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**LOUISVILLE ACADEMY**

**OF**

**FINE ARTS**

**STUDENT HANDBOOK**

**2023-2024**

**Louisville Academy of Fine Arts**

**Handbook**

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**Louisville Academy of Fine Arts**

**Important Dates**

**2023-2024**

**July**

7/03 Online Registration & Enrollment open for Fall Semester

7/15 Open House & In-person Registration/Enrollment 10 am – 2 pm

7/29 Last Day of Summer Semester

**August**

8/1 Nutcracker Audition Registration goes live! Go to our website!

8/12 Open House Sunday & In-person Registration/Enrollment 10 am – 2 pm

8/14 - 12/16 Fall Semester (18 weeks)

**September**

9/4 Closed for Labor Day (see Makeup Days)

9/9 Nutcracker Auditions! 12 pm – 5 pm (see Nutcracker)

**October**

10/24 – 10/30 Halloween Dress Up Week!

10/28 Trunk or Treat!

10/31 Closed for Halloween (see Makeup Days)

**November**

11/13 – 11/18 Visitors Observation Week!

11/22 - 11/25 Closed for Thanksgiving Holiday (see Makeup Days)

**December**

12/8 - 12/10 Nutcracker Performances

12/17 - 1/02/24 Closed for Winter Break

**January**

1/08 - 5/18 Spring Semester (18 weeks)

1/15 Closed for Martin Luther King, Jr. Day (see Makeup Days)

**February**

2/12 Sleeping Beauty Cast List goes up, which is also the deadline to let us know if you will not be participating in Sleeping Beauty

**March**

3/11-3/16 Visitors Observation Week!

3/16 Spring Arts Gala 2024 (tentative)

**April**

4/1 - 4/6 Closed for Spring Break (not counted in the 18 weeks)

**May**

5/17 – 5/19 Spring Storybook Ballet – Sleeping Beauty (tentative)

5/20 Spring Music Recital (tentative)

**June**

6/3 - 7/27 Summer Semester (8 weeks)

**August**

8/12- 12/14 Fall Semester 2024 (18 weeks)

**Louisville Academy of Fine Arts**

**Tuition Information**

**2023-2024**

**GROUP CLASS TUITION in;**

**Dance\*, Drama, Music, & Musical Theater\*\*\*** *(prices are based on an 18-week semester)*

30 min $320/semester 1 class/week

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45 min $350/semester 1 class/week

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1 hour $420/semester 1 class/week

 $720/semester 2 class/week

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1 hr 15 min $450/semester 1 class/week

 $780/semester 2 class/week

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1 hr 30 min $470/semester 1 class/week

 $820/semester 2 class/week

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1 hr 45 min $491/semester 1 class/week

 $864/semester 2 class/week

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2 hours $520/semester 1 class/week

 $906/semester 2 class/week

\*For Dance students: 25% off 1st dance elective\*\*

 50% off 2nd dance elective\*\*

(When taken with at least one ballet class)

\*\*Electives for Dance: Modern, Jazz, Tap, Stretch & Conditioning

\*\*\*For Musical Theater students – 25% off the Musical Theater Combo class when taken with a private voice lesson

**LAFA PERFORMING ARTS COMPANY PRICES AND REQUIREMENTS**

JUNIOR (by placement only)

$1540/semester (can be paid in & up to 5 payments of $308)

Dancers will be dancing a minimum of 12.50 hours/week which will include:

2 ballet classes + 2 electives + Wednesday\* & Saturday Company class and rehearsals.

*\*The Wednesday Company classes can be counted as 1 of the ballet classes needed weekly.*

SENIOR (by placement only)

$1760/semester (can be paid in & up to 5 payments of $352)

Dancers will be dancing a minimum of 15.25 hours/week which will include:

3 ballet classes + 2 electives + Monday, Wednesday\* & Saturday Company class and rehearsals.

*\*The Wednesday Company classes can be counted as 1 of the ballet classes needed weekly.*

**PRIVATE DANCE and AUDITION PREPARATION**

1 hour $60/hour

Ages 14 and up private lessons are not a replacement for a class. These lessons should follow a class, so that you are already warmed up, and a specific goal should be discussed with the director for the purpose of the private lesson. Examples are -Variations for auditions for summer intensives, YPAS, GSA, YAGP, colleges, etc. This will also include times for video recordings, and headshots, etc.

