



# **Student Handbook**

2024-25 Season

## Important Policies

### Arriving for Class

Students should arrive before the class start time. We suggest arriving 10 minutes before class to prepare. **Students should use the restroom before class begins.** Students will wait in the lobby areas as close to their studio as possible until the instructor or teacher assistant is ready to receive them.

Upper School students (students in Level 1 classes and up) may come and go without an adult. **Students in all Lower School classes (Creative Movement and Intro classes) must be accompanied by an adult.** These students must be dropped off and picked up by an adult at the studio door. Adults must stay with their student in the waiting area until the instructor or teacher assistant receives the class. Students may not enter the studio until the instructor or teacher assistant is present and receives the class.

Siblings under 16 years old may not drop off or pick up Lower School students without written permission from the office, even if they present a Pick-up Pass.

### Pick-up Passes

FSCA will issue each Lower School student two Pick-up Passes. A Pick-up Pass must be presented to the instructor at pick up.

Photos of Pick-up Passes may be stored on a designated pick-up person's phone. These photos will be accepted by instructors at pick-up.

In addition to possessing a Pick-up Pass, anyone picking up a Lower School student should be entered in Jackrabbit as a contact, making them a designated pick-up person. **Failure to present a Pick-up Pass will result in delay in pick-up.**

### Late Pick-up Policy

All students must be picked up on time. A late fee of \$1 per minute will be charged to those who are beyond five minutes late picking up. If you know you will be late, please make every effort to call 615-510-4750 to let us know.

### Attendance

Enrollment in Fellowship School of Creative Arts is for the entire school year. Students may be excused from recital if they incur more than **four absences in the second semester.**

Even with a doctor's note, absences due to illness will still be considered an absence. In extreme circumstances, such as extended illness, consideration may be made on an individual basis.

Please contact the dance office if you know in advance that your student will be absent.

### Tardiness

Students who arrive more than fifteen minutes late may be asked to observe class. Students who are routinely late, no matter by how many minutes, may also be asked to observe at the instructor's discretion.

### Health and Safety

Our students' health and safety is our top priority. Please partner with us in keeping everyone safe by keeping sick students at home.

Students should not come to class if they are experiencing any of the following, or if they are experiencing any symptoms similar in severity:

- Fever (students should be fever-free for 24 hours without medication)
- Nausea and vomiting
- Diarrhea
- Sore throat
- Persistent cough
- Symptoms of pink eye or other contagious conditions

If a student displays any of these symptoms while in class, they will be excused from class and will remain in the lobby while a parent or guardian is called to pick them up.

### Make-up Classes

Students can make up a missed class in any class of the same style and level (or a level below). All make-up requests must be approved by emailing the dance office ([dance@fscatn.org](mailto:dance@fscatn.org)) prior to attending a make-up class.

Due to the nature of performance preparation, second semester make-ups do not alleviate absences.

### Weather Cancellation

Fellowship School of Creative Arts does not follow any particular school system's inclement weather policy. If inclement weather occurs, we will contact all families by email. You can also check our social media or call the dance office (615-510-4750) for updates.

Classes canceled due to inclement weather will not be made up. Refunds or tuition adjustments are not made for classes missed due to inclement weather.

### Parking

Entrance is the second drive and exit is the first drive. Parking for our dance studios is located in the front, side or back of the building.

### Drop off and Pick up

Drop off: Pull in at the entrance which is the second drive, circle around the building, and drop off on the right side of the building before pulling out.

Pick up: Pull in at the entrance which is the second drive, pull in front of the FSCA doors, pull out at the exit which is the first drive.

\*\*If traffic is heavy, and your child is not ready for pick up, you may have to pull through and loop around again. We encourage parents to communicate with their student(s) via phone or text to determine students' readiness to exit the building prior to pulling in.

### Class Minimums and Maximums

A minimum of six students is required for a class to convene.

If a class is filled to capacity, students may join the waiting list. Students on waiting lists will not be charged a registration fee or tuition unless placed in a class.

### Allergy Disclaimer

Please make sure if your student has any kind of allergy or medical issue, that you put it in your Jackrabbit family portal, email the dance office, and let your instructor know.

### Personal Belongings

**Please label all clothing and shoe items, especially dance shoes.**

Do not bring toys or valuable items to the studio. Instructions on placement of personal items will be given on the first day of classes. FSCA is not responsible for lost or stolen items.

Items held in the Lost & Found will be cleaned out periodically and donated to charity.

### Challenge and Commitment

Teaching a student the meaning of commitment is a basic building block of character, and commitment is often costly. If your student seems discouraged, please let us know. There may be a simple solution, or an extra dose of encouragement may be what they need. Please pray for our discernment.

Sometimes the challenge of learning a new skill presents itself in an overwhelming reaction in a student. We would like to stress the importance of finishing a class and learning to respond to challenges. Often, when a challenge seems insurmountable, it can be conquered with training and practice. We are here to help.

### Meetings with Instructors

Due to our population and studio availability, FSCA instructors have very little time between classes. If you would like to schedule a meeting to speak with an instructor more extensively, please submit a meeting request form.

Forms are available online at [fellowshipcreativearts.org/meeting](http://fellowshipcreativearts.org/meeting).

