



Parent/ Student Handbook



Our Mission

The **X-Press Yourself Creative and Performing Arts Center** offers students the opportunity to learn to positively express themselves utilizing creative and performing arts. Our program is designed to address the individual as a whole so that we are not just developing better artist, but we are preparing our students to become enhanced overall people for the betterment of our communities.

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Parent/Child Code of Conduct

- Students and Parents must be respectful to all staff members and visitors at ALL times.
- Inappropriate behavior of any kind is unacceptable.
 - Individuals will all be given 3 warnings before suspension at **X-Press Yourself**
 - 3 suspensions= an automatic dismissal from the program.
 - Behavior will be documented and discussed before this action takes place.
 - **ANY STUDENT WHO IS DISMISSED DUE TO REPEATED BEHAVIORAL ISSUES WILL NOT RECEIVE A REFUND FOR ANY FEES PAID TOWARD PERFORMANCES OR COSTUMES.**
- Students are expected to listen while others are speaking.
- All litter is to be deposit into the containers provided.
- Fireworks, firearms, and weapons of any kind are not permitted and will not be tolerated.
- Everyone must respect the entire facility and are not to deface or destroy the property in any way.
- Illegal drugs, alcohol and tobacco use of any kind is not permitted.
- Radios, CD players, iPods, cell phones or any other electronic devices are not allowed in class. **X-Press Yourself will not be responsible for loss of personal items.**
- **Regular attendance is expected and crucial for your child to benefit fully from the XPY program.**
- Theft, disruptive or disrespectful behavior such as hitting, biting, name-calling, defiant or combative and destruction of property will not be tolerated.
- There is to be **NO ONE** except teachers and students in the classroom area. (Parents will have a designated time to observe class)
- Parents are responsible for reviewing the Student Code of Conduct with their child and making sure they have a full understanding before attending any of **X-Press Yourself Programs.**

DRESS CODE

- Any individual wearing clothing with inappropriate or explicit language or images will be asked to change his/her clothing or will be asked to leave the facility.
- Students in the camp program **MUST WEAR CLOTHES TOE SHOES.**
- No camisole tops
- Shorts and skirts must be 1 inch above the knee for students 9 and up.

Fundraising

We are a nonprofit in EVERY SENSE! Every dollar amount we receive is poured directly back into the operation and upkeep of our program. In order to maintain our excellence without increasing our prices, **ALL students of X-Press Yourself are required to participate in ALL fundraisers.** Each fundraiser as well as events will have a quota for the number of items or tickets sold. If you do not meet this requirement, we will attach the corresponding amount to your monthly bill. All quotas are reasonable, therefore it is in your best interest to make an attempt to participate rather than have to pay the difference or the respective cost. The other benefit of participating in our fundraisers is that each one has a great incentive for the top seller.

Volunteering

We pride ourselves at being more than just a training institution. We are constantly looking for ways to bring our students and the community together. Therefore, each year we have a host of events for our students and their families. In order to continue this tradition, **ALL XPY parents MUST volunteer in at least 2 XPY events per season.** There are also other ways you can volunteer your time throughout the year, such as helping out with our weekly concession, becoming a classroom monitor on Saturdays or simply asking where your help is needed.

Dance Program Overview

We offer students aged 2 $\frac{1}{2}$ - adult exceptional and varied dance programs in a fun, supportive, and safe environment. From our professional instructors to our outstanding dance classes - **XPY** provides the right environment and opportunity for dancers to grow. **XPY** Dance Program is open to dancers of all levels, from first-time beginners to advanced performers and everyone in-between. No formal dance training or experience is required to attend, students just need to bring a love of dance and a willingness to learn and have fun

- ALL hair must be pulled or braided back off of the face in a neat bun for class.
- **NO BARRETTES OR JEWELRY ARE TO BE WORN IN CLASS.**
- Dancers who do not arrive wearing the proper attire will be asked to sit and watch for the session.
- There will be **NO** make-up classes, unless class is cancelled due to reasons of the **XPY**.
- Students are asked to arrive 15 minutes early to allow for ample changing time.
- **NO** students will be permitted into the studio 10 minutes after class has begun. **STUDIO DOORS WILL BE CLOSED!**
- After January 1, students who miss more than 5 classes/rehearsals will be unable to perform in the student performance. **THERE WILL BE NO REFUNDS FOR PERFORMANCE/ COSTUME FEES.**

