

Persnickety Studios:

**Offering Classes in . . .
Baton, Dance, Shotokan, Tumbling,
Cheer, and Adult Exercise**

GENERAL STUDENT HANDBOOK

NAME _____

Welcome to the Persnickety Studios family!

Congratulations! You are part of a unique and exciting organization in the Southern region of the United States that offers an eclectic variety of classes in the performing arts.

Our mission is to offer a variety of opportunities to teach and showcase performing arts to ages starting at walking through adults. We want to help children of all ages learn self-confidence, leadership, motivation, discipline, and physical fitness. We particularly hope to educate and assist young athletes and aspiring artists to learn proper training techniques, positive self-imaging, and healthy mental and physical habits for a lifetime of health and happiness.

This fall we are offering classes in twirling baton, dance, tumbling, cheer, adult exercise, and Shotokan karate. We will also host clinics, camps & workshops, perform at local events; offer competition teams; and host both a Winter and a Spring recital!

Of course, we continue to promote the Flashing Batons, a competitive baton twirling team. Flashing batons has won many first through third place awards at local, state, and regional contests. We look forward to continuing our competition record in individual and team events.

We anticipate unprecedented enrollment growth with our expanded class offerings. To that end, we encourage you to grow with us; but if you find that the changes in our approach to holistic development of mind, body, and spirit through arts education is no longer a match for you, please know that we fully support your decision to choose another instructional venue in our mutual efforts to do what is in your child's and your best interests.

Please read this handbook cover to cover to be aware of our expectations and plans for this year! Please note that this handbook is not intended to be nor should it serve as a completely exhaustive listing of policies, procedures, and/or operating methods for Persnickety Studios. The purpose of the handbook is to provide students and parents with what we deem to be the most important information needed to determine if our arts education program is a good fit for your family.

Thank you for becoming part of our growing organization! We look forward to a great year with you!

Krista S. Womack and the Owners of Persnickety Studios

※ **MEET OUR INSTRUCTORS AND SUPPORT STAFF**

- * **Krista Womack** – Head Coach and Baton Instructor
- * **Mindy Strickland** – Creative Director and Dance Instructor
- * **Robert “Bobe” McBride** – Assistant Creative Director and Instructor
- * **Rachel McMickle**– Sensei for Shotokan karate
- * **Kimberly Howell** – Tumbling Coach
- * **Harley Shiver** – Cheer Coach
- * **Dawn and Melissa Richardson** – Adult Athletics
- * **Alana Pearce** - Office Manager

※ **REGISTRATION/TUITION**

A Registration Meeting is held weekly during the registration month.

- * Registration Dates:
 - Session One: August 5th thru December 14th
 - Registration for Session One is August 5th through September 26th
 - Session Two: January 6th through April 25th
 - Registration for Session Two is January 6th through February 27th
 - Registering within the registration dates indicates agreement to participate in recitals, parades and special events held during that session.
 - If one does not register within the deadline, one may purchase a CLASS PASS ONLY (Please see Class Pass)
 - Each student will remain in the class that they are registered throughout each session
 - If a student wants to change classes outside the registration date window, s/he has until the last day of the 2nd month of the current session to change without penalty
 - If changes need to be made outside deadlines, the student must purchase a CLASS PASS for the new class, unless the instructor initiates the request for the class change for more efficient education of the student in question.

- * **Fees –**
 - *Average Class price - \$45-\$60 a month*
 - \$20 Registration fee per family per session is required upon registration
 - Sibling Discounts are available for siblings ONLY

- All tuition payments **MUST** be set up on ACH/Debit Transactions
 - If unable to set up a tuition draft
 - The first month's tuition PLUS the last month's tuition is due at registration; that means two months' tuition is due at registration.
 - This payment is a down payment used for default purposes, regular monthly payments must be received EVERY MONTH
 - If you register for consecutive sessions, you will not need to pay a last month's tuition; that amount from the current session will simply rollover to the consecutive session for which you are registering.
 - \$20 Registration fee per family per session is required
 - If the monthly tuition is not received by the 10th of the month, a \$10 late fee will be assessed. This \$10 fee will be taken from the last month's down payment tuition given at registration.
 - If payment is not received by the 15th of the month, a \$30 late fee up to the remaining balance remaining from registration will be assessed and taken from the remaining balance of the down payment and the last month's tuition paid at registration.
 - If full payment establishment is not received by the 20th of the month, along with the last month's tuition, student will be taken off the class roster and withdrawn from class; re-enrollment will be by Class Pass only.
 - If student is taken off the roster by default of payment, NO refunds will be given on fees, costume fees etc.

