

STARSTRUCK DANCE CENTER, INC.

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Studio Information & Policies

Personal Appearance and proper dance attire play a very important role in a dancers curriculum. All students are encouraged to follow the requirements for each class.

Any students in **Levels 3, 4 and Advanced** have strict dress codes that are required. Dancers in Level 3, 4 and Advanced will be asked to sit class out when they cannot adhere to this request.

PRACTICE WEAR

Practice wear is required for all classes.

- Leotard and tights. - Ballet classes are asked to wear pink tights and black leotards (required in classes at Level 3, 4 and above) Any Leotard and tights for all other ballet levels - **NO BIKE SHORTS.**
- THEATRICAL PINK TIGHTS AND PINK SHOES FOR ALL BALLET CLASSES (split sole preferred).
- Tap shoes for all tap classes; check with teacher for proper color and/or styles.
- Jazz shoes for all jazz classes (black - split sole preferred).
- Modern and Creative Mvmt classes must have bare feet (NO socks or shoes required).
- All student's hair **must be** tied back and secured for classes.
- No street clothes allowed during classes. Extra clothes such as dance skirts or leg warmers are allowed, under discretion of the teacher.

Please check with your instructor for proper shoe colors.

All equipment is required after the first month of dance.

Levels 3, 4 and Advanced are required to wear pink tights and black leotards for ballet, leotards and tights for jazz, tap, gymnastics and modern classes. Proper shoes are required for each class. Please check with instructor for proper shoes needed for each class.

CLASSES

StarStruck Dance Center has the right to make adjustments to classes after classes begin. Please understand this is for done in the best interest of the students. Instructors may feel that changes are necessary for the student to receive the best possible instruction. Please support their decisions.

StarStruck Dance Center has the right to change any requirements or policies that is necessary in the best interest of the studio. Information will be e-mailed, throughout the year, for any updates or changes. Our newsletter, "Footnotes" is published periodically with updates on studio happenings. It will be e-mailed to each family and extra copies are available in the office. Please remember to read and save this newsletter. This is an important part of our communication.

REGISTRATION FEE

A \$10.00 registration fee is required with the registration form to reserve class space. A registration is not considered complete and class space is not reserved until this fee is paid.

TUITION & FEES

Tuition remains the same whether it is a long (5-week) or short (3-week) month and regardless of absences. We will adjust your tuition in the final month to make up for the previous long or short months. Payment is due by the 10th day of each month. If the fee is paid by the 10th day of the month, you will be charged a \$10.00 late fee. If the fee including the late fee is not paid by the 15th of the month, the result is dismissal from class. Payments will also be accepted by mail or may be put in the "Payment Drop Box" in the Lobby of the studio. The payments received by postal mail will not be considered late if postmarked by the 10th of the month. If you are unable to make a payment for any uncontrollable reason, PLEASE be sure to speak with the office. We will be more than happy to work something out with you so your child does not have to miss or drop any of their classes.

RETURNED CHECK FEE & PERSONAL CHECKS

All personal checks must include correct address, phone number and driver's license numbers. You may be asked periodically for proper identification. There will be a \$20.00 fee for any returned checks. Also, there will be NO PERSONAL CHECKS ACCEPTED AFTER APRIL 1. We will only be accepting cash, credit cards or money orders after this date for any fees that are due.

CARTE BLANCHE

Carte blanche is a monthly payment plan that allows you/your child to take unlimited number of classes/hours in a month. This plan will remain the same for every month regardless of the number of weeks, holidays or missed classes. (This includes the short months such as December and Recital month.) FULL PAYMENT IS REQUIRED FOR THE FINAL MONTH OF CLASSES. YOUR CHILD IS RECEIVING MANY HOURS OF INSTRUCTION WITHIN A WEEK.

INSURANCE

StarStruck Dance Center does not carry medical insurance for its students or any of its independent contractor's students. If injury occurs, it is understood that the student's own policy is your only source of reimbursement.

ABSENCES

Please call if your child is going to be absent for any reason. You will only be able to make up Excused absences. To make up an excused absence, you may attend another class that is regularly scheduled. There will be no price adjustments to tuition for missed classes by the student.

DROPPING CLASS

Please notify us if your child decides to drop out of class and the reason and the reason for your child to drop the class. There will be no refunds for costumes after the order is placed and a student drops dance classes. Parents must also pay any additional balance that is owed. Any remaining tuition will only be refunded if notice is given prior to the next class. *(i.e. If you notify the dance center 3 weeks later that your child has dropped class, there will be no refund for the missed classes.)*

ADDRESS/PHONE NUMBER CHANGE

Please inform the dance center when you have a change of address and/or phone number. To keep the communication lines open we will periodically be sending Newsletter mailings to your home or by email that contain important information including dates and upcoming events.

