

# 2023–2024 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 automatic payment system can be setup through our online family portal via our website or by calling the front desk.
- D. If a student decides to discontinue classes, please notify us via email *before* the first of the month. ***Tuition continues to accrue unless written notification is received.***
- E. All accounts must be current before May 1<sup>st</sup> for a student to be able to participate in the recital.
- F. *Legal action will be taken for any accounts 120 days past due. Court costs are the responsibility of the billing contact.*

## FEES

- A. 2023-2024 Family Registration Fee of \$30 is due upon enrollment.
- B. Media Fee of \$15 per semester for all Private Voice and Piano students. The first semester's media fee is due upon enrollment and the second semester's 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>.
- D. Costume Balance is due by December 1<sup>st</sup>.  
\* \* \* ***Costume payments are not refundable after December 10th.*** \* \* \*
- E. Spring Recital Fees (see below):
  - a. There will be an \$80 recital fee for all students participating in the Dance Recitals due on February 1<sup>st</sup>. This fee includes the student's recital finale T-shirt, recital video, and unlimited admission for family and friends. *Spring recital fees are non-refundable.*
  - b. There will be an \$80 recital fee for all students participating in the Music Recitals due on February 1<sup>st</sup>. This fee includes the student's recital finale T-shirt, recital video, and unlimited admission for family and friends. *Spring recital fees are non-refundable.*
- F. Holiday Showcase fee of \$25 for all Musical Theatre, Voice, & Troupe students is due on November 1<sup>st</sup>. *Holiday Showcase fees are non-refundable.*

## 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, Voice, and Troupe classes will perform in the Theatre Arts Holiday Showcase on December 16<sup>th</sup> 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.
- C. See above "Fees" section for Holiday Showcase fee information.

## RECITALS & DRESS REHEARSALS

- A. Theatre Arts Recitals & Dress Rehearsals are held in the month of May.
  - Dance Recitals will be held on May 18<sup>th</sup>, 2024 at the TCC Van Trease PACE.
  - Music Recitals will be held on May 25<sup>th</sup>, 2024 at Union High School's PAC.
- B. Recital Dress Rehearsals will be in the evenings on the week leading up to the Recitals.
  - Dance Recital Dress Rehearsals will be on May 16<sup>th</sup> & May 17<sup>th</sup>.
  - Music Recital Dress Rehearsals will be on May 20<sup>th</sup> & May 21<sup>st</sup>.
  - ***Students must attend their Dress Rehearsals in order to participate in the Recital.***
- C. Recital Fees are due February 1<sup>st</sup>, 2024. 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! See above "Fees" section for Recital fee information.

*\* More information on Recitals will be available in the recital packet in March. \**

## COSTUMES

- A. A Costume Deposit of 50% per recital costume is due by November 1<sup>st</sup>, 2023.
- B. The Costume Balance will be due by December 1<sup>st</sup>, 2023.
- 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 4<sup>th</sup>, 2023
- B. Halloween.....October 31<sup>st</sup>, 2023
- B. Thanksgiving Break.....November 20<sup>th</sup> – 25<sup>th</sup>, 2023
- C. Winter Break..... December 20<sup>th</sup>, 2023 – January 2<sup>nd</sup>, 2024
- D. Spring Break.....March 18<sup>th</sup> – 23<sup>rd</sup>, 2024

## 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 13<sup>th</sup> – 18<sup>th</sup>, 2023 for all classes. There are no observation days for Private Lessons, Dance Company Rehearsals, or Troupe Rehearsals.
- 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 below 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.