

# Student Handbook

## 2023-2024

## Welcome!

Welcome to The Studio! We're so glad you'll be joining us for your or your child's performing arts education.

It's our goal to provide quality instruction in a fun, safe, and inspiring environment in which children can explore the performing arts.

We have a passion for progress; what this means is that we encourage students to improve their skills for their own personal growth and not see it as a competition with other students. We focus on healthy technique and positive encouragement to help our students achieve their goals.

All of our instructors come up from New York City where they are also pursuing careers in both performance and education. Most of our teachers are still performing and can often be seen on stage in the city.

We offer classes in voice, acting, dance, piano, guitar, and musical theatre. You have the option to take private lessons or group classes, whichever suits your child's needs and personality.

We welcome communication between parents and teachers; we are always happy to discuss progress and what we are working on with students.

We have a system in place for student and teacher absences, which means that even if you have to miss your regularly scheduled lesson, there are opportunities to make it up. And if a teacher will be missing due to an audition or performance, they will also make up the lesson or find a sub.

On the following pages you will find more details on our policies (payment, absences, protocol, etc.)

Please don't hesitate to contact us with any questions. Email is always the best option, but a phone call will work as well.

Thanks again and we're excited to have you as part of The Studio family!

Lorah Haskins, Executive Director

## Dates

As a general guideline, we will follow near to the New Canaan Public Schools calendar. See the Studio Calendar at the end of the handbook.

## Lessons

### Pricing

\$60/30-minute lesson \$80/45-minute lesson \$100/60-minute lesson

## Contact

Lorah Haskins, Executive Director  
TheStudioNewCanaan@gmail.com  
203-966-7056

## Payment

Lessons are billed monthly in advance via email. Payment is due by the within 15 days of receiving the electronic invoice.

If payment is not received by the due date, \$10 will be added each month as a late fee. If payment has not been received before the end of the month, the on-file credit card will be charged.

If a student misses a lesson before payment is received, the student is still held responsible for the lesson unless lesson termination has been communicated. Those who pay the balance in full at the beginning of the semester will receive a 5% discount.

If there is financial difficulty, please bring it to our attention, and we will try to provide as much flexibility as possible.

Please contact us at 203-966-7056 or thestudionewcanaan@gmail.com to obtain the semester total, and ask specific billing questions.

## Classes

Classes are billed at the start of the semester for the full semester.

Registration can be done online, by phone, or in person.

Payment Plans are available, please contact Lorah to set one up.

There are no refunds for class beyond the second week of instruction, but credit options may be available.

There are no reimbursements or make-ups for missed classes, as each class is held once weekly.

## Student Absence

**Students are financially responsible for their scheduled lessons. There will be no reimbursements.** Students are responsible for all of their scheduled lessons. To avoid forfeiting the lesson in case of conflict, students may choose the following options.

## **Lesson Trade**

A student may trade lessons with another student. Contact The Studio to receive contact information of those who could switch. Please contact trade students personally.

## **Missed Lessons**

If a student has given **24-hours-notice** of absence, they will be given the option to reschedule at the teacher's discretion later that semester. You are allowed a **maximum of 2** missed lessons per semester. If lessons are not completed before June 10, 2023 the lesson will be forfeited.

## **Discontinuing Lessons**

If a student wishes to discontinue lessons, we require 2-weeks' notice. Students will remain on the schedule for the following two weeks, and will only be billed through the two-week period.

## **Pandemic Protocols**

### **Health**

If your child shows signs of illness, do not send them to class. If a teacher sees signs of illness, the students will be sent home. If a student tests positive for COVID-19, the student must stay home until they test negative; please let us know so we can properly contact trace.

### **Masks**

Masks are currently optional for all students and teachers until further notice. Changes to this policy will be at the discretion of the administration based on covid levels.

### **Drop-Off/Pick-Up**

Parents will be asked to remain outdoors during drop-off/pick-up. Please be prompt.

### **Food/Water/Toys**

Students will be asked to bring their own water bottles. Snacks will not be allowed in classes an hour or less. Toys will not be permitted in class.

## **Instructor Absence**

Given that our Studio Instructors are professional performing artists, they occasionally have auditions, shows, and commercial bookings. If this occasion occurs, there will be a qualified substitute instructor to teach their students. We will attempt to notify all students when a substitute instructor will be present. Teachers also may hold a make-up day in the following days. Only in the event that a substitute instructor is not available or you cannot make the make-up day will a credit will be issued. Credits will not be issued for student cancellation.

