



Conservatory Policies

Table of Contents

Contents

Conservatory Policies.....	3-13
Policies	3-4
Dress Code.....	5
Performances	6-8
Payments, Discounts, and Refunds	9
Agreements and Releases... ..	10
Student and Parent Use of Social Media	11
Complaints and/or Concerns	11
KCPA Registration Agreement.....	12
Student Contact Information.....	13



POLICIES

PURPOSE

The purpose of these policies is to insure that all parties involved at KCPA will have guidelines regarding the definition of the goals and protection of the interests of KCPA. These policies also provide safety to those participating in instruction at KCPA. Each and every student is an important member of our conservatory. We believe instruction should be executed in a safe, nurturing, and positive atmosphere. We desire to educate our students in a non-competitive, fun and loving environment that promotes excellence, self-confidence and self-discipline.

SCOPE

This policy applies to our entire KCPA family, including all staff, volunteers, students and parents. The Director of Operations is responsible to implement and ensure that all of the policies listed herein are being carried out.

POLICIES

- Students should make sure that they use the restroom, if necessary, before entering the dance studio.
- No jewelry shall be worn in the classroom.
 - Please leave jewelry and valuables at home.
- In case of inclement weather, check for class cancellation via the website www.nhperformingarts.org after 2:00 pm for cancellation information.
 - Snow days can be made up by attending other classes.
- In case of cancellation of KRSD afternoon activities, parents must contact their child's school to ensure that their child does not get onto the KCPA bus.
 - It is not the responsibility of KCPA.
 - The schools will not make announcements or arrangements to notify the children unless the parent calls to notify the school.
- Students should arrive at least five (5) minutes before class time and must be picked up immediately following class dismissal.
 - If someone other than a parent will be picking up the student, or different arrangements are being made for a student's ride from dance class, please inform the instructor.
- Please label all clothing and dance bags.
 - Initial all dance shoes on the inside of the dancer's shoes.
- NO FOOD, DRINK OR GUM will be allowed in the classrooms.
 - Exception: snacks for Pre-School & Ballet I or II kids going to Tap right afterwards.
 - Please encourage your child not to share their snacks.
 - It is a safety hazard, because other students may have food allergies.
- NO CELL PHONES ALLOWED IN THE CLASSROOM.
 - Parents may contact the instructor in case of emergencies.
 - The instructor will then allow the student to contact their parents on their cell phone if necessary.

- If the student does not have a cell phone the student may use the instructor's phone.
- The studio door will remain closed at all times.
 - Late students must ask permission from the instructor to enter the classroom.
 - Parents are asked to remain in the lobby for the duration of the dance class and not to interrupt the class in session.
 - Students must have permission to leave the dance studio.
- Etiquette requires that there be NO talking in class and NO running on the premises either by students, their siblings or spectators.
 - Rough play in the lobby area will not be tolerated.
 - Any person(s) distracting the dance Class will be asked to leave the premises.
- Dancers will respect property/facilities and not hang on, or use the ballet barres unless otherwise instructed to do so.
- Dancers shall stay a safe distance from the mirrors.
- KCPA adheres to the same rules about Public Displays of Affection that all other Private and Public Educational Institutions do so: "NONE".
 - You are here to work and learn PDA is distracting to not only those involved, but to those around, as well.
- Observers may watch class from the lobby.
- The instructor for a class and size of the dance class will be left to the sole discretion of the conservatory Director of Dance.
 - Dancers will be placed in a dance class according to their ability – not physical size or age.
 - We have reinstated the Ballet exam Process at year end to determine the following year's placement/advancement.
- The final decision of class placement will be made by the instructor, conservatory Director of Dance.
 - Decisions are made based on the syllabi for each level.
- KCPA Conservatory reserves the right to cancel or reschedule a class if the class consists of fewer than four (4) students.
- KCPA Conservatory will not be held liable in case of injury on the premises or due to dance instruction.
- The KCPA dress code and rules apply to all students in all dance classes and will be strictly enforced.
 - Any student violating any conservatory rules will receive a verbal warning for their first offense and a suspension from class for a second offense.

DRESS CODE

The KCPA dress code is put in place for the safety of our students. It is also in place to give the student a feeling of self-confidence by looking professional. Any Student not dressed in appropriate dress and proper footwear will not be allowed to participate in class. The student will be expected to sit and observe the class and take detailed notes to the best of their ability according to age, to be reviewed by their instructor after class. Minies and preschoolers are of course excluded from note-taking.

