

Crescendo Policies and Procedures Handbook

MISSION STATEMENT: Crescendo Performing Arts Academy is a religious non-profit ministry based in Biblical Christianity. Accordingly, we set standards that are consistent with Bible teachings and discipleship. We exist to offer Christian believers a place to develop their gifts and talents that is God-honoring, God-seeking, and free from the philosophies and deeds of the secular world. Our purpose is to stand apart from, rather than conform to cultural norms as we bring a compelling Christian view to the disciplines of the performing arts.

ENROLLMENT

Crescendo Performing Arts does not have an open enrollment policy. Participating in our training program is a privilege. We extend the invitation to participate in our programs only to those who are willing to maintain these standards in word and action.

REGISTRATION: A non-refundable fee of \$35 per family is required yearly. Withdrawal and re-enrollment within the same year will generate an additional registration fee.

AGE CUT-OFF: Student ages are calculated according to their age on September 1st of the year of study. Exceptions may be made on a case-by-case basis.

PAYMENT OF TUITION: Tuition is charged on the first of each month through StudioDirector.com using ACH with checking account or credit card (credit/debit card purchase will incur a 3% surcharge fee). One month's notice is required to stop payments. As stewards of God-given financial resources, parents/guardians should refrain from placing students in more classes than the family budget will allow.

WITHDRAWAL: Notice of withdrawal must be given in writing and confirmed before the 1st of the month in order to stop auto-payment. Notice given after the first cannot be refunded. Withdrawal from lessons before the end of the year showcase forfeits all costumes purchased. Costuming will become the property of Crescendo Performing Arts Academy if a student withdraws before the annual Showcase.

GODLY STANDARDS

SEEKING THE LORD'S GUIDANCE IN AND OVER CLASSES: Classes will maintain an environment that invites the Holy Spirit. This may include prayer at the beginning or end of class. It is our goal that students feel fellowship, encouragement, and support as they pursue their arts training in the Lord's presence.

DRESS CODE: Students not following the dress code may be asked to sit out during class. A cover-up must be worn over dancewear when walking in the studio parking lot. Shoes worn for class may not be worn outside. Dress is to be modest and appropriate for activity while following our dress code. Low cut tops and bare-midribs are not allowed. Tights are required with leotards and dance shorts. A student's appearance should be neat and clean. In addition to our dress code, please note that tattoos, facial and body piercings other than stud earrings for females, and excessive make-up are not allowed. Males may only wear make-up when appropriate for a theatrical performance. Hair color that is not a naturally occurring color of human hair is not allowed for any member of a performing group, and may not be acceptable for class depending on the severity of the color. All instances not explicitly covered in this statement will be determined by the Director on a case-by-case basis.

SOCIAL BEHAVIOR AND DECORUM:

Students shall behave with propriety and in a God-honoring manner. The Bible regards any and all forms of sexual immorality as sinful. Students shall not engage in overtly sexual behavior. This includes posing and posting online. Remember, if you wouldn't want it on a billboard, don't put it on social media. Detailed discussion or bragging about boy/girl relationships is not permitted at the studio. Students should recognize that using the tongue for cursing, vulgarity, profanity, euphemisms, and lying has no place in the life of a Christian. Students are encouraged to address teachers as "Mr./Sir" or "Miss/Ms./Ma'am".

SCHEDULING

TIMELY PICK-UP: Students must be picked up when their classes for the day have concluded. We do not provide before or after class care for students.

PRIVATE LESSONS: Make-up lessons will be given only if the original lesson is canceled with the front desk by 8:00pm the day before the lesson was to be given. Calling the studio and leaving a message or sending an email the day of your lesson does not meet the cancellation requirement. Excessive absences will result in the removal of the student from private instruction.

MISSED CLASSES AND MAKE-UP CLASSES: No make-up lessons will be given for students who miss class. If the studio cancels a class, a make-up lesson will be offered, or a pro-rated credit will be applied to the following month's tuition. Please notify the studio if you are going to be absent from class for any reason. If a student is the only registered student who shows up for a class, the teacher will give that student a ½ hour private lesson instead of the full-length class.

EXCESSIVE ABSENCES: Students who are unable to attend class regularly will be required to take a private lesson (\$45 per half hour). Students who miss excessively put the rest of their class at a disadvantage when preparing a performance number. In the context of Christian community, it is important for families and students to fulfill their commitment to one another. Students may be dropped from a performance number due to absence. Costume money cannot be refunded. Students who miss excessively may be dropped from the class enrollment and lose their spot in class.

