

Final Bow

Student Handbook

2020-2021

Dear Parents and Students,

Welcome to Final Bow: Center for Children's Performing Arts. We are so pleased that you have chosen our studio to participate in Dance, Music and Theatre. Final Bow is a nonprofit organization that strives to make the arts an enjoyable and affordable experience. We offer many opportunities throughout the year for your child to feel enriched in the performing arts. Please take the time to read through our handbook to better understand what is expected and to learn about our programs. Several updates have been made to this handbook, especially regarding Covid-19, so please note there are some changes. Beginner, intermediate, and level 1 dance classes are available by semester. Level 2, 3, and 4 dance classes are now a year-long commitment, September through May, so we can maximize the advancement of students' skills. The recital will be held May 8th and May 9th 2021 at Memorial Hall, pending no shut downs, quarantines, or cancellations. Stay connected with Final Bow through email, texts, Facebook, and/or Instagram. Thank you and we cannot wait to get this season started off on the right foot!!!

Hillary Holzapfel and Lindsey Ausborn

Directors

I. EXPECTATATIONS

A. Attendance

1. **Classes-** Let's put the dance in atten "dance." All dance, Artistic Variations, Kendall's Music Crew, Final Bow Chorus, music classes and Final Bow Company students should be dressed and ready at the start of class. If you will be absent from class, please call 937-459-5003 OR call or text the Final Bow phone 937-459-8078, so we can let the instructor know in advance. Excessive absence or tardiness may result in removal from portions of the act or number. Missed classes are nonrefundable. If you plan to discontinue lessons, a withdrawal form is required to be filled out. If Final Bow does not receive the withdrawal form, you will continue to be billed for the classes, until paperwork is returned. We recognize school activities are sometimes scheduled on the same nights as class, please make sure to let us know in advance. If it is feasible to come early or leave a class early, please do so. Sports are a choice and Final Bow classes are a choice as well, do not over book yourself, so one activity is left neglected. We try our best to reschedule classes around large events for Greenville City Schools, such as the Homecoming Parade and Main Street Greenville events, like Beggars Night, if they are held.

*NOTE: Please have your child use the restroom **BEFORE CLASS**, as it is very distracting to use during class.

*NOTE: Upon arrival, all students will have a temperature check. If your child develops any Covid-19 symptoms or has a fever above 100.4 F without the use of Tylenol or Motrin, your child will need to leave the studio immediately.

2. **Rehearsals/Performances-** Rehearsal and performance attendance are just as important as class attendance. For the shows and rehearsals to run smoothly, attendance is mandatory. Missing a rehearsal or dress rehearsal may result in removal from the performance. We have a limited number of rehearsals in the performance venues and these rehearsals run more efficiently when everyone is at the entire rehearsal. ***Please check dates in advance of all rehearsals and performances to make arrangements to have students attend promptly.***

3. **Illness Policy-** If your child has fever, nausea, vomiting, diarrhea, flu-like symptoms, or any COVID-19 symptoms, keep the student at home. We have many students with compromised immune systems and cannot be subjected to these types of symptoms. Just like the policy at school, students must be fever free and vomiting and diarrhea free for 72 hours without the use of fever reducing medicine before returning to class. This applies to all classes, performances, concerts, and events. If you believe or know you or your child have been exposed to Covid-19, then you must quarantine for 14 days.

4. **Inclement Weather Closings-** If Greenville City Schools is closed, due to inclement weather, Final Bow will be closed, UNLESS otherwise notified. If an instructor cancels a class due to illness or other personal issue, we will try to reschedule those cancelled classes. Snow days may not be rescheduled. If weather improves, class will be as scheduled. Please check our Facebook VIP page before heading to class or not attending. We will also be using text messages to inform you if classes will be cancelled. Please make sure we have your correct phone number. We will NOT notify students, as sometimes the message does not get to the parent or legal guardian.

B. Attire – Please let us know if you need help with attire.

1. **ALL HAIR IS TO BE OFF OF FACE AND IN A BUN!!!!** No excuses!!!
2. All students should have necessary attire, including shoes, by the third class.
3. Proper attire is required for each class to allow the instructor to see proper body alignment and make accurate adjustments. Students not dressed appropriately will be provided with proper

attire for the day or asked to observe. If this becomes a habit, the parent will be notified. Cover ups are to be worn outside the studio as well as a change of shoes must be worn. **DO NOT WEAR DANCE SHOES OUTSIDE!** Proper dress attire **WILL** be enforced as it can be very distracting to other students.

