

# URZUA

## PERFORMING ARTS



## AFTER SCHOOL PROGRAM

PARENT HANDBOOK

2025-2026



URZUA

PERFORMING ARTS



Dear Families,

Welcome to Urzúa Performing Arts! We are truly honored that you've chosen to entrust us with your child's afternoons. This program was created with a simple but powerful vision: to offer children a place where they feel safe, supported, and inspired every single day.

Our after-school program combines the structure of high-quality arts training with the warmth of a nurturing community. Each day your child spends with us includes a balance of school support, creative exploration, and joyful movement. We are passionate about helping every child grow not only as an artist, but also as a learner and as a person.

At Urzúa Performing Arts, we believe in celebrating diversity, encouraging kindness, and holding our students to a high standard of respect and effort. We also believe strongly in the power of the arts to shape confident, resilient, and imaginative young people.

This handbook was created to guide you through everything you need to know about our program. Inside, you'll find details about our curriculum, our philosophy (based on Howard Gardner's Multiple Intelligences), our daily routines, expectations, and community values. Our hope is that this resource helps you feel connected, informed, and at home with us.

Thank you for joining the Urzúa Performing Arts family. We look forward to an exciting year full of creativity, growth, and unforgettable moments.

Warmly,  
Lily Urzúa  
Director, Urzúa Performing Arts

# OUR PHILOSOPHY & MISSION



At Urzúa Performing Arts, we believe that children thrive when they are challenged, supported, and inspired. Our philosophy is rooted in the idea that the arts are not only a form of expression, but also a pathway to growth, confidence, and connection.

We are guided by three core commitments:

## 1. Excellence with Warmth

We hold high standards for artistic training, while also creating an environment that is kind, encouraging, and joyful. We want every child to know they are capable of greatness and that effort, persistence, and creativity matter just as much as talent.

## 2. Whole-Child Development

We see each student as a complete individual with strengths, needs, and limitless potential. Our after-school program supports not only artistic skills, but also academic progress, social skills, and emotional well-being.

## 3. Community & Belonging

Urzúa Performing Arts is more than a studio — it is a family. We celebrate diversity and respect, and we work to build a community where students and parents feel a genuine sense of belonging.

## Our Mission

Our mission is to provide children with a safe, structured, and inspiring after-school environment where they can:

- Explore and develop their artistic abilities in dance, circus, music, and languages.
- Gain confidence, discipline, and creativity that extends into all areas of life.
- Learn in a way that honors their individual intelligences and learning styles.
- Be part of a diverse and supportive community that values kindness and respect.

We believe that when children feel safe, inspired, and challenged, they grow into confident learners, compassionate individuals, and bold artists ready to take on the world



# HOWARD GARDNER'S THEORY OF MULTIPLE INTELLIGENCES

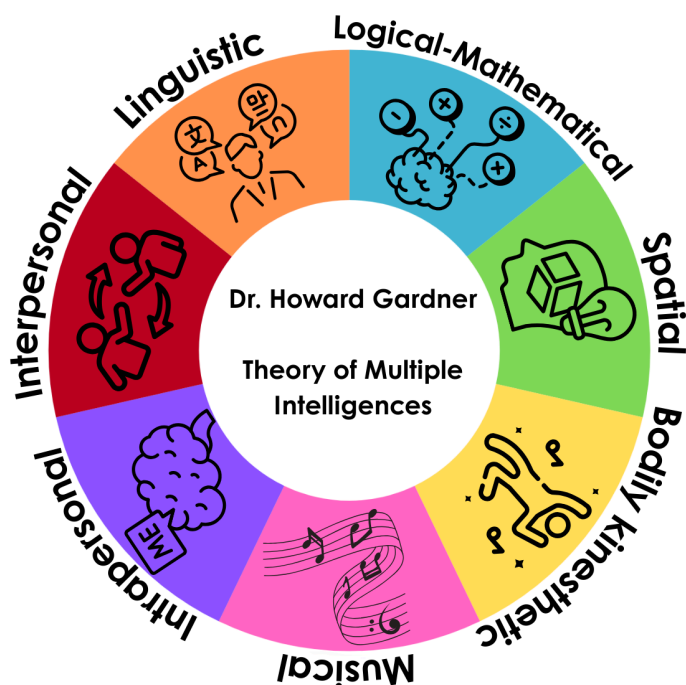
At Urzúa Performing Arts, we believe that every child is talented not just in one way, but in many. Traditional education often emphasizes a narrow definition of intelligence, focusing mostly on math and language.

In 1983, Harvard researcher Howard Gardner introduced the Theory of Multiple Intelligences, which recognizes that human beings learn and excel in different ways.

This theory has become one of the guiding lights of our after-school program. It allows us to design classes and experiences that honor each child's strengths while encouraging growth in new areas.



## THE SEVEN INTELLIGENCES



- **Linguistic Intelligence** (word-smart): Expressing ideas through speech, writing, and languages.
- **Logical-Mathematical Intelligence** (number-smart): Problem-solving, reasoning, and logical thinking.
- **Bodily-Kinesthetic Intelligence** (body-smart): Learning through movement, coordination, and physical expression.
- **Spatial Intelligence** (picture-smart): Visualizing, creating, and understanding space, shapes, and design.
- **Musical Intelligence** (music-smart): Sensitivity to rhythm, melody, tone, and musical expression.
- **Interpersonal Intelligence** (people-smart): Understanding and working with others.
- **Intrapersonal Intelligence** (self-smart): Self-awareness, reflection, and understanding one's own emotions and goals.





