

STAGE STARZ PARENT/STUDENT HANDBOOK

FACILITIES: There are two dance classrooms. The larger room is studio one and the smaller room is studio two. There is a lobby/parent waiting area. The waiting area is equipped with two-way mirrors, allowing parents to view class without distracting the dancers. It is by preference of the teacher whether the door remains open.

There is no smoking allowed in or around the dance facility.

For safety reasons, we ask that students remain in the building while waiting for their ride.

We have a Stage Starz Facebook page, a free Stage Starz app and a website at stagestarzdance.net, as well as an email stagestarzdance@aol.com we send regular correspondence from. Key information will be shared by us to you via these resources thereby apprising you of important dates and deadlines, upcoming events, holiday and weather closings, payments due, notices, performances, and much more. You will only receive these notices via email from us if we have your email address on file. If you would like to receive emails of important information and did not include an email on your student registration form, please send us an email requesting that we add you to our list. We have chosen to go green as much as possible, so you should plan to read your emails and regularly check the website to stay informed. Announcements will be made at class, but much of our paper handouts are now going to be virtually available directly to you via email and our website. Friend us on Facebook as another mode to stay current on important announcements from Stage Starz. In some instances, you also will have the option to download printable files from our website if you prefer hard copy. You can also find our app on your Play Store for easy access at your fingertips. Simply search Stage Starz Dance in the Play Store to locate the app for free downloading

Our year-at-a-glance calendar can be found on our website in file downloads.

YOU CAN REGISTER AND PAY ONLINE FOR CLASSES, WORKSHOPS AND EVENTS, MAKE FUTURE PAYMENTS AND MEET MONTHLY TUITION PAYMENT REQUIREMENTS at stagestarzdance.net or on the Stage Starz app or by going through your parent portal.

CLASS FORMATION: Classes are formed as much as possible around days/times indicated as available by families on the registration form. The director, after consultation with the teachers, will place students together based on age and ability. If you have a question regarding your child's placement in a particular class, please contact us at the above email, or text or call (734)497-3740.

ATTENDANCE POLICY: (Non-Competition Classes): Regular attendance is vital to dance education. We recognize that students have other activities that they are involved in throughout the year. However, dance requires a commitment for the success of the individual dancer and the success of the group in which they participate. The staff of Stage Starz Academy of Dance reserves the right to remove a student from a performance if they have missed a significant number of practices to the point that it is impairing the other students' ability to perform their best. It is expected that students should not miss more than 6 classes during the course of the dance year. Students in standard classes must also attend all classes within the 4 weeks prior to a performance and able to fully participate within the choreography to perform in that performance. Exceptions to this rule will only be made through arrangements and approval of the dance director.

(Competition Classes): Competition students should not miss more than 4 classes during the course of the dance year, except upon permission of the comp teacher and with appropriate arrangements to catch up with choreography. Exceptions to this rule will only be made by approval of the comp director. Students who disregard the attendance policy risk suspension or removal from the team. Competition students must also attend all classes within the 4 weeks prior to a performance and able to fully participate within the choreography to perform in that performance. Exceptions to this rule will only be made through arrangements and approval by the comp director.

TARDINESS - Please have dancers arrive to class at least 5 minutes early to change shoes and/or clothes and be ready to dance when the class time starts. If the teacher has to wait for the tardy student to put on shoes or pull hair back after entering the class, it holds the entire class up.

DRESS CODE

In all classes dancers should refrain from wearing bracelets, necklaces, rings, or dangly earrings. Stud earrings are acceptable. Hair should always be pulled back away from face secured in a bun, ponytail, or braids.

Attire

Ballet, Tap, Jazz, Lyrical, Tumble (within Dances) - Girls should wear a leotard and tights - and may include a skirt or dance shorts. As an alternative (except ballet), dancers may wear a biketard, unitard or form-fitting top and capris/leggings. No baggy clothes. As tumblers need bare feet, when wearing tights they should opt for footless or transition tights.

Shoes: Be sure you have the correct shoes for performances. You may order directly through our distributor - Curtain Call for Class! Find your fit with our in-studio sizing sample, then order directly online for home delivery. You can find the link on our website @stagestarzdance.net . You may also find the correct shoes or have them ordered in for you by visiting a regional dancewear shop such as Dancer's Pointe in Perrysburg. For Preschool and Primary dancers, the pink leather ballet slippers and black patent tap shoes located in the girls dancewear section of the girls clothing department at Target are acceptable.

Correct shoes must be worn in every class. No bare feet (except tumble/lyrical/other forms of competitive dance when called for), no socks/tights without shoes, or street shoes are allowed. INFORMATION CONCERNING THE SHOES SELECTED FOR YOUR INDIVIDUAL DANCE CLASS/CLASSES SHOULD BE INCLUDED WITH YOUR CLASS DAY AND TIME CONFIRMATION EMAIL. *If you have any questions, please text, call or email, and in most instances we will be available to respond promptly if not immediately: (734)497-3740 or stagestarzdance@aol.com

Students who are inappropriately dressed may be asked to sit out from class. Students who repeatedly abuse the dress code (attire, shoes, hair, jewelry, etc.) will be counted as absent from class.

