

Performing Arts Studio

studio & Dancer Handbook

MISSION STATEMENT:

TO DISCOVER WHY EACH STUDENT CHOOSES TO PERFORM AND TO FULFILL EVERY STUDENT'S NEEDS IN AN HONEST, FUN, AND REALISTIC WAY.

TO PROMOTE SELF-DISCIPLINE, A POSITIVE ATTITUDE, CONFIDENCE, AND GOAL-ORIENTED DEDICATION through performing arts.

TO GIVE EQUAL ATTENTION, RESPECT AND QUALITY TRAINING TO ALL STUDENTS, REGARDLESS OF AGE, OR LEVEL.

TO EXPRESS THE IDEA THAT STUDENTS SHOULD CHALLENGE ONLY THEMSELVES IN AN ENDLESS STATE OF IMPROVEMENT.

TO EXEMPLIFY AND EMPHASIZE THE IMPORTANCE OF INNER BEAUTY.

AND ABOVE ALL, TO HELP EVERY STUDENT BECOME THE BEST VERSION OF THEMSELVES.

STUDIO HANDBOOK

Please nead through the following information to familiarize yourself with the policies of our Studio. The first section should answer most questions that parents may have regarding our administrative procedures. The

second section, addressed to our students, should be read by parents as well. You may print out the Studio Handbook and share it with your child.

ADMINISTRATION THE DIRECTOR AND OWNER OF TEMPO PERFORMING ARTS STUDIO IS ASHLEY

NISSEN. PLEASE CONTACT HER REGARDING REGISTRATION, TUITION PAYMENT, AND FOR ANY QUESTIONS OR CONCERNS YOU MAY HAVE. IN GENERAL, ASHLEY WILL BE THERE IN PERSON DURING CLASSES TO ANSWER ANY QUESTIONS OR OFFER HELP. OTHERWISE, THE OFFICE IS MON-FRI 9AM-5PM AND YOU MAY REACH US AT tempoperforming@gmail.com, or call at (402) 631-7081.

Announcements Parents and Caregivers: Please take the time to check your emails,

Tempo's Facebook group "Parents and Students", as well as the lobby regularly for important announcements. These include rehearsal and performance schedules, summer schedule announcements, photo days, etc. We also post frequently on Facebook and Instagram so look for announcements there as well!

GLOSING5 THE STUDIO TAKES ALL SCHOOL HOLIDAY BREAKS INTO ACCOUNT WHEN MAKING OUR OWN

HOLIDAY AND SPRING BREAK ASSIGNMENTS. THE CALENDAR IS POSTED IN THE LOBBY AND ON THE WEBSITE. CLOSINGS DUE TO INCLEMENT WEATHER WILL BE POSTED ON OUR WEBSITE AND SOCIAL MEDIA PAGES.

FACULTY & SUBSTITUTE TEACHERS FACULTY MEMBERS ARE WELL QUALIFIED

PROFESSIONAL DANCERS, GRADUATES, TRAINED TEACHERS, AND WORKING PROFESSIONALS. IT IS OUR PRIVILEGE TO HAVE ANY TEACHERS, OR CLINICIANS SHARE THEIR TALENTS WITH OUR DANCERS.

ADDING OR Changing Glasses Any class or level change must be discussed with the teacher and the Director before making that change. The teacher takes into account the child's development, terminology understanding, physical strength, demeanor, application of corrections, and respect in regard to level placement.

MAKE-UPS Classes missed due to illness or injury may be made up at any time. If you miss class especially with choreography instruction, then it is up to the dancer to meet with a fellow dancer and learn before coming into class. If a teacher has to go back to teach choreography the entire class suffers.

FOOD AND DRINK NO FOOD OR DRINK IS ALLOWED INSIDE THE STUDIOS. FEEL FREE TO BRING SNACKS TO LEAVE IN YOUR DANCE BAG TO EAT BETWEEN CLASSES IN THE LOBBY. ONLY WATER IS ALLOWED AND ENCOURAGED IN THE STUDIO.