* Please refer to the back of this manual for a tentative calendar of events and important dates to note for this year.

* 30 day written notice required for cancellation of ACH/debit transactions and classes

* Please note: There are NO refunds on tuition.

* **There will be a NO TOLERANCE RULE on monthly tuitions and fees. THIS IS A BUSINESS NOT A FRIENDSHIP.**

Persnickety will take advantage of the Small Claims Court for debts unsettled. If this course of action is taken, subject is responsible for ALL added court costs plus an additional \$125 collection fee by Persnickety Studios. Please note, failure to pay tuition and fees is considered theft of services.

※ CLASS REQUIREMENTS/ATTENDANCE

* Please CALL or TEXT Persnickety Studios if your child will be absent from class.

* If you miss a class, it is your responsibility to obtain any information or updates on what you/your child may have missed.

- * Make up classes may be a possibility but are not guaranteed. Please inquire with your instructor.
- * Students are expected to arrive to class 10 minutes early dressed and prepared to start.
- * Excessive absences or tardiness will be addressed individually with the parents of the child.
- * Your student attends class – **not you**. Please, do NOT enter the instruction area; you may view your student’s progress from the observation area during observation week ONLY.
- * In the event of 3 or more missed class practices within 2 months of a recital or competition, the student will not participate in the event; and, NO refunds on fees or costumes will be given.
- * If 3 consecutive absences are made without notification and/or 5 total absences are made the instructor reserves the right to pull a student out of performances as deemed necessary.
- * If no communication is made within a month of absences, the student will be removed off the missed class roster and will need to purchase a full priced class pass to continue in the class that he/she was removed. Please see Class-Pass options in the handbook.
- * This year, students will be receiving awards for attendance and outstanding participation in each class.
- * **Persnickety Studios WILL NOT be scheduling around or for any NON-Studio events or performances.** Please see Calendar Dates below for more details.

※ CLASS PASS

- A student may purchase a Class Pass if registering outside the registration window for the current session.
- A Class Pass is 5 class lessons to one of the classes offered at Persnickety Studios.
- The Class Pass is \$60 payable in full at time of purchase. If the class is one that normally is regularly scheduled for twice a week (e.g., Shotokan), the Class Pass fee is \$70 for a total of 10 class lessons.
- By purchasing the Class Pass, the student may come at any time to the class the Pass was purchased for during the current session. A Class Pass may not be used in more than one session unless written permission is obtained from one of the owners of Persnickety Studios.
- By purchasing the Class Pass, the student understands that he/she will not participate actively in the recitals for the session unless s/he already registered for a different class for the same session during the registration window.
- By purchasing the Class Pass, the student will not have to purchase a recital costume.
- A student may purchase as many Class Passes as they want, however a \$20 registration fee for Insurance will still be required for each Session one and two. The exception will be for a Class Pass purchasee who is in the same family as a currently registered Studio participant.
- A discount may be given if purchasing more than 1 Class Pass for multiple classes or siblings at the discretion of the Head Coach for Persnickety Studios.

※ ATTIRE/SHOES

- * **Dance** – Caramel Jazz Shoes, Nude tights, any suitable dance wear attire is acceptable for practice. For Lyrical Dance attire, students will need lyrical foot pads (example foot undies). For 7th grade and up Lyrical and Jazz it is suggested (not required) nude dance knee pads.
- * **Baton** – Caramel jazz shoes, Nude tights, any suitable active wear attire is acceptable for practice. Students will require shoes for practice. **NO SANDLES OR FLIP-FLOPS!!!**
- * **Gymnastics & Cheer** – Any tennis shoes are acceptable for practice. We request that each student have a pair of white cheer shoes for performances.
- * **All other classes** – Athletic wear (nothing with rips or tears), sneakers with clean soles; coaches will provide more specific requirements for their classes. For example, Shotokan Karate requires a specific Gi which includes a top, a bottom, and a belt.
- * **PLEASE** see recital portion of the handbook for required costumes.
- * **General attire rules for classes:**
 - *No jewelry is to be worn. No rings, earrings, bracelets – nothing!*
 - *Hair must be worn neatly off the face (in ponytail or bun) unless specified by the instructor.*
 - *Attire requirements are given for the safety and best instructional experience for our students. Students should come to class in proper attire ready to participate. Improper attire may cause your child to sit out of class for that day.*
- * **Where to purchase** –**All students will purchase a class uniform for use in public appearances. All classes use the same Black Performance Uniform and must purchase one in order to participate in public performances. Students will also purchase a separate Recital Costume specifically for the Spring Recital. If costume is not paid in full by costume deadline, the costume will not be ordered and the student will not participate in the number for which it was required.** See the individual instructor for the classes for preferred vendors for class attire. Instructors will also address other questions you may have related to class and/or performance attire.

