

Abilene Performing Arts Company, Inc.

General Information

Office & Contact Information

LOCATION - APAC's office and studio at 1049 Industrial Blvd., on the corner of Spindletop and Industrial Blvd. across from the Abilene Country Club. We encourage parents to accompany their children into the building, but when that is not possible, pull into a parking spot in the parking lot for drop off and pick up. Not only is it against city ordinance to stop and park in the fire lane directly in front of our building, it also causes a back up of traffic onto the main road. Please help us create a safer parking lot environment for all our students by pulling into a parking spot.

OFFICE HOURS – Text the director, Lanie Westman 325-721-4884.

CONTACT - The Director's cell is 325-721-4884. All registration, account, and general inquiries should be directed to this line. Texting is always quickest. Questions for a class instructor may also be directed here.

WEBSITE, EMAIL & TEXTS – **WEBSITE:** APAC's website address is www.apacstars.com. This website is kept as up to date as possible with important information (including the APAC calendar) for our students and families! **EMAIL:** Email address for general information and account information is Info@apacstars.com. The Director's email: Lanie.apacstars@gmail.com. Please check your email on a regular basis. Tuition reminders are emailed at the beginning of each month in a bulk email. The director is constantly sending out important information to keep parents informed. Also, please add our emails to your safe contact list so that our emails don't go to your spam/junk mailbox. Don't get left out of the loop! Updated contact information (including e-mail) is necessary for this to take place.

HOLIDAYS - Holidays during the year are factored into monthly tuition. APAC does not prorate. Holidays APAC Observes: Labor Day, Columbus Day, Thanksgiving Week, Christmas Break, MLK, President's Day, and Spring Break. **See the website dropdown menu for pdf calendar.**

Registration, Tuition and Fees

REGISTRATION FEE - A once per year, non-refundable, registration fee of \$35.00 per student is due when registering.

TUITION - Monthly tuition rate is not specified by how many classes have been taught in that month - or attended. Therefore, the tuition amount due does not adjust according to the number of weeks in each month. The following is a detailed tuition break-down:

Tuition for each student's first class is set at the rate of: \$16.08 per class. APAC's season consists of 33 weeks, but calculation is made using 28 weeks due to holidays and potential inclement weather days. Based on yearly tuition is \$450. ($\$16.08 \times 28 \text{ weeks} = \450 for the year which has been divided into 9 monthly payments of \$50 per month, Sept - May). Tuition for each additional class has been set at the rate of 8.04 per class, making the yearly tuition for each additional class \$225.00. ($\$8.04 \times 28 \text{ weeks} = \225 for the year which has been divided into 9 monthly payments of \$25 per month, Sept - May) Inclement weather days and holidays have been factored into yearly tuition. APAC does not prorate.

PAYMENT SCHEDULE & LATE FEES - Monthly tuition is due by the date marked on the APAC calendar. Payments can be made online, dropped in the door slot on the APAC office door, mailed to 1049 Industrial Blvd. Suite 200, or placed in our outside mailbox w/ APAC's logo. Class instructors are not responsible for payment collection. If you cannot make a payment, text the director and a plan will be discussed.

RETURN CHECK POLICY - A fee of \$20.00 will be charged for all returned checks. Notification will be made by text from the director. Repayments must be made in the form of cash or a cashier's check.

ADDITIONAL FEES - May Show Fee is \$30 per student. This fee helps pay for the rental of the Convention Center and is due according to date on the APAC calendar. The costume fee is due as stated on the calendar and in email/texts as well.

General Class Information

CLASS VISITATION & PARENTS WEEK - During the fall, preschool classes will have parent showcase days. Your child's instructor will inform you by sending a note home with your child or I will send a text or email. As a company, we request that parents not attend class with their students on a regular basis. It's often much easier for students, especially younger ones, to focus on learning in class if they are not distracted by friends and family. Our instructors are always available to answer any questions that you may have. Your active involvement is encouraged.