SNOW OR BAD WEATHER

The studio will NOT BE closed for "weather" days according to HOLLY AREA SCHOOLS – unless the bad weather increases. If in doubt - please feel free to call the studio. If the dance center decides to cancel dance classes due to bad weather, we will make every effort to contact you. **There will be classes on "Teacher Work Days/Inservice Days"**. *There will be no price adjustments to tuition for bad weather days.*

HOLIDAYS

Holidays will generally follow the HOLLY AREA SCHOOL's schedule. Holiday dates will be posted on the bulletin board prior to holiday periods. We do not close for teacher workdays. There are no price adjustments for tuition due to the closing of holidays. We adjust for all closings at the end of the year.

CLASS OBSERVATION

Parents' observation days will be scheduled for one week in October and one week in February. Please feel free to watch your child's class at that time. Due to the fact that the teacher's need the student's undivided attention, we ask that you only observe on the scheduled observation days.

ATTENDANCE

Any missed classes by the student will not be adjusted in tuition payments. Good attendance is imperative, as absences and tardiness can hold back an entire class and the dance center can not jeopardize its responsibilities to the rest of the class for one student. Please make every effort to have you/your child at every class and on time. If you know you have a scheduled vacation of absence from class, please notify the dance center.

RECITAL FEE/RECITAL TICKETS

The recital fee is determined as follows: rental of auditorium and staffing, printing for programs, tickets and awards. The Recital fee will be \$TBA per family. Each family will receive 4 complimentary tickets for each recital show. Extra tickets may be purchased. (Dates will be posted when tickets can be purchased.) The recital is a time for the students to perform for their family and friends and share what they have learned throughout the year.

RECITAL

Our recital is held in the spring. Please plan to have your child participate in this great opportunity. If your child will be unable to participate, please let us know well in advance. **DATES ARE YET TO BE ANNOUNCED.** During the performance, all dancers are required to stay in the assigned dressing rooms and no visitors are allowed in the designated areas. There will be 2 - 3 rehearsal nights at the studio. One will include a full dress rehearsal at the high school. Once the dates are set, we will be unable to change them. Please be sure to make note of Recital Dates once they are posted.

COSTUME DOWN PAYMENTS

Down payments for each class that a child is in will be due in **October**. Please contact the business office for the due date. **The fee is \$20.00 per costume or \$50, whichever is greater – Combo classes with one costume will only be \$20 deposit.** We will not order any costume for a child if collection of payment has not been received. Costumes will be ordered by December. After the order has been placed, there will be no refunds for payments.

COSTUME BALANCES

Billing Invoices will be sent to each family to notify them of the prices for each costume that the child is in. You will be required to check the appropriate class that your child will be performing in. **YOUR CHILD IS NOT REQUIRED TO BE IN EACH DANCE FOR THE RECITAL.** This is your discretion. Invoices will need to be completed and returned to the office by **December** with full payment for costumes to be ordered. After the order has been placed, there will be no refunds for payments. **COSTUMES WILL NOT BE ORDERED IF THERE IS A BALANCE ON YOUR ACCOUNT.**

AWARDS

There will be recognition given out to the students for 5, 10, 15, (etc) year(s) of dance. StarStruck Dance Center will "grandfather" the students from CJ's Dance Center for their years dancing. There are also awards given for "Hardest Worker", "Most Improved" and the most "Creative Dancer". There is a special award that is given to the hardest working and most improved (overall) dancer which is called the "Star Dancer Award". This award is recognized and a nameplate is engraved with the recipient's name for a plaque in the studio. All of these awards are determined by all of the teachers and given out at the dress rehearsal.

VIDEO TAPING DURING RECITAL AND RECITAL PICTURES

Video taping during our year-end recital is not allowed. The recital will be taped by a professional company and will be available to purchase. Still pictures are allowed; however, no "flash" pictures during performances. There will be a specific date set up for pictures to be taken. This date will be set up at a later time but is imperative for all students to attend even if you are unable to purchase any photos. If your child is not there then the group photos are incomplete.

OTHER IMPORTANT INFORMATION

- ✓ Absolutely No Gum Chewing during class
- ✓ Students are not under strict supervision between classes. Please let them know if they can or can not go to the store at that time. (For your child's safety, the store is located in the plaza. If students are allowed by the parent to leave the studio, the student **MUST BE** properly dressed in cover up or street clothes.) **StarStruck Dance Center accepts no responsibility for your child except during scheduled dance periods.**
- ✓ **Proper Dance Attire is required in every class.**
- ✓ **ABSOLUTELY NO STREET SHOES ON DANCE FLOORS!**
- ✓ **ABSOLUTELY NO STREET CLOTHES ALLOWED IN CLASS (INCLUDING BIKE SHORTS).**
- ✓ If you have any questions or comments, please feel free to discuss it with us whenever it does not interfere with a class. We are always interested in improving our dance education program.

**IT IS YOUR RESPONSIBILITY TO UNDERSTAND THESE POLICIES.
IF THERE ARE ANY UPDATES THROUGHOUT THE SEASON, YOU WILL BE
NOTIFIED IN WRITING. BY SIGNING THE REGISTRATION CARD, YOU HAVE
RECEIVED KNOWLEDGE AND UNDERSTANDING OF THE STATED INFORMATION
AND POLICIES.**