

## Policies & Fees

At Red Bluff Performing Arts Centre each and every dancer is an important member of our studio. We believe performers should be taught in a safe, nurturing, and positive environment that focuses on attention to detail and proper technique. Below you will find important information regarding our studio, policies, and procedures. Please take a moment to **carefully read and review** the information with your student. **Please note that this document is legally binding and is part of our terms of service.**

### Commitment

Training as a performer is a major commitment. We require a minimum of 5 months commitment from all students enrolling with us for our Fall and Spring semesters. We believe that this time period is sufficient to establish whether you are interested in pursuing performance art seriously. When you enroll you are reserving a space in our class that cannot be filled by anyone else. By enrolling at RBPAC you make the commitment to yourself and your instructors to:

1. Work hard in every class.
2. Attend every class. Always let us know when and why you need to miss before you miss. If you do miss make sure you practice before the next class by reviewing any available videos and/or arriving early to ask a classmate what you missed. Any missed material is your responsibility! BAND is your best friend.
3. Be on time. (Dressed and ready to go 5 minutes before class begins, wait quietly - out of the way of the class in session before yours.)
4. Follow directions.
5. PRACTICE! (Until you can't get it wrong)
6. Respect yourself, teachers, parents, and peers.
7. Talk to your teachers, ask for help.
8. Practice responsible behaviors.
9. Leave corrections to the teacher to handle unless otherwise invited.
10. Follow through with your commitment to yourself and your team.

PERFORMANCE ART IS NOT LEARNED OVERNIGHT! The average dancer spends upwards of 10 years learning their craft before being considered proficient. Professional dancers continue their training on and off stage throughout their careers. We believe in creating a solid foundation, celebrating success (no matter how small), and supporting our students in their times of hardship. The art of performance takes hard work, dedication, and tenacity. We will laugh and cry, but we will do it as a team.

## BAND is very IMPORTANT - Practice & Communication:

**If you have a question it has most likely already been answered on BAND, please check before asking us.**

Sign up for BAND to stay connected, get access to practice videos and more! Using your smartphone, tablet, or computer go online to [@band.us](http://band.us) to create a profile. After creating a profile use your browser to go to <http://band.us/@RBPAC> and request to join Red Bluff Performing Arts

Centre's BAND community. Wait for approval from one of our staff members and that's it! Set notifications so you never miss a thing! If you have any issues getting set up ask one of our staff members to help.

### **Class Etiquette**

- Warm-up time is crucial to avoid injury! Students must arrive prepared and on time for all classes. If a student is more than 10 minutes late or unprepared for a class they will be permitted to sit and watch only. Repeat offenders may be asked to leave until such time as they are ready to attend class respectfully and are prepared.
- No food or drink in the dance room, except water. No snacking during class time. (Breaks only - CLEAN snacks only- don't leave a mess, no "junk food")
- Cell phones are not to be used in class and should be turned off or on mute.
- Profanity, unsportsmanlike conduct, and/or gossip will not be tolerated. Positive energy only!
- Keep hands off the mirrors.
- No hanging on the bars.
- Students and parents will conduct themselves in an appropriate manner while at RBPAC and at all performances and events in which RBPAC is being represented. Proper respect for instructors, space, and peers is expected of all students, parents/guardians, and guests.
- Bring a good attitude to class. Attitudes that are disrespectful, uncooperative, or aggressive do not have a place at RBPAC.
- Any parent/guardian or student who disrupts class or approaches a teacher, another student, or parent with the intent to cause dissent or contravene the policies and procedures of RBPAC will be dismissed immediately and legal action may follow. The card on file will be charged for any remaining balance and semester commitments.
- Any inappropriate or slanderous remarks about RBPAC on any social media site will be cause for immediate dismissal from the studio. Legal action may follow. Always discuss any issues you may have with a staff member immediately, either in person at an appropriate time, via BAND private message, or via email to [redbluffpac@live.com](mailto:redbluffpac@live.com). Often, frustration arises with the failure to communicate effectively, we are always willing to clarify our policies and reasoning. TALK TO US.

