

## Student Handbook

**Please sign and return the last page**

### Why Performing Arts?

- Performing Arts education inspires good work habits and healthy lifestyle choices.
- Studies show that a structured performing arts program enhances academic achievement.
- At every age and ability, performing is exciting and joyful.
- Balance and coordination
- Critical thinking skills
- Self expression
- Respect for others
- Determination and commitment

### The Experience at the Performer's Warehouse

All of us at The Performer's Warehouse consider your participation in our classes to be a reflection of our studio's solid reputation for quality and not simply in the way we train our students to dance, act or sing but on how we influence them as people. It is our goal to develop a genuine respect for these areas as an art form in each of our students.

With the right focus, the experience can be an excellent motivator of self-confidence. If the performer feels good about their performance and understands that they are better each time, then they are truly growing. Coming to class and doing the best they can is what it's all about.

At The Performer's Warehouse we instill an appreciation for other performers and their studios. We are not here to compare ourselves to anyone. We are here to motivate our students and faculty by exposing them to the highest caliber of training available. Only then are we going to produce the best performers and artists possible.

Being a team player is an important part of the performing arts. We have prepared this special handbook to help you better understand your commitment.

### STUDENT'S CODE OF ETHICS

- I will arrive 10 minutes early to class.
- I will wear the proper dance attire or be prepared to sit out of class
- I will wear my hair pulled back neatly and securely off my face.
- I will use the restroom before, between or after class.
- I will serve as a proper role model to the younger students at all times, using language and behavior which is appropriate.
- I will respect my parents, office staff and instructors at all times before, during and after class.
- I will not talk in class while my instructor is giving directions or teaching a concept.
- I will be polite to all students, staff and instructors at all times.
- I will wear the hairstyle and/or costumes requested by my choreographer and director during any performances.
- I will bring my supplies and water only into the studio rooms.
- I will act with proper etiquette at all times.
- I understand that I can be dismissed from class for repeated misbehavior.
- I will not bring food or drinks (other than water) into the studio rooms.

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## PARENT'S CODE OF ETHICS

The vision of The Performer's Warehouse is to provide all performers exceptional role models in a healthy and encouraging environment. As a parent, I recognize the importance of performing arts in the lives of young people. I pledge that I will participate in my child's activities in accordance with the following:

- I will promote teamwork and sportsmanship for all performers and spectators in a positive manner.
- I will not question the judgment of any faculty member, choreographer, guest instructor or director.
- I will support my child's class, instructors, choreographers and directors and resolve to allow them to manage their performers, choreography and scenes as they feel best benefits the entire class or production.
- Because I am a role model for my child as well other students, my personal conduct at the studio, performances and other studio events must be above reproach, and represent the highest standards of morality, teamwork and sportsmanship.

### Therefore, I pledge that:

- I will exhibit exemplary behavior at the studio and at performances.
- I will at all times control my emotions and will be considerate of all students' and parents' collective emotions.
- I will not make disparaging remarks of any type with regard to office staff, instructors, directors, choreographers, choreography placement, other parents, other students, other schools or publicly criticize them in the studio or during the course of any event.
- I will direct all inquiries or concerns to the front office within the parameters of a scheduled appointment.
- I will encourage my child to the best of my ability at all times.
- I will not make a judgment on my child's performance and will always be there to support them.
- I will never make a negative comment concerning other parents or their children, whether they are from The Performer's Warehouse or another school.
- I will always applaud for all performers.
- I accept this "Code of Ethics" and agree to conduct myself according to the principles and regulations of The Performer's Warehouse. I realize that my child or I may be removed from any event for failure to comply.

## STUDIO ETIQUETTE

The Performer's Warehouse requests and expects students and parents to be respectful to instructors, office staff, other students and their parents. Please refrain from profanity, negative attitudes, harmful behavior, gossip and any form of disrespect while in our studios or when performing outside the studio as a representative of The Performer's Warehouse. Anyone engaging in such conduct may be asked to leave. While students, parents, siblings and friends are welcome in the lobby and waiting area, we ask that there be no running, shouting or disruptive behavior in the lobby or elsewhere in any of the classrooms, changing rooms or hallways. Children not taking classes must not be left alone without supervision. If you need to drop a student off earlier than 10 minutes prior to a class, please call and make arrangements with the office ahead of time.

