



SCHOOL OF THE ARTS | Dance Family Handbook

UPDATED MARCH 2020

LOCATIONS

MAIN : Schauer Arts Center (147 N Rural Street)

Office open Weekdays 9:00 am - 5:30 pm & Saturdays 11:30 am - 2:00 pm

CAS : Creative Arts Studios (30 S Johnson Street)

Open During Classes Only

TELEPHONE | 262-670-0560

x0 Office Manager

x3 Box Office

x6 Education Coordinator

x202 Executive Director

x210 Front Desk at Creative Arts Studios

LOCATION CHANGES

Because the Schauer Arts Center is a hub for professional performances, community events, and resident creative arts groups, your room assignment or waiting area may be moved occasionally. The Education Coordinator will notify families of these changes through the use of group emails and signs posted on doors and/or inside the building(s).

PARKING | Schauer Arts Center

The parking lot outside of the Schauer Arts Center is property of the City of Hartford. Any issues regarding use of the parking lot must be directed to the City of Hartford. The Schauer Arts Center will not be held responsible for any damages or fines that arise from using this lot.

PARKING | Creative Arts Studios

There is a lot directly behind the building for parking. If the parking lot is full, there is additional public parking on the street or in the lot located on the southeast corner of S. Johnson Street and Kossuth Street. The Schauer Arts Center will not be held responsible for any damage or fines.

ELEVATOR USE | Schauer Arts Center

Families are asked to use DOOR #2 for classes. This means that the elevator is not always accessible. If you need weekly elevator access, please speak with your child's instructor or contact the Education Coordinator. We are happy to work out a plan with you!

To Locate DOOR #2 : Face the front entrance while still outside the building. Look to your left. There is a smaller door located behind the tree, just beyond the patch of grass.

DROP OFF & PICK UP

All child(ren) under the age of 12 must be dropped off and picked up from their designated classroom or adjacent waiting area. Very young students will NOT be allowed to leave the Dance Studio alone. If your class is held at the MAIN Building and your child is younger than 7 years old, you MUST come to the Dance Studio door to drop them off and pick them up

If you drop your child(ren) off more than 15 MIN before the start of their class, the Schauer Arts Center canNOT guarantee that they will be supervised, or that the building will be open for waiting.

When your child(ren) arrive, please have them wait in the waiting areas until their instructor comes to get them. This gives our instructors the ability to prepare for class and tend to other students who may be finishing up class with them when you arrive.

In the event that a parent/guardian is not present when class is over, young children will be asked to wait inside the Dance Studio during the next class. If you arrive late and don't see your child, they are in the Dance Studio. Older students may be allowed to wait in the waiting areas, but may be asked to check in with the instructor before leaving.

WAITING AREAS | Schauer Arts Center

Public WiFi Available | Username : schauer-guest No Password Needed

In general, families may wait in the Upper Art Gallery or Lower Lobby. If the Art Gallery is closed, the Education Coordinator will email you and signs will be posted to signify alternate waiting areas.

Classes at the MAIN Building are closed to observers. We will hold a formal observation day at the end of the session, and instructors may invite families in under special circumstances.

Please do not allow younger siblings to wander around the building during classes. We ask this for the safety of your children : There are often events going on in the building with parties that may or may not be directly affiliated with the Schauer Arts Center, and areas (Examples : Theater or Storage Rooms) may be open during event setup. We also ask this to protect art work and event décor throughout the building.

WAITING AREAS | Creative Arts Studios

Public WiFi Available | Password information is posted in the Waiting Room

There is a common waiting room for families.

Classes that are running in Studio A can be observed from the waiting room. Classes will route between our two studios every week to allow observation on an every-other-week basis.

Please do not allow students - especially those under 12 yrs. - to wait outside the building or at the front door for pickup. We ask this for the safety of your children : The entrance to the Creative Arts Studios is far removed from classroom spaces, and instructors can't monitor it consistently.

PERSONAL PROPERTY | Schauer Arts Center

The Schauer Arts Center is not responsible for any broken, lost, or stolen personal property. All classrooms and rehearsal spaces are public, open areas. Personal valuables should never be stored in these spaces.

PERSONAL PROPERTY | Creative Arts Studios

Bathroom lockers are available for public use.

LOCKER RULES

Individuals must bring their own lock to use.

Locks should be taken home at the end of each day.