# HOW THIS SHAPES OUR CURRICULUM

Our program is intentionally designed so that every subject area touches on multiple intelligences:

- Dance & Circus/Acrobatics → Bodily-kinesthetic, spatial, intrapersonal (discipline)
- Voice & Music → Musical, linguistic, interpersonal (ensemble work)
- Languages → Linguistic, interpersonal, cultural awareness
- Homework & Academic Time → Logical-mathematical, linguistic, intrapersonal (focus skills)
- Performances & Group Projects → Interpersonal, intrapersonal, creative integration of all intelligences

This approach ensures that no child feels “limited” to one strength. Instead, they experience learning as a rich and varied journey.

## Benefits by Age Group

- Ages 4–6: Strengthen fine and gross motor skills, language development, creativity through play, and early social skills.
- Ages 7–9: Develop focus, teamwork, cultural awareness, and emerging self-confidence.
- Ages 10–12: Build independence, leadership, artistic refinement, and a strong sense of personal identity.

By integrating the theory of Multiple Intelligences into our program, we give children the tools to succeed not only in the arts, but in school and in life.

# WHAT MAKES UPA DIFFERENT

Choosing an after-school program is an important decision. At Urzúa Performing Arts, we go far beyond “childcare” we offer a holistic, high-quality education in the performing arts that also supports each child’s academic and personal growth.

## Here are the ways our program stands apart: Professional Arts Training, Every Day

Our classes are led by experienced teachers and working artists who specialize in dance, circus, acrobatics, music, and language instruction. Students receive real training that builds skills and confidence, while still being age-appropriate and fun.

## School Pick-Up & Daily Support

We take the stress out of busy afternoons. Children are safely picked up from school, provided with a healthy snack, and given time and guidance for homework. Parents can feel confident knowing their child is cared for, learning, and thriving.

## A Whole-Child Approach

We use Howard Gardner’s Multiple Intelligences framework to guide our curriculum. This means we nurture every child’s unique strengths while encouraging them to grow in new areas helping them shine not only as artists, but as learners and leaders.

## Diversity & Inclusion

Our studio celebrates the richness of New York City. Students learn to respect and appreciate differences, and families feel welcome in a community built on kindness and belonging.

## A Nurturing, Respectful Environment

We believe high standards and kindness go hand-in-hand. Students are encouraged to work hard, respect themselves and others, and experience the joy of learning in a safe, positive atmosphere.

## Opportunities for Growth & Performance

Students showcase their progress in end-of-semester performances, giving them the thrill of sharing their hard work on stage. These moments build confidence, pride, and unforgettable memories.





# PROGRAM OVERVIEW

At Urzúa Performing Arts, our after-school program is designed as a comprehensive curriculum that integrates performing arts, academics, and creative skills. Every child participates in all areas of study, giving them a complete foundation in the arts while also supporting their academic growth and personal development.

Rather than offering isolated activities, our classes are carefully woven together into a structured weekly schedule. This ensures that every student receives balanced, professional training across multiple disciplines.

## Dance

Dance is the core of our program and the foundation of our artistic training. Students study multiple styles to build technique, strength, musicality, and expression:

- Ballet for posture, discipline, and alignment
- Jazz, Contemporary, and Lyrical for artistry, storytelling, and expression
- Hip-Hop & Tap for rhythm, coordination, and confidence
- Ballroom for partnering and social presence
- Conditioning to support strength, flexibility, and endurance

## Music & Voice

Our music curriculum develops both technical and expressive skills:

- Piano Foundations introduce music theory and keyboard training
- Option for a second instrument when they reach intermediate level
- Voice Lessons strengthen breathing, pitch, tone, and group singing
- Musical Theater combines singing, acting, and movement to build stage presence and confidence

## Theater & Performance

Through drama games, scene work, and stage performance, students learn:

- Expression and projection
- Confidence speaking and performing in front of others
- Ensemble work and collaboration
- This training supports every performance they take part in, from small studio sharings to full productions.







## Sewing & Costume Design

Sewing is a weekly class with its own structured curriculum. Students learn practical skills that connect directly to the performing arts:

- Hand-sewing and machine basics (age-appropriate)
- Costume design and embellishment
- Creative problem-solving through fabric and design projects

This class builds independence, focus, and pride in creating something tangible.

## Language Enrichment



Language study at Urzúa is about both communication and cultural appreciation. We offer Spanish, French, Japanese, and additional languages whenever enough interest is expressed by families. For children who are newer to the U.S., we also provide support in strengthening English skills in a nurturing and respectful way.

Language classes focus on:

- Vocabulary and conversation
- Songs, stories, and cultural traditions
- Building confidence in expressing oneself in more than one language

## Homework & Academic Support



Every day includes dedicated time for schoolwork in a quiet, structured environment. A tutor is present to provide guidance, help prepare for tests, and ensure students stay on top of their academics.

### Creative Projects

Projects are integrated throughout the program, connecting directly to the larger curriculum and performances. These may include:

- Costume and set design for showcases
- Holiday or seasonal projects tied to performances
- Collaborative creations that combine dance, music, and visual arts

In short: our after-school program is not a collection of activities, it is a thoughtfully integrated curriculum that trains the whole child: artistically, academically, and personally. Students leave each day having learned, created, and grown in a safe, professional, and joyful environment.

