



## **Student/Parent Handbook**

### **Welcome!**

Thank you for choosing the Star Dance Studio for your dance education. We are more committed than ever to instilling a love for the performing arts in each student. We realize you have choices in Coweta County for dance instruction and we are very pleased you have chosen us. We strive to provide the best customer service to all our students and their families and to provide a quality dance education in a positive, nurturing environment.

We want to make the time you spend at the studio as pleasant as possible; therefore, we have policies in place to accomplish this. Contained in the following pages is important studio information, as well as guidelines concerning attire, class placement, and behavior expectations.

### **Our Teachers**

Leigh Tincher-McGuffey is the owner and director of the Star Dance Studio and teaches many of our classes including upper levels of Tap, all Lyrical, Pre-Ballet, Primary Tap, Musical Theater and our competitive Company team. Returning as teacher at the studio this year is Angie McBurnett. "Miss" Angie teaches our Tumbledance/Hippity Hop, and the Ballet/Tap combo classes. Emma McGuffey will teach Tap Levels I & 2, along with Lyrical/Contemporary III/IV. Ana Parnell will be teaching our level Ballet classes, Ballet Technique, and Pointe. Maddy Green will be our Thursday Ballet/Tap/Jazz Combo & Jazz instructor. We also have current company members Audrey Fenton & Elaine Endicott who assist our instructors.

### **Class Placement**

We do our best to place students in the most appropriate class based on age and ability level. Sometimes after beginning class it may be necessary to move a student to a different class to better meet his or her needs. We will discuss the potential move with the parents and try our best to accommodate personal schedules. We want your child to benefit from the dance education you are paying for, therefore we need to make sure they are in a class that allows them to excel.

### **Class Transfer/Withdrawal**

If for some reason at any time during the dance season it is necessary for your dancer to be transferred to another class or withdrawn from class, please let us know as soon as possible. In the case of a withdrawal, you will be responsible for any and all charges incurred on your account until we are notified. Please note that all fees are non-refundable.

## **Scheduled Holidays**

The studio will follow the same basic calendar as the Coweta County School System. Following is a list of the days the studio will be closed according to their schedule:

- September: Labor Day
- October: Teacher Workdays (coincide with Columbus Day, observed differently each year)
- October: Halloween (if it falls on a weekday, we will not have classes)
- November: Election Day when schools are closed
- November: Thanksgiving Break
- December-January: Christmas Break
- January: Martin Luther King Jr. Holiday
- February: Mid-Winter Break
- March: Teacher Workdays (reserved for inclement weather make up days, if school is in session we will have dance as well)
- April: Spring Break
- May: Memorial Day

*\*Tuition is due in full for each month, August through May, regardless of the length of the month*

## **Inclement Weather Closings**

If Coweta County Schools are closed due to weather conditions, we will do the same for the safety of our dancers. Please call the studio or check our social media postings on Facebook (Star Dance Studio) and Instagram (stardancenewnan) if you are unsure about closings.

## **Tuition/Payments**

Tuition is due on the first day of each month. You can pay at our studio during normal studio hours with cash, check, or card. You can also pay with PAYPAL or VENMO through our website. There is a grace period on all accounts until the 5<sup>th</sup> of each month. After the 5<sup>th</sup>, a \$15 late fee will be added if tuition has not yet been paid. If your account becomes more than 30 days past due, your student's spot in class may be given to another student on the waiting lists. Your student may re-enter class once your account has been brought up to date, as long as there is still space in the class.

## **Returned Check Fee**

All returned checks are subject to a \$35 returned check fee. The amount of the returned check along with the returned check fee must be paid in cash or with a money order.

## **Costume and Recital Fees**

Costume fees are \$100 per class and are due no later than November 1. You may pay the fee all at once or add it on to your monthly tuition for the first three months of class. If you choose to make payments, please make a notation in the memo section of your check or in the message section on PayPal. We order costumes in December. To ensure a costume is ordered for your child, all costume fees must be paid by the deadline. Recital fees are \$100 per family, which includes two tickets to the show. Additional tickets are available at the studio or at the venue the day of the show. Recital fees are due no later than March 1. You may pay the recital fee in installments or all at once.

### **End of the Season Show (Dance Recital)**

Beginning in January, all students enrolled in class at the studio will begin working on dances for the end of the season show—the dance recital. This is a very exciting time as students will learn discipline by being responsible for remembering their dances and have the opportunity to perform on stage in front of an audience. Attendance is very important during this time.

The students work very hard each season to present their final show. We ask that parents be as supportive as possible during this process. In addition to the recital itself, there will also be a dress rehearsal the evening before the show. We try very hard to start on time and end on time—we can only do this with your complete cooperation. Our dance recital will be held in late May or early June at the Wadsworth Auditorium in Downtown Newnan. Rehearsal will be the Friday night before the weekend of the recital. Information about rehearsal and recital will be given out in the weeks before the recital.

### **Class Etiquette**

Dance class is like any other structured learning environment. We expect all students to behave with a level of self-control and respect that is appropriate for their age. Students are expected to arrive on time, be properly attired and ready to learn.

Students will be verbally corrected when necessary and will only be asked to leave class if they use vulgar language, refuse to cooperate with the teacher, or become physically or verbally abusive to the teacher or other students. Also, only students enrolled and paying for a class can participate in a class. Please do not let siblings, friends, etc. go in the dance room unless it is their scheduled class. No one has permission to run the music or assist in a class unless Miss Leigh has hired them to do so. Extra people in the dance classroom are distracting and takes class time and teacher attention away from those students who are paying for the class.

