

PROPHECY SCHOOL OF THE ARTS, LLC

STUDENT & PARENT HANDBOOK

It is Prophecy's mission to utilize the arts- set in a culturally enriching environment- to develop and nurture self-esteem, confidence, character, discipline, mutual respect and belief in the students' ability to make dreams come true. It is the hope of Prophecy that the students will learn the importance of being an asset to the community.

In accomplishing this mission it is central to the philosophy of Prophecy to demand of each student the very best effort of which he or she is capable and to give in return the care and attention the student deserves, whether or not a professional career in dance is planned.

Class Levels

All classes are designed to meet the physical and psychological needs of the student at each stage of development. Students move through the curriculum according to ability and age and are evaluated for level advancement by the director and teachers. If you feel that your child is the wrong level, please speak with the director.

Payment Information

Tuition payments are due by the 7th of each month. Payments should be dropped into the mail slot located inside the studio. Envelopes are located next to the mail slot and you may indicate if you require a receipt. You may elect for automatic monthly credit card payments and select any date before the 15th to have your account automatically debited for the agreed upon amount.

Late fees will be assessed to any payment not made by 7th of the month (unless on automatic payment). Fees are as follows: \$5 if paid by the 15th of the month and \$10 if paid after the 15th of the month.

Returned checks will be assessed a fee of \$25.

Late Student Pick-ups refer to the last scheduled Prophecy class of the day. Teachers are ready to leave after teaching the classes, and it is unfair to the teacher to have to wait on your child before they can leave. This fee is not an attempt to "get" more money from the parents, but rather an attempt to respect the time of the teachers. Parents will be allowed 2 (under 10 minute) late pick-ups without penalty. Unless prior arrangements have been made, fees will be assessed as follows: 6-10 minutes late will incur a \$5 fee, 11-20 minutes late will incur a \$10 fee, and 21 minutes or more will incur a \$15 late fee.

Attendance

Students or their families must report absences to Prophecy prior to class time in order to be excused. Messages may be left on the voice mail system.

Good attendance is critical to consistent progress and advancement. Poor attendance will jeopardize a student's growth. Students may make up classes if prior arrangements have been made.

Students may not enter class late or leave class early without the teacher's permission. If a student arrives after the completion of warm-up (approximately fifteen minutes), the teacher may ask the student to sit, watch the remainder of the class and take notes.

Injuries can result when a student has not had a proper warm up, and the final decision will be left up to the teacher.

Dress Code

All Classes

Leotards - Any solid colored leotard.

Tights – Black, pink, or skin colored tights.

Capri's (above the knee), boy shorts, biker shorts, dance skirts – May be worn in all classes over leotards and tights. Students may be asked to remove something if the teacher feels it is necessary.

Hair - MUST be pulled back away from face and secured.

Pre-Ballet and Creative Movement – Pink Ballet shoes.

Pre-Tap – Black patent slip-on tap shoe

Ballet – Black Ballet shoes.

Jazz – Black Split Sole Jazz shoe. Intermediate Jazz students may wear Black Slip-on Jazz boot.

Tap – Black Jazz tap shoe

Hip-Hop - Black jazz sneaker

Acrobatics – White acrobatic shoes. NO clips, barrettes, ponytail holders, or other hair accessories that will impede your child from doing rolls or flips.

African – leotard or form fitting top, lappa (fabric wrapped to form a skirt) or sarong, shorts under skirt, no shoes

Hip-Hop- Loose fitting clothes that allow for easy movement. Jazz boots or shoes may be worn. NO STREET SHOES.

Students may be asked to sit out of a class due to repeatedly being out of the proper dance attire. Dancewear is to be kept laundered and in good repair. Please mark clothing and shoes with the student's name.

Prophecy's dress code is designed to encourage discipline among our students. The dress code also allows the teacher to assess proper body alignment and has been selected for maximum effectiveness for each technique. Please ensure that the dress code rules are followed.

Student Drop Off/Pick-up Regulations

In an effort to ensure student safety, students will not be allowed to leave the studio without a parent or designated adult coming to pick them up. Parents, please notify your child's teacher if someone different will be picking the student up from class. There are some food places, and bus stops in walking distance of the studio, however, without parent's permission students will not be allowed to leave the studio without adult pick-up.

All students must be picked up promptly after their last class. Excessive tardy pick-ups will result in an extra fee.

Rules and Regulations

As part of their training, Prophecy's students are expected to behave in a responsible and disciplined manner and to adhere to the Prophecy rules and regulations.

Injuries

Dance can be a strenuous athletic activity. Students of dance will experience minor aches and pains from time to time due to building muscle tissue and stretching tendons. Most minor aches and pains will go away in time. Should a particular pain start to become chronic, speak to the instructor. A doctor's note is required to return to class after severe injuries.

Once a student has stopped class they may not resume class or rehearsal until the next day at the earliest.

Water & Restroom Visits

Prophecy recognizes that water intake is a crucial element to athletic activity and we encourage students to make sure they are drinking a sufficient amount.

However, visits to the restroom during class disrupt the class and cause the student to miss valuable instruction time. Please make sure students use the restroom before or after class. Water bottles must be kept with the student's possessions and away from the barres and dance floor.

Behavior/Talking

Students are expected to treat the teachers and fellow students at Prophecy with respect and a positive attitude. Excessive talking is distracting and disrespectful to teachers and classmates.

Studio Etiquette

Food, gum, and drinks are restricted to the lobby and are not allowed in the studio.

Students are responsible for the disposal of their garbage and are expected to treat the facilities, furniture, and equipment with respect.

Please check the space you use for discarded toe tape, tissues, water bottles, clothing, etc., when leaving the studio.

Barres are not to be hung or sat on as they might break or cause injury.

Mirrors are breakable and easily smudged; they are not to be handled.

Students should not sit down to "rest" during dance classes. This causes the muscles to cool down and may result in injury by resuming exercise when cold.

Health

Dance is a way to promote physical health, and we at Prophecy will also like to promote a healthy lifestyle by encouraging healthy eating habits. Students need to fuel their bodies well for rehearsals and classes. Students should consume healthful food and drinks while at the studio, rehearsal or performance space (i.e., water, Gatorade, fruits, nuts, health bars). Sodas are not allowed for the younger students in the studio.

Lost and Found

Items left in the studio will be collected at the end of the day and placed in the lost and found bin. The lost and found is emptied monthly.

We encourage all students to label their shoes, tights, etc., to insure that the proper items are recovered.

Communication

Please read the bulletin boards carefully. This is an important resource for students and

parents. Time changes and important notices are placed here and the answers to many of your questions can be found here.

The staff is not allowed to give out student or teacher phone numbers; therefore, we ask that phone numbers be exchanged on an individual basis.

Lectures, Performances, Special Workshops

Special events will occur throughout the semester. Some will be by invitation to certain students and some will be on a first come first serve basis. Please check the boards.