

# SANCA

## SCHOOL OF ACROBATICS & NEW CIRCUS ARTS

### 2017 STUDENT HANDBOOK



# Welcome!

to the School of Acrobatics & New Circus Arts

## INTRODUCTION

SANCA, the School of Acrobatics & New Circus Arts, is a 501(c)(3) nonprofit with the mission to improve the mental, emotional, and physical health of children of all ages, backgrounds, and abilities by engaging them in the joyous creativity of acrobatics and circus arts.

SANCA works to emphasize and foster teamwork, dedication, and excitement for our circus arts community by providing opportunities to work on circus related skills. The next generation of circus is among us! We hope to inspire and share our love of circus with you.

This handbook gives information about SANCA, its policies, processes, and operations as well as shares with our community the different opportunities SANCA has to offer.

## Business Hours

### Office & Gym Hours

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Sunday - 9:45am – 5:15pm  
Monday - 9:45am – 9:00pm  
Tuesday - 9:45am – 9:00pm  
Wednesday - 9:45am – 9:00pm  
Thursday - 9:45am – 9:00pm  
Friday - 9:45am – 9:00pm  
Saturday - 9:45am – 5:15pm

### School of Flight Tent Hours

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Sunday - 10:00am–7:00pm  
Monday - 12:00pm–9:00pm  
Tuesday - 3:00pm–9:00pm  
Wednesday - closed  
Thursday - closed  
Friday - 3:00pm–10:00pm  
Saturday - 10:00am–7:00pm

**Camp Hours:** The office opens at 8:45am Monday through Friday while camps are in session.

**Closures:** SANCA follows the Seattle School District for inclement weather closures. For days when Seattle schools have scheduled closures SANCA follows the King County Metro buses. If buses in central Seattle are on Snow Routes then SANCA is closed. SANCA will also always post a SNOW DAY message on the SANCA homepage and our Facebook page if we are closed.

If SANCA closes due to weather, you may ask within 48 hours to credit the missed class towards future tuition.

A note from our Executive Director...

## **WELCOME TO SANCA!**

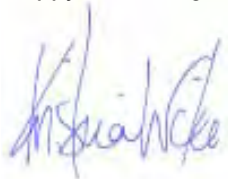
I am delighted that you have chosen to spend your time with us at the School of Acrobatics & New Circus Arts! I want to personally welcome you to SANCA. You're joining a community of fun-loving, creative, active people who are excited to share the joy of circus with you. All of us here — your coaches, the staff, and I — want you to have fun while you are learning and practicing your circus skills.

You will be encouraged and supported every step of the way; and it is our great hope that you enjoy the challenges that will come in learning new things. SANCA's community is open, safe, and welcoming to people of every age, background, and ability. You'll meet new friends from all walks of life — from toddlers just learning how to move in their bodies to professional circus performers who will amaze and inspire you in your daily practice at SANCA.

This handbook is a guide and a resource to help you learn your way around SANCA and our community. While it is not exhaustive, it should give you a good understanding of SANCA, our history, our rules and policies and what you can expect as you join this wonderful, creative, artistic community of circus enthusiasts.

SANCA is a place for everyone and we want you to join us in welcoming each other into a collaborative and safe environment. If you have questions or want to learn more about SANCA, talk with your coaches or our reception staff, or send me a note at [executivedirector@sancaseattle.org](mailto:executivedirector@sancaseattle.org). I'd love to hear about your circus adventures at SANCA!

Happy Circus-ing!



Kristina Wicke

## **IMPORTANT WEEKS IN THE SESSION**

**Priority Enrollment:** Any currently enrolled family may enroll in any appropriate class for the next session.

**Open Enrollment:** Anyone (new and current students) may enroll in any class type assuming that pre-requisites for the class are met. This enrollment continues through the second week of the upcoming session.

**Demonstration Week - Our last week of the session:** We encourage family and friends of the participant to view the final circus class. At this time, you are invited to accompany the participant to their class to see what they have been working on all session and why they are so tired when they come home!

## **TUITION AND PAYMENT POLICIES**

**Tuition:** Please visit our website for specific class pricing or call the office.

**Payment:** Payment for session classes can be accepted in person or over the phone. We accept all major credit cards, checks, cash and offer payment plans. Single Serving classes and other Experiential Circus activities may be paid for online at the time of booking.

**Refund Policy for Session Classes:** We realize that plans change and schedules need to shift to accommodate life outside the circus.