### Lobby Rules

1. Students who are younger than 10 are asked to wait inside the building until their parent arrives to pick them up.
2. All students should use the restroom before they start class. Studios 1 & 2 each have a restroom for students to use for emergencies. Students should not exit the studios to use lobby restrooms during class.
3. Please keep the entrance lobby as quiet and clean as possible.
4. Students must take their bags and belongings into the studio. Do not leave personal belongings in the lobby or waiting areas. WE ARE NOT RESPONSIBLE FOR ANY LOST OR MISPLACED ITEMS. If you have misplaced an item please check the Lost & Found basket to see if it has been recovered. Lost & found items not claimed are

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donated to Goodwill at the end of each semester.

5. Please do not interrupt the instructor while the class is in session. If you need to speak to the instructor individually, please do so before or after the class. If the conversation will take longer than a minute or two please make an appointment to speak to them during non-class time.
6. Dance shoes should be put on once you have entered the studio. NEVER wear them outside!!

## Classroom Rules

1. No food or drinks (except water) of any kind are permitted in the classrooms or on studio floors. Water bottles may be brought from home. Bottled water and snacks are available for purchase from the front desk. Snacks must be consumed outside the classrooms and studios. Trash must be disposed of properly.
2. Students are not permitted to chew gum in the classrooms or studios.
3. Absolutely no street shoes on the dance floor (except during Hip Hop)!!!! That means everyone! (street shoes are what you wear into the building) Dance shoes are not to be worn outside for any reason!! They are to be worn inside only!!
4. All tap shoes for ages 10 and under must have elastic or buckles or be a tap boot, soles should be flat and rigid, no split soles unless otherwise notified.
5. Parents are not permitted to walk their children into the dance studios. The instructor will greet them at the door and bring them into the classroom. Please do not go into the classroom to pick them up. After the class is over the instructor will bring them out to the lobby. We want to keep our dance floor clean for as long as possible.
6. Class will be conducted with the doors closed. This will avoid any distraction from the lobby.
7. Please make sure you arrive 10 minutes early to class.
8. Students should not touch the mirrors or the viewing windows,.
9. Students are not to sit or lean heavily on the studio barres.
10. **Absolutely no running in the halls or classrooms!!!!**

## Kitchen Rules

1. Place dirty/used utensils, plates or glasses in the dishwasher or take them home on the day/night they are used. Rinse these items BEFORE placing them in the dishwasher.
2. Throw away trash. If there is no trash bag in the trash can, see the front desk and they will get one for you.
3. Wipe down counters when finished making your lunch/dinner.
4. Microwaves should be wiped out after each use with a damp cloth.
5. If you make a mess, clean it up.
6. Check with the front office before using the refrigerator.
7. If you put something in the refrigerator, please label with your name and the date you place item in. We will clean out the refrigerator on Thursday evenings and throw anything out that is outdated or NOT dated at all.

## DISRUPTIVE BEHAVIOR POLICY

We will make every effort to work with the children to encourage personal responsibility for their actions. We do take into account their age, but expect the rules to be followed. In the event that behavior is disrupting class it may result in the following:

**Initial Consultation** The director may require the parent(s) of any child who attends the studio to meet for a conference. The problem will be defined on paper. Goals will be established and the parent will be involved in creating approaches towards solving the problem.

**Dismissal Policy** The Performer's Warehouse reserves the right to refuse business to anyone. The studio reserves the right to cancel the enrollment of a child for the following reasons:

1. Non-payment or excessive late payment of fees.
2. Not observing the rules and/or policies of the studio.
3. Child has special needs which we cannot adequately meet with our current program.
4. Physical and/or verbal abuse of staff or children, by a parent or child

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## TUITION POLICY

A \$35 non-refundable Registration Fee (\$15.00 additional sibling and \$60.00 max for a family) is due upon registration each school year along with the 1<sup>st</sup> of 10 payments. The next payment will be due September 1<sup>st</sup>. Additional family members receive a 10% discount on monthly tuition when signing up at the same time.

Tuition is not based on a specific number of monthly classes, but is an average based on 32 weeks of guaranteed classes received throughout the class season divided into 10 monthly payments. The Performer's Warehouse actually teaches 35 weeks in the season, giving our students 3 free classes – in order to avoid having to schedule make-ups for inclement weather days, etc. No refunds are issued for classes that a student misses. Classes missed by a student may be made up in other classes provided that arrangements are made with the office ahead of time. ***The Performer's Warehouse follows the Forsyth County Schools calendar for Fall Break, Thanksgiving, Winter Break, Spring Break, and Inclement Weather. We DO hold classes on: Student/Teacher Holidays, Teacher Work Days, Labor Day, Martin Luther King Jr Day, President's Day as well as any other Early Release Day or Professional Development Days.***

