



Student Handbook

Welcome! The following policies are intended to make C.R.O.W. a safe, fun, and positive environment for all participants. This handbook also provides answers to some commonly asked questions.

- For a list of behavior policies and consequences, please view our separate ***Code of Conduct***.
- Students must respect and follow all C.R.O.W. policies, or they will not be allowed to participate.
- Students must wear appropriate attire and shoes for each class or rehearsal. Students may not participate in classes wearing street clothes. Please see separate ***Dress Code*** for more information.
- Students under the age of 13 may not walk to the parking lot without an approved adult. Adults should drop off children at the door and then return to pick them up at the end. Adults are welcome to wait in their cars in the parking lot.
- Students must attend all classes/rehearsals unless ill or have a family emergency. Students with frequent absences may be dropped (without a refund) at C.R.O.W.'s discretion.
- Students should not wear dance shoes or costumes outdoors or in public.
- Students should bring a bag to C.R.O.W. to keep personal items organized.
- Proper personal hygiene is required at all times. All participants must keep their clothing and hair clean and wear deodorant as necessary. Please do not wear excessive fragrances, lotions, or perfumes.
- C.R.O.W. respects and follows all OR state laws regarding restroom use / anti-discrimination. Please see ***ORS 659A.403***.

PERFORMANCE PARTICIPATION CONSENT:

If a class is participating in an annual performance (i.e.-Holly Jolly Follies or Spring Dance Showcase), enrollment in the session means that student agrees to perform with the class. **This is not optional**. Students must also purchase the necessary costume pieces, shoes, and undergarment, etc. Student must attend extra rehearsals if required by the teacher. Students must attend dress rehearsals at the Florence Events Center if required. On rare occasions, a student may take class without performing, but must have the teacher's permission prior to enrollment in the class.

OBSERVATION POLICY:

Parents/guardians and visitors are not permitted to observe classes without express permission from the instructor. This policy was created in 2021 by the C.R.O.W. Board of Directors for the health and safety of all participants, and for the best possible educational outcome. Please let us know if you have any concerns or need to request special permission to observe your student.

C.R.O.W. FOOD & DRINK POLICY:

Please enjoy food and snacks in the car or at home before entering the C.R.O.W. building. Non-messy food (nothing messy or spillable etc.) may be quickly eaten between classes by students who have multiple classes/long days. This privilege may be revoked at any time. Microwave use is by permission only. Only water is allowed at C.R.O.W. Water in an enclosed container with your name on it is recommended. A water bottle filler and drinking fountain is available for student use.



GENERAL POLICIES

SOCIAL MEDIA:

C.R.O.W. has an active social media presence. We encourage you to follow us on Facebook and Instagram so that you can stay up to date. Parents may join C.R.O.W.'s email list via our website "contact" page.

FB/IG:

@crowtheatrekids

@thehollyjollyfollies

@crowflightdanceteam

@scarecrowhauntedmaze

@tutudadsfanclub

PROFESSIONALISM:

C.R.O.W. advocates for a high level of professionalism in all things we do. All students who study or perform with C.R.O.W. are considered ambassadors of our youth performing arts program, and are expected to behave with respect and professionalism at all times. Please see our ***Code of Conduct***.

INTELLECTUAL PROPERTY:

By enrolling in our program in any capacity, it is understood that all choreography, lessons, artistic components, policies, documents, costumes, materials, props, and operational procedures are the intellectual or physical property of C.R.O.W. and may not be utilized for any outside purpose without permission. This includes any dance pieces your child may have learned, etc. C.R.O.W. students may not participate in any outside events under C.R.O.W.'s name or using any C.R.O.W. property without permission (i.e.- outside dance competitions). Please ask for clarification if needed.

CLASS LEVELS:

Most classes are divided by age. However, a teacher may request that an older student take a more beginning level class; or a younger student with more advanced technique may be invited to join an upper level class. All placements are at the discretion of the teachers and the Artistic Director.

SCHOLARSHIPS:

C.R.O.W. seeks to provide financial need-based scholarships to families who qualify for financial assistance. A limited number of scholarships can be awarded each term, based on available funding. By accepting scholarship funds, parents/guardians understand that they are responsible for ensuring that the funds are fully utilized and are responsible for maintaining good attendance. **In general, students may receive one scholarship per session.** Additional classes must be fully paid for by enrollment deadlines. Please contact the Artistic Director with any other needs or questions, and your situation will be assessed on a case by case basis. We strive to prevent finances from being a barrier to accessing our programs.