ATTENDANCE POLICY - **Rehearsals and performances are mandatory!** If your child misses more than 4 classes, his/her participation in APAC performances will be affected. **Excessive absences are grounds for being withdrawn from a performance.** If a class is missed, or is going to be missed, text the director @ 325-721-4884. Students who are absent are still bound by monthly tuition payments as detailed in the registration contract. Students may not choose to miss class or a show to avoid fulfilling tuition payment obligation. **See the website dropdown menu for pdf attendance policy/dress code document.**

CLASS & BUILDING RULES - Upon entering the APAC facility, students will display appropriate behavior and time management skills. Students will show respect to the property and people they are around and should encourage and help one another. Taunting and name-calling is not tolerated and may cause immediate expulsion without a refund. We strive to help each other by building up each other's self-esteem, not criticizing. A consistent behavior code is implemented for each student to follow.

- No running is allowed in any part of the building.
- Drinks in closed containers are the only drinks allowed in the building. You may eat in the lobby area, however, keep in mind that if you make a mess, it is your responsibility to clean it up!
- No food or drinks are allowed in the studios other than bottled water.
- Bathroom breaks may only be taken with an instructor's permission.
- Bathrooms are to be left as they were found.... CLEAN!
- Pick up after yourself, throw your trash away.
- Profanity is unacceptable! Penalties, including expulsion, will be enforced.
- Courtesy to other people in the building will always be shown.
- Students are not allowed in the staff areas unless they have permission.
- No child is allowed to use the elevator unless permission has been given by their parents or APAC staff.
- Cell phones **ARE NOT ALLOWED** in the studios.

DRESS CODE – Every APAC class has a dress code. **See the website dropdown menu for pdf dress code document.**

CLASSROOM CONDUCT – Behavior...students are expected to follow directions of all APAC instructors. If misconduct occurs a warning will be given to correct the problem. Step Two - a warning and talk with the instructor after class, the director will be notified. Step Three - The student will be asked to sit out during class. They may stay in the room and quietly observe. The instructor will notify the parents and the director of the misconduct. Very rarely has this procedure been used; we would like to keep it that way! If the instructor has different or additional disciplinary action other than that mentioned above, parents will be informed. Party Invitations...we love parties and follow the same policy as the school district ...if it is a private party hand out your invitations outside of class. If everyone in the class is on the guest list, then invite away!

APAC Shows

MAY SHOW - The May Show is the Saturday following Mother's Day and is a culmination highlighting all musical theatre and dance classes.

*Commitment: This show is a full-scale performance with lights, set, props, sound and more. We strive to make the show as professional an experience as possible for students. Prepare to be present and committed to all that is involved to make the show a success!

*May Show NEED TO KNOW week (See calendar for dates): This is the time for parents to make sure they know the details! The May Show Page is filled with details all year, including rehearsal schedule and the show order. Be in the know! Check it out so you are not in the dark!

*May tuition for the entire month is still due according to our nine-month payment schedule.

*Attendance goal: May Show is a major fundraiser! Promoting attendance at the May Show is very important! It is also much more fun to have a "full house" to perform to rather than low attendance. Please help us promote the May Show!

*Program Ads: Another way we underwrite May Show is through the sale of ads. Congratulatory for a student or business ad.

*Items to purchase - tickets, DVDs, T-shirts, show goodies. Tickets are \$12 available online May 1st through Show Day at the door.

THEATRE SHOWCASE DAY – This showcase is the first Saturday in May and is held at McMurry University's Amy Graves Ryan Little Theatre. The house opens at 1:30pm for seating (Admission is free). Showcase is at 2pm, schedule is as follows:

6th-12th Theatre

11am arrive (bring a sack lunch)

11:15am-12:15pm rehearse

12:15pm lunch break

3rd-5th Theatre

12:15pm arrive (eat prior to arrival)

12:30-1:30pm rehearsal

APAC Support

PHILANTHROPY - Thank you to the generous individuals who contribute to this program! APAC publishes names of Patron Members and those making tax-deductible donations of \$25 or more, in the programs, unless anonymity is requested. Donation information is available in the APAC office. If you would like to donate or know someone who would, please contact the office.

VOLUNTEERS – Volunteer Moms are always needed for our APAC MAY SHOW as DRESSING ROOM MOMS! To be a DRESSING ROOM MOM text 325-721-4884. Experience is not required, just a huge heart, patience, and a great attitude!