# SCHEDULE FALL 2025

Every afternoon at Urzúa Performing Arts follows a consistent routine so children know what to expect and parents know how the day flows. While the schedule may vary slightly by age group, both younger and older students follow the same structure: snack, homework time, and artistic training in rotating disciplines

4-6 years old				
Monday	Tuesday	Wednesday	Thursday	Friday
3 pm Snack & start homework	3 pm Snack & start homework	3 pm Snack	3 pm Snack & start homework	3 pm Snack & start homework
3:30 Jazz	3:30 pm Musical theatre	3:15 pm Homework	3:30 Ballet	3:30 Tap
4:15 Lyrical	Voice Drama Dance	4 pm Acro/Circus	4:15 Ballroom	4:15 Hip Hop
5 pm Homework sewing	5 pm Homework Language or piano	5 pm Language or piano	5 pm Homework Language or piano	5 pm Homework Language or piano

7-12 years old				
Monday	Tuesday	Wednesday	Thursday	Friday
3 pm Snack	3 pm Snack 3:15 pm Homework	3 pm Snack	3 pm Snack	3 pm Snack
3:30 pm Homework/ Sewing	4 pm Musical theatre Voice, Drama	3:30 pm Homework Language or piano	3:30 pm Homework Language or piano	3:30 pm Homework Language or piano
5 pm Jazz	5 pm Conditioning	5 pm Acro/Circus	5 pm Ballet	5 pm Hip Hop 1 7-12 y/o
6 pm Lyrical/ Contemporary			6 pm Ballroom	6 pm Tap

# Enrollment & Required Documents



To ensure the safety and well-being of all students, we require certain documents and forms to be completed before a child begins attending the program. These help us provide the best care possible and comply with common standards followed by after-school programs in New York City.

## Required Enrollment Forms

- Registration Form (via Brightwheel)
- Emergency Contact Form (with at least two local contacts)
- Medical Information Form (allergies, medications, doctor's info)
- Parent/Guardian Identification (a copy for our records, used to confirm authorized pick-ups)
- Authorized Pick-Up List (names and phone numbers of adults allowed to collect your child)

## Health & Safety Documents

- Immunization Records (as required by NYC DOH for child programs)
- Medical Authorization Form if your child needs medication administered during program hours (inhalers, EpiPens, etc.)
- Allergy Action Plan if applicable, signed by your child's doctor

## Additional Agreements

- Code of Conduct Agreement (student & parent signatures required)
- Photo/Video Release Form (optional, for use in marketing & showcases)
- Transportation Release (for school pick-up and any walking trips)

## Updating Information

It is the parent/guardian's responsibility to notify the studio immediately if there are changes to:

- Phone numbers
- Emergency contacts
- Medical information
- Authorized pick-up adults



# Tuition, Payments and Policies

We strive to keep our tuition policies clear and transparent so families can plan with confidence. Our after-school program is billed in three ways: annually, by semester, or monthly.

## Tuition Options

- Annual Payment (September–June) Best value, one single payment.
- Semester Payment (Fall: Sept–Jan | Spring: Feb–June) Half-year payment, due at the beginning of each semester.
- Monthly Payment: Convenient installment option.
  - Includes a 5% administrative surcharge compared to annual or semester rates.

(See your enrollment packet or registration page for the full tuition chart by number of days per week.)

## Accepted Payment Methods

- Online via Brightwheel (credit/debit card, ACH)
- Zelle transfer to [urzuaperformingarts@gmail.com](mailto:urzuaperformingarts@gmail.com)

## Due Dates

- Annual tuition: due September 1
- Semester tuition: due September 1 and January 1
- Monthly tuition: due on the 1st of each month

## Late Payments

- A \$25 late fee is applied after the 5th of the month.
- Students may not be allowed to participate if balances remain unpaid.

## Refunds & Withdrawals

- Tuition is non-refundable once the program begins.
- Withdrawals require 30 days written notice.
- Credits may be issued only in cases of extended medical leave (with a doctor's note).

## Additional Fees

- Holiday Camp Days: \$130/day (Urzúa students) | \$150/day (non-Urzúa)
- Extended Care (for Holiday Camp Days): \$30/day (free for after-school students)
- Costumes for performances: Families are responsible for costume purchases as required for showcases (typically \$60–\$80 each).

## Discounts

We do not offer sibling discounts. Instead, we keep our rates competitive and focus on providing high-quality instruction to every child

## Licensing Status

We are currently in the process of applying for registration with the New York State Office of Children and Family Services (OCFS) as a School-Age Child Care program. In the meantime, we hold ourselves to OCFS standards including safety procedures, staff-to-student ratios, and emergency planning so families can feel confident knowing their children are in excellent hands.



# FEES

- Families may enroll per semester or for the full school year.
- Semester enrollment: \$4,240 (Sept–Jan or Feb–June)
- Full-year enrollment: \$8,000 (Sept–June) when paid in full upfront
- Tuition covers all group classes, snacks, pickup, academic support, and enrichment

\*Monthly installments available

\*Enrollment available for 2, 3, 4, or 5 days per week

## Full year payment breakdown

Days per week	Payment in full	Monthly
5 days per week	\$ 8,000	\$ 840
4 days per week	\$ 6,700	\$ 703
3 days per week	\$ 5,200	\$ 651
2 days per week	\$ 3,200	\$ 367

## Semester payment breakdown

Days per week	Payment in full	Monthly
5 days per week	\$ 4,240	\$ 848
4 days per week	\$ 3,685	\$ 737
3 days per week	\$ 2,860	\$ 560
2 days per week	\$ 1,925	\$ 385

Current Urzua Students receive priority registration special perks and discounts

# Attendance, Absences & Make-Ups

Consistent attendance is important for your child's growth and for the smooth running of our classes. Every class builds on the last, and regular participation helps students progress and feel confident in their work.

## Reporting Absences

- Please notify us by 12:00 p.m. if your child will be absent from the program.
- You may call, text, or email the studio to report the absence.