PRICES			
45 Min Yearly Tuition \$550	Monthly \$55.00	Combination Classes Yearly Tuition \$600	Monthly \$60.00
1 Hour Yearly Tuition \$700	Monthly \$70.00	1.5 Hours Year \$1000	Monthly \$100.00
2 Hours Year Tuition \$1250	Monthly \$125.00	2.5 Hour Yearly Tuition \$1450	Monthly \$145.00
3 Hour Yearly Tuition \$1650	Monthly \$165.00	3.5 Hour Yearly Tuition \$1800	Monthly \$180.00
4 Hour Yearly Tuition \$1950	Monthly \$195.00	4.5 Hour Yearly Tuition \$2100	Monthly \$210.00
5 Hour Yearly Tuition \$2250	Monthly \$225.00	5.5 Hour Yearly Tuition \$2400	Monthly \$240.00
6 Hour Yearly Tuition \$2550	Monthly \$255.00	6.5 Hour Yearly Tuition \$2700	Monthly \$270.00
7 Hour Yearly Tuition \$2850	Monthly \$285.00		
	Unlimited (7.5 hours or more per week)		
Yearly Tuition \$3000			Monthly \$300.00

## PAYMENT PROCEDURE POLICY

We request that families pay for their classes in the following manner:

- Pay for year through monthly payments. All accounts being paid monthly are asked to set up automatic payments with either a debit or credit card. Cards will be processed on the 1<sup>st</sup> of the month. \$10.00 fee assessed for declined credit/debit cards. Accounts with balances not paid by the 10<sup>th</sup> of the amount will be assessed at \$25.00 late fee.
- A \$35 fee will be assessed for returned checks plus any fees charged by the bank in association with the return.
- Cash and checks are accepted but accounts must be paid current by the 10<sup>th</sup> of the month to avoid the \$35 late fee.

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## **BALANCE POLICY**

All students' unpaid balance must remain below \$800 at all times unless a formal Work/Study plan is in place that necessitates the balance being higher. When a balance reaches \$800 or more the student will not be allowed to attend classes, private lessons, workshops or any other PW or PWP activities on premises or offsite until the balance is paid or a formal payment plan is in place. Parents will be contacted via email and apprised of the situation. A meeting will be requested to discuss immediate payment of the balance or work out a payment plan that is agreeable to both parties. Should the account be brought current before the meeting date, the meeting will be cancelled at the discretion of the Studio Director. Parents are able to monitor their unpaid balances by logging onto [www.performerswh.com](http://www.performerswh.com) and accessing their accounts.

## **INSURANCE**

The Performer's Warehouse does not carry medical insurance for its students. It is required that all students be covered by their own family insurance policies and if injury occurs it's understood that the student's own policy is their only source of reimbursement.

## **WITHDRAWAL POLICY**

Withdrawal from classes can only occur at the end of a semester. We ask that you turn in a written notice (email is fine) by December 1<sup>st</sup> in order to be released from your contract or to lower the number of hours in your contract. There will be a \$50 fee associated with contract cancellations. **If a written notice is not received in the office by the December 1<sup>st</sup> deadline, you will continue to be charged monthly for the tuition through the end of the contract.** Notifying the teacher or staff verbally does not constitute a notification.

## **CLASS CHANGES REQUESTED BY STUDENT OR PARENT**

There will be a \$10 fee per class change request initiated by the student or parent. Class changes recommended by the instructor of the class will not incur this fee. Whether initiated by student, parent or instructor, class change requests must be approved by both the old instructor and new instructor before the student may transfer classes.

## **MISSED CLASS MAKE UP POLICY**

If a student misses a class it can be made up during the month in which they were absent. No refund will be given for missed classes. If a class is cancelled due to inclement weather it will not be made up as we have inclement weather days built into the schedule. If we must cancel a class because the instructor is unable to teach, inclement weather days will be used if available. After inclement weather days are used up we will publish a make-up day and time for the class. The make-up information will be handed out in class in such a way as to provide students as much notice as possible. The date will also be posted on the Notice Board located in the studio lobby. The studio is under no obligation to provide alternative dates if a student cannot attend the make-up class. If most students cannot attend the studio will consider alternative dates and republish the new date if it deems that necessary.

## **PARENT OBSERVATION**

Classes will be conducted with the classroom/studio doors closed. Parents will not be permitted into the studios as we find it distracts our students from the task of learning. At various times throughout the year parents are invited into the class to serve as a practice audience for our performers.

