

Mission

We opened our doors at Suwanee Academy of the Arts in 2003 with a mission to inspire excellence and enrich the lives of young artists, their families, and the community at large through the disciplines of dance, music, and theatre arts. Founders Berneta Bock Davis and Patty Weyen Etherton poured their hearts into creating a beautiful, loving School for the Arts.

Suwanee Academy of the Arts has quickly become known through out Atlanta for providing the highest quality of arts education for students, newborn through adult. In support of this mission, the founders helped spearhead a non-profit company, Suwanee Performing Arts, which offers Gwinnett County quality performance opportunities in which to participate, appreciate, and support!

Educational Philosophy

Our goal at Suwanee Academy of the Arts is to provide a professional and disciplined, yet fun and supportive atmosphere where students of all levels can succeed. At the Academy, the aim is not only to teach "how" but to cultivate the "why," forming a deep appreciation for art which minimizes the need to compete. Every student builds self-confidence as they learn to appreciate what each individual brings to the art form.

Exceptional Instruction

Through the educational integrity of its founders, the Academy has attracted professional educators with years of professional experience, who love what they do and share a common goal—to nurture and inspire excellence in each and every artist. Students enrolled at the Academy not only learn from teachers that have "studied the arts" but from mentors who have "lived the arts."

You're Home

The "Little Yellow House" that feels like home! Anything but little, with 6000 sq. ft. of premier studio space and the areas best arts instructors, we often hear these words and it makes us smile. Learning any discipline takes a commitment from the artist, teachers and parents. By working together in this loving environment we are building confidence and character in our young artists who in return create a better community.

From the entire SAA family, it is with deep felt gratitude that we thank you for allowing Suwanee Academy of the Arts to be a part of your lives.

Suwanee Academy of the Arts • 341 Main Street, Suwanee, GA 30024 •
678.482.6333 www.SuwaneeAcademy.com



SUWANEE ACADEMY
O F T H E A R T S

Handbook

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To foster respect for this learning environment, NO ONE (Artist, siblings, private lesson student) is allowed in the studio spaces without the permission of the teacher.

No children (students not already in class, siblings or visitors) may be left unattended at any time.

Never use the dance studio to cross through to the other side; street shoes worn on the dance floor may leave residue that can cause injury to the dancers.

The mirrors and barres are to be respected as tools for the classroom and **no one** is allowed to touch the barres without the teachers permission. Hanging, swinging and leaning on the barres is not permitted at anytime.

Musical instruments and dramatic props are not toys and should be handled with respect with instruction from the teacher. Please help us keep the studios clean by remembering that food and drink should not be brought into the studios unless allowed by a teacher.

All students should use the restroom before entering class. The fewer interruptions during class the better for your child's education. We have an open door policy at Suwanee Academy of the Arts. Most studios have Dutch doors allowing the bottom half to be shut while the top remains open, providing a window for those who wish to observe class. Please be mindful that younger artist can see "mommy" thru this window as well as in the mirror. This can sometime become a distraction to the student and the top half will have to be closed. If the noise level outside the classroom gets too loud the door will have to be closed.

At all times we expect courtesy and respect to others; this includes any relationship between students, teachers, staff and parents. If there is an issue or concern, please address it with a member of our staff as soon as possible.

Parking

Please enter our parking lot by the entrance closest to the mail box and exit by the lane close to the Library. This creates a drop off and pick up lane that can be useful to those older students who can enter and exit without parental help. It also helps to prevent the possibility of a child getting hit by a car. Do not block the parking spaces or the circle by leaving your car unattended. If for **any reason** you wish to come into the building or must wait for a student; PLEASE park your car in one of the designated spots in front of the building. There is additional parking along the side of the building, when parking there please do not park at an angle. The speed limit for all of Main Street is 25 miles per hour. Please take note that we have many children and adults walking in and around our area, enjoying our classes, as well as the Library and wonderful parks near by. Warning! The Suwanee Police are very serious about this speed limit!

Drop Off and Pick Up

All artists will be asked to line up before class, they will be invited into the class room by the teacher, and excused in the same way. It is our policy that all of our artists remain inside the building while waiting to be picked up by a parent or guardian. Please inform the front desk if you will be picked up by someone other than yourself. If for any reason the parent/guardian is late picking up a student we ask that they call to let us (and their artist) know they are on the way. The artist will be asked to sit in the lobby with our office personnel as supervision. Younger artists may be asked to watch or “help” in the next class to keep them from being frightened. We ask that you please do not abuse this courtesy.