## Make-Up Policy

- After-School Program days are not eligible for make-ups if missed, since our program includes school pick-up, snack, and multiple class rotations each day.
- Recreational dance or circus classes (if enrolled separately from after-school) may be eligible for a make-up, subject to availability.
- If your child misses a performance rehearsal, teachers will do their best to integrate them back, but missed material will not always be retaught in full.

## Illness Policy

- Children must be fever-free for at least 24 hours without medication before returning.
- Please keep your child home if they are experiencing vomiting, diarrhea, or contagious illness.
- For any long-term absences due to medical reasons, a doctor's note is required to discuss possible tuition credit.

## Punctuality

- Timely arrival is important, especially for students picked up at school.
- If your child is not attending on a scheduled day, you must notify us before school dismissal to avoid unnecessary pick-up attempts.





# Behavior, Respect & Studio Culture

At Urzúa Performing Arts, we believe that artistic training is also character training. Our program is built on respect, discipline, and kindness. Every student, teacher, and parent plays an important role in maintaining a positive environment where children can learn and thrive.

## Student Expectations

We ask all students to:

- Show respect to teachers, classmates, and staff at all times
- Participate fully and give their best effort in every activity
- Use kind and encouraging language with peers
- Take care of studio equipment and shared spaces
- Follow class rules (no gum, no food in studios, proper uniforms required)

## Behavior Standards

- Respect First: Disrespect toward teachers, staff, or peers will not be tolerated.
- No Bullying or Gossip: Every child deserves to feel safe and supported.
- Focus and Participation: Students are expected to try, even when something feels challenging.
- Preparedness: Students must arrive in the correct uniform, with hair secured, ready to participate.

## Consequences

We use a step-by-step approach to discipline that emphasizes reflection and growth:

1. Verbal reminder from the teacher.
2. Short break from activity to reset.
3. Parent communication if behavior continues.
4. If disrespect or disruption is ongoing, a meeting will be scheduled with the parent and director.
5. In rare cases, a student may be dismissed from the program for repeated misconduct.

## Parent Partnership

We rely on parents to reinforce these values at home. Supporting your child in following studio rules helps them succeed both artistically and personally. Together, we model respect, teamwork, and integrity.



# Safety, Supervision, and Emergency Protocols

Your child's safety is our top priority. At Urzúa Performing Arts, we combine professional training with careful supervision to ensure that every student can learn, grow, and explore in a safe environment.

## Supervision & Ratios

- Students are supervised at all times.
- Our class sizes are intentionally small to maintain safe student-teacher ratios.
- Teachers and assistants are trained to manage groups in a calm, supportive, and consistent way.

## Studio Safety Rules

- Proper uniforms are required for all classes to reduce the risk of injury.
- Hair must be secured away from the face.
- No jewelry, loose clothing, or accessories are allowed in circus or dance classes.
- Only staff may move or adjust equipment such as mats, silks, trapeze, or lyra.
- Students must listen to teacher instructions before attempting any movement.

## Emergency Procedures

We follow safety guidelines similar to those in schools:

- Fire Evacuation: Students will exit calmly and gather at the designated meeting spot outside the studio.
- Shelter-in-Place: Used in severe weather or emergencies where remaining indoors is safest.
- Lockdown Procedures: In the unlikely event of a security threat, students will remain secured inside with staff until cleared.

Drills may be practiced with the children during the year so they know what to do calmly and safely.

## First Aid & Medical Emergencies

- Staff are trained in basic first aid and CPR.
- First aid kits are available on-site.
- Parents will be contacted immediately if their child is injured.
- In the event of a serious emergency, 911 will be called first, then parents will be notified.





# Snacks, Lunch & Allergies

Healthy nutrition helps children stay energized and focused throughout the afternoon. At Urzúa Performing Arts, we provide light, balanced snacks each day and ask parents to support us in maintaining a safe food environment for all students.

## Daily Snacks

- A healthy snack is provided to every child upon arrival.
- Typical snacks include fruit, cheese, crackers, yogurt, or other nutritious options.
- Water is encouraged throughout the day; students should bring a reusable water bottle daily.

## Lunch (for Full-Day Programs)

- On school closure or holiday camp days, parents must provide a packed lunch from home.
- Please send a nutritious, ready-to-eat meal in containers your child can open independently.
- Refrigeration and heating are not available, so pack lunches accordingly.

## Allergy Policy

- Nut-Free Studio: No peanuts or tree nuts are allowed at any time.
- Parents must notify us of all food allergies in writing on the Medical Information Form.
- If your child requires an EpiPen or other emergency medication, it must be provided to the studio with clear instructions.
- Staff are trained in emergency allergy response.

## Special Diets

We do our best to accommodate dietary needs. If your child has restrictions (e.g., gluten-free, dairy-free), please note this on your forms so we can plan appropriately.



# Uniforms & Presentation

Uniforms are an essential part of our program. They promote discipline, safety, and a sense of belonging while allowing teachers to properly correct technique. When students look prepared and professional, they feel more focused and confident.

## General Guidelines

- Students must arrive each day in their designated uniform (or bring it with them to change).
- Hair must always be neatly secured away from the face.
- No jewelry, watches, or dangling accessories are allowed during class.
- Only clean dance shoes may be worn in studios — no street shoes on dance floors.

## Hair & Personal Care

- If students are dropped off directly at the studio: Please send them with hair already styled (bun, ponytail, or braid depending on class).
- If students are picked up at their schools: Our staff will help them get ready for class. Please provide:
  - Brush
  - Comb (for fine hair)
  - Gentle hair cream or styling product suitable for your child's hair type

✨ We suggest avoiding strong gels or harsh products, since children's hair is still very fine. A lightweight cream or spray is healthier and easier for daily use.

