



STUDENT & PARENT MANUAL

General Information

AUGUST 18, 2017

MOUNTAIN CITY CENTER FOR THE ARTS LLC
16 Maple Street Frostburg MD 21532

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Dear Parents & Students,

Welcome to the MCCA Family! We are so excited that you have chosen Mountain City Center for the Arts, LLC as your artistic home away from home! It is an honor to work with you and your child to help them achieve their dreams.

I, along with my incredible staff, take what we do very seriously and we are always striving to create the best environment for our students to grow both as people and as artists. Our mission at MCCA is to Motivate Creative Courageous Artists that will eventually go out into the world and make it a better place.

At MCCA, we are working to provide quality arts instruction and teach students confidence, responsibility, respectfulness, and professionalism. We have created these guidelines and policies to not only help prepare students for the professional world, but to also ensure that MCCA operates at the highest professional level. We have outlined everything you need to know, or may want to know, right here in this manual! It's your one stop information outline!

Again, thank you for choosing MCCA, for trusting us with your children, their hopes and dreams, and for joining us in creating a positive, family friendly home!

With love and appreciation,

Coty Warn Forno

MISSION

Mountain City Center for the Arts, LLC. is a nationally recognized and award winning, inclusive performing arts facility located in Western Maryland. MCCA strives to offer the highest quality professional instruction in the arts within a supportive and inspiring environment. Our company focuses on the journey of the young artist by encouraging personal growth, self-esteem, teamwork, and communication skills for all ages. As artists and educators, we are dedicated to creating a safe, positive, family friendly atmosphere in order to motivate creative, courageous artists. We look forward to being a part of your journey!

VISION

- A commitment to excellence in artistic training where students receive professional quality arts instruction
- A commitment to creating a positive, safe, supportive space where people of all backgrounds can freely explore creativity, connection, and collaboration
- A commitment to promoting positivity, passion, and purpose inside and outside of the classroom
- A commitment to motivating confident, collaborative, compassionate, courageous artists
- A commitment to building connections and pathways for artists to fulfill their personal and professional artistic goals
- A commitment to creating a healthier and happier community with expanded diversity and cultural awareness

THE CREATIVE ARTS ARE AN EXTREMELY PERSONAL AND VULNERABLE CRAFT AND WE ARE COMMITTED TO CREATING A SAFE, NON- JUDGMENTAL, NON-COMPETITIVE ENVIRONMENT. IN ORDER TO TAKE BOLD CREATIVE RISKS, STUDENTS MUST FEEL SAFE IN THEIR ENVIRONMENT. THEREFORE, WE BELIEVE THE DRAMA SHOULD BE SAVED FOR THE STAGE. WE HAVE A ZERO TOLERANCE POLICY FOR BULLYING, NEGATIVITY, OR DISRESPECT OF ANY KIND. WE ASK THAT PARENTS JOIN US IN THIS COMMITMENT TO ENSURE THAT THE FOCUS IS ALWAYS ON THE STUDENT'S GROWTH AS AN ARTIST AND AS A HUMAN BEING.

CODE OF ETHICS

Integrity: To conduct oneself with integrity through honesty, courtesy, respect, and consideration for fellow students, parents, and faculty.

Leadership: To showcase exemplary behavior both inside and outside of the center. To work positively with others, to strive for personal greatness, and to inspire those around you by connecting, collaborating, and creating with students, parents, and faculty members.

Responsibility: to adhere to policies and procedures, to take an active role in keeping the center clean, to listen and work with all faculty and students, to take pride in creating positive work.

Professionalism: To respect the arts and uphold the values and standards of conduct in a way that characterizes the highest qualities of performing artists. This includes respecting the faculty, supporting and encouraging classmates, keeping interactions positive, and recognizing oneself as a role model at all times.

Character: To be a person who represents personal integrity, leadership, responsibility, and professionalism in all classes, events, and in interactions with peers and faculty.

MCCA FALL 2017 CALENDAR OF EVENTS

August 19th: First Day of Classes

August 19th- August 24th: Tuition Payment #1 Due

September 4th- Labor Day: No Classes

September 11th- 15th: Spirit and Service Week

September 15th: Gold Ball Parents Night Out 630-830pm

September 16th- September 21st: Tuition Payment #2 Due

October 14th- October 19th: Tuition Payment# 3 Due

October 26th: Team Teal/Magic Halloween Parade Show

November 11th- 16th: Tuition Payment #4 Due

November 20-25th: Thanksgiving Break NO Classes

December 2nd: Team Teal/Magic Storybook Parade

Dec 3rd: Holiday Parent's Day Out 2-4pm

Dec 4th: Last Official Day of Classes/ All MCCA Tuition Balances Must be Paid in Full

Dec 5th- 7th: Showcase Rehearsal @ Mountain Ridge High School

Dec 9th & 10th: Showcase Performances @ Mountain Ridge High School

FACILITY INFORMATION

MCCA is a Tobacco & E- Cigarette Free Facility

Studio Access: MCCA is a secured access building and remains locked at all times. Students and Parents must have a Key Fob to access and enter the building.