## **STUDIO BULLETIN BOARD/EMAILS/INCLEMENT WEATHER INFORMATION**

A bulletin board is available with announcements for you to view and read. Please take the time to scan the Parent Board regularly to keep informed of studio happenings and/or announcements. In lieu of printing and mailing information we are going green and paper free. Please keep your email address updated to continue receiving information. All announcements/communications via email will be printed and posted on the bulletin board in the lobby. You can always go on the website for current information: [www.theperformerswarehouse.com](http://www.theperformerswarehouse.com). For inclement

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weather we will NOT call you. Information will be posted on the website, Facebook, and we will send out immediate information via Twitter. If you would like to follow us via Twitter we are @PerformersWh. We LOVE to help our students promote outside projects in which they are participating. If you have a show poster or similar announcement to share with your fellow students please give it to the front desk attendant. Your announcement will be placed on the bulletin board pending approval from the Studio Director.

## DRESS CODE POLICY

**DANCE CLASSES:** All short hair must be secured back off the face. All long hair must be secured in a ponytail, bun, or braid. Absolutely no T-shirts or jeans permitted. Shorts must be Dance Shorts. No Soccer Shorts. Proper shoes must be worn to all classes. Consult the "Dress Code" flyer handed out with your Student Packet. Teachers reserve the right to dismiss a student from class for being dressed inappropriately. Upon registration we will provide you with a list of suggested styles that we sell here in the studio for your convenience. We sell a variety of items here but we DO NOT require a specific leotard unless printed in the following list. Dance Fashions has now opened up a store across from the Collections of Forsyth (formerly The Avenues Forsyth). If you go there to purchase mention you are with the studio.

### **Ballet/Jazz or Ballet/Tap Combo Classes**

- Girls: Any color leotard, pink tights (pink should be ballet pink not true pink). Ballet skirts are acceptable.

**\*NO T-shirts and shorts for girls in class. However, when entering or leaving the building a student should wear warm-ups or some kind of cover over the leotards and tights. NO EXCEPTIONS!!**

- Boys: Black or white t-shirt with loose black shorts.
- Ballet Shoes: Must be split sole shoes. Can be canvas or leather. Boys should be white or black, ballet pink or black for girls.
- Tap and Jazz shoes can be tan or black.

### **Beg/ Intermediate Ballet Classes**

- Girls: Black leotard, pink tights (pink should be ballet pink not true pink). Ballet skirts are acceptable.

**\*NO T-shirts and shorts for girls in class. However, when entering or leaving the building a student should wear warm-ups or some kind of cover over the leotards and tights. NO EXCEPTIONS!!**

- Boys: Black or white t-shirt with loose black shorts.
- Ballet Shoes: Must be split sole shoes. Can be canvas or leather. Boys should be black, ballet pink or black for girls.
- Boys 12+ must wear a dance belt.

### **Beginner/ Intermediate Jazz/Tap Classes**

- Girls: Same as ballet. Girls may choose to wear black shorts or jazz pants instead of ballet skirt and can wear a loose fitting dance shirt of a solid color. .

**\*NO T-shirts and shorts for girls in class. However, when entering or leaving the building a student should wear warm-ups or some kind of cover over the leotards and tights. NO EXCEPTIONS!!**

- Black or tan jazz shoes. Intermediate Jazz levels and up girls should get character shoes.
- Tap shoes should be flat with only a slight heel, like a jazz boot. Jen suggests Bojangles.

### **Advanced Classes**

- Girls: Solid leotard of choice. However, these colors must be a muted color such as burgundy, navy, hunter green, etc. NO patterns or bright colors will be allowed.
- Ballet skirts are allowed in ballet class....NO SHORTS.
- Ballet shoes: pink split sole (leather or canvas) for girls.

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- You may warm up with a shirt or shrug but need to be prepared to remove them at the teacher's request.
- If you are en pointe, please bring pointe shoes to class. We do sell pointe shoe covers to help your shoes keep from getting dirty and tattered
- Boys are to wear a snug fitting white t-shirt and black jazz shorts, dance belts are required. If you choose to wear tights they must be black.
- Black, split-soled ballet shoes are required for boys.
- Shorts/Jazz pants may be worn in Jazz/Lyrical classes.

GENERAL STUDIO: We ask that students use a modest approach to dress for our drama and vocal classes. Comfortable clothes or dance clothes are allowed but we ask that the students always dress with others in mind.

## **ACTING/VOCAL CLASS SUPPLIES**

ACTING: There will be a book list/supply list given to the families at the time of registration. Most of our Drama Classes and some of the vocal classes do use a curriculum based off a specific book. We believe that the students will have greater success if they purchase and keep a copy of the book for themselves. This will allow the student to take notes and use the book in the learning style best suited for them. We strive to use books that are easy to find on Amazon.com, Barnes & Noble, etc... However, some books are hard to find. In these cases, we try to keep enough on hand so that you can purchase them from us. We also ask that students purchase and bring with them a 3-ring binder, highlighter, and writing tool for note taking. Notebooks are also needed in order to have somewhere to place any scripts or scenes that they will be working on in class.

