



Studio Policies

Registration

To enroll in lessons or classes, simply visit our website www.rapidsperformingarts.com and click "register." You may also register in person by making an appointment, via email at rapidsperformingarts@gmail.com or by printing off the registration document on our website and mailing in your registration fee (please contact us via email to receive the appropriate mailing address). Your registration commits you to the entire session. A registration deposit of \$10.00 is required at the time of registration to hold your spot in classes or lessons.

"Drop" Policy

To drop a class, you must fill out a drop form. This form can be distributed by our desk staff, or can be emailed to you per request. No refunds will be given after two full weeks of classes.

Tuition and Payments

If you choose to pay your annual tuition in full, (due by date specified near or on open house) your child will receive a *complimentary gift!*

You may also pay in three annual installments. Due dates are outlined on our "annual schedule and pricing" document. A late fee of \$15.00 will be issued when payment is 10 days past due. Payment is due by cash, check, debit or credit cards. There is a \$25.00 fee for returned checks.

If tuition is past due with no effort of repayment, your child will no longer be able to participate in class. If tuition is paid for after dismissal, it is up to the owner's discretion whether or not they will be allowed back into the classroom. If accounts are 60 days past due, we will be forced to go through further legal collection procedures.

We have the right to refuse business based on the above payment policies.

Tuition Discounts

A family with 2 students enrolled will receive a 10% discount on their total tuition. A family with 3 or more students enrolled will receive a 15% discount on their total tuition.

Attendance Policies

Consistent tardiness and unexcused absences will be strictly monitored. Discipline is essential in any art form, and students who are consistently absent or tardy may not see great progress in their skills or artistry. Tardy students are distracting to classes, and disrespectful to instructors and their time. Students who arrive more than 10 minutes late to a group class may be asked to observe the class only. Students arriving late for private lessons will not be allowed to make up the time. Parents will be addressed if a student is consistently tardy.

Excused Absences

If a student needs to miss a class or lesson, the parent or student must verbally discuss the absence with the instructor, email the office (rapidsperformingarts@gmail.com), or telephone RSPA with explanation. Reasons for excused absences are graded school events, family vacations, funerals, injury or illness. We



understand that illness can occur during the school day, so please make your best effort to notify the office or the student's instructor as soon as possible if a student becomes ill during the school day.

Private Music Lesson Attendance

The instructor must receive 24 hour notice if a make-up lesson is required. No exceptions. If a student/family has an emergency (i.e. illness during the school day), the student will be allowed ONE emergency makeup lesson. Makeups for emergencies must be scheduled by the student or parent and taken within 30 days of the absence, or they will no longer be allowed. Makeup lessons do not carry over from semester to semester, or session to session. Students who are absent from a makeup lesson will not get another opportunity to make it up. No refunds or credits will be issued for any student absences.

Instructor Absence

If an instructor is absent for a class or lesson, either a substitute will be provided, or the class or lesson will be rescheduled. If the class or lesson is rescheduled, no refunds or credits will be issued if a student cannot attend.

Attendance for tech and dress rehearsals is mandatory. Due to safety issues and fairness to all other classmates, students who miss these rehearsals will not be allowed to participate in the recital.

General Studio Policies

Students will not be allowed to participate in class without proper attire. No exceptions. Music Lesson Materials Students are required to bring any and all sheet music and theory homework given to them by an instructor to each lesson. Rapids School of Performing Arts will not be responsible for missing belongings. Students may rent a locker. (lockers are given on a first come basis to students enrolled in three or more classes 2X a week). All personal items must be left in the locker rooms before entering a group class, and put away before a private lesson. The lost and found is located behind the front desk. Any items not claimed after 30 days will be discarded or donated. No gum chewing or food is allowed in the dance studios, or lesson rooms, and only water may be permitted in a closed container.

Rapids School of Performing Arts reserves the right to use any student images or videos acquired during classes, lessons, or performances for promotional and/or marketing purposes unless notified by a parent or guardian.

Students must be picked up immediately following classes or lessons. Many instructors teach back-to-back and may be unable to watch young students. No student is permitted to use the dance studios or lesson rooms to practice without permission from an instructor.

Students are to address the instructors as "Miss." or "Mr." followed by their first names. Respect for the instructors is expected and enforced. Students should be prepared to accept constructive criticism from their instructors, in order to gain proper correction and further their progress and arts education. Students will also practice respect for their peers at all times. RSPA has a zero tolerance policy for bullying and disrespect toward fellow students. Behavioral problems may result in dismissal from a class or lesson, with no refund. If the problem persists, it may result in dismissal for the remainder of the session. No refunds are issued for dismissal due to poor behavior.



Any and all issues should be directed to the studio owner Miss Julie. She will, then, contact the appropriate teacher to address the situation. Feedback is greatly appreciated, and parents and students may schedule a meeting with Miss Julie at any time during the year.

Weather/Emergency Cancellations

In case of inclement weather, RSPA usually coincides with the decisions of the Wisconsin Rapids School District. RSPA does not offer refunds for classes canceled due to inclement weather. If school is cancelled or after school activities are cancelled due to weather, RSPA will be cancelled as well. In the case of multiple cancellations on the same evening of the week, a make-up class may be offered.

Insurance and Injury

All students must be covered under their guardian's health insurance policy. Rapids School of Performing Arts, INC is not liable for any injuries that may occur on our premises. Students will have access to ice packs, basic first aid products, and emergency feminine hygiene supplies. If a child comes to class with an injury, they are responsible for notifying their instructors.