

FOA Arts Center Protocol

At the FOA, one of the focal points of our educational programming is to encourage respect, good manners, and structure in all our classrooms. We ask that you partner with us in reinforcing these behaviors throughout our facility, both in and out of classes, to ensure success and safety for all.

Additionally, we ask that families and students...

- Treat all Foundation of Arts employees, students, and parents with respect
- Remain quiet in our lobby and waiting areas
- Keep cell phone conversations to a respectful volume and turn cell phone ringers down or off
- Quietly occupy/supervise children (both students and siblings) while waiting
- Place all bags under the benches so that others may have additional seating available to them
- Keep children away from classroom doors and the stairwell leading up to our dance loft while classes are in session
- Dispose of all trash before you leave the Arts Center
- Refrain from hosting or encouraging unkind or disrespectful conversations with other parents or patrons

The Foundation of Arts reserves the right to withdraw any class that does not meet the minimum enrollment requirements and to close enrollment in any class at maximum capacity.

Dress Code

Ballet

Girls: solid color leotard, pink tights, pink leather or canvas ballet shoes, skirt, and hair in a tight bun (ponytails or messy buns will not be allowed)

Boys: white t-shirt or tank top with black jazz pants. Black leather ballet shoes required.

Tap/Jazz

Girls: black jazz pants or tights and a form fitting shirt (or leotard) with tap and/or jazz shoes. Hair should be pulled away from the face.

Boys: any color t-shirt or tank top with black jazz pants or sweat pants with black tap and/or jazz shoes.

Art

Comfortable clothing that you don't mind getting paint or other materials on.

Theatre

Moveable, non-restrictive outfits such as t-shirts, shorts or pants, and closed toed shoes.

FOA Arts Center Policies and Procedures

General Policies

Families of the Arts Center sending or posting lewd, violent or unsavory content on social media or via text message/phone call may be promptly dismissed from the programming or event(s) they are registered for.

Students may not arrive earlier than 15 minutes prior to the start of classes and must be picked up no later than 15 minutes after it ends. I understand that staff and other contracted personnel of the FOA cannot be held responsible for children outside of their class times and that my student may be dismissed from programming if drop-offs or pick-ups are regularly past these requested times.

The Termination Form must be completed to cancel a membership. The FOA needs at least 30 days notice to guarantee another payment is not processed from an automatic draft, and the FOA cannot refund any payments that have already been drafted. If a student re-enrolls at the FOA, they will be required to pay a registration fee of \$85.

Grievance Policy

Specifically, the procedures to follow if you as a volunteer, parent, or your student have concerns about FOA policies or actions, are, in this order:

1. The student or cast member should speak to or meet with the person directly in authority about the matter, i.e. if the matter is regarding policies and procedures that happen during a show's production, speak to the person in authority who is in charge of that particular decision or event, or the person in authority who was present at the time of the incident. If the matter remains unresolved, or if the student or cast member has a reasonable concern that speaking to that person will not resolve the matter,

2. After a 24-hour reflective period, if still necessary, the parent should speak to or meet with the person directly in authority about the matter, i.e. as stated in number 1. Parents and/or students or cast members are expected to email the person in authority to set a meeting. Do not call or text the person in authority after 9 pm, and employees are instructed not to return texts or phone calls after that time. Meetings are to be at times and locations other than just before or during rehearsals, cast meetings, classes, or shows. If a parent approaches a director or member of the artistic crew or a teacher during a rehearsal, cast meeting, class or show, we have instructed those employees of the FOA to refuse to discuss any controversial matter, and to walk away from the parent. The recommended time for a parent and/or student or cast member to talk to a person in authority about a problem is a previously arranged meeting time possibly after a scheduled rehearsal or class.

3. After Step 1 and 2 have been attempted, the parent may speak to the Artistic Director and request a meeting with the FOA employee in question, the parent, and the Artistic Director. In certain situations, we may ask the student or cast member to attend the meeting, also. Meetings should be previously arranged by email. Meetings will be scheduled at times convenient for all concerned. The Artistic Director and/or the Production Director will not engage in discussions about casting.

4. At no time should parents, students, or cast members who are taking part in FOA programming engage in public commentary (social media, public print, etc.) - either directly or indirectly, either explicit or implicit - that expresses negative opinions about people in authority or others involved at the FOA. It is in such poor taste and inappropriate, that the offending members will be asked to leave the programming. This is a "first-offense", non-negotiable advisement. No one should participate in voluntary activities at the FOA who is also participating in public, negative, jargon about the FOA at the same time.