CLASS DESCRIPTION

<p>CHILDREN'S DANCE I (AGES 2 ½ -4):</p> <p>CHILDREN'S DANCE I/II (AGES 4 ½- 6):</p> <p>CHILDREN'S DANCE II (AGES 6 ½ -8):</p>	<p>Basic movement and coordination skills are learned. Children will learn directions, gross motor skills, rhythm, flexibility, body awareness and timing. Dancers will also be introduced to basic Ballet, Tap and Jazz terminology at age appropriate levels. Placement depends on the teacher's recommendation.</p>
BALLET	<p>Classical ballet is taught to dancers based on the Checchetti technique. Traditional barre work, center work and combinations are included in all classes. Emphasis is placed on proper execution of movement and terminology. Ballet is essential and is it is highly recommended that all students take it, as it is the basis for all Western dance.</p>
JAZZ	<p>These classes explore body isolations of the head, shoulders, ribcage, feet and arms and encourage individual expression and the development of personal style. Student will learn basic through advanced jazz dance technique, terminology and movement quality with an emphasis on proper execution of jazz isolations, rhythms and style performed to contemporary music.</p>
MODERN	<p>Dancers will learn modern dance using Horton, Graham and other contemporary styles. Students learn the terminology and discipline associated with the technique. Modern has its roots in Ballet and all dancers must have at least 1 year of Ballet prior to enrolling in a modern class.</p>
TAP	<p>Tap focuses on rhythms and intricate footwork, creating a percussion instrument out of the dancer's feet.</p>

	Rhythm tap is a broad category that encompasses the hoofing styles of current stars such as Savion Glover and the late Gregory Hines and past masters such as Bill “Bojangles” Robinson and Jimmy Slyde.
HIP HOP	Students learn pop locking, breaking and other contemporary styles. They will also be encouraged to express themselves through freestyle.
KIDDIE HOP (AGES 3-7)	Basic Hip Hop skills are taught at an age appropriate level. Students develop coordination and learn the isolations necessary for Hip Hop movement
ACROBATICS	Acrobatics is the performance of extraordinary feats of balance, agility, and motor coordination. Acrobatics is most often associated with activities that make extensive use of gymnastic elements, such as acro dance, circus, and gymnastics, but many other athletic activities.
ADULT DANCE AND MOVEMENT	A fusion of Ballet, Modern, Jazz and Funk are taught a moderate pace. Students with generally focus of stretching and cardio all while learning essential dance terminology and proper body alignment.

CLASS ATTIRE

CHILDREN’S DANCE I	<ul style="list-style-type: none"> • Pink leotard • Suntan transitional tights • Pink or flesh spit-sole ballet slippers
CHILDREN’S DANCE I/II	<ul style="list-style-type: none"> • Light blue (baby blue) leotard • Suntan transitional tights • Pink or flesh spit-sole ballet slippers

CHILDREN'S DANCE II	<ul style="list-style-type: none"> • Navy leotard • Suntan transitional tights • Pink or flesh ballet slippers
LEVEL III	
<ul style="list-style-type: none"> • Burgundy leotard • Suntan transitional tights 	
LEVEL II	
<ul style="list-style-type: none"> • Hunter Green leotard • Suntan transitional tights 	
LEVEL I	
<ul style="list-style-type: none"> • Black leotard • Suntan transitional tights 	
ACROBATICS	
<ul style="list-style-type: none"> • Males: Black tank top and black sweat pants or shorts • Females: Black tank leotard with black dance shorts or leggings 	
HIP HOP	
<ul style="list-style-type: none"> • White t-shirt • Black jazz pants, sweat pants or tights 	
ADULT DANCE AND MOVEMENT	
<ul style="list-style-type: none"> • All black workout or dance attire 	
Footwear and additional items	
CD I, CD I/II, CD II	<ul style="list-style-type: none"> • Pink or flesh spit-sole ballet slippers • CD I/I and CD II ONLY- Black Tap shoes (do not need to be purchased until the 1st week in January)
Jazz	<ul style="list-style-type: none"> • Black split sole jazz shoes • Black dance shorts (optional)
Tap	<ul style="list-style-type: none"> • Black Oxford, or Mary Jane tap shoes (for students 9 and under ONLY)
Hip Hop	<ul style="list-style-type: none"> • Sneakers
Modern	<ul style="list-style-type: none"> • Bare feet
Acrobatics	<ul style="list-style-type: none"> • Black gymnastic shoes

Creative and Performing Arts Camp Overview

The Creative and Performing Arts Camp is designed to expose children to a realm of art forms where he/she can learn and explore different means of artistic expressions.

- All students must report to the center no later than 9:00 pm. We will allow excused absences up until 11:00 with a doctor's note or other official documentation.
- Students must arrive with requested materials daily. If a child is not prepared for class, his/her teacher will ask the child to sit and watch.
- Parents are responsible for reading **ALL** information that is distributed.
- Students who miss more than 5 days will not be able to participate in the final production. It is unfair to the children and staff who have worked extremely hard to perfect the show.
- **XPY** T-shirts **MUST** be worn on trip days. No child will be permitted to leave the facility without a t-shirt. (Please post your schedule)
- Students must be signed in and out by an **ADULT** during arrival and departure. Please sign your full name not "Mom" "Dad" etc.
- Please send your children to the program with a minimum amount of jewelry and barrettes. If these items are interfering with his/her class participation they will be removed and placed somewhere safe until the child is picked up.

