



FMCS STUDENT AND PARENTS

Handbook

KEEPING CULTURE ALIVE

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I. Introduction

The Fete Massterz Cultural school Programs are dedicated to preserving and promoting the cultural art through structured training, cultural education, and community engagement. The Fete Massterz Cultural School Programs, where tradition, culture, and performance excellence come together. This handbook serves as a guide for all members, ensuring a structured and professional approach to the art, training, and performances.

Mission & Vision

- Mission: To preserve and promote cultural art through education, training, and community performances.
- Vision: To create a world-class training program that fosters cultural pride, athletic excellence, and personal growth.

II. Program Overview

Fete Massterz Cultural School provides structured training for individuals of all skill levels, from beginners to advanced performers. The program includes:

- Safety-focused training on proper techniques.
- Cultural education on the history and significance of the art.
- Performance opportunities at cultural events, parades, and festivals.

Parent Obligations

As a parent or guardian, your involvement is crucial to the success of your child and the program. Below are your key responsibilities:

1. Attendance & Punctuality
 - Ensure your child arrives on time for all practices, performances, and events.

If your child will be absent, notify us in our FMMJ and FMM group chat in advance.

2. Proper Attire & Equipment
 - Make sure your child has their appropriate practice gear and footwear for every session.
 - Ensure costumes and accessories are well-maintained and ready for all performances.
3. Financial Commitments
 - All payments which include tuition, costumes, and program fees are to be made on time.
 - If you have financial concerns, please discuss them with Kyla and Jessica in advance.

4. Communication & Updates
 - Stay informed by reading emails, messages, and announcements from the program.
 - Join our designated WhatsApp group chats to receive important updates.
5. Event Participation
 - Support your child by attending performances and parades.
 - Ensure your child arrives at event locations on time, in full costume, and prepared to perform.

Student Requirements

Our program instills discipline and accountability in all students. To participate, students must adhere to the following:

1. Training & Commitment
 - Attend all scheduled practices on time, unless excused.
 - Give 100% effort and remain focused during training.
 - Follow the coach's instructions at all times.
2. Safety & Equipment Care
 - Always follow safety protocols when using equipment.
 - Never misuse or damage equipment.
 - Report any issues with your equipment or gear to a coach immediately.
3. Respect & Teamwork
 - Treat coaches, fellow students, and program staff with respect.
 - Encourage and support teammates in training and performances.
 - Maintain a positive attitude, even when facing challenges.
4. Student Leadership
 - Demonstrate responsibility and commitment to be considered for a Student Leadership role.
 - Set examples for younger students by upholding program values.

Student Leader Role Requirements

As our students grow in skill and confidence, we aim to develop strong leaders within the Fete Massterz Cultural School program. Our coaches will be observing students throughout the practices to identify potential Student Leaders—those who demonstrate dedication, responsibility, and a positive attitude.

Key Attributes of a Student Leader:

✓ Commitment & Consistency – Regular attendance, punctuality, and active participation in practices and performances.

✓ Positive Attitude & Teamwork – Encouraging and supporting peers while setting a good example through respectful behavior.

✓ Coachability & Work Ethic – Willingness to take feedback, put in extra effort, and push through challenges with determination.

✓ Responsibility & Safety Awareness – Understanding and following safety protocols while helping to ensure a positive training environment.

✓ Cultural Pride & Representation – Respecting the traditions of the art and representing the program with pride during events.

Student Leaders will have the opportunity to assist coaches, mentor other members, and play an important role in our program's success.

We encourage you to discuss these qualities with your child and support their journey in becoming a well-rounded performer and leader. If you have any questions, feel free to reach out.

PLEASE NOTE: Student Leadership Expectations & Accountability

At Fete Massterz Cultural School, student leadership positions are both an honor and a responsibility. These roles are reserved for students who consistently demonstrate commitment, discipline, teamwork, and a positive attitude.

Please be advised that if a student in a leadership position fails to uphold the expectations and responsibilities outlined by our program, coaches reserve the right to revoke that position. This decision will be made thoughtfully, in alignment with our mission to foster accountability, growth, and excellence among our youth.

We appreciate your support in helping us cultivate strong, respectful, and dedicated leaders.

Age Group Policy

Similar to a school system, the age your child is at each season's registration will determine their training group for that entire season. This ensures proper skill progression and consistency in training.

III. Chain of Command

1. Founders of Fete Massterz Carnival Troupe LLC and Headmasters of Fete Massterz Cultural School: Kyla Smith & Jessica Smith
2. Chairman
3. Contracted Coaches

Each position has clearly defined responsibilities to maintain order, efficiency, and program success.