5. It is inappropriate for a cast member or student or parent to approach other cast members, students, or parents about a problem they are having with an FOA employee in authority, about objections to artistic, teaching, or administrative decisions. Asking a third party to take sides in an issue is unfair to

the less- involved person and the FOA. Arts classes where advancing to higher learning-levels and theatre productions where a cast is chosen, by their very nature, create situations where everyone may not be happy all the time. For the psychological health of the casts, classes, and the FOA as a whole, grievances should be handled between the parties involved and, then, if absolutely necessary, the Artistic Director. At no time should an adult speak to a minor who is not their child about their adequacy for a role in which they have been cast, or give them any critique other than what is complimentary. This communication is reserved for the Director of the production only.

6. Parents and students sending/posting lewd, violent or unsavory content, whether that be on social media (Facebook, Twitter, YouTube, Snapchat, etc.) or via text message or phone call, will be asked to leave the program or event they are taking part in. This is a "first-offense", non-negotiable advisement.

If I act in a way that demonstrates that I am not in agreement with the above statements, I realize that I will be asked to resign my family's participation in the FOA programming in which we are participating.

Participant Protection Policy

The Foundation of Arts values the participation of all children and adults in its programming and activities. We recognize the critical role of its volunteers, students, and parents. In order to assure parents and all participants that The Foundation of Arts values their safety, the following policies will govern all participants at all times during their involvement in activities of The Foundation of Arts:

1) Protection from Predators - No person who has pled guilty, or has been found guilty, of any sexually related offense or sexual offense relating to the harm or endangerment of a minor shall be granted inclusion in any way in any FOA programming or events.

The FOA practices the "rule of three", which is the practice of never allowing only two people in a room at any given time unless there is a camera in the room, such as when private lessons are being taught. Staff are required and volunteers are encouraged to keep this policy, and any knowledge of its non-compliance should be reported to the Executive Director.

2) Staff Training - All staff members will be made aware and are responsible for knowing these safety and security policies and procedures:

- a) if a child is behaving in a manner that is disruptive or dangerous, staff will advise the child to stop what he/she is doing. If the child refuses to alter his/her behavior, the parent/caregiver will be notified, and the child risks losing privilege of participating in future activities.
- b) if a child is in need of parental care, staff will make every effort to contact parents. In extreme cases, if the parent/caregiver cannot be reached, appropriate emergency officials will be called.

We also recognize that parents are a child's ultimate teacher, and therefore we expect parents to instruct their children how to be safe at all times, how to follow rules and instructions, and how to be responsible. In order to foster a welcoming and safe environment, the following general responsibilities of parents/caregivers are expected by The Foundation of Arts:

1. Parents/caregivers are ultimately responsible for the supervision of their children. Children unattended by parents are expected to be mature enough to follow rules, to take responsibility for their own safety, and to let a staff member know if they need help.
2. No child under the age of 8, or whose scheduled activity lasts less than 45 minutes, should be left unattended by a parent. Waiting areas are available for parents/caregivers.

3. The Forum and The Arts Center are public buildings, and not alternatives to long or short term child care. Staff cannot monitor everyone who enters, and all citizens are free to use any public area in our facilities.

4. Parents/caregivers are expected to ensure that their children arrive no earlier than 15 minutes PRIOR TO THEIR ACTIVITY START TIME. Also, parents/caregivers must pick their children up from their activity no later than 15 minutes after it ends. The Foundation of Arts does not employ babysitters or security guards. While staff and other hired personnel are capable of supervising children during scheduled events, they cannot be responsible for children during times that occur outside of scheduled events.

If the staff of The Foundation of Arts is aware of a situation of a child being dropped off early or picked up late, every effort will be made to monitor that child; however, The Foundation of Arts nor its staff can be held responsible for the negligence of a parent or caregiver. To avoid these situations:

In the 1st event of a child dropped off early or picked up late, the parent will be contacted and reminded of the policy.

In the 2nd event, the parent will be charged \$1.00 for every minute that the child is on the premises outside of the activity schedule. If this fee is not paid, the child will no longer be eligible to participate in FOA activities.

If a child is left at The Arts Center or The Forum after closing hours (or after activity hours), the staff reserves the right to call the Jonesboro Police Department or the Department of Human Services to care for the child.