

Festival Dance Academy

School Policies

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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 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 Dance Concert.

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 academy@festivaldance.org with "This is an ADD/DROP/WITHDRAWAL" as the subject line.

We strive to keep our class lists accurate. Please let us know that you are no longer attending a class or you will continue 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

If you have a particular concern and feel it is essential to observe a class, special arrangements can be made by emailing academy@festivaldance.org and providing the best time for you to be contacted. Admin will coordinate with the Academy 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 academy@festivaldance.org with your best time to be reached and we will request the instructor or Academy 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 late fee may 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 each week and check the tuition rates list on our website.

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 annual recital fee is dedicated to covering the technical costs and venue rental and costumes. For students taking more than 1 performance class, an additional cost per class may be assessed. Each family will also receive a complimentary ticket.

7. Enrollment Minimums and Canceled 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 when registering!** If by some chance we need to execute an emergency cancellation, we shall do

that by email and text updates. **Please be sure to also 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 e-mail, text messages, and/or phone. **Again, please be sure to include the cell phone number that you can be reached at the easiest.** 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

Festival Dance follows the UI schedule for holiday closures and breaks. If there is an extended closure for any reason, Festival Dance will communicate with families via email and offer an appropriate alternative.

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. Please contact the office for extenuating circumstances.

11. Code of Conduct

All teachers, staff, students, and parents are to be treated with the utmost respect. Any student who is repeatedly disrespectful to any teacher, staff member, fellow-student, or parent may lose the right to take classes at the Academy. (This same rule/consequence applies to parents). If you have a concern related to an instructor, please contact the Academy Director and Executive Director at academy@festivaldance.org and 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.

Festival Dance Academy deems "bullying" as any offensive 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 by discrimination or mal intent.

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.

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.

16. Injuries

Our instructors are trained to teach dance techniques in such a way that injuries should be prevented. The instructors receive CPR training via online course 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 Academy 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.

We care about our students & community. Safety is a top priority in providing quality dance education.

Thank You For Dancing With Us!