

JCPA ON MAIN FALL NEWSLETTER

Greenfield, MA



In this newsletter

Mission Statements
PAGE 02

Show Dates
PAGE 03

Studio Rules
PAGE 04

Drop-off/Pick-Up
PAGE 05

Drop Out & Performance
Commitment Policies
PAGE 06

Dress Code
PAGE 07

Payment Policy
PAGE 08

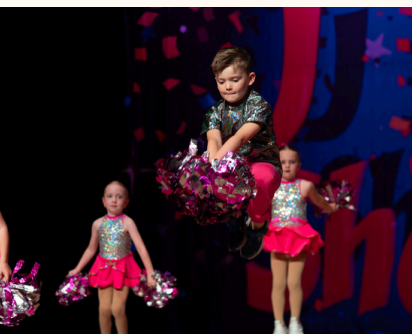
FAQ + Cell Phone Policy
PAGE 09

Cancellations + Holidays
PAGE 10

Meet our Instructors
PAGE 11



Check out our JaDuke Inc. and JCPA mission statements.



Ja'Duke^U_Z

The mission of JaDuke inc is to work in collaboration with families to provide a safe and supportive environment, encouraging growth through fun, community, and relationships.



JCPA
Ja'Duke Center for the Performing Arts

The mission of JCPA is to foster an environment that encourages, inspires, and supports students and families by engaging their passion for the performing arts through a performance-based model.

Show Dates

Because JCPA on Main is a performance-based studio, every class will be working on a dance, song, or skit for the JCPA on Main Holiday Spectacular!

Please mark these dates on your calendar!

The poster is set against a dark blue background with a white border. In the top left corner is a green circular seal with a gold scalloped edge containing the text "JCPA ON MAIN" in white. The text "JADUKE THEATER" is written in a light blue, sans-serif font at the top center. Below this is a horizontal line of white snowflakes. The title "Holiday Spectacular" is written in a large, white, cursive font. Below the title is the text "JADUKE CENTER ON MAIN" in a gold, sans-serif font, followed by another horizontal line of white snowflakes. The text "Holiday Spectacular JaDuke on Main" is written in a white, sans-serif font. Below this is a decorative gold flourish. The show dates "December 5th at 6pm" and "December 6th at 2pm" are listed at the bottom in a white, sans-serif font.

JCPA ON MAIN

JADUKE THEATER

Holiday Spectacular

JADUKE CENTER ON MAIN

Holiday Spectacular JaDuke on Main

December 5th at 6pm
December 6th at 2pm

Studio Rules

As everyone settles into their JCPA classes, we wanted to remind everyone about JaDuke's building and property rules. Please make sure to review these rules with your students so JaDuke can continue to be a safe and positive environment for everyone.

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- No student should enter any rooms besides their assigned classroom areas unless they have received prior permission from JCPA staff.
 - Students may stay between classes but are expected to stay in a waiting area. Please note, this area will be UNSUPERVISED.
 - Students should adhere to the dress code at all times.
 - Students should be respectful to peers, teachers, and others. We will communicate with the appropriate parties through email or phone if this becomes an issue.
 - Parents and guardians should wait in the parent waiting area, as this is the designated waiting area, while students attend classes. Parents and visitors should not enter classrooms unless invited by a JCPA staff member.
 - JaDuke is a non-smoking educational property. Therefore, please do not smoke on the property.



DROP OFF & PICK UP

Please familiarize yourself for a smooth transition.

- Enter through the rear entrance by typing in the JCPA PIN. This will be sent by email the first day of classes.
- This code will work 10 minutes before classes start for the day and 10 minutes after classes end for the day.
- Once inside, enter the stairway or use the elevator to get to the third floor.
- To enter the JCPA hallway, enter the JCPA PIN on the PIN pad.
- Parents do not enter the studio rooms but instead utilize the parent waiting room where classes will be livestreamed.

DROP OUT POLICY

To emphasize the importance of keeping commitments and staying through the whole semester, JCPA uses the following drop out policy:

Students will have 2 weeks to settle into their class schedule. All class schedules will need to be set by September 27th.

If a student drops a class after September 27th, they will be responsible for the following:

*Current month's tuition + *Costume Payment + *\$55 withdrawal fee

(The withdrawal fee will be put towards covering the time it takes for the instructor to reformat the choreography and formations without the student)

Performance Commitment

By enrolling in a performing class, students are making a commitment to participate in all scheduled performances. Choreography, formations, partner work, costumes, and production planning are all based on each student's participation.

If a student is unable to perform, families must email JaDukeCenterPerformingArts@gmail.com as soon as possible. Students who withdraw from a performance after choreography has been taught may be subject to a Performance Withdrawal Fee to help offset the additional time required for instructors to revise choreography and production plans.