PRIVATE LESSONS:

C.R.O.W. has limited private lesson capability, dependent on teacher availability. Should you be interested in private lessons, there is a flat hourly fee on top of normal tuition costs. Please contact Melanie Heard or ask your child's teacher for more information.

AT RISK INVOLVEMENT:

All classes, rehearsals, camps, and other activities at C.R.O.W. are at the participants' own risk. By enrolling, Parent/Guardian must acknowledge that they have read, understand, and agree to C.R.O.W.'s ***Release of Liability***. Acceptance of this waiver is required upon registration.



GENERAL POLICIES

YOUTH PROTECTION POLICY:

Physical and emotional safety of our participants is our first priority at C.R.O.W. C.R.O.W.'s **Youth Protection Policy** may be viewed on our website.

PHOTO/VIDEO RELEASE:

Due to the nature of our program, all participants are required to agree to our **Photo/Video release** in order to participate.

DIVERSITY STATEMENT:

C.R.O.W. is committed to providing a safe space in which students feel comfortable to be their authentic selves. We promote and embrace each person's diverse background, ideas, and perspectives. We believe in the power of diversity, equity, and inclusion through cultivating a healthy community and seek to involve participants of all ages in an effort to bridge generations through the Arts. We seek to provide a path where every student has the opportunity to thrive.

VISITOR & ADULT CONDUCT:

Any visitor or adult displaying inappropriate conduct including but not limited to: profanity, overt personal disclosures, gossip, rudeness, or unprofessional behavior of any kind may be asked to leave and may be asked not to return. Teachers and Directors reserve the right to ask any person to leave the premises at any time.

ANNUAL PERFORMANCE OPPORTUNITIES:

Please visit our website for a list of current events and performance opportunities. www.crowkids.com

C.R.O.W. generally offers a spring youth mainstage musical, multiple summer camps, a haunted maze, and a Christmas variety show for all ages. Additionally, there are typically three sessions of classes: Spring, Summer, and Fall/Winter. Please sign up for our email list on our website for updates.

CONTACT INFORMATION:

Email is our preferred method of contact. Questions will be answered as soon as possible.

Please do not direct personal questions to your teacher between classes, as there is generally not enough time to address them without being disruptive to other students and classes. Should you need to arrange a private meeting, we are happy to accommodate your request. Please **do not call or text teachers or directors outside of standard business hours** unless an exception has been made by your teacher. We ask that you always show respect when communicating with staff.

General questions:

EMAIL: admin@crowkids.com

Urgent questions or complaints:

EMAIL: crowtheatrekids@yahoo.com

PHONE: 541-999-8641

Mailing Address: PO Box 184, Florence, OR 97439

C.R.O.W. Center for the Performing Arts Address: 3120 HWY 101, Florence, OR 97439

Website: www.crowkids.com

C.R.O.W. strives to be a supportive, inclusive, and safe environment. Participants in C.R.O.W. programs are expected to follow these rules at all times. If you have any questions or concerns about C.R.O.W. rules/policies, please make sure to address it with a C.R.O.W. staff member prior to commencing C.R.O.W. activities.

1. Respect:

- Do not touch other people's belongings without permission.
- Do not use disrespectful, abusive language (no profanity, threats, cruelty, or disparaging remarks of any kind to any other person). Bullying is not permitted.
- Do not damage or deface the facilities or property in any way.
- Pick up after yourself! Throw away your trash, keep your belongings in your bag, etc.
- Respect directors, teachers, staff, and team members at all times. Disrespect for authority will never be tolerated.
- Always keep your hands to yourself. Touching, pushing, fighting, or threatening physical abuse is not permitted.
- Clothing shall be appropriate for CROW activities. No inappropriate images or phrases are allowed.

2. Safety:

- No running or throwing objects (unless during an organized activity).
- All prescriptions and over the counter drugs taken at C.R.O.W. must have written or verbal parent approval.
- Treats and snacks that may be provided by C.R.O.W. are to be eaten at your own risk (food allergies, etc.). If you have a specific allergy, or aren't sure about a food item, you will not eat it.
- Youth (under 18) may not leave the premises with anyone, without signed parent consent.
- Walking/Driving: If your child is allowed to walk or drive on his/her own, a signed form must be submitted. Children under 13 will not be allowed to walk anywhere without an older child/adult and signed permission form.

