

PARADISAEA CIRCUS ARTS STUDENT HANDBOOK

Legal

- Students are required to sign the student contract and liability waiver in order to participate in class.
- The waiver is available online and may be updated or changed by Paradisaea Circus Arts at any time. In this case, students would be required to sign a new waiver before returning to class.
- Waivers do not expire but students are permitted to retract their signature at any time. By doing so, students understand that they will no longer be allowed to participate in class.

Student Behaviour

- Students are required to abide by the studio rules at all times.
- Instructors have the ultimate authority over their classes. Instructors may impose new rules, alter existing rules, or enforce the rules in their classes how they see fit. If students feel they are being treated unfairly, they may email their concerns to paradisaea.circus.arts@gmail.com as per the communication policy discussed below.
- Consequences for breaking studio rules may include a verbal warning, a written warning, sitting out for a portion of the class, sitting out for the whole class, or removal from the session. Refunds will not be issued for any missed classes that result from student misbehavior. By signing this contract, students agree to abide by the rules and conditions set forth in this contract and by their instructors as they see fit.
- Parents, family and friends are not permitted in the studio during class time without explicit invitation from the instructors and staff at Paradisaea Circus Arts. Chairs are available in the hallway for waiting. It is a safety and liability issue to have unauthorized personnel in the studio when classes are running.
- Make-up classes are not guaranteed and granted at the sole discretion of Paradisaea Circus Arts based on individual class availability. Students must request make-up classes in advance via email to paradisaea.circus.arts@gmail.com as per the communication policy discussed below.

In Studio Rules

- Be on time
- No shoes on the mats
- No jewelry on the apparatuses
- Wear proper attire with hair up (see student attire below)
- No gum or food in the studio
- No critiquing other students. Students must be respectful of other students, instructors, and teaching assistants.
- No teaching other students (during, before or after class, or during open practices)
- Do not interrupt coaches who are teaching
- Be a part of the class (participate as directed by the instructors in warm-up, conditioning, and tricks)
- All drops must be supervised regardless of individual level or number of successful attempts
- Be courteous with photos and videos (see photo, video and social media section below)
- Inform instructors of any illnesses or injuries
- Students may not be under the influence of alcohol, illegal drugs, prescription drugs, or over-the-counter drugs that may affect their focus and concentration

Skill Mastery

- Students will follow an aerial learning plan as directed and chosen by the instructors – this includes pace of learning, level of difficulty of tricks, types of tricks learned during class time, etc.
- Students with physical limitations will still be able to progress throughout the skills, however, students who do not try to actively learn the tricks being offered by instructors will not be given special treatment or advancement opportunities. As students progress tricks become more complicated and students will have to have patience and persistence to learn these more difficult tricks.
- Students must get instructor approval before practicing skills that were not taught to them by Paradisaea Circus Arts.
- Students are not allowed to practice anything that they have learned off of the internet. If a student wants to learn a skill they have not previously been taught in class, they can email the link to the instructor and the instructor will evaluate whether the skill is appropriate for the student's level and if appropriate, the instructor will teach them that skill.
- Students must master a move at a low elevation before taking the skill higher on the apparatus.
- Students must respect their bodies. They are responsible for listening to their bodies and not pushing them past safe working limits. Many factors (late nights, drinking, illness, stress, injury, etc.) can all affect an aerialists stamina. Be aware that your ability to safely execute skills and tricks may vary daily. It is up to the individual to let the instructor know if they feel that they are unable to safely execute a movement.
- Students must follow and participate in the warm-up and conditioning as led by the instructor. Students must work on skills and tricks as directed and are not permitted to work on movements and poses previously taught at Paradisaea Circus Arts unless the instructor allows open practice in class.

Student Attire

- Students must not wear any jewelry or clothing that may catch and cause damage to the fabrics or pose a risk to the safety of the student.
- Students are required to wear clothing that covers their midriffs and shirts that can be tucked in. Short shorts are not permitted. Pants must be to the student's knees at minimum. The fabric can irritate skin that is not covered and it is a safety issue when students are not covered up. We recommend full length pants and t-shirts or long sleeve shirts, *especially* in warmer months when the fabric may stick to the skin.
- Students are required to have hair tied back in a ponytail and away from the face. Very long hair may be required to be braided or put in a bun. Short hair may be pulled back with a headband or other hair piece.
- Warts, skin tags, scrapes, and other wounds are required to be covered.

