

SAPA PARENT POLICY & CODE OF CONDUCT

Beginning February 10, 2018, SAPA will adhere to the following Parent Policy & Code of Conduct:

- Parent Responsibilities
- Watch Week
- Financial Obligations
- Code of Conduct

SECTION 1: PARENT RESPONSIBILITIES

Parents are asked to adhere to the following guidelines and stipulations to ensure their student's successful career at SAPA:

- Dedicated transportation to and from SAPA related classes and events
- Informing teachers if the student will be missing a class and scheduling a makeup lesson: (additional fee may apply and is dependent upon the instructors approval)
- Paying all tuition, costume, and registration fee costs by the scheduled due date
- Informing owners of any complications that may arise (financial, time, etc.)
- Uplifting and supporting ALL SAPA students

SECTION 2: WATCH WEEK

Parents are allowed to watch class during scheduled times. This helps to keep distractions down to a minimum.

- 1st class of each new semester
- Last class of the month.

We ask all parents to either wait outside or in the coffee corner during class times.

SECTION 3: FINANCIAL OBLIGATIONS

Below is the detailed list of fees associated with enrollment at SAPA:

- **Annual Family Registration Fee: \$38.00**
 - Due upon initial enrollment and collected yearly on the 25th of September for the duration of student involvement in SAPA related classes and events. Specialty camp enrollment may have an additional registration fee.

- **Costume Fee: \$55.00/costume/production**
 - Each student will be charged a fee of \$55.00 per costume dependent upon level of student involvement
 - *Example: 1 student dancing in 4 dances for 1 show will have a costume fee charge of \$220.00. (\$55.00 x 4)*
- **Tuition: \$77.00/hour**
 - Tuition is calculated based upon the number of classes a student is enrolled in per month. The following list is tuition due for Production Track classes:
 - 1 Hour: \$77.00
 - 1.5 hours: \$101.00
 - 2 Hours: \$138.60
 - 3 Hours: \$200.20
 - 4 Hours: \$261.80
 - Tuition is due on the 25th of each month.
- **Production Tickets**
 - Each student will receive 2 tickets per production. Additional tickets are available for purchase through SAPA and may vary in price.

SECTION 3.1: FINANCIAL OBLIGATIONS: PAYMENT METHODS

SAPA requires all parents to enroll in autopay in order to help cut down on late fees, missed payments, and account confusion. There will be a 3.00% convenience fee applied to all credit card transactions. Parents may pay by cash or check to avoid the convenience fee, however payments must be received prior to the 25th at 3:00 PM each month. Otherwise, the saved card will be charged.

SECTION 3.2: FINANCIAL OBLIGATIONS: FUNDRAISING

Throughout the calendar year, SAPA families have the opportunity to participate in fundraising to help combat the required fees and payments. Participating families will receive a percentage of the profits to be applied to their account as credit. Credits may be used towards tuition, production tickets, events, etc. Credits MAY NOT be applied towards costume fees.

SECTION 4: CODE OF CONDUCT

SAPA's mission is to provide a positive environment to inspire creativity and develop a love and appreciation of the arts. In order to do this we entrust the following guidelines to our parents:

- Use of only uplifting and encouraging words directed towards any and all students.
- Assistance in teaching children to respect their surroundings by encouraging them to throw away trash, pick up after themselves, and making sure they are taking responsibility for their belongings.
- Address any and all issues directly with the teacher or owners confidentially through email, phone call, or face to face discussion.
- Respect for all SAPA staff and instructors.
- Respect for SAPA rules regarding rehearsals, class watch periods, events, etc.

With your help, we can make sure SAPA remains a place of positivity and encouragement.

IN CLOSING

I understand and agree to the terms stated above. I understand that failure to comply with any of the aforementioned rules and guidelines may result in dismissal from Serenity Academy of Performing Arts. I agree to uphold the SAPA mission of promoting grace, humility, and diversity.

Parent Signature

Date