



Z E N E I T H
P E R F O R M I N G A R T S

Handbook

2020



Welcome to



OUR MISSION

The mission of Zeneith Performing Arts is to cultivate a community for people of all ages, sizes, ethnicities, and socioeconomic circumstances to excel in technique and artistic skills, grow in faith and self-discipline, and experience diverse performance opportunities.

ZPA IS A CHRISTIAN BASED COMPANY

1. ZPA STUDENTS WILL BE EXPOSED TO GOSPEL, inspirational, and uplifting music
2. ZPA staff will lead prayer periodically throughout the year...i.e. Prior to certain meetings, rehearsals, and performances.

PROGRAM GOALS

Zeneith Performing Arts is based on the premise that each student is unique and capable of learning all things through hard work and dedication. Our program promotes and enhances each student's potential while recognizing and supporting their specific needs. ZPA has developed (5) goals to help support our students and families.

1. To provide a safe, nurturing, and healthy physical environment conducive for learning the performing arts.
2. To provide quality dance instruction that supports each student's needs.
3. To strengthen student's creative skills and live performance through the study of craft and technique.
4. To engage critical studies and histories of dance, theater and performance with rigor and curiosity. To learn the vocabulary and practice methods of respect for critique and evaluation.
5. To create unique, challenging, and diverse live performance and share them with our community.

OPEN- DOOR POLICY

Our open-door policy reflects a commitment to transparent and flexible communication between the director, instructors, parents and students. Our open-door policy encourages parents and students to come in and see us for a discussion or to assist with your dance student. The best way to solve any problems is to speak directly to the source. The best way to schedule a meeting with the director is via text or email.



RULES AND POLICIES

2020

PLEASE READ IN ITS ENTIRETY

Tuition

All students must pay tuition on time each month in order to be in good standing with the school. Tuition is due on the 1st of every month and is based on the number of classes dancers are enrolled in. A \$25 late fee will be applied to the students account on the 4th of each month. Students whose account is not in good standing by the 10th of each month will not be allowed to take classes until the account has been caught up.

Fundraising

ZPA will conduct fundraisers throughout the calendar year. All proceeds will go towards purchasing our own building, studio equipment (i.e. floors, ballet barres, mirrors), offering more classes, hiring more teachers, the New York Ailey Dance Study Trip, and ZPA outings.

Volunteer Hours

We ask all parents help ZPA by completing at least 30 volunteer hours throughout the calendar year.

Fundraising & Volunteer Opt Out Payment

A fundraising and volunteer opt out payment of \$250 will exempt the student and family from participating in all fundraising activities and completing volunteer hours. The opt out payment must be paid at the beginning of the calendar year. For more information, please see Nyiki Swain.

Registration Fees

A \$35 non-refundable registration fee, per single student (\$60 for 2 siblings/ parent and student, \$95 per 3 siblings/ parent and student), is due per calendar year. The fee is payable upon registration (applies to new and returning students). If a student decides to leave classes for one month or more all registration fees are due upon return.

Concert Ticket Commitment

Each student will be given one month to sale a specified number of concert tickets for our IN-HOUSE DANCE CONCERT & our ANNUAL DANCE CONCERT. Each student must provide a valid postdated check, check in the full amount, cash, or PayPal payment in exchange for tickets at the point of distribution. If a postdated check or other agreed upon form of payment is not received at the time tickets are distributed, tickets will not be distributed, and students will not be allowed to participate in the Dance Concert. In the event the check does not go through, the student *will* be pulled from the concert. All students will be asked to sign a Concert Ticket agreement at the point of ticket distribution.

Concert

- **Concert Fee:** A concert fee of \$40 per student (2nd Student- \$35 & 3rd Student- \$30) is due at a date provided by the ZPA staff. The concert fee can only remain at \$40 if ZPA students and parents participate in the ZPA fundraisers. If fundraiser participation is low, concert fees will increase. This fee covers the auditorium rental and other associated costs.
- **Concert Contract:** A concert contract will be distributed to students prior to the concert date. By signing the contract, the student agrees to participate in the concert and accepts responsibility for all fees and ticket sales associated with the concert. In the event the student is no longer able to participate in the concert, they will be responsible for paying all concert related fees and ticket sales.
- **Costume/Garment Fee:** Concert costumes/garments are approximately \$50 per dance each student is participating in.



- **Costume Design/ Ordering Fee:** will be attached for all work done by our costume designer, Anisa Clark. Anisa personally does not charge ZPA students for her craft. She works hard to ensure the costume made and purchased costume pieces are both high-quality and reasonably priced. To make sure she is taken care of for all her hard work, diligence and love a standard costume/ordering fee will be attached. Nyiki will provide the fee at a later date.
- **Our concert costume fees** are NON-REFUNDABLE, (even if a student is pulled from the dance by the director, instructor, or the parent). A \$25 late fee will be charged if payments are not received by the deadline. NO EXCEPTIONS.

