

Student Handbook 2017/2018



I L L U M I N A T E !
D A N C E ✦ M U S I C ✦ T H E A T R E ✦ A R T

Illuminate! Creative Arts Studio

An Outreach of Glory of Zion International

at The Global Spheres Center

www.illuminatecreativearts.com

info@illuminatecreativearts.com

Office Phone (940) 208-1351

Welcome!

Welcome to our fourth year at *Illuminate! Creative Arts Studio*. For those of you who are new, we are excited to have you join our family here at *Illuminate!* and are looking forward to a great first year with you. We encourage everyone, new and returning students and families, to read through the student handbook before classes begin. It has quite a bit of content, however we know that all the information given will help ensure you have a strong foundation and the best year possible here at *Illuminate!* Creative Arts Studio. The handbook will lay out what we expect of our students and families and in return what you can expect from us!

We are excited to be growing so rapidly and have added several new classes to accommodate our growing numbers while ensuring low student:teacher ratios. We are also in the process of moving to a newly expanded space here at the Global Spheres Center. We do ask for your patience this session while we have outgrown our current space and things are a little tight.

Please note that we have additional information on our website regarding faculty bios, mission statement, and class descriptions. Please check into our site if you are looking for information regarding our program as a whole.

We are looking forward to a great year with you and your children!

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Communication

A Note from Our Director Regarding Studio Communication:

During our first year open here at Illuminate! It was very easy to use my personal phone and email for calls, texts, and emails with current students and their parents. I loved this level of connection I was able to maintain with our students. When we first opened we only had a handful of students and families with the occasional call or text message to my personal device, however, as we have grown from 30 students to this past year with close to 200, using personal devices for communicating is no longer feasible nor efficient. The amount of calls, texts, and messages that Mistie, our Office Manager, Jessica, our Marketing & Community Events Director, Miss Sarah and myself receive on our personal phones, FB accounts, etc. is beyond what we can manage effectively. We have truly not minded being this available for all of our wonderful studio families in previous years, but it is simply not feasible anymore--which is a great thing in this case; it means we're growing! I have instructed all of our staff to forward any and all communication received on personal devices, especially after hours, to our studio email- info@illuminatecreativearts.com. This will ensure that your questions get answered and not accidentally lost or forgotten about in the midst of our personal lives away from the studio.

We will now be using the following information to contact you and you can use the following to contact us:

Hours: With the exception of specific events throughout the year (i.e. Priority Enrollment) we will be returning calls, messages, texts and emails between Monday-Thursday and the studio office will be closed Friday-Sunday. Our office is open any time there are classes going on. Feel free to check our current class schedule to know when the office will be manned for direct communication.

Phone Number: 940.208.1351

Text Number:

*In order to send or receive texts with this number you will have to...

Email : info@illuminatecreativearts.com

Communication Reminders:

Email: We primarily communicate with families via email. You will receive a weekly announcement email that includes reminders for the week ahead as well as upcoming events.

Text: Our online system (Studio Director) will be used to send text messages to you for last minute reminders and closings due to weather. You will only be able to receive texts from us if

- (1) the number listed on your account is a cell phone account and
- (2) if you opt in to receive text messages. You can text us using the following number:

*Should your email or phone number change please be sure to change it in your online account or you will be missing important announcements.

Facebook: We also use our Facebook page for reminders and announcements throughout the year. You can follow us at www.facebook.com/illuminatecreativearts

Bulletin Board & Notes:

Watch the bulletin board for monthly updates, reminders and changes.

Paper Notes:

We do not send many paper notes throughout the year and we do expect you to check your weekly announcement emails in order to stay current with studio information.

Payments & Expected Costs

How to make a payment:

1. You can make a payment anytime through your online student portal with Studio Director.
 2. You can make a payment during open office hours. We will have a receptionist on duty during all open class times.
- Please note that if you make your payment before the due date your account will show “zero balance due.” When your payment is processed it will show a “credit” until the balance due date at which time it will then adjust to a \$0 balance again.

Monthly Fees:

1. Your monthly fee is due on the 1st of each month and is considered late on the 5th.
2. For Music, Art, & Theatre students the fees are as follows:
 - Fall Session: September, October, November
 - Winter Session: January, February, & March
 - Spring Performance Session: April-Mid May (\$15 flat fee for each class that session)
3. Dance students will be charged their \$10 monthly fee every month September-May that they are enrolled in class.
4. ETA students will be charged \$10 a month for September through April with the exception of December.

Registration Fee:

Due to the generosity of Glory of Zion International Ministries and Chuck and Pam Pierce, we do not currently require a yearly registration fee.