**PRIVATE MUSIC** – Prorated for holidays that we are closed (Fall-3, Spring-1, Summer-2)

15 min $220/semester

30 min $420/semester

45 min $620/semester

60 min $820/semester

\*\*\*25% off on the Musical Theater Combo class when taken with a private voice lesson

**VISUAL ART** (materials are included in tuition price)

1 hour $450/semester

**CREATIVE WRITING**

Young Authors $270/session

Inspired Writers $270/session

**ADULT CLASSES –** for private music lessons, visual art classes, and creative writing classes adults may sign up for the entire 18 weeks or choose to take ½ the semester or 9 weeks. For dance classes you may purchase a Drop-In class card for 10 classes. Card will expire 18 weeks after purchasing.

**DISCOUNTS –** will not be applied while registering. Your balance will be adjusted by the office.

\*Family/Sibling discount 10% off 1st additional sibling total

 5% off 2nd additional sibling total

 3% off 3rd additional sibling total

 \*Does not apply to adult lessons.

**ANNUAL ONLINE REGISTRATION FEE** (renewed every August)

$40 at time of registration – Family of 1

$60 at time of registration – Family of 2 or more

**Louisville Academy of Fine Arts**

**Policies**

**2023-2024**

**MAKE-UP DAYS**

Dance, Drama, Art, Creative Writing Classes–

1. In the case that the student misses a class or in the case that we are closed for a holiday, snow day, etc. it is your responsibility to attend a different class at the same level as the class that you are missing. We will be happy to assist you with finding appropriate level/type of class for your student. If more than 2 snow days we will schedule makeup days.

Music Lessons –

1. If your lesson falls on a day that we already know we will be closed (*Fall* – Labor Day, Halloween, Thanksgiving Break, *Spring* – MLK Jr. Day, and *Summer* – Juneteenth, Fourth of July) your tuition for that semester will be prorated to reflect the difference in the number of weeks.
2. If your instructor has a planned day of absence or is unable to teach due to illness, a substitute instructor will be assigned to that day.
3. If your student has a planned day of absence, it is the responsibility of the teacher and the student’s adult to arrange for a make-up day within the semester dates. Limit is 2 planned absences that we will make up.
4. If your student is sick, we must be notified at least 8 hours before the lesson to receive a make-up lesson, and it is the responsibility of the teacher and the student’s adult to arrange for a make-up day within the semester dates.5. We understand that there are exceptions to every rule, and true emergencies do happen, and we will look at these moments on a case-by-case basis.
5. No shows or failure to notify the school/teacher within 8 hours is considered a forfeited lesson.

**DROPPING OFF and PICKING UP**

1. Please do not drop off your elementary aged child unattended more than 15 minutes before their scheduled class time. Middle school – high school may come early however, please make sure they have a snack and are prepared to work on homework.
2. If you are going to be late for pick up, please call the office at 502-384-9180. Middle school aged children will be allowed to walk down to the sidewalk for pickup. All elementary aged students will need to wait upstairs for an adult/older sibling to pick them up.

**MEDIA RELEASE**

1. I give my permission for photographs or video footage which includes my child or myself to be used for promotional purposes on television, newspapers, magazines, social media, or any other media. \*Please note that Jackrabbit will only let you proceed if you agree to this policy, but this isn't required.
2. If you would not like to give permission, please reach out to us, and please sign the form at the back of this handbook and turn it in the first day of classes if you **do not** wish to have your child’s picture in our social media files.

**TARDINESS** Please try to arrive 5-10 minutes before your student's scheduled lessons. If your student is going to be late, please call the studio line (502)384-9180 to let the office know. If it is an Intermediate - Advanced dance class, then the student will be asked to observe the rest of the class or warm up on their own until they are ready to join the class in session.

**ILLNESS** LAFA asks that if you are feeling sick, please stay home! Please call the office at 502-384-9180 if you are not going to be able to make it to your class.

**PAYMENTS** Registration and enrollment into a class must be completed before the student may join the class. All tuition can be paid with cash, check\* or credit card. Payments may be made in person at LAFA, through the mail, or by adding a credit/debit card to your Jackrabbit account while registering for classes. All balances can be split into and up to 5 monthly payments for the Fall/Spring Semesters and 2 payments for the Summer Semester. The first payment must be made by the first class and then on the 15th of each month. Please feel free to call the office (502-384-9180) if you have any questions. \*Checks are preferred.

**REFUND AND DROP OUT POLICY** It is understood that the student is registered for the entire semester and/or session, however, we do understand that life happens. A full refund will be issued if the withdrawal of the student is prior to the first week of the applicable semester. No refunds will be made after the 9th week of the applicable Fall or Spring Semester, and the 4th week of the Summer Semester, unless due to medical reasons with documentation from a doctor. Rescheduling and/or the dropping of a class and refunds will be reviewed on a case-by-case occurrence. The registration fee is non-refundable.