In addition to preparing children for class, we also teach them how to care for their own appearance and presentation. Over time, students learn to manage these routines independently, building confidence and responsibility.





# Circus Attire

Uniforms are more than just what students wear to class, they are an important part of training. Here's why:

- ◆ **Safety First** – Proper attire allows teachers to clearly see alignment and body placement, making it easier to correct technique and prevent injuries. Loose or baggy clothing can get caught in circus equipment or restrict movement.
- ◆ **Focus & Discipline** – Wearing a uniform helps students shift into “class mode,” promoting focus, discipline, and a sense of responsibility — key values in the performing arts.
- ◆ **Unity & Confidence** – Uniforms create a sense of belonging and equality. When everyone is dressed alike, students can concentrate on learning, not comparing outfits, and feel like part of a team.
- ◆ **Freedom to Move** – Uniforms are designed for flexibility, comfort, and durability, allowing students to move safely and confidently whether they're dancing, stretching, or flying on an apparatus

To ensure that students stay safe, confident, and comfortable during circus and aerial training, we require specific attire for all classes involving trapeze, silks, lyra, and acrobatics. Proper clothing protects the skin, prevents accidents, and helps students move freely and securely on the equipment.

## ✓ What to Wear:

- Fitted leggings or athletic pants that fully cover the backs of the knees
  - Snug-fitting tops that stay in place when upside down
  - Tops with sleeves (short or long) for added skin protection
  - Bare feet or grip socks depending on the activity
  - Hair tied back securely in a bun or low ponytail
- Optional: Students may wear leotards or unitards layered with leggings for extra coverage.

## ⊘ What to Avoid:

- ✗ Loose or baggy clothing (can get tangled in equipment)
- ✗ Crop tops or tops that ride up
- ✗ Shorts (can cause painful friction burns)
- ✗ Zippers, buttons, snaps, or sequins (can damage fabric or hurt the student)
- ✗ Jewelry of any kind (including rings, necklaces, hoop earrings)
- ✗ Clothing with mesh, holes, or cutouts
- ✗ Hats or headbands with hard pieces

## 💡 Why It Matters:

Proper attire isn't just about studio etiquette, it's about safety and focus. When students are properly dressed:

- They avoid skin burns, snags, and pinches
- They can move confidently without adjusting clothes
- The aerial fabric and equipment stay in excellent condition for everyone
- Instructors can provide safe spotting and support

We appreciate your partnership in helping students train safely and successfully. If you're unsure about an item of clothing, feel free to ask!

# Dance Uniforms

(Uniforms can be purchased at the studio)

## Ballet

### Girls:

- Leotard (pink or black, any style)
- Ballet tights (pink or skin-colored)
- Ballet slippers (pink or skin-colored, to match tights)
- Hair: neatly secured in a bun (no ponytails or loose strands)
- Optional: Ballet skirts and fitted warm-up sweaters may be worn for warm-up only and must be removed once class begins.

### Boys:

- Form-fitting T-shirt (white or black)
- Black tights or fitted black leggings
- Black ballet slippers with black socks
- Hair neat and away from the face

## Lyrical, Contemporary & Conditioning

### Girls:

- Leggings or form-fitting athletic shorts (not loose)
- Sports bra, leotard, or fitted tank top
- Bare feet
- Hair pulled back securely

### Boys:

- Form-fitting T-shirt or tank top (plain, no large logos or designs)
- Fitted shorts or leggings (no baggy clothing)
- Bare feet
- Hair neat and away from the face

## Jazz

### Girls:

- Same attire as lyrical/contemporary (leggings or fitted shorts + fitted top)
- Jazz slip-on shoes (black or skin-colored)
- Hair pulled back securely

### Boys:

- Form-fitting T-shirt or tank top (solid color, no busy designs)
- Fitted shorts or leggings
- Jazz slip-on shoes (black or skin-colored)
- Hair neat and away from the face

Note: Skin-colored jazz shoes show dirt more quickly, but both options are acceptable.

## Hip-Hop

- Comfortable dancewear (sweats, leggings, or shorts — no jeans or restrictive clothing)
- Indoor sneakers only (no outdoor sneakers, boots, or Crocs)
- Hair secured and out of eyes







## **Ballroom**

### **Girls:**

- Leotard (any style)
- Ballroom skirt
- Ballroom shoes with Cuban heel (any color for class; tan recommended for performances to elongate the leg line on stage)
- Hair neatly styled and away from the face

### **Boys:**

- Form-fitting button-down shirt, polo, or plain fitted T-shirt (solid color preferred)
- Fitted black pants (no baggy or colorful clothing)
- Ballroom shoes required (black leather is standard). For beginners, black jazz shoes with black socks may be worn until ballroom shoes are purchased.
- Hair neat and away from the face

## **Tap**

- Comfortable dancewear (flexible clothing, no jeans)
- Tap shoes (any brand, but must produce clear, quality sound)
- Hair pulled back securely

Note: Younger students grow quickly, so we recommend reliable but not overly expensive tap shoes. Avoid “toy” tap shoes, as they can damage the floor and hinder learning

## **Musical Theatre**

- Form-fitting dancewear (leggings, fitted shorts, leotard, or fitted T-shirt/tank top, nothing oversized or baggy)
- Jazz shoes (black or skin-colored)
- Hair pulled back neatly, away from the face (students need to sing, speak, and move clearly)

Note: Musical Theatre combines dance and acting, so students must wear attire that allows full movement but also looks neat and performance-ready

## **General Guidelines for All Classes**

- Form-fitting clothing is expected. Avoid oversized, baggy, or distracting clothing.
- No jewelry or large hair accessories (safety hazard).
- No visible undergarments under leotards/tights (dancewear is designed to be worn without).
- All shoes and attire must be labeled with your child's name to prevent mix-ups.
- Uniform = professionalism. Proper attire helps dancers focus, train safely, and present themselves with confidence.

