

Cornerstone Academy for Performing Arts

Policies and Procedures 2017/2018

CLASS PLACEMENT Class placement is based on technical proficiency, mental and emotional maturity, overall strength, and age. Each child has individual strengths and weaknesses and will be moved up through the levels at a pace that encourages their best abilities as a dancer. Therefore, please do not compare the progress of your child with other children. Please trust that we have your dancer's best interests at heart when we make these decisions. It should be noted that the more classes a student takes each week, the faster they will improve. If a child stops their training and then chooses to return, there is no guarantee they will return in the same level or that there will be room in classes for them.

REGISTRATION/TUITION You can register at Cornerstone Academy at any time during the year. There is a \$30 registration fee for all students under the age of 18. Registration fees are good through the end of August. In September, all students must re-register. ALL students must submit a complete medical waiver before they will be permitted to take classes. Boys are offered a scholarship to take free dance classes. Please refer to our tuition and registration form for more information.

ATTENDANCE Regular attendance is extremely important to the development of a dancer. Proper dance education requires regular attendance for the necessary muscle memory needed in learning how to dance. This ensures physical safety and a healthy level of confidence for our students. Multiple absences can cause the class as a whole to be held back, the quality of performances to diminish (for which they may be asked to leave a production), and will decrease the momentum of a student's artistic and technical potential.

ALL ABSENCES MUST BE CALLED IN TO OUR OFFICE. If a child is minorly ill or dealing with an injury, they are still expected to come to class/rehearsal and alertly observe. If a student has a fever, please keep them at home.

MAKE-UP CLASSES Students are encouraged to make-up their missed classes in a class equal to or lower than their class placement. You do not need to call ahead to make-up a class. When you come to the studio, just

check in with the receptionist. No refunds will be given for missed classes. It is fine to make-up a class in a different dance form than you normally take (i.e. normally you take Jazz/Tap but you can make up that class in ballet and vice versa).

TARDINESS Any student who arrives more than 10 minutes late may be asked to observe the class. This is because at the beginning of class, warm-up exercises are given in preparation for more difficult movements. If a student is not properly warmed up, serious injuries can occur. All students should arrive at least 10 minutes early to take off street clothes, use the restroom, check in at our reception desk, and be mentally ready for their class.

CLASS CANCELLATIONS/CHANGES From time to time, we may have to reschedule or cancel classes.

When we do cancel a class, every effort will be made to provide a convenient make-up time for the class.

When that isn't possible, the students are encouraged to make-up the canceled class on their own. Any class schedule changes or cancellations will be posted on Facebook and via email. This includes cancellations due to snow or other inclement weather. Classes with 2 or less students present may be shortened at the discretion of the instructor. No refunds will be given.

QUESTIONS/CONCERNS If you have a question or concern, please fill out a form at our reception desk and we will address it as quickly as possible. Or you may also call the ballet phone or send an e-mail. Your thoughts are important to us, so please do not confront a teacher or the Artistic Director in between classes. Teachers will not be able to appropriately focus on your issue since they are concentrating on their instruction. We also ask you to please respect the instructors and refrain from calling them at their personal phone numbers or emails.

OBSERVATION WEEKS Parents are invited to watch classes through the windows during the last week of every month. We ask that you please be mindful of potential noise issues so that the students are not distracted. If you want to observe and you have small children not participating in the class, we suggest you find a babysitter. In the effort to maintain the quality of dance education for all of the students, anyone causing

disruption will be politely asked to leave.

VOLUNTEERING If you are interested, please go to our [Volunteer page](#) on our website. It describes the different levels and areas of work that we need help with!

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Behavior Standards 2017/2018

To guarantee the safety, happiness, and appropriate learning environment for our students and their families, we ask that everyone abide by the following guidelines.

- Only water will be permitted in the building. For students who will be present for a long period of time during a day, special refrigerator and microwave privileges will be given and they may eat in the cafe area only.
- Please, no gum in the building.
- Students and parents are responsible for cleaning up after themselves and throwing away their garbage.
- Please label all belongings, including dance shoes, tights, leotards, and water bottles, Cornerstone Academy is not responsible for any lost or stolen items. Any lost and found items unclaimed after two weeks will be disposed of or donated to charity.
- Dance shoes should NOT be worn outside of the studio. Street shoes should NOT be worn inside the studio.
- Appropriate grooming and proper attire are expected from our students and parents.
- All students under the age of 10 needs to be accompanied by an adult at all times. We are not responsible for children who are not participating in class.
- Students and parents are to treat our Academy building, their instructors and fellow students with respect and kindness. Any issues that need attention should be brought to the staff's attention immediately by filling out a form at the front desk. Students and parents will not participate in bullying of any kind and will report such actions if they witness or experience it.
- The instructors at our Academy do teach hands-on. It is normal and appropriate to manually and physically adjust students' alignment. If you are uncomfortable with this policy, you may wish to reconsider enrolling your student. Our school does not condone or tolerate any instructors who touch students or give disciplinary actions that are harmful or intimidating, or that violate generally-accepted tenets of propriety.
- Gossip, Drama and derogatory verbal statements towards any instructor, faculty member, student, parent, or the Artistic Director will not be tolerated. The Cornerstone Academy environment should remain uplifting and positive. If there are questions, concerns or complaints, they should be directed to the Artistic Director, President or any Board member.
- Every Cornerstone student is expected to behave in a disciplined, responsible and courteous manner when on school premises. Any consistently disruptive behavior will be reported to parents. Rude or aggressive behavior from students or parents will not be tolerated. We reserve the right to suspend or expel any student, at any time, whose attitude, class attendance, work habits, payment record, overall conduct or physical fitness for dance training is considered unsatisfactory. Cornerstone Academy also reserves the right to dismiss any student who has a medical condition that puts him or her, or classmates and faculty, at risk. All tuition paid to Cornerstone Academy on behalf of any discharged student is forfeited by the student.
- Although we all have our individual social media accounts (i.e. Facebook, Twitter, etc.), the statuses that we post are public. The Cornerstone Academy asks that you consider this when posting anything concerning our school or its faculty or students. Any posts of a derogatory or negative nature will result in disciplinary procedures.

Disciplinary Procedures are as follows:

- Verbal warning, 2. Written warning, 3. Suspension from classes/performances, 4. Dismissal from the school.

I have read the policies, procedures, and behavior standards and shared this information with my child.

Parent Name: _____ Signature: _____ Student

Name: _____ Signature: _____ Date:
