

Wonderland

ACADEMY

PARENT & STUDENT HANDBOOK



*This handbook contains information regarding **class and studio expectations for students and parents.***

All** instructors at Wonderland Academy are dedicated to making sure our families have a **positive experience.





Table of Contents

Policies & Procedures	4
Wonderland Discipline Plan	9
Wonderland Culture	11
Class Dress Code	12



Studio Communication

Wonderland Academy sends announcements and important information via **email** and **push notifications** through the Wonderland app.

We send text messages for emergency information like studio closures due to inclement weather.

Please be sure to **opt-in for text messages** through the parent portal. Please do not contact **ANY** member of our staff on their personal phones or social media accounts.

For the fastest and most thorough answer to any questions you may have, **please contact the studio via email** info@wonderlandperformingarts.com or **call the studio** at **337-534-8014**

IMPORTANT

*Add noreply@jackrabbittech.com to your safe senders list to prevent our emails from going to your junk/spam and add **337-534-8014** to your cell phone contacts to know it's us when we are trying to reach you*

Registration

A **non-refundable** \$50 registration fee per student is required at the time of enrollment. Sibling enrollment will incur a registration fee of \$25. (This does not apply to Summer Camps).

Upon registration, you are committing your child/children for the duration of the class session (Fall Session: September-December; Spring Session: January-May).

Tuition

Class Tuition

Full session tuition will be posted in your Family Account upon registration. You may choose to pay in full at any time before the end of the session.

If your balance is not paid in full, **the monthly payment due will be charged to the payment method saved in your account on the 15th of each month** (Fall Session: September-December; Spring Session: January-May).

Private Lessons

Private Lessons are \$30 for a 30-minute session and \$60 for a 60-minute session. Tuition will be charged to your Family Account on the 1st business day of the following month.

Summer Camp Tuition

Full tuition is due by May 1. Prior to May 1, a \$100 deposit is due at the time of registration. Any family that registers after May 1 will be charged the full tuition amount upon registration.

A \$25 bounce fee will be added to any failed charges, and an additional \$25 late fee will apply to any accounts not paid within 5 days of the due date.

If you write a check, please include the student's name in the memo line. Checks may be mailed to the following address:

4400 A Ambassador Caffery Parkway Box #194

Lafayette, LA 70508

All payments must be up to date and balance paid in full for a student to receive apparel or merchandise, or before participating in a class, special event, showcase, or performance. **All fees, including registration, tuition, costume & performance fees, etc. are NON-REFUNDABLE.**

If payments are 2 months in arrears, an automatic drop will take place and the student will not be allowed to return to class until the account is paid in full. Accounts will be subject to a collection agency for non-payment.

Credit Card Processing Fee

We will charge a \$10 credit card processing fee per enrollment, per session (Fall Session: September- December; Spring Session: January-May). The fee will be reflected in your parent portal, and we'll automatically charge the fee along with your final tuition payment for the session.

The \$10 processing fee will be applied to all Family Accounts with card payments set as the primary billing method. **Accounts using ACH (payments linked to a bank account) will not be affected.**

Attendance

Please email us as soon as possible if your student is going to miss class for any reason. **Tuition will not be discounted due to missed classes.** When a student is absent, their classmates are without a member of their group, and their absence hurts the rest of the class.

Participation is essential to building self-discipline, self-accountability, teamwork, and reliability which are of utmost importance in the arts and in life.

Private Lessons require 24-hour notice if a student will be absent, otherwise, you will be charged for the lesson.

Withdrawing Enrollment

Upon registration, you are committing your child/children for the duration of the class session (Fall Session: September-December; Spring Session: January-May). If you or your student decide mid-session not to continue with a class, Wonderland must be notified by email to info@wonderlandperformingarts.com. **A \$100 withdrawal fee is subject to be charged upon notification of withdrawal within 6 weeks of the end of the session.**

Any camp withdrawal after May 1 will result in forfeiting your non-refundable deposit. Any withdrawal following the start of camp will result in forfeiting your full camp tuition.

No withdrawal requests made in person to Wonderland staff are considered appropriate or applicable. Wonderland Academy encourages all students to complete their full session of training in the classes they choose.

Student Drop off/Pick up at Wonderland

Students should arrive no more than 5 minutes before class and should wait in the lobby area until the instructor invites them into the studio. All students should be picked up promptly at the end of class. If you are over 5 minutes late, you will need to come into the building to sign the "late student pick-up log". You will be charged \$5 for minute 6, and \$1 for each minute afterwards until the student has been picked up.

For example, if you are 10 minutes late, the fee will be \$9.

IMPORTANT

Students will not be released from the building without a parent present. Parents must pick up students from the front door of the facility. Do not park in the fire lane and wait for your child to come to your car. It is dangerous, and against our building's regulations.

Student Drop off/Pick up at Non-Wonderland Locations

We highly encourage you to remain with your child at all times when Wonderland Academy performs off-site. If for any reason you cannot stay with your child, you must arrange for them to be with another parent who is staying and make it very clear to the Wonderland staff on-site.