# Homework & Academic Support

We believe that after-school time should balance artistic training with academic responsibility. Homework is an important part of a child's daily routine, and we dedicate time each afternoon to support students with their schoolwork.

## Structure

- Homework time takes place after snack and before artistic training.
- A tutor is present during this period to provide guidance, answer questions, and help students prepare for tests, quizzes, and school projects.
- Students are expected to work quietly and respectfully, allowing everyone to focus.

## Expectations

- Children should bring their homework materials, assignments, and books each day.
- If a student does not have homework, they will be asked to read, practice writing, or engage in another quiet academic activity.
- Parents are encouraged to communicate with us if their child has upcoming tests or assignments that may require extra attention during homework time.

## Our Goal

We aim to give students the tools and support they need to complete their assignments before going home, leaving evenings free for family time, rest, and relaxation.





# Communication with Families

Clear communication between families and our staff is essential to ensuring a smooth, positive experience for every child. We use a dedicated communication app (Brightwheel) for all after-school program updates.

## After-School Program App

- All communication for the after-school program will go through Brightwheel
- Tuition and billing
- Parents are responsible for checking the app regularly to stay updated.
- This is where you will find:
  - Daily updates about class activities, pick-up reminders, and schedules
  - Photos and videos of student progress (shared privately within the app)
  - Announcements about events, closures, or changes in schedule
  - Direct messaging with staff regarding absences, pick-up changes, or questions

## Studio Pro (Main Studio Management)

- Studio Pro will continue to be used for:
  - Class registration
  - General studio-wide announcements outside of the after-school program

## Responsibility

Parents are expected to:

- Regularly check the after-school app for updates and announcements
- Keep contact information current in both systems (Brightwheel and Studio Pro)

By centralizing communication in this way, we ensure that important information never gets missed and families always feel connected and informed



# Annual Calendar



Our after-school program follows the rhythm of the New York City Department of Education (NYCDOE) school year. This ensures that families can easily plan ahead and know when we are open, closed, or offering special programming.

- The after-school program runs September through June.
- We are open on most school days, including some half-days, and provide safe, structured programming until 6:00 p.m.

## Closures

- We follow the NYCDOE major holiday closures (for example: Thanksgiving, Winter Break, Spring Break, Memorial Day).
- Our studio is closed on these days unless otherwise noted in the calendar.

## Holiday Camp Days

- On many DOE closure dates, we offer optional full-day Holiday Camp programming.
- These camp days run from 8:00 a.m.–3:00 p.m., with optional extended care until 6:00 p.m.

## Performances & Special Events

- All major showcases, such as the Christmas Fashion Show and The Nutcracker, will be included on the annual calendar.
- Additional celebrations (spring recital, cultural events, and special holiday performances) will also be highlighted.

## How to Use the Calendar

- Families will receive a copy of the full year calendar at the start of the program.
- Updates or changes will be shared in advance through the after-school communication app.
- Parents are responsible for reviewing the calendar and planning accordingly for closures and performances.





# CALENDAR

2025-2026

- The following calendar shows most events, some events may be added and dates can change last minute
- All dancers are welcomed and expected to dance in the spring recital
- During snow days classes will be cancelled

DATE	WEEKDAY	EVENT
September 4	Wednesday	first day of classes for after school students
September 8	Monday	first day of classes for all dancers
September 23-24	Tuesday-Wednesday	Rosh Hashanah, full day option available
October 2	Thursday	Yom Kippur, full day option available
October 13	Monday	Italian Heritage/Indigenous Peoples' Day, full day option available
October 20	Monday	Diwali, full day option available
October 31	Friday	Halloween party 4-6 pm (no classes)
November 4	Tuesday	Election Day, full day option available
November 11	Tuesday	Veterans Day, full day option available
November 27-29	Thursday-Saturday	Thanksgiving Recess, No classes
December 1	Wednesday	Pre-registration for Spring semester
December 18-21	Thursday-Sunday	Nutcracker
December 24 Jan 2	Wednesday- Sunday	Winter Recess, Studio closed
January 5 -10	Monday - Friday	Last week for Spring Registration
January 19	Monday	Rev. Dr. Martin Luther King Jr. Day, full day option available
January 31	Saturday	Last day of fall semester, winter showcase
February 2	Monday	First day of spring semester
February 16 - 20	Monday- Sunday	Midwinter recess, morning program available
March 9	Monday	Spring Intensive Registration starts
March 20	Friday	Eid al-Fitr full day option available
April 2-10	Monday- Sunday	Spring Recess, no regular classes,
April 2-10	Monday - Friday	Spring intensive
May 4	Monday	Summer registration starts
May 4	Monday	Scholarship and competition team application starts
May 25	Monday	Memorial day, full day option available
May 27	Wednesday	Eid al-Adha; schools closed
May 31	Tuesday	Scholarship and competition team application finishes
June 4	Thursday	full day option available
June 6	Saturday	Spring recital
July 6- August 28	7 weeks	Summer program, Musical Theatre

# School Closure & Holiday Camp Days

When New York City public schools are closed, Urzúa Performing Arts is open! Our Holiday Camp Days provide children with a safe, engaging, and creative environment from morning until evening. Families can relax knowing their children are cared for, active, and inspired while school is out.