※ COMMUNICATION AND OTHER INFORMATION

We want to make sure that the lines of communication are open so that everyone is aware of all the great things we have going on throughout the year. Our communication and information protocols are as follows:

- * **Parent Portal** – We would like keep in touch with you. All information and newsletters will be posted to the parent portal with all the latest information. Sometimes if event information changes or classes are cancelled, we will send this information to you via portal or text. The portal that we are currently using is

called the “BAND” app. We will need your phone number in order to send you a text “invite”. Please respond to this invite promptly, as it expires soon after it is sent. Please be sure that we have both your proper email address and phone number so that we can send you information on the spot!

* **Newsletters** – Hard copies of the e-newsletters will be available on a limited basis.

* **Comments/Concerns** - Please do NOT directly approach the instructors if you have a concern or issue you would like to discuss. Instead, please schedule a conference. Our instructors are there to teach the students. These types of disruptions take away from class time which is discourteous to the other students in the class. We request that you please let the office manager know that you’d like to schedule a conference with your child’s instructor. We will contact you at our first opportunity. We are here to assist you and for your child to have a wonderful experience with us!

※ ANNUAL RECITAL

In an effort to showcase all of the hard work your children have put into their classes all year, an annual recital will be held for each session. The first Recital will be December 14th and End of Year Recital April 25th. A few notes about the Recitals and the corresponding events:

* **Picture Night** will be held on Saturday, March 21st (time TBA) for the spring recital ONLY; each class will have a designated time for a group picture of each class. Individual photos are fit in between each group slot. Please make every effort to make sure your child is present for group photos. No RETAKES will be scheduled by Persnickety Studios for class or individual photos. The Dress rehearsal will be sectioned throughout the recital week during class times.

* **Dress Rehearsal and Additional Rehearsals** – A *mandatory dress rehearsal* will be held throughout the week of the big show. Every participant is required to be present, on time, and prepared (in costume) for Dress Rehearsal. Additional rehearsals may be required at the discretion of the instructors. We will inform you of these important dates, as we get closer to that time.

* **Volunteering** - We welcome any parents who would like to volunteer to help out during recital time. Please contact us if you are interested; more information will be posted, as the time gets closer to the show. Volunteers are still required to pay admission and recital fees.

※ COSTUME AND RECITAL FEES

* You must purchase a ticket for each individual that will be in the audience; performers do not need a ticket

* The December monthly payment will be used in lieu of a Recital fee for the Christmas Recital. This payment will be used to off-set the cost of the December recital.

* The Theme for our December Recital will be “A Caribbean Christmas”. Costumes for this recital will be “character” themed and will not be ordered collaboratively. If a costume order is required, each class will be notified within a timely manner. Your child WILL need his/her black studio uniform for this event.

* The Theme for our Spring Recital will be “Turn It Up Times Ten: A Ten Year Celebration of Persnickety Studios“. Costumes will be ordered to enhance the performances of each class.

* Costume fees for Spring Recital are due by February 27th. The estimated price *per costume* is \$50-\$60; We try to use the same uniforms across age groups, to make it easier and more cost efficient. However, if your child performs with more than one age group, he or she will have multiple costume fees. When we return from Winter Break and classes resume again, you will receive a notification with an *exact price on each costume and other requirements (i.e. shoes and tights. **Once a costume is ordered, there are no refunds or cancellations.*** More information will be distributed as it becomes available.

※ LOCAL PERFORMANCES

Persnickety Studios performs at events in the local area. Participation is optional; however, if your child is interested in participating in these events, there are a few requirements involved:

* There may be additional practices prior to the event that are **mandatory** in order to participate. ***If you cannot attend the practices, you cannot participate in the event.***

* Practice dates, drop off, and pick up information, and dress information will be provided after sign up is closed and finalized.

* Often, Persnickety Studios is requested to join other organizations for appearances/performances. Acknowledging this, Persnickety Studios will distribute any information as it is given to us by any third party organization.

* Please note that often times patience is required as we are also awaiting information to give to our students.

* The required costumes for local performances and/or parade will be distributed within two weeks prior to performance if possible. Adherence to costume guidelines will be mandatory for participation in these types of events.