When dropping off a student at a non-Wonderland venue a parent **MUST** walk the student to the Wonderland staff representative and sign them in. Students will also need to be signed out by a parent before leaving. Theatres are community spaces that are accessed by many people. You must ensure that a Wonderland staff member is present **BEFORE** leaving your child. We care deeply for each of our students and want to be sure they are safe at all times.

Class Cancellations

Wonderland Academy reserves the right to take any class off the schedule for which less than eight students enroll.

Wonderland Academy may cancel classes due to severe weather. We follow LPSS school closures and send out regular email and text updates along with updating our Facebook page.

Please check all outlets for the fastest, most accurate information. We will make an effort to reschedule/makeup the classes, if possible, but cannot guarantee the calendar will allow for makeups.

Enrollment Termination

Wonderland reserves the right to remove a student from a class, camp, or production without a refund due to any of the following: disruptive behavior, excessive absences and/or tardiness, bullying, violence, inappropriate language, drugs/alcohol/weapons in facility, or any other reason that management deems inappropriate. **Wonderland has a ZERO TOLERANCE bullying policy.**

Unforeseen Disaster

In-person classes may be adapted to a virtual curriculum due to an act of God or any other circumstance that lies outside of Wonderland’s control. Should this happen, classes will resume normally via Zoom (or other video platforms), and tuition will be processed for the duration of the class session. There will be no refunds issued for classes that are converted to a virtual curriculum and every effort will be made to return to in-person classes as quickly and safely as possible.

Parent Portal/Wonderland App

IMPORTANT FOR COMMUNICATION

Once you register online for classes, you will be able to use your email address to log into our Parent Portal. The parent portal allows you to add students, contacts, enroll in classes or events, view your child’s schedule, email us, see emails that were sent out, view or pay any fees, update your payment information and so much more.

To get to the parent portal go to our website, www.wonderlandperformingarts.com, and click on “Portal Access” at the top, then select “Parent Portal.” For more convenient access we recommend downloading our mobile app!

Search “Wonderland Performing Arts” in the App Store or on Google Play!

Building Access

Anyone entering the building will need a special security code which will be assigned per family after registration. This security code is to be reserved for trusted adults who will drop off/pick up a student and are not to be shared with the public. ***Please DO NOT open the front door for anyone when in the lobby.*** Wonderland families should use their own family door code to enter. If you do not know your code, ring the doorbell, and someone from the ***staff*** will let you in.

Lobby Expectations

Please be considerate of other parents as well as our students while in the lobby. Just as you can hear some of the instructions coming from inside the classroom, students and instructors inside the classroom can hear loud noises from the lobby. Siblings of students need to be supervised at all times within the walls of Wonderland. Running, yelling, horseplay, or playing with water fountains is ***NOT*** permitted.

Classroom Expectations

Students should be ready to enter and begin class on time. “Ready” includes being properly dressed for class, having their hair pulled back out of their face, and using the restroom before class begins.

Students are only allowed to bring a water bottle into the classroom. No food, non-water drinks, or gum is allowed. For more information on classroom expectations please see our Wonderland Culture.

Summer/Holiday Camp Expectations

Students should bring a ***nut-free*** lunch every day of camp. A nut-free snack will be provided.

Camp performances take place on the last day of camp at 2:30 pm. No food or non-water drinks are allowed in the studios outside of lunch and snack breaks. For more information on camp expectations, please refer to our Wonderland Culture.

Dress Code

Dress code requirements vary depending on the type of class your student is enrolled in. Please see Dress Code Guidelines (pg. 12) for more information. Any student not adhering to the dress code runs the risk of not being allowed to participate in class and the parent will be notified.

Showcase Information

Showcase is a chance for each class to show off the skills learned throughout the last few months to their families. Showcase will be held the last week of classes every session. ***All students participating in classes will perform for Showcase.***

Grades PreK-5

Showcase for grades PreK-5 will take place in the classroom during the last week of classes. You can find class session start and end dates in your parent portal.

Grades 6-12

Showcase for grades 6-12 will take place in our theatre. Each student will receive 2 comp tickets and additional tickets will be available for a nominal fee. You will be given the exact date ahead of time.

Facebook & Instagram

Follow us on ***Facebook*** and ***Instagram*** for important information, news, & events.

Join our Facebook Group, The ***WonderFam!*** This group is for the students and parents of Wonderland Performing Arts to communicate with each other and the staff of Wonderland.

facebook.com/groups/thewonderfam

Wonderland Discipline Plan

The following discipline guide is for students, parents, and teachers to understand the consequences of actions as outlined in the Student/Parent Handbook, such as refusal to cooperate/participate in class, repetitive disruption, horseplaying, excessive absences, tardiness, etc.

ALL AGE GROUPS

Behaviors such as bullying or fighting will NOT be tolerated. Wonderland reserves the right to dismiss any student from a class, workshop, summer camp, or performance due to disruptive, dangerous, or harmful behavior.

Wonderland has a ZERO tolerance bullying policy.

