

# **KIWANIS PERFORMING ARTS CENTRE**

## **MUSIC PROGRAM PARENT & STUDENT HANDBOOK**

**2024/2025**



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## WHO WE ARE

The Kiwanis Performing Arts Centre (KPAC) is a staple in the community of Dawson Creek, mentoring generations of performers and fostering a lifelong love of the arts in all students, members, and facilitators. Our mission is to grow the performing arts community by providing classes, for students of all ages and skill levels. From the absolute beginner to the aspiring professional, we aim to provide engaging and professional instruction in a variety of genres, thereby continuing KPAC's established tradition of equipping students with both technical and performance skills and an appreciation for the arts as a means of self-expression and recreation.

We have created this handbook to offer our music students and their parents a clear understanding of their commitments and responsibility to the KPAC and the music program.

## KPAC MEMBERSHIP

KPAC Memberships are required for all students. This membership is renewed every September for a \$20 fee and will be applied to your first invoice. If signing up any time between March and June, membership is prorated for the remaining terms at \$10.

## COMMUNICATION

All our communication is done via email. We will add you to our email list, but if you are not receiving notices, it is your responsibility to contact the KPAC office ([kpacinfo@gmail.com](mailto:kpacinfo@gmail.com)) and be sure the email address we have is your correct address. Please check your Junk Mail folder.

## KPAC MUSIC PROGRAM

SEPTEMBER 9 2024 - JUNE 20 2025

Lessons are 30 minutes/once a week

Piano with Ruth Czerniak – availability Tuesday/Wednesday/Thursday

Guitar/Bass/Ukulele/Drums with Breydon Janzen – availability Monday - Friday

Guitar or Bass with Troy Rushton – availability Wednesday/ Thursday

## FEES

\$50 Registration Fee

\$20 KPAC membership – one per family

\$25/per lesson – Invoiced in TERMS which consist of two months of lessons.

- Invoiced at the beginning of each term and are due within 15 days from date of invoice.
- Invoices are emailed out and interest will compound monthly at the rate of 7% if not paid within the net 15 days

<b>Date</b>	<b>Events</b>
Monday, September 9	First Day of Lessons
Monday, September 30	National Day for Truth & Reconciliation – No Lessons
Monday, October 14	Thanksgiving Day – No Lessons
Tuesday, October 31	Halloween – No Lessons
Monday, November 11	Remembrance Day – No Lessons
Friday, December 20	Last day of Lessons for Christmas Break
Monday, January 6	Lessons Resume
Monday, February 17	Family Day – No Lessons
March 17- March 28	Spring Break/ Easter – No Lessons
Friday, April 18	Good Friday – No Lessons
Monday, April 21	Easter Monday – No Lessons
Monday, May 19	Victoria Day – No Lessons
(TBD)	KPAC Music Recital
Friday, June 20	Last Day of Lessons

Term 1 – September 9 – October 25  
 Term 2 – October 28 – December 20  
 Term 3 – January 6 – February 28  
 Term 4 – March 3 – May 2  
 Term 5 – May 5 – June 20

	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>	<b>Term 5</b>
<b>Mondays</b>	<b>5</b>	<b>8</b>	<b>7</b>	<b>5</b>	<b>6</b>
<b>Tuesdays</b>	<b>7</b>	<b>6</b>	<b>8</b>	<b>7</b>	<b>7</b>
<b>Wednesdays</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>7</b>	<b>7</b>
<b>Thursdays</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>7</b>	<b>7</b>
<b>Fridays</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>6</b>	<b>7</b>

## COMMITMENT

Lessons run from September to June. We dismiss classes for Christmas break and for Spring Break. Once registered the day and time you are given is yours and your responsibility to attend. To withdrawal from lessons, we require two weeks written notice - You will also be required to pay these two weeks' worth of lessons even if you do not attend. Our instructors are contractors and therefore are paid by enrollment not attendance. If you miss more than two lessons without notification, lessons may be terminated, and fees will still be due.

**Credits are not issued if you/your child miss a class regardless of the reason**, because payment reserves/holds your spot for lessons, credits for lessons will only be provided if an instructor cancels.

**Term fees are due the first week of the first term month.** Payment options can be discussed with office; failure to communicate will result in 7% late fees being applied to your invoice. These late fees will compound monthly.

*Term fees must be paid in full before you can continue onto the next term.*

## PERFORMANCES

### **KPAC MUSIC PROGRAM YEAR END RECITAL**

We will be hosting a year end recital for all our music program students; this is not mandatory and if you wish to participate, please sign up before the end of May.

### **KPAC SCHOLARSHIP PROGRAM**

Music scholarships are awarded to enrolled music students that have demonstrated exceptional skill/promise and dedication to their studies in the 2024-2025 program year. Awarded KPAC scholarships can only be used to continue music studies within the KPAC Music Program. Awarded recipients will be notified in June and scholarships can be used towards lessons in the up-coming fall term.

## THE STUDIO AND BUILDING

No children under the age of 10 is to be left unattended.

- No running or yelling in the building. There are multiple users in the building; let's be respectful. Families will be given warnings for disruptive behaviour.
- There is a play corner for young siblings' entertainment, it is up to the parents and older siblings to make sure the space is respected and cleaned up afterwards. If the corner is abused, items will be confiscated.
- Remove all outside footwear and place them on the racks by the door or on the trays outside the studios

- Respect all property – Please ensure you clean up all your garbage when you leave a space.
- KPAC and the instructors are not responsible for lost or stolen items.
  - Do not enter KPAC if you are feeling sick or unwell
    - Fever
    - Cough
    - Chills
    - Muscle Pain
    - Headache
    - Sore Throat
    - Shortness of Breath
  - Use provided sanitation stations
  - Follow proper handwashing procedures

**ANY STUDENT WHO IS SENT TO CLASS KNOWINGLY SHOWING ABOVE SYMPTOMS WILL BE SENT HOME IMMEDIATELY**

## INCIDENT REPORTING AND CONFLICT RESOLUTION

Any incident in the studio will be recorded in an Incident Report. Incident Reports will be filed for:

- Physical injuries
- Interpersonal conflicts (ex: bullying, student altercations, parent altercations)
- Instructor disciplinary actions (ex: asking a dancer to sit out, issuing absence warnings, etc.)

Incident reports will be kept on record in the KPAC office. If conflicts continue, meetings will be arranged with parents and administrators to formulate a plan for conflict resolution.

Code of Conduct: It is our goal that we do our best to resolve conflicts, however, rude and abusive behavior and comments toward staff WILL NOT be tolerated.

Harassment related to the following:

- Emotional
- Physical
- Verbal (derogatory, insults, yelling, belittling, etc.)
- Threats
- Any comments that may imply that our staff do not have the capability to make the decisions needed.

Anyone breaking this code of conduct will be asked to leave. Remember, our main focus is for the students to have the best experience, as it is imperative to have a positive learning environment.

KPAC reserves the right to terminate any student's enrollment at any time for misconduct or inappropriate actions by either the student or his or her parent(s).