



2025/2026 Patent Handbook

Welcome to the Stagelights Performing Arts Center Family!

A Message from the Team

Dear Parents and Guardians,

Welcome to Stagelights Performing Arts Center! We are thrilled to have your child join our performing arts family. This handbook outlines our policies, expectations, and resources to ensure a successful and positive experience for every student. Please review it carefully and keep it handy for reference throughout the year.

We look forward to an inspiring, creative, and fun season together!

— The Stagelights Performing Arts Center Team

Our Mission and Philosophy

At Stagelights Performing Arts Center, our mission is to inspire, nurture, and empower our students through the arts, high academic standards, and civic engagement. We are committed to an educational approach that integrates the arts into all aspects of learning, as we believe that artistic expression is a crucial part of personal and academic development. Our vision is to provide a comprehensive educational experience that cultivates artistic talent while ensuring academic excellence, fostering a community where our artists can thrive both creatively and academically.

We believe in creating an inclusive and supportive environment where every student feels valued and is treated equally in compliance with protected by law. Our core belief is that everyone is capable of learning and growing artistically, and we provide a structured and positive setting to help them achieve this.

Curriculum Overview

Our curriculum is designed to provide a well-rounded performing arts education. Students will have the opportunity to explore various disciplines, including dance, music, and theater.

- **Dance:** Our dance curriculum focuses on developing technical skills, kinesthetic awareness, and creative expression. Students will learn concepts of contemporary, ballet, tap, acrobatics, hip hop and jazz, with an emphasis on composition and choreography.
- **Music:** The music program aims to build a strong foundation in vocal technique, music theory, musical theater and performance. Students will engage in breathing exercises, rhythm training, and singing choral literature in various styles.
- **Theater:** Our theater program introduces students to the fundamentals of acting, including pantomime, improvisation, and effective speaking. Students will also explore technical theater elements like costumes, props, and scenery.

For our younger students, classes will focus on discovering individual talents and exploring the basics of singing, dancing, and acting in a fun and creative environment. As students progress, they will have opportunities to specialize and deepen their skills in their chosen disciplines.

Attendance and Punctuality

Regular attendance is crucial for a student's progress in the performing arts. When a student misses a class, it affects not only their own learning but also the progress of the ensemble.

- Students are expected to arrive 5-10 minutes before their class begins.
- If a student must miss a class due to illness or a family emergency, please notify the studio office in advance.
- Repeated absences may impact a student's participation in performances. In such cases, private lessons may be recommended to catch up on missed material at an additional cost.
- Students who are injured are still encouraged to attend and observe their classes to keep up with the curriculum.

Dress Code

Proper attire is important for safety, discipline, and allows instructors to see proper technique and alignment. Our class Dress Code is found on our website or via link below.

Dress Code Link: stagelightspac.com/dress-code. *Street clothes and excessive jewelry are not permitted in classes.*

Tuition and Fees

- **Registration Fee:** A non-refundable annual registration fee of [\$35] per student or [\$50] per family is required at the time of registration.
- **Tuition:** Tuition is based on the full season and can be paid in monthly installments. Payments are due on the 1st of each month. A late fee of [\$15] will be applied to accounts not paid by the 6th of the month.

Fee Structure:

- **Costume Fees:** A non-refundable costume fee of \$97+tax per performing class will be due by 11/15 and 12/15. This fee covers the cost of the student's costume for the end-of-year performance, which they will keep.
- **Performance Fee:** A production fee of [\$85] per student helps cover the costs of theater rental, technical crew, and other performance-related expenses.
- **Withdrawal:** A 30-day written notice is required to withdraw from classes. Parents are responsible for tuition for the full semester their child is enrolled.

Communication

We believe that open and consistent communication is key to a successful partnership between our school and families.

