

Miller Marley School of Dance and Voice Handbook – Policies and Procedures

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The Miller Marley Handbook is a guide to policies, procedures and general information pertinent to the school. Our policies are in effect to ensure the integrity of each class and to promote a professional working environment that is conducive to learning. The safety, security and well-being of the students is our utmost concern. Miller Marley is constantly striving to better serve its customers and to maintain the highest standards possible. Your support and cooperation with regard to our policies and procedures is greatly appreciated.

Arrival and Dismissal

- All parents must be responsible for being on time when dropping off and picking up their children.
- Parents are strongly advised to call the studio if they will be late in picking up their child.
- Parents should not arrive late, after the studio has closed.
- Miller Marley cannot be responsible for any children who are left unattended in empty classrooms, the office area or outside the studio.
- Upon arrival, please do not leave children under 12 years of age unattended in classrooms where an instructor is not present. Usually, instructors are in the process of changing classes and will arrive shortly.
- After class has been dismissed, those children who have not been picked up will be sent to the office.

Attendance and Make-Up Policy

Progress is dependent upon consistent attendance. Making up missed classes is an indication of a conscientious student. Please observe these policies with regard to Make-Up classes.

- Make-Up classes should be taken during the Quarter in which the absence(s) occurred.
- Make-Ups may be carried over from one Quarter into another with the consent of the office.
- Make-Ups may not be carried over from the Fall through Spring Quarter to the Summer Quarter.
- Missed classes cannot be made up in a Quarter for which the student has not paid.
- The correct day and time of the Make-Up class should be verified with the instructor in advance. Occasionally, classes are cancelled before the studio has deleted them from the printed schedule or the website.

Cancellation of Classes – Full Classes

- There must be a minimum of 10 students enrolled to provide a class. If fewer than 10 students are enrolled by the second week, the class will be cancelled. At that time, the studio will try to re-schedule the student and if this is not possible, tuition will be refunded minus \$18.00 per class hour taken.
- The determination to close a class when the enrollment has been reached or exceeded is made by the individual instructors.
- A status of all classes can be accessed online in the Schedule at a Glance during the enrollment period and thereafter on the printed schedules after the start of classes.

Class Placement

At the beginning of every Fall Quarter and Summer Quarter, returning students will be given proper class placement. Class placement is at the sole discretion of our teaching staff. New students will take a placement class during which the instructor will determine the correct class level for the student. Sometimes an extended period of one to three weeks is required to observe the student in our classroom setting before this determination can be made. Class Placement will be offered to a student for 1 ballet, tap and jazz.

Communication

Consistent and effective communication is key to establishing a successful partnership between our families and the school. Miller Marley utilizes the following methods to communicate information:

- Through personal phone calls and in person.
- Via e-mail (Parents are advised to have an e-mail address on file in the office)
- Through memos posted in studio windows and on the community bulletin board in the office.
- Via the online Miller Marley website and Facebook page.
- Through quarterly newsletters that highlight student accomplishments and current events at the studio.

Parent – Teacher Communication

Parents with concerns about their child are encouraged to make an appointment to conference with the child's instructor. Often, teachers do not have the necessary time to devote to lengthy discussions before or after class and much prefer to have these conversations in private, at a mutually appropriate time.

Dropping a Class

- Once enrollment fees have been processed, there will be a \$10.00 charge to drop a class or classes.
- A Drop Class Form must be completed and turned in to the office by the first day of the Quarter.
- If the Drop Class Form is received after the first day of the Quarter, the responsible party still will be obligated to pay the tuition for the dropped class / classes for that Quarter.
- Regardless of whether a student is attending the class, the studio will continue to charge the account until a Drop Class Form has been received.

Enrollment

All continuing students are required to enroll again prior to the first day of every fall and summer quarters. Upon enrolling, every family is required to complete a new Student Registration Form. By signing the Student Registration Form the parents of all students agree:

- To complete the basic information on the Registration Form every Fall Quarter and Summer Quarter.
- To release and hold harmless the Miller Marley School of Dance and Voice, its employees, officers or agents for any and all liability for any injury, claim, demand, cause of action or loss of any kind.
- To promptly pay all tuition by the beginning of each and every Quarter and agree to pay any and all late fees and costs of collection.

Food and Drink – Trash and Personal Belongings

- Food or drink is not allowed in the office area. Food is allowed only in the lounge area of Studio #5 & Studio #6.
- Water, in a plastic container, is the only beverage allowed in the studios. Water bottles should be labeled with the student's first and last name.
- Drinking fountains are located in Studio #1, Studio #5 & Studio #6.
- Miller Marley cannot be responsible for any personal belongings left at the studio. A Lost and Found is located in the back of Studio #5.

- To promote a neat, clean and orderly environment we ask that all patrons make a conscious effort to pick up their personal belongings and to throw away trash.