### **Lobby Etiquette**

Since we want your time at the studio to be as pleasant as possible, we ask that noise be kept to a minimum in the front lobby. In the front lobby our receptionists are working very hard to answer questions, take care of phone calls, etc. If you have a question or concern, please direct it to the appropriate person, (i.e. someone who can resolve the situation for you) rather than airing it in the lobby. In other words, let's remember the lessons our parents taught us and behave like ladies and gentlemen.

### **Studio Rules**

Please no food, drink, gum or candy inside the dance area. No street shoes of any kind are allowed on the dance floors in an effort to keep it clean and safe for our dancers. All dancers regardless of age must wait inside the studio for their ride home. This policy applies to all dancers. This is for everyone's safety since we are on a very busy street. Profanity and vulgarity are not tolerated on the studio property. This includes the dance area, waiting rooms, dressing rooms and parking lots.

### **Class Observation Policy**

We want you to be involved in your child's dance education as much as possible, and we want you to feel you are getting a good value for your money. In order to accomplish this, we have a closed-door policy for all classes. During the season, we will hold an "observation week". During this week, parents can come into the class to observe your dancer. During this observation time, you are more than welcome to take pictures and video as long as it does not disturb class. At any time that observation disrupts the class, the teacher has the right to end observation at that time.

## **Class Dress Code**

**Ballet Classes: GIRLS:** Please wear a black leotard, pink tights, and pink ballet shoes. Ballet skirts are optional for pre-ballet and ballet combo classes. All Level I Ballet students and up, no skirts. Dancers **must** wear hair in a bun.

**BOYS:** All male ballet students are to wear fitted black pants and solid white well fitted t-shirt with black ballet shoes. Any long hair must be pulled back and away from the face.

**Lyrical Classes: GIRLS:** Please wear any solid colored leotard, tan footless or convertible tights, and lyrical shoes matching the dancer's skin tone. Dancers **must** wear hair in a bun.

**BOYS:** All male lyrical students are to wear fitted black pants and solid white well fitted t-shirt with lyrical shoes matching the dancer's skin tone. Any long hair must be pulled back and away from the face.

**Tap Classes: GIRLS:** Primary Tap & Tap Combo classes please wear any solid colored leotard, pink tights, tan "Mary Jane" style buckle strap tap shoes. Tap Level I please wear any solid colored leotard, tan convertible tights, tan "Mary Jane" buckle strap tap shoes. Tap Levels II and up please wear any solid colored leotard, tan convertible tights, tan "Mary Jane" buckle strap tap shoes or a tan character tap shoe with a 1.5-inch heel. Dancers **must** wear hair in a bun.

**BOYS:** All male tap students are to wear fitted black pants and a solid white well fitted t-shirt with black lace-up tap shoes. Any long hair must be pulled back and away from the face.

**Jazz & Musical Theater Classes: GIRLS:** Jazz & Musical Theater I and up please wear any solid colored leotard, tan convertible tights, and tan jazz shoes. Very fitted t-shirts are acceptable with jazz pants as long as they are a solid color. Dancers **must** wear hair in a bun.

**BOYS:** All male Jazz & Musical Theater I and up students are to wear fitted black pants and a solid white well fitted t-shirt with black jazz shoes. Any long hair must be pulled back and away from the face.

**Tumbledance / Hippity Hop: GIRLS:** Please wear any solid colored leotard, tan tights, and tan jazz shoes. Very fitted t-shirts are acceptable with jazz pants as long as they are a solid color. Dancers **must** wear hair in a bun. For this class in particular, a low bun on the base of the neck will be more comfortable when tumbling.

**BOYS:** All male Tumble/HH students are to wear fitted black pants and a solid white well fitted t-shirt with black jazz shoes. Any long hair must be pulled back and away from the face.

**Hip Hop Classes: GIRLS:** Please wear any solid colored leotard, tan convertible tights, tan jazz shoes. Very fitted t-shirts are acceptable with Jazz pants as long as they are a solid color. Tennis shoes are acceptable until a decision is made regarding recital costumes and then a dance shoe may be required as per the costume style chosen. Dancers **must** wear hair in a bun.

**BOYS:** All male Hip Hop students are to wear fitted black pants and a solid white well fitted t-shirt with black jazz shoes. Tennis shoes are acceptable until a decision is made regarding recital costumes and then a dance shoe may be required as per the costume style chosen. Any long hair must be pulled back and away from the face.

## **Performance Companies**

The Star Dance Studio offers performance companies for the serious student. Our performance companies have won numerous awards in regional and national competitions. Our competition dancers also participate in various community activities such as Downtown Newnan's Annual Christmas Parade and the Newnan High School Homecoming Parade. They have also performed in Main Street Newnan's Christmas Open House, the lighting of the Christmas Tree in Ashley Park, SCBT's production of Christmas at the Center, and SCBT's production of the ballet, Cinderella. Placement on a performance company is by audition only. Auditions are usually held in the spring for the next dance season. The Star Dance Studio currently has three performance companies: Junior, Intermediate, and Senior Companies. If your dancer is interested in becoming a performance company member, watch for signs and emails regarding auditions in the spring.

As always, if you have any concerns or questions about any of these policies, please feel free to contact our front desk staff or "Miss" Leigh. The best way to get in touch with the front desk staff is via e-mail at [stardancenewnan@yahoo.com](mailto:stardancenewnan@yahoo.com) or "Miss" Leigh may be contacted at [stardancedirector@yahoo.com](mailto:stardancedirector@yahoo.com). Please bring any concerns you might have regarding class placement, studio policies and procedures to our attention.

All billing related questions should be directed to the front desk.