### **Watch Policy**

**STUDENTS ONLY** in the classroom space. We do not have a parent waiting room.

We believe that independence is a major key to success in life and as a performer and that having a class environment free from distractions is essential to the learning process. Parents may OBSERVE SILENTLY - WITHOUT INTERRUPTION - only on their child's first week of classes taken at the studio. (Unless in a Parent & Me level class.) This policy will be strictly enforced. Cell phones are always to be placed on silent.

**NO PHOTOGRAPHY OR VIDEOS** (this is a liability issue).

Please do not interrupt class unless there is an emergency. If your student needs to be excused early for any reason please inform the teacher BEFORE class begins. At the time you need to leave, stand quietly in the doorway and the teacher will excuse your child.

Students waiting for their next class are permitted to sit quietly out of the way as they wait.

Students dropped off early/left after hours/past their classes ending time will be subject to a \$5 per 15 minutes babysitting fee. If a child is left after hours for more than 15 minutes the authorities may be called if a parent/guardian is unreachable.

## **Student and Parent Use of Social Media**

The use of Facebook, Twitter, LinkedIn, blogging and other social media outlets are commonplace. This policy is intended to provide parents and students with guidelines for the use of social media regarding RBPAC.

- Please use common sense and discretion when posting on these sites.
- Never post anything that could compromise the self-esteem of students who attend RBPAC.
- Never post any negative comments about RBPAC, our teachers, our performances, or any events attended. If you have a problem let us know via email/BAND and we will do our best to help correct the issue.
- No videos or pictures are to be taken or shared while at RBPAC without specific case-by-case consent from the RBPAC director.
- If it is brought to our attention that there has been an improper use of social media, you will be asked to remove the content if deemed egregious, and if not done so or if this continues to be a problem it may result in dismissal of the student with full payment due upon dismissal and/or legal action.

## **Personal Items & Class Preparedness:**

Red Bluff Performing Arts Centre is not responsible for any lost or stolen items. Please label ALL dancewear items. All students must have a dance bag with their name on it to keep all items in while at the studio. Cubbies are available while students are in class. All items must be removed from the cubbies every day after class is finished. Any abandoned items will be placed in the lost and found for one month, after which it will be considered a donation.

Please make sure that you are dressing in layers during the colder months of the year. Students are at a greater risk of injury when the weather is cold. All students must wear a jacket and pants upon arrival/departure to/from Red Bluff Performing Arts Centre when the weather is below 67 degrees. Students must always wear street shoes upon entering and exiting the studio.

## **Fees:**

\*Tuition is due by the first class of each semester. Tuition is for lessons ONLY. All other activities and events are charged separately. Please review our current class fee schedule for rates. We offer automatic re-enrollment from the Fall semester to the Spring semester. If you wish to make any changes to your classes then you must fill out an Add/Drop form 30 days prior to the end of the semester (November 15).

**To discontinue enrollment an add/drop form must be received no later than 30 days before the end of any given semester to avoid being charged for the following session.**

## **\*Tuition is charged on a semester schedule and is due in full upon enrollment.**

Payments may be broken into monthly installments. The account holder's credit card and signed payment contract must be on file. As such, months with scheduled closures are factored into the total price and full payment is due each month. Please review our annual schedule of closures before registering for classes. Make-up classes can be made for unscheduled closures and will be announced following the closure via the RBPAC BAND.

**Semesters:** Fall (August - December), Spring (January - May)

[Semesters are based on a 17 meetings per class average]

**Season:** Fall & Spring [Seasons are based on a 34 meetings per class average]

**Extended Spring Semester:** June (For RDC Participants Only - tuition covers additional rehearsal weeks)

**Summer:** Usually 6 weeks in June & July

There is an **annual insurance/registration fee of \$25 per student** that must be paid before any classes can be taken. This fee is charged at the time of enrollment and then annually in August.

