



1. Olmsted Performing Arts seeks to offer quality education, to edify and positively affect all individuals in our organization, and to motivate all participants to work at their best ability. To this end, we expect all students to be respectful of each other and their instructors, to use appropriate language, and to try their best in every class. If at any time, your child feels that he/she is not being offered the same respect, by students or staff, please make us aware of the situation.
2. We are extremely appreciative of our maintenance crew. They will work to provide a pleasant experience in our facility. If you have any safety or sanitary concerns, please bring them to the attention of our office staff so they can be addressed promptly.
3. We ask that you respect the OPA property as if it were your own. Below is a list of building rules, not only for the protection of property, but also for the protection of our staff and students. Thank you in advance for your help in respecting these building rules.
 - a. No running or climbing is allowed anywhere in the building.
 - b. Eating is allowed only in OPA's three lobby spaces and our parent lounge. Only water is permitted in the classrooms. Please clean up after yourself and throw your trash away.
 - c. The use of the classrooms and gymnastics room is only allowed to registered students during their scheduled class time unless they have received permission from an instructor or board member.
 - d. Props, costumes, and decorations that you see around the facility are not to be touched unless told to do so during rehearsals or a production.
 - e. Lights are to remain off unless rooms are in use.
4. All students must have a waiver/emergency form on file.
5. OPA will not hold a student's spot in a class without payment. As such, students may not begin class until payment has been received. Payments can be accepted online, in person, or via phone.
6. Tuition and other class fees are non-refundable. However, if a medical concern prevents your child from continuing with his/her class, we will refund the prorated amount if you provide a doctor's note. Refunds will not be processed until a doctor's note is received.
7. Checks are gladly accepted. Should your check be returned for insufficient funds, you expressly authorize your account to be electronically debited or bank drafted for the amount of the check plus any applicable fees. The use of a check is your acknowledgement and acceptance of this policy and its terms and conditions. Please include the following information on your check: full name, street address, phone number or cell phone number. If two checks are returned, you will be asked to make future payments via money order, cash, or credit card.
8. An annual registration fee of \$25 is required for all students who participate in OPA's lessons and classes. This fee will automatically be charged to your account on the anniversary of your first payment date.

9. We will attempt to keep classrooms consistent throughout the session. However, due to needs of the class or other activities, room locations are subject to change.
10. If activities are cancelled due to weather, power outages, etc., you will find the information on our website and Facebook page. You may also receive phone or email notification. Makeup classes are at the discretion of the department administrator in situations such as these.
11. Each department will provide guidelines for appropriate attire. This is important for safety as well as instruction.
12. Please adhere to these guidelines (which are posted on our website) at all times. Students are also expected to wear modest clothing in the building.
13. OPA is not responsible for lost or stolen items. Items left behind will be placed in the Lost and Found. Lost electronic items, jewelry, and eyeglasses will be held in the office.
14. Any student compromising the integrity of OPA's mission/principles or causing conflict within the organization or with people in the organization may be prohibited from participating in OPA-related activities. A situation of this nature will be referred to the Olmsted Performing Arts' Board of Trustees. After consideration of facts from all parties involved, the Trustees will determine the appropriate level of participation for the student(s) involved.
15. We welcome your feedback! Please address comments, concerns, questions, praises, and suggestions to the appropriate department administrator. You will find the departmental contact information within this handbook.

Below and on subsequent pages, you will find information specific to each department. Please take the time to read the information pertaining to each department in which your child(ren) will be participating.

MUSIC - Page 2

ART - Page 4

THEATER - Page 2

HOMESCHOOL - Page 4

DANCE - Page 3

FILM - Page 4

GYMNASTICS - Page 3

MUSIC

Director of Music Education: Judy Crandall

Email: judy.crandall@olmstedperformingarts.com

- Arrive on time for your lesson. Students are expected to make lessons/classes a priority within their weekly schedule; this is a standard for our instructors as well.
- Be sure to spend time practicing during the week so you are prepared for the next lesson/class.
- Bring all necessary materials to each lesson/class (i.e. music, pencil).
- Ask your instructor for his/her contact information. If you have to miss a lesson/class, please contact your instructor at least 24 hours in advance so he/she knows not to expect you. If an emergency arises, please call your instructor. If you miss a lesson without giving notice, no make-up lesson will be granted.
- Two make-up lessons (for excused absences) per session can be arranged.
- If an instructor is absent, a make-up lesson will be arranged within 1 week after the missed lesson/class. If OPA closes due to weather or a building rental, a make-up lesson will be arranged as soon as possible within the session.

