

# Miller Marley School of Dance and Voice

## Policies and Procedures

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The Miller Marley Handbook is a guide to policies, procedures and general information pertinent to the school. Our policies are in effect to ensure the integrity of each class and to promote a professional working environment that is conducive to learning. The safety, security and well-being of the students is our utmost concern. Miller Marley is constantly striving to better serve its customers and to maintain the highest standards possible. Your support and cooperation with regard to our policies and procedures is greatly appreciated.

### **Arrival and Dismissal**

All parents must be responsible for being on time dropping off and picking up their children.

- Parents are strongly advised to be on time in picking up their student, a call to the studio is required if a parent is going to be late.
- Miller Marley is not responsible for any children who are left unattended in empty classrooms or outside the studio.
- Upon arrival do not leave children unattended until the instructor is present.
- Upon dismissal, if parents are not present for pick-up, instructors will send student to the office to check on arrangements for pick-up.

### **Attendance and Make-up Policy**

Progress is dependent upon consistent attendance. Making up classes is an indication of a conscientious student. Please observe these policies with regard to making up a missed class.

- Make-up classes should be taken during the Quarter in which the absence(s) occurred.
- Make-up classes can be carried over into the following Quarter upon the consent of the Office Staff.
- Missed classes cannot be made up in a Quarter for which the student has not paid.
- Students may make-up in a class that is at the same level of instruction and authorized by the student's teacher.
- Students are allowed to make-up in a closed level / class, they are just not allowed to enroll in the class.

### **Enrollment**

All continuing students are required to enroll again prior to the first day of Fall and Summer classes. Upon enrolling, every student is required to complete a new Student Registration Form. By signing the Student Registration Form, the parents agree:

- To complete the basic information on the Registration Form every Fall Quarter and Summer Quarter.
- To release and hold harmless the Miller Marley School of Dance and Voice, its employees, officers or agents for any and all liability for any injury claim, demand, cause of action or loss of any kind.
- To promptly pay all tuition by the beginning of each and every Quarter and agree to pay any and all late fees and costs of collection.

## Tuition

New families enrolling in a class(es) must pay the quarter tuition in full due for the quarter that enrollment begins. Subsequent tuition payments may be set up through a payment arrangement, created by a member of the Miller Marley Office Staff.

## Tuition Due Date Schedule

September 1<sup>st</sup> – Fall Quarter

November 1<sup>st</sup> – Winter Quarter

March 1<sup>st</sup> – Spring Quarter

June 1<sup>st</sup> – Summer Quarter

Miller Marley does not send out bills. The studio does send out late statements including late fees. As a courtesy to all customers, the studio allows a full 30-day grace period before an account is considered late. It is the customer's responsibility to pay tuition by the scheduled date.

Tuition Due Dates are communicated in the following manner:

- Listed as part of the registration information provided to customers every Fall and Summer Quarters. Parents are required to read and sign the Student Registration Form.
- Posted on the Miller Marley Website Calendar.
- Included in the Miller Marley emails.
- Posted in the window of every studio and mentioned on the studio voice message one month prior to the due date.

## Class Placement

At the beginning of the Summer Session, **returning students** will be given proper class placement. Class placement is at the sole discretion of our teaching staff. **New Students** will take a placement class during which the instructor will determine the correct class level for the student. New students are given the opportunity to take a placement class in ballet, tap and jazz.

## Dropping A Class

- A DROP Class Form must be completed and turned into the office when a student is dropping a class.
- If the DROP Class Form is received after the Quarter has started, the responsible party still will be obligated to pay the tuition for the number of classes taken in the quarter at the rate of \$18.00 per class.
- Regardless of whether a student is attending class, the studio will continue to charge the account until a DROP Form has been received.

## Cancellation of Classes / Closed Classes

- There must be a minimum of 10 students enrolled to provide a class. If fewer than 10 students are enrolled by the second week, the class will be cancelled. At that time, the Office Staff will attempt to look at other available class options. If a satisfactory class is not available, tuition will be refunded minus \$15.00 per class taken.
- The determination to close a class when the enrollment has been reached or exceeded is made by the individual instructor.
- Closed classes are identified and assessable online in *The Schedule-At-A-Glance* and on the printed *Schedule* designed for the Fall – Spring and Summer Enrollment Periods.

## **Vocal and Piano Instruction**

Miller Marley offers private voice and piano lessons. A complete list of instructors can be obtained by calling the studio or checking the Miller Marley website. Tuition varies and is paid directly to the instructor.

## **Coterie Theatre**

Miller Marley offers a wide variety of acting classes in affiliation with The Coterie Theatre. All classes take place at Miller Marley. Tuition is paid to the Coterie Theatre. For further information regarding policies, scheduling and class descriptions, click the Coterie Link on the Home Page of the Miller Marley website.

