

Policy for Privates at COPA



First and for most, it is obvious that you must get permission from the choreographer/instructor to take privates and do a solo. Before signing up for a private lesson with any instructor, you must talk to them and the owners to see if your child is ready. We encourage and expect our choreographers to communicate about the new solos, duets, and trios to each other and to the owners so that everyone is on the same page about who is doing what with each instructor.

Each staff member sets their own private schedule depending on:

Time of staff member (depending on family, other jobs, and school)

Studio room availability (classes or extra group practices always take priority over privates)

Since each staff member has a set private rate, you would need to speak individually to determine price of each private (usually 30 minutes). Normally it is \$20-\$30 per ½ hour depending on the instructor. Payment to the instructor must be made at each private class. There is also a choreography fee for each new routine taught which is due the first choreography private. If the choreography fee is not paid in the appropriate time, the charge will be applied to your account from COPA and a late fee will be applied as well as a handling fee for COPA of \$25.00. You may talk to your instructor to see if payments can be made to them through the summer if needed for choreography fees. Choreography fees are normally from \$75.00-\$100.00.

If you can't attend a private, the instructor must be given enough notice to change the schedule or find someone to replace the time. You are responsible for paying for the private time if this can't be arranged. We ask that you give the instructor 24 hours notice unless an emergency arises. If the notice is not given, you will be expected to pay the fee for that private. To protect our COPA families as well, we expect the instructor to give you full 24 hours notice for a cancellation unless it is an emergency. If this does not happen, then the next private will not be charged due to the inconvenience that was served to the student/family.

Please give the instructor several telephone numbers to include a home, work, cell, and email address so that the instructor can get in touch with the person as quickly as possible.

COPA instructors will make sure COPA students (paying tuition students), are first priority to your private schedules. If there is room in the schedule after all COPA students are able to have a private spot, as many as needed, then non COPA members will be able to have a private spot.

Many instructors often use the summer to teach routines to students followed by rehearsals during the year with their choreographer or other staff members due to time limitations. They would continue through competition season and competition solos/duets will take first priority for private times.

No privates may be taken during a student's scheduled class, and that includes extra practices scheduled for groups, ballet workshop, or production. You must be participating in team classes and all required classes associated with this to perform and participate in a solo.

Private students are expected to practice between privates, coming prepared to private class ready for more material. You may use studio space when available. When studio rooms are used for practice, we ask that an adult be in the room to operate the equipment. You cannot come to the studio unless instructor or owners are present in the building due to liability reasons. If you are signing out a room, then you will pay a 4.00 per 30 minute fee for studio room usage, but if you are working while others are already at the studio, then it is fine to use it without charge by letting owners know (and again, an instructor must be present in the building, and permission from the owners)..

Costuming is usually more expensive for solos/duets. If you sign up for a private, you agree to the potential charges (and there is never a for sure price, only an estimate, normally approx 150.00) and give them complete authority to create the costume. You will need to talk to them if this is an issue for you.

This year all solos/trios/duets are in the preshow unless the executive committee decides to make an exception for some appropriate reason. If a dancer competes in more than 2 routines (solo, duet, trio) the dancer cannot perform in recital more than 2 times and cannot perform more than 1 solo number during recitals. Please also note that the overalls must be from the competitions selected and attended by the groups. It is the parent's responsibility to notify the owners that their number was selected as a top winner and make sure the executive committee has listed them in recital.

We encourage using your solos in local programs, but it is a good idea to ask permission from the choreographer. Technically, if you pay for choreography, then the solo, duet and trio belongs to the student and their family, however, it is always the best practice to talk to your teacher first.

You cannot participate in privates if your account is not current at COPA. You will have one warning by either phone call, email, or meeting, and if it is not taken care of, the private instructor will be notified to cancel the privates until it is paid.

Solo competition fees are normally around \$90.00 per competition, but it is different for clogging. If you win a Title for Miss Dance, you are responsible for going to nationals and also paying for partial payment of nationals to choreography instructor.

COPA soloist and parents must adhere to COPA etiquette standards.

Instructor agrees to conduct all classes in a professional manner during the entire class. They will give your child undivided attention during your private, and will make sure that no interruptions occur, with the exception of a crisis or emergency. If the parent feels this is not happening, then parent must go to the instructor first, and then discuss with the owners. Instructors are also in charge of signing out a room, and checking calendar for any conflicts. The student and parents are responsible for making sure they have no extra practices for groups that conflict with their private session, and communicating that to the private instructor in a timely manner (at least 24 hours) since groups take priority. The

133-D Auto Park Drive; Graham, NC 27253; Telephone: 336-228-1553

Web: www.COPA-Dance.com

instructor will keep a contact list of the students they are working with in case they need to cancel to include cell, home, work, and email address of the student.

Normally, soloist or duets are asked to have a page in the program at the end of the year to showcase their hard work and the soloist and duets are normally asked to split that charge of the page.

Soloist and duets may be asked to perform at different events that COPA participates in such as BBQ festival, Christmas programs, and other events. We encourage them to get as much practice and experience in front of an audience as possible.

When competition dates are set, please schedule out the entire weekend of the competition since it is not always clear the exact day of the actual solo, duet, and trio. Block off the entire weekend of competitions just in case.

Music is normally the responsibility of the instructor, however, if the music requires professional cuts, then you will be charged for that fee. If the cut is something the instructor can do, then there will not be an extra charge, only if it requires outside professional work, then it becomes the responsibility of the consumer.

I agree to the following policy and guidelines.

Student

Parent

Date