THEATER

Director of Theater Education: Lauren Nichols
Email: lauren.nichols@olmstedperformingarts.com

- Students are expected to wear clothes in which they can freely move. Please no jeans or flip-flops.
 - From time to time, students will be expected to complete homework to enhance their classroom experience.
 - Please ask your child each week if there are any assignments. Also, if a script has been handed out, please help your child to memorize his/her lines.
 - Students are encouraged to bring a water bottle to class. The drinking fountains are too far away from the studios and there is not enough time for all students to wait in line for drinks.
 - A final evening performance on the OPA stage will take place at the conclusion of each year's Spring Session.
 - Two make-up classes (for excused absences) per session can be arranged.
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DANCE

Director of Dance Education: Heather Dennen
Email: heather.dennen@olmstedperformingarts.com

- Students are required to have a special uniform for each class in which they are enrolled. This dress code can be found on our website. The dress code is in place because it allows students the best range of movements and it helps to both mentally prepare students for class and to set the tone for a disciplined class. It also allows instructors the best look at the student's body, bone structure, use of particular muscles, and alignment.
 - We ask that all dance uniforms be solid colors, with no patterns or words written on them. A small symbol or a two-toned shirt or leotard is fine. Please no cast shirts, leopard print, tie-dye, or brand names across the chest.
 - Students are required to be in dress code at each class. Written warnings will be issued if a student is not in dress code. After 2 dress code warnings, students will be asked to watch the class upon each additional dress code violation.
 - Warm-ups (leg-warmers and form-fitting, solid-colored knit sweater) are permitted ONLY at the beginning of class.
 - Jewelry (necklaces, bracelets, watches, and dangling earrings) should not be worn during class. Stud earrings are acceptable.
 - Students are encouraged to bring a water bottle to class. The drinking fountains are too far away from the studios and there is not enough time for all students to wait in line for drinks.
 - OPA Dance Academy holds a formal recital in the spring of alternating years. Should students want to showcase their talents during the non-recital years, they are encouraged to audition for one of OPA's many shows or teams.
 - During the Spring Session of a recital year if a student misses three or more classes it will be their responsibility to set up/purchase a private lesson with their instructor to catch up on recital routines they have missed.
 - Two make-up classes (for excused absences) per session can be arranged.
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GYMNASTICS

Director of Gymnastics: Heather Dennen
Email: heather.dennen@olmstedperformingarts.com

- Please make your child's weekly class a priority by arriving on time.

- No shoes are allowed on the gym mats.
 - Students are to remain quietly with their parents in the Gym Lobby until called at the start of the class.
 - If you are observing the class, please remain in the Gym Lobby for the duration of the class. Neither parents nor children are allowed in the gymnastics area unless they are registered for the scheduled class. Dress Code: Fireflies & Tween need to have a gymnastics leotard (not dance). Any children not in Fireflies or
 - Tweens may wear a t-shirt and shorts All students are asked to participate in bare feet. The dress code is in effect for the safety of our athletes and coaches. If, at any point, a coach feels that an athlete's safety is at risk, the athlete will be asked to sit out for that exercise.
 - Please do not bring your child to class if he/she has a fever, rash, or other suspected illness. A make-up class will be granted for students who are ill.
 - Please take your children to the restroom before the start of class. In the event that a student must use the restroom during class, we will ask the child's parent to take him/her to the restroom. If the parent is not present in the Gym Lobby, an assistant will escort the child to the restroom.
 - We require all gymnastics parents/guardians to be present at the end of the class in order to meet your child. Our instructors are often scheduled to teach consecutive classes, so we cannot be responsible for watching your children until you arrive. If you know you are going to be late, please phone the office.
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ART

Director of Art Education:

Email:

- Please arrive on time for your lesson.
 - Students are expected to wear clothing in which they can freely move, and may get dirty.
 - Students may not use materials until instructed to do so.
 - Students are to respect the work of others; please do not touch without permission.
 - Students are never to critique other's art in a disrespectful and negative way.
 - Artwork must be in compliance with OPA's mission and principles.
 - Two make-up classes (for excused absences) per session can be arranged.
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HOMESCHOOL

Director of Homeschool Programming: Ian Wenz

Email: ian.wenz@olmstedperformingarts.com

- Students should arrive five minutes prior to the start of class, place their belongings at the tables, and wait quietly until class begins.
 - Homeschool classes take place in a school-type setting, thus students are expected to be respectful to both instructors and their peers, so that skill growth can result. There will be zero tolerance for poor behavior.
 - Students should bring a folder/binder (for scripts and music) and a pencil to each class.
 - Students should be prepared with their lunches or money to purchase lunch from OPA's concession stand.
 - Children should wear clothing in which they can freely move and go upside down.
 - There are no make-ups for missed classes, unless due to an OPA closure.
 - Showcase performances will be held during the final week of the session (in the evening).
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FILM

Director of Film Education: Lauren Nichols

Email: lauren.nichols@olmstedperformingarts.com

- Students are expected to wear clothing in which they can freely move. .
- From time to time, students will be expected to complete homework to enhance their classroom experience.
- Please ask your child each week if there are any assignments. Also, if a script has been handed out, please help your child to memorize his/her lines. • Students who are enrolled in private film lessons must notify the instructor of a missed class at least 24 hours in advance. Failure to notify the instructor will result in the loss of the lesson.
- There is a limit of 2 private lesson make-ups per session.