If for any reason you need to drop your session class please notify the office as soon as possible. Refund policy is dependent on the session schedule:

- Before or during week 1: Full refund may be given.
- During weeks 2-5: Tuition may be converted into in-house credit.
- Past week 5: No refund or in-house credit can be given past week 5 of any session.

Please note that our Registration Fee is never refundable or eligible for in-house credit.

**Youth Scholarship Program:** SANCA is proud to offer scholarships to families in need of financial assistance for students aged 2-18 or until the scholarship applicant has completed high school. We rely on the honesty of our families to determine the amount of financial aid each student receives and expect families to pay a portion of the tuition if they are able. Payment plans are an option to anyone regardless of financial need; ask in the office if you would like to set up a payment plan.

Students seeking full scholarship funding are asked to enroll in no more than 2 classes per week per session or to enroll in no more than 1 full week of full-day camp per session.

**Work Study:** The Work Study Program is for adult students who otherwise are unable to attend classes due to financial costs. To participate in the Work Study program a \$50.00 registration fee must be paid; everyone who joins SANCA pays this fee to help cover administrative, supply, and insurance costs. This fee is an annual fee.

If you are interested in participating in this program, ask the office for a Work Study Program application. There are a limited amount of spaces available within the Work Study Program and to participate you must have been at student at SANCA for at least one whole session. When spots do become available, they are released on a first come, first served basis.

## **DISCOUNTS**

Only one discount may be awarded per session of class. Multiple discounts cannot be applied to the same session of class. The highest discount will be applied upon enrollment.

**Family Discount:** 10% off each additional family member's class with the payment of one class at full price.

**Multiple Class:** 20% off each additional class per student with the payment of one class at full price.

**Concurrent Class:** Adult Circus and our fitness classes may be purchased at a discounted rate of \$100 if taken at the same time as the child's class.

**Supplemental Class:** One fitness class may be purchased at a discounted rate if taken as a second class.

## PARTICIPATING IN CLASSES

Coaches at SANCA work to help all their students achieve the goals of a class. To do this, we ask that students arrive prepared (fed, properly dressed, and long hair pulled back) to participate in class instruction and follow basic guidelines and rules set for class.

**Staff Education:** Along with being trained in disciplines of circus, our staff participates in background checks upon hiring, CPR Training, First Aid Training, Weather Emergency training,, Active Shooter Scenarios and ongoing trainings in socio-cultural competency. SANCA takes pride in keeping staff informed and knowledgeable so that students can learn safely at SANCA.

**Communicating with Staff While They are Coaching:** In order to maintain physical and emotional safety for the students, students and parents must respect the coaches while they are doing their job. To do this, please be aware when asking for a coach's attention if they are currently spotting or keeping a child/adult physically safe. In general, please do not give coaches feedback about their teaching during their class unless you see something that urgently needs attention around safety. It can undermine a student's sense of emotional safety if their coach is being questioned during the class.

If you have any issues with a coach that you do not feel comfortable talking to them directly about after class, please follow the Student Communication Path on page 7 of this handbook. Thank you for keeping yourself, the coaches and our other students safe!

**Tardiness:** Due to the progressions planned for class and for the safety of the student, a student cannot join the class after the first 10 minutes of class have passed. It is important for every student to participate in the warm up section of class to ensure that they are prepared for circus movement.

**Absences:** Please inform the office of any absences, whether planned or unplanned. The office may communicate what we have to offer you given your missed time.

**Single Serving Classes:** Age-appropriate Single Serving Classes are available to all students above the age of 5. These classes are designed to give a broad and varied experience of various circus arts disciplines, and use our introductory curriculum to be accessible and fun for everyone. Students may enroll in as many or as few Single Serving Classes as they wish. Single Serving Classes are offered at a discounted rate for students currently enrolled in a session class. Please contact the office for pricing and scheduling.

**Conduct:** *Work hard, play safe, and have fun!* Our SANCA agreements are integral to the safe participation in our classes. To help facilitate those three ideas we have conduct expectations for students:

- Students are expected to follow the instruction of the coaches at all times.
- Students **MUST** follow the safety rules. A student who cannot will be asked to take a break from attending circus class until they are able to follow the rules.
- Students must stay with their class, using the equipment and participating in the activity chosen by the coach.
- Students may not use equipment without direct supervision or coach approval.
- SANCA has a firm no bullying policy. If you, a fellow student, or your child is being bullied refer to the escalation path to see how to resolve this issue. If the bullying cannot be resolved, SANCA reserves the right to ask the offending student to leave class, and further may be expelled.
- No gum or food in the gym.
- No cell phones or other personal digital devices allowed in class.
- No glass beverage containers in the gym.
- Students must treat the facility, staff, peers, and equipment with respect. For students not following our conduct and safety guidelines, SANCA reserves the right to enforce disciplinary measures up to suspension or expulsion.