***Ballet/Pre-ballet/Pointe/Pre-pointe/Lyrical/Contemporary-** Black leotard and tights are MANDATORY. Pink ballet slippers (canvas or leather for levels 3 and 4 and leather for level 1 and 2 and Preballet). Please check with instructor if you have any questions before purchasing. Skirts are permitted. Shorts are NOT acceptable with leotards. Warm-ups are only to be worn during barre work and stretching. Hair is to be pulled back away from face in ponytail or bun. Boys are to wear a plain t-shirt (no printing) and black jazz pants or bike shorts. Black ballet slippers.

***Jazz-** Black leotard and tights, and Jazz shoes approved by instructor. Warm-ups only for stretching. Boys are to wear a plain t-shirt (no printing) and black jazz pants or bike shorts.

***Tap-** Black leotards and tights. Tap shoes are required. Check with instructor before purchasing tap shoes. Students will not be allowed to wear tap shoes that have been worn outside as they become abrasive and gouge the dance floor. Boys are to wear a plain t-shirt (no printing) and black jazz pants or bike shorts. Shorts are NOT acceptable with leotards.

***Hip Hop-** Cover ups are permitted or gym clothes. Tennis shoes **MUST** be clean. Shoes will be bought later as a class. Sports bras and booty shorts are UNACCEPTABLE and will not be permitted. Please do not feel it necessary to change your child's clothes if they have ballet or another dance class, before or after. Leotard and tights are fine for Hip Hop as well.

***Tumbling/Acrobats-** Black leotards/Unitards and white tumbling shoes. Please check with instructor before purchasing shoes. Students must have a leotard on; shirts can and do come up and pants fall down, embarrassing the child.

***Kendall's Music Crew/Artistic Variations-** Please wear comfortable clothes that are easy to move in, such as gym clothes and **clean** gym shoes. This class is temporarily be held via Zoom.

***Irish Dancing-** Black leotards and tights. Irish shoes will be purchased as a class. New or used shoes will be offered to purchase. Please check with instructor before purchasing shoes.

***Final Bow Company and Music classes-** Please dress school appropriate. Jazz shoes may be purchased later. Absolutely NO sweatpants, jeans, dresses, baggy pants, big t-shirts or pajama pants.

*******Please wait to purchase shoes until the instructor has determined what will be used in the recitals. Shoes sometimes are nonrefundable when purchased at dance supply stores. Final Bow will no longer be ordering shoes, other than hip hop. Got Dance will be coming to the studio for a shoe fitting. Date to be announced via email.

C. Behavior

All students are expected to behave respectfully towards their teachers and other students. Final Bow does not tolerate bullying or any other type of intimidation. We want the performing arts to be fun and a form of self-expression for students. If this is not the case, please tell us and we will deal immediately with the situation. Any students not following the rules of Final Bow will be given a fair warning. If behavior continues the teacher will talk to the parents or guardians of the student. If behavior does not improve, the students will be asked to leave the studio and all deposits are non-refundable. See last page for a list of Final Bow's Rules and Policies.

D. Waiting Room/Dressing Room Policies

The waiting room/lobby is temporarily CLOSED to parents waiting. Students may not be dropped off early. Any persons entering the studio to speak to the front desk are required to wear a mask, per Governor mandate. Final Bow is unable to offer a public bathroom.

IF the governor removes the mandate, then the following applies:

Keep noise to a whisper as this can be distracting to students taking class and the other offices being utilized in our building. No one is permitted in the dance studio during class unless given permission and ABSOLUTELY NO SHOES will be permitted on the dance floors other than dance shoes. Final Bow is unable to offer a public bathroom. Permission is needed to go beyond the front counter. Students will be walked down the hallway to their class. Final Bow encourages our parents to explore our downtown area. Moving to this location has allowed us to become friends with our downtown neighbors and we want to support our local small businesses.

There is a separate waiting room specifically for children under 6 years of age. Children must be accompanied by an adult. Children are not to be left unattended in this room. Please help us keep things neat and tidy and pick up when you are finished waiting.

The lounge/dressing room area is available for Level 3 & 4 students needing to change clothes and wait for the next class. Masks will be required in this area by all students. Students shall **NOT** interrupt a class in session. Any foul play or excessive noise will cause the lounge area to close, and the students will have to wait in the waiting room. The students will have access to a refrigerator and microwave in the dressing room. Water only is permitted in the lounge and all messes must be picked up.

