



moco Arts

Dance | Theatre | Camps | Visual Arts | Wellness



2010-2011 Student Handbook

Transforming Lives Through Movement And Creative Expression

76 Railroad St. • 9 Elm St. • 30 Washington St. • Keene, NH 03431 • (603) 357-2100 • www.moco.org

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Who We Are

Our Mission

Our Continuing Tradition

Transforming Lives Through Movement and Creative Expression

Our Vision

Our Imagined Future

Arts and wellness learning will be a fundamental identity of the Monadnock lifestyle. MoCo Arts will be a leader in teaching arts and wellness to all generations and igniting a passion for life.

Our Values

Our Educational Focus

Welcome and Accepting

Transformative

Innovative

Quality

Creative and Inspired

Our Programs

1. Dance

The Dance program at MoCo Arts is our largest program. Our classes are designed to be progressively challenging and imaginative. Our Director and 11 other part-time dance teachers offer over 60 in-studio classes each semester. They also lead classes outside the studio, at public and private schools, community after school programs, and other local venues.

Ballet
Modern
Tap
Jazz
Hip-Hop
Creative
Ballroom
Swing
Middle Eastern
Latin

The dance program also presents several performances each year:

- Class-specific showcases- including Hip Hop Night and Faculty/Repertory
- An annual all-studio show- *Peter Pan* (2009), *Hans Christian Andersen* (2008)
- Bi-annually, a non-traditional performance of *The Nutcracker*

The shows are presented at our Black Box Theatre on Railroad Street as well as other stages in the community, including Keene High School, The Redfern Art Center at Keene State College, and the Colonial Theatre.

2. Theatre

The Theatre program, which began in 2002, is designed to educate our students in multiple theatre arts skills. As their skills develop, our students are offered increasingly complex roles and additional individual instruction. The classes often have multiple teachers, each specializing in a different skill. Our classes are taught by our Director and other theatre arts education professionals.

*Voice
Drama
Dance
Improv
Puppetry
Technical*

Performance classes present a show near the end of the semester. Recent shows have included *West Side Story* (2009), *Christmas Wizard of Oz* (2009), and *Anything Goes* (2009). These shows, too, are at our Black Box Theatre on Railroad Street, as well as at Keene High School, Monadnock Regional High School, The Redfern Art Center at Keene State College, and The Colonial Theatre.

3. Multi-Arts Camps

Creative Arts at Keene (CAKE) was established in 2001 as part of the Charles River Creative Arts Consortium and is a National Endowment for the Arts Summer School in the Arts for ages 8-16 years. It has been recognized by the New Hampshire State Council on the Arts as a model community program. Students choose their courses. For up-to four weeks each summer, they are immersed in intense learning. The classes are taught by our Director and over 15 other teachers and counselors. Throughout the program, students have opportunities to perform and exhibit.

*Dance
Theatre
Visual Arts
Photography
Music
Writing
Film and Video
Technical*

CupCAKE and our Vacation Camps are our multi-arts camp programs designed for children ages 4-12. CupCAKE, for children 4-8 years, is offered for 4 weeks during the summer. Vacation Camps, for ages 4-12, are offered during February and April school vacations and are designed as mini-versions of CAKE. Students in both programs celebrate their learning experience through performances and exhibits in our Black Box Theatre at Railroad Street and at our studios on Washington Street.

4. School of Art

Our School of Art was established in January 2006. This program is designed to create a community for visual artists, providing several mediums through which our students express their creativity. Classes are taught by our Director and other local professional artists.

*Drawing
Painting
Clay
Comics
Printmaking
Studio
Mixed Media*

In addition to studio classes, this program includes outreach programs to after school programs and assisted living and Alzheimer's centers in the community. It also leads the annual Art Walk, exhibiting the work of over 60 local artists throughout Keene's downtown store-fronts and open spaces.

5. Wellness

Wellness began as a small program in 1991, supplementing the dance course offerings. It serves a niche market through its innovative and contemporary educational classes. This program dramatically expanded in 2008, facilitated by our new location. It is designed as an alternative to commercial fitness centers. The curriculum is delivered through group classes led by our Director and 11 other instructors certified in their field, which can be supplemented with individualized flexible instruction.

*Yoga
Pilates
Weights
Strength
Zumba
Joy Moves*

Our Wellness staff also delivers our curriculum at off-site locations, including local businesses and resident homes. They also collaborate with other community wellness programs, including outdoor programs, work-place programs, and Cheshire Medical Center.

How to Support MoCo Arts

Make a Gift!