Parking: MCCA offers parking in the front lot. When that lot is full, customers are to use designated city parking. Please be mindful of parking in restricted lots as owners have the right to have violators towed.

Video Surveillance: MCCA has video surveillance in all studios and on the outside perimeter of the building. This is to ensure the safety of our students, teachers, and parents.

Video Monitors: We have two video monitors in the studio where all information, important dates, photos and more will be posted. Be sure to check out the monitors each week for updates.

GENERAL POLICIES & PROCEDURES

Customer Portal: Each family will have a portal to process payments, register for classes, etc. It is your responsibility to keep all info (contact info, payment info, etc.) up to date. You can sign up or log in on the homepage of our website. Please contact peteforno@gmail.com with any questions about your portal and/or account info.

Email: Email is our main communication tool at MCCA. Please make sure all contact information within the customer portal is correct. Parents and students are responsible for staying up to date with emails and communication.

Registration Fees/Key Fobs: All students must pay a non-refundable \$25 registration fee and processing fee per semester. This fee goes towards student's security profile, key fob, and building access. Family Fees: \$25 for the first student, \$15 for each additional family member or student. Students will be given 1 key Fob for secure entry into the building. The key fob should only be used by the designated student and parent. Replacement key fobs can be purchased for \$25.

Tuition Fees: Tuition is based on a semester fee, not per lesson. Tuition will not be prorated or increased based on the number of classes in a given month. Parents or guardians are responsible for paying the full semester tuition fee and registration fees. Tuition is due at the beginning of the semester. If you are utilizing a payment plan, please be sure to make payments during the designated payment week (Please see calendar for designated payment dates) A \$15.00 late fee will be added to the balance for every week tuition is late. There will be a \$25.00 fee for all returned checks. There are no refunds for tuition. MCCA will be happy to hold a credit for up to one calendar year and will apply your unused tuition to future classes. MCCA also reserves the right to terminate providing services for non-payment, and you may be responsible for any collection fees if necessary. MCCA also reserves the right to charge credit cards or accounts on file if a payment has not been made within 30 days of the payment due date. Payments can be

made via electronic check, debit, or credit card via our online system or in the studio with cash, check or credit card.

Dropping Classes or Lessons: We want your child to love their classes at MCCA. However, we do understand that there are times when a student is not happy in the class they have enrolled. If a student is unhappy within a class, MCCA instructors will make suggestions on other classes or lessons that may be better suited to the student. In the event that the student does not want to continue classes, parents must submit a written notice two weeks prior to the official withdraw. If a student has attended more than 1/3 of the classes in that semester, no refunds of tuition will be given. Parents are responsible for all fees prior to written notification. No credit or refunds are given for missed classes. In the event of a prolonged illness or injury that prohibits participation, a doctor's statement must be presented to the manager in order to secure a partial refund. Registration fees are non-refundable. Classes missed cannot be made up after withdrawal.

Class Enrollment Cancellations: There is a minimum enrollment of 4 students per class. If that enrollment is not met, the class will be rescheduled or canceled. Students may be moved into another class.

Weather Cancellation Policy: In the event of bad weather, a weather cancellation email will be sent immediately along with updated alerts from our MCCA App. Cancellations will also be posted on the MCCA Facebook Page. Parents are encouraged to sign up for Text alerts via RainedOUT.

To receive alerts, follow the information below:

Invite via Mobile Opt In (*subscribers send a text message with the keyword below to 84483*)

- Text **MCCAADD** to **84483** to receive **ALL** messages from **MCCA**.

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Text **HELP** for help. Text **STOP** to cancel alerts at any time. For customer support contact info@rainedout.com or 800-230-1933. Msg&data rates may apply.



Group Make Up Class Policy: All classes canceled due to inclement weather will be rescheduled and made up before the end of the semester. Students missing group classes may reschedule in any other available class according to their ability. There will be no discount or refund given for missed classes. There are no make ups for classes missed when the studio is officially closed for holidays.

Private lessons Cancellation/Make-Up Policy: Students must give 24hr notice of a cancellation in order to receive a make-up class. Otherwise, the lesson will be forfeited and you will be charged for the lesson. We have a waiting list of students who want to study with our teachers. If a student continually cancels at the last minute the time slot will be given away. We understand that things come up, but please give as much notice as you can.

Attendance & Tardiness

- We encourage you to stress the importance of NOT MISSING CLASSES and BEING ON TIME unless there is a real emergency or illness. Regular and consistent attendance is important as well as arriving on time.
- We expect our students to be prompt for class. Your cooperation is greatly appreciated. The first 5 minutes of class can often be the most important. Please make being on time a priority for classes.
- In the event you are late, please do not interrupt the class to give an explanation. The instructor will request an excuse if one is deemed necessary.
- Please call or email ahead of time if you know your child is going to be absent from class.

