

SEASON 12, HERE WE COME!

PLEASE REVIEW ALL OF THE INFORMATION AVAILABLE IN THIS PACKET BEFORE COMPLETING REGISTRATION. *All policies are in place to ensure that our students and their families enjoy a safe, organized and comfortable experience while engaged in our programming. Registration for, and participation in, any Performing Arts Workshop program assumes agreement and full cooperation with all Studio/Program Policies as described in this packet and included links. Please complete & sign separate [Release & Acknowledgement](#) form, after reading this packet, to facilitate enrollment in one or more of our programs.*

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CLASS ATTIRE: Dress codes for all classes are established for the benefit of all students to ensure not only a professional look, but to remove all distraction from the learning environment. To that end, please avoid sending students to class wearing costumes, tutus, fashion accessories, hats, tiaras or jewelry of any kind-- especially rings, necklaces, bracelets and hoop earrings (stud earrings are ok). Dress codes vary by class. Please see separate [Dress Code Information](#) document for full details.

SHOW COSTUMES: Students will be measured for costumes by January 26, 2024. Costumes paid in-full by February 1, 2024 will be ordered that week, and students will receive costumes in class as they are delivered, between April-May 2024. Please see separate [Tuition, Payment & Withdrawal Policies](#) for all related costs & deadlines.

PERFORMANCES: All students will perform in our Spring Showcase unless their families decline to participate in our program's culminating event. While the exact date is tentative until the start of our season in October, please reserve May 10-12 and May 17-19, 2024 for showcase-related events. All showcase details— including any admission cost— will be shared no less than 8 weeks in advance of the planned performance date. If a live event cannot take place at the time of our planned performance date per government ordinance, Performing Arts Workshop will immediately pivot to *Showcase Plan B* for all students enrolled in our 2023-24 programs, in full compliance with all local ordinances, as well as all health & safety precautions outlined by local and federal government agencies; and with all procedures, viewing options and related fees to be determined if/when such circumstances arise.

ETIQUETTE: We strive to create an atmosphere of respect and camaraderie amongst our faculty, students and their families. Performing Arts Workshop is not like the studios you might see on reality TV, and we plan to keep it that way. Mutual consideration and respect between teachers, parents and students is essential. Making negative comparisons distracts students from achieving their own goals and fosters an unhealthy atmosphere. We want our students to work hard; focus on themselves; and be satisfied with their progress regardless of what others may achieve. We also want them to work together; support one another; and be happy for each other's success. Rude behavior and critical commentary will not be tolerated. Our rule of thumb: there is never a reason not to be kind.

In the unlikely event of an uncomfortable situation or misunderstanding, please communicate all concerns to the Director via email to info@performingartsworkshop-nj.com for speedy and effective resolution.

RULES

- Smoking is not permitted in our facility, nor within 25 feet of our front entrance.
- We love pets, but children may not bring their pets into the facility in consideration of others' allergies.
- Strollers, skates, skateboards, tricycles, bicycles, scooters and the like are not permitted inside of the facility. If these things must make their way to Performing Arts Workshop, please bring a lock to secure them outside of the building.
- Performing Arts Workshop will not assume responsibility for damage, loss, disposal or theft of unsecured personal property which is not directly caused by the actions of our personnel.

COMMUNICATION: The key to successful participation in PAW programming is to thoroughly read and keep track of all e-mail and social media updates. The studio and its staff are not responsible for families missing payment deadlines or important events if they have chosen not reference the information provided in digital format. Our office does not call parents/caregivers unless a matter is specific to their child (teacher feedback, conduct matters, extenuating circumstances, etc.) and we trust that parents will stay up to date on all studio-wide updates as they arise.

Our office hours directly correlate with the schedule of classes during the school year, and will be noted on our Calendar of Events, shared during the first week of class in October. Our office and facility will be closed on all holidays, Saturdays, Sundays and Mondays unless classes are added to our schedule on those days throughout the school year. Please leave a voicemail when the office is closed to ensure a response when we are open for business, and please allow 1-2 business days (Tue-Fri) for our team to return non-urgent messages.