## **Parent / Teacher Communication**

Parents with concerns about their child are encouraged to make an appointment to conference with the child's instructor. Often teachers do not have the necessary time to devote to discussions before or after class, scheduling an appointment benefits both parties and will prove to make conferencing beneficial.

## **Observation Policy**

- Parents and guests are welcome to observe classes during Watch Week, held at the end of each Quarter. The Recital / Dance Showcase takes the place of the Spring Watch Week in those classes participating in the performance.
- Before enrollment, prospective families are welcome to make an appointment to observe any class / classes of interest. This may be done with the consent of the individual instructor.
- After enrolling, any party who wishes to observe a class for reasons other than those listed above, must obtain permission from the instructor.
- Observation is not permitted when a substitute teacher is conducting the class.

## **Communication**

Consistent and effective communication is key to establishing a successful partnership between our families and the school. Miller Marley utilizes the following methods to communicate information:

- Through personal phone calls and one on one conversations
- Through memos posted in studio windows and on the studio bulletin board located in the office.
- Via email (Parents are asked to keep an updated email address on file.)
- The Miller Marley Website: [www.millermarley.com](http://www.millermarley.com)
- Facebook Page / Instagram / Twitter

## **Injury (See Liability Release Form Included in Enrollment Packet)**

- Where matters of safety are concerned, Miller Marley reserves the right to correct the behavior of any child who is behaving in such a way as to cause harm to himself /herself or others.
- Should a child become injured, the parent(s) will be notified immediately. Parents are strongly advised to carry their cell phones with them at all times and to have emergency phone numbers on file in the office.
- Since dance is a physical activity, injuries may occur. Each student may decline to participate in any activity that he /she deems harmful and must inform the instructor of any physical limitations that may prevent full participation.
- If a student has a long-term injury that requires them to be absent from physical activity, a doctor's note will be required in order for that student to be excused from class. A doctor's release will be required upon return. Tuition for missed classes will be reviewed and decided upon by the Office Manager and the Account Manager.

## **Food and Drink – Trash and Personal Belongings**

To promote a neat, clean and orderly environment, we ask that all patrons make a conscious effort to pick up their personal belongings and to throw away trash.

- Food or Drink is allowed in the Lounge areas of Studio #5 and #6.
- Water bottles should be labeled with the student's first and last name.
- Drinking fountains are located in Studios #1 and #5.
- Miller Marley cannot be responsible for any personal belongings left at the Studio. A Lost & Found is located in the back of Studio #5.

## **Parking**

- All adult and teenage drivers should drive safely in the parking lot and watch carefully for other drivers and pedestrians, especially small children.
- Do not park or wait in undesignated areas.
- Parents are advised to caution children to use the crosswalk when entering the parking lot.
- During warmer weather, those customers who park by the sidewalk and run their air conditioners should be advised that the car fumes and hot air exhaust could pose a health hazard to those people who have chosen to sit outside the classrooms.

## **Photo, Video and Audio Consent**

By enrolling in Miller Marley School of Dance and Voice, all families give their permission to the studio to photograph, video film and/or record their children and further consent to use the materials including recital videos, class photos and all promotional material to the Miller Marley Website and Facebook Page.

## **Website: Facebook Page**

The Miller Marley Website is an online comprehensive informational, educational and entertaining public resource. This website can be assessed at: [www.millermarley.com](http://www.millermarley.com).

The Miller Marley Facebook page contains up to the minute scheduling and general information with additional photographs, videos and social commentary. This can be accessed on the Facebook page: Miller Marley School of Dance and Voice. The Miller Marley alumni Facebook page can be assessed by entering "Alumni of Miller Marley Dance Studio" in the Facebook search box.

## **Rules of Conduct**

- Each student is expected to conduct himself/herself in an appropriate manner and to show respect for his/her instructors and fellow classmates at all times.
- Miller Marley has a zero-tolerance policy for bullying and will not allow the behavior of one student to jeopardize in any way the safety and/or physical, emotional well-being of another student.
- Students are required to arrive on time to class. Students who walk in late miss valuable class time and are a distraction to the students who are already there. Continual late arrivals to class must be approved by the instructor.
- Miller Marley cannot be responsible for students who leave the premises during breaks between classes. (See Parent Consent Form included in the Enrollment Packet)
- Students may not chew gum in class.

## **Security**

All families associated with Miller Marley must take seriously and observe any and all rules contained herein that have been established to provide for the security and well-being of the student body.