Music Program Overview

Our piano and vocal program provides a recognized national standard of musical success through an effectively sequenced course of study from beginner to advanced levels. It inspires excellence through individual student assessments and allows students to celebrate accomplishment and track their progress. Our music programs are designed for children from age five to adults of all ages. Beginner to advanced-level students can learn in a combination of private lessons and group classes.

GROUP LESSONS: group class for elementary school students- adults uses a group model of instruction. Students learn all new concepts, music, and material.

PRIVATE LESSONS: reinforce and provide individualized attention.

Drama Program Overview

Students who learn to speak out clearly and relate confidently with others will have an inside track to lifetime success. **XPY** is a place where all students from the shy to the outgoing can develop at their own pace, with plenty of positive encouragement. Our specialty is using a wide range of unique drama activities to focus the bold, outspoken students and to draw out the quiet or the inarticulate ones and help them reach into themselves to discover their full potential.

Tuition

Tuition is based on a monthly or weekly basis. This will be indicated on your tuition agreement. If a student enrolls during the middle of the month/week, the fee will be prorated. There will not be any discounts or reimbursements for missed classes other than those specified by **XPY**. Exceptions will be made for documented illnesses or extreme emergencies.

DANCE

All dance classes except for adult classes are based on a monthly rate. Tuition is due the 1st class of each month for the subsequent month (your

payments should always be a month ahead). Your initial payment will be for the first 2 months. A \$25 late fee will be assessed for payments received more than a week late.

CAMP

Payments are due weekly on the first day of the camp week. Children who enroll mid-week will be prorated. A \$15 late fee will be assessed for payments received more than a week late.

MUSIC

Weekly payments are available for private lessons ONLY. If monthly payments are being made, you will be charged at the beginning of each month for the subsequent month (your payments should always be a month ahead). A \$25 late fee will be assessed for payments received more than a week late. If a student begins lessons in the middle of the month the price will be prorated for the number of lessons before the beginning of the first full month.

DRAMA

All drama classes except for adult classes are based on a monthly rate. Tuition is due the 1st class of each month for the subsequent month (your payments should always be a month ahead). Your initial payment will be for the first 2 months. A \$25 late fee will be assessed for payments received more than a week late.

- There is a \$40 registration fee for all programs. If you decide to take dance, music and/or drama, you will not have to pay a second registration fee.

Pricing and Payments

Payments may be made in the following forms: check, (**\$25 return check fee**) money order, cash or credit card. Please make all checks and money orders payable to **X-Press Yourself: Creative and Performing Arts Center**. You may also log onto **www.xpyourself.com**.

Class 1	\$60 per month
Class 2	\$30 per month
All additional Classes	\$25 per month
Private Lessons	\$60 per session

***Additional performance related fees apply where applicable.**

Late Policy

DANCE

Dancers are given a 10 minute grace period. Once the studio doors are closed, students **WILL NOT BE ALLOWED INTO CLASS!**

MUSIC

For private lessons, if you need to cancel, notify via email within twenty-four hours to reschedule. If you are unable to do so you will be charged half the price of your lesson.

DRAMA

Students are given a 10 minute grace period. Once the studio doors are closed, students **WILL NOT BE ALLOWED INTO CLASS!**

Excessive Absences

Any student who is absent more than 5 times during a designated "Performance Period" (appointed time period in which classes are utilized solely in preparation for upcoming performances) will be excluded from the performance event. Only documented excuses will be taken into consideration.

Supervision and Pick-up

It is required that all students under 10 years old be accompanied by an adult while they are attending our program. **However, parents are not permitted in the classroom.** All waiting parents will be asked to sit in the waiting area. If you wish to see your child's progress, there will be designated days allotted for that purpose.

It is not **XPY's** responsibility to supervise your children while they are not in class or participating in one of our programs, therefore please be on time and ready to receive them once they are dismissed. For any child who is not picked up on time, there will be a **\$5 late pick-up fee for the first minute and \$1 for every minute thereafter.**

No minors will be permitted to leave the facility without an adult if we have not received written consent from the parent/guardian.

Children will ONLY be released to persons who have been indicated in the authorized pick-up section on the student's emergency contact. **Any person other than the enrolling parent(s) must show legal identification when picking up a student.**

School Closings

Parents will be issued a list of all school closings at the beginning of each term. Please note that there will not be any dance classes held on the 5th Saturday of the month. These days are reserved for Teacher In-Service.

In the event of inclement weather, please call the main number (267) 255-8201 to listen for school closing or delayed opening notifications. You may also check our Facebook page and the website (www.xpyourself.com).