until class time.
- Under no circumstance should the instructor be interrupted to provide an excuse for absence or tardiness. Please turn in any excuses to the front desk.

Class/Studio Etiquette

- Do not enter the classroom without the instructor's permission.
- Do not leave the classroom without the instructor's permission.
- Do not hang on the ballet barres or touch the mirrors.
- Do not talk or horseplay during class.
- Do not argue with the instructor or complain about class work.
- Do not run in the studio (unless instructed to do so).
- Do not make excessive noise.
- Do not litter—trash bins are provided.
- Do not chew gum in the studio.
- Do not wear street shoes on the dance floors.
- Do not leave personal items at the front desk—bins are provided to store your belongings.
- Do not obstruct traffic coming in or out of the studio.
- Do not eat or drink on the dance floor (except water in a bottle).
- Do silence/turn off your cell phones during class.
- Do follow all required dress codes (including hair).
- Do conduct yourself in an appropriate manner at all times.
- Do show proper respect for staff and other students.
- Do be polite and encourage your fellow students

Other Policies

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Discipline Policy

API desires to provide a safe and fun environment for students to learn in a minimally restrictive environment. However, if disciplinary action is required, the following steps will be taken after each successive infraction:

1. The instructor will talk to the student about their behavior.
2. The parent/guardian will be contacted about the student's behavior and a meeting among the parent/guardian, student, instructor, and staff may be called.
3. The Board of Directors will contact the parent/guardian informing them of the student's continued behavioral problems. The student will be suspended from class for one week.
4. The Board of Directors will notify the parent/guardian of the infraction and the student will be expelled from classes for the remainder of the season.

Depending on the severity of the infraction, API reserves the right to accelerate this process and expel students without the intermediary steps. Should a student be expelled, the student is welcome to re-enroll during the next term. However, if disciplinary problems continue, the student will be permanently expelled and not allowed to re-enroll in the future.

Family & Friends

- Only instructors are permitted in the classroom during class times with the exception of Parent Watch Week.
- During Parent Watch Week, parents are invited to watch their student quietly.
- To protect our students, no photos or videos are permitted without permission.
- If younger children are attending with the parent, they must be kept under control, quiet, or out of the classroom. Children not in classes must not be left unattended, must not play near any door, and must not be allowed to play outside.
- Any parent or child causing distractions for classes, will be asked once to remain quiet. If the distraction continues, they will be asked to leave the classroom.

Other Policies

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Lost & Found Policy

- API is not responsible for items that are lost, misplaced, or left unattended in the studio or outside.
- Place your name on all belongings and put them in the storage cubbies at the studio.
- It is recommended that you do not bring valuables to the studio. If it is a necessity to have these, please take them to the front desk for safe storage.
- If you have lost an item, please ask a staff member or volunteer for permission before looking through the lost and found box.

End of the Year Performances

- Participation in the annual production is required for all students.
- Choreography for the production are set in January or February for every class, so attendance is imperative.
- If your child withdraws from the production once choreography has been set, there will be a \$50 charge for resetting the choreography for each class the student is no longer participating in. The only exception will be a qualified medical or emergency situation as approved by the Board of Directors.
- There may be special rehearsal times leading up to the production that are mandatory for all involved students. These times will be posted far enough in advance to make arrangements.

Costume Policy

- A costume is required by each class at the final production. Multiple classes may use the same costume to cut down on cost.
- All costumes are selected by the instructor/artistic director and are subject to approval by the Board of Directors.
- As soon as costumes are chosen and approved, the designs will be released to the parents. It is then their responsibility to ensure their child is properly measured and sized, so that the costumes can be ordered through the studio.
- Accessories, such as headpieces, gloves, and props may be included in the costume fees.
- Payment on the costumes will be due on a later determined date.
- API does not make any money on costumes—this is simply a pass-thru charge from the costume company.

Dress Code

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Ballet

- All girls must wear a black leotard, pink or white tights, and pink ballet shoes.
- Hair must be fixed in a classical ballet bun, secured with plenty of hairpins or clips. Hairnets are also recommended. If the hair is too short for a bun, the hair must be pulled back neatly from face, off the neck, and secured.
- All boys must wear a white, tight fitting shirt with black jazz pants, and black ballet shoes

Creative Movement

- All students must wear a pink leotard, pink or white tights, and pink ballet shoes.
- Hair may be fixed in a classical ballet bun, or simply in a pony tail. It must be pulled back neatly from face, off the neck, and secured.

Jazz

- All girls must wear a black leotard and either pink or black tights, black jazz pants, or leggings. Also, they must wear jazz shoes or go in bare feet.
- Hair must be pulled back neatly from face, off the neck, and secured.
- Boys must wear a solid color, tight fitting shirt with black jazz pants and jazz shoes

Modern & Contemporary

- All girls must wear a black leotard or form fitting tee/tank with leggings. No shoes are required.
- Boys must wear a solid color, tight fitting shirt with black jazz pants and no shoes.

Tap

- All girls must wear a black leotard, black leggings or jazz pants, and tap shoes.
- All boys must wear a solid color, tight fitting shirt with black jazz pants and tap shoes.

Hip-Hop

- All students should wear a t-shirt top and pants, which may be worn over a leotard if coming from other classes. with clean tennis shoes.

Dress Code

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Tumbling

- All girls must wear leotards with shorts or leggings.
- The following items are not permitted: clothing with zippers or metal studs, loose fitted clothing, tights that are not footless or transitional, jeans, pants, jean shorts, or skirts attached to the leotard.
- Hair must be pulled back and securely fastened—pigtails or French braids are best.
- All boys must wear a solid color, tight fitting tank top or t-shirt with shorts.
- The following items are not permitted: loose fitting sport shorts, jeans, pants, or jean shorts.

Other Rules

- No leg warmers or additional clothing or dancewear allowed in ballet class without the instructor's permission.
- Upper level students should wear clothing to cover top and bottom of leotards when entering and leaving the studio to promote modesty.
- Dance shoes (ballet, tap, jazz, pointe, etc.) are not to be worn outside of the studio.
- Street shoes are not to be worn on the studio floor (with the exception of clean tennis shoes for hip-hop).
- Stud pierced earrings are the only jewelry allowed in class. No watches, necklaces, or rings (unless married) are allowed.
- All tights must be free from holes or runs; shiny or shimmery tights are not permitted.
- No blue jeans or blue jean shorts are allowed.
- Sports bras are allowed to be worn by upper level students as long as there is sufficient coverage to protect modesty
- Any student not following the dress code will be asked to sit out of class

**Altered Productions Institute, Inc.
Nondiscrimination Policy**

Altered Productions Institute, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, employment policies, and other school administered programs.



**Altered Productions Institute, Inc.
Child Protection Policy**

For the sake of your children, all staff members and production volunteers that work directly with children may be required to submit to a background check. We ask for your understanding in this matter as we are serious about keeping your children safe. This has become standard procedure for organizations caring for children.