Who to Contact for Questions

- Mocko Jumbies:
 - For Training/Attendance Concerns:
 - Contact your child's coach (Coach Nico and Coach Brad).
 - For Stilts, Events, or Parade Day Questions:
 - Contact FM CEO.
 - For Payments, Costumes, or any other Questions or Concerns:
 - Contact CEO, Jessica.
- Majorette:
 - For Training/Attendance Concerns:
 - Contact your child's coach (Coach Riri, Coach Kiki, Coach Kyla, Coach Zenia and Coach Lala).
 - Events, or Parade Day Questions:
 - Contact Chairman, Zenia.
 - For Payments, Costumes, or any other Questions or Concerns:
 - Contact CEO, Kyla.

IV. Program Policies & Procedures

Code of Conduct

- **All leadership positions must act professionally and lead by example.**
 - **Cultural education is a core part of the program and must be respected.**
 - **Discrimination, harassment, or misconduct will result in disciplinary action.**
 - **All members must act with respect, discipline, and professionalism.**
 - **No bullying, discrimination, or inappropriate behavior will be tolerated.**
-

Fete Massterz Promises to You

At Fete Massterz Cultural School, we are dedicated to providing a safe, structured, and culturally enriching experience for every student.

Our program promises to:

- ★ Provide High-Quality Training – Our experienced coaches will teach proper techniques, performance skills, and cultural education.
- ★ Ensure Student Safety – We prioritize safety measures and provide proper guidance to prevent injuries.
- ★ Encourage Personal Growth – We nurture leadership, discipline, and confidence in every student.
- ★ Promote Cultural Awareness – We honor the tradition of the arts of our culture and instill pride in our students.
- ★ Foster a Supportive Community – We create an environment where students feel encouraged, valued, and motivated to succeed.

Disciplinary Policy & Procedures

Fete Massterz Cultural School is committed to developing students of high skill, integrity, and balanced character in our Caribbean cultural traditions. Our goal is to nurture individuals who are able excel in all settings—at home, in school, during practice, and in performances. We uphold a structured, disciplined, and safe environment, ensuring that our students are equipped with the tools to achieve anything they set their minds to.

Disciplinary Policy

To maintain a positive and productive learning environment, Fete Massterz Cultural School enforces a structured disciplinary process. This process ensures that students receive appropriate guidance while providing transparency for parents regarding behavioral expectations and consequences.

- Step 1: First Warning
 - The coach will speak directly to the student, providing correction and clear direction on expected behavior.
 - The coach will follow up with the parent/guardian to inform them of the first warning and provide details of the behavior issue.
- Step 2: Second Warning

- If the behavior persists, the coach will again address the student, reinforcing correction and direction.
- The coach will follow up with the parent/guardian to inform them of the second warning.
- Step 3: Probation
 - If the student's behavior does not improve, the Chairperson will arrange a formal meeting with the parent/guardian.
 - During this meeting, the student's behavior will be reviewed, and a probation period will be implemented, specifying the necessary improvements and timeframe for reassessment.
- Step 4: Dismissal
 - If no improvements are made during the probation period, the Headmaster will notify the parent/guardian that the student is no longer permitted to participate in Fete Massterz Cultural School.
 - A formal notice will be provided, documenting all behavioral concerns and disciplinary steps taken (from Step 1 through Step 3).

Additional Notes:

- All disciplinary actions will be documented for accountability and fairness.
- Parents are encouraged to communicate with staff if they have concerns or if their child/children require additional support.
- Fete Massterz Cultural School is committed to facilitating firm discipline with fairness, respect, and a focus on student growth.

By enrolling a student in Fete Massterz Cultural School, parents and guardians acknowledge and agree to abide by this disciplinary policy.

- Attendance & Punctuality
 - Trainees must arrive on time for training and performances. Regular attendance is necessary.
 - Absences must be reported 24 hours in advance unless in emergencies. Prior notification does not mean absence is excused.
- Communication & Reporting
 - Follow the chain of command for questions and concerns.
 - Trainers report issues to the Chairman who escalates them if necessary.

V. Training Guidelines

Mocko Jumbies:

- Skill Development Levels
 - Beginner: Basic balance, mounting stilts, and short-distance walking.
 - Intermediate: Turning, controlled falls, and basic tricks.
 - Advanced: High-level tricks, choreography, and performance readiness.
- Performance Training
 - Trainees will be prepared for crowd engagement, endurance, and stage presence.
- Strength & Conditioning
 - Core and leg strength training will be integrated into practice.
- Injury Prevention & Recovery
 - Warm-ups and cool-downs are mandatory.
 - Injured trainees must be cleared before resuming training.