Tuition covers 2/3 of our total costs. It takes an additional \$400,000 every year in gift support to provide the programming the community wants. We and the community depend on your gifts and thank you in advance for your support.

Black Box Betterment

This project supports our technical needs of sound, lights, and flooring necessary to make the Black Box Theatre space on Railroad Street even better! Sound and lights equipment can also be used when we perform at the Colonial Theatre and other local venues. Your gift will be recognized in the Black Box Theatre. Our goal is \$25,000.

Specific Program Support

Dance; Theatre; School of Art; Wellness; CAKE and CupCAKE; Young Arts Youth programs; Adult programs. Your gift can be targeted to support any one of MoCo's programs.

Scholarships

Scholarships provide a chance for those who would not otherwise be able to participate in support of our goal of accessible "arts and wellness for all."

Business and Foundation Funders

Hundreds of local and statewide businesses and foundation funders partner with us to support MoCo students! Thank you for your support through program ads, discounted products and services, space rentals and in-kind and monetary donations. Ask us how you can support MoCo in this way.

Thank you MoCo donors!

To make a gift or for information, contact Beth Healy, Director of Development (603) 357-2100, ext. 204, or email bh@moco.org

Volunteer Opportunities

We are always impressed with the generous support from our parent volunteers. Please consider where you may be a part of the MoCo Arts volunteer family:

Backstage Chaperone

Backstage chaperones assist with costume changes and hair and makeup. They provide general supervision and monitor the safety of the backstage area. Due to the limited space of our performance/backstage area, parents are not allowed backstage unless you are a designated chaperone for that shift.

Usher/Ticket Taking

Ushers arrive 45 minutes prior to performance time and assist in taking tickets and seating our guests.

Bake Sale

Bake sale volunteers bake or purchase food items, bring cases of water, or provide lobby assistance.

Strike

Strike volunteers clear the performance rooms, assist with costume return, and dismantle set items. This is a perfect volunteer opportunity for MoCo dads.

Costume Volunteers

Costume volunteers assist with painting, hand sewing, crafts, machine sewing, zippers, and sewing patterns.

Poster/Flier Delivery

Poster delivery volunteers distribute posters and fliers to area businesses and schools.

Special Events

MoCo hosts a wide range of special events throughout the year and many volunteers make these happen. Please let us know if you'd like to be involved.

Board & Committee Opportunities

MoCo has a Volunteer Board of Directors of 12 members and several committees including Communications, Development, and Finance with Board and non-Board members. Please contact us for further information and discussion.

Thank you MoCo volunteers!

If you are interested in volunteering, please contact Lisa Cook at lisactoy@aol.com or by phone at (603) 209-4587

Pricing

Registrations

Students make a commitment to attend a class for a specified period of time such as a session (9 weeks), a semester (18 weeks) or year (Sep-Jun). Students starting after the first class will receive a prorated fee but there is no refund for missed classes. Students registering for more than one class will receive a 10% discount on the additional classes taken by either themselves or other household members. Discount does not apply to unlimited or packages.

Unlimited

A student can attend all the classes they want in the specified discipline (dance or wellness) for the specified time period. In the case of dance, the student is expected to specify weekly classes to be attended. Students purchasing an unlimited can receive a 25% discount on other classes for themselves and 10% discount for their family members. Unlimited and Multi-Class Packages are not eligible for discounts.

Class Card

Students purchase a 'card' valid for a certain number of hours of classes. The card is valid for 1 year. Students may choose which class to attend in advance but it is not necessary.

Camps

Camps run daily for a week or more and are held during school vacations and over the summer. Students are registered by the week. Refunds are not given for missed days.

Multi-Class Packages

Students may purchase a package that includes a certain number of classes in one or various disciplines. These classes need to be taken all within the same session/semester as indicated on the package. The price of the packages will not be reduced if a student starts the classes late. Students purchasing a package can receive 25% off additional classes and members of their household can receive 10% off classes. Unlimited and Multi-Class Packages are not eligible for discounts.

Prices are subject to change without notice.

Scholarships

MoCo Arts believes that all students should have the opportunity to experience the arts. To that end, we offer a scholarship program for all classes, camps and workshops. The funds are limited and allocated for different times of the year. We encourage early application for scholarship funds.

Need-based scholarship will be awarded monthly on the 20th of each month. Students interested in scholarship can submit a signed, completed MoCo Arts Scholarship application along with a copy of the most recent IRS form 1040 that lists the applicant as either taxpayer or dependent. Both documents need to be received by the 10th in order for the application to be complete and considered that month.

