



INFORMATION AND POLICIES

Our Mission:

APA will introduce and promote a lifelong enthusiasm for the performing arts and inspire all students to achieve individual potential through excellence in training, education, and growth in the art of dance and theatre.

ADMINISTRATION:

Keith Walls: Owner/ Artistic Director

Eileen King-Walls: Owner/ Studio Administrator

Bernadette LaMarsh: Receptionist/Office Manager

Whitney Stevens: Marketing/Social Media

Bliss Studio: Photography

INSTRUCTORS:

Keith Walls Ballet, Pointe, Contemp., Musical Theater, & Tap

Eileen King-Walls Acting, Improv & Stand-up Comedy

Christine Wright Pre-Ballet, Basic Ballet, Ballet Pointe

Bernadette LaMarsh Ballet, Pointe, & Stretch and Strengthen

Mya Spangler Musical Theatre & Tap

Emma Neighorn Creative Movers & Tumble Dancers

MASTER TEACHER:

Melissa Grant Ballet, Pointe, and Variations

SUBSTITUTES:

Alyssa Wong Ballet, Pointe, Character

Kaytee Horton Ballet, Contemporary, Jazz & Hip Hop

LIABILITY:

Parents, legal guardians of minors, students and adult students waive the right to any legal action against Abernethy Performing Arts, its assigns, successors,

subsidiaries, affiliates, employees, agents, nominees, licensees, their successors and assigns, and those acting with its authority (collectively, "APA") for any injury sustained on school property resulting from normal dance activity or any other activity conducted by it students, their family members, friends, relatives or acquaintances; before, during, or after class time at Abernethy Performing Arts. By attending class(es), you and any guests, students voluntarily assume all risks related to exposures to illness and agree not to hold Abernethy Performing Arts (and association), liable for any illness or injury.

No Refunds Policy: APA has a strict no-refund policy. All payments made are considered final.

Non-discrimination Policy: APA does not discriminate based on gender, race, color, national origin, religion or sexual orientation.

Right to refuse service: APA reserves the right to deny service, enrollment, and/or revoke previously awarded privileges at the sole discretion of the Director.

REGISTRATION FEE:

A \$35 fee, per family, is required with the fall registration form and is a non-refundable fee. This will reserve class space. A registration is not considered complete and class space is not reserved until this fee is paid. The registration fee will be due annually in September when you fill out your Fall Registration form.

TUITION: (AUTOPAY is required)

Is Monthly ~ tuition remains the same whether it is a long (5 weeks) or short (3 weeks) month regardless of absences or closures. It is payable monthly in advance, due at the first of each month. No statements will be sent out unless you are overdue. Auto payments will run on the first of the month. A Late Fee of \$35 will be applied if payments are rejected or not reconciled with-in a week of the Autopay.

TERMINATION OF CLASSES:

If you choose to leave APA, notice must be made before the 1st of the month, or you will be responsible for that month's tuition. This should be communicated via email.

SCHOLARSHIP PROGRAM:

As a school we recognize that there are many talented students and merit basic scholarships are hard to determine fairly. Students seeking merit-based scholarships will need to apply and go through an evaluation process, as well as, sign a contract of agreement.

Scholarships are provided and are at the sole discretion of the director. Our scholarships are need-based and will be provided only to those willing to work off the balance through our work study program. If you approach the director for scholarship, please remember that this is a privilege and can be taken away at any point. A contract will be provided detailing the agreement and terms. Reviews will be made in August of each year to determine eligibility.

ADMISSION:

Creative Movement, Pre-Ballet & Basic Ballet students ages 2-7 enroll on a first-come, first-serve basis. Class placement and auditions are not required. Please contact us for detailed enrollment procedures.

Beginning Ballet through Advance levels ages 8+ are required to attend an audition or placement class to determine appropriate level placement. Level placement is based on the student's skill and strength, and not age. Although we have age guidelines this is just a general guide and not a hardened rule. Levels at other dance studios are often different and does not affect our evaluation.