Lockers cannot be permanently assigned.

The Schauer Arts Center is not responsible for any broken, lost, or stolen personal property. We also reserve the right to cut any lock that has been left secured on a locker for more than a week, and will cut any lock immediately if there is suspicion of a health or safety issue.

COMMUNICATING WITH STAFF

The Education Coordinator is your main point of communication. The Education Coordinator keeps traditional office hours but is also available during class times if asked. Please reach out if you need assistance with anything!

The Education Coordinator relies heavily on email. Make sure that a current email address - that you check regularly - is on file with us. If you feel that this system is affecting your ability to communicate effectively with the Education Coordinator or stay up to date, please do not hesitate to say so.

Many classes and rehearsals happen outside of regular business hours, and there is no office staff available after 5:30 pm. General messages are best relayed as phone calls or emails before 5:30 pm, hand-written notes to the instructor, or face-to-face talks with the instructor.

Messages that are left for the Education Coordinator after 4:30PM may not reach the instructor until the next day. Absences are still considered excused even if we don't respond on the same day.

The Education Coordinator and the instructors may use their personal cell phones to call or text families if the situation requires immediate communication. We ask families to respect personal views regarding phone privacy and not assume that a phone call from a staff member's personal phone denotes the ability to use this as a regular form of communication regarding classes. Classes are scheduled back-to-back so instructors may not have the time to address lengthy questions or concerns on most nights. If you need to address a topic in depth, please contact our Education Coordinator first. Whether it is speaking with you directly or facilitating a conversation between parent and instructor, the Education Coordinator can help to address the topic in the way that works best for you.

Instructors are welcome to communicate about important topics with their students and families as they see fit; after all, you and the instructor have the closest relationship with your child(ren) and are best-equipped to decide what is best for them! However, we highly encourage all parties to make an effort to keep the Education Coordinator up to date regarding major conversations, especially those that regard scheduling changes or student well-being.

If you don't feel comfortable sharing your question or concern with the Education Coordinator, you are invited to contact the Executive Director of the Schauer Arts Center.

NO CONTACT SITUATIONS

If your family is in a situation where an individual is not allowed to interact with you and/or your children, we encourage you to contact the Education Coordinator directly. The Education Coordinator will make every effort possible to support you while still maintaining your privacy.

EMERGENCIES

Instructors have access to the Waiver Forms and contact information for each family, as well as our Schauer Staff Contact List to ensure proper communication between all parties even if the offices are closed.

If an emergency prevents you from picking up your child in a timely manner, please know that our instructors are not allowed to leave until ALL students are safely picked up, regardless of age. Instructors are given the choice to either call families directly or to notify the Education Coordinator and/or Executive Director if a student is still waiting after 15-20 MIN.

INJURY & INCIDENT REPORTS

Students who are injured are encouraged to come to class to observe. Instructors reserve the right to ask students to sit out if they look pained due to an incident or injury.

If you feel your child's injury will majorly alter you're their ability to participate in a given session, please contact our Education Coordinator to discuss the situation and come up with a plan that is agreeable to all parties. A friendly reminder of our Refund Policy : There are 50% refunds up until the second class of a session, and no refunds after the second class of a session.

The Schauer Arts Center requires that its instructors fill out an Incident Report in response to student or observer injury, or other incidents that they deem worth noting. These reports may not necessarily mean direct action – for example, removing a student from class – they are simply record to help clarify what happened. These reports must be signed and returned by a legal guardian. Guardians will be provided with a copy of any Incident Report that pertains to their child.

STUDENT & INSTRUCTOR ABSENCES

If your child is going to miss class, please visit the School of the Arts homepage :



Families may also report absences via phone or email to the Education Coordinator. Due to the high volume of messages during the school year, we do NOT regularly confirm that we have received absence messages. However, please know that they are noted and valued by the instructors as essential to planning lessons.

We don't require, but do encourage students to make up missed classes by taking a similar class during the session in which the absence(s) took place. Please check with your instructor to plan this.

Excessive late arrivals and/or absences will be dealt with at the discretion of the Education Coordinator and Instructor. To ensure the quality of the learning environment, we reserve the right to discontinue students who demonstrate excessive late arrivals or absences.