## **Student Etiquette**

### In Class

Students show respect to the studio by:

- Not entering the studio unless a teacher is present or has given permission
- Not bringing food or drink (other than water bottles) into the studio
- Disposing of chewing gum before entering the studio
- Using dance barres for stretching and class work only
- Not touching or leaning on studio mirrors

Students show respect to the instructor by:

- Refraining from talking in class unless called upon by the instructor
- Not leaving the studio during class unless given permission
- Not using cell phones during class

### Cell Phone Policy

Cell phone use is prohibited during class. This includes checking messages in the hallway between exercises. Teachers may collect cell phones at the beginning of class and redistribute them once class is complete.

We encourage dancers to keep cell phones and other electronic devices put away before and after classes. Exceptions would be for homework for which a device is necessary. Students may be asked to put devices away by faculty and staff while in hallways. We encourage students to use technology responsibly and kindly, refraining from texting or posting things they would not say face-to-face.

### Social Media

Students, please remember that you represent Fellowship School of Creative Arts, as well as your family – and, most importantly, God. We are called to be ambassadors of a Heavenly Kingdom. Please remember this when posting on any social media.

## **Tuition, Fees, and Discounts**

### Tuition and ePayment Schedule

Tuition for the 2024-25 season is 38 weeks (August 5-June 1). Payment may be made in full, by semester, or by monthly installments.

Tuition will be posted one first business day of each month. If you set your ePayment Schedule to “ALL FEES” or “Tuition ONLY,” tuition payments will be processed on the first business day of the month. For example, if you set your ePayment Schedule to “Tuition ONLY,”



November tuition will be posted on November 1, 2024, and your card will be run on November 1, 2024.

If you do not set your ePayment Schedule to “ALL FEES” or “Tuition ONLY,” you must log into Jackrabbit and manually pay your tuition no later than the 1st of the month. A late fee of \$15 will be added for unpaid tuition payments.

**We strongly encourage all families to set their ePayment Schedule to “ALL FEES” to avoid late fees.**

Tuition rates can be found on the “Tuition & Fees” page (under the “Classes” tab) on our website.

### Second Semester Registrations

Registration for the 2024-25 season closes on January 31, 2025. Students who register after December 15, 2024, are not guaranteed participation in the recital due to the costume ordering process. Additional shipping fees will apply for all costume orders placed after the bulk orders are complete.

### Registration Fees

2024-25 registration fees are per student. Registration fees are auto-billed after office review of enrollment.

Registration fees are posted on our website under “Tuition & Fees.”

### Discounts

We offer a sibling discount of 10% off the lesser tuition.

### Tuition Refunds

If a class is canceled due to low enrollment and the student cannot be placed in another class, any credit balance will be refunded.

Otherwise, there are no refunds for tuition. Missed classes may be made up free of charge, but there are no refunds for classes canceled or missed. This includes classes missed due to in- or out-of-class injury.

### Performance-Related Fees

There are extra fees in connection with participation in the spring recital. These fees include:

- Performance fee
- Costume fee
- Tickets to view the performance(s)
- Additional dancewear, shoes, or hair accessories

For the 2024-25 season, costume fees are due on November 8, 2024. Performance fees are due on February 7, 2025.

The performance fee and costume fee amounts will be announced once the 2024-25 season has begun.

Families may request a costume fee payment plan by emailing the dance office at [dance@fscatn.org](mailto:dance@fscatn.org). All costume payment plans conclude on February 7th, 2025.

All performance-related fees (and tuition payments) must be paid before a student receives their costume in the spring. There can be no refunds on costume fees once costumes have been ordered.

Ticketing information will be released in the spring of 2025.

### Late Fees

A \$15 late fee will be automatically added to all accounts with a past due balance. Late fees are assessed per unpaid fee (registration, tuition, costume, performance, etc.)

We do not send monthly reminders or statements. Therefore, **we encourage all families to set their ePayment Schedule to “ALL FEES” to avoid late fees.**

## **Withdrawal**

### Withdrawal Policy

Enrollment at Fellowship School of Creative Arts is for the entire season. However, we understand that extenuating circumstances may necessitate withdrawal during the season.

Withdrawals must be submitted in writing. Letter and email are both acceptable. Withdrawal may not be requested over the phone or by a third party.

### Withdrawal in the First Half of the Year

In the first half of the season (August-December), notification of withdrawal is required by the 20th of the month in order for a family to be released from the next month's tuition obligations.

#### *Withdrawal in the Second Half of the Year*

In the second half of the season (January-May), notification of withdrawal is required by the 20th of the month in order for a family to be released from the next month's tuition obligations. Additionally, because class sizes are set at the beginning of the second semester, withdrawals received after December 31, 2024, will incur an administrative fee equal to 50% of the season's remaining tuition.

For example, a family who provides written notice of withdrawal on January 1, 2025, would be responsible for 100% of January tuition and 50% of February, March, April, and May tuition.

#### *Withdrawal in the Summer Session*

Withdrawals from summer camps, intensives, or workshops must be received in writing at least two weeks in advance of the first day of the camp/intensive/workshop.

All registration fees are non-refundable. Summer tuition is non-refundable if notice of withdrawal is received less than two weeks in advance of the first day of the program.