

2020 – 2021 Policies & Procedures

TUITION

- A. ***Tuition is due on the 1st of each month.*** A \$15 late fee will be applied to all overdue accounts on the 10th of the month. Payment can be made online through our family portal via our website or onsite at the front desk. Auto payment is available as well. We accept cash, personal check, and all major credit cards. *Tuition invoices are not sent out monthly.* Statements are only sent out to overdue accounts.
- B. Class tuition remains the same regardless of the number of weeks in the month, holidays, or snow days with the exception of August, which is pro-rated.
- C. Enrollment in our easy automatic payment system can be setup through our online family portal via our website or by calling the front desk. Please make all checks payable to Theatre Arts and write the student's name on all checks. If mailing payment, please send to:
Theatre Arts, Inc.
1405 N. Aspen
Broken Arrow, OK 74012
- D. A \$25 fee will be charged for all returned checks. If your check is returned, please send us a replacement check, including the \$25 returned check fee.
- E. If a student decides to discontinue classes, please notify us in writing or via email before tuition is due for the month. ***Tuition continues to accrue unless written notification is received.***
- F. All accounts must be current before May 1st for a student to be able to participate in the recital.
- G. *Legal action will be taken for any accounts 120 days past due. Court costs are the responsibility of the billing contact.*

FEES

- A. 2020-2021 Registration Fee of \$30 per family is due upon enrollment.
- B. Media Fee of \$15 per semester for all private voice and piano students. The first semester \$15 media fee is due upon enrollment and the second semester fee will be due January 1st.
- C. Costume Deposit of 50% per recital costume is due by November 1st. The Costume Balance is due by December 1st. * * * ***Costume payments are not refundable after December 10th.*** * * *
- D. Recital Fee of \$70 per recital with a maximum recital fee of \$175 for three or four recitals is due on February 1st. Recital fees automatically include the cost of the student's recital finale T-shirt. *Recital Fees are non refundable.*
- E. Holiday Showcase fee of \$20 for all Musical Theatre, Acting, Troupe, and Voice Class students is due on November 1st. *If your student is not participating in the Holiday Showcase please let us know before November 1st.*

AUTO PAYMENT

- A. Enrollment in our easy auto payment system can be setup through the online family portal via our website or by calling the front desk. *Auto payments are processed on the 1st of each month for the balance of a student's account.*

THEATRE ARTS SCHOLARSHIP FUND

Each year, Theatre Arts is home to families that go through times of crisis ranging from serious family illness, home fires, car accidents, etc. as well as talented children that cannot afford performing arts training. By simply adding a \$5 or \$10 donation to your monthly tuition amount, you can help to make a difference! Simply add the appropriate amount through our online store in the family portal at checkout or notify our front desk. With your help, Theatre Arts can continue to make a difference in the lives of children and families in the Tulsa area through the performing arts!

HOLIDAY SHOWCASE

- A. All Musical Theatre, Acting, Voice, and Troupe classes will perform in the Theatre Arts Holiday Showcase in December at the Union High School Performing Arts Center.
- B. There are no costumes for the holiday showcase. Students will have the option to purchase the Theatre Arts holiday showcase t-shirt or they may wear any red long sleeved shirt of their choice. *Please notify us by October 1st if you will not be participating in the holiday showcase.*

RECITALS & DRESS REHEARSALS

- A. Theatre Arts Recitals are held in the month of May at the TCC Van Trease Performing Arts Center for Education located at 81st & Hwy 169.
 - Musical Theatre & Voice Recitals will be held in May 2021.
 - Dance Recitals will be held in May 2021.
 - Acting & Piano Recital will be held in May 2021.*More information on recitals will be available in the October Newsletter.*
- B. Recital Dress Rehearsals will be in the evenings on the week leading up to the Recital in the evenings. *More information on Dress Rehearsals will be available in the recital packets in March. **Students must attend their Dress Rehearsals in order to participate in the Recital.***
- C. Recital Fees are due February 1st, 2021. Recital fees are charged in lieu of ticket sales. There will be free admission to all Theatre Arts recitals so that our students may perform in front of a large audience full of all of their family and friends!
***** Please notify us by December 1st if you will not be participating in recital. *****

COSTUMES

- A. A Costume Deposit of 50% per recital costume is due by November 1st, 2021.
- B. The Costume Balance will be due by December 1st, 2021.
- C. Costumes are \$80 each. Select classes (usually older ones) may have self-supplied costumes and will not have a costume fee. These classes will be listed in the October Newsletter. Students may be required to purchase special shoes for recital.
- D. *Costume payments are non refundable after December 10th.*
- E. *No costume will be ordered unless the costume is paid in full.*

HOLIDAYS

The studio will be closed on the following dates:

- A. Labor Day.....September 7th, 2020
- B. Halloween.....October 31st, 2020
- C. Thanksgiving Break.....November 23rd – 28th, 2020
- D. Winter Break.....December 21st, 2020 – January 3rd, 2021
- E. Spring Break.....March 15th – 20th, 2021

PRIVATE LESSONS

- A. Theatre Arts must receive a 24-hour notice when canceling a Private Lesson. Students will be charged for the lesson without this notice.
- B. If a teacher must cancel a private lesson, the lesson will be rescheduled or credited as soon as possible.
- C. Teachers are paid for private lessons once tuition payments have been made.
Teachers are not required to teach a student if payment is more than 3 weeks overdue.
- D. Observers are not permitted during Private Lessons.