Tuition can be paid online through your parent portal by card or in person during normal business hours by cash in exact change delivered inside an envelope with the student's first and last name and total amount written on the front (checks are not accepted). Otherwise, we will automatically charge your full account balance on the 1st of each month with the credit card on file in your parent portal. **It is your responsibility to check your balance and dispute any incorrect charges before your card is charged on the first of the month.** WE DO NOT SEND OUT CHARGE REMINDERS FOR AUTOMATIC PAYMENTS. If your payment is not received on or before the 1st of the month or is reversed for any reason (you will also be charged any associated bank fees for the reversal of the charges, when applicable), you will be charged a \$25 late fee every calendar month left unpaid, from the original due date, and the student will not be allowed to participate until the account is paid in full AND your valid credit card is on file. [Please note: if the first of the month falls within a studio break or on a studio or bank holiday then payments will be processed as soon as possible after the 1st of the month, no late fees will be added until after payments have been officially processed by RBPAC for that month.] If an account is left unpaid for more than 60 days it may be sent to collections. No classes may be taken until the student's tuition installment has been paid in full. **All classes must be paid for whether the student attends class or not, once committed to the season.** If you are not sure if you would like to commit for the entire semester we offer pro-rated drop-in classes to try out a class before commitment for the season. Account credits expire at the end of each calendar year or the end of each semester whichever comes first.

We do not provide paper statements. If you wish to request a paper statement you may do so by emailing us at [redbluffpac@live.com](mailto:redbluffpac@live.com) and an additional \$1 charge per statement will be added to your account, payable at the time of your monthly tuition installment. You can generate invoices through your parent portal for free which can be printed out at home.

**If a student decides to discontinue lessons mid-semester FULL PAYMENT of the semester's tuition will be charged to the default credit card on file.** Written statements of withdrawal from the program must be submitted 30 days prior to cancellation to avoid being charged for the following semester (Fall/Spring). Lessons are non-transferable, non-refundable, and expire at the end of each semester/season. **You are paying for the reservation of your space for the season** as agreed to in your payment installment agreement contract. This reservation is continuous until cancelled by submitting a completed add/drop form, on paper, to the front desk with any applicable final payments.

If you or your child/family member/student damage any Red Bluff Performing Arts Centre property you will be held financially liable for any and all repair costs. These will be billed to your account and charged to the card on file. Should collection become necessary for any charges on your account, you (the account holder) hereby expressly agree to pay all costs of collection including an additional collection of 35% whether or not the account is turned to an outside collection agency. You further agree to pay all court costs and attorney's fees should legal action become necessary.

### **Class Audit**

Class audits are for those who would like to try a class before they commit to a semester/season before the cut-off date (ask front desk). We allow a maximum of 2 drop-in rate classes in the same class before requiring enrollment, uniform, and registration/insurance fees be paid. Rates are: \$12 for 30 min, \$15 for 45min, \$20 for 1 hour, \$23 for 1.25 hours, \$25 for 1.5 hours, \$27 for 1.75 hours, \$30 for 2 hours & 5 min, \$45 per full track day.

### **Dress Code**

- ★ Students must wear appropriate attire or they will not be allowed to participate.
- ★ Hair must be pulled into a tidy and solid bun.
- ★ All clothing should be cleaned between each class day and free of major holes.
- ★ All items should be labeled with the student's name on the tag of the article.

- ★ **All students must wear deodorant.**
- ★ DANCE SHOES ARE TO BE WORN IN THE STUDIO ONLY! Shoes must be changed upon entering the building and before exiting. Dance shoes are NEVER to be worn outside.
- ★ **ALL DANCEWEAR/PERFORMANCE ITEMS MUST BE ORDERED FROM RBPAC!**
- ★ Walmart 'dancewear' is not acceptable for any event or class at RBPAC, especially 'tap' shoes.

We have a strict dress code policy with very specific items to be worn based on class. RBPAC logo wear is the intellectual property of our studio. As such we will not allow "home" created RBPAC logos, lettering, or the like within the studio. Do not purchase iron on logos or create your own to represent the studio in any way without explicit approval from the director. Sales of unsanctioned apparel of this kind are strictly prohibited and legal action may follow. We rely on the sales of RBPAC logo wear as income to keep our doors open. We appreciate your support for our local small business and cooperation.