PRIVATE LESSONS PRIVATE COACHING IS AVAILABLE ON A LIMITED BASIS FOR TEMPO STUDENTS WHO WISH TO INTENSIFY THEIR TRAINING. STUDENTS WILL BE ACCEPTED ACCORDING TO THE TEACHER'S OWN SCHEDULES AND STUDIO AVAILABILITY. FEES ARE DETERMINED BY AND PAID DIRECTLY TO THE TEACHER.

PAYMENT DANCE TUITION COST IS AUTOMATICALLY DEBITED FROM ACCOUNTS ON THE 20TH OF MONTHS

SEPTEMBER-MAY

MONTHLY TUITION

CLASS TUITION

30 MINUTE CLASS-\$30/MO 45 MINUTE CLASS-\$35/MO 60 MINUTE CLASS-\$40/MO

DISCOUNTS

MULTI CLASS (2 PLUS CLASSES) -\$5 OFF EACH ADDITIONAL CLASS

THIS IS FOR STUDENTS OR FAMILIES IN 2 OR MORE CLASSES-LONGEST CLASS WILL BE FULL PRICE FAMILY DISCOUNT (2 PLUS KIDS) -\$5 OFF EACH ADDITIONAL CLASS

THIS IS FOR FAMILIES WHO HAVE MULTIPLE CHILDREN, EACH IN ONE CLASS-LONGEST CLASS WILL BE FULL PRICE

***FAMILY AND MULTI CLASS DISCOUNTS CANNOT BE STACKED PER CLASS

GOSTUMES THE STUDENTS ARE MEASURED FOR COSTUMES IN CLASS. THE COSTUMES ARE AUTOMATICALLY ORDERED FOR YOU AT THAT TIME UNLESS YOU PRE-INFORM THE DIRECTOR BY OCTOBER 1ST, THAT YOUR DANCER WILL NOT BE PARTICIPATING IN THAT YEAR'S RECITAL. ONCE THE COSTUMES ARE ORDERED THE FEE IS NON-REFUNDABLE. COSTUMES ALSO INCLUDE ONE PAIR OF TIGHTS.

COSTUME FEE (MONTHLY WITHDRAW)-FEE IS SPLIT INTO MONTHLY

INCREMENTS TO AID FINANCIAL PLANNING

COMBO CLASSES-8**ALL COMBO CLASSES WILL HAVE 1 TRANSITIONAL COSTUME

CREATIVE MOVEMENT-\$8**INCLUDES PROPS

HIP HOP -\$8**INCLUDES HIP HOP SHOES

Pom-\$8**Includes Poms

JAZZ -\$8

TAP-\$8

CLOGGING-\$8

MUSICAL THEATER-\$8

WITHDRAWAL PROCEDURE IF A STUDENT IS UNABLE TO CONTINUE CLASSES FOR ANY REASON,

Tempo must receive a written statement notifying us of your termination. <u>Parents/students will be</u> <u>responsible for all fees until Tempo receives written notification of the withdrawal. All payments</u> already paid - tuition, costumes fees, etc are non-refundable!

EXTRA PERFORMANCE OPPORTUNITIES THE STUDIO WILL BE ACTIVELY PARTAKING IN

COMMUNITY PERFORMANCES, GIBING ALL STUDENTS THE OPPORTUNITY TO PERFORM THROUGHOUT THE YEAR WITHIN EACH COMMUNITY. THESE PERFORMANCES ARE NOT MANDATORY BUT ARE HIGHLY ENCOURAGED.

GONTAGT INFORMATION AT THE BEGINNING OF EACH DANCE YEAR WHEN REGISTERING THROUGH

THE "CLASSBUG PROGRAM" FAMILIES ARE REQUIRED TO FILL OUT A NEW REGISTRATION FORM FOR EACH DANCER. WE USE THIS INFORMATION GIVEN TO CONTACT YOU ABOUT EVENTS, REHEARSALS, FEES, ETC. PLEASE MAKE SURE YOU UPDATE US WITH YOUR CURRENT EMAIL AS THIS IS HOW WE DO MOST OF OUR COMMUNICATION, OTHER THAN IN THE LOBBY AND VIA SOCIAL MEDIA.

