



## Student Information Packet

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### ✔ 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.

### ✔ IMPORTANT DATES

#### 2024/2025 FSA SCHOOL YEAR DATES

- Parent Orientation: August 10, 2024 | 6:30p.m. | Location: Heritage Fellowship
- Fall Semester Begins: August 12, 2024
- Labor Day: Fuzion School of the Arts will be closed.
- Fall Break: October 14-18, 2024
- Parent Observation Week: November 11-15, 2024
- Thanksgiving Break: November 27-29, 2024
- Winter Break: December 16, 2024 - January 5, 2025
- Spring Semester Begins: January 6, 2025
- MLK Day - Fuzion School of the Arts will be closed
- Spring Break: March 17-21, 2025
- Dress Rehearsals: Last week of May and first week of June. Specific dates and times will be given for each department and uploaded to the showcase portal on our website as we get closer to showcase time.
- Spring Showcase: Our showcases will be the last week of May and the First week of June.

#### FUZION FUN DAYZ

- Fuzion Gear Week: August 19-23, 2024
- Silly September: September 23-26, 2024
- Christmas Week: December 9-12, 2024
- Fuzion Gear Week: January 15-19, 2025
- Hearts Week: February 12-16, 2025
- Costume Week: April 8-12, 2025



## OFFICE HOURS

- 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.
  - Monday: 12:00--7:00
  - Tuesday: 12:00--7:00
  - Wednesday: 12:00--7:00
  - Thursday: 12:00--7:00
  - Friday-Sunday - CLOSED



## COMMUNICATION

- When creating an account with Fuzion School of the Arts, families need to opt in to emails. This is our primary way of sending out notifications regarding class cancelations, weather cancelations and updates. We will also send updates in our Fuzion App.
- It is mandatory that all families have the Fuzion App. You will be added to the groups in the app based on the classes your student is taking. This is the primary place that instructors can communicate with parents, post photos, and videos.
- 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.



## 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, or told they cannot participate in the end of year Showcase 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 reaching out in your classes group in the Fuzion App. You can also message/call 865.309.4372 or email at [info@fuzionschool.com](mailto:info@fuzionschool.com).

## ✔ SHOWCASE COMMITMENT

- Fuzion School of the Arts assumes that each student registered for all group classes and private lessons will be performing in our annual showcase. Instructors and students spend a lot of time, effort, and energy in preparing for the annual Spring Showcase. When a student drops at the last minute this creates many challenges for the remaining students. Please make us aware as soon as possible if your student will not be participating in the Spring Showcase events.
- If you drop out of the showcase later than January 20th, all fees will still be expected to be paid by their designated deadline. (Showcase fee, costume fee, sheet music, etc...) We cannot provide refunds for these charges, as costume orders and supplies will have already been purchased.

## ✔ 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 Department:** 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 office 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.

## ✔ 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 when classes are preparing their showcase material.



## CLASS SCHEDULE

- FSA reserves the right to change the schedule as needed and based on instructor's availability. We cannot guarantee the class schedule will stay the same from one school year to another.



## INCLEMENT WEATHER POLICY & CLASS CANCELATIONS

- Weather: If weather conditions are a concern, please check Fuzion School of the Arts Classes Group in our Fuzion App. 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. It is the decision of the family whether or not they feel comfortable enough attending classes in inclement weather situations if we are not closed.
- 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 cancellation and be given the make up class date.



## FSA 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.
  - 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.
  - Drop Off
    - Please wait with your child in the lobby until the start of classes. Please do not drop off and leave students under the age of 11 prior to class starting. After the student has gone into class, you are more than welcome to wait in our lobby, in your car, or leave and come back.
    - Students over the age of 12 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 more than 30 minutes before class time. Again, this is for their safety. Our front office staff may be in meetings, on phone calls, etc... and are not able to give full attention to students dropped off early.
  - Pick Up
    - Please come back into the lobby to pick up students under the age of 12. For the safety of the students, we do not want a young child going across the parking lot unaccompanied. We will ask students to wait in the lobby until their parent has entered the lobby.
    - 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 office by reaching out in your classes group in the Fuzion App or calling/messaging 865.309.4372.



## FEES AND TUITION

- All group classes 30min.-60min.: \$45/month for your first class in any department, additional classes are at a discounted rate of \$35/month across all departments.
- All group classes 75min-90min.: \$55/month for your first class in any department, additional classes are at a discounted rate of \$45/month across all departments.
- 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.
- Showcase fee: \$40 for one student in family, \$75 for two students in family, \$100 for three+ students in family. This fee is per department that students are enrolled in and will be due on November 4th as preparation for the Spring Showcases are underway. Showcase fees are how we can continue to bring our Fuzion Families and this community the incredible shows you have come to love! The fee goes directly into creating the experience for our students and their families - venue, props, set, lighting, sound, and more!
- No refunds or credits will be given under any circumstances, this includes Fall Classes, Summer Classes, and all fees.



## BILLING & LATE FEES

- 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 or summer classes until balance is paid.
- Please 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. Families who are in automatic payments will be sent an email if we have trouble processing your payment, it is then your responsibility to take care of the balance due by the 15th.

## ✔ NOTE FROM FSA DIRECTOR

Welcome to the 2024/2025 School Year!

Whether you've been with us for years, or you're just getting started, I'm so glad you're here. Fuzion School of the Arts is such a special place. When I get the chance to share about who we are, those words always come out of my mouth..."There's something so special about what's being built here."

Family. Community. Friendships. Talent. Skills. Character. Perseverance. These are all things that I see year after year being forged in the lives of the students who come through the doors.

Our team continues to remain committed to our core values:

HUMILITY  
COURAGE  
CREATIVITY  
EXCELLENCE

We believe the arts should be used to create not compete, and to express not impress. We want every student who walks through our doors to find a safe space to explore the arts, a safe space to try new things, a safe space to fail and then keep trying, and a safe space to be challenged outside of their comfort zone.

Seeing a student fearful to try something in class one day, and then doing it with excellence and courage from the stage by the end of the year...that, friends, never gets old!

When we say, "We're better because you're here," we truly mean it. Thank you for choosing to be part of the Fuzion Fam! It's going to be a great year!

Redefining the Arts,

*Kara Moss*