II. Finances

A. Class Pricing

Artistic Variations and Kendall's Music Crew-FREE

\$25 per month- 30 min.	\$55 per month-2 hrs. 30 min.
\$30 per month-45 min.	\$57 per month- 2hrs. 45 min.
\$40 per month- 1 hr.	\$60 per month-3hrs
\$42 per month- 1hr. 15 min.	\$67 per month-3 hrs. 15 min.
\$45 per month- 1hr. 30min.	\$75 per month-3 hrs. 30 min.
\$47 per month-1 hr. 45 min.	\$82 per month-3 hrs. 45 min
\$50 per month- 2 hrs.	\$85 per month-4 hours or more
\$52 per month- 2hrs. 15 min.	

***Multi-family discount** (of equal or lesser value)

10% off- 2 nd child	20% off-4 th child
15% off- 3 rd child	25% off-5 th child

Due to Covid-19, no payments in full will be accepted for the 2020-2021 dance season.

B. Costume Fees

All level 2, 3, and 4 students are billed for costume fees. This balance is NOT due until January. Other levels of dance will be billed for costumes at second semester registration (January 2021). Costume fees are due

BY the second class in January to ensure costumes can be ordered and arrive on time for our performance. There will be one fundraiser opportunity, Heavenly Dips, to help offset the cost of costumes. Any fundraiser money that is raised will go towards your child's costume. Please note that withdrawal from class or the season will result in forfeiture of your money raised. The price per class, for a costume, for the spring performance is \$45 for class levels 1, Preballet, Hip Hop Kids and Beginner Tumbling, \$50 per class level 2 and 3, and \$60 per class levels 4. Any cost of costumes over this price are typically taken care of by Final Bow and the donations we receive and fundraisers. Costume fees not collected by the second week of class in January could result in no costume. Let us know immediately if assistance is needed, so we can work out payment arrangements. We are nonprofit and understand financial difficulty. Financial assistance is available, if needed.

C. Additional Fees

1. Hip hop shoes- If your child is in a Hip Hop class, they will need matching shoes for our Spring performance. Final Bow places a bulk order for these shoes. Shoe sizes will be collected from students in January and money will be due shortly after. Hip Hop shoes typically cost between \$25-\$40. These shoes will be kept at the studio until the week of the performance, to ensure students do not wear and ruin or damage. After the performance, hip hop shoes will go home. We typically do not wear the same shoes every year due to size differences and some companies run shoes for one year and then discontinue. Fundraiser money does not apply to hip hop shoes.

2. Performance Tights- Performance tights are required to be worn by all students. Footed and convertible tights are \$5 a pair for child sizes and \$7 for adult sizes. All tights will need to be ordered by Final Bow and from the same company. Money will be collected the second week of March. Fundraiser money WILL NOT be applied to tight orders. You may reuse performance tights from previous years unless style or color is discontinued and has changed.

3. Body Liners- Body Liners are a great item to have for students with a costume change to keep their modesty and to reduce any costume itching or irritation. Body Liners are a nude colored leotard that. Body liners range from \$15-\$18. Performance tights are worn underneath. Body liners typically last for years as they do not run. Body liners are optional.

4. Performance Make-up- Performance make-up is to be worn by all students. The colors for the make-up will be selected by the Final Bow director. Amber Warner, a Mary Kay consultant and dance mom offers packages for students with as many samples as possible to help offset cost to dancers. You do not have to order the make-up through our Mary Kay consultant, but you do have to have all of the necessary colors that match what is chosen for dance pictures, dress rehearsal, and the recital performances. Last year's Mary Kay packages ranged from \$19-\$35 depending on the dance level of the student.

D. Payments

Payments are due by the first lesson of each month. All payments and deposits are non-refundable. Payments can be made at our front desk with cash, check, or credit card, or online through our app and registration website. You can also set up an auto-draft, to automatically have tuition paid by your credit card on file. You will receive an invoice via email each month, reminding you when payment is due. If your child has a different last name than the person making the payments, please write the dancers name on the check memo line, so that we can accurately credit the correct account. Separate checks are required for tuition, costume, t-shirts, etc. Please do not combine multiple invoices or tuition on one check. This will help with confusion for

our treasurer. One check per item. If you receive messages out of error, please let our receptionist, Amy, or Miss Hillary know immediately.

