

2020-2021

The Pathway Program Handbook

Welcome to The Pathway Program

A Guide for Students and Parents

MISSION STATEMENT

The Pathway at Miller Street Dance Academy has been designed as a response to our community needs due to COVID-19, providing children with support as they transition to remote learning for the 2020-2021 School Year. The Pathway provides a safe and clean learning environment and a space for independent learning, as well as safe social interaction.

ACADEMIC OVERVIEW

Students have the option to participate in any accredited online education program of their choice. Work completion is not the responsibility of The Pathway Program.

What a school day looks like with us: Students will come to the studio in the morning by 8:00am, dressed for school and will complete their online school program each day with their own laptop computer in a school-like setting. All students will be monitored by our educational mentor who will assist students with their self-paced classes and help keep them on track. Parents will be asked to check their student's progress daily. The Pathway is not responsible for a child finishing their work or turning in assignments. Each student will need their own teachers though their on line school to regulate their progress and learning.

PROGRAM POLICIES

TUITION & FEES

The Pathway Program tuition is \$550 per month. ALL accounts must have a credit card on file. All monthly payments are due no later than the first of the month, and if not paid, will be drafted. Any transaction that is declined and not paid within five days will have a \$25 late fee applied. Attendance will not be taken and tuition doesn't change regardless of the amount of days a student attends. Students withdrawing from the program must provide 30 days written notice, as well as tuition for those 30 days.

Fees: TUITION

Full Days per week (8:00 am - 3:30 pm)	5 Days	4 Days	3 Days	2 Days	1 Day
Monthly	\$550	\$450	\$350	\$250	\$150
Enrollment Fee (due at the time of enrollment)*	\$100	\$100	\$100	\$100	\$100
One Time Supply Fee**	\$25	\$25	\$25	\$25	\$25

*\$100 enrollment fee will be refunded if student is not placed in the program

**Supply fee includes hand sanitizer and materials for workshop activities

When students arrive the first day, they must provide a printed version of all passwords and information on their remote learning so that help can be provided if needed. The students must come knowing how to proficiently log into their virtual classes. Parents must provide the student with this training prior to arriving the first day, as there will not be time to train each student on this information.

DRESS CODE

Academic school dress code: Students are expected to arrive at school clean and neatly dressed in properly fitted clothing. Choice of clothing rests primarily with parents and child and should in no way interfere with learning. Parents are asked to see that their children are dressed properly for prevailing weather conditions. A student shall not dress, or by appearance present himself or herself in a manner which poses a threat to the health or safety of that student or other persons, interferes with school work, creates a threat to property or persons, or

causes the disruption of a classroom. If a student is not properly dressed, a parent will be contacted to bring a change of clothes for the student.

STUDENT/PARENT/TEACHER RELATIONS

Contacting Instructors: Mentors can be contacted via email. All emails are listed on the Miller Street website. Please do not try to catch an instructor between classes. Class schedules are very tight and our instructors would like to give your questions and concerns the proper time and attention.

Phone Calls: You may leave a message for a teacher at the studio. Do not call any staff member at home. Due to varied work schedules, emails are best.

Disruptive Behavior: Disruptive behavior will not be tolerated. If problems occur: 1. Student will receive a warning. 2. Parents will be contacted. If it continues, the student will be dismissed from the program. A student can be dismissed for any reason without warning. If a student is dismissed, the remaining tuition will be refunded.

Emails from Studio: All registered accounts are automatically enabled to receive email updates and alerts from the studio. You can update your email address on file through the customer portal. If you want to opt-out of studio emails, please contact the office. Please note that opting out means you miss out on important studio reminders and announcements.

