



## **Richland Academy Student Handbook**

### **About this Handbook**

For 28 years the Richland Academy of the Arts has been providing quality arts education for students in dance, music, visual arts and theatre. Our staff is committed to excellent customer service and creating a clean, safe, family friendly atmosphere. Our instructors will continuously strive to role model the professional arts experience. They are passionate about developing artists who will acquire a lifelong love of the arts and learning.

Richland Academy is committed to providing creative programming that offers a variety of arts experiences and education for all ages. Our focus is the students and what they create. It is our goal to provide a cooperative spirit to our patrons. We are determined to help aspiring artists explore the arts, regardless of physical barriers or financial limitations.

We have created this handbook to offer our students and their parents a clear understanding of the commitment and responsibility that is required to train at the Richland Academy. All students and parents are required to abide by the rules, guidelines, and regulations outlined within this handbook. It is the responsibility of every parent and student to read and understand this handbook.

### **To The Parent**

RAA relies on a positive atmosphere for our faculty, students, and parents. Our program promotes a positive learning experience for all participants. We believe that a student's success depends on the support of his/her parents or guardians. Your commitment to the process makes an enormous difference; we encourage you to be a supportive part of your child's "arts" education.

### **To The Student**

Students are expected to treat RAA staff and peers with respect and a positive attitude. Class time is not a time for socialization; it is a time for focus, dedication and education. Excessive talking is distracting and disrespectful to the teachers and classmates.

## **PRIVACY**

*The front desk staff is not allowed to give out student or teacher information, phone number, email addresses, or home addresses. Therefore, we ask that personal information be shared on an individual basis.*

*I will allow the Academy the use of photographs, artwork, and recordings made at the Academy or at Academy functions, involving the student hereby enrolled. If you do not agree to consent please notify the front desk.*

## **Class Cancellations**

Classes are **ALWAYS** held on President's Day, Martin Luther King Jr. Day, and Columbus Day. We are *always* closed on Labor Day, Memorial Day, and Independence Day. ***(All regularly scheduled Monday classes from Labor Day, Monday, September 1, 2019, will be held on Monday, November 25, 2019)*** Please refer to the yearly calendar for Thanksgiving Break, Winter Break, Spring break, and other special closures.

## **ATTENDANCE**

The Academy cannot make up class lessons or refund tuition for classes missed by the student. Classes missed by the teacher will be rescheduled, refunded, or credited to the student's account.

### **For Dance & Art Classes**

We request that absences be reported to the front desk prior to class time. Call 419-522-8224 to report absences. The dancer's presence at all classes is imperative. Good attendance is critical to consistent progress and advancement. Students who receive tuition assistance are required to have regular attendance.

All classes cancelled because of RAA closing due to inclement weather will be made up.

### **For Private Music Lessons**

Students must notify the Academy **and** your music instructor if unable to attend a scheduled lesson: **NO LATER THAN 4 hours** prior to the scheduled lesson. We understand that uncontrollable circumstances happen, but please be courteous to your teachers. If notified less than 4 hours prior, or if there is no warning and the student does not attend, an unexcused absence will be recorded, and you will be responsible for paying for that lesson. In case of an emergency, marking a student unexcused or excused is left up to the discretion of the teacher.

***Call 419-522-8224 to report absences, if the front desk is busy, please leave a detailed message.***

### **Make up Lessons**

To make up a lesson a teacher may extend the length of the preceding or succeeding lessons or schedule another lesson at a mutually convenient time. If a student misses an appointed make-up time, the lesson will not be rescheduled. Students who are marked as unexcused for not notifying the Academy by the above stated time will be charged for the lesson.

### **Scheduling**

Students who register for a 4 week trial option will automatically be registered for the remainder of the semester once the trial lessons have been used. In order to best manage our instructors' schedules we ask that you communicate both with your instructor and the front desk regarding any weeks you know you are not available to participate in your regularly scheduled appointment.

We offer three semesters – Fall, Spring, and Summer. Fall 2019 Session: August 26, 2019- January 11, 2020, Spring 2020 Session: January 13, 2019- May 9, 2020, Summer 2020 Session: June 1, 2020- August 7, 2020

## Closing Procedures for Richland Academy of the Arts

The safety of all students, faculty, and staff is our primary consideration in determining the closing of RAA should remain open. No other factors supersede the closing decision. If we receive information that weather conditions, or any other risks, pose a significant threat to the safety of our RAA community, we will act appropriately and immediately. Please note, rarely does RAA close due to extreme low temperatures alone.

Parents of our students are capable of preparing themselves and their children for inclement weather and for deciding if weather conditions and their own personal circumstances warrant altering their schedules.

Second, we offer a service for which our students pay directly. Therefore, if we close, we temporarily deny that service to our students. So, if our observations and consultations indicate that conditions do not present an undue threat to the RAA community, we are obliged to provide the service that we have promised to our students. In other words, our goal is to keep RAA open.