TUITIONS AND FEES

Tuition

Class tuition is based on a yearly basis. For your convenience, this amount may be divided into 10 monthly installments, Sept thru June. MONTHLY INSTALLMENTS MUST BE MADE ON OR BEFORE THE 5TH OF EACH MONTH TO AVOID THE \$15.00 LATE FEE THAT WILL BE ATTACHED TO YOUR TUITION AFTER THE 5TH REGARDLESS TO DAY OF WEEK OR HOLIDAY OR WEATHER CLOSING THAT THE 6TH OF THE MONTH MAY FALL ON. YOU MAY PAY ONLINE THROUGH YOUR STAGE STARZ PARENT PORTAL AT STAGESTARZDANCE.NET OR THRU OUR APP IF YOU FIND THAT YOU ARE UNABLE TO MAKE IT INTO THE STUDIO TO MAKE YOUR PAYMENT IN THE OFFICE.

WE ALSO OFFER OUR CONVENIENT MONTHLY AUTOPAY PLAN TO HELP YOU STAY CURRENT WITH YOUR ACCOUNT. SIMPLY PRESENT YOUR PREFERRED CREDIT/DEBIT CARD IN THE OFFICE OR ADD IT TO YOUR ACCOUNT IN THE PARENT PORTAL ONLINE FOR REGULAR MONTHLY AUTO DEDUCTIONS THAT WILL TAKE PLACE ON THE 1ST OF EACH MONTH FOR TUITION INSTALLMENTS AND COSTUMING/PERFORMANCE FEES.

Costumes

On October 1st and November 1st a \$27.50 costume installment is due for each standard costume for a total of \$55.00 per costume. The exceptions to this are if your student is in the preschool combo in which you are registered for combo class (a combination of two 30-minute classes) you will be responsible for costume fees of **\$27.50 for each style** in the combo in both October and November for a total of a \$55 per October and November installment respectively for each costumes. **Competition students will pay \$65.00 per competition costume divided into \$32.50 installments in October and November per competition costume for each competition dance.** Competition students participating in standard dances will be charged \$55.00 for standard dance costumes.

***IT IS VITALLY IMPORTANT THAT YOUR COSTUME BALANCE BE BROUGHT TO ZERO BY THE NOVEMBER DEADLINE. COSTUMES ARE FREQUENTLY MADE TO ORDER AND OUR ORDER MUST BE PLACED SEVERAL MONTHS IN ADVANCE TO RECEIVE OUR COSTUMES BY PERFORMANCE DATES. IF YOU HAVE NOT PAID YOUR COSTUME DEPOSIT FEES IN FULL, WE WILL NOT BE ABLE TO ORDER YOUR COSTUME. THIS JEOPARDIZES YOUR STUDENT'S ABILITY TO PERFORM ON STAGE IN THE EVENT THAT THEIR COSTUME ORDER HAS BEEN DELAYED AND MAY NOT ARRIVE IN TIME FOR SHOW. This HAS happened. Please do not neglect your costume deposit payment!**

All remaining tuition fees, or any fees left remaining as a balance on your account, must be paid in full by the first day of the recital month in order to participate in recital. **BALANCE MUST BE ZERO TO BUY RECITAL TICKETS.**

If at any point, tuition becomes more than 30 days past due, your account will be suspended and the student will not be permitted to return to class until tuition and any past due fees are brought up to date. A \$15 late fee will be added to your balance considered past due after the 5th of each month.

***(Competition Fees - Comp students only)**

Competition fees for both spring Hall of Fame and League of Champions competitions will be billed to you in January and will be due no later than February 1st

PAYMENT INFORMATION

- Minimum payment due upon registration will be an annual \$20 nonrefundable family registration fee if registering on or before the given early registration deadline
- After the given early registration deadline, minimum payment due upon registration will be an annual \$20 registration fee along with September tuition for all classes registering for
- Parent or Guardian agrees to pay a \$55 costume fee per standard class or \$110 fee per combo class of 2 styles of dance (2 costumes) or \$165 per combo class of 3 styles of dance (costumes). Competition combos have a costume fee of \$65 per costume for a total of \$130 per comp combo for costumes. Costume fee total will be divided into 2 equal payment due with your October and November tuitions, or for those on autopay will be automatically deducted from your account along with tuition on October 1st and November 1st

*Costume fees will not be refunded once orders are placed.

*Balances for specialty costumes selected by students for solos, duos, trios and novelty routines exceeding the \$55 standard costume fee will be the responsibility of the parent and will be billed to the parent by Stage Starz.

*Parent or Guardian agrees to pay a \$65 costume fee PER competition costume. In rare instances that balances for competition group, solo, duo and trio costumes exceed the \$65 standard competition costume fee, the balance will be the responsibility of the parent and will be billed to the parent by Stage Starz.

