



www.theartsco.com

910-267-0425

email: dancindawnn@aol.com

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Classes Offered

At The ARTS Company of Faison we offer beginner through pre-professional levels in the following disciplines: Creative Movement, Ballet, Tap, Jazz, Lyrical, Pointe, Modern, Hip Hop, Contemporary, Acrobatics, Competitive Dance Company, Partnering Ballroom, and Fitness Classes.

Class Placement Exams

Each student is placed primarily according to his/her ability and experience, a placement exam may be required to determine proper placement for students over the age of 5 due to our class curriculum. You will be notified if your child requires a placement test. Because our curriculum differs from that of other studios, the level class in which a student is placed at our studio may differ from the level class the student was in at a former studio.

Serious injuries can result to the knees, ankles, and feet of a student that is placed in a class that they are not yet ready for. You can be assured that each student is advanced to the next level class when they have demonstrated proficiency at their current level. Private lessons are encouraged to help a student become more proficient and/or progress at a faster rate. Our top priority is to protect our students from unnecessary injuries and for dance to be a positive experience!

STUDIO COMMUNICATION

We utilize a combination of email, social media, and phone. Therefore it is very important that we always have a current and working email address, mailing address, and phone numbers for students' parents. It is crucial that you notify the ARTS Company office of any changes to your contact information. We are not responsible for dates missed or information not received due to outdated contact information we have. Be sure to add our email address to your email contacts so studio emails are not sent to your spam folder. Once studio is closed please direct concerns and questions via email to be responded to promptly the next day via phone or email request. Personal calls will not be handled after hours we ask that you respect personal time for our instructors and staff. Inside the studio we also have an "Information Station", at the front desk and in the lobby. The "Information Station" will keep you updated about upcoming deadlines, orders, due dates and more. We also regularly update our Facebook page. Please utilize and take advantage of any and all of these great methods of communication we provide to STAY INFORMED at The ARTS Company!

ARTS COMPANY DANCE COMPANY

Our dance company members compete in the areas of ballet, jazz, Contemporary, lyrical, hip hop, modern ect. These students rehearse anywhere from 3 to 7 hours per week, depending on their level. (studio audition/invitation is required) Students compete in several competitions during the dance year and have required community service performances and appearances as well. We require the same rigorous time and training commitment as any school sport. Each company member and parent/guardian must sign a contract agreeing to abide by the schedule and rules presented before the dance year begins. The ARTS Company Dance Company is a huge commitment but also a very rewarding one for our dancers and staff! For more information about the **ARTS CO Dance Company**, please contact our administrative staff.

Tuition and Fees

Registration Fee= \$25 (this fee is NON-REFUNDABLE)

Tuition Rates

Tuition is set in order to provide quality staff and environment for our students keep in mind the cost of class is to cover the teacher

90 Min. Class= \$46 per month 2nd Class= \$36 3rd Class= \$33

75 Min. Class= \$39 per month 2nd Class= \$29 3rd Class= \$27

60 min. Class= \$35 per month 2nd Class = \$25 3rd Class= \$22

45 Min. Class= \$32 per month 2nd Class = \$22 3rd Class= \$21

30 Min. Class= \$30 per month 2nd Class = \$20 3rd Class= \$20

(2nd class=\$10 off discount /3rd class rate and additional is discounted off 1st class rate)

Dance Intensives/Workshops/Camps are all priced differently
Please SEE OFFICE STAFF, ARTS CO. CALENDAR, ARTS CO. WEBSITE, OR FACEBOOK PAGE FOR THOSE EVENTS & PRICES.

Discounts

*We offer discounts off of sibling's tuition. To be eligible for the sibling discount, the students must be legal siblings that live in the same household.

*If a student is absent for classes, there are no refunds or discounts given. We bill tuition similar to that of a fitness center/gym. Whether you come twice a month or 4 days a week every week, the monthly rate is the same.

*We do not give discounts or pro-rate class tuition for months where we are closed for various holidays. Again we bill the same as fitness center/gym or private school. Tuition is the same each month regardless of closings. However, the staff gives several extra hours and days of their time for things such as choreography, lesson planning, dress rehearsals, recitals, and months that meet 5 weeks for classes and we do not bill students extra. So please be assured each student is getting more than their money's worth!

