



STUDENT AND FAMILY HANDBOOK 2016-2017

Welcome to Open Arts! We are delighted that you have decided to be a part of our community. We are committed to providing you and your family with the highest quality of arts instruction in an atmosphere of respect and compassion. In order to ensure that we have the best year ever, we have compiled our school information and policies in this handbook for your review.

DRESS CODE

- **Students in Ballet/Tap Combination Classes** should wear tights, leotard, pink ballet slippers, and have hair pulled back and away from face. Boys should wear black sweatpants or tights, a t-shirt or tank, and black ballet slippers. All students should bring black tap shoes to every class. All ballet shoe strings/ties should be tucked into shoes.
- **Students in Ballet Classes** MUST wear tights, leotard, pink ballet slippers (Level II and II Ballet Students should have split-sole ballet shoes) to every class, and hair must be pulled back and in a bun. Boys should wear black sweatpants or tights, a t-shirt or tank, and black ballet slippers. No skirts will be allowed at the barre. All ballet shoe strings/ties should be tucked into shoes.
- **Students in Jazz, Tap, and Musical Theater Classes** should wear a leotard and tights or jazz pants/shorts with close-fitting top, and black jazz shoes. Tap students will need black tap shoes and students aged 7 and up should wear black oxford style lace-up tap shoes. No loose tops please. Hair should be pulled back into a ponytail or bun and away from face. Boys should wear sweatpants or shorts, a t-shirt or tank, and black jazz and/or tap shoes. NO jeans or denim.
- **Students in Yoga and Modern Classes** should wear any combination of dance or yoga clothing – leotard, tights, dance pants, tank tops, etc. No loose tops please. Students will dance/move with bare feet. Hair should be pulled back into a ponytail or bun and away from face. Regular yoga students should bring their own yoga mat to every class. NO jeans or denim.
- **Students in Creative Movement Classes** should wear any clothing that is comfortable to move in. Classes will all be taken with bare feet. Hair should be pulled back and away from face.

Please be sure to write your child's name in ALL dance shoes, clothing, water bottles, and dance bags.

Releve Dancewear in Cary is hosting an OPEN ARTS SHOPPING DAY on Tuesday, August 9th from 10am to 7pm. Stop by to get your perfectly-sized dance shoes and stock-up on dance attire before the season starts. We always have affordable dance tights available at the studio for \$5-\$7 depending on the size/style.

Remember that we do not have color requirements but do expect students to come to class dressed appropriately with hair pulled back (bun is required for ALL ballet Level I – III students every week). Dressing appropriately for class is an important part of being a dancer. It shows respect for yourself, your teacher, other students, and the art form.

2016-2017 STUDIO CALENDAR

We will always be open on Wake County Public School Teacher Workdays.

Please follow our online newsletter for reminders about when we are open and closed and for any changes to the schedule.

- August 15 – August 27 (2 weeks for August – 50% Tuition)
- August 29 – September 24 (4 weeks for September)
- **NO CLASSES on Labor Day – Make-up day will be Monday, November 21st**
- September 26 – October 22 (4 weeks for October)
- October 24 – November 19 (4 weeks for November)
- **NO CLASSES November 22-26th for Thanksgiving Break**
- November 28 – January 7 (4 weeks for December)
- **Sunday, December 11th – HOLIDAY SPECTACULAR** (All Level I - III Classes will perform and some Kinder Classes)
- **NO CLASSES December 19 – January 1st for Winter Break**
- January 9 – February 4 (4 weeks for January)
- **January 27-29th – Master Class Workshop Weekend (open to ages 6+)**
- February 6 – March 4 (4 weeks for February)
- March 6 – April 1 (4 weeks for March)
- April 3 – May 6 (4 weeks for April)
- **NO CLASSES April 10-15th for Spring Break**
- May 8 – June 3 (4 weeks for May)
- **NO CLASSES Showcase Week – In-Studio and Dress Rehearsals will be held this week**
- Showcase Dates will be in late May or early June and will be announced as soon as we finalize the contract with Duke University in October.

We will post any closings or delays on our Facebook, Instagram and Twitter accounts, as well as send an e-mail to our online newsletter subscribers. We are also adding a Mobile App this year that will send PUSH NOTIFICATIONS to families – be sure you download yours from the Google Play or Apple Store! We will make every effort to schedule make-ups for any missed classes due to Inclement Weather.

