

# Studio Handbook

## Term Dates for 2025/2026 Musical Theatre Classes:

- Term 1: September-January
- Term 2: January-May

*\*Production Programs run on separate schedules*

*\*RPA closes for Thanksgiving weekend, Christmas Break and March Breaks. Please stay up to date with your/your performer's teacher for any other off dates.*

## Arrival Time for Class:

- Students should arrive dressed in appropriate clothing, ideally 5-10 minutes before their class. Please do not arrive earlier as the buzzer disrupts those who are in class.

## Buzzer:

- Buzz "Renegade Arts" to be let in. Please give the performer's name so we know who is coming in/who you are there for.
- Please avoid buzzing during class times. If you are returning to pick up your performer for the end of class, please try to come back as close to their end time as possible, or a minute or two after, to avoid disrupting the class. Of course, we will do our best to answer the buzzer if needed. Minor students may not leave without their parent/guardian there.

## "Waiting Room" Expectations:

- We currently do not have a designated "waiting room", and share our building with others who may be working during our classes. We do have limited seating in our hallways which parents/guardians are welcome to use.
- **We ask that anyone, including children, waiting in the hallways for their performer during class maintains a respectable volume. We do not allow any running, yelling, or other disruptive behaviours for the sake of our performers and neighbours.**
- Those displaying disruptive behaviour may be asked to leave and return for pick-up. This is so that our whole building can do their work in a respectful environment.

## Dress Code:

- Performers must be in comfortable athletic wear that does not restrict movement. Jeans, baggy sweatpants, sweatshirts and hoodies are not permitted to be worn during class.
- ALL performers need a pair of **black slip-on jazz shoes**, and these must be worn in every class. These can be purchased at [Flair Athletics](#) if you'd like to shop in town or find a size, online, or if you may find some second-hand. We suggest joining the Facebook group "JUST DANCE Recycle Thunder Bay", checking Facebook Marketplace, or with other performer friends.
- Hair (especially long hair) must be away from the face for all classes and rehearsals.
- *After October 15, all performers without proper clothes or shoes may not be able to participate in class/rehearsal to ensure the safety of performers and teachers (at teachers' discretion).*

## What To Bring To Class:

- Performer's should always bring:

- Dance shoes
- Water bottle

Other items we suggest:

- Extra hair ties
- Extra clothing
- Performers should have all items labelled.
- ONLY WATER is allowed inside the studio.
- RPA is a peanut/nut free building.

## Outerwear, footwear and other personal items:

- All outerwear, footwear and bags MUST remain in the hallway.
- Cell phones and other devices must remain in the performer's bag unless they are instructed to bring it out.
- Performer's should only bring their water bottles with them into class.
- Renegade Performing Arts Inc. is not responsible for any lost or stolen items.

## Attendance:

- **Attendance in class is mandatory.** Please notify your/your performer's teacher ASAP if you know you/your performer will be away. Teachers cannot always slow the pace of the classes, thus it is the performer's responsibility to stay caught up.
- Repetitive absences (2 or more absences in a row with no communication) may result in removal from the recital performance, at the teachers' discretion.
- We ask that **attendance be a priority for you/your performer** as it ensures that teachers are able to work with everyone on a consistent basis. Missing classes takes away from learning, progress and group bonding.

## Excused Absences:

- Performers with contagious illness, doctor-notes, a death in the family, certain school functions or other extenuating circumstances may be excused from class/rehearsal. Please ensure contact via email is made to your/your performer's teacher ASAP. Vacations/trips are excusable if they are communicated to the performer's teacher ahead of time and do not conflict with show dates.

## Unexcused Absences:

- No contact made to teacher and missing class, grounded, homework, appointments, play-dates, birthday party etc. We understand that life happens, but please **do your best to schedule your events accordingly and make it to class each week for the sake of your/your performer's learning, the rest of the team and our teachers.** Please reach out to us so that we know you/your performer will be away.