## Performance Opportunities

***Miller Marley provides performance opportunities for its students that extend beyond the regular classroom!***

### **Miller Marley's Musical Theatre Performance Companies**

**TiniTainers: Grades - Kindergarten, 1<sup>st</sup> & 2<sup>nd</sup>**

**Minitainers: Grades 4<sup>th</sup> – 6<sup>th</sup>**

**Show Biz Performers: Grades 3<sup>rd</sup> – High School**

**Entertainers: Grades 6<sup>th</sup> – High School**

Miller Marley's musical theatre performance companies are well-known for their high caliber musical revues and have been performing in the Kansas City area for over 40 years. All material is tasteful, wholesome and age appropriate. Students who demonstrate exceptional skill and outstanding work ethic are selected for these positions based on recommendations from their instructors. Eligibility requirements vary from troupe to troupe.

### **Tiny Competition Team (Ages), Junior Competition Team (Ages 9 through 12), and Teen / Senior Competition Team (Ages 12 to 15 and Ages 16 & Up)**

The Miller Marley Competition Teams provide instruction in competitive dance along with the opportunity to attend dance conventions and competitions and to study with nationally recognized master teachers and choreographers.

### **Miller Marley Youth Ballet Company and Miller Marley Youth Ballet 2**

The Miller Marley Youth Ballet Companies are comprised of selected students who have demonstrated exceptional skills and a desire to further to further their artistic talents. Along with featured appearances at schools and cultural events, the group presents two mainstage productions a year.

- Clara's Dream, Miller Marley's annual holiday production, is an adaptation of the Nutcracker and included over 60 aspiring young dancers and adults from the studio who act as Guest Performers.
- The Spring Ballet features an adaptation of a children's classical ballet and several original compositions by guest choreographers.

For photographs and further information regarding Miller Marley's Performance Companies, please check the Miller Marley website: [www.millermarley.com](http://www.millermarley.com)

## **Miller Marley Dance Showcase and Recital for Little Stars**

Every year Miller Marley holds an end-of-the-year recital that involves the student body. Participation is optional. The Dance Showcase is presented on odd-numbered years and includes the entire student body. This is held at the Historic Kansas City Musical Hall. The Recital for Little Stars is presented in even-numbered years and includes students from Preschool to Sixth Grade (Levels one through three) with featured entertainment by the Miller Marley Performance Companies. The venue for this recital varies from year to year.

### **Severe Weather Information**

To enable parents / caregivers to respond quickly if severe weather is imminent, they are advised to stay alert for current weather conditions by checking the television, radio or internet for weather updates.

- The studio recommends that parents equip their children with cell phones to use for emergency purposes.
- Parents are advised to keep their cell phones turned on when their child is at the studio.
- Parents with children of driving age are encouraged to initiate a plan to follow in the event that the child is at the studio and the roads could be hazardous due to severe weather conditions.
- The decision regarding the child's ability to drive under these conditions is at the sole discretion of his/her parents.

### **Spring and Summer Severe Weather**

If a Tornado Warning is issued, the studio will close immediately! This does not include a Tornado Watch, under which conditions the studio will remain open. Under the following weather advisories, the studio will remain open but will be on the alert for changing weather conditions:

- Tornado Watch / Severe Weather Watch / Severe Thunderstorm Watch / Flash Flood Watch
- Severe Thunderstorm Warning / Flash Flood Warning / Severe Heat Warning

In the event that a Tornado Warning is issued, the following precautions will be taken to ensure the safety of the students. Students will be escorted to the following areas to take cover: The back rooms of Studio 3, 4 and 6 – the back of Studio 2 and the storeroom and lounge areas of Studio 5 & 6.

Once a Tornado Warning has been issued, parents are strongly encouraged to pick up their children (from the studio) as soon as possible by going to the designated areas as described above. If at such time the driving conditions are so hazardous as to pose a risk to the parent(s), those children who have not been picked up will remain in the designated areas until the "all clear" is announced and the roads are safe for travel. Those students who remain (after the majority have been picked up) will be transported to Shirley Marley's home (located within two blocks of the studio) that is equipped with a basement. A note to this effect and directions to Shirley's home will be posted on the door to the office.

### **Winter Severe Weather**

Miller Marley will follow the Blue Valley School District policy with regards to school closings. If Blue Valley cancels its after school activities, the studio will cancel its afternoon and evening classes. All weekend classes will be cancelled at the discretion of the studio. If the studio is closed due to inclement weather, a message to this effect will be recorded on the studio voicemail, the Miller Marley website and on Facebook.

If a Winter Storm Watch / Warning is issued while classes are in session, the studio will remain open but will stay alert for changing weather conditions. Under these circumstances, if weather conditions worsen and the studio decides to close, all parents will be called to pick up their children immediately.