MAJORETTES:

- Skill Development Levels
 - Beginner: Marching formation, arm rolls, majorette stance, vertical and horizontal twirl
 - Juniors: Figure 8, palm spins, thumb flip, leg rolls, pinwheel, finger twirl, pretzel
 - Intermediate: Verticals and horizontal toss, arm and neck roll, finger rolls. Double arm rolls, back roll
 - Advanced: 1 and 2 spin toss, various blind catches, group toss exchanges, fish tail, Illusions, 2 baton, back hand catch
- Performance Training
 - Trainees will be prepared for crowd engagement, endurance, and stage presence.
- Strength & Conditioning
 - Targeting core strength, leg power, stability and flexibility and range of motion
- Injury Prevention & Recovery
 - Warm-ups including stretching and cool-downs after each session are mandatory.
 - Injured trainees must be cleared before resuming training.
 - Be aware of any signs of pain or discomfort and adjust activity as needed.

VI. Performance & Event Protocols

- Dress Code & Costuming
 - Students must adhere to wearing their practice uniform during practices. (FM shirt along with black bottoms)
 - Performers must wear approved costumes and adhere to program aesthetics. (no excessive jewelry)

- Parade & Stage Performance Etiquette
 - Performers must arrive at performance call time, on time.
 - Always remain in character when in public settings.
 - Respect audience interaction and safety.
- Travel & Logistics
 - All performers must adhere to travel itineraries and schedules.
- Public Relations & Media Interaction
 - Only designated representatives may speak on behalf of the program.

VII. Emergency Action Plan

- Injury Response Procedures
 - Contracted Coaches must assess injuries and seek medical help if necessary.
 - Incident reports must be filed immediately.
- Incident Reporting & Documentation
 - All safety incidents must be recorded and reviewed by the Chairman.
- Safety Drills & Emergency Contacts
 - Safety drills will be conducted monthly.
 - Emergency contacts must be filled out and reviewed by Coach Lala

VIII. Agreements

- Parental Agreements:
 - Liability Waivers
 - All participants must sign waivers before beginning training.
 - Code of Conduct for Parents & Guardians
 - Parents must respect program staff and event guidelines.
 - Parents should refrain from any posting of negative social media references in regards to Fete Massterz Cultural School and affiliates
 - Disciplinary Policy & Procedures
 - Parents must review and sign a disciplinary form

FORMS:

STUDENT LIABILITY WAIVER & RELEASE OF CLAIMS

Student's Full Name: _____

Program Enrolled (Mocko Jumbie / Majorette): _____

Date of Birth: _____

Parent/Guardian Name: _____

Acknowledgment of Risk

I, the undersigned parent or legal guardian of the above-named student, acknowledge that participation in the Fete Massterz Cultural School programs—such as Mocko Jumbie stilt walking, dance, and majorette training—involves physical activity that carries certain inherent risks. These may include, but are not limited to:

- Slips, falls, or trips during practice or performances
- Muscle strains, sprains, or other injuries
- Accidents during transport to or from practices, events, or performances
- Exposure to outdoor elements such as heat, rain, or uneven ground

I fully understand and accept these risks as part of my child's participation in this cultural program.

Release of Liability

By signing this waiver, I hereby:

1. Voluntarily allow my child to participate in the Fete Massterz Cultural School programs and activities.
2. Release and hold harmless Fete Massterz Cultural School, its owners, directors, coaches, staff, volunteers, and affiliates from any and all liability, claims, demands, or causes of action arising out of or related to any loss, damage, or injury (including death) that may be sustained by my child or property during participation in any activity.
3. Agree that this waiver extends to all activities, including classes, rehearsals, public performances, parades, events, or field trips, whether held on or off Fete Massterz Cultural School premises.
4. Authorize basic first aid to be administered to my child in the case of an injury and understand that every reasonable effort will be made to contact me in the event of an emergency.

Emergency Contact Information

Emergency Contact Name: _____

Relationship to Student: _____

Phone Number(s): _____

Medical Conditions or Allergies (if any):

I have read, understood, and voluntarily agreed to the terms outlined in this Liability Waiver & Release of Claims. This waiver is binding for the duration of my child's enrollment in Fete Masterz Cultural School.

