

# 2023 Summer Policies & Procedures

## MUSICAL THEATRE CAMPS

- A. *Camp tuition is non refundable.* If a student must cancel their camp reservation, they may credit the tuition toward future camps or classes if the studio receives a withdrawal notice one week prior to the start of the camp.
- B. Payment for all camps is due upon enrollment to reserve the student's spot in the camp.
- C. Students should wear comfortable clothing and tennis shoes to camp each day. No skirts or flip-flops, please. Campers will receive a camp t-shirt on the first day of camp and should wear their Camp T-shirt with denim shorts or jeans for the Friday evening performance.
- D. A parent or guardian must accompany each camper ages 11 & under into the lobby every morning to sign them in. Students ages 12 & up can sign themselves in. The lobby will open at 8:30 am each morning.
- E. A parent must come in to sign out the camper at the end of each camp day.
- F. Campers will be provided with a snack and drink box each day. If your student has any food allergies that we should be aware of please let us know before the first day of camp. Some campers prefer to bring their own snack from home and that is certainly welcomed as well.

## CLASS TUITION

- A. Summer Class monthly tuition is due by June 10<sup>th</sup> and July 10<sup>th</sup>. You can pay at the studio or online through the family portal via our website. To log in for the first time, please enter your email address and click "forgot password". You will then be sent instructions to complete your payment.
- B. Tuition invoices are *not* sent out monthly. It is the customer's responsibility to make tuition payments on time. Statements are only sent out if accounts are past due.
- C. If paying by check, please write the student's name on all checks. This is particularly important if the student's last name is different than the name on the check.
- D. A \$15 late fee will automatically be added to all accounts that have not been paid by the 10<sup>th</sup> of the month.
- E. Tuition is due on time even if your student did not attend class during the payment week. All tuition is non-refundable.
- F. We accept cash, personal check, VISA, MasterCard, Discover Card, American Express and Debit Cards. You may also sign up for our auto draft system in the Theatre Arts family portal available on our website. Please make checks payable to *Theatre Arts* at the front desk or mail your payment to:  
Theatre Arts  
1405 N. Aspen  
Broken Arrow, OK 74012
- G. If a student decides to discontinue classes, please let us know in writing or via email at [info@theatreartstulsa.com](mailto:info@theatreartstulsa.com) before tuition is due for the month; otherwise, we assume that you will be returning and tuition will be billed accordingly. ***Tuition continues to accrue for the entire session unless written notification is received.***
- H. Legal action will be taken for any accounts 120 days past due. Court costs are the responsibility of the billing contact.

## PRIVATE LESSON TUITION

- A. A 24-hour notice is required when cancelling a private lesson. Students who do not give the 24-hour notice will be charged for the lesson.
- B. If a teacher must cancel a private lesson, the lesson will be credited or rescheduled as soon as possible.
- C. Teachers are not paid for private lessons until tuition has been collected from the student. A teacher will not be expected to teach a student if payment is more than 3 weeks overdue.

## FEES

- A. A Summer Enrollment Fee of \$20 per family is due upon enrollment.
- B. A \$15 Media Fee is due upon enrollment for private voice & piano students.
- C. A \$10 Material Fee is due upon enrollment for all Acting, Class Voice, & Musical Theatre classes.
- 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.

## THEATRE ARTS SCHOLARSHIP FUND

Theatre Arts encounters a lot of talented children throughout the year that cannot afford performing arts training. We also have families each year that go through times of crisis ranging from serious family illness, fires, car accidents, etc. By adding a \$5 or \$10 donation to your monthly tuition amount, you can help take care of the Theatre Arts family! Simply check the box on the enrollment form or add it in the online store on the family portal to make a difference in the lives of children in the Tulsa area through the performing arts!

## ATTENDANCE

- A. Students should arrive promptly to class. Good attendance is imperative for proper training and progression.
- B. ***If a student will be missing a class, please notify the front desk at (918) 258-2543.*** This may impact the way that an instructor plans their class for the day.
- C. It is the student's responsibility to learn previously missed material.
- D. Missed classes may be made up by taking an extra class of your choosing, appropriate to the student's age and ability level. However, it is the student's responsibility to make arrangements to attend a make-up class. Please keep in mind that there may be only one class per age or level and the make-up classes may be working on material different than the student's own class.

## SCHEDULE

Theatre Arts 2023 Summer Session will run June 5<sup>th</sup> – August 4<sup>th</sup> and the studio will be closed July 3<sup>rd</sup> – 7<sup>th</sup>.

## LOBBY AND CLASSROOM ETIQUETTE

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

## CLASS OBSERVATION

- A. Parents will not be allowed to observe 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.
- B. For safety and security reasons, *only* Theatre Arts faculty, staff, and students are permitted in the main studio hallway.
- C. There are cameras in each studio. The TV screen in the lobby is on a 10 second rotation loop so that parents can catch a glimpse of what each class is working on!

## STUDENT PICK UP

- A. Students are not permitted to wait outside of the building for their ride. They must remain in the lobby to assure their continued safety.
- B. Please do not drop children off more than ten minutes before their class time. Students must be picked up from class promptly. Students under the age of 8 are not permitted to stay at the studio *between* classes without parental supervision.
- C. Students are to be picked up on time after class. Any student that is not picked up within 15 minutes of the last class of the day will be charged a ½ hour private lesson fee of \$35. Any student that is left for more than 30 minutes after the last class will be charged a full hour private lesson fee of \$70.

## COMMUNICATION

- A. The studio's summer hours are 8:30am–8:30pm Monday, Tuesday, Thursday; 8:30am–8:00pm Wednesdays; and 8:30am–1:00pm Fridays. There is someone at the front desk at all times classes and camps are in session. If you have any questions, please call (918) 258-2543. You can also email Jake & Jana Pfarr at [info@theatreartstulsa.com](mailto:info@theatreartstulsa.com) or for any billing questions, you can contact our office manager, Janet Wallace, at [janet@theatreartstulsa.com](mailto:janet@theatreartstulsa.com).
- B. If you have any questions for your student's teacher(s), please leave a message and the teacher will return your call. You may also email teachers at their studio email address which can be found on our website.
- C. We recommend following Theatre Arts on Instagram and Facebook as we post updates, pictures, promotions, and important information frequently.

## 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 (located at 81<sup>st</sup> & Lewis) 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.