



## 2009 – 2010 Student Handbook

The Fusion Performing Arts Center is dedicated to providing education and instruction in the performing arts, being a cultural community resource and providing performance opportunities for those educated at the center as well as outside talent.

### **Class Placement**

All students are placed according to their physical facility, talent, and ability. Class placement will be carefully reviewed and evaluated by the instructors. Previous dance experience will be considered in a placement evaluation for dance classes. Poor attendance will have a direct result in placement advancement. Regular attendance is essential to maintain and or advance in any designated level. Some programs, placement is based on age and/or grade in school.

### **Class Etiquette**

- Students are required to be on time to class and must enter class with proper attire on. See dress code information for more.
- Anyone arriving ten minutes late to a class may be asked to sit and observe class instead of participating.
- Please call the center if you are missing class or arriving late.
- Absolutely no chewing gum or eating will be permitted in class. Gum is not allowed anywhere in the center.
- Cell phones will not be allowed in classrooms. If one is brought in, instructors will take and hold until class is over.
- Disruptive behavior will not be tolerated. Any disruptive behavior, use of profanity, or ridiculing of other students will result in immediate expulsion from the class.

### **Dress Code**

All students are expected to follow the dress code for their class. Hair and dress apparel are to be neat when entering the center. No necklaces, bracelets or large hoop earrings are to be worn during class. Female dancers ages 10 + should not wear underwear under their leotards. The following guidelines will be enforced for specific classes. Fusion Faculty will note any changes to the following dress code during the first 2 weeks of classes. Dancers are expected to look like dancers. Students will not be permitted to participate in class unless the following dress requirements are met.

- Ballet – appropriate colored leotard, pink tights and appropriate ballet slippers with hair in bun is required.
- Minis in Motio & Ballet Jr.– pink leotard
- Ballet 1 – Navy Blue leotard
- Ballet 2 – Lavender or Burgundy leotard
- Ballet 3 & 4 – Black leotard

Tap, Jazz, Musical Theater and Hip Hop – jazz pants or shorts are to be worn with leotard or tank tops. Appropriate shoes per the instructor are also to be worn. Denim pants or skirts are not appropriate. Flip Flops, dress shoes, or sandals are also not appropriate. Hair should be pulled back and off the face.

Tap shoes – Black Capezio split sole lace up shoes are required.

Jazz shoes – pull on jazz boot in black

Hip Hop – soft street sneaker or hip hop sneakers

Musical Theater – see Jazz shoes / a character shoe may be required

Acting & Vocals – comfortable clothing may be worn, however it is advised that girls not wear skirts as many times they will be asked to sit on the floor. Flip Flops, dress shoes, or sandals are also not appropriate. Hair should be pulled back and off the face.

### **First Aid/ Safety:**

Students and faculty have access to a first aid kit which is necessary for minor injuries. (Ex. bandaids, cleansing wipes, and ice packs) Fusion’s first aid kit is located at the front desk. The office will NOT provide materials which are necessary for specific classes. (Ex. Tape, hair pins, or hair ties)

### **Calendar – Updates will always appear on our website [www.fusionschool.com](http://www.fusionschool.com)**

September 8, 2009	First Day of Classes
November 7, 2009	Open Stage Night
November 26 – 28, 2009	Closed for Thanksgiving
December 11 – 13 and 18 - 20	<i>A Modern Nutcracker</i> Production
December 23 – January 3	Closed for Winter Break
January 16, 2010	Open Stage Night
March 5-7 & 12 - 14	<i>Little Shop of Horrors</i> Production
March 29 – April 4	Closed for Spring Break
April 23 – 25, 2010	<i>School House Rock Jr.</i> Production
May 1, 2010	Open Stage Night
May 29 – 31, 2009	Closed for Memorial Day Weekend
June 7 - 10	Year end Showcase
Saturday June 19 <sup>th</sup>	Last Day of Classes

### **Front Desk Hours:**

Mon. – Fri. 5:00 p.m. -8:00 p.m.

Saturday – 9:30 a.m. – 12:00 p.m.

Sunday – Closed

### **INCLEMENT WEATHER**

All cancellations will be posted on the center’s message line and website. Because of the many different counties represented in the studio, please refer to the message for any cancellations.

## Communications

Fusion conducts most communications via our website and email. It is up to you to ensure that we have a valid email address on file.

Upcoming information on auditions, shows, etc. will be published in our monthly newsletter as well as on our website. Newsletters are sent via email and posted inside the front door on our bulletin board.

Rehearsals for shows, showcases, competitions, etc will only be posted on Fusion's website at [www.fusionschool.com](http://www.fusionschool.com) with one copy posted at the front desk.

## Tuition Policy

See tuition policy document. Tuition policies are subject to change. **A Late fee of 10% for balances paid after the 10th of the month will be charged.**

- Full Year Payment up front - Save 10% off (equals 1 free month)
- Semester Year (19 weeks) Payment up front - Save 5%
- Monthly - All monthly payers must be signed up for AutoPay or provide 10 dated checks
- New Option - Class Pass - A prepaid card may be purchased for 10 classes

When you register for classes, you are making a commitment and are responsible for paying for the entire year or semester. Even our monthly fee is prorated so as to provide a discount for a full year commitment. If you cannot commit to the full year, we encourage you to utilize the Class Pass option.

Full Year and Semester Payment Options – No refunds or credits will be given except for injury/illness with doctor's note.

Monthly Payment Option – A credit card is required to be kept on file and will be charged on the 1<sup>st</sup> of every month. No refunds or credits will be given. Please note our Add/Change/Drop policy.