Payment Information/Account Rules

*All tuition payments are due by the first of each month. Payments may be made in person or mailed to:

THE ARTS COMPANY PO BOX 83 FAISON, NC 28341. PLEASE DO NOT MAIL CASH! *ARTS CO. IS NOT RESPONSIBLE FOR CASH PAYMENTS LOST OR NOT RECEIVED IN THE MAIL.

Please notate on payment envelope the student's name and what the payment is for to ensure payment is properly credited.

*There is a **\$15 late fee** on any account not paid in full by the **10th** of each month, and a **\$25 late fee** if not paid by the 1st of following month

*If at any time an account becomes **30 days past due**, the student will not be permitted to return to class until the full balance, including all late fees, is satisfied.

*Recital costumes will NOT be released if there is either an outstanding tuition account balance, competition fee, recital fee, costume fee, or any other balance owed on a student's account. **NO EXCEPTIONS.**

*All tuition balances for the dance year must be paid in full by May 1st. All accounts **MUST** have a \$0 balance by May 10th in order for the student to participate in the spring recital production. **NO EXCEPTIONS.** Checks will not be accepted for any payments made *after* May 10th. In-person cash payments **ONLY**.

*We accept checks, money orders/cashier's checks, and cash (in-person **ONLY**) for payments on accounts.

*There is a **\$25 returned check fee** charged on all returned checks.

*If a returned check is received a 2nd time on a student account, checks will no longer be accepted on the account. An alternate payment method must be used for all future payments.

*If someone other than a student's parent(s) will be paying on their account, the responsible party must complete a form stating that they will be responsible for payment on the account.

Staff

At The ARTS Company, we have an all-professional adult staff of instructors. All of our instructors have either degrees in dance, professional certification, or professional experience/training equivalent to such. You are paying the rates you pay for adult professionals.

Private Lessons

We offer private lessons in all areas of dance for students wanting to progress at a faster pace, improve their technical proficiency, or for competition/pageant routines. Many transfer students also choose to take private lessons in order catch up to the level of our dance curriculum. If you are interested in taking a private lesson, please contact **910-267-0425** or email **dancindawn@aol.com** to schedule a lesson with an instructor. Each individual teacher sets the costs for private lessons. Students 13 and under who take privates 1x a week for the 10 months of instruction can showcase their piece at the spring recital with a 2 piece limit if taking more then 1 private.

What a student accomplishes in a private lesson is up to the student. Their progress greatly depends on how much work the student puts in outside of class in addition to the private lesson. No guarantees are implied or stated. We will give each student the tools they need to excel as a dancer. What the student accomplishes is up to them!

DRESS CODE

In order to feel like a dancer, you must dress like one! students should not come to their dance classes dressed inappropriately. To dress like a dancer shows respect for the art. We also cannot properly correct students if we can't see their bodies.

All required dance shoes, dancewear, tights, and many other dance, fitness wear and accessories are available for purchase at a designated dancewear store. We also order dancewear through the studio (see office staff for details).

Leotard and tights are required for all ballet classes. (additional dancewear accessories are optional; see dress code chart below)

We also require specific style shoes in certain colors for classes. Just be sure it is the same shoe and correct color prior to ordering!

Female students should not wear undergarments that shows with their uniform or for performances. If you have questions, please ask a member of our staff.

Hair must be secured in a bun for **ALL BALLET CLASSES** (if a student's hair is too short to secure in a bun, it must be secured up and off of the face as much as possible) Hair is expected to be pulled up and off of the face for all classes, unless otherwise specified.

NO SOFFE SHORTS, BIG EARRINGS, BIG T-SHIRTS, OR STREET CLOTHES MAY BE WORN FOR DANCE CLASSES.

The **ONLY** exception to this rule is for hip hop.

We are very specific about dress code so that there are no misunderstandings about what is appropriate attire for each class. Parents, please help us to reinforce the life lesson of personal accountability by making sure your child arrives to class prepared! Warnings will be issued through September for dress code violations and after that, your child will be held accountable and may need to sit out of class.