Follow us on Facebook ([paworkshopnj](https://www.facebook.com/paworkshopnj)) and Instagram ([@performingartswkshp_nj](https://www.instagram.com/performingartswkshp_nj)) to stay informed, and see fun pictures of your children in action!

LATENESS/ABSENCE/MAKE-UP CLASSES: Please see [Tuition, Payment & Withdrawal Policies](#) for details.

CALENDAR: Our Calendar of Events will outline all special events, planned closures and other important dates throughout the season. This document will be shared with all confirmed registrants during the first week of class in October.

COMPANY KIDS: Performing Arts Workshop's *Company Kids* program provides additional performance opportunities, master classes/workshops, and access to more intensive training beyond regularly scheduled classes for dancers age 7-17. There is an additional, competitive component for intensive dancers age 10-17. All Company members will sign agreement to Company-specific policies & procedures. Company Kids dancers must take a minimum number of classes per week. Please see 2023-24 Company Kids Enrollment Packet for full details, when released.

ARRIVALS/DISMISSALS/OVERSIGHT: Students should not arrive at the facility more than 10 minutes early, and must be picked up promptly at dismissal time. Seating is first come, first served. If your child is younger than 10 years of age and you do not wish to stay for their class time, plan to remain onsite until the scheduled start of their class and return promptly for pick-up at the scheduled end. Students under age 10 may not enter or leave the facility without their parent/caregiver present. Our staff is reasonable for students in our care during their scheduled class times, only, and is not available for child-sitting services.

CLASS SIZES

We have voluntarily reduced our class capacity. We reserve the right to increase capacity at the discretion of our Director.

CANCELATIONS

If circumstance (weather, illness, etc.) or government ordinance dictates that we must pivot to a 100% virtual program for our entire student population- for any number of weeks or months- we reserve the right to do so without delay.

VISITING

Our waiting room is open and we welcome visitors in the lobby. Please be mindful that space is limited and siblings or other minors brought into the building must have adult supervision (18+) at all times. Visitors may not enter dance rooms at any time without advance, express permission from the studio owner, only.

VIEWING CLASSES

All classes will display weekly on our lobby monitors through the first week of November; then the first week of each month thereafter to show progress. **There is no class viewing after Spring Break**, as students enter their final weeks of preparations for our Spring Showcase. As our virtual studios are closed, our virtual viewing option is no longer available in order to save all class time/attention for valuable class work.

EATING/DRINKING

All students should bring their own water bottle, filled and clearly marked with their full name.

Small snacks and beverages in covered containers are currently permitted. We kindly ask that greasy food items are not brought into the facility.

Please be mindful that we operate a dance studio, not a cafeteria. Be sure to clean up after yourself and your child(ren). We reserve the right to prohibit consumption of food and beverage, if needed, to preserve the condition and integrity of our facility and property.

No nuts or gum!

PERSONAL BELONGINGS

Performing Arts Workshop is not responsible for student, family or visitor personal items at any time.

DRESSING FOR CLASS

Students should dress for dance at home or other location before arrival for their scheduled class. This is for their own comfort, and for the protection of other students attending Performing Arts Workshop classes. All outerwear, cover-ups and street shoes may be removed in our lobby, upon entry, where students will have a cubby & coat hook for use during their scheduled class time.

USING THE RESTROOM

All students in our Youth performance Program must be potty trained. We do not change diapers. If a 3-4 year-old attending class without a caregiver present requires some assistance and their parent/caregiver is not onsite, then a PAW team member or another dance parent will assist the child. All students age 5 and up must be able to use the restroom independently.

ONLINE CLASSES

Our virtual studios (zoom classes) are closed. All regular class participation will take place in-person with the exception of unexpected studio closure due to emergency or inclement weather, at our team's careful discretion. Make-up classes and/or extended time will be scheduled for any class canceled for reasons noted above, if not held online on the day of the studio closure.

[Tuition, Payment Withdrawal Policies | Releases & Acknowledgements](#)

Performing Arts Workshop reserves the right to amend policies, as needed, or as required by government ordinance. Any updates will be shared via e-mail & our website, as they arise.