If an instructor is going to be absent, the Schauer Arts Center reserves the right to either cancel the class/rehearsal or have a qualified substitute take their place. Families will be notified via email if a class is cancelled due to an instructor absence. Classes are rescheduled at the discretion of the Schauer Arts Center and Education Coordinator following instructor availability and the building schedule of the Schauer Arts Center. In the event that a reschedule is not possible, we may opt to lengthen classes or invite students to attend an alternate class.

WEATHER CANCELLATIONS

If the Hartford School District cancels the school day or after school activities due to weather, the Schauer School of the Arts will automatically cancel classes. We do NOT contact families individually to notify them of weather cancellations, but will use group emails if possible. Please check : Schauer Arts Center Website, Facebook, Instagram - TMJ 4 - FOX 6 - WISN 12 - CBS 58.

Many of our families live in rural areas and are unable to drive despite our decision to keep classes running on questionable weather days. If you feel unsafe to drive, please stay home. Your absence will NOT be counted against you in regards to placement or participation, and we extend the invitation to take an alternative class during the session in order to make up the time.

DRESS CODE FOR CLASS

Instructors have the right to interpret our Dress Code according to what is best for their class. Please do not assume that one instructor's permission means other instructors will do the same. As a rule of thumb : If you have a new instructor or new outfit, check with your Instructor to make sure it's okay.

Please note : We are a studio that stressed modesty and age-appropriateness!

Wear cover-ups before and after class. This is considered a common etiquette in dance. It also keeps your dance attire in good condition and keeps the body warm, which prevents injury.

Do not wear jewelry. It can be ripped from the body or dropped and stepped on. If you have a special situation, talk to your instructor. We are not responsible for any broken, lost, or stole jewelry.

HAIR must be pulled back into a bun or ponytail. Short hair should be pinned off of the face. Dancers in Ballet 1 and up are required to wear their hair in a bun.

DANCE ATTIRE FOR PERFORMANCES

Students are often required to use their class attire for our May Leaps & Bounds Showcase and other performance opportunities. If your outfit doesn't match what is needed for a performance, you will be asked to purchase additional items through the distributor of our choosing.

Costuming for our May Leaps & Bounds Showcase is run similarly to theater productions : We provide your dancer with a special costume that will be returned when the show is over. Special costume pieces are kept at the Schauer Arts Center at all times. Families will be asked to buy base pieces to supplement to their costume. These are often things that you already have or can easily purchase - shoes, tights, tank tops, supportive undergarments, etc.

GENERAL DANCE CLASS ETTIQUETTE

Please use the restroom prior to class.

Young students who need a bathroom break will be helped by a staff member or parent.

NO gum, food, coughs drops, candy, etc. allowed

Water in plastic bottles is acceptable before and after class, or at discretion of instructor.

No street shoes on the dance floor. No dance shoes outside the building.

Students who are late should enter silently.

Late students may be asked to sit out and/or stretch before joining in activities.

Be attentive and respectful in class.

Disruptive students will be asked to observe.

We operate under the belief that if you are being safe, being respectful, and doing your best, than you can do no wrong!

Students who are continually disruptive or disrespectful will be asked to meet with their teacher, parent(s), and the Education Coordinator to agree on a solution. The Schauer Arts Center reserves the right to discontinue a student's enrollment if behavior issues are creating major disruption, and parent meetings have not resolved the issue.

There is a secret rule in dance : Never sit down during class unless your teacher tells you to!

Dancers are encouraged to curtsy, bow, or say "thank you" as they leave the room.

SOCIAL MEDIA & MARKETING POLICIES

The Schauer Arts Center makes a conscious effort to use the likeness of our students and families in responsible ways by :

Not including student names in public posts.

Being transparent with families regarding our use of photos and videos.

Respecting student and family wishes to not be photographed, video recorded, or published.

If you do not want you or your child(ren) to be portrayed in Schauer Arts Center social media or marketing, it's best to share your wishes directly and explicitly with the Education Coordinator.

Our instructors believe that video and photography tools are a vital teaching resource. You will see instructors documenting classwork for the following purposes (including but not limited to) :

1. Record to Erase : Provides students with an additional way to observe and critique themselves.
2. Record to Private Share : Provides a method for instructors to record and share videos (via DropBox, Email, or Private YouTube Links) with students for practice purposes.
3. Record to Document : Provides a method for instructors to record choreographic ideas.