DRESS CODE BY CLASS

| Class | Female Students | Male Students | Shoes |
|---|--|--|--|
| Ballet | Black leotard for all Int levels and higher any color leotard for preschool-Beg, tights, ballet skirt, legwarmers, shrugs,; hair must be in a neat ballet bun for all Ballet | fitted shirt, Male Ballet Tights, or male dance pants, shorts 1 inch above knee, male dance leggings, Dance belt | required ballet shoes Preschool-Beg: Pink leather ballet shoes Int Level- Advance Canvas Turning Pointe (pirouette shoes) |
| Jazz/Modern/ Lyrical/ Contemporary | leotard, fitted dance tops, legwarmers, shrugs, jazz pants, jazz capris, dance gauchos, dance skirts, form fitting black dance shorts with tights | fitted shirt and male dance pants or shorts; Dance belt | Jazz -required jazz shoes; Tan Bloch Super Jazz Shoe Lyrical/Modern/ Contemporary -Turning Pointe (pirouette shoes (*bare feet also allowed)) |
| Tap/Clogging | leotard, tights, dance tops, dance shorts (appropriate length), jazz pants, jazz capris, gauchos, | fitted shirt and male dance pants or shorts; | required tap shoes; Black lace up tap shoes |
| Acrobatics: | leotard, dance shorts, fitted dance top or Fitted shirt, footless tights, biketard, unitard, jazz capris, Dance shorts | fitted shirt and male dance pants or shorts; no socks | bare feet |
| Hip Hop*: | dance tops, dance shorts, jazz pants, jazz capris, dance gauchos, loose clothing, tshirts, | Same as Female – comfortable appropriate clothing | required hip hop shoes or jazz sneakers |
| Adult Dance/ Fitness/Yoga Classes | fitness wear within appropriate guidelines, | Same as female students | Comfortable shoes. Ones that do not mark floor |

The study of ballet is the foundation for learning all forms of dance and in order to become the most technically proficient in dance styles such as jazz, lyrical, pointe, and modern, a student **MUST** study ballet prior to AND concurrently throughout their training. If you are not receiving a classical ballet class in addition to your other dance classes you are not receiving a proper dance education. We encourage taking a ballet class with your curriculum

PROGRESS REPORTS/TEACHER CONFERENCES

It is very important to us that each parent is aware of their child's progress. We provide a detailed progress report and it is in accordance with our curriculum for each class we offer.

Please contact a member of our administrative team at any time to schedule a private conference with your child's instructor. We protect our students' instruction time by not interrupting instructors during class time or while changing classes. Please do not attempt to pull teachers out of class, stop them between classes, or call them on their personal numbers after hours.

CLASSROOM ETIQUETTE/RULES

- The Arts Co. is not responsible for any injuries that occur either on the premises or during rehearsals, performances, competitions, etc. that occur at various locations. Parents/students recognize that dance is a physically strenuous activity and agree to waive all liability for Arts Co. and any of its staff or faculty. Arts Co. does not carry medical insurance on students. Parents acknowledge this and agree to provide current medical insurance coverage during the time their child is enrolled at The Arts Co. Parents/Guardians give Arts Co. and it's staff permission to call emergency medical personnel in the event of an emergency with their child. Arts Co. nor any of it's staff are responsible for

any injuries, mishaps, etc. during medical treatment or during transport to treatment.

- Arts Co. is a drug-free facility. No alcohol or drugs of any kind are allowed on the premises. Students must have a doctor's note to take prescription medications on the premises. Arts Co. staff cannot dispense any over-the-counter medication such as Tylenol or Motrin without a parent-signed medical release giving us permission to do so.
- Students and parents must be respectful at all times to the instructors, other students, and other parents. We reserve the right to dismiss a student or their parent/guardian due to anything we deem improper or hostile behavior on the premises of Arts Co. or while representing The Arts Co. in a public arena. Profanity, negative attitudes, lewd behavior, explicit vocabulary, and gossiping should **not** be brought into the center. We strive to keep a family-friendly and wholesome atmosphere in the studio.
- Students are expected to respect other student's personal space and personal belongings. The ARTS Company reserves the right to dismiss a student from the center for any of the following: gossiping, disrespect, lying, stealing, destruction of Arts Co. property, or behaving negatively towards another peer. We have a ZERO TOLERANCE for bullying of any kind. This includes via the internet.
- *Pets are not allowed in the studio at any time unless they are service animals. This policy is put in place for the safety of both the pet and the families.

