



STUDENT INFORMATION PACKET

Welcome!

We're glad you're here! At Fuzion School of the arts we believe that engaging in the arts builds confidence and character. Our team is committed to inspiring, encouraging, and challenging our students. When you join FSA you are joining a family.

This packet details information regarding tuition, important dates, attendance policies and so much more! Please thoroughly read the entirety of the document.

Thank you for being part of the Fuzion family! We're better because you're here.

STUDENT ATTENDANCE POLICY:

- In accordance with FSA's core value of excellence, please be on time for your class(es). In order to progress personally as a student, regular attendance is strongly encouraged. Absences not only affect the individual, but also affect everyone in the class. A student may be asked to leave the class if attendance drop below 80% (per semester). Fuzion School of the Arts reserves the right to drop any student who misses class for more than 30 days without written notification in order to make room for another student to join the class.
- We do not prorate tuition based on student's absences. If Fuzion School of the Arts is in session, it is the choice of the family to attend class. FSA is not obligated to give extra assignments, time, or materials due to a student missing class.
- A doctor's note is required for monthly tuition to be pro-rated for classes that need to be dropped due to injury. We must receive the doctor's note within two weeks of the doctor's signature. We will then prorate for missed classes from the date of injury, up to two weeks.
- If a student must miss class for any reason, please notify FSA of your child's absence by either calling or texting the Fuzion number (865.309.4372) or emailing info@fuzionschool.com as soon as possible. If outside office hours (which are stated below) please text or email. You can also message on your child's class GroupMe for absences.

LATE ARRIVAL POLICY:

- Dance Department: If more than 10 minutes late, the instructor may ask you to watch only. Missing the beginning warm up and stretches of dance classes may cause injury if allowed to join the class late.

- Theatre, Visual Arts, and Music Departments: Class instruction will begin immediately and it will be difficult for you to keep up during workshop time if you are more than 10 minutes late. The teacher has the freedom to ask you to watch only and to privately make up both the instructional and studio portions of the class at private lesson rates.
- Private Music Lessons: If a student is less than 10 minutes late for their private lesson, the lesson will take place but will end at the scheduled time. Instructors are not obligated to accommodate for the missed time. If a student is over 10 minutes late to a private lesson, instructors reserve the right to not teach the lesson. Lesson will not be refunded. Private lessons have a 24 hour cancellation policy. If families do not contact the teacher directly or our School Administrator within 24 hours of their scheduled lesson time a makeup lesson will not be scheduled nor refunded. If 24 hours notice is given, instructors will schedule a makeup lesson. Please read our Private Music Lesson packet for more information.

WITHDRAW POLICY:

- If withdrawing from a class becomes necessary, please contact our School Administrator. If you do not withdraw from classes by the time that month's tuition is due, you will still be charged tuition the month you are withdrawing.

CLASS SCHEDULE

- FSA reserves the right to change the schedule and rates at any time.

SHOWCASE COMMITMENT

- Fuzion School of the Arts assumes that each student registered for classes and private lessons will be performing in our annual showcase. If your child will not be performing in the annual showcase, please let us know by January 22nd. If you drop out of the showcase later than January 22nd, all showcase fees (costume, gallery, sheet music) must still be paid by their designated deadline. We do not provide refunds for these charges.

COMMUNICATION

- EMAILS
 - When creating an account with Fuzion School of the Arts, please opt in to emails. This is our primary way of sending out notifications regarding class cancelations, weather cancelations and updates.
 - We send weekly emails updating families on important announcements, dress up days and more. Please thoroughly read these weekly emails for updates and important announcements and reminders.

FSA SCHOOL GUIDELINES

Fuzion School of the Arts is a community! We want to treat each other with complete respect and kindness! Please look over these guidelines so you can see what is expected as a part of the Fuzion Family.

DROP OFF

- Please wait with your child in the lobby until the start of classes. Please do not drop young students off and leave prior to class starting.
- Older students may be dropped off up to thirty minutes before class time. Many times students need time to change clothes and prepare for class. However, please do not drop off students several hours before class time. Again, this is for their safety. Our School Administrator may be in meetings, on phone calls, etc... and is not able to give full attention to students dropped off early.

PICK UP

- Please come back into the lobby to pick up young students. For the safety of the students, we do not want a young child going across the parking lot unaccompanied.
- Please arrive on time for student pick up. Again, it is for the safety of your student that they aren't left unaccompanied. If there is a special circumstance and you will be running late, please notify our School Administrator
- We ask that students only bring water bottles into our studios. All other food and beverages we ask stay in our lobby or student center.
- Supervise young children at all times and please clean up messes left by your child or family.
- Please label all of your items (bags, ballet shoes, etc) we are not responsible for any stolen or lost property.