Primary Channels:

- **Email/Text:** This is our main form of communication for updates, newsletters, and important announcements. Please ensure we have an accurate email address on file.
- **Parent Portal:** Access your account, view class schedules, and make payments through our online parent portal.
- **Website:** Our website is a great resource for information about our programs, calendar, and upcoming events.
- **Social Media:** Follow us on Instagram (Stagelights_PAC) and Facebook (Stagelights Performing Arts Center) for fun updates and a look inside our classes!

We aim to respond to all inquiries within 48 hours. For urgent matters, please call the studio office. Teachers will not be available to speak with parents during class time.

Code of Conduct

See Parent (Appendix A) and Student Code of Conduct (Appendix B) below.

Performances

Performances are an exciting and integral part of the learning experience at Stagelights Performing Arts Center.

- **Rehearsals:** Attendance at all scheduled rehearsals is mandatory, especially during the weeks leading up to a performance.
- **Costumes and Makeup:** Information regarding specific costumes and stage makeup requirements will be communicated in advance.
- **Backstage Conduct:** To ensure a smooth and professional production, students are expected to remain in their designated areas and follow the direction of staff and volunteers.

Parent Involvement

Parental support is invaluable to the success of our students and our school community. We encourage parents to get involved in a variety of ways:

- **Volunteer:** We welcome volunteers to help with set construction, costume organization, and backstage assistance during performances.
- **Support at Home:** Encourage your child's practice at home and show interest in their creative pursuits. Your encouragement helps build their confidence and passion for the arts.
- **Be an Ambassador:** Spread the word about our school and upcoming performances to help build community support.

Safety and Emergency Procedures

The safety of our students is our highest priority.

Drop-Off and Pick-Up:

- Please drop off students no earlier than 15 minutes before their class starts and pick them up no later than 15 minutes after their class ends.
- For the safety of our younger students (ages 3-7), we request that a parent or guardian escort them into and out of the building.
- Please be mindful of traffic flow in the parking lot.

Emergency Contacts and Medical Information:

- It is vital that we have up-to-date emergency contact and medical information for every student. Please inform the office of any changes to phone numbers, addresses, or medical conditions.
- In the event of a medical emergency, we will contact the primary parent/guardian on file. If they cannot be reached, we will contact the other emergency contacts listed.
- Please notify us through your parent portal of any known allergies for your child.

Emergency Procedures:

- In the event of a fire or other emergency requiring evacuation, students will be escorted to a designated safe location.
- For other emergencies, such as a power outage or lockdown, we will follow our established safety protocols. We will communicate with parents via email and/or text message with updates.

Questions

If you ever have any questions regarding your child's classes or if any problems should occur, please email your concerns or questions to info@stagelightspac.com.

This Parent Handbook is reviewed and updated annually to ensure it remains relevant and effective. Should it become necessary to update this document during the Performing Arts Season, we will notify you in writing via email.

Parent/Guardian Acknowledgment & Digital Signature

By signing below, you acknowledge that you have received, read, understood, and agree to abide by all the policies and procedures outlined in the Stagelights Performing Arts Center Parent Handbook, will adhere to the Parent Code of Conduct (Appendix A), and will review the Student Code of Conduct (Appendix B) for all enrolled children to ensure that they understand student expectations and will follow the Student Code of Conduct.

Your digital signature confirms your consent to these terms. By filling in and sending this section electronically, you are agreeing that this is your signature, confirming you have read and agree with the information provided.

Parent/Guardian Printed Name:

[_____]

Student(s) Name(s):

[_____]

Parent/Guardian Digital Signature:

[_____]

Date:

[_____]

Appendix A: Parent Code of Conduct

As a Stagelights PAC Parent/Guardian, I pledge that I will participate in my child's performing arts activities in accordance with the following:

