

# Festival Dance Academy

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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 \$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](mailto:Admin@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

Festival Dance classes will host an in-class performance/observation day during the week of November 14th-19<sup>th</sup>. 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](mailto:admin@festivaldance.org) and providing the best time for you to be contacted. Admin will coordinate with the Academy Director to schedule an independent observation.

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#### 4. Contacting Academy Faculty

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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](mailto:academy@festivaldance.org) with your best time to be reached and we will request the instructor or Academy Director contact you.

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#### 5. Tuition

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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 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

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#### 6. Recital Fee

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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 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. **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, and/or phone. **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. Festival Dance follows the UI schedule for holiday closures and breaks. In the event that in-person classes are no longer an option due to Covid-19 or similar circumstances, 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.

## 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 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 have a concern related to an instructor, please contact the Academy Director and Executive Director at [academy@festivaldance.org](mailto:academy@festivaldance.org) and [director@festivaldance.org](mailto: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.

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### **13. Anti-Harassment Policy**

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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.

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### **14. Anti-Discrimination Policy**

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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.

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### **15. Privacy Policy**

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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 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 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.