



## POLICIES

We want to start off the season with good communication in order to keep you informed on all of our policies.

*Please take a moment to review the following information:*

★ **Attendance:** Regular attendance is expected of all students and is essential in order to keep up with class progress. If the student must miss a class for any reason, please call the studio. Dancers will have the opportunity to make up the class with a similar type and time. It is the responsibility of the parent or student to schedule the make-up class. There are no refunds for missed classes. Poor attendance or excessive tardiness will also affect the student's eligibility to perform in the yearly recital. This decision will be at the sole discretion of the director and will be communicated to the parent/student in advance.

★ **Payments:** Monthly tuition payments are split into 10 installments (September through June) and are due the first of each month. No invoices will be sent to your home. Payments can be made by cash, check or major credit card and can be mailed or dropped off in our box outside of the studio for your convenience. Automatic credit card payments can be arranged as well. Any payment received after the 10th will incur a \$10 late fee. Late fees are not waived for absences or studio closures. A \$35 fee will be assessed to all returned checks. After the 2<sup>nd</sup> returned check, SSDS will require only cash payments going forward.

If your account becomes delinquent more than 30 days, and we have made several attempts to resolve the issue, your child may be dropped from dance class and/or ineligible to perform in the yearly recital. The decision will be at the sole discretion of the management of SSDS. Should special circumstances arise which prevent you from making monthly payments, feel free to bring it to the attention of management and we will try to work out a special arrangement.

StarStruck Dance Studio has a **NO** refund policy. Once tuition is paid, we will hold a spot in the class for your child. No refunds will be given if you withdraw before the beginning of the dance season so select your classes carefully. If you withdraw from a class once the season has started, you must notify SSDS **in writing** prior to the start of a new month or payment will be due for that month. Until the written notification is provided, a space will be held for the student and tuition will continue to be charged. If you are asked to leave the studio for misconduct or any other reason, no refunds will be given.

★ **Student Placements:** Students are placed in classes according to what they have accomplished during the years they have studied dance. Dedication and natural ability are also considered. When a new student transfers to our studio, it may be advisable for the student to attend several different classes in order to determine which class is the best fit (the proper level). Invitations to join our competitive dance company will be at the sole discretion of the director and will be given each June for the following dance season.

★ **Recital/Performances:** Since performance experience is an important part of a complete dance education, we offer every student the opportunity to participate in our annual recital. It is important for you, the parents, to remember that costumes are required which enhance the choreography, as well as contribute to the students' enthusiasm. Also, it is important to remember that only a portion of class time is devoted to learning recital choreography. Warm-up and technique are always first. If your child will **not** be participating in the yearly recital, we need to be notified by December 1st the latest.

Costume payments are split into two equal installments. The first installment is due in early November and the second in December. Full payment is required by December 12<sup>th</sup> before we can order your child's costume. Once the costume has been ordered, there are no returns or refunds allowed. If there are extenuating circumstances that prevent you from paying by the due date, please let us know as we will order the costume with the rest of the class, however, you will be required to sign a "letter of intent" as you will be obligated for the cost of the costume.

★ **Studio Closings:** In case of inclement weather, we will make every effort to remain open for class, however, our final determination will be in line with the local schools' closings (this applies to the holiday schedule as well). Class cancellations will be announced on our answering machine and website. If the message does not state that classes have been cancelled, then they will run as scheduled. Students will be entitled to make up any classes cancelled due to inclement weather. There are no credits or refunds for classes missed due to weather or state of emergency situations, etc. as these circumstances are beyond our control. See our website for our *Calendar* to view the holiday closings for the year.

★ **Studio Etiquette:**

- All students must come to class prepared to dance in full uniform with hair tied neatly back in a pony.
- No chewing gum, food, or drink is allowed in the dance studios. Water bottles are allowed.
- Personal belongings must be kept in the lockers during class.
- No jewelry of any kind should be worn to class.
- No cell phones are allowed in class.
- We reserve the right to dismiss any student who upsets the harmony of the school or shows disrespect for their teacher or classmates.
- It is disruptive to the child and teacher to enter class late. It will be our decision to allow the student to partake in class if arriving more than 10 minutes late. Please do not "drop off" your child early or leave them at the studio after their class time. We are not equipped to watch children that are not in a scheduled class.

★ **Dress Code:** A dress code lends a professional look to classes and creates an added sense of discipline in the classroom and equality among the students. The focus stays on taking dance lessons rather than comparing dance wardrobes. Hair must be neatly pulled back and off face. All students at StarStruck will adhere to a specific uniform for each type of dance and parents are encouraged to enforce this policy. The specific dress code for each class is outlined below.