Injury (see Liability Release Form included in enrollment packet)

- Where matters of safety are concerned, Miller Marley reserves the right to correct the behavior of any child who is behaving in such a way as to cause physical harm to himself/herself or others.
- Should a child become injured, the parent(s) will be notified immediately. Parents are strongly advised to carry their cell phones with them at all times and to have all emergency phone numbers on file in the office.
- Since dance is a physical activity, injuries may occur. Each student may decline to participate in any activity that he/she deems harmful and must inform the instructor of any physical limitations that may prevent full participation.

Observation Policy

- Parents and guests are welcome to observe classes during Parent Watch Week held at the end of each Quarter. The Dance Showcase takes the place of the Spring Watch Week in those classes participating in the performance in levels 4 and up.
- Before enrolling, prospective families are welcome to make an appointment to observe any class(es) of interest. This may be done with the consent of the individual instructor.
- After enrolling, any party who wishes to observe a class for reasons other than those listed above must obtain permission from the instructor.
- Observation is not permitted when a substitute teacher is conducting the class.

Parking

- All adult and teenage drivers should drive safely in the parking lot and watch carefully for other drivers and pedestrians, especially small children.
- Do not park or wait in undesignated parking areas.
- Parents are advised to caution children to use the crosswalk when entering or exiting the parking lot and when walking to and from Studio #6
- During warm weather, those customers who park by the sidewalk and run their air conditioners should be advised that the car fumes and hot air exhaust could pose a health hazard to those people who have chosen to sit outside the classrooms.

Photo, Video and Audio Consent

By enrolling in Miller Marley School of Dance and Voice, all families have given authorization, their permission, to photograph, video, film and/or record their children and further consent to the use of such materials including recital videos, class photos and all promotional material, including the studio website, Facebook, Instagram, YouTube and all other social media to Miller Marley School of Dance & Voice.

Rules of Conduct

- Each student is expected to conduct himself/herself in an appropriate manner and to show respect for his/her instructors and fellow classmates at all times.

- Miller Marley has a zero tolerance policy for bullying and will not allow the behavior of one student to jeopardize in any way the safety and/or physical / emotional wellbeing of another student.
- Students are required to arrive on time for class. Students who walk in late miss valuable class time and are a distraction to the students who are already there. Continual late arrivals to class must be approved by the instructor.
- Miller Marley cannot be responsible for students who leave the premises during breaks or between classes. (See Parental Consent Form included in enrollment packet.)
- Students may not chew gum in class.

Security

All families associated with Miller Marley must take seriously and observe any and all rules contained herein that have been established to provide for the security and well-being of the student body.

Tuition Billing Information

Miller Marley does not send out bills. The studio does send out late statements including late fees. As a courtesy to all customers, the studio allows a full 30-day grace period before an account is considered late. It is the customer's responsibility to pay tuition by the scheduled date.

Tuition Due Dates are communicated in the following manner and are:

- Listed as part of the registration information provided to customers every Fall Quarter and Summer Quarter. Parents are required to read and sign the Student Registration Form.
- Posted on the Miller Marley website calendar.
- Included in the Miller Marley newsletters.
- Posted in the window of every studio and mentioned in the studio voice mail message one month prior to the due date.

Tuition Due Date Schedule

September 1 st	Fall Quarter Tuition is due.
December 1 st	Winter Quarter Tuition is due.
March 1 st	Spring Quarter Tuition is due.
June 1 st	Summer Quarter Tuition is due.

Miller Marley has a \$5 quarterly administration fee per student per quarter.

Vocal and Piano Instruction – Acting Classes

Miller Marley offers private voice and piano lessons. A complete list of instructors can be obtained by calling the studio or checking the Miller Marley website. Tuition varies and is paid directly to the instructor.

Miller Marley offers a wide variety of acting classes in affiliation with The Coterie Theatre. All classes take place at Miller Marley. Tuition is paid to the Coterie Theatre. For further information regarding policies, scheduling and class descriptions call the Coterie Theatre at 816-474-4241.

Website – Facebook

The Miller Marley website is an online comprehensive informational, educational and entertaining public resource. This can be accessed at www.millermarley.com

The Miller Marley Facebook page contains up to the minute scheduling and general information with additional photographs, videos and social commentary. The Miller Marley alumni Facebook page can be accessed by entering “Alumni of Miller Marley Dance Studio” in the Facebook search box.

The Miller Marley School of Dance and Voice does not discriminate on the grounds of age, race, color, ethnicity, gender, national origin, religion, creed, disability or sexual orientation.

Performance Opportunities

Miller Marley provides performance opportunities for its students that extend beyond the regular classroom!

Miller Marley Musical Theatre Performance Companies

TiniTainers

Grades 1st & 2nd

MiniTainers

Grades 4th-6th

Show Biz Performers

Grades 3rd-High School

Entertainers

Grades 6th-High School

Miller Marley’s musical theatre performance companies are well known for their high caliber musical revues and have been performing in the Kansas City area for over 45 years. All material is tasteful, wholesome and age appropriate. Students who demonstrate exceptional skill and outstanding work ethic are selected for these positions based on recommendations from their instructors. Eligibility requirements vary from troupe to troupe.

