

Student Handbook 2019/2020



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) 208-1352

Welcome!

Welcome to our sixth 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!

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

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 currently over 400, using personal devices for communicating is no longer feasible nor efficient for our staff. The amount of calls, texts, and messages that our staff were receiving on personal phones, FB accounts, etc. at all hours of the day (literally!) was beyond what we could manage effectively. We truly did not mind being this available for all of our wonderful studio families in previous years, but it is simply not feasible at the point to which we have grown. At the end of our 2016/2017 season I began instructing 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 have asked each of our staff to respond to any studio question sent to their personal accounts or devices with the following: "Thank you for your question! I have forwarded it to the Illuminate! email account and the next receptionist will follow up with you during open business hours!". Thank you for your support in this!

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 with the exception of our occasional Saturday workshop days and special occasions in which case we will be open during weekend hours. Our reception desk will be 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: 940.208.1352

Email :

info@illuminatecreativearts.com (general questions)

music@illuminatecreativearts.com (music only)

dance@illuminatecreativearts.com (dance only)

director@illuminatecreativearts.com (Valerie Lyons, Director)

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. This Weekly Announcement is sent out on Thursday evenings starting in August of each season.

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: +1(206)312-0327

*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

Instagram: We also use Instagram for candid pictures, reminders, and announcements throughout the year. You can follow us at www.instagram.com/illuminatecreativearts

Bulletin Board & Notes:

Watch the TV's to our monitor in the family lounge 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 parent portal with Studio Director. You can also sign up for our auto-payment for monthly tuition through Studio Director in your parent portal.
2. You can make a payment during open office hours. We will have a receptionist on duty during all scheduled class times.

- Please note that if you make your payment before the due date, your account will show “negative balance due.” When your payment is processed 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 after the 5th.
2. All students will be charged a \$10 monthly fee every month September-May that they are enrolled in a class.
3. ETA & ETN students and classes that are not performing in the spring recital will be charged \$10 a month for September through April.
4. Please note that this fee is charged every month no matter how many classes you have that month (i.e. we do not deduct from this total even during the months when we have Thanksgiving break, Christmas break, and Spring Break).

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 complete and return to us.

Miscellaneous Costs to Expect Throughout the Year:

Please note that if have signed up for our monthly auto payment program, this will only apply to your monthly class tuition. Costumes, supply fees, book fees, etc are not run on autopay without your specific permission. Please email us at info@illuminatecreativearts.com in order to run your card for all current charges.

Dance Students: Recital Costumes

The majority of dance department students will participate in our Spring Recital. The students in these classes will be expected to purchase the costume assigned to the class. These costs are not covered by our scholarship program without special approval.

Dance Costume Payments: This year we are spreading out costume charges each month based on class type/genre.

When are costume payments due in full?
November 22nd

How much are costumes?

All accounts will be charged \$55 per costume following the schedule below. (Occasionally we are able to combine costumes, if this is the case with one of yours we will deduct the discount from your November payment.)

July - Ballet and Polynesian Class Costumes

August - Creative Movement and Jazz Costumes

September - Hip Hop and Delivered Through Movement Costumes

October - Tap and Percussion, Tumbling, Modern

*Please note that Tumbling Tots, ETA, ETN, and Pre Pointe do not participate in the spring show.

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 please be aware that each of these classes will require supplies.

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

Recital Pictures:

Please note that we will not be offering recital pictures during the 2019/2020 Season.

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 various businesses, ministry offices, community events, etc that also operate out of this building. There are many exits and entrances to the building besides our primary 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 at all times when playing on the playground.
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.

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. Per our building manager if this rule is not abided by, it may result in your child/ren being dismissed from their classes permanently.

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 your student under the age of nine 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 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. (north end of the campus). Should those doors be blocked, we will exit another door and will begin calling/texting parents as soon as possible. Please always make sure that your contact info as well as the emergency contact on your child's account is up to date.

General Policies

Absences & Make-Ups

Students are expected to attend all classes they are registered for throughout the entire season; 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 during business hours, email info@illuminatecreativearts.com, call or text. Our instructors are extremely busy preparing for and teaching each of their classes. Many instructors will see anywhere from 50-80 children in one day. They are not expected to remember exact attendance for each class or if you happen to verbally mention an upcoming planned absence. We do not offer any make-up sessions for missed classes.