Awards will be based on the financial need of the applicant. Awards will be given based on a percentage of the total cost of the classes applicant is signing up for. Students signing up for both semesters (Sep – Jun) should list that on their application and the award will be for both semesters. Applicant (or parent/guardian) agrees to pay balance of the charges. A deposit of \$25 or 5% of the tuition (whichever is greater) is required at the time of application. This will be applied to the tuition charge. Accounts must be in good standing to be considered for scholarships.

Timing of Scholarship Awards

Month	Classes Considered
September	Fall, Ongoing classes
October	Fall Session 2 only, Ongoing classes
November	Spring, Fall Session 2, Ongoing classes
December	Vacation Camps, Spring, Ongoing classes
January	Vacation Camps, Spring, Ongoing classes
February	Vacation Camps, Spring, Ongoing classes
March	Summer, April Vacation Camp, Spring Session 2, Ongoing classes
April	Summer, April Vacation Camp, Ongoing classes
May	Summer, Ongoing classes
June	Summer, Ongoing classes
July	Fall, Summer, Ongoing classes
August	Fall, Ongoing classes

Discounts

Effective with the Fall 2010 semester (which begins 9/1/10) the following discount programs are in place:

Multi-Class

A student registering for multiple classes (not part of a package) is eligible for 10% off all classes after the first one.

Multi-Family

Members of the household of a registered student are entitled to 10% off registrations, class cards and camps if family members are attending the same week. There is no discount on packages or unlimited as they are already discounted.

Senior Discount

Those students 65 years old and over are entitled to 10% off registrations and class cards, excluding the Senior Wellness Pass, as it is already discounted.

Payment Terms

Registrations, Multi-Class Packages & Unlimited Dance

Payment is expected at the time of registration. For those students applying for scholarship a payment of either 5% of tuition or \$25 (which ever is greater) is due with the application form. The balance is due when the award is made unless a payment plan is set up. We offer payment plans to spread tuition costs over the length of the class. Payment plans can be set up to either be monthly or bi-monthly on either the 1st and/or 20th of each month. Payment plans will incur a cost of \$2.50 per payment, charged in advance in the first payment. Payments can either be made by automatically charging a credit card (Visa, Mastercard, Discover) or by providing post dated checks. Student accounts must be in good standing in order to register for the next series of classes and to perform.

Unlimited Wellness

This can be purchased either quarterly and paid in full or monthly by automatically charging a credit card.

Class Card

Payment is expected at the time of purchase. For those students applying for scholarship a payment of either 5% of tuition or \$25 (which ever is greater) is due with the application form. The balance is due when the award is made.

Camps

A \$100 deposit is due at registration. For those students applying for scholarship a payment of either 5% of tuition or \$25 (which ever is greater) is due with the application form. The balance is due by June 1 for summer camps or two weeks prior to the start of camp for vacation camp. If registration occurs after the payment due date payment in full is due at registration.

Returned Check Fee

A \$25 charge will be added to any account for a returned check or refused autopay.

Packages

MoCo Multi-Arts (age 7+)

Take three classes in three different disciplines, one each in Dance, Theatre, and the School of Art for a reduced price and receive 25% off all additional classes.

MoCo Young Multi-Arts (7 and under)

Take two classes in the young arts for a reduced price and receive 25% off all additional classes.

Youth Art Package

Take 3 classes in any one session for a reduced price and receive 25% off all additional classes.

Unlimited Dance

Take any dance class for a period of time at a reduced price (teacher permission required for attendance in upper level classes) and receive 25% off additional classes.

Unlimited Wellness

Take any wellness class for a limited time at a reduced price and receive 25% off additional classes or class card purchases.

Check the schedule or online for the most up-to-date pricing.

Refund Policy

Requests for refunds should be in writing and sent via email to info@moco.org or snail mail to: Business Manager, MoCo Arts, 76 Railroad St, Keene NH 03431. For the purpose of calculating the refund the time stamp or postmark will be used to determine the refund.

Registrations

If cancelling within 21 days of the student starting the class, the refund will be prorated (at the drop in rate) for all classes that occurred before the request is received. After three weeks of class, the refund will be prorated at the drop-in rate for the classes that have passed and refund will be 50% of the remaining balance. The drop-in price will be charged regardless of whether the student attended the classes.

Unlimited Dance or Unlimited Wellness

Refunds may be requested on the special packages. The refund will be prorated on the amount of time passed since the start of the package and will be assessed with a 5% cancellation fee.

