**Mission Statement:**

We inspire to provide a safe and comfortable family-oriented atmosphere where everyone, regardless of skill or “talent”, can have the opportunity to explore the arts of dance and tumbling.

RAA promotes strong self-confidence, self-respect, discipline, dedication, and appreciation while discovering self-expression and proper technique.

Our goal is to provide quality instruction, innovative choreography, exhilarating performances, and superb competition/convention opportunities.

We are dedicated to our studio families and believe in open communication and encouragement both at the studio and within the home will promote a stronger self-worth within each individual.

Together we can develop an environment where anyone can rise above expectations and limits!

**Business Hours:**

Office hours are 4:00pm to 8:30pm Monday through Friday. Open Gym runs from 8:00pm-9:00pm on Fridays. Rise Academy of Arts’ school year starts (approximately) September 1 and ends June 30 of each year. In the event a class is to be changed/added or dropped we will consult with the parents of each class affected and adjust to what works for as many as possible.

We are closed for major holidays and follow the Oak Harbor school district closures with the exceptions of school conferences. There will be summer camp programs available (approximately) July 1st-September 1st.

**Important Information:**

Please follow us on our Facebook Page, Instagram, Twitter and YouTube to stay updated on important information about events and closures. A list of events and important information will be posted on our wall calendar and bulletin board in the lobby at Rise as well. Make sure to check these areas Daily.

STUDIO POLICIES & Procedures

Attendance/ Tardiness

Attendance will be monitored each month. We encourage consistent attendance as this promotes a strong work ethic and will give each dancer/tumbler the best results in training.

Children arriving 10 minutes late to any class will not be permitted to attend that particular class, no matter the reason. We understand that “things” may happen, but we will stick strongly to this rule, as tardiness tends to disrupt the class. Any child that is not allowed into class due to tardiness is more than welcome to make-up that particular class.

Make- Up Policy

Missed classes due to studio closures, illness and other reasons can be made up within one week of the missed class. Children must be enrolled in the same number of classes in the month missed in order to make-up the classes. Children cannot drop classes and then use make-ups to take the dropped classes.

Classes Offered

We offer Tumbling for all levels (including competitive trampoline and tumbling), Ballet, Creative Movement, Tap, Jazz, Jazz Funk, Lyrical, Improvisation, Modern, Leaps & Turns, Strength & Flexibility, Hip Hop, and Dance Company (Acro-Dance for Company Members Only, Lyrical team, Tap team, Hip-Hop team, duos and solos). We also offer Ballet, Tap, and Jazz in adult classes.

**Rise Dance Company:**

The Rise Dance Company is optional and requires an extra commitment by the student and the parent. It is for serious dancers ages 5 and up. Rise has five levels: Mini Company, Petite Company, Junior Company Intermediate Company, and Senior Company. We attend 2-5 competitions annually and at least one convention. There are extra practices that are mandatory in order to be a company member, and the fees are slightly different than regular classes. Auditions are held once a year at the end of July annually. If you are interested, please see the front desk and we will discuss what is required to become a part of the Rise Dance Company.

**Island Flyers Trampoline and Tumbling Team:**

The Island Flyers are optional and require an extra commitment by the student and parent. It is for serious gymnasts ages 6 and up with the required skills. We attend at least 3 local competitions per year, as well as State, Regional and even National competitions, which may require travel. Coaches Melody and Sean Reagan are in charge of all Team Coordination’s. If your child is interested in becoming a member of the Island Flyers, please see them to discuss what steps can be taken to prepare your child for tryouts.

Dis-Enrollment/Dropping Classes

**We must have a completed disenrollment form!** Any child that drops classes must give a 30-day written notice to drop (See attached disenrollment form). If a child is outside of the 30-day drop time he/she will still be charged the full month’s tuition. If we do not receive a completed disenrollment form your account will continually accrue charges each month until the form is turned in to the front desk or received in the mail. If a child chooses to re-enroll after dropping classes, there will be an additional re-registration fee of $20.

