



# Portland Metro Arts

a nonprofit arts organization

9003 SE Stark Street Portland, Oregon 97216

503-408-0604

[info@pdxmetroarts.org](mailto:info@pdxmetroarts.org)

[www.PDXMetroArts.org](http://www.PDXMetroArts.org)

*Nancy Yeamans, Executive Director*

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## REGISTRATION POLICIES AND PROCEDURES

### Course Offerings

Class availability, day, time, duration or assigned instructors are subject to change at PMA's discretion. Registered students will be notified of any changes in their class as soon as possible. Students will be taken on a space available basis. Class size limits have been set to ensure a quality experience. Once the maximum limit has been reached a waiting list will be taken. Early registration is the best way to get into the classes you want.

### Term Length

PMA separates classes into two terms: School-Year Term, and Summer Term. The School-Year Term generally runs from early-September to mid-June, and roughly mirrors the PPS school year. The Summer Term generally runs from mid-June to late-August, and includes a number of the classes offered during the school year as well as all-day summer camps and workshops. To ensure that registration is well-organized, classes, camps, and workshops for each term are listed separately online and in separate course catalogs.

Note: while classes have a set start and end date, **we do accept new enrollments year-round**. Mid-term enrollments are subject to instructor approval; however, this is rarely an issue. If you have any concerns about enrolling during the term, feel free to call or email our office.

Promotions from one level of a discipline to the next are made in August and become effective in September. Many of the disciplines that we teach here at PMA, particularly physical ones like dance, require the constant practice and improvement of a skill that can atrophy if left-off or neglected. Advancing from one level to the next generally requires a student to be willing and able to take class through the summer to ensure their continued growth.

### Tuition Payment

We accept cash and check, as well as Visa, Mastercard, American Express, and Discover. The following payment arrangements are available for School-Year tuition:

1. Pay for the entire term with 1 payment. This can be done at any time.
2. Make 2 payments - The 1<sup>st</sup> at the beginning of the term and the 2<sup>nd</sup> in January.
3. Split the year's tuition into 10 equal payments that are made once per month

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If you choose the 10 equal payments option, we can set up automatic debit from a credit card or bank account that can be taken on the 1<sup>st</sup>, 5<sup>th</sup>, or 10<sup>th</sup> of each month, whichever is most convenient to you. If you do not wish to be on automatic debit, then we ask you to sign a payment agreement form with us and payment for each month is due on **the 15<sup>th</sup> of the previous month.**

Payment for Summer Term works a little differently. Please see our Summer Camp and Workshop Registration and Payment Policy.

If for any reason these payment options present a problem or hardship to you and your family and you would like to work out a different solution, we are happy to work to meet your individual needs; just get in touch with us and let us know your situation.

### **Refunds/Make-up for Missed Class**

Tuition for classes is paid in advance and is not refundable. Missed classes can be made up in another comparable class within 60 days of the missed class. Please check with the office for information about which class options would be most appropriate. If you know in advance that you will be unable to attend two or more classes during the term, notify the office *at the time of registration* and credit will be given for missed classes. No tuition refunds or credits will be given after a class is missed.

### **Attendance/Lateness**

PMA reserves the right to have students who come late to class sit out for all or part of that class. Late arrival interferes, not only with that student's ability to learn, but all other students in the class as well. Repeated late arrival or absences may cause lack of promotion or exclusion from performance.

### **Termination of Enrollment**

*One month's written notice is required to terminate enrollment in any class.* Regardless of whether or not the student attends class for that month, they will be financially obligated to pay for the required one month's notice. From the date of notice of termination, students will have 30 days to bring current any balances due on their accounts. Contact our Registrar to make arrangements.

### **Dance Class Dress Code**

Dancewear requirements differ depending on type and level of class. However, a few general rules do apply. No costumes, tutus, jeans, boxer shorts or other baggy clothing are permitted. They compromise the safety of the dancer and prevent the instructor from seeing the line of the body and giving adequate correction.

A list of required dancewear is available in the office or online at:  
[http://pdxmetroarts.org/documents/ClassUniform2012-13\\_000.pdf](http://pdxmetroarts.org/documents/ClassUniform2012-13_000.pdf)

Failure to wear appropriate dancewear to class could result in students being asked to sit out the class. When class uniforms are not available, for girls, a solid color leotard with pink or black tights is suggested, and for boys, black leggings with a solid color t-shirt. In cold weather a solid color dance sweater or fitted tee-shirt may be worn.

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Long hair needs to be secured neatly in a bun or with a barrette. Short hair should be kept off the face with a headband or barrettes. Jewelry such as watches, bracelets, dangling earrings and rings should be left at home and not worn in class. Flying hair or jewelry can cause injury and interferes with class work.

### **Holidays/School Breaks**

Classes will not be held on:

New Year's Day, July 4th, Thanksgiving weekend, and Christmas. On all other holidays whether Federal, State or local, classes will be held. Any exceptions to this will be listed on the class calendar which is updated every twelve weeks.

A two week Winter Break is taken the last week of December into early January. A one week Spring Break is taken in March. A one week Summer Break is taken in mid-June and a Fall Break the last week of August and the first week of September

### **Children's Class Observation**

If a parent is in the classroom on a weekly basis, the child has two authority figures in the room to relate to. As parents we cannot help but respond with smiles and approval when our child does something wonderful and register disapproval for inappropriate behavior. A parent's very presence divides a child's attention and creates a distracting situation not only for your child, but for others as well.

Class time should be a special moment for each child. Independence means that they have something very special that only they can share with you. The last week of each term is set aside for VISITORS DAY. We ask that you to observe your child's class at that time and not on a weekly basis.

### **Photo Release**

There is an assumption of consent for PMA to take photographs of students to use in brochures, web sites, posters, advertisements and other promotional materials the school creates. Permission is also granted for PMA to copyright such photographs in its name. If you wish for you or your child to be excluded from photographs, please submit a written request to our office.

### **Scholarships**

PMA Scholarships are based on financial need, and are awarded to students based on eligibility for the National School Lunch Program's free and reduced lunches. If your family is eligible for reduced lunch under the NSLP's guidelines, you may be awarded a 25% scholarship on one class. If your family is eligible for free lunch under the NSLP's guidelines you may be awarded a 50% scholarship on one class.

To review the current year's free and reduced lunch guidelines please visit:

<http://www.fns.usda.gov/school-meals/income-eligibility-guidelines>

### **Family Involvement**

Portland Metro Arts (PMA) is a nonprofit arts organization that relies on volunteers to keep the programs vital and accessible. Tuition alone does not begin to cover the costs of our programs.

We hope that you will consider becoming an Everyday Angel by contributing a fixed amount each month, along with your tuition payment; just ask us how.

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### **Assumption of Risk/Waiver of Liability**

Participation in arts programming includes physical activity and the possibility of physical injury. Parents, legal guardians of minor students, and adult students assume liability for all risks of injuries of any kind, and waive the right to any legal action against Portland Metro Arts Center and School - as well as any trustee, board member, officer, faculty member, agent, servant or any employee of the same - for any injury sustained on PMA property, resulting from normal class, performance or any other activity conducted by the students before, during or after class time. Those who have special health concerns should seek the advice of a health care provider before participating in any programs with physical activities.

PMA is not responsible for the loss or damage to any personal belongings or other personal property in case of fire, theft or any other cause. It is the responsibility of students and their families to exercise due care and judgment in securing their belongings in their car, in the building, and on PMA property.

I have read and understand the above policies and procedures and agree to comply with them.

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Date

Student Name

Signature of Parent or Adult Student

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