Hair:

- All female Dance Students need to come to class with their hair up in a bun.
- Bangs may be pinned back or to the side.
- Students with short hair need to pin or clip it close to the head.
 - Adhering to these specifications is extremely important.
 - It helps the student to see better.
 - It keeps the student from being distracted from learning.
 - It helps older students to turn better, contributing to a better performance.

Ballet, Modern & Contemporary Students:

- Black Leotards (Adult Ballet students may wear, dance pants)
- Pink tights
- Ballet Pink Ballet Shoes and/or Pointe Shoes
- A Sheer Black or Pink Skirt (length above the knee) may be worn
- BOYS - White Shirt or KCPA Shirt, Black Leggings and Black Ballet Shoes
- Contemporary: Lyrical shoes or barefoot
- Modern: barefoot

Boys Class Students:

- White Shirt or KCPA Shirt
- Black Leggings
- Black Ballet Shoes

Tap Students:

- Black Leotards
- Pink or Black Tights
- Black Tap Shoes
- A Sheer Black or Pink Skirt (length above the knee) may be worn or solid black shorts
- Adult Tap Students may wear Dance Pants
- BOYS - White Shirt or KCPA Shirt, Black Pants and Black Tap Shoes

Hip Hop/Jazz Students:

- Black Leotards
- Pink or Black Tights
- A Sheer Black Skirt (length above the knee) may be worn or solid black shorts
- Black Hip Hop and/or Jazz Shoes
- BOYS - White Shirt or KCPA Shirt, Black Pants and Black Hip Hop and/or Jazz Shoes

Acro Students:

- Black Leotard or Biketard
- Solid black shorts may be worn with Leotard
- Barefoot

Musical Theatre:

- Comfortable clothing you can move in
- Jazz Shoes

“Fun for Minies” Students:

- Barefoot or "gripper" socks

PERFORMANCES

These policies have been constructed specifically for the Holiday and Spring shows.

Audience Members:

- Each audience member must purchase a ticket.
- Please remember to TURN OFF your personal electronic devices.
- No food or drink allowed in the auditorium.
- NO PHOTOGRAPHY or VIDEOGRAPHY of any kind allowed during the performance.
 - Professional photos and DVDs are available for purchase within two to three weeks of the show.
- Audience members must be seated prior to the curtain rising and remain seated during the performance.
 - If you are late or absolutely must leave the auditorium for any reason, seating or re-seating will be at the discretion of the House Manger.
- Audience members are not permitted in the backstage or dressing room areas at any time (this includes before, during, and after the performance).
- Please be respectful to those around you and do not talk, text, etc. during the performance.
- Audience members who do not abide by these rules or are deemed disruptive will be escorted from the auditorium, will not be allowed to return, and will not receive a refund.
- After the performance, please meet up with your performer in the entrance area (near the ticket and concessions).
 - Do NOT enter the changing room or backstage areas!

Backstage Monitors:

The KCPA Employee/Volunteer Handbook has detailed procedures regarding this volunteer position. A PDF of the handbook will be provided for your review prior to your time backstage. Please complete the "Employee/Volunteer Declaration Page" after you review the procedures, and submit it to the Director of Operations.

- All Backstage Monitors must undergo a criminal history background check.
 - These background checks are conducted for the safety of our performers,
 - The Director of Operations will contact you with information regarding how to apply.
- Backstage help entails:
 - Keeping the performers occupied during the extensive waiting periods backstage.
 - Making sure all the kids are dressed and ready to go with all accessories and shoes.
 - Getting the performers on the appropriate side of the stage two (2) dances before they need to be there.
 - Called - "In The Hall" on the order of show sheet posted in the dressing room).
 - The two lead backstage monitors in charge of all volunteers each performance, will assist with the order of show by helping everyone to be where they need to be when they need to be there.
 - All backstage monitors will take direction from the two lead backstage helpers in order to help the show run more smoothly.

- Backstage monitors are chosen by the management on a first-come, first-served basis, so volunteer early!
- All backstage monitors will be identified with a special name tag.
 - No other parents will be allowed backstage or in the dressing room areas once the 15 minute call has been made prior to the start of the performance.
- Helpers MUST attend at least one of the studio rehearsals so they can get a feel for the flow of the show and be better prepared to help out backstage during dress rehearsal.
 - Specific questions about where the kids need to be and when will be addressed during these rehearsals.
- Participation in the dress rehearsal is REQUIRED for all parents planning to help out backstage during the performances.
- Set an example for your young performer:
 - NO TALKING OR SHUSHING backstage! Shushing can be heard by the audience.
 - Stay out of the way of performers coming on and off stage.
 - The Artistic Director/Director of Dance, the Stage Manager, or a lead Backstage Monitor will tell you where to stand and where to keep your charges.
- Backstage monitors are required to remain backstage for the entire show.
 - They are not allowed to enter the auditorium for any reason during the performance.
- There will be no more than two (2) volunteers for each of the following classes for each show:
 - Preschool Dance
 - Ballet I and Tap I
 - Ballet II and Tap II
 - Ballet III and Tap III
 - Boys Class
- Only girls and women are allowed in the changing room designated for girls!
 - Likewise, boys and men (or moms of boys, if needed) only in the changing room designated for boys!

