



SCHOOL POLICIES - NorthRidge Church SOPA Dance

Enrollment

Enrollments at NorthRidge Church SOPA Dance are assumed to continue through a full academic year (Fall-Winter Semesters). Therefore, enrollment for our Winter semester is automatic for continuing students, unless a student opts out of enrollment. Enrollment for our Fall Semester (new academic year) is opt-in only.

Fall Semester's registration starts 7/1/23.

First Day of Fall Semester: 9/11/23.

Last Day of Fall Semester: 12/12/23.

Our Fall Semester is 12 weeks.

Winter Semester's registration starts 11/1/23 until 12/1/23.

First Day of Winter Semester: 1/8/24.

Last Day of Winter Semester: 4/30/24.

Our Winter Semester is 14 weeks.

Full refunds will be issued in the case of class cancellation due to insufficient enrollment.

Tuition

Payment Methods: NorthRidge Church SOPA accepts payments via Credit Card, Check (made out to NorthRidge Church) or Cash.

Please note: There is a \$34 returned check fee for all returned checks.

Tuition Due Dates

Fall Semester:

Full Tuition for the Fall Semester is required at the time of registration to secure your spot for that semester. We're sorry, we cannot make any exceptions.

Winter Semester:

Continuing students:

Full tuition for the Winter Semester is due by the first day of class in January. Students will not be permitted to attend class if payment hasn't been received. We're sorry, we cannot make any exceptions.

New students:

Full Tuition for the Winter Semester is required at the time of registration to secure your spot for that semester. We're sorry, we cannot make any exceptions.

Make-Up Policy

- *Missed Group Lessons (Student Absence):* Missed classes due to student absence are non-refundable.
- *Canceled Class (Teacher Absence):* All canceled classes due to teacher absence will be made up at a later date (TBD). No credits will be issued.

School Cancellation/Closing Policy

Weather-Related:

Please visit the NorthRidge Church SOPA Facebook or Instagram page to confirm the status of classes during times of inclement weather or other emergencies. You will also be notified via email and the REMIND App. Please note that NorthRidge Church SOPA does not necessarily follow the weather cancellation decisions of the local public schools. In the event that there is an emergency school cancellation, all our classes will be made up at a later date (TBD). No credits will be issued.

REMIND App

Please see attached document to know how to sign up for REMIND. This is an important way for us to alert you of all important information from NorthRidge Church SOPA Dance.

Social Media

To keep up with all important NorthRidge SOPA information, please follow us on FB at NorthRidge School of Performing Arts and Instagram at NRCSOPA.

Childcare/Student Pick-Up

NorthRidge Church SOPA Dance does NOT provide childcare services and is not licensed by the Dept. of Early Education and Care or any other State Agency.

- Parents must stay on site for all children under age 9, and pick them up from the gathering room after class.
- All students taking classes must leave the premises, or remain in the care of their parent/guardian, upon completion of their class.

Housekeeping

As always we love seeing our students and their families at class and in our building each week. As our school continues to grow, let's work together to help keep our school nice.

- Please supervise your children while in the gathering room.
- Please leave our spaces clean, by picking up everything you came with, including garbage.
- Please make sure all toys and books are put away at the end of each class.

Withdrawal From The School

Formal written notification must be given to the SOPA administrator. Teacher notification is not considered formal notice of withdrawal. Non-attendance is not considered a withdrawal. Full refunds will be given in case of semester class cancellation by the school. It takes approximately 30 days for refunds to be processed.

- *Withdrawal prior to the 4th scheduled lesson:* You will receive a refund for unattended classes after the date of withdrawal.
- *Withdrawal after the 4th scheduled lesson:* NO REFUND.

Safety & Illness

Emergencies:

- In the event of an emergency, teachers and/or administrators will lead all students, parents, and visitors that are in the school building to evacuate through the nearest exit of the school. We will congregate in the parking lot to take attendance of all students.
- If you are a parent/guardian, please do not remove your child from the premises until we have spoken with authorities. If you were attending class alongside your child, please remain congregated with your class.
- Parents are responsible for the well-being and safety of the siblings while on school grounds.
- NorthRidge Church SOPA is not responsible for the loss of personal items.
- NorthRidge Church SOPA Dance staff will await word from the Fire Department or authorities until given the all clear to re-enter the building. In the event that we are not able to re-enter the building, we will notify all parents by phone.