## Communication

- All classes and programs will have their own private Facebook Group. Those who do not use Facebook regularly are welcome to use an alias name. It is important that everyone has access to this as it allows for better communication and access to practice materials.

- Parent/Guardians and adult performers are required to read (and when needed, respond to) emails, invoices and Facebook posts in a timely manner. Failure to do so will result in you/your performer missing important information.

### **Behaviour:**

- Performers are expected to be active participants of their class/rehearsal. Excessive talking, refusal to participate or other misbehaviour may result in the performer being asked to observe class rather than participate, at the teachers' discretion. Failure to correct this behaviour may result in removal from the program at the teachers' discretion.
- Performers/parents/guardians are asked not to enter the office adjacent to the studio.
- We ask that parents/guardians respect the teaching styles of our teachers and support them in guiding your performer's journey in the performing arts. We always approach our students with genuine care for their best interest and growth as both people and performers.

### **Bullying/Misconduct:**

- At Renegade Performing Arts, we wholeheartedly believe in building everybody up to be the best version of themselves. We want everyone to feel a strong sense of belonging and inclusivity when they are in our studio.
- RPA has a zero tolerance policy for bullying of any form from performers and their family members alike. This goes beyond the studio walls and includes interactions online and outside of the studio between its members.
- Conflicts may arise, and when/if they do, they will be dealt with directly by those involved and the studio owners (by appointment if necessary). Failure to cease/correct bullying behaviour may result in removal from programming.
- Though derogatory comments and disruptive behaviour are rare instances, they will not be tolerated. Continued issues of any kind may result in permanent removal from the studio, in extreme cases.
- We ask that every member of RPA contributes positively to the learning of our performers through their actions and words.

### **Costumes:**

- **All costumes will be purchased at the expense of the performer/their parent/guardian.** We will always try our absolute best to make things affordable and reasonable. Anything purchased by you is yours to keep.
- Any special items borrowed from RPA must be returned in the condition they were lent. Failure to return or take care of items may result in the performer receiving an invoice for that piece.

### **Payment/Refunds/Program Withdraws:**

- **Invoices will be issued via email. Please pay these in a timely manner by e-transfer or credit card.**
- Production Programs will be invoiced in one payment prior to the start date of the program.
- Kinder, Mini, Junior, Intermediate, and Senior musical theatre classes will be invoiced prior to the start of each term.
- Please email Ang and Jessi at [renegade.performingarts@gmail.com](mailto:renegade.performingarts@gmail.com) if you'd like to discuss a payment plan.
- Once classes have started and your payment is made, there are no refunds. If you wish to withdraw from a program, you must do so at a minimum of 1 week prior to the term's start date.

**Fundraising:**

- Fundraisers will pop up throughout the year! Some for the studio, which goes towards venues,
- year end banquet, studio needs, props, costume pieces etc.
- **All families are expected to participate.** If you aren't interested in fundraising, a buyout option will be available per fundraiser, with details to come as fundraisers arise.

**Parent Association:**

- Our Parent Association is a group of volunteers who are passionate about the greater good of their child's studio.
- These volunteers will gather on a regular basis to plan fundraisers, musical and recital concessions, assist in helping with the year end banquet, and assist with sets/props/costumes for show when possible.
- All parents/guardians are welcome to join. Please contact Ang and Jessi at [renegade.performingarts@gmail.com](mailto:renegade.performingarts@gmail.com) if you are interested.

**By participating in any class or program at Renegade Performing Arts Inc., you are agreeing to the following terms:****Photo Release:**

Renegade Performing Arts Inc. is hereby granted to take photographs/videos of performers to use in promotional materials, social media, posters and our website.

**Injury Release:**

Parent/Legal Guardians of minor students and adult students waive the right to any legal action for any injury sustained on Renegade Performing Arts Inc. property resulting from normal activity or any other activity before, during or after class.