Parents and friends/family are not allowed in class except when invited by instructors and during Bring-A-Friend Week.

- Food and drink will **NOT** be allowed in the classroom, with the exception of water bottles or cups of water that have lids. Please help us keep our facility clean and do not leave trash lying around the center. We have a designated lounge area in our studio for students to relax and enjoy meals and snacks. We want this to feel like your home away from home, so please treat it that way!

INCLEMENT WEATHER/STUDIO CLOSINGS

In the case of inclement weather, we will follow **Duplin County Schools** decision on school closings. A email tree/facebook message may be sent out to the parents via info we have on file, and updates will be found on our facebook page and via communication forms as to the closing or delay. Please use discretion about road conditions in your area and don't try to drive if you feel it is unsafe! You will **NOT** be counted absent if classes are held but weather conditions were unsafe in your area.

There are NO refunds or discounts given when the studio must close due to inclement weather. Please call **910-267-0425** and check your emails and social media, and The ARTS Company Facebook page to confirm closings. In the event we must close for an excessive amount of time, every effort will be made to schedule makeup days as permitted in our schedule. All studio holidays/closings are listed on our calendar.

STUDENT PICKUP/DROP-OFF

Younger students under 10 should be accompanied into the studio with an adult. Students should not be dropped off more than 30 minutes prior to class and should be picked up promptly after class. There is no staff available to supervise students before and after class has ended and unnecessary accidents can occur if children are not properly supervised. Please inform your child to wait **inside** the building until you come in to pick them up. The ARTS Company, nor any of its staff, are responsible for any accidents/injuries that occur inside of the building or on the premises. Students who do not drive themselves to dance are not allowed to leave the building without parental chaperone. We are also not responsible for any mishaps that occur as a result of students (whether younger or older) leaving the studio without a parent/guardian, or loitering outside. We recommend that students wear a cover-up or street clothing when leaving the building as a safety precaution. Please discuss safety issues with your child and help us keep all of our students safe!

ATTENDANCE POLICY

Tardiness

We expect each student to arrive to class on time. If a student arrives to class more than 10 minutes late, the instructor reserves the right to ask the student to sit out of class. We want to keep our students injury free and if they have not been properly warmed up prior to dance class, the risk of injury is greatly increased. Also, instructors will not take away from valuable class time to review previously covered materials due to a student arriving late. Tardy= later than 5 minutes after class has started. 3 tardies equal one absence.

Absences

At The ARTS Company, we believe that a student's attendance in class is a direct reflection of their commitment, dedication, and respect for their art form, instructors, and classmates. Likewise, we know that a student's progress, as well as the progress of the group, depends largely on the regularity of attendance. We follow a specific curriculum for each semester and therefore do not have the time to constantly review previously covered material due to students being absent. To do so is unfair to those students who are in regular attendance to class, and are ready to move on.

A detailed attendance record is available at any time at the student/parent's request. Parents will be notified if at any time a student has missed 50% of the allowed absences or is in danger of being dropped due to excessive absences.

We have 2 semesters: **Fall Semester-August through December** and **Spring Semester-January through May**. Students are allowed to miss a **maximum of 4 absences per semester**. After 4 absences a student is required to take make up classes within studio schedule and it will be up to teacher discretion if student can perform. A student is allowed to come sit in their class if they are not contagious, or if they are injured. Each student is allowed 3 sit-outs in class that will not count as absences.

If a student is sick, the parent/student can call **910-267-0425** or may email us at dancindawnn@aol.com to notify the office staff that the student will be absent. Please provide a doctor's note to the office staff if requested upon return. If there is no phone call, the absence is considered unexcused and will count in the allowed 4 absences. If a student is involved in school-related activities, please see your instructor immediately to schedule make-up sessions. We encourage extra-curricular activities, and work with various schedules, however students will be expected to let their teacher know in advance so they can complete studio work.