Checking In:

Our “Check In” desk is located under the tv in our main lobby. Your “Check In” each class period is very important for two reasons:

1. **Attendance** - This year, when a student has not checked in for three consecutive classes in a row they will receive a “drop email notification.” This email will let the family know that they will be dropped from the class if they do not promptly respond to our office manager. Please note with over 400 students, 80 classes being offered, and five receptionists our Check In process is the primary way of regulating attendance. All of our classes currently contain a waitlisted students. When students are failing to check in, their spots may be given to others on the waitlist. Check in to keep your spot!
2. **Safety** - Another reason our “Check In” is so important is for safety procedures. In the event of a fire, tornado, lockdown, or any other emergency procedure, we will have accounts of all students in Illuminate. The building manager on duty is required to give department officials a head count of the number of kids. We can only give an official head count with the attendance report from our “Check In” system.

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 a studio class than 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, you are 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 call (940) 208-1352, text +1 (206) 312-0327 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 waitlist 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. We cannot deny those students the chance to pursue an education in the arts and allow someone else to not fully take advantage of the opportunity they've committed to.

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@illuminatecreativearts.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 as a 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 Week at the end of the fall semester for dance students 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 940-208-1352. If you do not get through to our receptionist please leave a message.

Alternate Pick Up Form

As in most schools, we will not release your child to an adult other than the primary parent or guardian listed on the family profile. If you have another adult planning to pick up, please be sure that you have sent in a signed note to the front desk and/or have completed our Authorized Pick Up Form that you have given to our admin staff. You can sign this form with us 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 technology 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.

Nut Free Zone

Illuminate! is a nut free zone. If a student that is enrolled in a class that has a designated snack time brings a snack with any kind of nut we will have to leave the snack in the student's bag and will offer goldfish as an alternative snack to these students. We also ask that if your child has had nuts at home before coming to Illuminate! that they please wash their hands before coming to class. Please note that our nut free policy applies to all Illuminate rooms (including the waiting lounge, entrance, and all of our classrooms. As well as hall and gym outside of Illuminate) Thank you for your cooperation as we work to make this facility a safe place for all of our students and their families.

Waiting Room Etiquette

While we all understand the difficulty in waiting anywhere with children, we do ask that you please be considerate of others who use the waiting areas along with you.

- Keep headphones/earbuds in or your volume VERY low when using tablets, smartphones, ipads, etc. with sound.
- Please remember and help your children remember to maintain an inside voice.
- Please do not allow your children to run in the waiting room or halls.
- Please do not allow your children to jump off or from furniture.
- Help keep the areas clean and neat by throwing away your trash, wiping off counters/tables where food has been eaten or spilled, etc.
- Please watch the walkways and make sure you and your children are not blocking the high traffic areas.

- Please note that due to fire codes we cannot allow anyone to sit in the hall. You will have to wait in the designated family area.
- Our building manager has asked us that no students under the age of 18 wait outside of the Illuminate waiting rooms (in the lobby in between Shiloh Fitness and Illuminate). If you, as an adult/parent, want to sit in that area you are welcome to, but please make sure that your children are not playing and rough housing in the lobby area.

Enrollment Process

Please note that our enrollment process is slightly different for the Theatre department.

1. Theatre Students:

- Theatre is a semester based enrollment.
 - Fall Enrollment: Students who are enrolled in the Fall will be assigned roles in class for our Christmas Variety Show performed with guests from our Music and Dance departments
 - Spring Enrollment: Auditions will be held in November for our Spring Production. Cast and Crew (Stage manager, production run crew, etc) will be assigned and enrollment will become available for the Spring.

2. Enrichment Courses (ETA & ETN):

- Your enrollment for these courses will last through the end of April.
- Please note that this year ALL of our classes (including ETA & ETN) will continue through December until the studio closes for the holiday break.

3. Dance Students:

- All dance students enrolled for the fall will continue their enrollment through the recital (in May).

4. Art Students:

- Your enrollment will continue through the end of April with the opportunity for select art classes to be a part of the art installation for the recital during the month of May. We will also evaluate all art students in November/December. If your child has incurred a lot of absences or is falling behind in their work/homework they may

be asked to move to a lower level class due to not maintaining current class expectations.

5. Piano Students:

- Piano students will maintain their enrollment for the entire season. Classes that are not performing in the recital will finish their year at the end of April. Classes that are performing will continue through May leading up to the recital.
- Please note that students will be evaluated during the first semester to determine if they will need to repeat their current level or will be eligible to move up to the next level. If your student is not eligible to move up then we will first attempt to let them stay at their current class time; however, there is a chance that you will need to move to another class if your student cannot keep up with the pace of their current class.
- Please note that most Piano Students will be required to order a new piano materials for January. These fees will be due in November.