***NOTE: Delinquent tuition will result in a \$10 late fee per month. Students may be asked to discontinue their classes, unless the directors have been notified and arrangements have been made, either scholarship or payment plan. You will also receive a text reminding you when your payment is late. Returned checks are subject to a \$25 fee.

E. Fundraising

1. **Heavenly Dips**- This October fundraiser is for the individual student's costume balance. We understand that costumes are expensive and having to pay for the costume in full can be difficult. Heavenly Dips is a very simple fundraiser with 50% profits. We also know that you may not know what classes your child will be taking in the spring, so Final Bow will bank your money until that decision is made. All profits are applied to your costume account first. Any money over your costume balance, will be applied to our scholarship programs, to help pay for other student's tuition.

2. **Romer's Chicken BBQ Dinners**-Final Bow will be having their annual chicken dinner sale again March 2021. The funds raised from the dinners, helps pay for special projects and programming at Final Bow. This is a fun fundraiser, with prizes awarded to top sellers.

III. Opportunities

A. 6 Week Sampler Class

This is a free class that students can take twice during a year to explore different genres of dance. Children do not have to be an existing student to take this class. This class is available for children age 8 to adults. Individuals must register for each 6-week offering.

B. Final Bow Chorus

This is an auditioned choral group for 1st grade through high school. More information on the website.

C. Final Bow Company

Final Bow Company will be performing Annie Jr. this season. Final Bow Company is an auditioned group of children that meet Mondays and Saturdays. Our students will have many performance opportunities in Greenville and Versailles and a detailed calendar will be going home and can be found on our website and Final Bow's Google Calendar. Performance packets will be passed out prior to performance week with further instructions.

D. Artistic Variations and Kendall's Music Crew

Artistic Variations and Kendall's Music Crew are classes combining Adults and Children with Developmental Disabilities with Final Bow students. They will again be learning a special routine to perform for community events. This is a very performance-based class, as we are invited to many functions throughout the

year. These groups will learn Christmas Carols, in December, to perform for local nursing homes and downtown businesses. Information about performance opportunities are sent home about each individual performance. These classes are currently being offered via Zoom.

E. Warehouse Dance Project

Final Bow Center for Children's Performing Arts will be having open call auditions for their 2020-2021 dance company, Warehouse Dance Project, Saturday, September 5th from 10-3pm at Final Bow. Warehouse Dance Project was created in 2019 with the vision to inspire young dancers to reach a higher level in their dance experience. This select group, while having a very short season, performed in Frozen Jr. and for the Harlem Globetrotters, and was preparing for a full season of shows for the community and surrounding area.

Auditions are for dancers ages 10 to 18 with a personal goal to grow and learn through dance. Audition registration will be prior to the Saturday auditions beginning at 9:30am. Students should wear black leotards and pink/white/nude tights and bring all dance shoes. Students will be auditioning in tap, ballet, jazz, contemporary and improv. Students will be judged on effort in areas of dance they may not already know. Students do not need to have previous experience in tap, jazz and contemporary but should have a strong ballet knowledge and be willing to try other genres. The season is from September 14th, 2020-June 2021. Dancers will be asked to perform at many events, as well as (hopefully) travel for a convention later in the season. Students that are selected for Warehouse Dance Project must be enrolled in Ballet 3 or 4 at Final Bow and attend twice weekly. Previous dance experience not necessary but highly encouraged due to the nature of the season.

If your child wants to be challenged and learn many different styles of dance with many opportunities, this is the company for them. We look forward to our new season of Warehouse Dance Project

F. Spring Curtain Call :) AKA Dance Recital

In the spring we will have our Annual Spring Curtain Call. **The dates and times are set for this performance, so please mark your calendars NOW!**

May 3-5th- Additional rehearsals. Location to be determined

May 6th -Rehearsal at Memorial Hall

May 7th-Dress Rehearsal at Memorial Hall

May 8th-Performances: 1:30 PM- Beginner, Intermediate, ALL Level 1, and Warehouse students. 6:30 PM Levels 2, 3, 4, Warehouse Advanced, Kendall's Music Crew, and Artistic Variations.

May 9th-Performances: 1:30 PM- Beginner, Intermediate, ALL Level 1, and Warehouse students. 6:30 PM Levels 2, 3, 4, Warehouse Advanced, Kendall's Music Crew, and Artistic Variations.

**Students will not be permitted to perform in the Spring Curtain Call, if any money is due, including late fees. If you are having difficulty paying for your classes, shoes or costumes help is available, including payment plans and scholarships.

