



**FBA D**

FORT BEND ACADEMY OF ARTS AND DANCE

*"Education and Empowerment Through the Arts"*



**AGES 5-14**

**2019-2020**

**PARENT**

**HANDBOOK**

## AFTERSCHOOL PICK-UP TIME

**“WHEN THERE IS SCHOOL THERE IS AFTERSCHOOL!”**

Monday-Friday

6:30pm Pick-up\*

***\*Late Fees apply after 6:30pm***

## FORMS NEEDED TO REGISTER

The following forms must be completed and given to FBAAD at time of registration. On the first day of Afterschool Dance Conservatory parents must be present at pick-up to ensure all forms are completed.

1. Registration Form
2. Uniform Order Form
3. School-Year Calendar

## PAYMENT

**\$50 Registration Fee is due at time of registration.**

**\$75.00 Weekly** Afterschool Dance Conservatory Tuition is **DUE IN ADVANCE** the Friday BEFORE each week. Any tuition paid after Monday will incur a \$25 late fee. Payments made biweekly are **DUE IN ADVANCE** the Friday before each week. Payments made monthly are DUE on the 1<sup>st</sup>. Monthly payments are late after the 10<sup>th</sup>. Monthly payments made after the 10<sup>th</sup> will incur a \$25 late fee.

**\$25 late fees will be assessed per child, not per family!**

**Afterschool Dance Conservatory tuition will be automatically drafted from the bank account given at registration.**

Afterschool Dance Conservatory tuition provides for FBAAD trained staff, transportation, equipment, supplies, and program insurance.

**NO REFUNDS GIVEN FOR WEEKS PAID AND NOT USED!**

## PICK-UP/LATE POLICY

**Parents MUST come inside FBAAD and sign-out dancer(s) DAILY!**

Afterschool Dance Conservatory ends at 6:00pm. ALL Conservatory dancers MUST be picked up by 6:30pm. Late fees apply to those who arrive after 6:30pm. If you are going to be late please call FBAAD and inform a FBAAD staff (fees still apply). The fee is \$5 for the first 15 minutes (6:31pm-6:45pm) and \$1 per min thereafter. The late pick-up fee is due when you arrive to pick up your child; **NO EXCEPTIONS**. CPS (Children Protective Services) will be called for ANY child NOT picked up by FBAAD closing time: 8pm.

## MEDICATION

**FBAAD will not administer medication.** Parents should administer medication prior to afterschool pick up or after pick-up.

## EARLY RELEASE

### **Parents MUST notify FBAAD of No School and Early Release days!**

Early release is generally our field trip days.

Additional money is needed for food and activities on early release afterschool pick-up days.

Dancers ARE NOT ALLOWED to bring radios, MP3's, IPOD's, or any items of value to FBAAD. FBAAD will not be responsible for any lost, stolen, or broken items that your child brings from school or home. Cell phone use is strictly for emergency unless given special permission by Afterschool Dance Conservatory Director or Staff.

## CONDUCT/BUS TRANSPORTATION POLICIES

### **Parents MUST notify FBAAD if NO afterschool transportation is needed. A \$10 fee will be charged for any blank trip.**

A dancer may be suspended or released from Afterschool Dance Conservatory, without refund, for the following misconduct while at FBAAD and/or being transported:

Stealing, fighting, using foul language or abusive behavior; defacing FBAAD property, another child's property, or vehicles; being rude and discourteous to FBAAD staff or to others; not remaining seated at all times, not keeping the seat belt fastened while in transport if applicable, and/or having any body part out of the window.

## DAILY SCHEDULE

- Mon/Wed Modern
- Thursday Hip-Hop
- Tuesday Tap
- Friday Fun Friday

Afterschool dancers are given a daily snack, homework assistance, and daily dance instruction. **No outside snacks may be brought in or shared!** Dancers are REQUIRED to dress out daily in specific dance class attire.

**Ballet Attire: Black leotard, pink tights, and pink ballet shoes**

**Jazz/Tap Attire: Black leotard, black tights, black jazz/tap shoes**

**Hip-Hop: Comfortable top and bottom and tennis shoes**

DAILY attendance, class participation, and dressing are monitored! NO DRESS=NO DANCE!! Students who repeatedly\* are absent, NOT dressed or dancing WILL NOT participate in ANY Afterschool dance performances, events, or recitals. Failure to participate may equal suspension or release from Afterschool Dance Conservatory, without refund. \*(Repeatedly= 4 in any month/10 per semester)

## CONCERT FEES

**Costume Fees:** Recital costume fees are \$50.00 per costume (\$200) DUE December 1<sup>st</sup>. For your convenience, you may make payments towards costumes throughout the semester. There will be a \$10.00 per costume late fee for all costumes ordered after December 1<sup>st</sup>. There will be no refunds once costumes have been ordered.

**Performance Fees:** Fort Bend Academy of Arts and Dance provides your child with the opportunity to perform in a professional quality production at the end of each year. Performance fees cover rental of the theater, props and set costs, and technical expenses. Performance fees are \$50.00 per student and \$75.00 per family. Performance fees are non-refundable and due no later than March 1<sup>st</sup>. There will be a \$10.00 late fee for all performance fees paid after March 1<sup>st</sup>. **ALL Afterschool conservatory dancers are REQUIRED to participate in FBAAD's Annual Spring Concert.**

## ACKNOWLEDGEMENT

I acknowledge that I have received, read, and will comply with the Afterschool Dance Conservatory Policies found in the Parent Handbook given to me. I will not hold Fort Bend Academy of Arts & Dance or any of its agents, employees, volunteers, or representatives liable for any illnesses contracted or injuries sustained by my child while at Afterschool Dance Conservatory.



*Fort Bend Academy of Arts and Dance  
1959 Texas Pkwy  
Missouri City, Texas 77489  
Office: (281) 403-3200  
Fax: (281) 403-3201  
Charity Carter/Artistic Director*