Junior Competition Team (Ages 9 thru 12) and Teen

Senior Competition Team (Ages 12 thru High School / Levels 6 & Up)

The Miller Marley Competition Teams provide instruction in competitive dance along with the opportunity to attend dance conventions and competitions and to study with nationally recognized master teachers and choreographers.

Miller Marley Youth Ballet Company and Youth Ballet 2 (Ages 12 thru High School / Levels 6 & Up)

The Miller Marley Youth Ballet Companies are comprised of select students who have demonstrated exceptional skill and a desire to further their artistic talents. Along with featured appearances at schools and cultural events, the group presents two main stage productions a year.

Clara’s Dream, Miller Marley’s annual holiday production, is an adaptation of the *Nutcracker* and includes over 60 aspiring young dancers and adults from the studio who act as guest performers.

The **Spring Concert** features an adaptation of a children’s classical ballet and several original compositions by guest choreographers.

Please check the Miller Marley website www.millermarley.com and the Miller Marley Facebook page for photographs and further information about our Performance Companies.

Miller Marley Dance Showcase and Recital for Little Stars

Each year Miller Marley holds an end-of-the-year production that involves the student body. The *Dance Showcase* is presented every other year and includes the entire student body. This is held at the historic Kansas City Music Hall. The *Recital for Little Stars*, presented on alternate years, includes students from preschool through sixth grade (levels one through three) with featured entertainment by the Miller Marley Performance Companies. The venue for this recital varies from year to year. Participation in these productions is optional.

Severe Weather Information

To enable parents / caregivers to respond quickly if severe weather is imminent, they are advised to stay alert for current weather conditions by checking the television, radio or internet for weather updates.

- The studio recommends that parents equip their children with cell phones to use for emergency purposes.
- Parents are advised to keep their cell phones turned on when their child is at the studio.
- Parents with children of driving age are encouraged to initiate a plan to follow in the event that the child is at the studio and the roads could be hazardous due to severe weather conditions.
- The decision regarding the child's ability to drive under these conditions is at the sole discretion of his or her parents.

Miller Marley Severe Weather Policy

The winter, spring and summer months pose the greatest danger for severe weather. During these times parents are advised to stay alert to current weather conditions. Check the television, radio or Internet for weather updates. This will enable parents or caregivers to respond quickly if severe weather is imminent.

The studio recommends that each child (who is old enough) have his/her own cell phone. This is the child's primary link to his/her parents in the event of an emergency. In order for a child or a member of the Miller Marley staff to make immediate contact with a parent, it is imperative that all cell phones belonging to parents be turned on during the time that the child is at the studio.

Those parents, who have children of driving age, are encouraged to initiate a plan to follow in the event that the child is at the studio during a Severe Weather Warning or a Tornado Warning. The decision regarding the child's ability to drive home under these circumstances is at the sole discretion of his / her parent(s).

Spring and Summer Severe Weather

In the event that a Tornado **Warning** is issued, the studio will close immediately. This does not include a Tornado Watch, under which conditions the studio will remain open. Under the following weather advisories the studio will remain open, but will be on the alert for changing weather conditions:

- Severe Weather Watch / Severe Thunderstorm Watch / Flood Watch
- Severe Weather Warning / Severe Thunderstorm Warning / Flood Warning
- Tornado Watch

In the event that a Tornado **Warning** is issued, the following precautions will be taken to ensure the safety of the students. Students will be escorted to the following areas to take cover:

- The back rooms of Studio 3 and Studio 4
- The Staff rooms of Studio 5 and Studio 6
- The back rooms of Miller Marley's Costume Shop

Once a Tornado **Warning** has been issued, parents are strongly encouraged to pick up their children (from the studio) as soon as possible by going to the designated areas as described above. If at such time driving conditions are so hazardous as to pose a risk to the parent(s) by driving to the studio, those children who have not been picked up will remain in the designated areas until the all clear is announced and the roads are safe.

After the majority of the students have been picked up, the remaining children will be transported to Shirley Marley's home (located within two blocks of the studio) where, if necessary, they will take cover in Shirley's basement. A note to this effect and directions to Shirley's home will be posted on the door to the office at the studio.

Winter Severe Weather

Miller Marley will follow the Blue Valley School District policy with regard to school closings. If Blue Valley cancels its after school activities, the studio will cancel its afternoon and evening classes. All weekend classes will be canceled at the discretion of the studio. If the studio is closed due to inclement weather, a message to this effect will be recorded on the studio voicemail and posted on Facebook.

If a Winter Storm Watch / Warning is issued while classes are in session, the studio will remain open but will stay alert for changing weather conditions. Under these circumstances, if weather conditions worsen and the studio decides to close, all parents will be called to pick up their children immediately.

In all cases of Severe Weather, we encourage our student to have their cell phones with them at all times and parents be prepared to pick up your child in the case of an emergency.

We know safety is the primary concern of the Studio as well as the parent. In any severe weather situation it is the parents decision whether or not to have a child attend a schedules class or rehearsal.