Student Drop Off & Pick Up

Students should arrive at least 10 minutes before class. Parents must bring the child into the Academy (Parking lot drop offs are not permitted). We require that each student is picked up 10 minutes after the conclusion of class. Late pickups will be charged our drop-in class fee of $17.50 every 10 minutes there after until the child is picked up.  Children will not be allowed out of class without their parent coming into the Academy. Please do not ask your child to meet you outside or any other place than our lobby.

Tuition Policies

An annual membership fee of $50.00 per student is due at time of registration.  RAA Membership fee guarantees placement in your classes while also providing you with discounts throughout the season. Rise will not hold classes for you if you are absent without calling or do not pay for one calendar month. You must fill out the disenrollment form in order to stop your monthly tuition. Until this form is received your account will continue to accrue charges. The RAA membership is required for active enrollment in any of our programs. Rise has a no refund policy, and under no circumstance will we provide refunds. **Please contact one of the owners immediately if you are unable, for any reason, to make your tuition payment. Parents making prior arrangements will not be subject to extra fees as long as payments are made at arranged times.** Tuition is due on the 1st of every month. A $30 late fee will be added to all tuition received after the 5th of the month. If tuition payments have not been received by the 10th of the month, students will not be permitted in class. Payment plans are available and must be submitted to one of the owners.Payments are made through our invoicing system and you can set up auto-pay through your invoice. Invoices will be delivered between the 20th – 25th of the preceding month for the next month’s tuition.Tuition is a flat rate and is based on four classes per month. Months with five classes are used to offset holidays and studio closures.There will be no refunds for missed classes. Students may make-up missed classes within one week of absence. We do not prorate for illness, holidays, or weather. In case of inclement weather, we may cancel classes if Oak Harbor School District does so. If we close or change to a snow day schedule due to weather, it will be posted on our social media pages and you will receive an e-mail. Rise Academy of Arts will accept: Cash, Checks, Money Order, Visa or Mastercard.

**Returned Checks**

There will be a $25 NSF fee for all returned checks. After the 3rd returned check RAA will require that all fees be paid by cash or card.

**Private Lessons**

Private lessons are available and booked through the individual instructor. If you would like to book a private lesson, please contact the front desk or email us at [riseacademyofarts@gmail.com](mailto:riseacademyofarts@gmail.com).

**Recital/Exhibition Fees & Costume Information**

Recital/exhibition fees will include one flat (facility) fee per class/classes that the child is enrolled in and a costume fee per dance class/and or one leotard for tumbling.

Recital/exhibition commitment forms will be available and passed out in your child’s class. Commitment forms are due January 15th annually. If commitment forms and payments are not received in full prior to March 1st annually your child will not be eligible to participate in the recital/exhibition for that school year. Final payments are due by March 1st annually.

Costume Sizing weeks are scheduled for February 1st-February 13th (Your child must attend class during this time to be fitted for their apparel).

Rehearsals and picture days for the Dance Recital/Exhibition will be the weekend of June 5th-June 6th.

2021 Dance Recital/Exhibition will be the weekend of June 25th-June 28th

Detailed instructions and Line-ups will be released the month prior. Please keep these dates available and open.

Payments Prior to deadlines are always welcome and appreciated.

**Recital/Exhibition Facility Fees:** $50.00 per student

**Costume/Leotard Prices:**

Child Size Dance Costume $55.00 each Adult Size Dance Costume $65.00 each

Child Size Tumbling Leotard $45.00 each Adult Size Tumbling Leotard $35.00 each

Child Size Tumbling T-Shirt $15.00 each Adult Size Tumbling T-Shirt $20.00 each

Child Size Tumbling Shorts $15.00 each Adult Size Tumbling Shorts $20.00 each

**Picture Day:**

We offer class picture day for both dance and tumbling. They are independent contractors and the costs are determined by them. Order forms are typically available 2 weeks prior to dress rehearsal and are available at the time of pictures. It is the responsibility of the parent to ensure pick-up. Delivery times are determined by the contracted photographer.