DANCER HANDBOOK

Dean Dancens.

Please take the time to read through the following. It explains many things you will need to know about studying at Tempo.

OUR GLASS PLACEMENT POLICY CLASS PLACEMENT IS VERY IMPORTANT TO US AT TEMPO.

A SCHEDULE AND SYLLABUS ARE CREATED FOR EVERY CLASS BASED ON THE STUDENTS THAT ARE ENROLLED. SOME OF THE FACTORS INCLUDED ARE AGE, ABILITY, QUALITY AND LEVEL OF PREVIOUS TRAINING, NUMBER OF CLASSES TAKEN, RESPECT, ABILITY TO APPLY CORRECTIONS, STRENGTH, TECHNICAL MASTERY, AND GOALS. DO NOT COMPARE YOURSELF WITH OTHER STUDENTS. WE PLACE YOU WHERE IS RIGHT FOR YOU. AGE AND SCHOOL GRADE ARE MERELY A GUIDE FOR PLACEMENT, NOT AN ABSOLUTE.

BALLET DANCERS REPEAT THE SAME EXERCISES DAY AFTER DAY. TAKE COMFORT KNOWING THAT EVEN PROFESSIONAL DANCERS START THEIR CLASSES WITH PLIES--JUST LIKE YOU! WORKING AND PRACTICING ON THE BASICS OF TECHNIQUE IS ESSENTIAL TO BE A PROFICIENT AND HEALTHY, STRONG DANCER. WHATEVER LEVEL A STUDENT IS PLACED IS NOT NECESSARILY A REFLECTION OF DESIRE OR TALENT. IT IS ABOUT FOLLOWING THE PROGRESSION OF A BALLET SYLLABUS THAT ENSURES EACH DANCER RECEIVES EVERY ASPECT OF TRAINING, AND THE TRAINING NECESSARY FOR MUSCLE AND PHYSICAL DEVELOPMENT. SOME CLASSES MAY BE SLOW, THIS IS NOT MEANT AS PUNISHMENT OR TO HOLD BACK. IN FACT, SLOWER EXERCISES SHOULD FEEL HARDER AS YOU HAVE TO BE ABLE TO MOVE IN A SLOW AND CONTROLLED MANNER IN ORDER TO MOVE FAST! THIS ABILITY MAKES A BETTER AND MORE AWARE DANCER! KEEP FOCUSING ON ALL THE EXCITING NEW STEPS YOU WILL BE LEARNING WHEN YOU ARE READY, AND HOW BEAUTIFULLY AND CORRECTLY YOU WILL BE ABLE TO DO THEM!

MOVING THROUGH LEVEL RANKINGS BEFORE A DANCE IS READY COULD LEAD TO INJURIES OR BAD HABITS AND COULD ACTUALLY SLOW DOWN ONE'S PROGRESSION AS A DANCER. ON OCCASION, SOME STUDENTS ADVANCE TO A HIGHER LEVEL THAN THE AGE RANGE ASSIGNED ADMITS. THAT MEANS THEY ARE READY FOR A CHALLENGE. THIS DOES NOT MEAN THEY ARE BETTER. DO KEEP IN MIND THOUGH, TAKING MORE CLASSES PER WEEK AND DANCING MORE HOURS WILL STRENGTHEN DANCERS MORE QUICKLY AND THEY TEND TO MASTER TECHNIQUE AND STYLES SET FASTER!

If you or your parents feel that you are not in the right class, we are very happy to discuss this with you. We understand that not all of our students are seeking a professional career in dance, while others may be striving for this goal. Our teachers strive to give the same amount of attention, love, and care to ALL dancers, regardless of overall goals. We give every dancer the attention they deserve and the education to understand quality training and technique. That's why it's so important that they are placed in the right level. There is a reason behind why we place our dancers where!