If your child does not wish to be in the performances, please notify the instructor immediately. Performances are not mandatory but highly recommended.

FINAL BOW RULES AND POLICIES

Students 10 years of age and older are required to wear a mask when walking or waiting in the building. Masks may be removed for class. Teachers will be wearing masks.

Students are expected to come to class prepared; in proper attire, shoes, hair and ready to learn.

No horseplay will be tolerated. Students who misbehave, will be asked to sit out of class. If behavior continues, parents will be contacted.

Respect all instructors, staff, board members, student helpers, volunteers, other offices inside Final Bow and fellow students.

Attendance is important. Please arrive on time. Excessive tardiness will result in students sitting out of portions of the performance.

ONLY water is permitted in Final Bow.

Cell phones MUST be left in bags or outside classrooms.

Please make sure all belongings are kept in a bag in designated areas for students. Final Bow is not responsible for lost or stolen items.

Students are not to be in the studio without a teacher. Students are also not permitted to wander the halls. Students have designated waiting areas.

The restroom is to be used between classes, not during.

Students must be dropped off and picked up as the waiting room remains closed. They are not allowed to wait outside or leave property under any circumstance without a written note from a parent or legal guardian. Please use the Pedestrian Loading Zone for drop off and pickup ONLY. If not using the drop off and pick up zone, parents are required to come into the building when dropping off and picking up their children/ we are not responsible for students unattended in the waiting room/lounge or parking lot.

Students and parents need to be aware that teachers correcting all dance technique will at times need to touch students so they understand the proper muscles they should be using.

ABSOLUELY NO SHOES on the dance floor other than clean dance shoes.

Any use of illegal substances, including but not limited to: alcohol, vape pens, tobacco, drugs, marijuana, etc., will not be tolerated at Final Bow, before class, during or after. If you are caught with any of the aforementioned, then you will immediately be removed from Final Bow and the appropriate legal measures will be taken.

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*****Please sign the back of this sheet, tear off, and return to Final Bow.*****

I have read through the Student Handbook for the 2020-2021 Season. By signing this and returning to the office, I acknowledge these rules and policies.

_____ Parent/Guardian's Printed Name
_____ Parent/Guardian's Signature _____ date

_____ Printed Name (student)
_____ Signed Name (Student) _____ date

In consideration for my child being permitted to participate at Final Bow: Center for Children's Performing Arts (referred to as "Final Bow"), I/We parent(s) and/or legal guardian(s) agree to the following provisions:

Acknowledgment of Risks: I/We understand that there are numerous risks associated with participating in dance activities, including those risks present during classes and activities, on the premises before, during, and after various classes and events, as well as in travel to and from Final Bow and various venues of performance. Some of the specific risks include the placement of unusual stresses on the body, falls and tripping which may lead to accidents resulting in, but not limited to, mild to severe bodily injury. I/We understand that Final Bow cannot be responsible for any injuries or damages experienced by my/our child during her/his participation in such activities.

_____ Parent/Guardian's Signature _____ date

Medical Care: In an emergency, when parental permission is not available, I/We hereby grant and give my/our permission for a staff member at Final Bow to seek emergency medical treatment for my/our child. In my/our absence or inability to communicate with emergency and hospital personnel, I/We hereby grant Final Bow authority to release for the purposes of providing medical treatment, my/our child to the care of medical personnel or physicians as Final Bow determines as reasonably appropriate.

_____ Parent/Guardian's Signature _____ date

Media Relations: By signing the Agreement and Releases, I/We consent and give permission to Final Bow and those acting under its authority, to use the name or likeness of my child for the purpose of marketing the studio to the media.

_____ Parent/Guardian's Signature _____ date

Release, Covenant Not to Sue, Waiver of Liability, and Indemnification Provisions Parents (of Minors): I/We have read and clearly understand the terms of this Agreement. I/We give my/our permission for my/our child to participate in all Final Bow activities, including those described above. I/We also release and hold harmless Final Bow, its officers, directors, agents and employees, and those acting under its authority, from all actions, claims and liabilities relating to my/our child's participation in any and all programs. I further agree to indemnify and hold harmless and defend Hillary Holzapfel, Final Bow: Center for Children's Performing Arts., its teachers, officers, agents, and employees from injuries, damages and losses sustained by me or my child arising out of, connected with, or in any way associated with the activities of the program(s). I have read and fully understand the above program details and waiver and release of all claims.

_____ Parent/Guardian's Signature _____ date