



## **BERKSHIRE PULSE PERFORMING ARTS PROGRAM POLICIES AND INFORMATION 2011- 2012**

### **Welcome to Berkshire Pulse Performing Arts!**

All completed registration forms must be accompanied by a signed Policies & Information waiver document. Please read the following Policies and Information carefully to ensure that you understand them, before signing the waiver document located on your registration form. As a parent or guardian, of a Berkshire Pulse Performing Arts Program participant, you are responsible for supporting your child in upholding these policies.

### **Class and Level Placement**

Placing students correctly is a foundational part of our mission. We deeply consider a wide variety of factors—physical skill, peer group, emotional maturity, years of previous study, and age. Be assured that we always give careful consideration to placing each student where we believe he or she will have the greatest potential for growth. Placement classes are required for all NEW and RETURNING students ages 10+ who may participate in the Advanced Beginner, Intermediate, Advanced Intermediate and Advanced level classes. Placement classes are held during our registration period (see registration information for placement class schedule). Students under 10 are placed according to age and interest. For these students occasionally adjustments in class placement may be necessary after initial attendance.

### **Interdisciplinary Requirements**

Interdisciplinary training begins by choice in the foundation level, and by requirement at an advanced beginner II level. Please refer to the individual class descriptions for further information, and specific level requirements.

### **Cross- Studio Training**

Berkshire Pulse Performing Arts Program offers a comprehensive, interdisciplinary training. Our core curriculum faculty shares a fundamental philosophy of movement principles, and a strong commitment to anatomically friendly dance training. To receive the full benefits of our program, and enjoy greater progress, we ask students who are enrolled in the BP Performing Arts Program to refrain from cross training at/with other dance schools, and teachers. Berkshire Pulse Summer Dance Intensives, and special workshops offered annually, provide our students wide-ranging experiences, with guest faculty and visiting students. Upper level students who wish to further supplement these programs, are supported in doing so by our program directors, who will help guide them to selected, compatible schools.

### **Payment**

We accept payment in checks, cash and all major credit cards.

Checks: All bank fees will be charged to the customer on a returned check.

Credit Cards: There is a 4% processing fee per \$100 of tuition, to cover credit card transaction fees.

Full payment or a completed tuition assistance application is required at registration before a student can be enrolled in a class. Tuition of \$400 or more may be made in 3 monthly installments, 1/3 of which is due at registration. There is a \$20 administration fee added to all payment plans. Late fees will be added to all late payments, under payment plan arrangements. We are unable to guarantee placement for late registrations. Though tuition for late registration is pro-rated, students registering after our regular registration period will be charged a \$20 late registration fee.

Exceptions may be made for extenuating circumstances. We are unable to accept BerkShares.

### **Refunds**

Up to the end of the second week of classes, we will offer pro-rated refunds. After the first two weeks of class, pro-rated refunds or credit will only be offered in the case of a serious injury with a physician's note for confirmation, or when an entire semester's class is cancelled by Berkshire Pulse. Otherwise, no refunds are offered.

### **Tuition Assistance Scholarships**

Tuition Assistance scholarships are granted to all financially eligible students, who would like to participate in the Performing Arts Program. To maintain scholarship status, it is necessary for TA recipients to uphold the Performing Arts Program Policies and class requirements.

Tuition Assistance application forms will be available at registration, can be downloaded from our website at [berkshirepulse.com](http://berkshirepulse.com), or requested ahead of time by calling Berkshire Pulse at (413) 274-6624.

### **Work Study**

Please contact Administrative Director, D. Curto at 413-274-6624 if you have an interest in a Work Study arrangement.

### **Dance Class Attire**

Please see our Dress Code information handout for details.

# POLICIES AND INFORMATION 2010-2011 continued

## Discipline Policy

We support a classroom environment in which students are encouraged to maintain their focus, respect, and best effort. If any student is consistently demonstrating behavior that is lacking in these qualities, and is unresponsive to instructor intervention, the following progressive actions will be taken:

- ✓ The teacher will ask the student to sit out and observe for the rest of the class.
- ✓ The parents will be called and made aware of the student's behavior.
- ✓ A parent/teacher conference will be requested to evaluate whether or not the student should continue in class.
- ✓ If the decision is made to allow the student to remain in class, the student will be given a probationary period and if the behavior occurs again, the student will be asked to leave. No refunds will be given.
- ✓ The student may apply for the next semester only after a parent/teacher conference.

## Cell Phones

Cell phone use is prohibited during class time. If a student needs to make a call they will be given permission to use the phone at the reception desk. In order to contact a student, parents/guardians are asked to call Berkshire Pulse. Students will not be allowed to leave the premises for use of cell phone purposes.

## Punctuality

If a student is more than 15 minutes late for a class, teachers reserve the right to ask that student to observe rather than participate in class.

## Attendance

Students are allowed three absences per session due to illness or other unforeseeable circumstances. Consistent attendance plays an essential role in the student's experience of learning, improving, and performing. Absences which exceed these allowances will affect a student's opportunity to perform, and /or to move to a more advanced level. A courtesy call is expected when a student will be absent or late.

## Injury

Please let us know as soon as possible if a student is injured by phoning or emailing us. Depending on the severity of the injury, a student may be asked to observe class or to take a partial class. We reserve the right to request a doctor's evaluation of an injury before allowing a student to resume classes.

## Student Pick Up

Students should be picked up directly after class. Please notify us in advance if you will be late for pick up.

Also, if a student is to walk to their destination, or is to be picked up by someone other than their primary care giver or parent, they must either bring a written explanation, or have notified a Berkshire Pulse representative directly by phone prior to class dismissal. Students waiting for rides are required to wait inside the building. Students will not be allowed to wait outside or leave the premises on foot, for any reason without written permission from a parent or primary care giver. No exceptions. This policy is in place to protect the safety of your children.

## Class Cancellations

**We do not close with the school holidays except for Thanksgiving, Christmas, February and April break. These dates are listed on the class schedule.** Unexpected Cancellations: Classes will only be cancelled due to inclement weather, or if an instructor is unable to attend and a substitute cannot be arranged. In the case of an instructor's absence we will always make an effort to contact you. However, for weather related cancellations we suggest that you call Berkshire Pulse at 413-274-6624 for verification. Berkshire Pulse children's classes will always be cancelled when the Berkshire Hills School District has a full day weather cancellation or early dismissal. We offer one make-up class, time permitting, for those classes cancelled due to instructor absence. We do not offer make-up classes for weather related cancellations.

## Class Observation by Parents/Guardians

We generally discourage parents/guardians from observing classes. It is our firm policy that class time be "student time" (learning as opposed to performing). If, however, you have a justifiable need to observe a particular class, please let us know in advance and an "open class" time can be arranged, pending the instructor's approval.

Our instructors are usually unable to have conversations with parents directly before or after class. Therefore, we ask that you please contact Artistic Director, Bettina Montano at (413) 274- 6624 regarding any concerns you may have about your child's participation in the program. Please do not call our instructors at their homes.

## Performances

The Berkshire Pulse Performing Arts Program holds its annual Dance and Music Celebration at the end of each Spring Session. Since Fall session classes do not culminate in a performance, Fall classes will be open for observation during the last two weeks of the semester. Advanced level students may be invited to participate in additional performances throughout the year.