DRESS GODE Proper dress is absolutely imperative to your training. Leotards and tights allow you to move freely and safely. It also allows you and your teachers to see how your muscles are working and if you are using them correctly. Although there is no specified color of dancewear, anything other than dancewear worn at class WILL NOT be accepted.

YOUR HAIR MUST BE TIED BACK FROM YOUR FACE. YOU WILL NOT BE ALLOWED TO DO TURNS IN CLASS UNLESS YOUR HAIR IS OUT OF YOUR FACE FOR SAFETY.

GLASS ARRIVAL Studio doors open 15 minutes before the first class of the day. Unless otherwise arraged please do not drop off children more then 15 minutes before class unless an adult is with them. This is simply for your dancer's safety and the studio's as well.

GLASSROOM ETIQUETTE Please arrive at the Studio in time to prepare for class and HAVE YOUR SHOES ON BEFORE ENTERING CLASS. THE BEGINNING OF CLASS IS IMPERATIVE FOR YOU TO WARM UP YOUR MUSCLES CORRECTLY AND PROPERLY. IF YOU ARE LATE FOR ANY REASON, PLEASE COME IN QUIETLY AND JOIN CLASS WITHOUT CAUSING DISRUPTIONS.

DON'T TALK DURING CLASS. IF YOU HAVE A QUESTION FOR THE TEACHER, RAISE YOUR HAND. PAY ATTENTION WHILE OTHERS ARE DANCING OR BEING CORRECTED. THIS IS ONE OF THE BEST WAYS FOR YOU TO LEARN.

Please use the bathroom before class begins. Don't interrupt the lesson to use the drinking fountain. The teacher will instruct you on when you can have a water break. You may bring a water bottle into the classroom. Don't chew gum.

<u>Don't sit on the floor unless instructed or part of choreography.</u> Ask questions and Give your best effort with a positive attitude.

TEMPO GODE OF GONDUGT The aim of Tempo Performing Arts Studio is to ensure that all students experience dance in an enjoyable, respectful, happy, friendly, inclusive, supportive, and safe environment. We are a community of empowerment. Teachers, staff, parents, and students will do everything they can to create and preserve a constructive and emotionally and physically safe environment. At MSDE, bullying is not tolerated. Bullying refers to verbal acts, physical acts, or other acts of harassment in classes, rehearsals, performances or anywhere in and around the studio or in a theater.

SOME EXAMPLES OF SPECIFIC BEHAVIORS THAT CONSTITUTE BULLYING INCLUDE:

Spreading rumors or posting degrading, harmful, or explicit pictures, messages, or information using social media or other forms of electronic communication, (also known as cyber-bullying).

Name-calling, Joking, or Making Offensive Remarks about a person's religion, gender, ethnicity, or socioeconomic status.

DISRUPTING CLASS OR REHEARSAL WITH INAPPROPRIATE CONVERSATION OR COMMENTS.

If any student at any time while at Tempo Performing Arts Studio or while participating in a Studio performance feels that there is any action that feels less than "team-ly" he or she should speak with one the Director immediately. If a teacher sees any behavior that is associated with "meanness" or disrespect towards the staff or a fellow student, they will be asked to leave class for that day and have a meeting with the parent.

DEPENDING ON THE SEVERITY OF THE INTOLERANCE, ACTIONS AVAILABLE TO TEMPO INCLUDE, BUT ARE NOT LIMITED TO, REQUESTING FURTHER INFORMATION FROM THE STUDENTS OR PARENTS ABOUT THE INCIDENT(S), REQUIRING A CONFERENCE WITH THE STUDENTS AND PARENTS, SUSPENSION FROM CLASS, WITHHOLDING A SOLO ROLE, BEING PROHIBITED FROM PERFORMING IN STUDIO PRODUCTIONS, AND IN THE MOST DRASTIC INSTANCES, EXPULSION FROM THE SCHOOL.