CLASS OBSERVATION

- A. Parent Observation Week will be November 16th – 21st, 2020 for all classes. There are no observation days for Private Lessons, Dance Company Rehearsals, or Troupe Rehearsals.
More information will be listed in the September newsletter.
- B. There are security cameras in each studio. The TV in the lobby rotates through each studio so that parents are able catch a glimpse of what their students are working on in class!
- C. There are no observers allowed during class in the studios. *Please do not enter the studios while class is in session. If a student must leave early, please notify the front desk and they will make sure the student is ready to leave at the correct time.*

ATTENDANCE

- A. Students should arrive to class on time. Good attendance is imperative for proper training. ***If a student will be missing a class, please notify the front desk at (918) 258-2543*** as this may impact the way that an instructor plans their class for the day.
- B. Missed classes may be made up by taking an extra class of your choosing, appropriate to the student's age and ability level. Please note that the make-up classes may be working on material different than the student's own class.

LOBBY AND CLASSROOM ETIQUETTE

- A. Food and drinks are permitted in the lobby or the break room only. Food is not permitted in the studios or hallways.
- B. The lobby and hallways should remain quiet when classes are in session. Horseplay, gossip, foul language or other disruptive behaviors will not be tolerated in the lobby or any part of the studio. Siblings waiting in the lobby during classes must be supervised at all times.

STUDENT PICK UP

- A. Students should not be dropped off more than 10 minutes before their class time and should be picked up from class promptly. Students that are not picked up within 15 minutes of the last class of the day will be charged a ½ hour private lesson fee of \$35. Students that are not picked up within 30 minutes of the last class of the day will be charged a 1 hour private lesson fee of \$70.
- B. Students under the age of 8 are not permitted to stay at the studio between classes without parental supervision.
- C. Students must remain in the lobby and are not permitted to wait outside the building to be picked up after class. This is for their continued safety.

INCLEMENT WEATHER

- A. Theatre Arts does not follow the Broken Arrow Public Schools cancellation policy for inclement weather as many times weather conditions can improve or worsen throughout the day. Should classes be canceled due to weather, Theatre Arts will send out an email as well as post all updates on Facebook, Instagram, and Twitter.
- B. Students are encouraged to make up classes that are missed due to inclement weather. Private lessons will be made up at a later date. Please see the "Attendance" and "Private Lessons" sections for more information.

COMMUNICATION

- A. Theatre Arts office is open Monday–Thursday from 10:00am–9:00pm and Fridays 2:00–5:00 pm. There is someone working our front desk at all times classes are in session. If you have any questions throughout the year, please call (918) 258-2543 or email info@theatreartstulsa.com.
- B. To reach a teacher or member of our staff by email, please refer our website for a list of individual email addresses. If you would like for a faculty member to call you, please leave them a message with our front desk staff and they will return your call.
- C. Newsletters are sent out monthly via email and contain important information throughout the year. Please be sure your Theatre Arts account in our online family portal is setup to receive emails.

CLASS ATTIRE / DRESS CODE

Classroom attire will be strictly enforced. Students may be asked to sit out of class if they are not properly dressed with proper shoes for class. All attire can be found at Black & Pink Dance Supplies (located at 81st & Lewis) or from an online retailer such as Discount Dance.

**** Please refer to the list below for all dress codes by class:*

Pre-Ballet:

Girls: Black leotard, pink tights, pink ballet shoes. Skirts are optional.

Boys: T-shirt and athletic shorts. Ballet Shoes.

Ballet/Tap combination classes:

Girls: Black leotard and Pink Tights. Skirts are optional.

Pink Ballet shoes & black mary jane style tap shoes with snaps or elastic (no ties).

Hair must be pulled away from the face- tightly secured into a bun or similar fashion.

Boys: Black tights or athletic shorts, white T-shirt. Black ballet shoes, black tap shoes.

Ballet 1, Ballet 2, Beginning Ballet, & Beginning Teen Ballet:

Girls: Black leotard, pink tights, hair tightly secured in a bun, and pink ballet shoes.

Boys: Black Ballet Shorts or Tights, White Ballet Shirt, White Socks, White Ballet shoes.

Ballet 3:

Girls: Black leotard with pink tights, hair tightly secured in a bun with a purple hair ribbon, and pink ballet shoes. *Pointe shoes will be needed mid year.

Boys: Black ballet shorts, white ballet shirt, white socks, white shoes, ballet full bottom brief.

Ballet 4:

Girls: Black leotard with pink tights, hair tightly secured in a bun with a blue hair ribbon, pink ballet shoes and pointe shoes.

Boys: Black tights, white ballet shirt, white socks, white ballet shoes.

Ballet 5:

Girls: Black leotard with pink tights, hair tightly secured in a bun with a white hair ribbon, pink ballet shoes and pointe shoes.

Boys: Black tights, white ballet shirt, white socks, white ballet shoes.

Ballet 6:

Girls: Black leotard with pink tights, hair tightly secured in a bun, pink ballet shoes and pointe shoes. Skirts are optional for pointe class.

Boys: Black tights, white ballet shirt, white socks, white ballet shoes.

Hip Hop Classes:

Comfortable clothing & tennis shoes or boots.

Jazz, Broadway Dance, Jumps & Turns Classes:

Any style leotard, tights, dance tops, fitted shorts or leggings. No t-shirts of any type, or baggy clothing. Students should wear slip-on jazz shoes. Hair must be pulled back into a bun or ponytail.

Lyrical & Contemporary Classes:

Any fitted dance attire. Student may take class barefoot or in any style of jazz shoes. Hair should be pulled back into a bun or ponytail.

Musical Theatre, Acting, and Voice Classes:

Comfortable clothing and tennis shoes. No skirts or flip flops.

Tap Classes:

Fitted dancewear and lace up tap shoes.

Tumbling:

Leotards, dance tops, and fitted shorts. Hair must be pulled back into a bun or ponytail. Students will take class barefoot.