

KIWANIS PERFORMING ARTS CENTRE MUSIC PROGRAM

PARENT & STUDENT HANDBOOK

2026/2027

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WHO WE ARE

The Kiwanis Performing Arts Centre (KPAC) is a staple in the community of Dawson Creek, mentoring generations of performers and fostering a lifelong love of the arts in all students, members, and facilitators. Our mission is to grow the performing arts community by providing classes for students of all ages and skill levels. From the beginner to the aspiring professional, we aim to provide engaging and professional instruction in a variety of genres, thereby continuing KPAC's established tradition of equipping students with both technical and performance skills and an appreciation for the arts as a means of self-expression and recreation.

We have created this handbook to offer our music students and their parents a clear understanding of their commitments and responsibility to the KPAC and the music program.

KPAC MEMBERSHIP

KPAC Memberships are required for all students. This membership is renewed every September for a \$20.00 fee and will be applied to your first invoice. If signing up any time between March and June, membership is prorated for the remaining terms at \$10.00. This membership allows you to have a voice within our organization and gives you voting rights at KPAC's Annual General Meeting.

COMMUNICATION

All our communication is done via email. We will add you to our email list, but if you are not receiving notices, it is your responsibility to contact the KPAC office (info@kpacdc.ca) and be sure the email address we have is your correct address. Please check your Junk Mail folder if you believe you are not receiving communications from KPAC.

KPAC MUSIC PROGRAM

SEPTEMBER 14th 2026 - JUNE 25th 2027.

Lessons are 30 minutes/once a week

Royal Conservatory Piano with Aaron Marchuk – availability Monday/Friday

Guitar/Bass/Ukulele/Drums with Breydon Janzen – availability Monday - Friday

Guitar or Bass with Troy Rushton – availability Tuesday/Wednesday

Royal Conservatory Piano with Stephanie Parth – Thursdays ONLY

Piano with Dee Robb – Wednesdays ONLY

FEES

\$50.00 Registration Fee – nonrefundable. This fee is a charge to enroll/register your child permanently for their selected date/time.

\$20.00 KPAC membership – one per family

\$30.00/per lesson – Invoiced at the beginning of each month.

- Fees are due upon receipt.
- Invoices are emailed out and interest will compound monthly at the rate of 7% if not paid within the net 15 days.

COMMITMENT

Lessons run from September to June. We dismiss classes for Christmas break and for Spring Break. *Once registered the day and time you are given is yours and your responsibility to attend.*

- To withdraw from lessons, we require two weeks written notice - You will also be required to pay these two weeks' worth of lessons even if you do not attend.
- If you miss more than two lessons without notification, lessons may be terminated, and pre-existing fees will still be due.

Credits are not issued if you/your child miss a class regardless of the reason, because payment reserves/holds your spot for lessons, credits for lessons will only be provided if an instructor cancels.

Program fees are due the first week of each month. Payment options can be discussed with office; failure to communicate will result in 7% late fees being applied to your invoice. These late fees will compound monthly.

Programming fees must be paid in full before you can continue onto the next month.

PERFORMANCES

KPAC MUSIC PROGRAM WINTER AND YEAR END RECITAL

We will be hosting a winter and a year-end recital for all our music program students; these are not mandatory recitals, they are open to any student who wishes to participate at no extra cost.

PEACE ARTS FESTIVAL

KPAC hosts an annual arts festival, with this year's dates between February 22nd and 27th 2027. There are categories for music, dance, and speech arts. Entries are an additional fee on top of your lesson payments. Information on Peace Arts Festival can be found on our website www.kpacdc.ca.

THE STUDIO AND BUILDING

No children under the age of 10 are to be left unattended in the building at any time.

- No running or yelling in the building. There are multiple users in the building at all times. Families will be given warnings for disruptive behaviour.
- There is a play corner for younger children's entertainment, it is up to the guardian to make sure the space is respected and cleaned up afterwards. If the play corner is abused, items will be removed.
- Please remove all outside footwear and place them on the racks by the door or on the trays outside the studios
- Respect all property – Please ensure you clean up all your garbage when you leave a space.
- KPAC and the instructors are not responsible for lost or stolen items.
- Follow proper handwashing procedures
- Do not enter KPAC if you are feeling sick or unwell- this includes fever, cough, chills, muscle pain, headache, sore throat, shortness of breath

ANY STUDENT WHO IS SENT TO CLASS KNOWINGLY SHOWING ABOVE SYMPTOMS WILL BE SENT HOME IMMEDIATELY.

INCIDENT REPORTING AND CONFLICT RESOLUTION

Any incident in the studio will be recorded in an Incident Report. Incident Reports will be filed for:

- Physical injuries
- Interpersonal conflicts (ex: bullying, student altercations, parent altercations)
- Instructor disciplinary actions (ex: asking a student to sit out, issuing absence warnings, etc.)

Harassment related to the following:

- Emotional
- Physical
- Verbal (derogatory, insults, yelling, belittling, etc.)
- Threats
- Any comments that may imply that our staff do not have the capability to make the decisions needed.

Anyone breaking this code of conduct will be asked to leave. Remember, our main focus is for the students to have the best experience. Incident reports will be kept on record in the KPAC office. If conflicts continue, meetings will be arranged with parents and administrators to formulate a plan for conflict resolution.

Code of Conduct: It is our goal that we do our best to resolve conflicts, however, rude and abusive behavior and comments toward staff WILL imperative to have a positive learning environment. KPAC reserves the right to terminate **any** student's enrollment at **any** time for misconduct or inappropriate actions by either the student or their guardian(s).