Tempo Performing Arts Studio Loves and Cares for the Students and Families that trust us to offer the Aurora and Alma Communities an opportunity for a quality and well-rounded dance and performing education. While we take that responsibility very seriously, we also believe in being a light for the community. Dance makes this world a more beautiful place and we aim to do this by teaching respect, teamwork, care, hard work, love, success, the positives of a challenge, and empowerment, amongst many other things. If our dancers carry these characteristics with them in the studio and on stage, they will do so in everyday life and in our community as well. Let's make this world a more beautiful place together!

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TEMPO PERFORMING ARTS STUDIO

GLASSBUG.COM, PARTOFGLASSFILL.COMLLG

RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

IN CONSIDERATION OF BEING PERMITTED TO UTILIZE THE FACILITIES, SERVICES AND PROGRAMS OF TEMPO PERFORMING ARTS STUDIO (OR FOR MY CHILDREN TO SO PARTICIPATE) FOR ANY PURPOSE, INCLUDING, BUT NOT LIMITED TO OBSERVATION OR USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY OFF-SITE PROGRAM AFFILIATED WITH Tempo Performing Arts Studio, the purchaser, for himself or herself and such participating children and ANY PERSONAL REPRESENTATIVES, HEIRS, AND NEXT OF KIN, HEREBY ACKNOWLEDGES, AGREES AND REPRESENTS THAT HE OR SHE HAS, OR IMMEDIATELY UPON ENTERING OR PARTICIPATING WILL, INSPECT AND CAREFULLY CONSIDER SUCH PREMISES AND FACILITIES OR THE AFFILIATED PROGRAM. IT IS FURTHER WARRANTED THAT SUCH ENTRY INTO TEMPO Performing Arts Studio for observation or use of any facilities or equipment or participation in such AFFILIATED PROGRAM CONSTITUTES AN ACKNOWLEDGMENT THAT SUCH PREMISES AND ALL FACILITIES AND EQUIPMENT THEREON AND SUCH AFFILIATED PROGRAM HAVE BEEN INSPECTED AND CAREFULLY CONSIDERED AND THAT THE PURCHASER FINDS AND ACCEPTS SAME AS BEING SAFE AND REASONABLY SUITED FOR THE PURPOSE OF SUCH BY THE USE PARTICIPATION PURCHASER AND SUCH OBSERVATION, OR IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER TEMPO PERFORMING ARTS STUDIO FOR ANY PURPOSE INCLUDING, BUT NOT LIMITED TO OBSERVATION OR USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY OFF-SITE PROGRAM AFFILIATED WITH TEMPO PERFORMING ARTS STUDIO, THE PURCHASER HEREBY AGREES TO THE FOLLOWING:

- 1. THE PURCHASER, ON HIS OR HER BEHALF AND BEHALF OF SUCH CHILDREN, HEREBY RELEASES, WAIVES, DISCHARGES AND CONVENANTS NOT TO SUE TEMPO PERFORMING ARTS STUDIO, ITS DIRECTORS, OFFICERS, EMPLOYEES, AND AGENTS (HEREINAFTER REFERRED TO AS "RELEASES") FROM ALL LIABILITY TO THE PURCHASER OR SUCH CHILDREN AND ALL HIS PERSONAL REPRESENTATIVES, ASSIGNS, HEIRS, AND NEXT OF KIN FOR ANY LOSS OR DAMAGE, AND ANY CLAIM OR DEMANDS THEREFORE ON ACCOUNT OF INJURY TO THE PERSON OR PROPERTY OR RESULTING IN DEATH OF THE PURCHASER, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASES OR OTHERWISE WHILE THE PURCHASER OR SUCH CHILDREN IS IN, UPON, OR ABOUT THE PREMISES OR ANY FACILITIES OR EQUIPMENT THEREIN OR PARTICIPATING IN ANY PROGRAM AFFILIATED WITH TEMPO PERFORMING ARTS STUDIO.
- 2. THE PURCHASER HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS THE RELEASES AND EACH OF THEM FROM ANY LOSS, LIABILITY, DAMAGE OR COST THEY MAY INCUR DUE TO THE PRESENCE OF THE PURCHASER OR SUCH CHILDREN IN, UPON OR ABOUT TEMPO PERFORMING ARTS STUDIO PREMISES OR IN ANY WAY OBSERVING OR USING ANY FACILITIES OR EQUIPMENT OF THE TEMPO PERFORMING ARTS STUDIO OR PARTICIPATING IN ANY PROGRAM