Scholarships:

If you are in need of a scholarship to cover monthly fees please send an email to info@illuminatecreativearts.com. We will email you a Scholarship Form to fill out and return to us.

Miscellaneous Costs to Expect Throughout the Year:**Dance Students: Recital Costumes**

The majority of our dance classes participate in our Spring Recital. The students in these classes will be expected to purchase the costume assigned to the class.

Dance Costume Payment Plan: This year we are offering a costume payment plan for all dance students.

When are costume payments due in full?

January 16th

How much are costumes?

All accounts have been charged \$45 per costume (occasionally we are able to combine costumes, if this is the case with one of yours we will deduct the discount from your January payment.)

How does the payment plan work?

We add a specific monthly costume charge to your monthly bill for the months of September-January.

How much is charged to my account each month for the costume payment plan?

Your monthly fee will be charged 20% of your total costume balance.

How do I opt in to the costume payment plan?

Simply fill out the attached form with your name and amount extra you would like to pay each month.

[Costume Payment Plan Form](#)

Class Supplies:

Our Art, Music, & ETA students have an average cost of \$40 in supplies needed for each class. If your student repeats a class and/or level they will not need to replace all of their supplies, but be aware that each of these classes will require supplies.

Our dance students have a strict dress code that they are expected to keep. Dance shoes, leotards, tights, etc. are an expense to remember when budgeting for your dance season.

Class Pictures for Music Students:

This is something new that we plan to begin offering this year. It will be a completely optional purchase, but we are working on making this available to music students.

Recital Pictures (for dance students only):

Recital Pictures are typically scheduled for the last week in April and are \$10 per class. You will receive three individual pictures and two group photos which will come on a disc that you can use however you would like. This is an optional purchase. Deadlines and details regarding picture week will be sent out with our Recital Packet in January.

Recital DVDs:

This is completely optional, but for those who do participate in the recital, we offer the option to purchase the DVD which is typically \$10.

Recital T-Shirts:

This year we are also hoping to offer recital t-shirts for sale during recital season before the big day. We do not have pricing confirmed as of now so be sure to look for more details in your recital packet in January.

Student Safety

Building Safety

Please remember that Illuminate! is only a small part of the Global Spheres Campus. There are many other people coming and going to the various businesses, ministry offices, community events, etc that also operate out of this building. There are also many exits and entrances to the building besides just the studio entrance. Out of respect for the other people who work in our building, as well as the safety of your children, please do not let your children roam the halls without adult supervision.

Where to Go and not Go

1. Please do not go to the second story of the building.
2. You are always welcome to walk the gardens on the southeast (opposite) side of the building.
3. The playground is also available for our families to use. Children must have an adult with them to play on the playground at all times.
4. We do ask that when in the building you don't go past the "Oasis Wing" which is the hall our studios are located on.

Construction this Season:

Please be aware that while we are waiting for the new wing across the hall to reach completion, there will be a significant amount of construction happening within our building. At this stage in the construction, it is contained behind locked doors; however, as we near completion doorways will connect the new wing to the current wing and we will all have to be extra vigilant with the kids so that they are not roaming around in a hall that opens into a construction zone.

Students Ages 9 and under:

We require all of our students ages 9 and under to be walked in by an adult, signed in with our receptionist, and then walked to their classroom door. We also will not allow students ages 9 and under to leave the building by themselves. An adult will need to come to their classroom to pick them up.

Pick Up Release Form:

In most cases, we expect that the direct caregiver of each student will be the adult picking up. However, if another adult will be picking up regularly, please fill out the "Authorized Pick Up" form. This will allow us to release your child to anyone on the form. Please email us at info@illuminatecreativearts.com if you need a copy of this

form. If you have a last minute change of plans in regards to your child's pick up, you will need to call or email the office, or send in a signed note with your child to let us know who will be picking up your child that day. Again, we ask for your cooperation with this as we will always keep your child's safety top priority here at Illuminate! Creative Arts Studio.

Emergency Weather Procedures

Tornado: Should the tornado sirens sound while class is in session, we will immediately take all students to one of the bathrooms which are also designated as tornado shelters. We will keep all students in the storm shelter until we are released to go back to class by a member of the building security team.

Fire: If the fire alarms were to go off while class is in session, we will immediately remove all students from the studios and exit to the studio parking lot. We would begin calling/texting parents as soon as possible

General Policies

Absences & Make-Ups

Students are expected to attend all classes they are registered for throughout the entire session for that class; however, we do realize that there are circumstances that may arise during that time that prevent a student from attending class occasionally. If a student is sick or will miss a class for any reason please tell the receptionist, email info@illuminatecreativearts.com, call or text. Our instructors are very busy trying to teach your children and by the time they get to the end of the night after several classes with dozens of kids they most likely will not remember which kid and what day and class they were planning to miss. We do not offer any make-up sessions for missed classes.