General Rules

Upon entering Suwanee Academy of the Arts, remember that other Dancers, Singers, and Actors are in class. Please walk quietly; there is **NO Running** in the building.

Tuition/Payments/Fees

Our Regular Class Tuition for the school year may be paid in full at the time of registration or may be broken into ten equal payments; the first and last payment is due at registration and the remainder of the payments will be due on the first of each month thereafter. A \$35.00 registration fee per student is due at the time of registration.

Adult Class Cards can be purchased for \$60 and are good for 6 classes in any adult class offered. Adult Classes may be paid for individually for \$12.00 per 1 hour class or \$15.00 per 1 1/2 hour class.

Late fee of \$10 will be automatically charged to accounts that are not paid by the fifteenth of the month.

Performance & Costume Fees are due in November for any artist that is enrolled in a class that participates in our year end performance. There will be a performance fee of \$45.00 (per student) to help cover the cost of renting the theater as well as a costume fee of \$65.00 (per class). Students enrolled in Drama or Voice classes are paying a rental fee for their costumes. Costumes for these classes will be returned to the studio after the performances. There is no costume or recital fee for Tiny Tutu, Cecchetti, Intro to Contemporary, Adult and Yoga Classes.

Summer Camps: the tuition for each camp is a one time fee for the entire camp. There are no costume or recital fees associated with these camps.

Refund Policy: Suwanee Academy of the Arts does not issue refunds; however, a credit toward future classes will be placed on your account.

Return Check: There is a \$ 25.00 fee for all returned checks.

FAQ

FAQ: Will there be a reduction in tuition for months with fewer than 4 weeks of classes?..... There is not a reduction of tuition for months with holidays or breaks. We formulate the tuition scale based on 32 classes in a school year session with an equal payment option monthly.

FAQ: What if we can not finish the school year; will we be required to pay the full tuition?We understand that sometimes special circumstances keep a young artist from finishing the term. If you must withdraw before your contract is up, you are required to give a written notice of explanation four weeks prior to the date of early withdraw request. Tuition is payable through the four weeks. Requests are considered on an individual basis

Attendance Policy

When a student's learning time is shortened by absences or tardiness, it jeopardizes them and the progress of the entire class. When a student misses class, the previous skills learned are quickly lost. In dance and voice this happens due to the body retaining instruction at a slower rate than the mind. If you must miss a class, your child may make up the class in another class of the same type and level. Please inform the teacher you are making up a class.

We are blessed to have three dance studios, (# 1 , #3, and # 4) a drama studio (# 2), as well as six private lesson rooms, two universal bathrooms and a water fountain (in the back of the building). We also have a boutique with many things for sale, as well as two separate office spaces. With so many artists learning their craft we ask that you **be considerate, and keep the noise level down**, especially in the halls.

Our dance studios are equipped with special flooring that allows one to jump and not be jarred or injured. The mirrors are full coverage on one wall. We have double level barres, for the adult and child to exercise properly and keep the body in alignment. All studios have sound systems and natural sky lights. Studio's 1 and 4 can open into one room to be used for performance space with theater lighting or for master dance classes.

Our drama studio is fitted with mirrors that can be covered, as well as theater lighting and a sound system. This space can be used as a black box theater each week in class!

Studio 3 sports a beautiful tree that children love to sit under for story time and the walls are painted to inspire creativity. We have recently added a raised dance floor and mirrors for smaller classes.

All of our Private lesson rooms are soundproofed and contain an acoustic piano or Yamaha Clavinovas (digital keyboards with weighted keys).

Lost and Found items are put in a trunk in the back hall. If the item is labeled with a name we will attempt hold it out for you at the front desk. Twice a year we display all lost and found items, if they are not claimed we give them to Good Will.

Fun Week

Don't forget our FUN WEEK tradition. At Suwanee Academy of the Arts, all students are invited to dress in their favorite fun attire, appropriate to their discipline, during the last week of every month. (Watch the blackboard and handout reminders for exact dates) Students are to be in their class uniform the rest of the weeks. If your child is in a combination class, Fun Week is when they will have Tap or Jazz.