AFFILIATED WITH TEMPO PERFORMING ARTS STUDIO WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASES OR OTHERWISE.

3. THE PURCHASER HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE TO THE PURCHASER OR SUCH CHILDREN DUE TO NEGLIGENCE OF RELEASES OR OTHERWISE WHILE IN, ABOUT OR UPON THE PREMISES OF TEMPO PERFORMING ARTS STUDIO AND/OR WHILE USING THE PREMISES OR ANY FACILITIES OR EQUIPMENT THEREON OR PARTICIPATING IN ANY PROGRAM AFFILIATED WITH TEMPO PERFORMING ARTS STUDIO. THE PURCHASER FURTHER EXPRESSLY AGREES THAT THE FOREGOING RELEASE, WAIVER AND INDEMNITY AGREEMENT IS INTENDED TO BE AS BROAD AND INCLUSIVE AS IS PERMITTED BY THE LAW OF THE STATE OF CALIFORNIA AND THAT IF ANY PORTION THEREOF IS HELD INVALID, IT IS AGREED THAT THE BALANCE SHALL, NOTWITHSTANDING, CONTINUE IN FULL LEGAL FORCE AND EFFECT.

THE PURCHASER HAS READ AND VOLUNTARILY, ELECTRONICALLY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, AND FURTHER AGREES THAT NO ORAL REPRESENTATIONS, STATEMENTS OR INDUCEMENT APART FROM THE FOREGOING WRITTEN AGREEMENT HAVE BEEN MADE.

PHOTO CONSENT: Tempo Performing Arts Studio, has my permission to use my child's photo in advertising, promotions, social media and website.

TEMPO PERFORMING ARTS PANDEMIC RESPONSE PLAN

During the 2020-2021 dance season, if we experience any kind of limiting restrictions by government agencies the plan is as follows. If class sizes are limited-we will work to facilitate online/in person classes while being mindful of future restrictions and recommendations. If classroom capacity is required to be adjusted due to unforeseen health issues, we will offer bi-weekly alternating instruction. An example of this is as follows. The mandated number of students will be "in class instruction" (following CDC guidelines) while the other students will participate in online instruction. That schedule will alternate until restrictions are lifted-permitting the original scheduled in studio classes. Tempo truly believes that the value of person to person instruction can never be replaced by a screen, however if we do have to cancel in-person classes completely, we will continue instruction with recorded video classes that will be shared with those enrolled. The videos will allow for education to continue although we may adjust the content of the class so that the student is still learning and progressing in skills. The appropriate adjustments will be made per class, as not all skills can be taught via screen time. Some skills require person to person instruction for safety, to avoid injury, and proper technique retention.

WHAT CAN YOU EXPECT IF THERE IS A STATEWIDE SHUT DOWN?

Monthly tuition payments will continue, as Tempo will continue to offer classes with the different contingency response plans mentioned above. For those competing or involved in extra performances, we will do everything we can to preserve these opportunities. If events are canceled outside of our control every effort will be made to refund customer accounts with a credit for events or performances that were cancelled. So, to clarify, all refunds for fees outside of tuition will be credited. Thank you for supporting Tempo Performing Arts and our efforts to keep everybody safe and healthy, while still providing performing dance education. If you have any additional concerns regarding our response to covid-19 or our contingency plan for possible future class interruptions- please feel free to contact Tempo directly.