There are many reasons behind our strict dress code policy:

- When we look like a team, we act as a team.
- Your teachers need to be able to see your body and how you look as a group.
- Uniformity helps us teach more efficiently and effectively.
- This isn't a fashion show or contest, no bullying around wearing major brands, etc.
- Helps to lessen costs for performances when we know who has the "basic" items when we need them.
- Ambassadors wearing our logo should be responsible for their actions when representing our studio offsite. Studio Pride.
- No questionable attire or awkward conversations about the appropriateness of an article of clothing.
- Our uniforms are designed for all shapes and sizes.

#### **Uniform & Supplies:**

All students MUST have:(labeled with the student's name inside [exceptions apply\*])

- RBPAC Leotard & RBPAC Shorts
- Ballet pink convertible tights
- Appropriate dance shoes for each class style. (The front desk will assist in selecting appropriate items based on your enrollment.)
- Official RBPAC logo-wear ONLY may be used for warm-ups
- Acro Requires Additional Tools: Theraband, Yoga Blocks, Handbook/Worksheets, Folder, etc.

\*U-Jam Dress Code: Sneakers, Exercise Wear, Hair Out of Face

\*Heels Dress Code: Heels that you feel stable dancing in, Exercise Wear, Hair Out of Face

\*Creative Movement Dress Code: Exercise Wear/Dancewear - Form-Fitting, Hair Out of Face, Barefeet

#### **Dancewear Ordering:**

Orders can *usually* be filled within one week, we will not place standard orders until we have a full order. Rush orders are subject to rush shipping fees. Orders must be paid in full before we place your order. We do not offer refunds so please triple check that your order is correct before submitting it to us & picking up your items. If your child takes home any store item then the corresponding account will be charged and processed as soon as possible by a staff member. Sales tax will be charged on all applicable items. Please note that in prime costume/recital seasons shipping often takes an additional 1-2 weeks.

You have a 14 day grace period (or the time needed for the company to process the order) from the time of enrollment to be dressed appropriately, after this period you will not be allowed to take any class and will only be allowed to sit and watch until you have the correct items for dress code. If you forget your uniform you will not be able to participate, you must sit and watch. Having more than one uniform is suggested for students attending multiple days per week or from split households.

#### **Recitals:**

We offer many different performance opportunities at RBPAC. **The winter recital (if offered) is mandatory for all students enrolled in our semester program for all applicable classes.** The only non-recital classes are: U-Jam, Heels, Creative Movement

Performing is an exceptionally important part of a performance education. Students learn a very different set of skills from regular classes in the weeks leading up to the performance and while performing. Students involved in recital will participate in a Stage Craft & Performance Preparation Class during Tech Week (the week before recital) which may differ from standard class times.

We encourage all of our students to perform whenever possible. Other opportunities include parades, partnership recital with Redding Dance Centre at the Redding Civic Center, the Tehama County Fair, and other local events. Please ask the front desk for a more detailed breakdown of all our annual performance opportunities.

We offer several different fundraising opportunities throughout the year to help lessen the financial burden that recitals can cause. **Start fundraising early!! Get involved through our Parent Connection BAND.**

Please be aware that all of our performance opportunities require the payment of one or more fees, in addition to tuition, in order to participate. Recital fees are one of these costs and will be \$35 or more per student. Recital fees are used to cover the cost of the venue rental and staffing for the event, etc. **Costumes are a mandatory** part of the performance as well as personal items such as undergarments (tights and leotards), required shoes, hair, and makeup, which are not included in tuition, recital, or costume fees. Shoes may differ from the shoes worn in standard classes. All additional accessories, shoes, & undergarments will be automatically ordered for each student without additional notice and be charged to the participating student's account as orders are made. This is to ensure all items arrive on-time and are correct.

Costume fees are assessed in two categories: New (\$65+ each) and Used (\$25+ each). Used costumes are only made available if there are enough to clothe the entire group involved in the piece and the instructor deems them appropriate. Additional seamstress and cleaning fees may apply.

If any recital holds less than 30 students it will be held at Red Bluff Performing Arts Centre or another small local institution and each student recital participant is only guaranteed 3 tickets in the pre-sale ticket time period. If the student fails to purchase their 3 tickets before the pre-sale deadline they are no longer guaranteed any tickets.