GENERAL STUDIO/CLASSROOM RULES & GUIDELINES

- MCCA has a zero-tolerance policy on negativity, bullying, or harassment of any kind. Students or parents who fail to adhere to this code of ethics will be removed from the center Please review these with your child.
- Please check in with the Front Desk attendants for any questions on classes, updates, or schedule information.
- Only students, faculty, and student assistants are permitted in the classroom while classes are in session. To maintain the balance of the space and maintain the creative energy we ask that you please wait in the waiting area. Scheduled Parent Observation and Participation Days will be available throughout the semester.
- Only water is permitted inside the studio.
- Chewing gum is not permitted in the classrooms.
- Food or Drink must be kept in closed containers outside of all studios.
- Cell phones are not permitted during class time. Please put all cellphones in bags TURNED OFF.
- All personal belongings may be kept in the student cubbies or in the studio with the student if needed. MCCA is not responsible for items left in the studios.
- Students should wait quietly in the lobby for their class to begin. Students and their siblings are not permitted to run, play, or make excessive noise in the lobby.
- All students are encouraged not to leave the room once class has begun. Please allow for appropriate restroom use prior to class. Very young children will be treated sensitively as the need arises. Preschool children may need a parent's attention from time to time for various reasons including bathroom or behavior issues. Please do not leave the waiting room when very young children are in class without informing the office or having another parent responsible during your absence. We make every effort to have all children feel safe and cared for in a loving and inspiring learning environment.

- PRE-SCHOOL & KINDERGARTEN Parents/Guardians– Please take your child to the restroom BEFORE class begins to avoid accidents.
- *Please practice respect.* Students are not to be socializing in a disruptive manner during the class with other students. Please come early or stay late to enjoy friends in the waiting area. Please honor your teacher and fellow students by giving full attention. Rudeness or disrespect to the teacher, assistant, or peers is unacceptable.
- You will be advised if we feel any student is not well adjusted to the classroom environment for any reason over time.
- Students are not allowed in the classroom unless a faculty member is present.
- Students are expected to keep the facilities clean by picking up after themselves and throwing away all trash. No containers, empty or otherwise should be left in the studios or reception area; use the trash bins.
- Respect for the instructor and for one another is essential to a successful classroom environment.
- Performing Arts instruction is very hands on. Teachers may need to physically adjust students to make corrections. Teachers will always ask for permission before making adjustments on a child. If this is a problem, please give Coty Warn Forno advance notice so that all teachers can be informed.
- **Attire:** Students must wear appropriate attire for each class. MCCA upholds a respectful dress code. Students should wear clothing that expresses their sense of style, but always reflects the code of conduct. Students coming to class in inappropriate attire will be asked to change or leave. Please see Class requirements below.
- **Level Placement:** At MCCA, we want each student to have the best experience possible and receive the correct training. Therefore, all new students must participate in a level placement review. This is truly for the benefit of the beginner student as it is imperative to build a solid foundation in the technical elements of performing arts. Similar to any sport requiring difficult motor skills and dexterity of movement, disciplined and regular practice will lead to quicker advancement. We hope this information will enable parents and students to better understand the actual “time line” of development in a student’s training, and that there is nothing unusual about the gradual advancement from level to level.

WAITING ROOM POLICIES

- Our waiting areas are designed to give parents and students a place to relax before class or while waiting for classes to begin or end. Please follow the MCCA code of ethics at all times.
- Free Wi-Fi is available for all customers and students. Customers can log in with MTNCITYARTS Guest, Password- BeMyGuest.
- All children must be accompanied by a parent/guardian at all times unless they are in class. Disrespectful behavior will not be tolerated within the waiting areas.
- Please help us to keep the center waiting area and bathrooms clean. It’s our artistic home away from home. A clean studio is a happy studio. If any area requires attention, please notify a staff member.
- Please maintain a positive, peaceful environment in waiting areas. Please be respectful of others.

- Please keep noise to a minimum.
- Parents must come into the waiting area to pick up their child as no student is permitted to leave without being accompanied by an adult.

DISCIPLINARY PROTOCOLS

It is our goal to have each student respond to an internal sense of right and wrong rather than be motivated by the fear of externally imposed consequences. MCCA expects that all instructors, students, and parents will model acceptance and kindness toward all people and will insist that the highest standard of behavior will be upheld in their presence. While we hope mutual respect and kindness will be held amongst students, staff, and families, MCCA does take behavior concerns very seriously. As such, the following protocols will be followed with regard to dealing with behavior problems.