Sickness:

Please DO NOT COME TO CLASS if you or your child(en) have the following symptoms:

- Fever/Diarrhea/Sore Throat or Vomiting (in the last 24 hours)
- Eye (red, crusty, or watery discharge) or Skin Infections (sores and/or crusts on the scalp, face or body - particularly if red, swollen, draining, or spreading)
- Sneezing or Coughing, if persistent and/or productive
- Colored nasal discharge: white - viral infection; yellow or green - bacterial infection
- Skin eruptions or rash (other than diaper rash)
- Lice
- Any communicable Diseases

Note: NorthRidge Church SOPA Dance Staff are not allowed to give any medication to any child.

- Due to other people's allergies, NO animals are allowed in the SOPA building.

Photo/Video Policy

NorthRidge Church SOPA Dance reserves the right, and may give permission to its photographer or outside media, to photograph classes, programs and participants. Please be aware that these photos are for promotional purposes and may be used in future publications and media communications. By participating in the School classes and programs, you consent to the taking and publication of you or your child's photograph for these purposes. If you do not wish your child or yourself to be photographed or recorded, please notify the school by email at sroman@northridgechurch.com.

FAQ

What's the Class Format?

Classes are 30-45 min long, depending on the class.

Where are the Classes Located?

All NorthRidge Church SOPA Dance classes take place at the NorthRidge Church Chapel, which is located just South of the NorthRidge Church Plymouth main campus on Ridge Rd. The address is **12401 Ridge Rd, Plymouth, MI 48170**. You will enter through the main entrance door off Ridge Rd.

Where can parents/siblings wait during class?

In the gathering room of the Chapel or in their car in the parking lot.
Non-enrolled siblings are NOT allowed in the actual dance classroom.

Can parents/family members watch the class?

During our normal class times, we ask that parents allow the students to focus on our teachers....so no one will be allowed to watch in the classroom during normal class times.

What is the class dress code?

Recommendations are by class, but mostly comfortable, free-moving dance clothing. Shoes are based on the type of class. For specifics, see "Dance Shoes and Class Attire Guidelines" on our website.

Where can I purchase the required shoes, clothes and dance bags?

All of these items can be purchased wherever you'd like. Some recommended places to look: Target, Walmart, Dance World, Bee's Ballet to Blades, Downstage Dancewear and Amazon.

Are students required to be potty trained?

Yes! Please make sure that your child is potty-trained before attending any pre-classes. Our instructors will not be permitted to change diapers or pull-ups.

Will there be a recital?

- All students will be encouraged to participate in our annual recital on Saturday, May 4, 2024. Our rehearsal is on Friday, May 3, 2024. Both rehearsal and recital will be at Northridge Church Plymouth Campus.
- Attendance at our rehearsal is crucial to the success of our recital. Therefore students' attendance to our rehearsal is MANDATORY.

Will my child be required to purchase a costume for the Recital?

- Recital costumes are required if you would like your child to participate in our annual recital on Saturday, May 4, 2024.
- Costume fee ranges between \$60-\$70 per costume and is due by December 1, 2023. We're sorry, we cannot make any exceptions. Costumes need to be paid for in full before we order them mid December.
- Once ordered, the costumes are non-refundable per the costume company policies.
- Costume measurements will take place in class during the month of November. Please note that new students who register for the Winter Semester only, will need to make arrangements with the administrator to have their measurements taken before costume fee is due. We're sorry, we cannot make any exceptions.

Will my child be required to have dance photos taken?

- During your normal dance times on April 15 & 16, 2024, we will be offering dance photos for any parent wishing to purchase packages. This is not required.

Thoughts/Questions?

You can reach our administrator, Sabine Roman at sroman@northridgechurch.com or 734.233.3689.