

2024 Summer Policies & Procedures

MUSICAL THEATRE & PRODUCTION 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 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 10th and July 10th. A \$15 late fee will be applied to all overdue accounts on the 11th 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. Tuition is due on time even if your student did not attend class during the payment week. All tuition is non-refundable.
- C. Enrollment in our autodraft system can be setup through our online family portal via our website or by calling the studio office.
- 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. *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 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.*

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.

AUTODRAFT

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

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 studio office at (918) 258-2543 or by emailing info@theatreartstulsa.com*** as 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. 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

2024 Summer Session will run June 3rd – August 2nd and the studio will be closed July 1st – 5th for Summer Break.

LOBBY AND CLASSROOM ETIQUETTE

- A. Food is permitted in the lobby or the breakroom 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.

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 staff at 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 shows all studios 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 office hours are 8:30am–8:00pm Monday, Tuesday, Thursday; 8:30am–7:30 pm 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 or you can also email info@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.

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), Lemonberry Dancewear (71st & Aspen), 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.

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.

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.

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.

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.

HIP HOP

Comfortable clothing & tennis shoes or boots.

JAZZ, BROADWAY DANCE, 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.

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.

ACTING, MUSICAL THEATRE, AND VOICE

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

TAP

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.