DISCIPLINE & EXPECTATIONS

STUDENT BEHAVIOR EXPECTATIONS: We believe that teachers and parents have been placed in a position of God-given authority and have the responsibility to hold students and children accountable for right and responsible behavior. Students are expected to follow the directions and instructions of their teacher. Students who are repeatedly unable to control their behavior or who are disrespectful to staff or other students will be given a warning and the parent will be notified. If the behavior continues, the student will be removed from enrollment.

LOBBY ETIQUETTE: Please do not move lobby furniture. Keep the floor clear. Soda and gum are not allowed inside the studio. Please refrain from standing in front of the viewing doors for lengthy periods of time when there are others who might like a turn to watch. Running is not allowed in the studio. Throw away your trash. We do not allow gum, soft drinks, cupcakes, or popcorn. All language, topics of conversation, video games, music and videos in the lobby must be G-rated. Gossiping in the lobby is unacceptable. All devices must be operated in silent mode or with headphones. Phone calls may not be taken on speaker in the lobby.

DISCIPLINE CHOICES: We strongly feel that youth should be held accountable for their behavior and choices. However, we require that parents not withhold studio classes, and especially performances, as a consequence for behavior, poor grades, or choices. Doing so punishes the teacher and the entire class. Choose something else to “take away”. When a student is missing, there is a detrimental effect for the class as a whole. Please make it a priority to fulfill your commitment through the school year, as we want each student to have the best learning experience possible.

OUTSIDE THEATRICAL/TEAM/ENSEMBLE COMMITMENTS: Students may participate in outside activities. However, those who miss excessive classes due to outside rehearsals and team practices put the rest of their class at a disadvantage. Please keep in mind that if a few classes are missed, a private lesson will be required. Students who choose to be involved in theatrical productions or competition groups should put their Crescendo classes down as conflicts on their audition form or practice schedules. Those cast in theatrical productions will be excused from class only during their tech week, but not for regular rehearsals. Students that want to make theater their priority may, with special approval, take class and attend when they are able, but will not be included in performances or the Showcase and may not take a spot in a class with a waiting list.

LEGALITIES

OBSERVATION: I understand that parents, siblings, and observers may not enter any classroom during instructional time unless invited by the teacher.

PHOTO/VIDEO RELEASE: I hereby grant permission to the rights of my child’s image, likeness, or sound of voice to be photographed or recorded on audio or video tape for educational or promotional purposes only. By signing this release, I understand that photographic or video recordings may be electronically displayed via the internet for promotional or educational purposes. Parents may not record class unless invited in by the teacher for a class routine demonstration.

LIABILITY RELEASE: I hereby release Crescendo Performing Arts Academy and its contractors from all liability and give permission for the emergency medical treatment of my child as deemed necessary by a licensed health care professional.

FINAL NOTE: Although this statement may exempt some from participation in Crescendo programs, nothing in this statement provides grounds for bigotry, bullying, or hate, as we fully believe that every person must be afforded compassion, love, kindness, respect, and dignity, regardless of his or her lifestyle.

By signing below, I demonstrate that I agree to abide by this statement and pledge to uphold the values and responsibilities contained within.

X _____
Parent signature

X _____
Parent Signature

X _____
Student Signature (if 11 years of age or older)

Registration Form

Last Name		
Parents' Names		
Student #1 Name	D.O.B.	Class(es):
Student #2 Name	D.O.B.	Class(es):
Student #3 Name	D.O.B.	Class(es):
Address	City	Zip
Home Phone #	Mom's Cell Phone#	
Student's Cell Phone#	Dad's Cell Phone#	
Email Address:	Secondary Email Address:	
How did you originally hear about Crescendo?		
Any medical conditions we should be aware of?		
Photo/Video Release – I hereby grant permission to the rights of my child's image, likeness, or sound of voice to be photographed or recorded at Crescendo classes or at a Crescendo performance for educational or promotional purposes only.		
Liability Release: I hereby release Crescendo Performing Arts Academy and its contractors from all liability and give permission for the emergency medical treatment of my child as deemed necessary by a licensed health care professional. X _____ Date: _____		
Registration Checklist: _____ online registration - \$35 _____ this form _____ contact info confirmed _____ handbook signed & returned _____ Trial class completed with approval		