APA Class Curriculum:

APA's classes are designed with a structured curriculum made to develop and progress each student at the appropriate levels. Our ballet program has eight levels that allow students the opportunity to train through the pre-professional stages and beyond. We test for level placement annually in August. We have a unique testing system that allows our students and parents to know how well

they are performing at each level. Look for our Levels Guide which explains how this unique program functions.

Creative Movement & Tumble Bugs ~ 2 - 4

Little Stars Ballet:

- Pre-Ballet 3 - 4 (Pink)
- Basic 5 - 7 (Lavender)

Beginning Ballet Levels

- Ballet 1 (Buttercup)
- Ballet 2 (Mint)
- Ballet 3 (Light Blue)

Intermediate Ballet Levels

- Ballet 4 (Royal Blue)
- Ballet 5/6 (Navy Blue)

Advance Ballet Levels

- Ballet 7/8 (Black)

Pre-Pointe

Pointe

Ballet Character

Musical Theatre

Tap

Jazz/Contemporary

Acting & Improv

Tumbling & Acro Dance

Stretch & Strengthen

PLACEMENT / LEVEL ADVANCEMENT:

Student's progress in their training by developing a strong work ethic, discipline, strength, and technique. Not all students do this at the same rate or ages. Most importantly, technique milestones must be reached before level progression can occur. Advancement and progression to the next level is by recommendation of the faculty, or belts program and through our annual testing. Parents should not assume that it is time for their student to advance to the next level. If a parent has a concern about placement, they are welcome to discuss this in private with the

instructor at a prearranged time. Parents and students must accept their placement and trust in the teacher's skill and knowledge. Dancers wanting to go en pointe must be enrolled in at least 3 ballet classes per week to be considered. This is to ensure safe training and prevent injury. They must complete the Perfect Pointe Book program, test, and have an assessment completed by Mr. Keith.

DRESS CODE ~ CLASS ATTIRE:

A specific dress code is required for all classes. For ballet all students need to wear pink ballet tights and pink ballet shoes along with their level color leotards. Orders are placed through discount dance or can be purchased locally.

Leotard Colors:

Creative Movement ~ Pink • Pre-Ballet ~ Pink • Basic Ballet ~ Lavender • Beg. Ballet 1 ~ Buttercup • Beg. Ballet 2 ~ Seafoam • Beg. Ballet 3 ~ Light Blue • Ballet 4 ~ Royal Blue • Int 5/6 Ballet ~ Navy • Adv. Ballet 7/8 Black

Jazz/Contemporary Ballet ~ solid colored leotard, tights and ballet shoe or approved jazz shoe. • Musical Theater ~ black leotard, black tights and/or jazz pants and character skirt. black jazz shoes and/or black character shoes • Acting & Improv ~ appropriate clothing that is easy to move in

• Boys & Men ~ Ballet: Black tights or dance pants, white t- shirt, white or black socks & black ballet shoes

Local & Online Retailers:

Dance Togs ~ Beaverton

The Leotard ~ Portland on MLK

The Portland Dancewear ~ Near the Washington Square Mall on Hall Blvd.

www.discountdance.com Our teacher ID 62978, use this code when placing an order and receive discounts and better shipping rates.

HAIR:

Girls must wear their hair in a bun for all ballet classes. If the student's hair is too short, it must be neatly secured away from the face and neck. In our other dance classes, girls need to keep their hair secured down to prevent injuries to themselves and others.

HYGIENE:

As a courtesy to teachers and fellow students, please use deodorant immediately before class if of age. Ballet leotards and tights should be laundered on a regular basis. It is a good idea that multiple leotards/tights be purchased so that clean items can be worn to each class. Both leather and canvas ballet shoes can smell! They should be machine washed on a cold, delicate cycle with liquid soap once a month. Allow them to air dry in a warm place. Washing them on a Saturday will ensure they have all Sunday to dry.

SCHOOL COMMUNICATION:

To conserve resources, we no longer will communicate by paper announcements. Instead, all information, such as class schedule changes, castings, rehearsals schedules, etc. will be posted directly to our Facebook groups, APA Bulletin or our Abernethy Performing Arts FB page. Schedules will be emailed out as well.

OBSERVATION POLICY:

As a courtesy to our students and teachers who need to be able to conduct class without distraction, APA has a strict observation policy for all its classes and rehearsals. Observation will be available through a lobby tv system.