1. Verbal Warning

- Take the student out of the classroom and have a conversation
- Teacher documents conversation and sends to Managing Director
- Operations Manager receives report and notifies parent via email or phone call, depending upon the severity of the situation
- *If necessary an individual meeting is set up with Parent, student, Teacher, and Managing Director

2. Written Warning and Discussion with Managing Director

- Once verbal warning is given, if issue persists, Managing Director is notified
- Managing Director receives report and writes warning letter
- Managing Director talks with student and presents student with warning letter
- Managing Director sends letter to parent and follows up with phone call

3. Program Suspension or Expulsion

- If issue persists after verbal and written warning, and/or if an incident is severe, parent will be notified and asked to come in to speak with student and Managing Director
- No refund will be given if a student is suspended or expelled from the program due to breaking the Rules of Conduct

STUDENT PARENT CONCERN FORM

At MCCA we strive to create the best environment possible. If we are not meeting that expectation or if there is an issue with a teacher or another student, please let us know immediately. Our success depends on open communication and honesty. Please fill out this Student-Parent-Teacher Concern Form and return it to the office. Once the form has been submitted, the Managing Director will set up a meeting outside of class time with the Parents, Students and teachers to resolve all issues.

Student: _____ Class: _____

Parent: _____ Phone: _____

Date: _____ Person with concern: _____

Concern: _____

Recommendation: _____

Notes of Conversation with Parent/Student: _____ Date: _____

Result: _____ Date: _____

Decision agreed upon by:

Teacher/Director Date Parent/Student Date

SAFETY

The safety of all students is very important to us. In addition to our in-house security system at the MCCA, we are also within close proximity to the Frostburg City Police Department which is located at 37 S. Broadway Street, Frostburg MD 21532. Students are required to remain in the Performing Arts School at all times and are not permitted to leave the building without an adult.

FIRE DRILLS:

As a safety measure, fire drills may happen regularly and without warning. In such an event, please follow instructions from MCCA staff and leave the building quickly and in an orderly fashion. The meeting place will be the Frostburg Public Library. Your teachers and staff will take a headcount once everyone is at the lot. You must remain at the lot and not go back into the building until instructed to do so led by faculty/staff.

TRAFFIC ALERT!

Please be aware Maple Street is a ONE-WAY street. The intersection of Maple and Mechanic can be quite busy. Please be careful crossing the street upon entering/exiting the building.

FIRST AID/MEDICAL EMERGENCIES:

A MCCA staff member will be available to administer first aid and handle emergency situations. If it is something minor, our staff will address the situation. In the event of serious illness or injury, MCCA staff members will call emergency services. Please note that EMTs are required by law to call an ambulance to transport a minor child to the emergency room if a parent/guardian is unable to immediately assume responsibility for the child in person. Parents/guardians will be notified immediately. If parent/guardian cannot answer our call, the first emergency name provided upon registration will be contacted. All incidents will be documented carefully for our records and for the records of the family.

MEDICAL FORM

A Medical Form is part of the registration application, and must be completed in order to register. Please make sure staff members are aware of any allergies, student health concerns, etc prior to the start of the semester. MCCA staff members are ready and available to deal with minor first aid issues. We have first aid kits at the front desk. In the case of major sickness or injury, parents will be

notified and the student will be taken to the Emergency Room with a MCCA employee.

MEDICATION

Students are not allowed to carry any prescription or over-the-counter medication in the school. If a student requires medication, a parent/guardian must inform MCCA staff via email.

INJURY REPORTING

In case of an injury, please adhere to the following protocol:

INJURIES:

1. Immediately notify a MCCA staff member and provide as much details as possible.
2. The MCCA staff member will help the student, and will administer proper first aid as needed, and will write an injury report.
3. The MCCA staff member will stay with student, call/bring in a parent if needed, etc.

PHYSICAL ADJUSTMENT POLICY

Physical adjustment is an essential and typical component of instruction in dance, theater, and music. Illustrating a point about breath control, a voice professor presses on a student's diaphragm. A dance teacher's hand on a student's body can be used to demonstrate correct dance posture and form. Though use of physical contact in performing arts instruction is common, some students may be more or less comfortable than others. Instructors in our programs will remain mindful of the students' needs and expectations. Teaching minor students, for example, a MCCA instructor cannot use physical contact in the same way that the instructor experiences it in his or her own professional training. MCCA faculty have been instructed to adhere to the following guidelines to help maintain comfort:

1. Limit adjustments to what is necessary and appropriate for the instructional point.
2. Always ask first if a student is comfortable.
3. Always explain the purpose before using hands on in instruction.
4. If a student seems uncomfortable or expresses any concerns about physical contact, acknowledge the matter and immediately stop. Notify a MCCA staff member.

SHOWCASE

Students have the opportunity to participate in an end of semester showcase. It is not required, but encouraged as it provides students with a sense of completion. It is a very exciting program for all involved. Training for performance is equally as important as recreational class work. Students must notify teacher within the first 6 weeks of the semester if they are or are not participating in the showcase. Students who regularly miss class or who exhibit poor in class behavior will not be permitted to perform. Each teacher reserves the right to remove the student from the performance piece based on the criteria above.

