

# 2022 – 2023 Policies & Procedures

## TUITION

- A. ***Tuition is due on the 1<sup>st</sup> of each month.*** A \$15 late fee will be applied to all overdue accounts on the 10<sup>th</sup> 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 as a half month.
- 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 1<sup>st</sup> 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. 2022-2023 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 1<sup>st</sup>.
- C. Costume Deposit of 50% per recital costume is due by November 1<sup>st</sup>. The Costume Balance is due by December 1<sup>st</sup>. \* \* \* ***Costume payments are not refundable after December 10th.*** \* \* \*
- D. Spring Recital Fees. Please see below. All spring recital fees are non-refundable and due on February 1<sup>st</sup>.
  - a. There will be an \$80 recital fee for all students participating in the Dance Recital. This fee includes the student's recital finale T-shirt, recital video, and unlimited admission for family and friends.
  - b. There will be an \$80 recital fee for all students participating in the Voice & Musical Theatre recital. This fee includes the student's recital finale T-shirt, recital video, and unlimited admission for family and friends.
  - c. There will be a \$35 recital fee for all students participating in the Piano recital. This fee includes unlimited admission for family and friends.
- E. Holiday Showcase fee of \$25 for all Musical Theatre, Acting, Troupe, and Voice Class students is due on November 1<sup>st</sup>. *If your student is not participating in the Holiday Showcase please let us know before November 1<sup>st</sup>.*

## 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 1<sup>st</sup> of each month for the balance of a student's account.*

## 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 1<sup>st</sup> 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 81<sup>st</sup> & Hwy 169.
  - Musical Theatre & Voice Recitals will be held in May 2023.
  - Dance Recitals will be held in May 2023.
  - Acting & Piano Recital will be held in May 2023.

*More information on recitals will be available in October.*
- B. Recital Dress Rehearsals will be in the evenings on the week leading up to the Recital. *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 1<sup>st</sup>, 2023. 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 1<sup>st</sup> if you will not be participating in recital. \* \* \***

## COSTUMES

- A. A Costume Deposit of 50% per recital costume is due by November 1<sup>st</sup>, 2022.
- B. The Costume Balance will be due by December 1<sup>st</sup>, 2022.
- C. Costumes are \$90 each. Select classes (usually older students) may have self-supplied costumes and will not have a costume fee. These classes will be notified in October. Students may be required to purchase special shoes for recital.
- D. *Costume payments are non refundable after December 10<sup>th</sup>.*
- 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 5<sup>th</sup>, 2022
- B. Halloween.....October 31<sup>st</sup>, 2022
- B. Thanksgiving Break.....November 21<sup>st</sup> – 26<sup>th</sup>, 2022
- C. Winter Break..... December 19<sup>th</sup>, 2022 – January 1<sup>st</sup>, 2023
- D. Spring Break.....March 13<sup>th</sup> – 18<sup>th</sup>, 2023

## 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.
- E. Students must be enrolled in private lessons at Theatre Arts from February through May (at minimum) to perform a solo in the end of the year recital.

## CLASS OBSERVATION

- A. Parent Observation Week will be November 14<sup>th</sup> – 19<sup>th</sup>, 2022 for all classes. There are no observation days for Private Lessons, Dance Company Rehearsals, or Troupe Rehearsals.  
*More information will be sent out in October.*
- 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 in the studios during class. *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 or by emailing [info@theatreartstulsa.com](mailto:info@theatreartstulsa.com) 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 2:00–5:00pm. 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](mailto: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. "Monday Minute" emails are sent out weekly during the school year and contain important information. 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 81<sup>st</sup> & Lewis), Lemonberry Dancewear (81<sup>st</sup> & Lynn Lane), or from an online retailer such as Discount Dance.

*\*\*\* Please refer to our dress code on the following page for a full listing by class.*

## BABY BALLET

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

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

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

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## MINI MOVERS

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

***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.

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## SHINING STARS

**Girls:** Black leotard and Pink Tights. Pink ballet shoes and black tap shoes are required. Skirts and slip on jazz shoes are optional.

***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 and black tap shoes are required. Slip on jazz shoes are optional.

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## BALLET 1 - 5, BEGINNING BALLET, & BEGINNING TEEN BALLET

**Girls:** Black leotard, pink tights, hair tightly secured in a bun, and pink ballet shoes. Skirts are optional for pointe class only. Absolutely no shorts or leggings are to be worn over the dancer's leotard and tights. Ballet 3, 4, & 5 students will need pointe shoes.

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

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## PROGRESSING BALLET TECHNIQUE

Same class attire as ballet levels 1-5, except the dancers may wear fitted lycra shorts over their leotard and tights. Dancers will take this class barefoot and will be required to provide their own Yoga Mat for this class.

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## HIP HOP

Comfortable clothing & tennis shoes or boots.

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## JAZZ, BROADWAY DANCE, POM, AND JUMPS & TURNS

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.

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## LYRICAL & CONTEMPORARY

Any fitted dance attire. Student may take class barefoot or in socks if ages 10 & up. Hair should be pulled back into a bun or ponytail.

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## BROADWAY BABIES, MUSICAL THEATRE, AND VOICE

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

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## TAP

Fitted dancewear and lace up tap shoes.

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## TUMBLING

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