Richland Academy of the Arts is open for normal business operations and instructional activities unless indicated otherwise on RAA's home page. Employees and students are expected to exercise judgment regarding their ability to travel safely to RAA when inclement weather is in the area. They are not expected to place travel for work or class attendance above considerations for individual health and safety.

When closure is necessary:

If conditions necessitate closure, every effort will be made to have this information posted on the Richland Academy of the Arts website: [www.richlandacademy.com](http://www.richlandacademy.com).

**Please note: Richland Academy of the Arts will automatically close if there is a Level 2 or above snow emergency in Richland County by 3:00pm.**

RAA will also:

- Post on RAA Facebook
- Send an announcement via Remind 101 text messaging system.
- Inform local media outlets.

The official and authoritative source of closure information is the RAA website. If the homepage is down due to power failure or other causes, the RAA Facebook page will be considered the secondary source for an official announcement, but should be verified via another source among those listed above. Local media are helpful and will be notified, but are not the primary source of such information.

***To sign up to receive closing and delay information through Remind 101 text messaging system:***

**To:** 81010 **Message:** @h9d9

Or to receive messages via email, send an email

**To:** [h9d9@mail.remind.com](mailto:h9d9@mail.remind.com) (Subject can be left blank)

## PAYMENT POLICIES

- A student will not be listed on the class roster until the first monthly payment has been paid-in-full.
- Payment must be received on or before the due date.
- All accounts that are not current are subject to a late fee of \$15.
- Tuition for the previous semester must be paid-in-full before a student may register for the next term.
- Richland Academy reserves the right to cancel a class with insufficient enrollment. You will be notified and may transfer to another class or receive a full refund. Your refund check will be mailed approximately 30 days after notification.
- Returned checks are subject to a \$30 fee plus bank charges

## PAYMENT OPTIONS

Tuition can be paid in one of the following ways:

1. One time in full payment
2. 50/50: Two payments of ½ the student's yearly tuition
3. Monthly: 8 monthly payments September–April (Please note: Customers who elect to participate in the monthly payment plan option will be assessed a monthly payment plan\* fee of \$3.)
4. Auto-pay – the \$3 monthly fee will be waived when using auto-pay  
**\*Please refer to your yearly calendar for specific autopay dates!\***

## Withdrawals and Refund

**Official withdrawals must be made at the Front Desk.** If a student stops coming to class, they will be counted as unexcused, and not eligible for refund until the front desk is notified.

Note: accounts will not be refunded for any unexcused absences.

Any refund amount may be applied toward existing or future balances. You may also request a refund; a refund check will be mailed approximately 30 days after the refund request. If you know you will be absent during the semester, please let us know as soon as possible so your tuition can be adjusted.

## Monthly Payment Schedule for Fall 2018/ Spring 2019:

**Payments are due the weeks of:**      September 3, 2019      October 7, 2019      November 4, 2019  
December 2, 2019      January 6, 2020      February 4, 2020      March 2, 2020      April 6, 2020

## Delinquent Accounts

If payment on a student account is not current the student will not be permitted to participate in class or performance opportunities. In the unlikely event that we have to take steps beyond invoicing to collect payments we can hold you responsible for interest at the maximum lawful rate from the due date of payment, cost of collection, and reasonable attorney fees. You agree to pay these if such steps are necessary, for any and all amounts due.

**\*\*\* Students will not be eligible for performance opportunities or registration for Fall 2019/Spring 2020 if their account balance is not current. Final payments are due no later than April 26, 2019 to be eligible to participate in May recitals. \*\*\***

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**\*Dance students who withdraw from classes after March 1, 2019, will not be issued a refund.**

## **Suspensions**

Richland Academy reserves the right to dismiss or suspend a student whose behavior, work or attendance is unsatisfactory (no refund is given). A student may also be suspended if payment is in arrears (past due).

## **Dance Recital Costume/Fees**

The May Spring Dance Recital is optional; it is the dancer and parent's decision whether or not to participate.

All costume fees must be paid in full by December 2, 2019. Costumes will not be ordered for dancer's who have an outstanding costume balance.

There will be no refund issued for student's costumes once they have been ordered.

Students who join class after January 1, 2020, will be charged an additional \$25 recital fee, and an additional \$10 per costume.

## **Volunteer and Make a Difference!**

We love our volunteers for two reasons: their smiling faces, and their willingness to help us make our events and operations possible!

We have a multitude of opportunities available for people interested in donating their time. From staffing and setting up performances and concerts, to routine building upkeep we are always looking for people to help keep Richland Academy running great!

## **Donate with Kroger Rewards and Amazon Smile**

Support Richland Academy of the Arts while grocery shopping! It's simple, just login to [www.krogercommunityrewards.com](http://www.krogercommunityrewards.com) using Richland Academy of the Arts ID number: 81091. This is a great way, and easy way to show your support! Don't forget to re-enroll every April!

Use your existing Amazon.com account on AmazonSmile! Simply login and select Richland Academy of the Arts as your charitable organization. Amazon will remember your selection, and then every eligible purchase you make at [www.smile.amazon.com](http://www.smile.amazon.com) will result in a donation.