ABSENCES

We do not offer refunds for missed classes. Please make every effort to schedule other activities around your Open Arts classes. Students are invited to make-up missed classes with a comparable class offered at another time.

TUITION AND ADDITIONAL FEES

- A \$30 **non-refundable registration fee** is due at the time of registration. Families with more than one child may pay a \$10 fee for each additional student.
- Please see the **tuition schedule** below. Tuition is due at the beginning of the month starting in September. Additional siblings receive 10% off their total monthly tuition. If you pay the entire year's tuition before August 1st you can take advantage of our 10% discount.
- Tuition is due on the 1st of each month, September through May. 50% Tuition will be due on August 15th. You can elect to have automatic tuition payments or you can choose to pay by cash, check, or credit/debit at the studio or by credit/debit online. There is a \$25 fee for any late, returned, or missed payments (after the 5th). Please set-up only one account per family.
- A \$60 **costume fee** per class for dance and musical theater students is due on October 15th.
- A \$15 **performance fee** will be added to November Tuition for any student participating in the Holiday Spectacular. This fee helps cover the production and rental costs for the show and includes two complimentary tickets for the show.
- A \$30 **showcase fee** per student is due on April 15th. This fee helps cover the production costs of our end of year showcase and includes complimentary tickets. Additional showcase tickets will be available for purchase in the spring.

Hours in Class per WEEK	Monthly Tuition	Additional Siblings
30 mins	\$54	\$48.60
45 mins	\$60	\$54
1 hour	\$68	\$61.20
1.25 hours	\$76	\$68.40
1.5 hours	\$84	\$75.60
1.75 hours	\$92	\$82.80
2 hours	\$100	\$90
2.25 hours	\$107	\$96.30
2.5 hours	\$114	\$102.60
2.75 hours	\$121	\$108.90
3 hours	\$128	\$115.20
4 hours	\$152	\$136.80

COMMUNICATION

We send out a monthly newsletter to all e-mail addresses we have on file for your family. Be sure you are receiving these newsletters, read them fully, and inform us if you are not receiving them so we can update our lists. BE SURE TO ADD openartsnc@gmail.com and maia@openartsnc.com to your address book and check your Spam Folders as sometimes our e-mails can end up there! Please log-in to your online account regularly to update contact information when it changes. Our

monthly newsletters share important studio information and we appreciate you staying informed of dates, deadlines, and activities.

New this season – we have an Open Arts Mobile App – available on Android and iPhones. Search “Open Arts” in the Google Play or Apple Store, download, log into your account, and be sure you enable notifications. Stay up to date with all things Open Arts even when you’re on the go!

NUTRITION

Please make sure that students have a healthy snack before coming to class. Students that are in multiple classes in one day may want to pack a healthy snack – fruit, carrots, granola, snack bar, etc – to have between classes. **All dancers should bring a water bottle to class every week.**

PHOTOGRAPHY AND VIDEO RELEASE

We will regularly take pictures and video of classes at Open Arts for use on our website and marketing materials. By signing our release you are granting us permission to take such pictures and video. No names will ever be used without additional permission.

OPEN ARTS LIABILITY WAIVER

Open Arts is not and shall not be held responsible for injuries received by any student while attending class or to any person while on the premises of our studio or in the parking lot. For everyone’s safety, please make sure that you are always on time to pick-up students after class, drive slowly in the parking lot, and monitor other children that are not in class at all times. All families must agree to our terms during online registration.

STUDENT AND FAMILY EXPECTATIONS

We are a community of learners at Open Arts that treat each other with the utmost respect and compassion at all times. Here are a few reminders for students and families including classroom dancer and artist etiquette.

- Always arrive to class on time with **appropriate shoes and attire, hair pulled back away from face, and ready to learn.**
- Street shoes should be removed PRIOR to entering the dance floor.
- Student cell phones should not be brought into class and should always be off or on silent/vibrate.
- Please monitor your children in the lobby and make sure the noise levels while waiting do not disturb classes. Thank you for helping us keep the studio clean and neat by putting away toys after playing with them.
- Respect our studio space by cleaning up after yourself and being gentle with furniture and materials.
- The studios are for instruction only. **Families and students may not play and/or hang out in the studios while class is not in session.**
- Think, speak, and act with integrity, kindness, and respect.

As always, please call the studio if you have any questions call the studio at (919) 651-0447 or send us an e-mail at openartsnc@gmail.com. I am looking forward to an amazing year!

xo, Ms. Maia