PERFORMANCES

MCCA holds Two showcases- 1 in the Fall Semester and 1 in the Spring. Dates are announced at the beginning of each semester

SHOWCASE REHEARSALS

Students are required to participate in Showcase Dress rehearsal 1 to 2 days prior to the performance. Students are to come to rehearsal on time and in full costume. This technical rehearsal is extremely important as it not only helps prepare students for the full performance, but it also allows for the technical elements (lighting, sound, etc) to be finalized.

COSTUMING

At MCCA, we believe in encouraging artistic expression when it comes to costuming. Each class will be assigned a class color or certain basic requirements for performance. Students are then able to create their own costume adding personal style and flair while still adhering to the costume requirements. Students are able to purchase costume pieces on their own, or order pieces through the MCCA Store. Costume Requirements are sent home via email in the first 6 weeks of the semester.

SHOWCASE PROGRAM ADVERTISING

Parents, Family Members, and local businesses have the opportunity to advertise in our MCCA showcase program. Our program reaches well over 1,000 views for each show. Advertising forms will be emailed to all parents and students within the first 6 weeks of class

SHOWCASE USB

All showcases are professionally recorded. No individual videoing or flash photography is permitted during the performance. Parents and Students are able to purchase copies of performances 1-3 months after the performance.

MCCA CLASS LISTING & INFORMATION

RECREATATIONAL CLASSES

MCCA's recreational program is perfect for the student looking to expand their skill set, build confidence, and explore their creative side with minimal studio commitment. Classes meet once a week. Our recreational program is divided into Two tracks: Little Stars Ages 3-7 and Bright Stars ages 8-17.

LITTLE STARS TRACK

Dance Program:

Creative Exploration (30 MINUTES)- This exciting class is perfect for the little one with a vivid imagination who loves to explore, move, and groove. The class focuses on primary movement, imaginative play, and improving motor skills, building positive behavior, and listening skills. A combo of acting, dance, and song kids will love going on adventures and discovering their creative wild side!

Attire: Leotard, Tights, Ballet Skirts, Pink Ballet Shoes, Yoga Pants, Form Fitting Tops, Tennis Shoes that have not been worn in the studio.

Tiny Tots Ballet (45 MINUTES) The next level for the little dancer who has already taken Creative Movement or who has had previous dance experience. Class focuses on proper ballet technique, creativity and exploration. 45-minute class. Ages 3-5

Attire: Leotard, Tights, Pink Ballet Shoes. Ballet skirts optional. Hair must be pulled back in a bun, braid or ponytail.

Mini Mover's Tap/Ballet Combo Class (Levels 1,2,3- 1HR) - Combination class - 30 minutes of Tap and 30 minutes of Ballet. Students study the basics of proper technique, alignment, stretching, floor work, and choreography.

Attire: Leotard, Tights, Pink Ballet Shoes, Black Tap Shoes, Ballet skirts optional. Hair must be pulled back in a bun, braid or ponytail.

Acro Mini's (45 MINUTES)- Acrobatic Dance, or acro as it is commonly referred to by dancers and dance professionals, is the beautiful fusion of classic dance technique and the precision and athleticism of acrobatic elements. Acro is an especially challenging style for dancers to master as training in both dance and acrobatic elements is required. Acro technique includes balancing, limbering, tumbling and partnering, based in flexibility, contortion and strength.

Attire: Leotards, Convertible or Footless tights, Dance Shorts or Yoga Pants Optional, bare feet. Hair must be pulled back in a bun, braid or secure ponytail.

Lyrical (45 MINUTES)- A combination dance class covering ballet technique and lyrical movement which combines jazz, ballet, and modern. Students will learn musicality, performance quality, and how to use the lyrics to tell a story through movement.

Attire: Leotard, Convertible or Footless tights, Ballet skirts or shorts optional. Bare Feet, Hair must be pulled back in a bun, braid, or secure ponytail.

Grooves (45 MINUTES)- A high energy fusion dance class combines all styles of dance including hip hop, jazz, jazz funk, and more. Covers the basics of dance, musicality, strength, choreography and more. Perfect for the dancer looking to let loose have fun, and GROOVE

Attire: Comfortable clothes that allow easy movement and personal expression, tennis shoes.

Musical Theatre Program

Broadway Mini's (LEVEL 1- 45 MINUTES, LEVEL 2- 1HR)- This class is the perfect place for your little entertainer to learn the basics of musical theatre. Students participate in acting, voice, and dance exercises and rehearse for a mini musical revue. A high-energy class combining creativity, technique, and lots of fun!

Attire: Comfortable clothing they can move in (No jeans) Tennis shoes that have not been worn outside or ballet or jazz shoes.