ATTENDANCE:

Good attendance is imperative as absence and tardiness can hold back an entire class, and the studio cannot jeopardize its responsibilities to the rest of the class for one student. Please make every effort to have your child at every class, on time. Excused and unexcused absences will be closely monitored. Excessive absences may result in loss of position in the student's current level and/or part in our current production.

The preferred method of absence notification is by email (kwalls@apadancetheater.com) With the exception of an illness, all same day

absence requests are considered unexcused. In person absent requests will not be accepted. Planned absences need to be notified at least one week in advance. These would include medical appointments, school-related events, auditions, vacations, and other out of town trips, etc. Please monitor your schedules closely to keep up to date on all academic school events. We will only provide make-up classes for pre-excused absences and illnesses. We do not provide any tuition credits, or refunds for missed classes.

INJURY / ILLNESS:

Students who are unable to fully participate in class due to an injury (major, minor, chronic, acute) must observe class and take notes until recovered. It is expected that the parents keep APA apprised of their student's progress. If a student is very ill and is contagious (upper respiratory infection, influenza, conjunctivitis, etc. Or symptoms that include fever, nausea, diarrhea, and or vomiting, please call in an absence. We request you keep the student home for 24 hours after the last signs of symptoms to avoid the spread of the illness through the school.

TARDY:

Students will sit out of class and take notes if they are more than 10 minutes late for class. If students have prearranged an expected tardy, they will need to come and properly warm themselves up in another area and then wait for the instructor's acknowledgment to entire the class. Excessive tardiness will result in a parent conference.

HOLIDAYS:

Holidays will generally follow the school schedule. Holiday dates will be posted prior to holiday closures. If closed for a holiday or inclement weather making a short (3 week) month, it is our policy that you may come in for an extra class at a scheduled make-up time.

SNOW AND BAD WEATHER:

The studio will not necessarily close for snow days regardless if area schools are closed since many times roads are clear and safe by 2:30pm. Always call or check online for closures.

DROP-OFF, PICK-UP, & LATE PICK-UP

DROP-OFF ~ Parents/Guardians of students under the age of 18 need make sure, to visually see the student enter the studio. Students under the age of 18 cannot be left in the studio alone or with only one adult. Two adults (administrator and/or director and/or instructor and/or parent) must always be present in the studio.

PICK-UP ~ all students under the age of 18 must verbally check out the with APA staff upon leaving the building. Students who are leaving with a parent or guardian do not need to check out with our staff.

LATE PICK-UP ~ Students need to be picked up no later than 15 minutes after class. If you are late for pick-up, please contact the studio. Students under the age of 10 cannot be left unsupervised.

CREATIVE MOVERS, TUMBLE DANCERS, & PRE AND BASIC BALLET:

Parents of these students must remain at the studio during the entire class time.

PERFORMANCES and DRESS REHEARSAL:

Stage experience is a key factor in every student's training. It builds the confidence needed to grow as a performer.

Our performances will be scheduled several months in advance. Auditions for these performances will be mandatory for everyone in the Beginning levels and above. Students performing must attend classes through the entire term before that performance. All performances will have additional rehearsal times outside of regular class time. Students who are dancing on pointe must be enrolled in a minimum of 3 ballet classes a week to be considered to dance on pointe. This is for the safety of the dancer.

Participation fees are not included in our tuition structure. Fees are separated and information regarding our performances will be made available.

PICTURES & VIDEO TAPING DURING OUR PERFORMANCES:

Videotaping and photography during our performances is NOT ALLOWED due to a contractual agreement with our professional photographer and videographer. There will be video and photos of the performances available to purchase.

SUMMER CLASSES:

These classes will be mandatory for all students participating at or above Beginning Ballet level 3 and girls on pointe or starting pointe exercises and all students enrolled in our YAGP program.

PARKING:

Please park in the designated areas. Be respectful of the other businesses around us and keep from parking in front of rolling doors and no parking signs.

TERMINATION OF CLASSES:

If you choose to leave APA, notice must be made before the 1st of the month or you will be responsible for that month's tuition. This should be communicated in person and via email.