Class Cards

Refunds will be given for any unused classes if requested in writing within 6 months of issue date. For cards within 6-9 month of issue date a 50% refund will be given on unused classes. No refund will be given if less than 3 months left on the card. Students will be charged the drop-in rate for all classes attended on the card.

Summer Camps

Deposits paid to reserve a spot for summer camp will be refundable if requested in writing by June 1st. After June 1st, deposits are forfeited if camp enrollment is cancelled.

Full refunds (less deposit) for camp will only be given if requested in writing at least 3 weeks prior to the start of camp. A partial refund (50% of the total less deposit) will be given if requested in writing at least 2 weeks prior to the start of camp. CAKE is considered started, on the first day CAKE is in session, regardless of when the camper is planning on attending. No refund is given when cancellation occurs within two weeks of the start of camp.

February & April Vacation Camps

100% refund for cancelations in writing 3 weeks prior to start of camp.
50% refund for cancelations in writing 2 weeks prior to start of camp.
No refund if canceled within two weeks of camp.

Missed Classes/Make-Up Classes

Students who are enrolled for classes in theater, dance, and youth art are required to pay for classes regardless of attendance. If a student misses a class, they should speak to their teacher to see if an appropriate make up class is available. All make up classes need to be made up within 30 days of the missed class by the student who missed the class. Missed classes will not be transferred to another student or refunded.

Dance Students must not miss more than 4 classes in a semester (6 for twice weekly classes) if they wish to perform. This does not apply to Creative Dance students. Make up classes do not take the place of absences when counting misses for performances. Nutcracker performances are subject to the attendance rules set by the Artistic Director of the Dance program.

Performances

MoCo Arts mission is about education and performances are a by-product of this process. No student is required to perform. Students in dance classes will be asked to sign a commitment letter if they wish to perform. This commitment letter will outline the dates of additional rehearsals and performances. A student must be able to attend all the additional rehearsals and performances. Parents should review the dates with family and school obligations before signing the commitment letter. If a conflict arises after the commitment letter is signed, the dance director should be notified immediately. MoCo Arts tries to work around school commitments but reserves the right to remove a student from a show if they do not attend the rehearsals as required.

Tickets

Parents and other attendees are responsible for purchasing tickets to MoCo Arts performances in advance. MoCo Arts makes no guarantee that tickets will not sell out. Tickets will go on sale approximately one month prior to the first performance. Tickets may be purchased at MoCo Arts or online for performances at 76 Railroad Street. Tickets to certain off-site venues (Colonial, Redfern) must be purchased directly from the venue. Tickets are non-refundable and there are no exchanges. All audience members, regardless of age, need to have a ticket.

The price of the ticket goes directly to pay for the rental, backdrops, lights, spot lights, fog machines, professional technical staff, purchase of music and music editing, royalties, audio equipment, costumes, plus many other expenses, all of which provide a spectacular performance for all to enjoy, and a quality experience for the students.

Gift Certificates

Gift Certificates can be purchased online or in person for any amount. They never expire.

Child Care

Child care is offered at our Elm Street location Monday thru Thursday from 9am until noon. It is for children for ages 6 months and older. The cost for the child care is \$3 per child per class.

Behavior & Safety

Drop off and pick up at Railroad Street should only be done from the West bound (towards Main St) side. Young Art students (age 7 and under) should be brought into the building and not dropped off.

Young Art students and siblings should be supervised if not in class. MoCo Arts is not responsible for students or siblings left in the waiting area. Parents, students, siblings, etc., must execute good behavior in the changing rooms and waiting area. No loud talking, running, or rude behavior will be tolerated. The studios are for classes only and children are not allowed in them without an instructor present. Any student who does not respect the teachers and the studio guidelines may be dismissed from the program, with no refunds given.

Classroom Etiquette

All students should sign into class prior to entering the studio. No cell phones or wireless devices should be on during class. No food or drinks, except closable water containers allowed.

Personal Belongings

MoCo Arts is not responsible for personal items left in the changing rooms. If you are concerned with the safety of your belongings, please take your bag into your classroom or leave valuables locked in your car.

Inclement Weather

In the case of inclement weather, MoCo Arts will announce by 7:00 am the status of morning classes and by 1:00 pm the status of afternoon/evening classes. Cancellation of area schools does NOT mean classes are canceled. If classes are canceled, it will be on our answering machine (603-357-2100), our website www.moco.org, and on radio stations WKNE, WINQ, and WKBK as well as the WKNE website. We do NOT contact students individually when canceling for inclement weather. We ask that you exercise judgment when making decisions to attend classes in stormy weather.

NOTE: Policies are subject to change. Printed policies in this handbook are current as of 8/1/10.