In the Spring we collaborate with Redding Dance Centre to offer a large scale, non-mandatory, dance focused performance on the Redding Civic Center stage. This recital is far more costly than our other productions throughout the year due to its massive size, elaborate scenery, and costumes. Estimated prices: Recital fee \$50+, per student, Costume Fee \$80+ per costume, and Payment of June tuition installment in full. Tights, shoes, makeup, etc, are not included in this price but are needed to participate. RBPAC will order any additional shoes/tights and automatically bill them to your account after costuming has been finalized. Commitment to this recital needs to be submitted with full payment no later than January 10th. Please plan ahead by fundraising or saving towards this amazing opportunity!

***Please be advised:*** *If you sign up for any recital or performance event and fail to complete your commitment to your team without a pre-approved, communicated reason, **you will not receive a refund or any costumes paid for.** Furthermore, you will be placed on probation for participation in further events. (Probation: All fees, recital, and tuition, are due at the first day of classes- no payment options. Not eligible for "lead roles" for one semester.)*

## **Volunteer:**

We need **volunteers** to make all of our events possible, please let us know if you are available to assist in any event via BAND before each event and we will add you to the Parent Connection BAND. Let us know about any of your special skills. Thank you for your time!

**Parents are NOT allowed backstage for any event unless they are part of the staff invited backstage crew.**

## Agreement and Additional Information

Our most up to date information can be found on our Red Bluff Performing Arts Centre BAND community, including information about unexpected closures. Get involved, ask questions, request documents, and share ideas to help make our RBPAC family stronger and better. If you are not a part of our RBPAC BAND ask a staff member to help you get signed up. **Participation in our BAND community is REQUIRED.** If you fail to become a part of our RBPAC BAND we will not be held responsible for any missed information that was posted and you did not receive otherwise. **Stay informed, join BAND, and check it regularly.**

My child (student enrolled at RBPAC) and I (Parent/Guardian) have read, understood, and agree to all items in this Policies & Fees contract. We will do our part in ensuring that we follow these guidelines and contact RBPAC with any questions, comments, or concerns that we may have via BAND message or email. We, the undersigned (or by clicking to agree to these terms online), understand that this is a legally binding document and agree to all terms.

Student One First & Last Name: \_\_\_\_\_

Student Two First & Last Name: \_\_\_\_\_

Parent/Guardian Initials: \_\_\_\_\_

\_\_\_\_\_ : I agree to keep my personal valid Bank Card &/or Credit Card on file at all times.

\_\_\_\_\_ : I understand that my enrollment will continue until cancelled via add/drop form (for no less than a 5 month period unless otherwise stated in the notes of this contract and approved by the director). I understand that add/drop forms must be submitted at least 30 days in advance of the end of any semester to avoid being responsible for the following semester's tuition.

\_\_\_\_\_ : I will always read through my policies first, then ask a staff member for help if any issue arises.

\_\_\_\_\_ : I understand that there are more fees outside of tuition, including but not limited to:

Insurance/Registration Fee, Costume & Recital Fees, Uniforms, Late Fees, and Collections (if applicable).

Snack Bar daily maximum allowance for this account : \_\_\_\_\_

Semester Tuition Total: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Staff Verification: \_\_\_\_\_ Date: \_\_\_\_\_

I the undersigned and legal guardian of **student minor(s)** listed above, elect to make tuition payments broken into monthly installments. I will keep a valid credit card, with enough funding available to remit payments, on file at all times during the span of my student's enrollment. I understand that months with scheduled closures are factored into the total price and that if my student misses class for any reason, that full payment is still due in full each month. If I withdraw my student before the end of the term of this contract payment for the remainder of the semester rate is due and payable immediately upon withdrawal from the studio. Please review our annual schedule of closures before registering for classes. Make-up classes can be made for unscheduled closures and will be announced following the closure via BAND.

The length of this Payment Agreement is a 5 month minimum each term and will automatically re-enroll student(s) into each new semester. Agreement is in effect until cancelled via Add/Drop Form. Initial: \_\_\_\_\_

I agree to the terms set forth herein and understand that I am legally and financially liable as stated.

Parent/Guardian & Account Holder Date of Birth: \_\_\_\_\_

Parent/Guardian & Account Holder First & Last Name: \_\_\_\_\_

Account Holder Signature (If different from Parent/Guardian): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_