If you have any questions or concerns regarding the photographing or recording of you or your child, please do not hesitate to discuss them with either your instructor and/or the Education Coordinator.

Please note that the Waiver Form that families fill out each year includes a Photo Release :

Release and Waiver

The Undersigned acknowledges that the Schauer Arts and Activities Center, Inc. will provide facilities and/or equipment for the conduct of the above activity. The Undersigned further acknowledges the participation in the activity could result in injury and/or damage to property and expressly assumes the risk of such and/or damage.

In consideration of the Schauer Arts and Activities Center providing facilities, equipment, organization and supervision of the activity, the Undersigned agree(s) and covenant(s) and do(es) hereby release, waive, indemnify and hold harmless the Schauer Arts and Activities Center, Inc and all of its employees, agents, and appointed organizers, sponsors, and supervisors from and against any and all claims arising by reason of any damage, loss or injury either to person or property or both, resulting or in result, known or unknown, in connection with participation in the activity and/or other related activities incidental thereto. The Undersigned further acknowledge(s) and agree(s) to be responsible for any and all property damage to or loss of Schauer Arts and Activities Center, Inc. facilities or equipment attributable to the intentional misconduct or negligence of the participant.

Photo/Publicity Release : I agree to allow photographs to be taken of **me and/or my child** by the Schauer Arts Center's designated photographers to be used in publicity, including display boards, booklets, press releases, social media, and brochures.

STUDENT PLACEMENT

The Schauer School of the Arts aims to provide professional arts education for all individuals regardless of their path in life. The Instructors and the Education Coordinator work together to make sure students are placed in their 'best spot' – a class that is challenging yet enjoyable.

Dance studios do NOT operate the way academics schools do - 'moving up' is not automatic, and it is VERY common for students to remain at a certain level for several years.

The Instructors and the Education Coordinator recommend class placement based on a number of factors : current class schedule, age, level of skill, previous experience, developmental factors, movement habits and technique (safe versus not safe), the student's perceived interest and effort, class evaluations, as well as how these factors relate to classmates in current and surrounding levels.

It's important to note that development does not always follow a clear, straight path. While most students will stay at the same level for the entire school year, instructors can and will suggest transfers at any time for students who display noted struggle or success with their current work.

Students receive a written evaluation at the end of every Fall and Winter/Spring Session. Evaluations include feedback on skill development, classroom demeanor, and readiness for the next level. If you – or your child – disagree with the placement recommendation that your child has received, we invite you to speak with the Education Coordinator. We can't guarantee that the recommendation will change, but we are more than happy to provide feedback to clarify the decision and to problem-solve with families regarding steps to move forward.

Please note that the Schauer School of the Arts and its instructors operate under the belief that no class is "beneath" a dancer no matter how advanced or experienced they are. Beginning level classes are meant to introduce safe movement practices and technique that is necessary for future success. Placement in these classes is NOT meant to suggest failure or lack of worth, it is meant to keep your dancer safe!

GENERAL SCHOOL YEAR SCHEDULE

Mid-September : Fall Session Begins

Thanksgiving Week : No Classes All Week

Mid-December : Observation Week & End of Session

Mid-January : Winter/Spring Session Begins

Mid-February : Showcase Fees Due

Early to Mid- March : Ticket Sales for Showcase

Late March : Spring Break to Match Hartford Schools

Mid-April : Dance Attire Orders Due for Showcase

April/May Transition : Last Week of Classes

Early May : Rehearsals for Showcase

Mid-May : Annual Leaps & Bounds Dance Showcase

Mid-June : Summer Session Starts

SCHOOL OF THE ARTS | Dance Family Handbook

HANDBOOK ACKNOWLEDGEMENT - MARCH 2020 UPDATE

I, (parent/guardian) _____, acknowledge that I have read and understand the Schauer School of the Arts Dance Family Handbook in its entirety.

I, (parent/guardian) _____, will discuss any information that may be important to my child's success in the dance program with my child.

I, (parent/guardian) _____, am aware of the following policies designed by the Schauer School of the Arts in order to address the safety and privacy of me and my family : Drop Off & Pick Up Policies / Social Media Policies / Photo Release / Injury Protocols & Incident Reports. I pledge to contact the Education Coordinator or Executive Director with any questions or concerns that I may have regarding these policies.

SIGNED : _____

PRINTED NAME : _____

DATED : _____