Parents:

- The KCPA directors and instructors work hard all year to bring out the best in your children.
- In order to allow us to continue our instruction through the performance, the following policies must be adhered to:
 - It is extremely important (even for preschoolers) for your child to attend ALL scheduled rehearsals.
 - This not only helps your child to feel more comfortable dancing in front of a crowd and getting used to being part of the larger group, but when children are missing from their spots it throws all of the other children off and makes everyone else's job harder.
 - It may be difficult for your schedule and seem too overwhelming, but the kids have a fantastic time!
 - Arrive one hour prior to the start of the performance.
 - This allows time for your performer to settle in, get hair and make-up done, and get dressed and ready to go.
 - Parents must sign in their child when they arrive at the theatre and leave the dressing room area no later than 15 minutes prior to the start of the show.
 - One parent/guardian can pick your child up and sign him/her out at the END of the performance.

- Water is the best drink, as it is easily cleaned up and is the best refreshment for performers.
 - Snacks should be something your child can eat without making a mess.
 - ❖ Avoid sticky, colored, or really crumbly foods (like cheese goldfish, graham crackers, apples, grape juice, raisins, chocolate, and cupcakes).
 - ❖ The best snacks are things like granola bars, pretzel goldfish, celery, carrots, and cheese sticks.
- Coloring books are good activities, but NO markers or paint (colored pencils and crayons are best).
- We've found a laptop with a movie works really well, so long as the kids are given adequate warning before it gets turned off so they can line up for their turn on stage.
- Help your performer learn their backstage rules.

Performers:

- You've worked hard all year, so follow these rules to make your performance the best it can be.
- Arrive 1 hour prior to the start of the show to get set up and ready to go.
- There are guidelines for hair and make-up.
 - Please check out the website for more information.
 - (<http://www.nhperformingarts.org/performancestickets/hair-and-make-up-requirements-for-performances/>).
 - The Artistic Director/Director of Dance has very specific requirements in terms of brands and colors, so please follow the guidelines on the website.
 - Because we have so many students it is highly recommended that everyone learn to do their own hair and make-up.
 - However, there will be many parents and older students around back stage who can guide you in applying the make-up if you arrive at least one (1) hour prior to show time for this assistance.
- Listen to the instructions given by the backstage monitors and/or instructors, directors or stage manager.
- Do not eat or drink anything except water when in your costume.
- Do not touch any costume, prop, shoe, etc. that does not belong to you, even if you think you are helping, unless the owner has specifically asked you to do so.
- Be QUIET backstage and in the hall near the stage door.
 - NO TALKING OR SHUSHING backstage! Shushing can be heard by the audience.
- You are responsible for yourself.
 - Do not boss other performers around.
 - Tell a Backstage Monitor if you think someone is in the wrong place.
- If you do not behave backstage you will not be allowed to perform on stage.

PAYMENTS, DISCOUNTS, AND REFUNDS

- Classes for the full year may be separated into ten (10) monthly sessions for payment purposes.
 - Payment is due by the first (1st) of each month.
 - Full tuition for a class is ten (10) monthly payments.
- If you pay for the full ten (10) month period by the beginning of the first month you will receive a 10% discount on your total amount.
- If you pay in three (3) month increments you will receive a 5% discount on your total amount.
- Please remit payments in the following manner:
 - Mail your payment to:
 - KCPA, 1242 North Rd. Warner, NH 03278
 - Place it in the payment box on the inside wall of the lobby.
 - Do not remit music instruction tuition in the payment box.
- If payment is not received within ten (10) days of the scheduled due date, a late fee of \$10.00 will be charged, bi-weekly until the account balance is paid in full.
 - Unpaid accounts that are 30 days past due and have not contacted the Director of Operations to discuss needs on an individual basis will be administratively dropped from KCPA.
 - It is very important to the staff of KCPA that no child be dropped due to financial difficulties; please let us know so we can work with you to continue your child's education in the arts.
- Payments by check returned NSF will be charged a \$25.00 NSF fee.
 - Accounts with returned checks must then be paid in cash.
 - Checks will not be accepted.
- Any student with a delinquent unpaid balance will not be allowed to participate in any class(es) or perform in recitals, festivals and/or performing company shows until full cash payment has been received.
 - Costumes will not be distributed until they are paid in full.
- The registrar must be notified either by phone or email of any withdrawals.
 - There will be no refunds of tuition two weeks after the start of the first session should a student withdraw before the end of the session.
- You are required to pay full tuition regardless of classes missed (this includes, but is not limited to classes missed due to inclement weather, illness, or Winter Activities).
 - You may make up a missed class by attending another class offered at the studio – contact Angela Tarleton if you need help choosing which class to attend.
- Tuition is paid yearly, quarterly, or monthly.
 - We do not allow permanent “drop-in” students; they must be registered.
 - Each student is only allowed two “drop-in” classes per year.