Cancellation Due to Inclement Weather

Should a class need to be canceled due to poor weather we will send out an email and/or text. Please check before coming to class if there is bad weather in the forecast. This is NOT determined by the school system. Many studios base their closing strictly off of local school weather closings--we have chosen not to do that since our classes are held primarily in the afternoon/evenings weather can be completely different at 6pm for dance then it is at 7:30 am for school. There are no make-ups or refunds given for classes canceled due to bad weather.

Tardiness:

We require students to be in class on time. For dance students this means your shoes are on, your in required dress code, and your hair is properly secured. We understand that OCCASIONALLY traffic and "life" happens; however, it is unacceptable to be late on a weekly basis. This is disruptive to the other students and makes for a rough start for you or your student. Fine arts courses are just as much mental as they are physical and rushing into class flustered will not allow a student to get the most out of a class. For students above the age of six, consistent timely attendance is also factored into whether they will move up or not in level the following session.

When a dance student arrives late please put on shoes, fix hair, etc. outside of class and then quietly walk into the studio, place belongings against the wall and join class.

If you will be late, please text (number) or email (info@illuminatecreativearts.com) to let us know.

Please be advised that if you are enrolled in a class that is full with a wait list (as of August 2017 a several classes already are) and you have frequent absences, we will

have to ask you to drop the class to allow someone else to join. Please be aware that some of our classes have more students on the waitlist than on the roster.

Lost & Found

Any belongings found in the studio will be placed in the lost and found which is located in our office. If you think you may have left something in class please email info@illumiantecreativearts.com and we can check the lost and found or you can ask the receptionist the next time you are in the studio.

Observing Class

We do not allow parents to stay in any of our child or teen classes that are not designated parent/child classes. We have found that it can become quite a distraction for the students and hinders their focus in class. We hold a Parents Observation Week at the end of the fall semester for music, art and dance (as well as one in the spring for art and music) where you are invited and encouraged to attend and watch your child's class.

Late Pick Up:

If you will be late picking up your student please call the office 940-208-1351.

Alternate Pick Up Form:

We cannot allow children to be picked up by someone other than an adult listed on the child's account unless the person is on an Authorized Pick Up form that you have given to Ms. Mistie. You can sign this form with her anytime you are in the studio.

No Cell Phones in Class

All phones should be turned off and put away during class-- If a phone is taken out during class it will go in our "no phones" basket for the student to collect AFTER class. Thank you for your cooperation with helping us to teach this important class etiquette to our students.

Enrollment Process

Session #1 (September, October, November) for Theatre, Music & Art

AND

Full Season Classes: This includes all dance and ETA classes. All full season classes will enroll with Session #1, but their enrollment continues through April for ETA and May for dance.

AND

Session #2 (January, February, March) for Theatre, Music, & Art

Enrollment Process for Session #1 & #2:

Begins: in May

Stage One: Pre-Enrollment Week

All currently enrolled students will receive an access code that will allow them to enroll in their current class for the fall. If a student is advancing to a new level the access code will be given for the new level if there are spots available.

Stage Two: Priority Enrollment Week

All classes for the fall schedule will be open for enrollment to ANY currently enrolled students.

Stage Three: Open Enrollment

All classes for the fall session are open for new students.

Session #3 (April & May) Performance Session

*For current students only. We will send more details regarding the enrollment process for these classes along with all other details closer to this season's start date.

Session #4 (June, July, August) for Summer Camps

As of right now we do not plan to hold a priority enrollment week for Summer Camps. Summer Camps schedules will be released in April.

Volunteering

Over the course of the past year we have had quite a few people ask how they can help and volunteer at the Illuminate! For those of you who would like to help us in our efforts here we will begin including a volunteer sign up form in the last weekly Email Announcement of each month. Some months we may not have volunteer hours; however, most months we have ways to volunteer that include helping with cleaning the studio, setting up for events, delivering flyers, folding programs, etc.

Yearly Events

Bring A Friend Week

Bring A Friend Week is a fun week that our dance students are welcome to invite friends to experience their classes with them.

Packing Party for Operation Christmas Child

Operation Christmas Child is a ministry of Samaritan's Purse that allows kids to be involved in helping kids in less fortunate circumstances than themselves in a tangible way. This is done through packing shoeboxes with toys, toiletries, school supplies, etc. that are sent all over the world. For those who would like to donate, we will collect supplies at the studio from the suggested supply list during the month of October. Then in November we will invite all of our students and their families to a packing party to make cards, wrap boxes and prepare to send to the drop off site during the National pick up week for Operation Christmas Child.

