

# WELCOME

2023-2024

Fine Arts Club Handbook



## Welcome to the Club!

Welcome to our Fine Arts Club Program - where imagination and creativity lead the way! Our Fine Arts Club offers dance, yoga, fitness, music, art and drama classes exclusively to children 2.5-4 years of age. We look forward to moving and grooving with your child while educating and inspiring them through the fine arts. All activities are developmentally appropriate for this age group and allow children to develop social skills, body awareness, self-confidence and routine. We are not a daycare or preschool, but rather a specialty fine arts program building cognitive, social, and emotional awareness. We are so excited for you and your child.

## Communication

By now you have probably noticed that communication is important to us here. It is our promise to respond to all inquiries within 48 hours. Our admin team can be contacted at [office@premieredanceproject.com](mailto:office@premieredanceproject.com). Our director can be contacted at [katie@premieredanceproject.com](mailto:katie@premieredanceproject.com).

Our primary means of communication is email. You will receive monthly updates and important information via email, so please ensure you have provided the studio with an up-to-date email address that is regularly checked. In the event that you do not receive them, we kindly ask you to notify our office at your earliest convenience.

## Program Dates

Fall Semester: September 5th - December 16th

Spring Semester: January 8th - June 1st

The Fine Arts Club follows the Premiere Dance Project schedule for holiday & break closings. *When enrolling for the Fine Arts Club, your child will automatically be enrolled for both the Fall & Spring Semester.*

## Days / Times & Fees

This program will be offered on Monday's, Thursday's and Saturday's from 9:30-11:30a. Parents will have the option to attend 1 to 3 days / week. You will select the day(s) you would like your dancer to attend and join us on the same days each week.

Registration Fee = \$55

1 Day / Week = \$120 monthly

2 Days / Week = \$220 monthly

3 Days / Week = \$320 monthly

## **Attire, Snack & Materials Policy**

Please label all items and belongings brought to the studio with your child's name. Students will bring their belongings into the classroom with them each week.

Children need to wear active, moveable attire that will allow them to stretch & participate as needed. Students should bring appropriate outdoor shoes. Students will be asked to remove shoes before entering the studio. We ask that you please send your child with an extra set of clothes every class – spills and accidents do happen.

Children will be taken to the bathroom for routine potty breaks. If your child is not fully potty trained, please leave an extra pull-up in your child's backpack. We kindly ask that all parents take their child to the bathroom before class to set them up for success.

Please pack a nut-free snack(s) and a water bottle for your child to enjoy during snack time. No sticky drinks will be permitted for snack time.

## **Drop Off & Pick Up**

Please stay with your child until the teacher opens the door & class begins. Premiere Dance Project is not responsible for children before/after their class and we kindly ask you to be diligent for pick up and drop off time. Please call our office if you are running late (515-478-6454). If someone else will be picking your child up, please notify your child's teacher at drop-off. A parent must be available via cell phone in case we need to have your child picked up for any reason.

**Late Pick-Up Policy:** If you are more than 5 minutes late in picking up your child, a dollar per minute will be charged.

## **Photos, Waivers & Videos**

We will be taking pictures throughout the year to celebrate your child's learning and growth. Premiere Dance Project holds the right to take & post videos and photos throughout the year for marketing purposes. Photos may be used on social media, and in house printed materials. If you do not wish for your child to be photographed or included in videos, please notify us via email.

## **Learning Objectives & Themes**

Students will enjoy a different theme each month providing an academic curriculum to assist with their learning. The goal of the program is to enhance your child's overall development including gross and fine motor skills and improve social, cognitive and emotional awareness. We use an integrated approach to

learning and incorporate theme-based lesson plans so students get to feel it in their bodies so they can remember it in their minds. When discipline is required, our teachers use a positive redirection approach and encourage the children to make good choices. When children choose not to participate in the planned activities, they are instructed to observe the class so they are not a distraction to the other students and can still learn in the process. If there is a teacher recommendation that your child is not ready for our program, we will recommend that you join us at a later date and will provide you with a credit.