3. Participation:

- Be on time and ready to participate each day. You must also be picked up promptly at the end of the session/rehearsal.
- Bring all materials as applicable.
- If you are ill or will be absent inform the appropriate CROW staff member as early as possible.
- Be a positive and supportive team member at all times.

4. Prohibited Items & Activities:

- No alcoholic beverages, knives, firearms, fireworks, illegal drugs, matches, lighters or any other fire-starting device, or tobacco products are permitted at CROW. Being under the influence of drugs or alcohol is prohibited.
- No gambling or betting with money.
- No inappropriate displays of affection between anyone.
- No stealing or tampering with equipment.

5. Electronics Policy (i.e. – cell phones, games, technology, etc)

C.R.O.W. is a place for learning about theatre, music, dance, and art. C.R.O.W. is not responsible for any interaction students may have electronically at any time. Electronics may only be used during an appropriate break, with parent permission. Electronics use during any C.R.O.W. activity is at staff discretion, but C.R.O.W. is not responsible for maintaining age-appropriate use nor monitoring content.

CONSEQUENCES:

These steps will be followed should anyone violate the rules stated above.

1st Infraction: Discuss and clarify with C.R.O.W. Staff Member.

2nd Infraction: Discuss and clarify with C.R.O.W. Staff Member again, and receive an appropriate consequence.

3rd Infraction or Any Behavior listed in Rule #4: Parent/guardian required to pick up child to be taken home at their expense. Fees (where applicable) will not be refunded. Student may be asked to leave the entire session/program/show with no refund (where applicable).

C.R.O.W. students are required to wear appropriate attire for each class, workshop, or rehearsal. Dancers may not participate in a class if they are in regular/street clothes (except for Hip Hop). Absolutely no offensive logos or graphics are permitted at any time. Students dressed inappropriately will not be allowed to participate and parent/guardian will be called for pick up.

General Dress Code for Rehearsals (i.e. – Spring Musical, Holly Jolly Follies, etc.)

In general, students should wear comfortable attire that you can move in. No open-toed shoes, flip flops, bare feet, or high heels. No restrictive clothing such as tight-fitting jeans/skirts, etc.

Dance Classes (see below):

Ballet

Female:

Hair must be pulled back away from your face into a slick bun or ponytail

Pink Ballet Slippers – canvas or leather

Pink tights

Black leotard (any style)

Dancers *may* wear a ballet skirt (any color, no tutus)

Male:

Plain white or black t-shirt or tank, black shorts (above the knee), black tights, or leggings

Black ballet shoes

Jazz / Acro / Contemporary / Hip Hop

Hair must be pulled back away from your face into a slick bun or ponytail

Any fitted dancewear is acceptable such as dance pants, leggings, shorts, tights, tank tops, half-tops, unitards, and leotards

HIP HOP ONLY: Any dancewear is acceptable including baggy items and hats if desired. Street clothing may be worn (at teacher's discretion)

JAZZ: Properly fitted jazz shoes are required

CONTEMPORARY/ACRO: Bare feet or half soles are acceptable

HIP HOP: Running shoes/sneakers/jazz shoes are permitted

NOTE: Dancewear may not be distracting, immodest, or get in the way of participation in activities

No jeans/jean shorts. No offensive logos/graphics

Tap:

Any comfortable attire you can move in such as leggings, t-shirts, dancewear, etc. No jeans/ jean shorts.

Black Oxford style tap shoes (lace up or slip on) are required

Strength & Conditioning:

Any comfortable workout attire. Feet may be bare for this class

Creative Movement:

Female:

Leggings or tights, leotard, unitard, skirt or tutu is fine. Ballet slippers or jazz shoes preferred

Male:

Non-baggy sweats, dance pants, or leggings, and any color T-shirt

NOTE: For all students in Creative Movement, ballet or jazz shoes are preferred over sneakers

***Please let us know if you have any questions or need to request a shoe or dance attire scholarship.
Ask your teacher for assistance to look inside our shoe recycling boxes.
Feel free to donate a pair of shoes that you/your student no longer uses.***