OFFICE HOURS

Monday: 12:00--7:00

Tuesday: 12:00--7:00

Wednesday: 12:00--7:00

Thursday: 12:00--7:00

Friday-Sunday - CLOSED

We will be available during these business hours. If you contact FSA outside of business hours, please leave a voicemail or a text (865.309.4372) and we will get back with you the next business day during office hours.

OBSERVATION OF CLASSES

- Parents/guardians are not able to sit in the studio spaces while instruction is taking place, but are welcome to sit in the lobby. For your convenience, we have cameras in each of our studio spaces that will show on our lobby TV. Cameras may be turned off at the FSA director's discretion. Cameras will be turned off when classes are preparing their showcase material.

INCLEMENT WEATHER POLICY & CLASS CANCELLATION

- Weather: If weather conditions are a concern, please check Fuzion School of the Arts Classes Group in our App classes. You will also receive a notification via email.
- Though we will check with local school districts, it will be at the discretion of the director that we close the school or cancel certain classes. We will send updates via email and social media in the event of a closing or late start due to a weather related issue.
- If an instructor cancels class due to illness or travel, a make up class will be scheduled. Students will be notified by the front office of the cancelation and be given the make up class date.

2023/2024 IMPORTANT DATES

- Parent Orientation: August 12th, 6:30PM Location: TBD
- Fall Semester Begins: August 14, 2023
- Labor Day: Fuzion School of the Arts will be closed.
- Fall Break: October 9-13, 2023
- Parent Observation Week: November 13-17 (Will be different for music department.)
- Thanksgiving Break: November 22-24, 2023
- Winter Break: December 18, 2023-January 7, 2024
- Spring Semester Begins: January 8, 2024
- Spring Break: March 25-29, 2024
- Dress Rehearsals: All dress rehearsal dates and times will be uploaded to the showcase portal on our website as we get closer to showcase time.
- Spring Showcase: Weekend of May 3rd and Weekend of May 9th, 2024

FUZION FUN DAYZ

- Fuzion Gear Week: August 21-25, 2023
- Silly September: September 25-29, 2023
- Christmas Week: December 11-15, 2023
- Fuzion Gear Week: January 15-19, 2024
- Hearts Week: February 12-16, 2024
- Neon Week: April 8-12, 2024

FEES & TUITION

- All group classes: \$45/month for your first class in any department, additional classes are at a discounted rate of \$35/month across all departments. This monthly fee includes weekly instruction as well as dress rehearsals and performances during our showcase season. For full information regarding Private Music tuition please see the Private Music Lesson Packet.
- \$5 Discount is applicable for: Military, Police, Fire, Teacher, Students, Full-Time Pastors (please ask School Administrator to have discount applied. All discounts are applied to monthly tuition total, not by class.)
- There is a fee for group art classes of \$45 per semester/per class for art supplies.
- There is a fee for group music classes of \$20 per semester/per class for purchasing sheet music.
- No refunds or credits will be given under any circumstances, this includes Fall Classes, Summer Classes, and all fees.

BILLING

- For your convenience tuition is auto billed via the card on file in your family account. Auto billing will take place the first week of class and then on the 1st Monday of every month following. (Full tuition is due regardless of the number of weeks in the month. Monthly tuition includes each weekly class, dress rehearsal and performance.) We recommend all families make use of the automatic payments.
- If your payment doesn't process, you will be notified by email to please check your account and the card you have on file. Please do so in a timely manner. In order to change/update the card on file, please log into your account and select "edit payment information".
- If you/your child decides to drop a class, but is not current with payments, tuition will be due for the month(s) unpaid.
- If there are unpaid months at the end of the semester, Fuzion School of the Arts may deny classes the following semester until balance is paid.

LATE FEES

- All families should check your balance regularly. As stated above, families that are on automatic payments will automatically be charged on the first Monday of each month. Families who elect not to be on automatic payments will be held responsible for paying their own tuition. If not enrolled in automatic payment plan, please pay tuition by the 1st Monday of each month. If tuition is not paid by the 15th of the month, a \$10.00 late fee will be placed on your account. If tuition is not paid by the last Monday of the month, the card on file will

process payment for tuition plus the late fee. Fuzion School of the Arts is not responsible to remind families who are not enrolled in automatic payments to pay their monthly tuition.

We are excited about another great school year at FSA and we are thrilled that your family is going to be part of it! The Fuzion Family truly is a special community and we can't wait to dive into the new school year with you!