**Attire:** Below is a list of guidelines to adhere to when coming to classes at SANCA. By following the guidelines, students will be set for successful participation in circus classes.

- Students who come to class without their circus attire will be asked to change their clothes. SANCA may lend clean circus-appropriate clothing to the students when necessary. Please return this clothing to the front office at the end of your class.
- Students are very active in class and frequently upside-down. Please make sure that students are wearing appropriate athletic attire, including underclothes, clothes that are not too baggy, a shirt that can tuck in; attire that will not expose them as they move.
- Skirts and dresses also interfere with many circus skills and are strongly discouraged.
- ABSOLUTELY NO zippers or buckles on clothing. They catch on aerial, trampoline and other equipment. These can be dangerous to the student and damaging to equipment.
- No degrading or profane messages on clothing.
- Students may go barefoot or wear socks. Please have clean feet/socks.
- Shoulder-length hair must be tied back.
- No necklaces, rings, or other dangling body jewelry.
- Attire should be clean and odor free.

Some classes have special footwear or other attire requirements. Please ask your coach if you need help picking out apparel from the front office that is appropriate for your class.

- Chinese pole: Students taking a pole class are asked to wear jeans and flat, rubber-soled non-street shoes.
- German wheel: Students need clothes that aren't baggy, closed-toed lace-up shoes that are not bulky. (converse or bushidos are great)
- Aerial: Students need clothes that aren't baggy and cover the back of the knees.
- Unicycle: Students should wear closed-toed, lace-up shoes.
- Tightwire: Students should wear socks or full soled ballet slippers.
- Flying Trapeze: Flying Trapeze students should follow the general attire guidelines. Additionally, flyers should bring socks to class and wear pants that cover the backs of their knees.



**Injury/Wellness:** When engaging in circus activities, students should feel well, in body and mind. In addition to the guidelines below, please be mindful of the community and our environment when you are ill; take care of our body before, during, and after your circus classes!

- No students should attend class with untreated pink eye, fever, vomiting or diarrhea, any wet or open rashes or sores, or if you think s/he might have croup.
- Please cover warts with tape or a band-aid.
- Children exposed to chickenpox should not attend class for 21 days after the child's exposure, to avoid potentially exposing others.
- Children exposed to head lice may rejoin class after it is determined that they do not have lice.
- If an injury occurs during class, it may be advised that the student sit out for the remaining time of class. Depending on the severity of injury, a student may need a doctor's note to return to class.

If you sustain an injury either in or out of class that requires a visit to the doctor we would like you to have a doctor's note upon returning to class. Please present the doctor's note to the office prior to the start of class.

**Waiting Room:** The Waiting Room is located up the yellow stairs in the main gym. Parents, guardians, etc. do not need to wait in the building while their students are in class, but please make sure that you return by the end of your student's class for pick-up.

Patrons who choose to stay while their student is in class must use the space upstairs to wait as to not distract from the class. This location also has wifi and charging outlets accessible to visitors that need them.

Exceptions of this rule include: anyone that cannot go upstairs, family of students and adults that assist their student using the restroom.

**SANCA Pet Policy & Etiquette:** We are a pet friendly facility. If you feel like you or your pet cannot follow the rules below, we ask that you do not bring it into our facilities.

All pet owners must adhere to the guidelines listed below:

Owners are 100% responsible, 100% of the time, for their pet's: Wellbeing, behavior and biological needs: bagging, cleaning, fur patrol, sanitizing and disposing of feces.

All pets MUST be: Owned and housed by pet owner for at least 30 days; Current on flea prevention treatment, as well as all vaccinations and a negative fecal test, including being parasite free; Spayed or neutered; Potty trained and of good hygiene (e.g., no foul, unpleasant or strong odors); Positively controlled within the pet owner's immediate area, tethered (6ft or less), or kenneled at all times

To see our complete Pet Policy, please visit our website or connect with the SANCA Office.

**Communication Path:** As SANCA's community continues to grow, regulating and mediating actions are necessary to keep things fair for all parties involved. If you have a concern and are confused about who to talk to, please refer to the chart below.