## **Snow Days**

Lessons will be held on snow days unless the weather is extremely dangerous. Please call The Studio or check online for verification. In the event of extreme weather conditions, a make-up day will be scheduled. If you cannot attend the make-up day, you will receive a make-up lesson.

## **Student Behavior**

Studio students are expected to be on their best behavior in and out of the building. Please be sure to clean up after yourself, be respectful of the space and those studying in rooms around you. Please leave cell phones in your bag and on vibrate. Dress appropriately for the class you are attending and remember to take home all your articles of clothing.

## **Zero Tolerance Policy**

The Studio maintains a strict Zero Tolerance policy in regards to bullying. We are committed to protecting students and ensuring a safe, healthy, tolerant environment. Students in violation will be asked to leave with no refunds considered.

## **Parent Involvement**

The support of Studio parents is crucial to the students' success. We encourage parents to be involved in their child's education and welcome communication with our instructors. Please drop off students 5 minutes before their class starts and pick up promptly at class end.

## **Practicing at Home**

Practicing is an imperative part of your progress. We ask that parents encourage their children to practice daily (even if just for 10 minutes) to further their progress. Practice sheets are available at the office.

## **Performances & Recitals**

Classes will have a performance for families & friends on the last day of class. Private lessons will have recitals on the last day of each semester.

## **Sheet Music & Materials**

Students will be provided with sheet music, lyric sheets, monologues, or scripts. We ask that each student have a binder for their materials and bring it with to each class/lesson. Only one copy will be made for each student, so please take good care of it and do not lose it. We will have pencils and paper available.

# The Studio for Performing Arts Liability Waiver and Acknowledgment of Risk and Agreement of Policies

## **READ AND SIGN BELOW**

### **REGISTRATION IS INCOMPLETE WITHOUT SIGNATURE AND MUST BE COMPLETED BEFORE CLASS OR LESSONS**

I understand and agree that in participating in any dance class, workshop, rehearsal or performance, there is a possibility of physical injury or death. I voluntarily agree, therefore, to assume all risks and responsibility for any such injury or accident, which might occur to me or my child during any of The Studio Performing Arts, LLC classes, rehearsals, performances, or activities. I also exempt, release, and indemnify The Studio Performing Arts, LLC, its owners, agents, volunteers, assistants, employees, guest artists, faculty members, and/or students from any and all liability claims, demands, or causes of action whatsoever from any damage, loss, injury, or death to me, my children, or property which may arise out of or in connection with participation in any classes or activities conducted by The Studio. I further hereby voluntarily agree to waive my rights and that of my heirs and assigns to hold The Studio, its owners, agents, volunteers, assistants, employees, guest artists, faculty members, and/or students liable for such damage, loss, injury, or death. I understand that I should be aware of my physical limitations and agree not to exceed them. If I am signing this waiver for my children, I certify that I am the parent or legal guardian and have the right to waive these rights.

Permission is granted The Studio to use photographs of students for publicity purposes.

Yes \_\_\_\_\_ No \_\_\_\_\_

**I have read, understood and agree to be bound by the above statement and Studio Policies:**

FOR: \_\_\_\_\_ (Name of Student)

PARENT NAME PRINTED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATED: \_\_\_\_\_

**Medical Conditions or Allergies that may affect students' performance or activity:**

---

---

---

## Credit Card on File Agreement \*Private Lessons Only

The Studio requires clients to keep a credit card on file for payment purposes if payments are more than 30 days late.

Our enables us to maintain your credit card information securely on file and which can be only accessed under the terms you specify below.

By providing us with your credit card information, you are giving The Studio Performing Arts, LLC permission to automatically charge your credit card if payment is not made by you within 30 days of an invoice for the amounts due for services received.

Any canceled or missed lessons will not be refunded. Please refer to our make-up policy.

If the credit card information we have on file changes for any reason, you must notify The Studio as soon as possible. If you have any questions about a charge, please notify us within 15 days. After 30 days, all charges will be assumed to be correct.

We will maintain a clear record of all payments and charges. However, in the rare case an overpayment occurs, your account will be credited on the upcoming invoice or a refund issued.

A receipt will be sent to you from our system.

In the event of a declined charge, you will be asked for a new credit card number and/or payment before continuing lessons.

**I have read and understand the credit card on file agreement and authorize The Studio to charge my credit card as stated above.**

**Student Name:** \_\_\_\_\_ **Parent Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\_AutoPay OR \_\_\_ Just Keep on File**

**Name on Card:** \_\_\_\_\_

**Card Number:** \_\_\_\_\_

**Exp. Date:** \_\_\_\_/\_\_\_\_ **Security Code:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