※ BABYSITTING

Persnickety Studios will not be held responsible or liable for any children that are not students of Persnickety Studios. If any children that are not members of Persnickety Studios are brought to or left in the lobby, a \$40 fee will be added to the family the child comes in with. **Any children that are members of the studio that are left in the lobby before or after class more than 20 minutes will be charged \$40 babysitting fee each child for each incident.** The fee must be paid within 5 days of charge or late fees will be assessed, and fee schedule listed above will be enforced.

Students of Persnickety who are waiting from class to class will be expected to sit quietly in the lobby in order to complete homework and/or other school-related tasks – Good grades come first! They will need to bring a book to read, and they will not be allowed to roam around the studio while waiting for their next class to begin.

※ **GENERAL POLICIES**

- * ***No food or drink is permitted in the gym or studio. ONLY*** bottled water is permitted during periodic breaks only. Please try to send bottled water with your dancer/twirlers to class.
- * ***We ask that all students place all belongings (shoes, clothes, props, phones, coats, wallets, bags, bottles, etc.) into the cubbies and shelving provided as they enter the instruction area.***
- * Children must be supervised at **ALL** times while in the waiting area. Children are not permitted to roam out in the gym or other instructional space.
- * Please respect the property of the gym/studio, including tables, chairs, equipment, etc.
- * Do not sit on the floor in any area that blocks an entrance.
- * Our goal is to make this program a positive experience for our kids and their families. We care about what you think and we want to accommodate you. Please follow our procedure for communication and allow us to do our job.

Acting inappropriately, making derogatory comments or gossiping will not be tolerated by students or parents. This type of behavior is disruptive for the program and affects everyone's experience, not just yours. ***Failure to adhere to this policy is grounds for dismissal with no refund on ANY fees paid to date.*** We hope that you will be an active and positive part of this process as we grow into a spectacular program!

✘ IMPORTANT STUDIO DATES

- * **Registration Session ONE**- August 5th through September 26th
- * Session One Start of Classes- August 5th

- * **Registration Session TWO**- January 6th through February 27th
- * Session TWO Start of Classes- January 6th

Important Fall Dates

- **August 29th: Final Day to trade in used black studio uniforms**
- *September 2nd: Studio closed, Labor Day*
- **September 26th: Uniform fee for new black uniforms due**
- September 27th: New black uniforms ordered
- *October 14th: Studio closed, Columbus Day*
- **October 19th: Harvest Festival Parade**
- *November 25th-November 30th: Studio closed, Thanksgiving Holiday*
- **November 25th-November 30th: Performance Dance Team Cruise**
- **December 5th: Donalsonville Christmas Parade**
- **December 14th: Persnickety Christmas Recital, “A Caribbean Christmas”**
- *December 15th-January 3rd: Studio closed, Winter Break, End of Term*

Important Spring Dates

- *January 20th: Studio closed, MLK Jr. Day*
- **January 30th: Final Day to trade in used black AND colorful uniforms**
- *February 17th: Studio closed, Presidents’ Day*
- **February 27th: Uniform fee for all new uniforms due**
- February 28th: New uniform order placed
- **March 21st: Recital Picture Day (Time TBA)**
- *April 6th-10th: Studio closed, Spring Break*
- **April 18th: Mayhaw Festival Parade, Colquitt Georgia**
- **April 25th: Persnickety Spring Recital: “Turn It Up, Times TEN: Celebrating 10 years of Persnickety Studios!”**

ACKNOWLEDGEMENT OF RECEIPT OF STUDENT HANDBOOK

Please print this portion and deliver this signed agreement to Persnickety Studios upon registration and attendance to class.

By initial and signature below, I acknowledge that:

_____ I understand all monthly tuition, recital, and costume fees

_____ I understand that in order to have my child's tuition payment deleted from direct draft, Persnickety Studios MUST have a signed, written statement before it can be completed. A text or call will NOT be accepted.

_____ I understand that attendance is very important not only for my child but also to the instructor, choreography and other team members in the class.

_____ I understand that it is my responsibility, not my child's to gather important information not aligned in the handbook.

----- I have read and understand the given costume and performance dates

_____ I will not hold Persnickety Studios or its instruction liable for any injuries that may come from participation in the athletic programs that are offered.

_____ I will not hold Persnickety Studios responsible for any injuries that may occur due to horse-play, and or non-directed participation of registered students or visiting participants.

I acknowledge that I have received a copy of the Persnickety Studios Student Handbook, outlining the policies and procedures. I understand all of the information and financial requirements presented in this manual and will agree to abide by its guidelines and conditions set heretofore.

PARENT SIGNATURE _____

DATE _____

Thank you for your cooperation