Your first stop for class comments or questions issues can be your coach. For the issues where your coach isn't the best fit, our Student Services representative are there to listen, help, and guide your issue towards resolution. All matters will be taken seriously and handled with integrity and discretion. To talk to someone on the day of your class, ask our Manager on Duty or our front office staff for assistance.

To contact our Student Services representative directly, please email [studentservices@sancaseattle.org](mailto:studentservices@sancaseattle.org).

## Communication Path



Are you having a problem and you're not sure who to go to for help?

I'm having a problem with a coach



**Email**

[studentservices@sancaseattle.org](mailto:studentservices@sancaseattle.org)

I'm having a problem with a student



**Talk**

to your coach

I'm having a problem with a policy



**Email**

[studentservices@sancaseattle.org](mailto:studentservices@sancaseattle.org)

I'm having a facility problem



**Email**

[studentservices@sancaseattle.org](mailto:studentservices@sancaseattle.org)

## INDEPENDENT TRAINING

**Adult Private Training:** Adult Private Training must be approved by a coach and a department manager. Adult students that are interested in private training should coordinate a time with a manager via the office to be approved for private training. Students that are approved for private training are only allowed on equipment for which they have been vetted. Please see private training sheet for rules and time restrictions.

**Private Lessons:** If you are interested in private lessons, please email the office at [office@sancaseattle.org](mailto:office@sancaseattle.org). Private lessons are dependant on coach availability and are not able to be fulfilled during our peak hours.

Peak Hours vary from session to session. Check in with the front office to find a time that works within your schedule.

## ADDITIONAL OFFERINGS AT SANCA

**Camps:** SANCA offers day camp programs for children ages 6-17. Our day camps allow students to develop physical skills, increase confidence, build self-esteem and get physically fit.

No previous experience necessary to enroll in circus arts camps.

Flying Trapeze is included in Spring and Summer camps.

Specialty afternoon camps may have prerequisites.

**Parties:** Our parties are great for birthdays, youth organizations, team bonding, family reunions, graduations, bachelor/bachelorette parties, or just for an excuse to get together with friends! Whether you would like to walk on tightwires or fly through the air, SANCA has the party activities for you and your friends! No experience is necessary to enjoy our energetic circus parties or the thrill of our flying trapeze parties!

**School Groups:** Bring your school group to the circus here at SANCA—or have the circus come to you!

Trapeze, tightwire and tumbling are only the tip of the iceberg of what we offer. Our programs provide a range of non-competitive, individual and team activities in the circus arts and classes can be customized to suit the needs of your organization. All of our classes emphasize body awareness, play, collaboration, and technique-based skill building.

**Youth Performance Groups:**

SANCA's Youth Performance Program is an immersive, multi-year arts program that gives youth ages 5 to 8, 8 to 12, and 12 to 18 a unique arts experience and a progressive track to develop performance skills based on traditional and modern circus arts. They create and perform original acts at major festivals in Seattle such as Moisture Festival and Seattle Center's Winterfest, and they produce their own show each year. The program includes three troupes: the Amazing Circus 1-ders (ages 5-8), the Magnificent 7 (ages 8-11), and Cirrus Circus (ages 12-18).

If you/your student is under 18 years old and is interested in auditioning for a position in the Performance Groups, please email [office@sancaseattle.org](mailto:office@sancaseattle.org).

**Professional Preparatory Program:**

SANCA's Professional Preparatory Program (P3) is a first step towards a career in circus, with a specific focus to prepare graduates for further study at a multi-year circus institution for higher education. Our ideal candidates are young adults, age 18-30, who have a history of training in physical disciplines (such as circus, gymnastics, parkour, martial arts, or dance), the courage to fearlessly explore the limits of their capabilities, and a dedicated passion for the circus arts.

**Corporate & Team Building Events:**

Participate in fun and exciting new activities that will boost morale and strengthen work relationships! Our events are tailored to best meet the specific needs of your group, accommodating all ages, skill levels, and physical abilities. Your event may include a visit to our tent for an incredible flying trapeze experience, a vigorous workout in our gym on the trampoline and aerial apparatus, a mind-body challenge with juggling and balance skills, a trust-building exercise through partner acrobatics, and more! All activities are led by our friendly and highly qualified SANCA instructors to ensure that everyone has a wonderful, safe, and fun yet challenging, experience.

**Shows:** SANCA presents at least one show per session. Check out website for the latest details about our upcoming shows.