**UPDATING INFORMATION** If you are a returning student/family, please check and update your personal contact information when enrolling in new classes. Jackrabbit accounts are where we get all our information, so it is very important that it is updated as needed. Please take this moment to check your addresses, phone numbers, email addresses, students' schools, ages, and grade levels. All this information is very helpful to us.

**SCHEDULING AND CLASS SIZE** Class size is limited for us to give your child the best opportunity for learning their chosen art form. The Louisville Academy of Fine Arts reserves the right to close classes when filled or to cancel classes due to lack of enrollment.

**MEDICAL EMERGENCIES** In case of an emergency, the Louisville Academy of Fine Arts will attempt to contact the parent on the primary phone number. Louisville Academy of Fine Arts is granted permission for emergency medical treatment for my child/me.

**ASSUMPTION OF RISK AND RELEASE OF LIABILITY** I am aware that all forms of dancing and the athletic exercise associated with it place unusual stress on the body and carry with them the risk of physical injury. On behalf of my child and myself, I assume the risk and agree that the Louisville Academy of Fine Arts and its Board of Directors, faculty, chaperones, and agents shall not be liable in any way for any injuries sustained or loss of property during attendance at the Louisville Academy of Fine Arts activity or any of its related functions. Permission is granted for emergency medical treatment for my child/me.

**Louisville Academy of Fine Arts**

**Dress Codes for Dance Classes**

**2023-2024**

**Creative Movement**

1. Students identifying as female – light pink leotard with or without a skirt, white socks and ballet pink ballet shoes, hair up out of their face.
2. Students identifying as male – black shorts, light pink or white t-shirt, white socks, black ballet shoes.

**Pre-Ballet**

1. Students identifying as female – light blue leotard with or without a skirt, white socks and ballet pink ballet shoes, hair up out of their face.
2. Students identifying as male – black shorts, light blue or white t-shirt, white socks, black ballet shoes.

**Beginning Ballet 1, 2, and 3**

1. Students identifying as female – white leotard without a skirt, ballet pink or flesh-colored tights and ballet pink or flesh-colored ballet shoes, hair up out of their face.
2. Students identifying as male – black shorts, tan/nude briefs under shorts, white t-shirt, white socks, black ballet shoes. Hair must be pulled out of the face if it is long.

**Intermediate Ballet 4, 5, and 6**

1. Students identifying as female – black leotard without a skirt, ballet pink or flesh-colored tights and ballet pink or flesh-colored ballet shoes, hair up in a bun and out of their face.
2. Students identifying as male – black tights, tan/nude briefs, or dance belt under tights, black or white t-shirt, white socks w/white ballet shoes, or black socks w/black ballet shoes. Hair must be pulled out of the face if it is long.

**Advanced Ballet 7 & 8 and Collegiate Ballet 9 & 10**

1. Students identifying as female – solid colored and a black leotard without a skirt, ballet pink or flesh-colored tights and ballet pink or flesh-colored ballet shoes, hair up in a bun and out of their face. May wear a skirt for center practice and rehearsals.
2. Students identifying as male – black tights, tan/nude briefs, or dance belt under tights, solid colored and a white t-shirt, white socks w/white ballet shoes, or black socks w/black ballet shoes. Hair must be pulled out of the face if it is long.

**Musical Theater Dance, Tap, and Jazz**

1. Black jazz pants, or black shorts over ballet tights. Solid-colored t-shirts or solid colored leotard. Black jazz shoes and/or black tap shoes. Hair must be up and out of your face.

Modern

1. Black convertible ballet tights worn on the outside of the leotard, over ballet tights if preferred, solid colored leotard. Hair must be up and out of your face.

**Louisville Academy of Fine Arts**

**Signature Page**

**2023-2024**

To be turned in to LAFA office by the corresponding dates for each signature.

1. Sign here if you do **not** want to give us a media release for your student’s photos.

X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Due by the day of your students first class.

1. Sign here if you will **not** be able to have your student participate in the Spring Arts Gala 2024 – this includes all Dance elective, Drama, Visual Art, and Creative Writing classes. And some of the music students, your instructor will let you know if you will be asked to participate.

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Due by October 2, 2023.

1. Sign here if you will **not** be able to have your student participate in the Storybook Ballet 2024 (Sleeping Beauty) – this includes students in all Creative Movement, Pre-Ballet, and Ballet classes.

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Due by February 12, 2024.

Please remember that if we do not receive the signed waivers for the performances by the due date and a costume is ordered for your student you will still be obligated to pay for the costume(s).

Also, remember that these performances are every bit as important for your student’s artistic education and development as their classes and private lessons. Not only are they important for their artistic growth, but they are just as important for their social skills, confidence and memories for them and the entire family! So, unless, there is date/scheduling conflict please consider allowing your student to participate. And we can work through some date/scheduling conflicts.