

Festival Dance Academy

School Policies

1. Registration	2
2. Adding, Withdrawing, or Changing Classes	2
3. Class Observation	2
4. Contacting Academy Faculty	3
5. Tuition	3
6. Recital Fee	3
7. Enrollment Minimums and Cancelled Classes	4
8. In Climate Weather Closures	4
9. Holiday Closures & Travel	4
10. Absences, Tardiness, and Student Pick-up	5
11. Code of Conduct	5
12. Anti-Bullying Policy	5
13. Anti-Harassment Policy	6
14. Anti-Discrimination Policy	6
15. Privacy Policy	6
16. COVID-19	7
17. Injury	7

This handbook details the rules and policies for Festival Dance Academy.
Please read the following information carefully and thoroughly prior to signing and submitting your Registration form.

1. Registration

For the ease of all parties, Festival Dance has moved to an online registration process. Families can easily access the “Class Bug” portal through our website, set up an account, register, and pay before the first day of class. Families who still wish to pay by check or cash, may print and drop off a registration confirmation sheet along with their payment to the 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 \$35 per each person registering and must be made when registration is completed online. See the fee schedule for payment options. The registration fee is non-refundable, and once submitted, covers each participant for the entire year. All back tuition and fees must be paid in full to enroll and participate in any dance class, performance, or Spring Recital.

2. Adding, Withdrawing, or Changing Classes

For students to make a change in class enrollment, either by adding, withdrawing, or changing levels, you must contact the Festival Dance office so information can be updated and faculty alerted. To ensure that your classes are changed and records are accurate, check your online account or 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. Neglecting to let us know that you are no longer attending a class will result in continuing to be charged for the class. If you have any questions about your account and enrollment status, please do not hesitate to contact us.

3. Class Observation

Due to new COVID-19 Safety measures, we will not host an official observation day for either the Fall 2020 or the Spring 2021 dance season. This policy is for the benefit of your child and all enrolled families. If you have a particular concern and feel it is essential to observe a class, special arrangements can be made by emailing admin@festivaldance.org and providing the best time for you to be contacted. Admin will coordinate with the Dance Director to schedule an independent observation.

4. Contacting Academy Faculty

We encourage students and parents to discuss any concerns about a class with the residing dance faculty member, but due to cleaning protocols, teachers can't talk at length between classes. To ensure that our teachers can follow safety protocols, we ask that you email Admin@festivaldance.org with your best time to be reached and we will request the instructor or Dance Director contact you.

5. Tuition

Tuition is due by the 1st of each month payable online in the registration portal with e-check (e-check costs Festival Dance considerably less than a credit card, and we have chosen to absorb all bank fees at this time). Automatic bank withdrawal may also be set-up, or families may also pay by personal check or money order hand-delivered or mailed to the Festival Dance office. There is a 5-day grace period, but after the 5th of the month, a \$5.00 late fee will be assessed.

The monthly tuition payment per family is based on the total hours of class time taken per week. Payments are broken down into convenient monthly installments which are consistent each month. Payments are not based on how many classes are held for the month, nor decreased or increased for short or long months or holidays. (Festival Dance is aware that national holidays often land on a Monday, and we will be offering an extra day of instruction each semester to assure the value.) To calculate tuition, add up the total hours of classes being taken and click [here](#) to find your monthly tuition total.

Payments can also be mailed to:

Festival Dance Academy
University of Idaho
875 Perimeter Drive MS 2403
Moscow, ID 83844

6. Recital Fee

The cost of our recital fee is \$40 per class, which is dedicated to covering the technical costs and venue rental and costumes. For students taking more than 1 performance class an additional \$20 per class will be assessed. Each family will also receive 2 complimentary tickets. Additional tickets will be \$5 each. If a cancellation of the recital is mandated, recital fees are transferable to future class instruction.

7. Enrollment Minimums and Cancelled Classes

If we have to cancel a class due to low enrollment, you will be contacted via email. To make this possible, we must have your current email address on file. **Please be sure to complete the email portion on your registration form!** If by some chance we need to execute an emergency cancellation, we shall do that by both text message and email. **Please be sure to include the cell phone number that you can be reached at the easiest.**

8. Inclement Weather Closures

When it's inclement weather we can decide to cancel classes up to 1 hour before class starts. We will make this decision based on the forecast and known road conditions; we DO NOT rely on the public school system. When we decide to close you will be informed through the app REMIND. **Again, please be sure to include the cell phone number that you can be reached at the easiest.**

Closure information will also be published on our Facebook pages and the website.