BRIGHT STARS TRACK

Dance Program

Tap/Jazz Combo (1HR)- Class focuses on jazz & tap technique, strength, proper body alignment, style, musicality, crafting stage presence, spatial awareness, and choreography. Builds the foundation of jazz dance and tap dance.

Attire: Leotard, Tights, Black Jazz Shoes, Black Tap Shoes, Ballet skirts, shorts or leggings optional. Hair must be pulled back in a bun, braid or ponytail.

Hip Hop (45 MINUTES)- This high-energy form of dance, allows dancers to perform with freedom of movement, adding in their own personalities. This class is inspired by today's latest music and hippest trends in dance. Age appropriate Hip Hop music and movement is used for each class

Attire: Comfortable clothes that allow easy movement and personal expression, tennis shoes.

Contemporary (1HR)- For the intermediate to advanced dancer. Emphasizing the importance of form, musicality, and presence makes this class both challenging and rewarding. Each class focuses on proper posture, body positions, barre work, across the floor, and center work. Class structure and discipline are also emphasized, and musicality and creativity are explored through improvisation.

Attire: Comfortable clothes that allow easy movement and personal expression, bare feet.

Boys Fusion (45 MINUTES)- A combination dance class for boys interested in learning to dance. Class covers proper technique and a variety of styles from hip hop, jazz, contemporary, and ballet. A fun, safe environment to explore movement and dance basics.

Attire: Loose fitting shirts, sweat pants, plain colored T-shirts, jazz shoes, or tennis shoes that have not been worn outside.

Acro (1HR)- Acrobatic Dance, or acro as it is commonly referred to by dancers and dance professionals, is the beautiful fusion of classic dance technique and the precision and athleticism of acrobatic elements. Acro is an especially challenging style for dancers to master as training in

both dance and acrobatic elements is required. Acro technique includes balancing, limbering, tumbling and partnering, based in flexibility, contortion and strength.

Attire: Leotards, Convertible or Footless tights, Dance Shorts or Yoga Pants Optional, bare feet. Hair must be pulled back in a bun, braid or secure ponytail.

Musical Theatre Program

Acting(1HR)- Students will learn basic to advanced acting techniques, Improv, scene study, monologue work, memorization, relaxation, focus, team building, communication, listening and reacting and much more. Explore the craft of acting and learn how to create believable, honest, and exciting moments onstage or in film.

Attire: Comfortable clothing the can move in, Tennis shoes that have not been worn outside. Students will also need a 3-ring binder or folder for class handouts and pencils.

Pre-Teen Musical Theatre Workshop & Teen Musical Theatre Workshop (2HRS)-A unique group focused performance class. Students will combine all of the mediums- acting, voice, and dance and perform in a themed showcase. MTW provides the students the opportunity to learn how to professionally rehearse, stage, and perform for a full production.

Attire: Comfortable clothing the can move in (No jeans) Tennis shoes that have not been worn outside or ballet or jazz shoes. Students will also need a 3-ring binder or folder for sheet music, pencils, and a highlighter.

Production Program

Television Production(1HR) -In this Workshop, Students will create, write, produce, edit, release, and video content. Performers are encouraged to join the class, but we are also seeking writers, directors, editors, marketers, and technicians. Students will work in groups, and weekly responsibilities for the show will be in rotation, so that students will get a taste of all of the different jobs and positions that are currently available in modern media.

Attire: Comfortable clothing and shoes.

Theatrical Production(1HR)- This class is perfect for the student wanting to learn how to run a show from behind the scenes. Students will learn about stage management, light design, costume design, stage make-up and more! Students will help coordinate and run the final showcase as part of the technical crew.

Attire: Comfortable clothing and shoes.

PROGRESSIVE CLASSES

Many of our MCCA students wish to pursue the arts in college or professionally. The Progressive Classes offer an accelerated learning program for students who wish to strengthen their performance skills and prepare for the professional world. The Rising Stars Program is a stepping stone to the Full Pre- Professional Program.

RISING STARS TRACK

Accelerated Dance Combo Class- 2hr Ballet/Tap/Jazz Combo-Part of our Rising Star's track, this progressive combo dance class is designed for the beginner to intermediate dancer to rise to the next level of their training. A fast paced, technically focused class where students will learn the proper technique for tap, jazz, and ballet basics.

Attire:

Ladies:

Black Tap & Black Jazz Shoes

Leotard with Shorts, Skirt, or leggings

Black, Pink or Tan Tights (You MUST wear tights if you are wearing a leotard or shorts)

You can wear black leggings with a form fitting dance top only. NO T-Shirts, Sweatpants or Baggy Clothing

Hair must be pulled back in a Pony Tail, Braid or Bun

Gentleman

Black Tap & Black Jazz Shoes

Black Shorts, Cuffed Sweat Pants, or Fitted Black Pants. Pants must be fitted around the ankle

A Form Fitting, Solid Colored T-shirt. No shirts with prints or slogans.