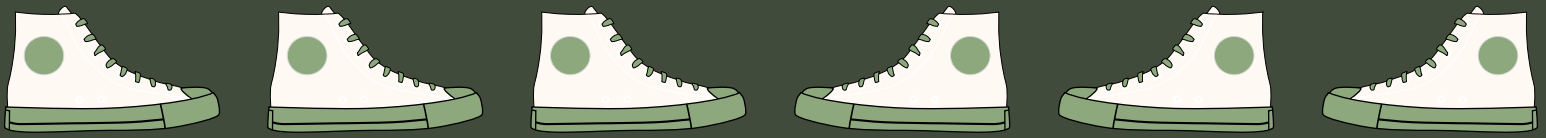
Performance Withdrawal Fees

Director notified (JaDukeCenterPerformingArts@gmail.com)

- More than 45 days before the performance: No fee
- Less than 45 days before the performance: \$25 per class
- 14 days or fewer before the performance (or no-show): \$55 per class

JCPA Dress Code

Below are examples of what is allowed to be worn in all JCPA classes. Please go over these examples with your child. If a student shows up in attire that is not appropriate, we will provide them with a shirt or pants that are appropriate and send an email to parents with a reminder about the dress code.



Attire For Class:

- Leggings
- T-Shirts
- Tank Tops
- Shorts and Tights
- Leotard
- Skirts (Medium Length or Ballet Skirt)
- Sweatpants (for Hip-Hop)
- Form Fitting Joggers (excluding Ballet/Pointe)
- Dance Dresses (Tiny Tot - Petite students)

Attire That's NOT Appropriate:

- Sports bras as a shirt
- Crop top
- Super baggy sweatshirts
- Pants that cover your feet
- Short shorts

Shoe Attire:

- Tiny Tot Classes- Ballet Shoes
- Tap Classes- Black Tap Shoes
- Ballet Classes- Pink Ballet Shoes
- Hip-Hop Classes- Sneakers
- Cheer Classes- Sneakers

*The first couple weeks of classes, we will be measuring for costumes and will send more information about those.



PAYMENT POLICY

- Payments are due by the first day of each month, from September through June.
- Our system is based on a ten-month payment schedule. Therefore, we have calculated the number of class weeks in the year and have divided the total yearly cost of classes into 10 equal monthly payments.
- If your payment is more than 30 DAYS OVERDUE, your student will no longer be able to participate in classes or performances until your bill is paid in full.
- Your student will not be able to take home their costume until your bill is paid in full.
- If your payment is returned due to insufficient funds, you will be charged a fee of \$15.
- Please note that we will send all statements and bills via e-mail.

There are two options for making payments:

Online: Through your parent portal account. This is the preferred form of payment.

In-Person: You may bring cash/check to the teacher when dropping off your child.

Please feel free to contact JCPA with any questions about our payment policy.

ADDITIONAL FEES

- Costume fees | Students will pay for a Holiday costume for each class
- Opening Number T-Shirt | All students will also need to pay for an opening number t-shirt.
- Tickets | Anyone wishing to watch the performances will need to purchase a ticket.

JCPA - FAQ

My child is sometimes resistant to attend class. Is this normal?

Yes, this is normal! Children often have a hard time transitioning from school/home to activities. 99% of the time, once they are in class they LOVE it! For extra reassurance, you can also check in on them on the live stream in the cafe. Just like with any activity, there is hard work involved in preparing for a stage performance. We like to encourage students and parents to stick through the hard work as the performance is a great reward and worth the effort!

My child is nervous to attend class. Is this an expected feeling? How do the teachers handle this?

Anything new adventure can be nerve racking. Teachers welcome students at the door and encourage other students to welcome them too! Even if there are tears, they will fade as the class begins. The teacher or director will, touch base after class via email or phone call if any behavior seems out of the ordinary.

Student Cell Phone Policy

No cell phones will be allowed in the classrooms.

*Cell phones should be left with belongings outside of classroom.

For students who will be staying between classes, please make sure to discuss proper cell phone behavior with them. This includes, but not limited to: no videoing others without their knowledge, no cyber bullying, and no engaging in apps (games, music etc.) that are disruptive to those around you.

Costumes

The first couple weeks of classes, we will be measuring for costumes and will send more information about those.

These costumes will be worn for the JCPA on Main Holiday Spectacular.



Cancellations and Holidays

Classes may be canceled due to inclement weather.



Please check your email, text messages, or the JCPA social media pages for cancellations.

The Studio will be closed for the following Holidays:

Indigenous People's Day

Monday, October 12th, 2026

Thanksgiving Break

November 25th - 29th, 2026

We WILL be having class on these days:

Halloween

Saturday, October 31st, 2026

Veteran's Day

Wednesday, November 11th, 2026

Student Sickness and Absences

We ask that students be 24 hours fever free before returning to class.

If your student is sick or can't come to class, please email Eula (jadukecenterperformingarts@gmail.com).



MEET YOUR INSTRUCTORS



Ms. Eula
Director



Ms. Sara



Ms. Taylor



Ms. Michaela

Contact Us

If you have any questions about these policies or anything else, please don't hesitate to contact Eula at 413-863-0001 or via email at Jadukecenterperformingarts@gmail.com

Want to follow along and stay in the loop? Stay subscribed to emails and follow us at:



JaDuke Center on Main



@JCPA_on_Main