## Hours

- Full Day: 8:00 a.m. – 3:00 p.m.
- Extended Care: 3:00 – 6:00 p.m.

## Fees

- Urzúa Students: \$130/day
- Non-Urzúa Students: \$150/day
- Extended Care: \$30/day (included at no extra cost for after-school program students)

## What's Included

- Classes in dance, circus, acrobatics, voice, and music
- Arts & crafts and special creative projects
- Group games and activities that encourage teamwork and fun
- Healthy snack (parents provide lunch)

## Registration

- Advance registration is required to ensure proper staffing and safe student-teacher ratios.
- Spaces are limited and may fill quickly early registration is encouraged.

Holiday Camp Days are a wonderful opportunity for children to make new friends, explore new activities, and stay connected to the performing arts even when school is closed





# Drop-Off & Pick-Up Procedures

## School Pick-Up

- Urzúa Performing Arts provides daily school pick-up from participating elementary schools in Long Island City.
- Pick-up takes place between 2:30 p.m. and 3:00 p.m., depending on the dismissal time of each school.
- The exact location and time for each school pick-up will be confirmed in writing with parents before the start of the program.
- Staff take attendance at the school, during boarding, and again upon arrival at the studio to ensure all children are accounted for.
- Parents must notify us in advance if their child will not be picked up from school on a given day.

## Drop-Off

- If students are dropped off directly at the studio, they should arrive with hair styled and in the proper uniform for class.
- Drop-off before the official program start time is not permitted unless previously arranged.
- On half days (when schools dismiss early), we do not provide school pick-up. Families are welcome to bring their child directly to the studio for drop-off at the regular program start time, some half days we will be able to offer early start but must be confirmed ahead of time.

## Parent Pick-Up

- Pick-up time is 6:00–6:15 p.m.
- Parents/guardians may collect their child at any point within this window.
- 6:15 p.m. is the latest pick-up time. A late fee will be applied for any pick-up after 6:15 p.m.

## Late Pick-Up Policy

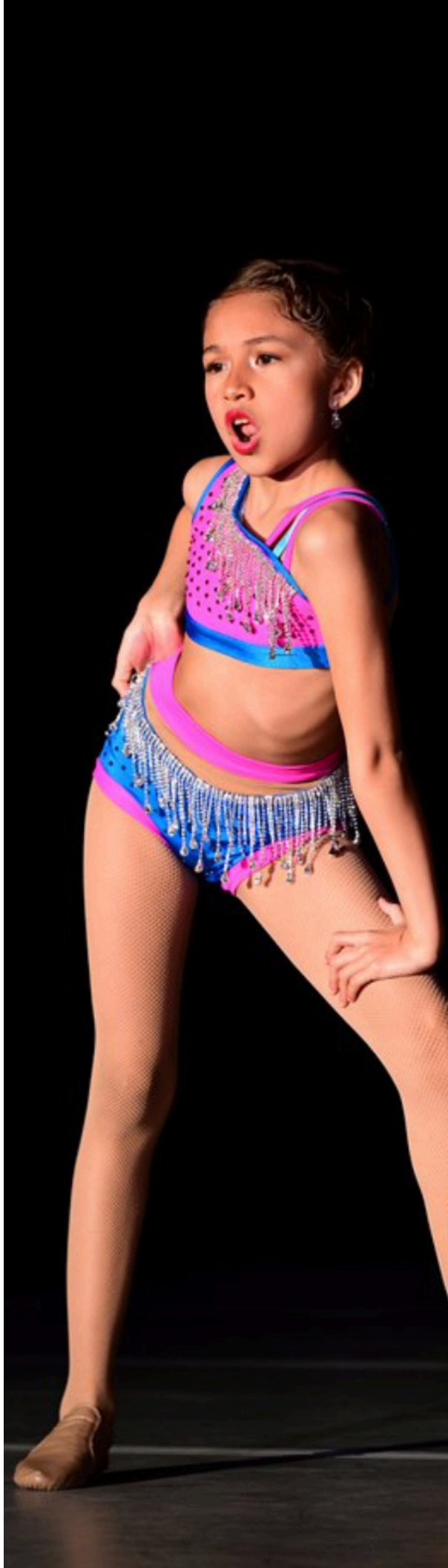
- A \$15 late fee will be applied for every 15 minutes after 6:15 p.m.
- Chronic lateness may result in loss of enrollment.

## Authorized Adults

- Only adults listed on the Authorized Pick-Up Form may pick up a child.
- Staff may request a photo ID at any time to confirm identity.
- If someone not on the list needs to pick up your child, written permission must be provided by the parent/guardian in advance (via Brightwheel).

## Safety First

These policies are in place to protect your child. We thank you for respecting the rules and helping us ensure every student's safe arrival and departure each day.



# Health, Medical Policies & Physical Safety

Your child's health and safety are extremely important to us. While our staff takes every precaution to provide a safe learning environment, participating in active classes such as dance, acrobatics, and circus may occasionally lead to small physical experiences that are part of the learning process. We want parents to feel informed, prepared, and confident in how we handle all situations — from a small blister to a medical emergency.

## Common Physical Experiences

It is normal for children in active training to occasionally experience:

- Blisters or sore spots from dance shoes
- Bruises from acrobatics or tumbling practice
- Mild skin rubs or "burns" from circus apparatus (silks, trapeze, lyra)
- Muscle soreness after conditioning or new movement
- Pinched fingers or needle pricks during sewing projects or crafts

These are not cause for alarm and are part of building resilience, strength, and body awareness. We help students manage them calmly and safely, and we encourage parents to support them with simple care at home (for example: clean bandages for blisters, aloe or gentle cream for skin rubs, ice packs for bruises, rest and hydration for sore muscles).