Signature of Parent/Guardian: _____

Date: _____

Phone Number: _____

Email Address: _____

FMCS INJURY REPORT

Injury Report Form

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

Injured Person's Information:

- Full Name: _____
- Age: _____
- Parent/Guardian Name (if minor): _____
- Contact Number: _____

Injury Details:

- Type of Injury (e.g., sprain, cut, bruise, fall):

- Body Part Affected:

- Describe how the injury occurred:

Witness(es):

- Name(s):

- Contact Info (if applicable): _____

Immediate Action Taken:

- First Aid Administered: Yes / No

If yes, describe:

- Ice/Heat Applied: Yes / No

- Bandaged: Yes / No

- Ambulance Called: Yes / No

- Parent/Guardian Notified: Yes / No

- Time Notified: _____

- Notified By: _____

Follow-Up Instructions Given (if any):

Report Completed By:

Print: _____

Signature: _____

Date: _____

Parent/Guardian Signature (if applicable):

Print: _____

Signature: _____

Date: _____

FETE MASSTERZ CULTURAL SCHOOL

STUDENT MEDIA RELEASE AND CONSENT FORM

Student's Full Name: _____

Program Enrolled (Mocko Jumbie / Majorette): _____

Date of Birth: _____

Parent/Guardian Name: _____

Media Release and Consent

Fete Massterz Cultural School often takes photographs and video recordings during practices, performances, community events, and other school-related activities. These images and recordings may be used for promotional, educational, and archival purposes across various platforms, including but not limited to:

- Social media (e.g., Instagram, Facebook, YouTube)
- Website and newsletters
- Event promotions and digital flyers
- Grant applications, reports, and sponsor proposals
- Press releases and media coverage

By signing this form, I, the undersigned parent/legal guardian, hereby:

1. Give permission for Fete Massterz Cultural School and its authorized representatives to photograph, videotape, or record my child during activities related to the program.
2. Grant full rights to use, reproduce, display, and distribute these media for non-commercial purposes in support of the program's mission.
3. Acknowledge that neither I nor my child will receive compensation for the use of these images or recordings.
4. Understand that my child's name will not be used unless additional written permission is granted.

Opt-Out Clause

If you do not wish for your child to be photographed or recorded, please check below:

I do not give consent for my child's image or likeness to be used in any media.

Parent/Guardian Consent

I have read and understood the terms of this Media Release and Consent Form. I understand that this release is valid for the duration of my child's enrollment at Fete Massterz Cultural School and may be revoked in writing at any time.

Signature of Parent/Guardian: _____

Date: _____

Phone Number: _____

Email Address: _____

FETE MASSTERZ CULTURAL SCHOOL

STUDENT & PARENT COMMITMENT & EXPECTATIONS AGREEMENT FORM

Student's Full Name: _____

Program Enrolled (Mocko Jumbie / Majorette): _____

Date of Birth: _____

Parent/Guardian Name: _____

OUR MISSION

Fete Massterz Cultural School is committed to preserving culture, empowering youth, and promoting artistic excellence through discipline, education, and community engagement. Participation in this program is a privilege and requires commitment from both students and parents to ensure its success.

STUDENT COMMITMENT

As a student of Fete Massterz Cultural School, I agree to:

- Attend all practices, events, and performances unless excused in advance
- Arrive on time, dressed in required attire, and ready to participate
- Show respect to all coaches, staff, peers, and cultural traditions
- Follow all safety protocols, especially during stilt walking or dance
- Maintain a positive attitude and demonstrate sportsmanship
- Strive for personal growth and contribute to team spirit
- Follow all rules outlined in the Student Handbook and policies

Student Signature: _____

Date: _____

PARENT/GUARDIAN COMMITMENT

As the parent/guardian of a Fete Massterz student, I agree to:

- ✓ Support my child's full participation, attendance, and punctuality
- ✓ Communicate promptly if my child will be late, absent, or unable to attend
- ✓ Respect the decisions of coaches and school staff
- ✓ Stay informed by reading all emails, messages, and group communications
- ✓ Reinforce the values of discipline, teamwork, and respect at home
- ✓ Ensure my child arrives with proper uniform/equipment and nourished
- ✓ Abide by all parent behavior expectations and communication protocols
- ✓ Refrain from disrupting practices or performances unless invited

Parent/Guardian Signature: _____

Date: _____

ACKNOWLEDGMENT OF POLICIES & PROCEDURES

By signing this form, I/we acknowledge that we have received, read, and agree to abide by the Fete Massterz Cultural School's:

- Code of Conduct
- Attendance and tardiness policies
- Uniform requirements
- Stick regulations (for Mocko Jumbie participants)
- Safety protocols
- Media waiver & liability waiver (if signed separately)

We understand that repeated violations of these expectations may result in disciplinary actions, including possible removal from performances or the program.

SIGNATURE OF COMMITMENT

We understand that Fete Massterz Cultural School is more than just a performance group—it is a cultural family rooted in respect, pride, and excellence. We commit to giving our best and being active contributors to this vision.

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____