



Festival Dance Academy

School Policies

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1. Registration

A [registration form](#) must be completed and submitted to the office prior to the first class attended. You may bring your registration form, registration fee, and tuition to the first day of class with you to give to the instructor or Festival Dance office. The [Festival Dance office](#) is located on the first floor of the Physical Education Building of the University of Idaho, room 120.

The annual registration fee is \$30 per each student being registered, and must accompany each registration form. The registration fee is non-refundable, and once submitted, covers your student(s) for the entire year. All back tuition and fees must be paid in full in order to enroll and participate in any dance class, performance, or Spring Recital.

2. Adding, Withdrawing, or Changing Classes

When a student makes a change in class enrollment, either by adding, withdrawing, or changing levels, you must contact the Festival Dance office so that payment method and class registries can be updated. To ensure that your classes are changed and records are accurate, call the Festival Dance office at (208) 883-3267, or send an email to Admin@festivaldance.org with "This is an ADD/DROP/WITHDRAWAL" as the subject line. We strive to keep our class lists accurate for safety. Failure to let us know that you are no longer attending a class will result in your being charged for the class. If you have any questions about your account enrollment status, please do not hesitate to contact us.

3. Class Observation

Parents are welcome to observe classes during our two Parent Observation Weeks—one during each semester. All other classes are closed for observation. This policy is for the benefit of your child, as a distraction-free class provides the best atmosphere for learning and ensures the safety of all students present in the room.

If you have a particular concern and would like to observe a class, special arrangements can be made by calling or emailing the Festival Dance office to speak with the Academy Director.

4. Contacting Academy Faculty

Although we encourage students and parents to discuss any concerns about a class with the residing dance faculty member, it is not always convenient for teachers to talk at length between classes. To respect teachers' privacy, we ask that you email Admin@festivaldance.org, or call the Festival Dance office, and we will have the teacher contact you.

5. Tuition

Tuition is due by the 1st of each month payable by cash, personal check, automatic bank withdrawal, or by credit card (3.5% processing fee will apply, or \$3, whichever is greater). You may also pay by money order. There is a 5-day grace period, but after the 5th of the month, a \$5.00 late fee will be assessed. It is preferred that tuition be paid in full, per semester. If you would like to make monthly payments instead of paying in full per semester, please communicate this with the Administrative Assistant or Academy Director. The monthly tuition payment per family is based on hours taken per week. Monthly payment is NOT decreased or increased for short or long months, or for holidays. To calculate tuition, add up the total hours of classes being taken and click [here](#) to find your monthly tuition total.

Payments should be mailed to:

Festival Dance Academy

University of Idaho

875 Perimeter Drive MS 2403

Moscow, ID 83844

6. Recital Fee

The cost for our recital fee is \$40 per student, which is dedicated to covering the technical costs and venue rental. Each family will receive 2 complimentary tickets, which will be held for you at Will Call the day of the performance.

7. Enrollment Minimums and Cancelled Classes

If we have to cancel class due to low enrollment, you will be contacted via email. To make this possible, it is very important that we have your current email address on file. Please complete the email portion on your registration for *clearly and legibly*. Help us keep in contact!

8. In Climate Weather Closures

We *DO NOT* always close for school snow days. When public schools are closed, either call the office (208) 883-3267, check the email account you provided on your registration form, check the Festival Dance Facebook page, or check the bulletin board on our [website](#).

We try to schedule make-up classes for classes cancelled during the year, however, if a class is cancelled due to weather-related circumstances, the Managing Director will decide based on a number of factors, whether the class will be made up.

We *DO NOT* close for public school in-service days.

9. Absences, Tardiness, and Student Pick-up

The warm-up period at the beginning of class is of vital importance to the student's physical and mental well-being. Students over 10 minutes late may not be allowed in class at the discretion of the residing dance faculty for the class.

All students should be picked up at the time class concludes. If student pick-up runs late consecutively, you will incur a charge for faculty time waiting with your dancer. Timeliness is not only a courtesy to the teacher, but also necessary to insure the safety of your child. We are not responsible for children who are not in class.

The student makes no refunds or financial adjustments for missed classes.

10. Code of Conduct

All teachers, staff, students and parents will be treated with respect. Any student who is repeatedly disrespectful, rude, or hurtful to any teacher, staff member, student or parent will lose the right to take classes at the Academy. In addition, any parent who is repeatedly disrespectful, rude, or hurtful to any teacher, staff member, student or parent will be asked to leave the premises and they and their student may lose the right to take classes at the Academy.

No refunds will be given to any family asked to leave for behavioral reasons.

11. Anti-Bullying Policy

Bullying of any kind will not be tolerated. Festival Dance Academy deems "bullying" as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts--i.e. internet, cell phone, personal digital assistant, or wireless handheld device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying, whether it takes place on or off school property, or at any Festival Dance-sponsored functions.

"Bullying" is conduct that meets all of the following criteria:

- Is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and,
- is based on a pupil's actual or perceived distinguishing characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based on an association with another person who has or is perceived to have any of these characteristics.

Festival Dance Academy expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school faculty and staff, volunteers, and contractors. Failure of any student, parent, caregiver or associate thereof to adhere to our anti-bullying policy will result in them being asked to leave the premises and loss of the right to take classes at the Academy.

No refunds will be given to any family asked to leave for bullying or behavioral reasons.

12. Anti-Harassment Policy

The Festival Dance & Performing Arts Association affirms the right of all its clients, participants, volunteers, employees and members of its Board of Directions, to be treated with respect, and to be protected from any harassment and/or discriminatory behavior. Harassment or discriminatory behavior is any conduct that creates a hostile or threatening environment. Harassment or discriminatory behavior includes, but is not limited to, comments, name calling, physical contact, or other behavior that intentionally demeans a race, age, color, physical appearance, religion, national origin, creed, ethnicity, gender, marital status, sexual orientation, or physical/mental disability of an individual or group.

No refunds will be given to any family asked to leave for harassment reasons.

13. Anti-Discrimination Policy

It is the policy of the Festival Dance and Performing Arts Association (FDPA) to be an equal opportunity employer, to seek, employ and assign the best-qualified personnel, and to provide equal opportunities for their training and promotion. To this end, FDPA will not discriminate against any person on the basis of age, race, ethnicity, gender, creed, color, national origin, sexual orientation, religion, marital status, or physical and/or mental disability.

14. Privacy Policy

Information Disclosure: We do not rent, sell, or trade any personally identifiable information about you to third parties. Examples of personally identifiable information include: names, email addresses, mailing addresses, age, phone number, account information and the like. For certain occasions, we request personally identifiable information from you in order to better identify your needs for class placement, contact and emergency contact information, and safety.

15. Moscow Mountain Sport and Physical Therapy Policies

In response to parking concerns, we are pleased to announce a second Moscow location for our budding dancers and families at Moscow Mountain Sport and Physical Therapy. As we are guests of the existing business, it is important that we operate with respect to their preferences. Parents are invited to park (for free) in any spot dedicated by lines for the duration of class. Do *not* double-park at any time.

Parents and dancers should enter the building marked “Speed Center” through the parking lot ramp located behind the main building (to the left in the parking lot). When walking your dancer to class, turn right at the top of the ramp to enter through doors marked “Speed Center”. Please use caution during winter months when walking up the ramp, attention to icy walkways.

Once inside, dancers take class to the right where you will see a ballet barre. Parents should wait around the corner to the left for the duration of class, and are invited to utilize the couch located by the water fountain and restrooms. Dancers who may need to change into dress code attire prior to class are welcome to use the restrooms near the waiting area.