End of the Year Performance

SAA has always been known for its year end performances. Each year we strive to give our young artists the opportunity to be a part of a spectacular performance. We believe that years from now no one will remember what costume they wore in their dance recital but who would forget that they were the "Wind" that whisked away the Nannies in Mary Poppins. The experience of being part of the show is the thing that builds memories and at the same time builds character.

The Year end performance is scheduled for a weekend in May: at Brenau University in Gainesville, GA. Each family involved will receive detailed information regarding tickets, directions and rehearsal and performance times, prior to the performance in the spring.

Facility

Suwanee Academy of the Arts' main entrance is the door thru the porch. It opens into our wonderful lobby; this is where those families that wish to wait for their artist to finish may sit. (Please remember that the Library is right next door, as well as Play Town the interactive park, Town Center is across the street with so many wonderful things to offer)

Dress Code

Having the hair pulled back and wearing a class uniform is an essential element for teachers to properly see the line of the body (posture) and expression on the face. In years past we were blessed with several unforeseen opportunities to perform outside the studio. In anticipation of this occurring again, we feel it is prudent to have a base uniform for all students.

- Dance students - all dancers must have their hair pulled off of their face. Ponytails for our younger students. **Ballet classes for 1st grade and up must have a bun.**
- Company artists and Cecchetti students will **not be allowed in class** without the correct uniform and hair requirement.
- Dance students - 2 ½ - 5 year olds wear pink leotard, pink tights, pink ballet shoes. Black taps shoes when appropriate.
- Kindergarten and up - wear black leotard, pink tights, pink ballet shoes, black tap and/or jazz shoes when appropriate.
- Jazz students wear black leotard, black jazz pants and black jazz shoes.
- Theater Dance students wear a black leotard, black jazz pants, black jazz shoes, and black tap shoes with hair pulled away from face. Advanced level needs "T" strap character shoes.
- Drama Students & Voice Students - hair pulled away from face, black leotard or tee shirt, black jazz pants, black jazz shoes.
- Hip Hop classes - jazz shoes or sneakers, no jeans or half shirts, loose pants for optimum movement.

Dance shoes should not be worn outside. Please bring shoes to change into when entering and exiting the facility. Ballet shoes should be tied in a knot (no bow) and tucked inside shoes. Jazz shoes should be tied in a double knot, if applicable.

All articles (shoes, tights, skirts, pants and leotard) should have the student's name on them. A Sharpie is wonderful for this and it helps us get your belongings back to you.

All belongings stay with the student, a "dance bag" is appropriate for this and should be hung on hooks in their classroom. Before students can be excused from class, all belongings will be retrieved from the hooks. It is respectful to the art if dance students wear "cover-ups" when entering and exiting the building.

Students should arrive early if they need to change into the appropriate uniform and hair style, or change before coming to Suwanee Academy of the Arts.

Suwanee Youth Ballet

Dancer's that have transitioned into SPA's Youth Performing Dance Company are looked upon in our arts community as leader's of "what to do". Being in the performing company is a great opportunity for students and comes with great responsibility. SPA relies on our dancer's to adhere to following code of conduct as an company member:

1. Attendance - Company members are to attend all their required classes and be ready for class 10 minutes prior to the beginning of their class. Should a conflict arise preventing a student from being able to meet this expectation, students are asked to inform their instructor(s) prior to the conflict taking place.
2. Dress Code - Company members are encouraged to wear their company required black leotards, tights, and shoes to class. Attire should always be in good condition. Dress items that have rips and tears should be replaced promptly. Hair is to be securely put up in a classical bun or pony tail for the appropriate class; a bun will always be worn for ballet and pony tail for jazz/contemporary. Hair that falls down in class or is in a students face is not appropriate for a company member. On "fun week", company members are allowed to wear a leotard of a different color/design, but traditional tights, shoes, and hair are still to be adhered to.
3. Rehearsal(s)- In preparation for the demands of extra performances committing to rehearsing outside of class time is necessary. Rehearsal schedules are given to company members prior to the season starting. Rehearsals are mandatory unless the students have arranged to be excused by the rehearsing instructor prior to the scheduled rehearsal date. Rehearsal schedules are put together with sensitivity to families' other commitments and major holidays, but practices are scheduled at times during minor holidays as well as at times when the studio is following the Gwinnett County School Closing schedule.