Enrollment Process for the next fall season:

*Please note that our enrollment process, like every part of our program is always subject to change, but this is the process we have used the past few seasons and anticipate using in the seasons to come.

Stage One: Pre- Priority Enrollment Week

All currently enrolled students will be pre-approved to continue the class they are in this year for the following year which will allow you to enroll in that spot before anyone else has access to it. If a student is advancing to a new level they will be approved for the new level if there are spots available. For this one week that spot is reserved for you. If you do not enroll in this week then your spot can be taken by any of our current families.

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 the general public and new students.

4. Summer Camps

We currently do not offer Priority Enrollment for our camps. Summer Camps schedules will be released in April and will be open to the entire community (current and new students) at the same time.

Volunteering

We have a wonderful group of students and their parents who volunteer throughout the year and are a crucial part of Illuminate! For those of you who would like to help us in our efforts, we have a bucket at our reception desk called the "Firepit". Our admin, marketing, and instructors will place things that need to be done throughout the year (folding programs, cutting out art projects, stuffing promo bags, etc.) in the Firepit so if you have some spare time while you are waiting for your kiddos and want to help you can just ask at the front desk what we have that needs to be done!

Yearly Events

Back to Studio Back

Back to Studio Bash is our annual kick off the year celebration we hold each August. It also serves as our New Parent Orientation, Department Orientations, Supply Pick Up, Donation Drop Off, etc. Our enrolled families are sure to have a great time getting to know one another better as well as meeting with our entire Illuminate Staff!

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 items. Everything must fit in a standard size shoebox.

Examples of items include: 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, Washcloths, Toothbrush *We will send out a more detailed and specific sign up list in October.

Nursing Home Performance

This will be our fifth year to perform at a local nursing home in Corinth. It always is a great experience for our students and the residents. Our Jr.Dance Company will be invited to perform along with our choir and higher level piano students.

Parents' Week

When: Last Week of Regularly Scheduled Classes in December before Christmas Break
*More details about Parents Week will be released by each department as the week draws closer.

Music:

Our music students ages 4 and under will have a class party during their regularly scheduled class. This is a time for our youngest students to show what they have been learning throughout the fall semester!

Dance:

Parent's 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.

Art:

Parent's of our art students are invited to tour the Fall Art Showcase as well as an open house in their child's classroom during this week!

Picture Week

Please note that we will not have a picture week this year.

Dress Up Week

During our annual "Dress Up Week", students will be allowed to wear any appropriate dress up costumes that will still allow the student to fully participate in their class.

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 our calendar on the front page of our website for exact dates.

Thanksgiving Break--One Week

Christmas Break & New Years Break--Two/Three Weeks

Spring Break--One Week

Annual Spring Recital

Each May, the majority of our enrolled students in from the dance department will participate in our annual spring recital. Families and students always enjoy this day full of celebration, showing off hard work, and reception following each show.

Calendar

We have a calendar on the home 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 details as the year progresses.

Christmas Variety Show

In the fall our theatre department will present a Christmas Variety Show, with guests from our music and dance departments, filled with Christmas themed scenes, music, and dance. Music and Dance students will have the opportunity to audition for a part in the Christmas Variety Show.

Date/Time and details will be determined later.

Music Department Class Parties (fall & spring)

Our 12-36 month and 3&4 year olds will have class parties and mini performances during their last class of each semester. This is a time you can invite siblings, grandparents, and friends to come and observe class.

Music Department Winter Recital & Spring Recital

This will be a time for many of our piano students to have solo performances for friends and family in a casual setting. Our drum and choir students will perform group pieces.

Students Included in this performance:

Choir Students

Drum: All Levels

Piano: Ages 5+/Level 1 and above

Theatre Department Spring Play

Our theatre department will be putting on a play that the whole studio is invited to attend in the Spring. Date/Time and details to be determined.

Spring Show

Our annual Spring Show 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.

Who Participates in the Spring Show?

- All dance department students participate in the spring show - this does include Tumbling classes with the exception of our Tumbling Tots (ages 3&4) and our Pre Pointe classes
- Piano students will be invited to audition in the spring show.
- Drum Students: Dependant on which class your child is involved in--more details will come later.
- Student's in our children's choir will participate in the recital.
- Select art students are invited to participate by helping to create the art installations used for sets.
- Theatre students please stay tuned for what performance options you may have available in regards to the spring show for the 2019/2020 season.

Your recital packet will also include ways for parents to volunteer and help with the recital for those that have a desire to do so.

During the week of recital/rehearsals we will not hold regularly scheduled classes.

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 and/or skills are being practiced.
3. Raise your hand before asking a question or speaking in class.

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.