Spring Semester

In the spring semester, if a student misses an exceptional amount of class per policy whereas the teacher feels he or she is not prepared for recital then they will NOT be permitted to participate in the spring production. There will be a notification prior to that point, **NO EXCEPTIONS. Any and all production fees and monies paid for costumes are non-refundable. NO EXCEPTIONS.** The student can however continue to participate in their classes, if they choose.

SPRING PRODUCTION (RECITAL)

Our annual spring production (recital) will be in May (please see calendar for date). All students at The Arts Company are required to be at the mandatory dress rehearsals before our production. If a student is not going to participate in the annual recital, we ask you let your teacher know before November 1st so we can adequately plan classes. If you choose to withdraw after ordering and paying for costumes there will be NO REFUND. If a student is absent for any reason at the time of any dress rehearsal, other than a documentable/provable emergency that student will not be allowed to perform in the show. **NO EXCEPTIONS! There will be NO refunds of any tuition fees, costume fees, recital fees, or any other fees paid to The ARTS Company**

Each student is required to pay a **\$30 recital production fee** by April 15th. This fee helps us to cover the growing expenses for our show such as staff, a professional sound and lighting crew, professional theatre rental, Stage Manager and professional dance floor. After payment of this fee, each family receives: **2 show tickets, 3 show tickets for a family of 3 or more students**

Tickets are per folder per responsible party (NO EXCEPTION)

All accounts **MUST** have a \$0 balance by May 10th in order to receive the tickets that come with full payment of the recital fee and for the student to participate in the spring recital production. **NO EXCEPTIONS.**

Costumes

Each student must purchase a costume for each class routine. Costumes average \$50-\$60 per class please plan for this.

A 50% deposit is due on the total costume fee balance in October, and the remaining balance is due in November. Payments can be made toward costume fees at any time up until that date. Please keep in mind that costumes are **NOT** custom made. They are ordered from companies based upon the student's measurements being applied to a general size chart. Since all students are proportioned differently, a costume will fit differently on different students, and thus may require minor alterations. Alterations are the responsibility of the student/parent. We can recommend a seamstress if necessary. We add approx. 1 inch to each student's measurements to account for growth from the time we order them until the time the costumes ship. This will not account for major weight gains or losses. We are not responsible for re-ordering new size costumes or alterations, but we will do so with payment.

If costume fees are not paid by the deadline given, the student may not receive their costumes in time for pictures and the spring production. Shipping dates from costume companies range from 8-12 weeks from order date. The ARTS Company will charge a \$25 late handling fee on all late orders. All additional fees incurred to get the recital costume such as price increase, extra shipping and handling, and overnight fees will be paid prior to us placing the order.

Late orders paid with a check will not be ordered until the check has cleared. We will not accept payments to order late costumes after Feb. 10th. **NO EXCEPTIONS!** When costumes arrive in early spring, they will not be given out if there is a past due balance owed on a student's account. **NO EXCEPTIONS.**

DVD/Pictures

Pictures will be taken of each class in their costumes at the studio by a professional photographer. It is strongly encouraged that students be present for their group photos as they are posted in the studio each year as mementos. Students may purchase both group and individual pictures, but purchases are **OPTIONAL**. A professional videographer will video our show, and we ask for no flash photographer or standing during our show due to this reason.

WITHDRAWAL POLICY

If for any reason a student must discontinue classes with The ARTS Company, they must be formally withdrawn **IN PERSON** and/or in writing through email or letter. A student **HAS NOT** been formally withdrawn simply because they do not come to class and will continue to incur charges on their account! When a student discontinues classes, all balances left must be paid for services rendered prior to the student's discontinuing classes. You must discontinue classes prior to the 7th of the month in order to avoid being charged the full tuition price for the last month. Registration, production fees, costume fees, tuition, and any and all other monies paid to The Arts Co. are **non-refundable**. **NO EXCEPTIONS!** **The student's parent/guardian or other responsible party is responsible for paying all past due tuition and any other fees for services rendered in full when withdrawing from The Arts Company. By signing the handbook/registration form waiver, the parent/guardian/responsible party agrees to these terms. Legal recourse will be taken to recover any unpaid fees if necessary.**