Rising Stars Dance Package: *2 Ballet Classes, 1 Elective from Bright Stars or Rising Stars Track or private lesson*

Rising Stars Musical Theatre Package: *Accelerated Dance Combo, Acting or Musical Theatre Workshop 1 elective class or private lesson*

PRE- PROFESSIONAL CLASSES

The pre- professional program offers the highest level of training. Students are committing to rigorous coursework, homework, additional outside training or performances, and commitment to excellence. Mandatory attendance required.

LUMINARY TRACK

Protégé Dance Company: The pre-professional track is geared to students who have a desire to pursue performing arts in college or professionally. This intensive track provides students with accelerated learning, pre-designed course work, and the tools to become successful in the art of dance. Invitation or audition required Pre- Professional Dance Training ages 10-17. *See Luminary Manual for dress code.*

Trailblazer Dance Company: The pre-professional mini track is geared to students who have a desire to pursue performing arts in at the highest level with the goals of becoming a professional dancer. This intensive track provides students with accelerated learning, pre-designed course work, and the tools to become successful in the art of dance. It is a stepping stone into the Full Pre-Professional Track. Within in this track students will be taking, ballet, tap, acro, and focusing on the beginnings of jazz technique. Invitation or audition required for program Junior Pre-Professional Dance Training ages 5-10. *See Luminary Manual for dress code.*

Team Teal Performance Company (Ages 9-17) Team Teal is MCCA's pre-professional musical theatre training and performance program. This accelerated program helps to prepare students for the professional world. The program is exciting, high energy, and requires serious commitment from both students and parents. The program is a full year program. Mandatory attendance. **Audition required to participate. Must be enrolled in at least 1 MCCA class to participate.

Magic Performance Company (Ages 5-12) Junior Pre-professional performance group class for students ages 5-12. Students participate in an accelerated learning environment and perform in local events. Mandatory attendance. **Audition required to participate. Must be enrolled in at least 1 MCCA class to participate.

TUITION BREAKDOWN

Pricing based on weekly time in studio per semester

Recreational Group Classes

30 Minute Weekly Class-\$150 per semester

45 Minute Weekly Class-\$175 per semester

1hr Weekly Class-\$200 per semester

1.5hr Weekly Class- \$225 per semester

2hr Weekly Class- \$255 per semester

Private lessons

30 Minute Weekly Lesson-\$255 per semester

1 hour Weekly Lesson- \$510 per semester

*Prices for Progressive Rising Star Track & Pre- Professional Luminary Track available upon request

MCCA STORE

We are thrilled to be able to offer our Dance Families convenient shopping through our MCCA Store. Stop by the studio to purchase items or order custom sized shoes and attire with our front desk staff. Students can purchase all dance wear and specialized MCCA merchandise right at MCCA! Students can also shop online at Discount Dance using the MCCA Studio code: **109846 at checkout**
www.discountdance.com

DANCE ATTIRE STARTER PACKAGES:

MCCA has created Dance Starter Packages to get your dancer ready for a fabulous semester of movement. Pricing and Package Information Below:

***All Dancewear & Footwear by Revolution Dance Wear- an exclusive dance studio line*

Dance Attire Starter Packs

Package 1: Basic Package (Recommended for Acro, Acro Mini's, Contemporary)

- 1 Pair of Convertible Tights
- 1 Leotard

Package Deal Price- \$25.00 (Retail Value \$30.00, You save \$5)

Package 2: Plies & Posies (Recommended for Creative Exploration/Tiny Tots Ballet)

- 1 Pair of Ballet Shoes
- 1 Pair of Convertible Tights
- 1 Leotard

Package Deal Price- \$32.00 (Retail Value, \$42.00, You save \$10)

Package 3: Tip, Tap, Toe (Recommended for Mini Movers 1,2,3)

- 1 Pair of Ballet Shoes
- 1 Pair of Tap Shoes
- 1 Pair of Tights
- 1 Leotard

Package Deal Price- \$45.00 (Retail Value \$65, You save \$20)

Package 4: Trailblazer Pre- Professional Dance Attire Package

- 1 Pair of Ballet Shoes
- 1 Pair of Tap Shoes
- 1 Pair of Tights
- 1 Leotard
- Dance Level Belts

Package Deal Price - \$50.00 (Retail Value \$70, You save \$20)

Package 5: All that Jazz Package Option 1

(Recommended for Tap/Jazz Combos, Accelerated Combo Class)

- 1 Pair of Jazz Shoes
- 1 Pair of Full Sole Tap Shoes

Package Deal Price- \$45.00 (Retail Value \$55.00, You save \$10)

Package 6: All that Jazz Package Option 2

(Recommended for Tap/Jazz Combos, Accelerated Combo Class)

- 1 Pair of Jazz Shoes
- 1 Pair of Full Sole Tap Shoes
- 1 Pair of Tights
- Optional add on- Leotard or Dance shorts