**Dress Rehearsal:**

Dress rehearsals are mandatory for everyone participating in the recital/exhibition. Please read your commitment forms carefully and ask all pertinent questions of teachers/staff prior to the date of dress rehearsal.

**Stage make-up/hair:**

Stage make-up is expected as facial features become washed out, or hard to see, in pictures and videos. All hair styles for each class and routine will be determined by the instructors. We will be happy to answer any questions about make-up or hair, please do not hesitate to ask.

Code of Conduct/Etiquette

Students are expected to arrive to class on time, in proper attire (See Dress Code). If a student is continuously tardy, he/she may be asked to change classes to a more convenient time. Students arriving ten minutes late to class will not be permitted to attend that particular class.

For liability purposes, parents are not allowed to sit in dance or tumbling rooms.

*NOTE: Class size is generally limited to 10-20 students depending on age. If a class has reached capacity, a waiting list will be started.*

**Streets shoes are prohibited in every classroom.** Please remove your shoes prior to entering every classroom (This includes trips to the restroom).

**No food will be allowed in the classrooms.** Water bottles are allowed in classrooms only if they are completely spill proof. Absolutely no open containers are allowed. We would like all water bottles to be labeled so if they are left behind, they can be given back to the proper owner. Unlabeled bottles will be donated to a thrift store if they have been in the lost and found by the 10th of every month.

**NO GUM/CANDY/STICKERS ARE ALLOWED**. Any candy given by teachers needs to be eaten away from our property.

Please clean up after yourself and your children, particularly in the bathrooms. We cannot discard human waste so please take soiled diapers with you. Encourage your students to wash hands and flush toilets. **We are on a septic so please do not flush feminine products.**

Our Instructors/Coaches will be treated respectfully at all times. Students are encouraged to have a positive attitude about dance and tumbling. We understand that everyone has bad days, but our wish is that all bad day attitudes be left outside the classroom.

1. Rise has a zero-bullying policy. There will be no name calling, taunting, or negative attitude toward other students. Biting, hitting, or pushing will not be allowed. If your child engages in any of these activities we will let the parent know right away. If it happens more than once the student may be unenrolled from classes. We believe very strongly that everyone can dance and tumble and everyone should be allowed to express themselves without fear of being made fun of or hurt by other students.
2. If at any time a student’s behavior becomes a problem, the Instructor/Coach of that class will bring that behavior to the student’s attention. If the Instructor/Coach feels that more action needs to be taken, then the teacher will bring that behavior to the parent’s attention in a private conversation.
3. Dancers and tumblers are not permitted to take classes at other facilities that offer the same classes as Rise.
4. You may not take recreational classes at our facility and compete with a different competitive team without written permission from one or both owners.
5. We are a family facility and as such would like to be able to provide pictures or opportunities to take pictures as often as possible. We would like permission to post the pictures we take or that you provide on our website, Facebook and other social media pages. We highly encourage all parents to take as many pictures of their children and to share them with the staff and other student’s family, but we do ask that you not post other people’s children on social media without express permission from that child’s parents. Please fill out and turn in the Photo Release form enclosed in this packet.
6. Also, we ask as a family facility that any grievances, problems, or concerns be addressed with the owners/Instructors/Coaches at the academy and not on social media. We reserve the right to refuse service to anyone that has posted negative reviews or comments on any social media sites about our staff, and/or other students/members of Rise Academy of Arts, LLC.

By signing this code of conduct at the beginning of the Rise Academy of Arts, LLC curriculum year you are agreeing to follow all stated rules. Because we are not a daycare, we require a certain amount of independent behavior from you and your children. We are certain that by knowing the rules up front you will be able to be comfortable and confident that we will take care of your child’s dancing and tumbling needs while they are students at our academy. All the rules stated above are required so that we as instructors/coaches and facilitators can maintain an environment where our mission is to provide your child a positive and comfortable place to explore their world with dance and tumbling. If any problems do arise, we promise to speak to the student and parent in private and in a dignified and respectful manner. Thank you for looking over and agreeing to this document. We look forward to getting to know you and your family hopefully for years to come.