Student Etiquette: The Pathway at Miller Street has a high standard of professional behavior. Proper etiquette for a student will not only enhance their study at the Academy, but will carry over into their personal life and professional future. Students are expected to be prepared for class, focused and dedicated in the classroom, and productive with their time before and after class. There should be no talking in class, unless there is an inquiry for the instructor. Miller Street expects students to be supportive of each other and work as a team to create a positive atmosphere in the classroom. Gossip, bullying or any other degrading behavior will not be tolerated. Students of the The Pathway Program are representatives of the program and the studio, and are expected to demonstrate respect and professional behavior at all times.

Parent Etiquette: Miller Street Dance Academy exudes an atmosphere of respect, fun and professionalism. Miller Street expects all faculty, staff, students and parents/guardians to behave in a considerate and courteous manner toward one another at all times. Students or parents who wish to discuss a concern with a mentor or administrator should request to schedule a meeting or phone call. Issues between individuals will only be discussed calmly and respectfully in order to ensure the concern is dealt with and fixed. Miller Street does not tolerate disrespectful or confrontational behavior toward faculty, staff, students or other parents. Not following this standard is grounds for dismissal from the program.

ABSENCES/ATTENDANCE

Attendance will be taken each day. Tuition remains the same regardless of days missed.

ADDITIONAL PROGRAM POLICIES

Personal Belongings: Students are responsible for all items brought to the studio. If an item is left behind and is properly labeled, the studio will attempt to contact the parent and hold that item in the “pick-up drawer” located in the studio office.

Lost & Found: The lost and found is located in a bin in the bag room at the studio. Please check the office for lost jewelry or hair items. Items will be donated monthly and when the bin becomes overfull. Please check these bins regularly. **Miller Street Dance Academy is not responsible for lost or stolen items.**

Photography Release: Permission is granted to Miller Street Dance Academy to use and publish for editorial, trade, advertising or other promotional purpose all photographic, video, and digital images of your child, including your child’s name in conjunction with studio and school name. All parents who do not wish their child's image or name to be used in this manner must declare so where instructed in the customer portal.

Medical Insurance: Miller Street Dance Academy does not carry medical insurance for its students. It is required that all students be covered by their own family insurance. Any doctor prescribed medications must be given to directors upon entering the studio with doctor’s instructions.

Personal Devices: Students should leave electronic devices on silent or off at all times within the studios for both academic and dance instruction. Students are only permitted to use cell phones between classes or on breaks. Cell phones may be taken by mentors or instructors at any time and returned at the end of the school day.

Food: Students are responsible for bringing their own ready-to-eat lunches and snacks to the studio and may only be consumed during the designated lunch time or break time, unless given permission by an instructor. Peanut products are not allowed in the studio due to severe allergies. **No soda or candy allowed.** Students are encouraged to bring healthy lunches. **Students are only allowed to eat during the designated lunch time.** No snacking during their school work.

Holidays/Teacher Workdays: Teacher workdays and holidays will vary by each online school program. We will be following the Miller Street Dance Academy calendar with a few additions. The Pathway will not meet on:
Monday, January 18th - Martin Luther King Day

Inclement Weather: The Pathway Program will not go by the "calls" of local counties when it comes to delays or cancellation, but will make our own calls. This will be done in a variety of

ways – we will put a message out on push notification, MSDA facebook, MSDA instagram, voice mail at the studio and/or will email with the notification of change. This should remedy all the confusion when there is an instance, and we really want to avoid any missed time out of school when unnecessary.

Withdrawal from Program: If a student wishes to withdraw from The Pathway Program, parent must give 30 days notice and is responsible for tuition for those 30 days.

PROGRESSIVE DISCIPLINE SYSTEM

Examples of incidents that would result in disciplinary actions include:

- Failure to abide by any set rules within the studio or handbook
- Excessive talking/disruptive or disrespectful behavior

IMPORTANT DATES

August 17, 2020	Classes begin
September 7, 2020	Closed for Labor Day
November 25-27, 2020	Closed for Thanksgiving break
December 20-January 3, 2021	Closed for winter break
April 5-9, 2021	Closed for spring break
May 31, 2021	Closed for Memorial Day
June 4, 2021	Last day of classes