Suggested Supplies we will be collecting in October:

Please no used items or liquid. Everything must fit in a shoebox.

Crayons, Markers, Play doh, Pencils and sharpeners, Pens, Small notebook, Small Lego sets, Small stuffed animals, Small toys for boys and girls, Hair brush, Soap Wash Cloths, Toothbrush, Toothpaste

Nursing Home Performance

This will be our fourth year to perform at a local nursing home in Corinth. It has been a great experience for our students and the residents. This year we will open it up for students ages 4-15 to create/practice pieces on their own to present.

For students who would like to participate please see the following guidelines:

1. Piece must be under 2min in length.
2. Clothing/Costuming must be nice and preferably reflect the holiday season.
3. We are asking that you try to stay with classic Christmas songs due to the nature of our audience.
4. All students must submit a video of their completed/prepared piece in costume as it will be performed for approval two weeks prior to the performance date. We will then plan to have a rehearsal at the studio prior to the performance.

Parents Observation Week

Parents Observation Week is the only week out of the year that we open the studio for parents to watch their child's class. This is always held the last week of the fall semester and we have cookies and hot chocolate for parents and students to celebrate the holiday season and the completion of the semester. Most students look forward to having their parents in class and showing them what they've learned --we encourage you to attend this week if at all possible.

Picture Week

During picture week students come to the studio during their regularly scheduled class time for individual and group pictures in their recital costumes. Adult classes, art classes, theatre classes and classes that are not in the recital do not participate in picture week.

Holiday Breaks

The studio will be closed for the following holiday breaks with no regular art, music, theatre, or dance classes being held. Please see included calendar for exact dates for this dance year.

Thanksgiving Break--One Week
Christmas Break & New Years Break--Two Weeks
Spring Break--One Week

Calendar

We have added a calendar to the front page of our website (www.illuminatecreativearts.com) and will be updating that throughout the year as dates are released. Please see the website calendar for the most current information and confirmed dates!

Illuminate! Class Performances

Please note that we will have more information regarding all of our fall performances very soon, but right now this is just an overview of what to expect.

Theatre Department Fall Play

Our older theatre students will be putting on a play that the whole studio is invited to attend at the end of this fall session. Date/Time and details coming soon!

Our younger theatre students will be performing for family and friends in an in studio showcase during their last class of the session!

Music Department Class Parties/Performance (Fall)

Our 12-36 month, 3&4 year olds, Level 1 for 5-9 year olds and Level 2 for 5-9 year olds will have class parties and mini performances (for ages 3+) during their last class of the session. This is a time you can invite siblings, grandparents, and friends to come and observe class.

Music Department Christmas Recital (early December)

This will be a time for some of our music students to perform solo pieces for family and friends. Students Included in this performance:

Drum: All Levels

Guitar: Level 2 and higher

Violin: Level 2 and Higher

Piano: Ages 5-9 Level 3 and higher
Ages 10-15 Level 2 and higher

Theatre Department Spring Play

Our older theatre students will be putting on a play that the whole studio is invited to attend at the end of this fall session. Date/Time and details coming soon!

Spring Recital

Our annual Spring Recital is a performance held for students to have the opportunity to invite friends and family to see their progress. This is a fun event for our students and their families. Our dance students are automatically placed in the recital. Experiencing the Arts classes will not be performing in this year's recital. Music, Art, Theatre, and ETA students will have the option to enroll in a 5 week

Your packet will also include ways for parents to volunteer and help with the recital for those that have a desire to do so. You, as a parent of a student in the arts department, are not required to volunteer in any way for the Spring Recital, but we want to provide those opportunities for those of you who are interested. Some of these opportunities include, backstage mom, bringing snacks at rehearsals for your child's class, etc.

The Spring Recital includes three mandatory rehearsals and a performance date (at the end of May or beginning of June). The week of recital/rehearsals there are no regular classes held.

Student Behavior Expectations

While there are additional expectations for specific classes (i.e. art classes have certain rules for using art supplies and tools, etc.) the following three rules are rules we have adopted for the studio as a whole and apply to all students in all classes.

This year our instructors will go over these rules at the beginning of every class.

All Studio Class Rules:

1. Respect Others (hands to yourself--refrain from physical contact with other students)
2. No talking when the instructor is teaching.
3. Raise your hand before asking a question.

Each time a student does not adhere to the “All Studio Class Rules” they get a mark by their name in the class chart. If a student reaches three marks within a single class we will email you to let you know and ask you to talk to your student at home regarding expected behaviour in the studio. If we have to email three weeks we will ask to have a meeting with the student, student’s parent, instructor and our studio director to discuss how to move forward. We want to help all of our students reach their full potential and be able to get the most out of each class they are enrolled in.