VOCAL: We ask that students bring a recording device such as an iPod, iPhone (phone that has voice memos) or a digital recorder. This will allow students to make audio recordings of the work they are doing in class so that they will be able to rehearse what they learned during the week. Some classes will have a book that students will work out of, if so, we encourage the families to purchase a copy of the book. We strive to use books that are easy to find on Amazon.com, Barnes & Noble, etc... However, some books are hard to find. In these cases, we try to keep enough on hand so that you can purchase them from us. In addition to the recording device and the book we ask that students purchase and bring a 3-ring binder in which to keep their music and other papers that they work on in class.

## **ATTENDANCE**

Consistent attendance in class is extremely important for all students. Please make every effort to arrive on time for all classes, dressed in appropriate attire and ready to begin class. Students should be dropped off for class no more than 10 minutes before class time. Please call or email The Performer's Warehouse if a student will be absent or very late for class so that we may notify their instructor(s). Attendance is taken at the beginning and end of each class.

## **PRIVATE and SEMI-PRIVATE LESSONS:**

Private and semi-private lessons may be scheduled through the front office for dance, voice and acting.

- Cancellations must be made 48 hours in advance of the appointment time (or 2 business days, in the case of weekend and Monday lessons), via email in order for you not to be charged for the lesson. Verbal cancellations will not be accepted as cancellations as it leaves us no back-up to support the cancellation.
- We may be able to offer group make-up lessons once a month for those who were charged for late cancellations but there is no guarantee. Group make-up lessons are solely at the discretion of the instructor according to their work and/or personal schedules.
- Copies of music or monologues made during a private lesson are printed at a cost of \$0.15 per page. The charge will be placed on the student's account to be collected at the next draft date for private lessons.
- Private lessons may be paid for using cash, check or credit/debit card. Please refer to the Private Lesson Handbook for payment options and procedures.

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Lessons are scaled as follows:

- 1 Student with a Master Acting, Dance or Vocal Instructor.....\$45/half hour; \$90/full hour;  
\$130/1.5 hour
  - 2 Students with a Master Acting, Dance or Vocal Instructor.....\$115/full hour
- For pricing on more than 2 students, please call the studio at 678-648-6771 or send an email inquiry
- 1 Student with an Instructor for Acting, Dance or Voice.....\$30/half hour

## **SIGNING ON TO/UPDATING THE SYSTEM**

When your account is set up by the front office an automatic welcome letter will be sent to the email address on file. Click on the link provided and follow the steps to complete your sign-on ID. If you have not received an email from us, or are signing on at a later date, please follow these steps:

Sign on to the website: [www.performerswh.com](http://www.performerswh.com)

Click on the "My Account" tab, it should bring up a sign-on page

If you have never signed in choose the "New to Our Site" option

Type your first and last names as they appear on your registration papers and click "Next"

Your name should appear as an option with "This is Me" beside it, click on "This is Me"

A screen should come up asking you to change your password, follow the steps to do so.

Once your password has been re-set you will be able to see your account details only . It will take a day or two to be able to access or edit your account profile information because the studio needs to validate your account once you re-set your password. You will be able to access your account postings and balances right away, however.

Parents will need to repeat this process for each child in order to access their profile information. Account balances associated with children should flow directly to their parent's account since they are linked for payments during set-up by the front office. If there is a need to access their profile information (address changes, adding cell phones or email addresses, insurance updates, etc) the parent will need to sign in to each child's account separately.

## **CALENDAR DATES**

Sunday, August 14<sup>th</sup>– Fall classes start

Sunday, September 24<sup>th</sup> thru Saturday, October 1<sup>st</sup> - Fall Break

November 19<sup>th</sup> thru November 26<sup>th</sup> – Closed for Thanksgiving

December 17<sup>th</sup> – January 7<sup>th</sup> Closed for Winter Holiday

January 8<sup>th</sup> – Spring Classes Start

April 2<sup>nd</sup> – April 8<sup>th</sup> Closed for Spring Break

May 11<sup>th</sup> Last Regular Class

May 15<sup>th</sup> – May 18<sup>th</sup> Night Class Showcases

**The form on the following page must be signed and handed in upon registration.**

# Student Handbook

## Signature Page

I have read and agree to comply with the policies set forth in the Student Handbook by The Performer's Warehouse

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Student's name

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Parent's Signature

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Date

**\*\*Please sign and bring in with completed registration form.**