



## **Valley Performing Arts Center Policy and Procedures Parent and Student Agreement**

Welcome to the Valley Performing Arts Center (VPAC) Family! We are passionate about bringing the arts in a greater capacity to the Lower Valley. We aim to instill a lifelong love for the arts through education and performance. In order to ensure the success of our students in various programs, we ask that you thoroughly read and comply with the updated policies below. If you have any questions, please email us at [info@valleyperformarts.org](mailto:info@valleyperformarts.org).

### **Schedule**

VPAC most closely follows the Sunnyside School District calendar and holds open enrollment sessions in the beginning of each semester. Please stay up to date on events, class schedules, and performances on our website at [valleyperformarts.org](http://valleyperformarts.org) under the "calendar" tab.

### **Communication**

In order to utilize class time for education, VPAC frequently uses email, text, and social media (Valley Performing Arts Center Facebook group and Instagram) to communicate with student families. It is the family's responsibility to remain in contact with VPAC teachers, not the teachers' responsibility. Please open VPAC emails and read them in their entirety to assure students have the best experience at VPAC. We will do our best to streamline emails. With that said, we wish to be available and open to communication between parent, student, teacher faculty, staff, volunteers, and directors to ensure the best possible arts education for students. This means parents are responsible to keep contact information current in our system. Please add VPAC emails to your contacts, so that emails are not sent to trash/spam.

### **Registration**

Registration occurs online through a studio software by creating an account in the Parent Portal at [www.valleyperformarts.org](http://www.valleyperformarts.org). Parent's will need to take this first step before they are able to enroll their children in classes. Once a student account has been set up in the Parent Portal an online registration fee of \$20 will be billed to the AutoPay account you have created in your Parent Portal. This fee is billed once per semester to each student enrolling in classes with VPAC, but does not exceed two (2) registration fees, to ease the burdens with families of more than two students.

### **Enrollment**

Classes are organized according to age groupings and/or ability level. Once a student has been added to a class VPAC is notified and tuition is applied to the student's account and billed using the AutoPay System.

Please note that class placement is determined at the time of registration. Instructors evaluate students during the first few weeks of class to assure proper placement. Where there is any doubt about student level, we place students in a lower level so that the student may be advanced rather than moved back if an adjustment is required. If your student falls at the bottom of the age ranges of the classes you are registering for, please contact the teacher to ensure that your student is placed in the correct classes.

### **Tuition**

Valley Performing Arts Center offers two billing options for tuition:



★ **One Time Full Semester Payment** There is a **5% discount** offered to families who choose to pay the *entire* semester tuition at time of enrollment. This option is available by contacting VPAC Office and must be paid prior to the first day of class in the new semester.

★ **Monthly Autopay Payments** Monthly tuition is billed using the AutoPay account set up at registration on the **first of every month**. If the AutoPay fails the parent will be notified via email and the tuition for that month will need to be paid within the first week of the month. If tuition is not paid within a week of the AutoPay failure notice, a second email will be sent notifying families that a late fee will be assessed. If tuition is still not paid by the 7th day of the month, a \$5 late fee will be assessed to the student account. A late fee of \$5 will be assessed to the student account every week it is past due until the account is paid in full. If tuition is four weeks past due, the student will not be allowed to participate in classes.

### **Refunds**

There are no refunds, credits, or transfers of any fees.

### **Photography, Risk or Injury, and Lost or Stolen Items**

By registering for or participating in any class, program or activity, the student and/or parent/guardian agrees that (a) Valley Performing Arts (VPAC) may use any photograph or video taken of the student/parent/guardian at VPAC or any performance for promotional or new media purpose, (b) he/she acknowledges and assumes any risks of participation in any VPAC class, program, or activity, (c) VPAC, its faculty, employees and volunteers, and any performance space vendor, shall be indemnified, defended, release and held harmless by students and parents/guardians for, against and/or from any expenses, damages, loss, claim, injury or action arising out of or related to, cause by, or suffered by each student while at VPAC or participating in any VPAC class, program or activity, and (d) VPAC is not responsible for any lost, misplaced or stolen items.

### **Attendance**

Valley Performing Arts Center operates on a semester system. Regardless of how families choose to pay for student tuition (*full semester or monthly auto-payments*), **students are required to participate for the full semester**. It is our hope that students will commit to a full performance year (both Fall and Spring semesters) and it is our policy that once enrolled, students remain in class until the end of at least one semester. While we realize there are many different after school activities that come up at different times of year for our students, we ask that students adhere to the semester long commitment. **If a family chooses to drop a class, tuition will still be automatically processed for the full semester**. As class sizes are limited, students dropping classes during the semester inhibits other students who otherwise would have participated from being able to do so. Dropping mid-semester also negatively affects other students as teachers and students prepare for performances.

### **Inclement Weather Policy**

VPAC sometimes closes as a result of bad weather, school closures, or poor driving conditions. If your child's school district closes due to inclement weather, please check the front page of this website or Facebook for VPAC's most up to date information. VPAC will also send an email to all currently registered student families if classes are cancelled. As always, you may use your own discretion when determining the safety of attending classes. Please note that tuition or fees will not be refunded due to inclement weather, school closures, or poor driving conditions.



### **Tuition Assistance**

VPAC prides itself in working with families to make it possible for all committed students to attend. We have fundraising opportunities available to help offset the expenses for our students. If you would like more information on how to lower your student's tuition costs please contact us at [info@valleyperformarts.org](mailto:info@valleyperformarts.org).

### **VPAC Facilities, Property, Parking Lot, and Equipment**

Please help keep our new facility in superior shape! VPAC expects and trusts its participants to respect and maintain a high level of professionalism and care towards its facilities, property, parking areas, and equipment. If any misconduct, misuse or mistreatment towards the above mentioned properties are observed, students will be excused from participation in VPAC classes. Graffiti and vandalism will not be tolerated. Please notify a staff member immediately if you are aware of any mistreatment.

Please do not park in staff/faculty designated parking spots. Please drive slowly and carefully around VPAC and in the parking lot.

### **Safety**

In order to keep our students safe, we ask that you notify staff of any suspicious activity or loitering adults/non-participants in and around VPAC.

Please accompany children 8 and under to the restroom in order to maintain cleanliness and safety.

Please do not allow your students to cross the street or to leave the building to go buy snacks and treats unattended.

**Children under the age of 8 should have a parent/guardian at VPAC classes, programs, events, and activities at all times.**

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By enrolling your child in a class, you, the parent/guardian, understand and comply with Valley Performing Arts Center Policies and Procedures. We ask that parents/guardians review all policies with students as well. When students understand expectations, they will appreciate the opportunity to participate in arts classes, while recognizing the effort made by parents, teaching faculty, and staff.

Thank you for respecting our policies; we wish for all our students and their families to experience this unique opportunity to cultivate a love for the arts and confidence for the future.