

# Virtual Student Handbook 2020/2021

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**I L L U M I N A T E !**  
D A N C E • A R T • M U S I C • T H E A T R E • V O I C E

*Illuminate! Creative Arts Studio*  
*An Outreach of Glory of Zion International Ministries*  
*at The Global Spheres Center*  
[www.illuminatecreativearts.com](http://www.illuminatecreativearts.com)

[virtual@illuminatecreativearts.com](mailto:virtual@illuminatecreativearts.com)  
Office Phone (940) 208-1352

# Welcome!

Welcome to our seventh 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 whether it be in person or online. 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 with *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, our mission statement, and class descriptions. Please check our website if you are looking for information regarding our program as a whole. [www.illuminatecreativearts.com](http://www.illuminatecreativearts.com)

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

# Communication

**Staff Hours:** With the exception of specific events throughout the year, we will be returning calls, messages, texts and emails between Monday-Thursday. Our reception desk will be open any time there are classes are held on site.. Feel free to check our current class schedule to know when the office will be manned for direct communication via phone. Virtual students will best be able to communicate via email and then can schedule calls as needed depending on open hours, time zone differences, etc.

**Phone Number:** 940.208.1352

**Email :**

[virtual@illuminatecreativearts.com](mailto:virtual@illuminatecreativearts.com) (online general questions, technical help)

[music@illuminatecreativearts.com](mailto:music@illuminatecreativearts.com) (music department only)

[art@illuminatecreativearts.com](mailto:art@illuminatecreativearts.com) (art department only)

[dance@illuminatecreativearts.com](mailto:dance@illuminatecreativearts.com) (dance department only)

[theatre@illuminatecreativearts.com](mailto:theatre@illuminatecreativearts.com) (theatre department only)

**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 year.

*Robo Text:* Our online system (Dance Studio-Pro) 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 out to receive text messages. You will not receive these important changes.

*Robo Dialer:* Is new with (Dance Studio-Pro), this will be used the same as text messages, but will call your phone with the message from your studio. It will leave a voicemail if you are unable to answer.

\*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](http://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](http://www.instagram.com/illuminatecreativearts)

## Payments & Expected Costs

### **How to make a payment:**

1. You can make a payment anytime through your online parent portal with Dance Studio Pro. You are automatically signed up for Auto-Payments when enrolling in Dance Studio Pro. If you do not wish to be in this program, please email the office and we will remove this defaulted setting from your account. If you do not email the office to opt out, you will be charged the first business day of every month.
- 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:**

Your monthly fee is due on the 1st of each month and is considered late after the 5th. Students enrolled in Illuminate! Virtual programs will be charged \$10 a month during the months of September through April.

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 or our Fan the Flame weeks away from the studio.)

### **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 [virtual@illuminatecreativearts.com](mailto:virtual@illuminatecreativearts.com) . We will email you a Scholarship Form to complete and return to us.

**Class Supplies:**

Our Art, Music and Gardening students have an average cost of \$40 in supplies needed for each class. Virtual Supply and Material Lists will be sent out with our Confirmation Emails at the beginning of each new season.

While our virtual classes will be done from the comfort of your home, please understand, we do encourage our dance students to be in dress code during each video lesson and in dress code each time they correspond with their online instructor. Dance shoes, leotards, tights, pa'u skirts, etc. are an expense to remember when budgeting for your dance season.

## General Policies

**Participation**

Virtual students are expected to view and complete all weekly class videos and weekly/monthly assignments given by each instructor. We have very limited spots for each of our Virtual Classes. Please be sure you are participating weekly in your videos, returning all assignments on time, and participating in your live community building experience calls each month. Our Virtual Class program is truly a two way correspondence experience where students and teachers both expect to see continued progress and improvement through our curriculum. If you find that our On Demand program may fit your needs better, please let us know. Those videos will be available anytime (after the launch date in 2021) and do not require homework, at home practice times, or communication requirements with our instructors.

# Enrollment

## **Enrollment in our Virtual Class Portal: Seesaw**

We will be using Seesaw as our Virtual Class Portal. Through Seesaw students will be able to access their video lessons, complete their assignments, and correspond with their instructors. In order to access the video lessons, students/families will be required to create a Seesaw account. Before classes begin in the fall, instructors will email a Seesaw class code. Students will **log in to seesaw at [app.seesaw.me](https://app.seesaw.me)** using the class code provided in the email and then will be prompted to set up an account. If a student is enrolled in multiple virtual classes they will then be able to add a class by clicking their icon in the upper left corner of the screen and choose to “add a class” and then type in the additional class code for the new class. Each time you log in to Seesaw you will see your classes you are enrolled in and the lessons assigned. For any questions about logging on to Seesaw please email [virtual@illuminatecreativearts.com](mailto:virtual@illuminatecreativearts.com)

## **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.

# Calendar

We have a calendar on the home page of our website ([www.illuminatecreativearts.com](http://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!