- I recognize the importance of the performing arts education in the lives of children.
- I understand that hiring of Stagelights instructors for private lessons, choreography, or special events in the areas of dance, voice, or acting may only be done through Stagelights PAC studio and payments systems.
- I understand that all Stagelights instructors are contracted employees of Stagelights Performing Arts Center Inc. and may only work with Stagelights PAC's students and associated family members through Stagelights PAC.
- I understand that Stagelights PAC instructors are available for private lessons, choreography, and private events if hired through Stagelights PAC.
- I understand that hiring Stagelights instructors privately/outside of Stagelights PAC studio and payment systems for lessons, choreography, or special events in dance, voice, musical theater, or acting is strictly prohibited.
- I understand that all lessons and choreography must be done in Stagelights PAC leased studio space.
- I understand that Stagelights PAC insurance policies only cover Stagelights PAC contracted lessons and services in our leased facilities or at our approved events.
- I understand that this policy protects our students and instructors and makes sure all communication is clearly outlined related to private lessons, choreography, or special events.
- I recognize that Stagelights PAC hires experts in their field of performing arts and I will respect and support the professional judgement of any faculty member, instructor, or choreographer. I will speak to all faculty, administrators and other parents with dignity and respect. Profanity on our premises is strictly prohibited.
- I will support my child's classmates, teachers, and choreographers and resolve to allow the teachers to manage their performers and artistry as they feel best benefits the entire program. Only Stagelights employees have the right to direct and conduct classes and shows according to their discretion.
- I will encourage my child's interaction with classmates to respect differences in skillsets, foster teamwork and sportsmanship, and be part of the positive environment.
- Because I am a role model for my child as well as other performers, my personal conduct at the studio, performances, competitions, and other studio events must be above reproach, positive and encouraging, and represent the highest standards of teamwork and sportsmanship.

- I understand that gossiping of any kind—whether about students, staff, or other families—is strictly prohibited on studio premises, including in the parking lot, lobby, and Stagelights events. I will contribute to a positive, supportive atmosphere for all.
- I agree not to contact Lisa Ferlita or any faculty members outside of established business hours (Monday–Friday, 10:00 AM–3:00PM), unless it is a designated competition day. I will use appropriate communication channels during the listed times. All correspondence is through email: info@stagelightspac.com.
- I understand that the Stagelights Performing Arts Center, Inc. and Broadway Magic Foundation Inc. logos are copyrighted material and strictly prohibited from being used without the written consent of owner, Lisa Ferlita.

My signature on the Stagelights Performing Arts Center Parent Handbook acknowledgement pages indicates that I have read and will adhere to this policy.

Appendix B: Student Code of Conduct

To ensure a positive, respectful, and fun learning environment for all, we have established the following Student Code of Conduct. Parents should review this document with your enrolled child/children before classes begin. We expect all students to:

- **Show Respect:** Treat fellow students, instructors, staff, and volunteers with kindness, courtesy, and empathy. Bullying, harassment, or any form of disrespectful behavior to instructors or peers will not be tolerated.
- **Be Prepared and Punctual:** Arrive on time for all classes, rehearsals, and performances with the necessary attire and materials.
- **Maintain a Positive Attitude:** Actively participate in all activities, accept constructive feedback gracefully, and support your fellow performers.
- **Respect Our Space:** Pick up after yourself to help keep the studios and common areas clean and organized. Please keep hands off the mirrors.
- **Stay Focused:** Mobile phones and other electronic devices should be turned off and put away during class and rehearsals to minimize distractions.
- **Follow the Dress Code:** Wear proper attire to class as outlined on our website Dress Code.
- **Use Restrooms Prior to Class**
- **Water Bottles are Permitted to Class:** No food or drink (except water bottles) is allowed in the dance studios.
- **No gum in the studio at any time.**
- **Label all Personal Items:** Labeling dance shoes, bags, dance clothes, and water bottles or drink holders helps to avoid losing items or picking up a classmates items by mistake.
- **When Sick:** Please stay home until you feeling better.
- **Class Enrollment:** Stagelights PAC classes a full year program that align with the school calendar with students expected to continue through the recital. Should a student stop taking classes during the year, 30-day written notice is mandatory. Otherwise, you will be responsible for charges incurred.
- **Have Fun!:** We are passionate about what we do and look forward to sharing that with our amazing students!