Package Deal Price - \$50.00 (Full Sole Retail Value \$70, You save \$20)

Package Deal Price w/ add on Leotard or Dance Shorts- \$62.00 (Retail value \$87.00, you save \$25)

Package 7: All that Jazz Package Option 3

(Recommended for Accelerated Tap/Jazz Combo Advanced Tappers)

- 1 Pair of Jazz Shoes
- 1 Pair of Split Sole Tap Shoes
- 1 Pair of Tights
- Optional add on- Leotard or Dance shorts

Package Deal Price - \$80.00 (Retail Value \$100 You save \$20)

Package Deal Price w/ add on Leotard or Dance Shorts- \$95.00 (Retail value \$125.00, you save \$30)

FACULTY

Coty Warn Forno- CEO & Artistic Director
Pete Forno- CFO, Technical Support

Dance Program

Coty Warn Forno- Acrobatic Arts, Jazz, Protégé Dance Company
Jamie McGreevy- Dance Director of Protégé Dance Company & Trailblazer
Dance Company, Contemporary, Hip Hop, Yoga, Acrobatic Arts
Jessica Seminerio Grapes- Tap, Jazz, Grooves
Sarah Polkabra- Ballet, Lyrical, Tap, Jazz, Acrobatic Arts
Christina Davis- Creative Exploration

Musical Theatre Program

Coty Warn Forno- Musical Theatre Workshops, Team Teal Pre- Professional
Program
Shelby Herbert- Musical Theatre Workshops, Team Teal Pre-Professional Program
Jessica Seminerio Grapes- Musical Theatre Workshops, Magic Pre- Professional
Program
Sidney Beeman- Acting

Production Program

Jacki Dixon- Theatrical Production
JW Myers- Television Production

Private Lesson Instructors

Coty Warn Forno- Private Voice
Shelby Herbert- Private Voice
Katie Benson- Private Voice
Jacki Dixon- Private Piano
Tom Bond- Private Guitar

Front Desk Staff

Sidney Beeman
Christina Davis
Jennifer Grein

*ALL MCCA EMPLOYEES HAVE COMPLETED A MARYLAND STATE CHILDCARE BACKGROUND
CHECK AND ARE ELIGIBLE TO WORK WITH CHILDREN*

CONTACT INFORMATION

MCCA Office Hours:
Monday- Thursday 3pm-9pm
Friday 3pm-6pm
Saturday 9am-2pm
Sunday- Closed

GENERAL INFORMATION CONTACT THE MCCA FRONT DESK:

Telephone Number: 240-357-0699
Email: Info@mtncityarts.com

To Contact Coty Warn Forno: cotywarn@mtncityarts.com

Billing, Customer Portal, or Technical Questions;
Pete Forno: peteforno@gmail.com

Dance Program Questions:
Jamie McGreevy: jmcgreevy@mtncityarts.com

Musical Theatre Program Questions:
Shelby Herbert: sherbert@mtncityarts.com

Private Lessons/Production Program Questions:
Jacki Dixon: jdixon@mtncityarts.com

Showcase Program/Advertising:
Jessica Grapes: jgrapes@mtncityarts.com

Open communication is always a priority at MCCA. Our office staff is always available during office hours to answer any questions or concerns you might have about tuition, scheduling, classes, etc. Problems or concerns associated with student affairs or teacher affairs must be handled with Coty Warn Forno OUTSIDE of class time and not in between regular classes. Parents are encouraged to call, email, during the scheduled office hours. Meetings with Coty Warn Forno or individual teachers must be scheduled outside of class time.

LIABILITY WAIVER

I am aware that during classes, lessons, or other related activities that I/and or my child(ren) am participating in, under the arrangements of Mountain City Center for the Arts, certain dangers may occur, including, but not limited to, physical injury due to or arising from the classes or other related activities. In consideration of and as part for, the right to participate in such classes, lessons, and other related activities as provided by Mountain City Center for the Arts, LLC. and its owners, operators, agents, instructors, and other unnamed assistants, I have and do assume all the above-mentioned risks and will hold all of the aforementioned people harmless from liability, actions, cause of action, debts, claims, demands of every kind and nature whatsoever which may arise of or in connection with the lessons or related activities provided by Mountain City Center for the Arts, LLC. The terms therefore shall serve as a release and assumption of risk for my heirs, executors, and administrators and all members of my family, including any minors accompanying me.

Photo/Video Release

I give permission to Mountain City Center for the Arts, LLC, to use my image, or my child's image for the purpose of publicity photos, videos, advertisements, or other promotional materials.

Thank you for choosing MCCA as your artistic home. We are so honored to be a part of your journey!

MANUAL DISCLAIMER

The content in this manual serves as a guideline and supersedes any prior handbook. Changes in manual may be made at the discretion of the director and written notice will be give via email to all active members of Mountain City Center for the Arts, LLC.

MANUAL VERSION 1. DATED 8/20/2017