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

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

9. Holiday Closures & Travel

We are living in very different times. In order to ensure safety for all Festival Dance families and UI students and staff, Festival Dance will go to a live zoom format for the 2 weeks following Thanksgiving. FDPAA's in-class Holiday Showcases will be held before the Thanksgiving holiday. And an in-person special dance workshop will be held for 3 days in mid-December following the 2-week travel, self-isolating period for families & staff that choose to travel out of the area. In, addition, Festival will not reconvene until January 14th in respect of a second "self-isolating" period following holiday travel and New Year's Eve. This will push our classes later into the month of May but will provide safe periods for traditional celebrations for those who choose.

10. Absences, Tardiness, and Student Pick-up

The warm-up period at the beginning of class is of vital importance to the student's physical health and ability to mentally focus on class. 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 as they wait with your dancer. Timeliness is not only a courtesy to the teacher but also necessary to ensure the safety of your child. No refunds or financial adjustments are made for missed classes by the student.

11. Code of Conduct

All teachers, staff, students, and parents are to be treated with the utmost respect. Any student who is repeatedly disrespectful, rude, or hurtful to any teacher, staff member, fellow-student, or parent will lose the right to take classes at the Academy. (This same rule/consequence applies to parents. Students may lose the right to take classes at the Academy.) No refunds will be given to any family asked to leave for behavioral reasons. If you feel an instructor has been rude or disrespectful, please contact the Executive Director at director@festivaldance.org to set up a conference.

12. Anti-Bullying Policy

Festival Dance Academy wants to provide the best environment and opportunity for dancers to learn, grow, and experience the joy of dance. We expect all students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with 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.

Festival Dance Academy deems "bullying" as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts--i.e. internet, cell phone, 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.

13. 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.

14. 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 based on age, race, ethnicity, gender, creed, color, national origin, sexual orientation, religion, marital status, or physical and/or mental disability.

15. 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 to better identify your needs for class placement, contact and emergency contact information, and safety.

15. COVID-19 Safety Measures

Parents, please be diligent, if you suspect your student is not well, or a family member or close contact has symptoms/tested positive, please don't send the student to class. **Please reply to text remind and submit your health assessment form prior to arriving at UI.**

If our instructors think a student is showing symptoms of COVID-19 the following actions will be taken:

- The parent will be contacted to come to pick up the student as soon as possible.
- The student will be separated from the group, wearing a mask at all times, and will stay separated until being picked up.
- The Dance Director will be contacted and informed about the situation.
- The equipment used will be cleaned immediately.
- Festival Dance will contact the student's family within 48hrs, if the student is still symptomatic, we will request the student to get a COVID-19 test.
- If the student tests positive that class will move to online classes for the duration of an acceptable waiting period to be determined by current CDC guidelines.

If one of our instructors suspects or tests positive for Covid-19:

- If the instructor has been in contact with Festival students, families will be informed and classes will be moved online for the duration of the then-current CDC guidelines. If enrolled in multiple classes, unfortunately, those students will not be allowed to attend other Festival classes until after an appropriate quarantine period.
- If the instructor has not been in contact with Festival students, a substitute will teach the classes and classes will continue. The instructor will not be allowed in any Festival Dance location/office for the duration of the then-current CDC guidelines.

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15. Injuries

Our instructors are trained to teach ballet and dance techniques in such a way that injuries should be prevented. The instructors are all CPR certified and there is an AED available close to the PEB Dance studio. Of course, injuries can occur, in which the following protocol will be followed:

- The instructor assesses the situation
- If a minor injury occurs that can be treated by the instructor (for example a scrape), it will be treated. A first aid kit is always available to the instructor in the Festival Dance cabinet in the studio. The instructor will assess if the student can continue class or that the parent needs to be contacted. The instructor will fill out an injury report and will let the Festival Dance office know.
- In case of a major, non-life-threatening issue (like a sprain) the instructor will give first aid and contact the parent and Dance Director.
- In case of a life-threatening situation, 911 will always be contacted first and instructions from the operators and first responders will be followed. After the student is secured parents and the Dance Director will be contacted.