Reduce the risk of a late fee, by preparing 10 checks with the 1st of the month date on each or signing up for our AutoPay - monthly credit card deduction.

Class Pass Option - Purchase a prepaid card for 10 classes. The card will expire on the last day of the semester (For 2009 – 2010 year Class Pass will expire on January 29, 2010 and June 19, 2010). No refunds or credits will be given any unused classes.

Class Pass cards are non-transferable and non-refundable. Cards will not be replaced if lost or stolen. Please safeguard your card. Fusion is willing to hold the Class Pass Cards at the Front Desk should this be an option you prefer.

## **Refund Policy**

There are NO REFUNDS or CREDITS for any dropped or missed classes. Missed classes can be made up per our “Make Up” policy.

Private lessons cancelled by the instructor that cannot be made up due to scheduling conflicts, will receive an appropriate credit towards the next month’s tuition.

## **Make Up Policy**

Missed classes may be made up only in classes of the same level or lower within 60 days. Any group class may be used as a make up class.

THERE ARE NO MAKE UPS FOR PRIVATE LESSONS, unless the lesson is cancelled by the instructor. Private students may take a group class in the same discipline as a make up.

## **Schedule Change Form (Add, Drop, Withdrawal)**

Please note that official forms are available at the front desk for any changes to your schedule. No changes will be made to a schedule unless a signed form is received and documented. All forms must be submitted by the 25<sup>th</sup> of each month to be effective the 1<sup>st</sup> of the next month. Any changes after this date will go into effect the following month. Any dropping of classes or withdrawals not in by the 25<sup>th</sup> of the month will not be processed until the following month and tuition for that class will be charged.

## **Terms & Conditions Contract**

As part of the registration process parents are expected to sign and initial a terms and conditions contract regarding policies related to tuition payment, attendance, change in schedule, photo and media release and liability.

## **Showcase & Open Stage Nights**

Each year, Fusion students take part in a year end showcase to highlight their hard work throughout the year. For this 2009-2010 year, Fusion will hold this showcase during the week prior to the last week of classes. There will not be a credit given for this week of classes as instructors will be on hand to work with their students backstage. During these 4 days, there will not be regular classes nor private lessons as the instructors will be focused on the students performing. We do charge a nominal admission for parents, family & friends.

Instructors may also submit their classes ready for performances for Open Stage Night. Students may also submit a performance with a friend or as a soloist. Performers do not need to be Fusion students for Open Stage Nights. All are welcome. We may limit the number of acts for any show. All pieces are asked to be submitted a minimum of 2 weeks prior to the Open Stage Night. Duplicate or repeat performances entered may only be included at the discretion of the Artistic Director.

Fusion does charge a nominal ticket fee to cover costs of lighting and sound equipment necessary to produce a quality program. Tickets are available online and at the front desk and range between \$7 to \$12 each.

### **Costumes**

Costumes may be selected by each instructor for the year end showcase and range from \$50 to \$100 each. We encourage parents to make a \$50 costume deposit by December 1<sup>st</sup>

Some instructors may not choose costume wear but use street clothes either purchased by Fusion or at your leisure. Should a costume not be needed for your class and a deposit is on file, we will apply the deposit to the next month's tuition.

## **Portfolio Companies**

### **Dance Company**

#### **Fusion Portfolio Dance Company**

The Portfolio Dance Team is open to students 7 and older who have an interest in training in all disciplines of dance. The Portfolio team's purpose is to help students build character, leadership, confidence and dedication through training, team work, performance and competition opportunities.

Summer Maintenance Hours – 20 hours in ballet & jazz

*Senior Team* - students ages 13 to 18

Requirements: Choose a major:

**Hip Hop/Jazz:** members will concentrate on urban and contemporary forms of dance. Class requirements: 1 ballet class for technique, 1 Jazz class and then 1 elective: Hip Hop or Tap

**Modern/Lyrical:** members will concentrate on classic and concert forms of dance. Class requirements: 1 ballet class for technique, 1 Modern or Lyrical Class and then 1 elective: Choreographic Concepts, Strength Training or Jazz

Team Rehearsal & Company Core Class - Tuesday's 4:30 – 7:30 (1<sup>st</sup> hour is a technique class every week for both majors – remaining 2 hours is focused on choreography)

*Junior Team* – Ages 7 to 12

Requirements: 1 class each in ballet, jazz, tap and hip hop

Team Rehearsal & Company Core Class - Tuesday's 4:30 – 7:30

**Team Costs:** Company members will include 2 rehearsal hours (not all 3) in their tuition on top of classes taken and pay a \$25 monthly membership fee. This fee is used to cover the costs involved for representatives to attend performances with the team. This fee does not include any team wear, competition and workshop fees or any private lessons for solos/ duo/trios. There will be fundraising opportunities available to help offset these costs.

### **Choir Company**

The Portfolio Choir Company is open to students 10 and older who have an interest in vocal performance. The Portfolio Choir is a vocal company whose purpose is to help students build character, confidence and dedication through training, team work, performance and competition opportunities.

Company members are required to take a minimum of one group or private vocal class held at Fusion. The company will also have weekly rehearsal. Company members may be invited to join the Choir by our vocal faculty or through an audition.

The choir will perform in local performances at Fusion and in the surrounding community throughout the year as well as have opportunities to perform at regional competition/conventions. Specific dates and locations will be noted in October 2009. Faculty will attempt to give at least 1 months notice for any local performance date.

**Choir Costs:** Company members will include 2 rehearsal hours in their tuition and pay a \$25 monthly membership fee. This fee is used to cover the costs involved for the accompanist to attend performances with the team. This fee does not include any team wear, competition and workshop fees. There will be fundraising opportunities available to help offset these costs.