Age Group: Elementary

- ***Verbal warning:*** If a student goes against a rule or policy, the first step is a verbal warning. The student is reminded of the rule or policy and asked to comply.
- ***Time-out:*** If the behavior continues, the student may be asked to take a brief time-out to reflect on their actions.
- ***Parent conference:*** If the behavior persists, a parent conference may be necessary to discuss the issue and develop a plan to address the behavior.

Age Group: Middle School

- ***Verbal warning:*** If a student goes against a rule or policy, the first step is a verbal warning. The student is reminded of the rule or policy and asked to comply.
- ***Loss of privileges:*** If the behavior continues, the student may lose certain privileges, such as the ability to participate in a specific activity or access to performance.
- ***Written warning:*** If the behavior persists, an incident report may be issued. In cases of physical harm, an incident report must be written by the teacher and signed by a parent and Wonderland administration.
- ***Parent conference:*** If the behavior continues after a written warning, a parent conference may be necessary to discuss the issue and develop a plan to address the behavior.
- ***Suspension:*** If the behavior continues after a written warning, suspension from the program or activity may be necessary. The length of the suspension will depend on the severity of the infraction and the context in which it occurs.

Age Group: High School

- ***Verbal warning:*** If a student goes against a rule or policy, the first step is a verbal warning. The student is reminded of the rule or policy and asked to comply.
- ***Loss of privileges:*** If the behavior continues, the student may lose certain privileges, such as the ability to participate in a specific activity or performance.
- ***Written warning:*** If the behavior persists, an incident report may be issued. In cases of physical harm, an incident report must be written by the teacher and signed by a parent and Wonderland administration.
- ***Parent conference:*** If the behavior continues after a written warning, a parent conference may be necessary to discuss the issue and develop a plan to address the behavior.
- ***Suspension:*** If the behavior continues after a written warning, suspension from the program or activity may be necessary. The length of the suspension will depend on the severity of the infraction and the context in which it occurs.

The Wonderland Culture

Wonderland Academy students can...

Be Safe

- Keep your hands and feet to yourself at all times.
- Always ask before touching your neighbors during class activities.
- Always ask before leaving the room and return in a quiet manner to rejoin the class.
- Never run or do gymnastics.

Be Responsible

- Be on time for class.
- Be prepared with scene work and have materials memorized.
- Be prepared for your turn.
- Be prepared with scripts and pencils.
- Keep personal belongings put away.

Be Kind

- Being open to new things! Saying “Yes! And...”
- Be kind to yourself and patient with your own progress.
- Keep a positive attitude! Leave negativity at the door.

Be Respectful

- Wait quietly for others to have a turn.
- Encourage peers to do their best.
- Listen attentively while your teacher gives instructions.
- Share about life during allotted share time only.
- Be quiet and respectful while other actors are working.
- DON'T direct other actors – worry about yourself and your own work.
- Only drink water on designated breaks.
- Keep cell phones put away during class.
- Leave gum, food, and drinks outside of class.
- Put trash in its proper place.
- Leave all spaces as neat as you found them.

Thank you for your cooperation, it is truly appreciated!

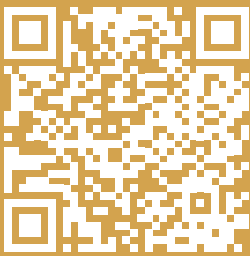
Wonderland Performing Arts, LLC by Allison Brandon, Founder & Artistic Director

Class Dress Code

Please find your class below for the appropriate dress code. Students who do not adhere to the dress code may not be allowed to participate in class. **NO OPEN TOE SHOES (NO SANDALS, FLIP FLOPS OR BOOTS)**

CLASS	CLOTHES	SHOES
Parent + Child Music	<i>Comfortable clothes that allow for easy movement</i>	<i>Close-toed shoes</i>
Music + Acting	<i>Wonderland shirt or solid-colored shirt with solid-colored leggings, athletic shorts, or pants (any color)</i>	<i>Tennis shoes or jazz shoes</i>
Acting	<i>Wonderland shirt or solid-colored shirt with solid-colored leggings, athletic shorts, or pants (any color)</i>	<i>Tennis shoes or jazz shoes</i>
Group Voice	<i>Wonderland shirt or solid-colored shirt with solid-colored leggings, athletic shorts, or pants (any color)</i>	<i>Tennis shoes or jazz shoes</i>
Let's Write a Play!	<i>Wonderland shirt or solid-colored shirt with solid-colored leggings, athletic shorts, or pants (any color)</i>	<i>Tennis shoes or jazz shoes</i>
Auditioning Technique	<i>Wonderland shirt or solid-colored shirt with solid-colored leggings, athletic shorts, or pants (any color)</i>	<i>Tennis shoes or jazz shoes</i>
Musical Theatre Dance	<i>Comfortable, moveable clothing. Leggings and sweatpants are encouraged for easy movement and comfort during floorwork. NO DRESSES OR SKIRTS.</i>	<i>Tan or black jazz shoes or flexible sneakers</i>
Production Rehearsals	<i>Following dance OR acting class dress code is permissible</i>	<i>Tan jazz shoes; character shoes may be needed depending on performance pieces</i>

Wonderland ACADEMY



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on Facebook*



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on Instagram*