AGREEMENTS AND RELEASES:

Hold Harmless Agreement:

I realize that myself or my child will be participating in a physical activity, and as such, I also realize there is an element of risk involved. I do not hold Kearsarge Conservatory of the Performing Arts, any director, assistant director, instructor, stage manager, assistant stage manager, monitor, or any other approved volunteer responsible for any injury that may occur during the course of my or my child's instruction. I also hold the facilities harmless for any accident or illness that may occur while attending classes, participating in performances or rehearsals or traveling to, at, or from events associated with my KCPA activities.

- In the event of an accident or illness that may leave me incapacitated, please contact the emergency contacts specified on the "Student Contact Information Sheet".
- In the event the person(s) indicated below cannot be contacted, I hereby authorize my instructor or director to take any reasonable steps necessary on my behalf. In such event, I further agree that the cost of such medical services shall be borne exclusively by myself.

Medical Release:

I realize myself or my child will be participating in a physical activity, and as such, I realize there is an element of risk involved. In the event of an accident or illness to my child, I should be notified immediately. In the event I cannot be contacted please contact one of the designated emergency contacts. In the event that neither of us can be contacted, I hereby authorize the staff of Kearsarge Conservatory of The Performing Arts or Angela Tarleton to take any steps deemed necessary to seek reasonable medical attention. In such an event, I further agree that the cost of such medical services shall be borne exclusively by myself.

Photo, DVD and Video Release:

I realize myself or my child will be participating in a group activity, and as such, I realize there may be times when Photos, Digital Videos for DVDs or Videos may be taken during classes, performances or parties authorized by Kearsarge Conservatory of The Performing Arts. I authorize Kearsarge Conservatory of the Performing Arts to use the images of myself or child, for advertising in the form of posters, flyers, newspaper, magazine ads or on the website for Kearsarge Conservatory of The Performing Arts.

STUDENT AND PARENT USE OF SOCIAL MEDIA

- The use of Facebook, Twitter, LinkedIn, blogging and other social media outlets are commonplace.
- This policy is intended to provide parents and students with guidelines for the use of social media regarding KCPA.
 - Please use common sense and discretion when posting on these sites.
 - Never post anything that could compromise the self-esteem of students who attend KCPA.
 - Never post any negative comments about KCPA, our instructors, directors, performances, or any events attended.
 - If you post videos of class or rehearsals, do not post any choreography in its entirety.
 - If it is brought to our attention that there has been the improper use of social media, you will be asked to remove the content and if not done so or if this continues to be a problem, it may result in dismissal of the student.

COMPLAINTS AND/OR CONCERNS

- If a parent or student feels uncomfortable with a situation in the classroom or in the lobby, please feel free to contact the Director of Operations
- It is our intention to provide a positive learning experience for the students.
- Your support and cooperation is greatly appreciated.

KCPA REGISTRATION AGREEMENT



STUDENT NAME: _____

Thank you very much for your interest in taking classes through KCPA. It is our goal to maintain a personal yet professional approach to instruction in the arts. We want you to know that we are also committed to providing a healthy and safe environment where our students can enjoy themselves while learning.

I acknowledge that I have read, understand and agree to abide by, and am bound by, all of the policies, agreements and releases relating to KCPA. I also agree to adhere to the dress code and to all payment terms as defined above, and agree to be liable for all charges due to KCPA.

Parent Name: _____
(Please Print)

Signature: _____

Date: _____

Student Name: _____
(Please Print)

Signature: _____

Date: _____



STUDENT CONTACT INFORMATION

Student Name _____
(Please Print)

Parent Name _____
(Please Print)

Address _____

Email _____

Home Phone _____

Cell Phone _____

Emergency Contact 1 _____
(Please Print)

Email _____

Home Phone _____

Cell Phone _____

Emergency Contact 2 _____
(Please Print)

Email _____

Home Phone _____

Cell Phone _____