## **Session Programs & Celebration**

Winter Program – December 16th 11:00-11:30am

Spring Program - June 1st 11:00-11:30am

Parents are invited to come and watch our program at the end of each session, followed by a wrap up party with snacks. The celebration program and party will occur in the last hour of their scheduled class.

## **Teaching Team**

We are thrilled to have such well-rounded and experienced teachers leading this program that are passionate about children and will inspire them through the fine arts.

Miss Katie is the lead teacher at our Fine Arts Club. Katie has been teaching dance for many years to dancers of all ages. She attended Des Moines Area Community College and Grandview University in pursuit of an education degree before discovering her love for instructing the future generations of dancers. Miss Katie has experience working in daycares, nannying and teaching in classrooms around the Des Moines Public School district as a student teacher. She has a passion for inspiring children to explore their confidence, independence and curiosity. Her goal as an educator is to use the skills she has gathered to instill a love of learning in her students.

## **Office Hours**

Please note our regular office hours are Monday – Thursday 1:00-8:00pm, Friday 4:00-8:00p, Saturday 8:30-12:00pm and Sunday 3:30-7:00pm. The studio phone number is 515-478-6454. There will be an admin staff in the office when dropping off & picking up your child should you have any immediate questions. Other questions and/or concerns can be directed to [katie@premierdanceproject.com](mailto:katie@premierdanceproject.com). Please do not hesitate to reach out as we value open communication.

## **Behavior / Discipline**

All students are expected to uphold respectful and positive behaviors while inside of the studio. Students should respect themselves, their fellow classmates, teachers & staff. Disrespectful behaviors will not be tolerated. These behaviors include but are not limited to; hitting, yelling, being disruptive to peers, and destruction of property. Any of these behaviors may result in dismissal from this program.

## **Withdrawing from the Program**

We would love to have your student with us for the entirety of the semester, as it is a special experience to watch them learn and develop friendships throughout the year. We understand that life changes, and we want to give our families the flexibility to make changes to their schedule as needed. With this families can drop the program at any time.

All students wishing to drop any or all classes will need to fill out the Withdraw Request Form (on the website). This can be submitted at any point during the year with a 30 day notice. Once the form has been filled out, a member of the Premiere Staff will reach out to you to complete this process. No drop fees will be charged. All cancellations must be received 30 days in advance of the next billing cycle (1st of the month).

## **Thank You**

Thank you for joining our Fine Arts Club. This is a great stepping-stone to your child's development. We offer morning drop-in classes and seasonal and annual dance classes during the day should you be interested in enrolling your child in another class. Our mission is to inspire growth and we hope you grow with us.



## FINE ARTS CLUB WAIVER - 2023-2024

- Premiere Dance Project is not a preschool or a daycare. It is a Fine Arts Club for kids 3-4 years of age.
- Pictures and video may be taken in the class and will be used on the website and on social media. Children's names will remain confidential.
- Premiere Dance Project has the right to use pictures and videos taken during class for marketing purposes.
- All students wishing to drop any or all classes will need to fill out the Withdraw Request Form (on the website). This can be submitted at any point during the year with a 30 day notice. All cancellations must be received 30 days in advance of the next billing cycle (1st of the month). No credits or refunds will be given.
- If Premiere Dance Project feels a child is not ready for our program, a full credit will be placed on their account to be used at a later time.
- Declined transactions will result in a \$35.00 fee charged automatically to the card on file.
- There are no refunds for missed classes and closures will follow the Premiere Dance Project calendar.
- Updates are sent out monthly. These include all important upcoming information and details. It is the parent/guardians responsibility to read these as we want you to be properly informed.
- Respect and honor yourself and fellow classmates, teachers and staff. Disrespectful behaviors will not be tolerated.
- Outlined attire must be followed and removable items should be labeled with the students name.
- Shoes will be taken off upon entry and will not be allowed in the studio.

*If you have any concerns about anything at all, please email us at [katie@premieredanceproject.org](mailto:katie@premieredanceproject.org) or [office@premieredanceproject.com](mailto:office@premieredanceproject.com) so we can find a solution and ensure your experience is positive.*

**PARENT SIGNATURE:** \_\_\_\_\_