## Our Approach with Children

- We normalize these experiences and teach children how to care for themselves responsibly.
- Staff may provide basic first aid (bandages, ice packs, cleaning minor scrapes).
  - Students are encouraged to let a teacher know immediately if something feels uncomfortable, so we can address it.
- We also emphasize safety technique to minimize these issues over time.

## Medical Emergencies & Protocols

For anything beyond minor first aid, we follow clear procedures:

1. Immediate Response: Staff trained in CPR/first aid will assist the child.
2. Parent Contact: Parents will be called right away with details of the situation.
3. 911 Call (if needed): In the event of a serious emergency, we call 911 first, then notify parents.
4. Incident Report: A written report will be completed for any event requiring more than basic care.

## Medications

- Parents must provide written authorization if a child requires medication during program hours.
- Prescription medications (including inhalers and EpiPens) must be labeled with the child's name and instructions.
- Staff are trained to assist with emergency medications.

## Illness Policy

- Children must be fever-free (without medication) for 24 hours before returning.
- Please keep your child home if they have vomiting, diarrhea, or any contagious illness.
- Notify us immediately of any significant medical changes or new allergies



# Celebrations, Showcases, and Parent Involvement

At Urzúa Performing Arts, performance is an essential part of training. Just as athletes learn by playing games and musicians learn by giving concerts, our students grow by preparing for and participating in performances.

## Participation

- All children enrolled in the after-school program are expected to participate in showcases and performances.
- This is not optional, it is a core part of our curriculum and philosophy.
- By joining our program, families commit to supporting their child's participation in these events.

## Why It Matters

- Performing teaches discipline, confidence, and teamwork.
- Children learn how to be part of an ensemble and to adapt to different roles and responsibilities.
- Our program is designed to mimic the experience of a professional company: students rehearse, prepare, and perform multiple shows in a season.
- This prepares them for the future — whether they continue as artists, performers, or simply as confident individuals who know how to present themselves in public.

## Our Performance Season

- Christmas Fashion Show: An exciting and festive event where students model costumes and perform short pieces.
- The Nutcracker: A full performance, presented multiple times as part of our holiday season.
- Students will perform for audiences that may include other schools, families, and community members.
- Admission is free, making this a gift of art and joy to our wider community.
- Other Special Events: Throughout the year, we celebrate with additional showcases connected to holidays or seasonal themes (for example: spring recital, end-of-year celebration, cultural showcases).

## Parent Involvement

- Parents will be notified well in advance of performance dates and costume requirements.
- Costumes are carefully chosen to be both professional and affordable (typically \$60–\$80 per costume).
- Families are invited to volunteer for event support (backstage help, hospitality, photography) your involvement strengthens our community



# Community Belonging & Our Studio Family

At Urzúa Performing Arts, we believe that a studio is more than just a place to take classes, it is a community, a family, and a home away from home.

When you join our after-school program, you and your child become part of a supportive environment where every student is celebrated, respected, and encouraged to grow. Our community thrives on diversity: families from many different backgrounds come together, and the arts become the common language that unites us.

## What Belonging Means Here

- Every child matters. Whether they are performing on stage, learning a new skill, or simply sharing a snack with friends, they are valued.
- Every parent matters. We see families as partners in creating a nurturing and disciplined environment. Your support and involvement strengthen our community.
- Every teacher matters. Our faculty bring not only professional expertise, but also dedication and care for each student's journey.

## How We Build Belonging

- We celebrate achievements big and small — from a first cartwheel to a polished performance.
- We model kindness, respect, and teamwork every day.
- We invite families to be part of performances, celebrations, and studio events.
- We encourage children to take pride in their studio, their peers, and themselves.

Belonging at Urzúa Performing Arts means being part of a place where children feel safe to explore, confident to perform, and proud to be themselves. It means parents can trust that their children are surrounded by role models who care deeply about their growth — as artists, as students, and as people.

We thank you for choosing to be part of our studio family. Together, we are building something truly special.





# Contact Information

We want communication with families to be simple, clear, and reliable. Below you'll find the best ways to reach us depending on your needs.

## Studio Contact Information

- Email: [urzuaperformingarts@gmail.com](mailto:urzuaperformingarts@gmail.com)
- Phone/Text: (929) 493-0516
- Website: [urzuaperformingarts.com](http://urzuaperformingarts.com)
- Address: Long Island City, Queens, NY (full address included in registration materials)

## Communication App (After-School Program)

- Brightwheel will be used for all after-school communication
- Billing & tuition payments
- Daily updates, photos, and videos
- Absence notifications
- Pick-up changes
- Schedule updates
- Direct messages with staff

Parents are responsible for checking the app regularly to stay informed.

## Studio Pro (Main Studio Platform)

Studio Pro will continue to be used for:

- Class registration
- Studio-wide announcements (outside the after-school program)

## Who to Contact

- Attendance / Pick-Up Changes: Send through Brightwheel before 12:00 p.m.
- Billing & Tuition Questions: email [urzuaperformingarts@gmail.com](mailto:urzuaperformingarts@gmail.com)
- Emergency Contact During Program Hours: Call or text the studio directly at (929) 493-0516
- General Questions & Updates: Use Brightwheel for day-to-day communication

## Emergencies

If there is a true emergency during program hours, we will:

1. Call 911 immediately (if required).
2. Contact parents/guardians directly by phone.
3. Send follow-up details through the after-school app once the situation is resolved.