Intellectual Property and Non-Compete

- Taking classes at Paradisaea Circus Arts will expose you to intellectual property. Paradisaea Circus Arts, class structure, movements, nomenclature, and its content, specifically including but not limited to that which is taught and used in all Paradisaea Circus Arts fitness classes (silks, lyra, pole, aerial yoga, circus related classes, etc., hereafter referred to individually and collectively as “Paradisaea Circus Arts”) are protected by both copyright and trademark and property rights and laws. By signing this agreement and participating in classes, you agree to use Paradisaea Circus Arts intellectual Property, including choreography, solely within Paradisaea Circus Arts for your personal and non-commercial use. No content may be instructed, photographed, videoed, published in print or on the Internet, downloaded, copied, reproduced, transmitted, stored, sold or otherwise distributed without the prior and express written consent of the Paradisaea Circus Arts owner.
- Non-compete: No person affiliated with Paradisaea Circus Arts may use Paradisaea Circus Arts property for commercial purposes, either with a business competitor or as a sole proprietor, within a forty kilometer radius of any Paradisaea Circus Arts location or contracted location.

Photos, videos, and Social Media

- Students must seek permission from the instructor when taking photos in class. Students are not permitted to take photos or videos in class without explicit permission from the instructor and all students that may be in the background of their shot.
- When posting on social media, students are asked to refer to Paradisaea Circus Arts in their posts, either through direct tags, hashtags, or written references.
- Pictures and videos of students taken in class or during performances may be used in any form of marketing/media that Paradisaea Circus Arts sees fit, including but not limited to the Paradisaea Circus Arts website, Facebook page, Instagram account, advertisements, posters or programs. By signing the below contract, you understand and consent to the use of pictures and/or videos of you being used in the above described ways

Recitals, Performances and Other Events

- Students participating in an end of semester recital will be required to attend all classes for the 6 weeks leading up to the recital. Missing class without explicit written permission from Paradisaea Circus Arts will result in removal from the performance. Students who do not plan on participating in the recital must give a minimum of 8 weeks notice.
- Students in the Performance class will be required to sign a separate contract.
- The instructors reserve the right to select whichever students best suit the needs of the performance for events where Paradisaea Circus Arts is asked to perform.

Communication Policy

- In order to maintain consistency and professionalism between instructors and students, all communication must be sent directly to paradisaea.circus.arts@gmail.com. This includes but is not limited to: absences, make-up requests, registration, payment plan information, balance owing, general inquiries, etc.
- Only in absolute emergencies should students contact instructors via personal cell phones, facebook, or means other than paradisaea.circus.arts@gmail.com. In this case, students are required to send a follow-up email to paradisaea.circus.arts@gmail.com at their earliest convenience. This is to protect both instructors and students from discrepancies in information shared and maintain a record of business.
- It is the responsibility of the student (or their legal guardian) to ensure that we have their accurate email address on file and that they are receiving emails from us.

Financial Policy

- Students are required to abide by the terms set out in the semester's payment plan. This will be sent out prior to the start of class via email. Individual payment plans may be approved based on individual financial needs. All payment plans will be sent via email.
- Students participating in the payment plan option are required to have a credit card on file. Alternatively, post-dated cheques for each payment may be presented before the start of the first class.
- Students are permitted to pay via cash, cheque, credit card, or e-transfer to paradisaea.circus.arts@gmail.com with the password "Aerial". Students participating in the payment plan option may pay in any of these methods **before** the payment due date. On the payment due date, credit cards will be charged or cheques cashed.
- Late payments or payments that do not go through will result in a \$25 late fee. Students will have 7 days to make the payment and the \$25 fee before they will be required to sit out from class. An additional \$25 fee will be issued every 30 days afterwards.
- Students are required to pay the amount for the full semester regardless of if they attend all of the classes or drop out part way through the semester. ***Under no circumstances will refunds be issued.*** Individuals who have a balance owing at the end of the semester will be charged the applicable late fees and the balance will be sent to debt collectors.