



# PARENT HANDBOOK {BARTLESVILLE}

[www.stageartproductions.com](http://www.stageartproductions.com)

918.333.7270

**Business Office:**

318 South Quapaw Ave.,  
Bartlesville, OK 74003

**Mailing Address:**

414 SE Washington Blvd., #129  
Bartlesville, OK 74006

**Locations:**

Bartlesville, OK  
Independence, KS  
Caney, KS

**Stage Art will present the following  
showcases this School Session:**

“Christmas - More than a Story”

December 9, 2023

“Elevate”

June 1, 2024

These exciting Shows give your child the chance to demonstrate their progress and gain experience on a professional stage. Participation is optional, but strongly encouraged. The number of routines an individual performs varies with the amount of instruction per week.

**IMPORTANT DATES:**

September 4 - Studio Closed ~ Labor Day

September 18 - 21 - Bring a Friend

October 11 - 13 - Studio Closed ~ Fall Break

October 30 - Nov. 2 - Parent Participation

November 20 - 24— Studio Closed ~ Thanksgiving

December 22 - January 2 - Studio Closed ~  
Christmas

March 18 - 21 - Studio Closed ~ Spring Break

May 6 - 9 - Bring Mom to Class Week

May 27 - Studio Closed - Memorial Day

May 31 - Awards Gala

**DRESS CODE:**

Twinkling Stars Program Girl Dancers - Pink leotard, pink tights

Twinkling Stars Program Boy Dancers - Black t-shirt and black shorts

All Level I and II Girl Dancers - Black Leotard and pink tights

All Level I and II Boy Dancers - Black t-shirt and black shorts or pants

All Level III and up Girl Dancers - black leotard and black tights or leggings

All Level III and up Boy Dancers - Black t-shirt and black shorts or pants

No jewelry of any kind will be allowed to be worn during class.

No jeans or jean shorts! - Students will be asked to observe class if they arrive in jeans.

Hair must be pulled back and kept away from the face at all times.

No bare midriffs please.  
No shorts or pants with writing on the backside

No chewing gum, food or drinks (other than water bottles) are allowed in the classrooms.

Dance shoes should be worn indoors only, this includes from the parking lot to the doorway.

“Other” attire is allowed the last lesson of the month

*If you do not want your child's picture posted on the website, in newsletters or on bulletin boards it is your responsibility to notify Stage Art in writing.*

## STUDENT LEADERSHIP PROGRAM:

STUDENT LEADERS and STUDENT DEMONSTRATORS are often used in our children's classes to increase personal attention and to give our older dancers a chance to serve as examples for younger students. This is an excellent opportunity to enhance both leadership and ability. Interested students can apply for a position as a Student Leader or Student Demonstrator by contacting the Director.

## ATTENDANCE:

Students are expected to attend all classes as absences inhibit progress. Students should be ready for class at the designated time. We understand that being late is sometimes unavoidable; however, a student who misses the beginning exercises runs the risk of injury by not being properly warmed up. In the event a class drops below the minimum class size of 5 students, we reserve the right to cancel the class and recommend students to another class where appropriate. or change the class rate to reflect that of a semi-private and shorten the class. If a student is unable to attend their weekly lesson, they can attend virtually, make it up in a like class within that month or watch the video recording of that class or a like class. There are no refunds or discounts for missed

## CREATIVE AND CHOREOGRAPHY COPYRIGHT:

All routines created at Stage Art by any studio employee remains the property of Stage Art and cannot be taken to another studio or show for performance without written permission from the Director.

## TUITION:

Tuition is charged with a by Session Fee of \$500.00 for one student or class. Family, Multi-class and VIP discounts are available. We do offer a monthly payment plan. Even though lessons vary from month to month with some shorter and some longer, there is no price reduction for lessons missed including for inclement weather days or scheduled holidays as our tuition is for the Session. Please understand that once a student is enrolled in the School Session, they are automatically enrolled for the entire session (August - May). If there is a need for the student to drop a class, notice of a drop must be given **ONE MONTH** in advance on the official Stage Art DROP FORM. A word to the teacher or a friend is not acceptable. Failure to notify with the official Drop Form will result in continued billing for the tuition payments. TUITION is due for the entire month in which the drop occurs. Tuition is preferred to be paid through our Stage Art App or in the form of Check (there is a \$25.00 returned check fee) or cash (put in an envelope) and then handed to the receptionist, placed in the Payment Drop Box located in the lobby or by mailing them to the studio. Payments should never be handed to any instructor. If you are using the monthly payment plan, tuition is due on the 1<sup>st</sup> of each month. If paid after the 7<sup>th</sup> it is considered past due and there is a \$10.00 late fee per class. (Please contact the studio if unusual payment arrangements need to be made.) Any unpaid tuition or late fees must be paid in full before a student can participate in any performances. Students who fall more than two months behind on payments will not be allowed to take class until past due money is paid in full. STAGE ART HAS THE RIGHT TO TAKE ANY STEPS NECESSARY TO COLLECT UNPAID BALANCES.

## REGISTRATION AND ENROLLMENT:

A Membership Fee of \$25.00 for a single student and \$30.00 for a family is due at the time of enrollment and is non-refundable. There is no Membership Fee for students that continue from one session to another and remain enrolled into at least one class as they are considered "year round" students. Membership members receive discounts on workshops, attire and specials events held at Stage Art.

Class sizes will be strictly enforced with no exceptions.

## CORRECTIONS AND BEHAVIOR:

Students are expected to behave in class and respect the teacher and Leadership Team at all times. Teachers will verbally discipline students, if necessary, and if a student becomes disruptive, he or she will be sat out of class. Every class at Stage Art places a strong emphasis on classroom behavior & manners. These concepts include learning how to take turns, following a fellow student or leading the way, waiting patiently, working together with others, showing respect for self, classmates & teachers and having a positive attitude. All of these skills will be needed throughout a person's life – in and out of the classroom. By setting good examples and using positive reinforcement, every lesson will reinforce these life skills.

## CLASS OBSERVATION:

For all students, there is a time to perform and a time to be self-focused, learning about the body through the pleasure & freedom of movement for movement's sake alone. At Stage Art, the classes are closed to visitors and parents. No one is permitted to stay in the classroom during lessons except on designated Observation days. We make every class focused by shutting the doors on the outside world thus making the world of performing arts the center of attention.

## INSURANCE AND WAIVER:

All students are required to have their own medical insurance coverage and if an injury occurs, it is understood that the students and their family are responsible for any medical costs. Students dance at their own risk. By signing the Registration Form you are releasing Stage Art, the owner/director, Kristy Fouts, her family, or employees of the locations where classes are held and their employees from any claims, demands and causes of action arising from the student's participation in any of the programs, from any liability now or in the future however caused, occurring before, during, or after participation in any of the programs offered at Stage Art.