*****ALL FEES are NON-REFUNDABLE*****

Conduct

1. ZPA STUDENTS are representatives of God 1st and Zeneith Performing Arts 2nd. Students must abide by all policies of Zeneith Performing Arts.
2. Every student must represent ZPA with dignity and pride. Students will exhibit great conduct and set a God like example at all times. Ex: on Facebook, Twitter, Snapchat, Instagram, parties, during all events, in class and out.
3. Students or their parents may not act independently in making decisions involving or relating to rehearsals, fundraising, participation in events or any other activities as a ZPA student without the consent of the director.
4. Any student displaying a negative attitude so as to affect the attitude and ministry of other members will be talked to by the director and disciplinary action will follow if deemed necessary.
5. All students should cooperate with supervising adults, conduct themselves with dignity, be respectful to directors, instructors, staff, team leaders, other dancers, other ZPA students, and refrain from using any inappropriate language.

Studio/Rehearsal Etiquette

It is very important that we maintain a professional and respectful learning environment as possible.

1. Students must be dressed and ready at the start of class/rehearsal.
2. Students must use the restroom before and after class.
3. If students are late, they must wait on the side for permission to enter class. Students must not walk into class without the teacher's permission. Students will not be permitted into class if more than 10 minutes late without prior notification.
4. Drop off/pick up: Classes will begin and end promptly at their scheduled times. Please drop your child off at least 15 minutes before class and be timely in picking up your child when class ends. Please come inside the studio to pick up your child.
5. When one class ends, another starts; teachers are not responsible for watching students once class has dismissed. Please instruct your child to wait inside the studio for their rides and to contact Nyiki if their ride is late.
6. Students are not permitted to wait outside for rides.
7. Copyrights: ZPA choreography is not to be used at non- ZPA events without permission of the ZPA Director



8. Interruptions: (talking, laughing, stopping in the middle of traveling combinations or theater exercise, disrupting the pace of class or leaving the class without permission) will not be tolerated. As students, you must take classes in their entirety or ask for permission to be excused. No food or chewing gum is allowed in the class and bottled water is the only beverage allowed in class. Proper hygiene is highly required and proper clothing to and from the class is suggested. To stay properly hydrated, bottled water is mandatory to participate in class.
9. Dress Code: Male & Female hair should be neatly secured away from the face and off the participants neck. Black/Gray Leotards, footless tights, fitted tank tops or T-shirts, sweatpants, leggings or yoga pants are recommended for class....NO jeans.
 - a. All students will participate in the following classes with the corresponding footwear & materials:
 - i. **Modern**-Bare feet
 - ii. **Ballet**- Ballet Slippers
 - iii. **Tap**- Tap shoes
 - iv. **Hip-Hop**-Tennis shoes
 - v. **All Classes**- Notebook w/pen
10. Parents: we strongly ask for no interruptions during class. This includes comments, questions, and coming onto the floor while we are conducting class. All cell phones must be silenced during class. Please silence your phone and if you receive a phone call please take the call outside of the class environment. Please make sure your child has water for class and is dressed within the proper dress code guidelines.

Health, Wellness & Injury

1. In order to keep your child safe and healthy we ask that you keep your child home if he/she is ill. Your child must be free from: fever, vomiting, or diarrhea for at least 24 hours before returning to dance class. Also, do not send your child to dance class if they have a fever, green runny nose, rash, persistent coughing, diarrhea, pink eye, measles, mumps, chickenpox, or hand mouth disease.
2. In any physical activity, injury is always a possibility. A healthy diet, substantial water intake, a positive outlook, and adequate rest will minimize risk. Slow stretching before and after class minimizes the soreness and increases flexibility. If the student is sore after class have them soak in an Epson salt bath or you can apply icy hot to the sore area and have them stretch the area that is sore depending on the injury. It is extremely important to notify the teacher of any injury or even complaint of major soreness.

Dance Bag Essentials

Water, small towel, extra dance clothes, hygiene supplies, notebook, pen, roller, all dance shoes, and healthy snacks.

Communication

All communication will be sent via text, email messages, handouts, and class announcements. All upcoming events will be displayed on a whiteboard inside the studio during class. Please check your text, email, and the in studio white board regularly for any updates and changes. If your number or email has changed, please notify us as soon as possible.

******PLEASE NOTE******

It is often necessary for the instructor to place his or her hands on a student in order to better facilitate the learning process and to illustrate proper body alignment. If a student or parent should have an aversion to this practice, please notify the instructor prior to the start of class.