**Every Body's Circus:** Our goal is to make circus accessible to everyone. We offer individual and group classes, camps and individual and group therapy sessions that benefit students with the following needs:

- Learning differences
- Behavioral issues
- Trauma Related Disorders, Mood Disorders
- Sensory and processing issues
- ADHD, Autism Spectrum Disorder
- Cerebral palsy, hemiparesis, spina bifida
- Visual or hearing impairment and other physical challenges

We also offer the ability to add on an extra coach in your student's class to help make the class accessible.

Although most of our services are for students 2-18 years old, we do have limited availability for adults. In the past we have served adults who for whatever reason wouldn't otherwise access circus because of emotional or physical needs. We have worked with adults with Parkinson's, MS, anxiety, and trauma.

If the main program classes that SANCA offers are not meeting you or your child's needs consider reaching out to the EBC program to see if we can make circus work for you!

Our program is led by a licensed social worker. If you have any questions or would like to see if you or student could benefit from the EBC program, please email [ebc@sancaseattle.org](mailto:ebc@sancaseattle.org) and a member of the EBC team will get back to you.

### **Outreach:**

SANCA's Social Circus Outreach partners with community organizations working with at-risk populations in the greater Seattle area to provide accessible circus arts education both at SANCA and at your organization. With program offerings ranging from one-time circus classes to long-term sessions, SANCA is committed to spreading the joys and challenges of circus arts to all. In a non-competitive and encouraging atmosphere, students are challenged to explore their bodies' capacity for powerful physical expression through a playful and imaginative approach to circus activities.

In addition to individual growth, activities like group acrobatics and ring passing work on cultivating a trusting and supportive social environment. Students celebrate each other's successes and support each other through failures, all while developing a sense of belonging and responsibility to each other.

For specific details ask the SANCA office or visit our website.

## CHARITABLE CONTRIBUTIONS & VOLUNTEERING

SANCA is a 501(c)(3) nonprofit organization, Tax ID # 20-0300045.

Online contributions: [sancaseattle.org/support/give-today](http://sancaseattle.org/support/give-today)

Community support and tax-deductible contributions make it possible for SANCA to successfully operate, maintain sustainable community programs, and honor our mission to provide classes to everyone – including underserved communities that have the least access and opportunity to participate in circus arts programs.

SANCA has never turned away a child, It is only through ongoing community support that SANCA is able to offer circus classes and programs to students, families, and community partners. Your gifts of support make it possible for any child to take circus classes, regardless of their family's economic circumstances. All of the following are supported in full or in part by charitable contributions.

- Youth Scholarship Fund
- Social Circus Outreach to Seattle's most vulnerable and at-risk youth
- Every Body's Circus for youth who have disabilities
- Eloise H. Mathews Youth Performance Scholarship Fund
- Equipment maintenance & replacement, and other general operations

Charitable contributions can be made at any time and in variety of ways:

- Add a contribution to your tuition payment or contribute online at SANCA's website.
- Participate in a fundraising event such as SANCA's annual gala or our student-driven SANCAthon. For more information see: [sancaseattle.org/support/galas-events](http://sancaseattle.org/support/galas-events)
- Have your gift matched by your company if your company provides gift-matching.
- Give via online shopping through the AmazonSmile program.
- Make a gift of stock, a legacy gift, or gifts in honor or memory of a loved one.

For more information about making a charitable gift to SANCA, please contact [development@sancaseattle.org](mailto:development@sancaseattle.org) or call the Development Department at 206-257-4106.

SANCA also offers many volunteer opportunities for people who have time and energy to give. This ranges from show and performance support, to office support, to volunteering on SANCA's Board of Directors, and volunteer coaching. If you would like to contribute your time to SANCA, please email [volunteer@sancaseattle.org](mailto:volunteer@sancaseattle.org) so that we can keep you up to date about upcoming opportunities.

## ***SANCA is a non-profit organization***

SANCA is the largest circus school in the United States, recognized nationally as a leader in youth circus arts education, safety, and instructor training. The school is located in the Georgetown neighborhood of Seattle, an area with limited access to arts and cultural opportunities, especially for children. Founded in 2004 with five students, more than 1,000 students now take classes at SANCA every week.

### **OUR MISSION**

SANCA believes that participation in a regular activity is an important component of human development. Mastery of a physical skill builds self-esteem, while consistent interaction with staff and other students fosters cooperation, trust and develops social skills. SANCA is dedicated to improving the mental, emotional, and physical health of children of all ages, backgrounds, and abilities by engaging them in the joyous creativity of acrobatics and circus arts. SANCA provides quality instruction in unique physical arts in a safe, supportive, nurturing environment that provides both challenge and reward to the student.