T-Shirt Fee: \$8.00 per shirt per dance registered for

> An \$8.00 t-shirt fee will be attached to your March tuition payment for t-shirts to be worn by students during performances at the Bedford Trade Fair. This is an optional performance opportunity! Participation is not mandatory! Please be aware that a separate color T-shirt will be required for EACH dance routine dance students perform in for Trade Fair. Parents should factor in this fee when making a decision on if or how many routines they wish their dance student to perform in for this optional event. Only routines performance-ready will be invited to participate. Please inform your teacher if you do not plan to participate BY FEBRUARY 1st so that temporary adjustments can be made to the routine for the Trade Fair performance for any partnering work that has been worked into the choreography for the regular recital routine.

> A headpiece fee of \$5.00 will also be charged to you in March and handed out to your student at class by the teacher in March. In most instances, this headpiece will be used for Trade Fair, Competition (dance competitors), Picture Day and Recital.

PREFERRED Payment plans, insufficient funds, refund and other payment information:

Plan A: September tuition and registration fee with approval for automatic credit/debit card payment on the first of each month October through June for monthly tuition installments including costume installments of \$27.50 per standard costume (\$32.50 per competition costume) in October and November and Trade Fair t-shirts and headpieces (\$8 per shirt and \$5 per headpiece per dance in which student intends participation and where applicable) with March payment. Costume overages will be billed separately where necessary and processed only upon card holder approval. Competition fees will be billed separately and processed only upon card holder approval. Card processing is done through a secure merchant service.

Plan B: Payment of registration fee and tuition in full at registration to cover classes from September through June (*by credit/debit, check, cash, or money order only*).

Plan C: Payment of tuition in full at registration to cover classes from September through June and all costume fees (*by credit/debit, check, cash, or money order only*). Thank you! Registration fee waived!

> **Should you choose NOT to opt for one of our preferred easy payment methods, please be aware that there will be a \$15 monthly late fee added after the 5th of each month to late account balances.**

-The parent or guardian is responsible for notifying Stage Starz Academy of Dance of any change to the credit card or checking account. There will be an insufficient funds fee of \$35 for monies not cleared through checking accounts or not able to be processed through credit/debit cards on file. Balances remaining unpaid in lieu of insufficient funds will be considered past due and should be paid immediately, including the \$35 insufficient fund fee.

- The yearly family registration fee is nonrefundable. All other registration fees and participation fees, and fees for workshops and specialty events, are non-refundable and registrants waive the right to any refund compensation.

- Current and prior monthly installments of tuition are nonrefundable.

- At the outset of the dance year, preschool students paying monthly may be refunded part of September tuition if a drop-class notice is given in writing to the administration within two weeks following the class start date. Full refund minus the non-refundable registration fee may be given with a written drop-class notice.

- Costume fees are nonrefundable once orders have been placed.

- Students who have paid for tuition in full for September thru June upon registration, will be refunded only for tuition of months left remaining and not including the current tuition month. These students have through October 31st of the current dance season to drop classes and receive a partial refund. Refunds for tuition paid in advance will not be refunded after October 31st. (Different policies apply to solos.)

- Students who pay for tuition in full for September thru June upon registration, and who drop after October 31st of the current dance season waive the right to any refund of any tuition monies past, current or future, as well as any costume fees for costume orders already placed. (Different policies apply to solos.)

- In the event that a student registers for a solo and intends to audition to compete the solo but is not selected for competition participation during auditions for the solo, the soloist can then opt for a standard solo or resign their solo registration and ask to be refunded. A request for that solo refund must be made within two days of the audition results.

- As solos are limited and are reserved with a first-come first-serve enrollment, refunds for solo opt-outs for the season(other than one based on audition results) will only be given within two weeks of the student's solo registration. We need to have a

strict refund policy so that students do not hold spots with the intention of making a more sincere commitment at a later date, thus taking advantage of the next student's opportunity.

- Payment for such services as dance instruction or other class instruction unable to be provided to clients by the school for no fault of the school will be compensated with similar services at such time as the school is allowed to provide those services. All compensations will be in the form of like services with no monetary refund option.

- Modes of operation for class instruction: 1st option will be in-class instruction when feasible or appropriate. 2nd option will be virtual instruction when necessary, feasible or appropriate. 3rd option will be reschedule of classes with either in-person or virtual instruction when necessary, feasible or appropriate.

PERFORMANCES

Trade Fair - Each year we have the opportunity to take a number of dancers to perform at the Bedford Trade Fair which takes place annually in March. Due to the limited time allotted, solos and duos generally will not be taken in an effort to give the most number of dancers a chance to perform. The performance is held at the Bedford High School Cafeteria and there is no charge for admission. For Trade Fair participants, there will be an \$8 per t-shirt fee per dance the student is participating in to be included with the student's March tuition. This is an optional performance opportunity! Participation is not mandatory! Please be aware that a separate color T-shirt will be required for EACH dance routine students perform in for Trade Fair. Parents should factor in this fee when making a decision on if or how many routines they wish their dance student to perform in for this optional event. Only routines performance-ready will be invited to participate. Please inform your teacher if you do not plan to participate BY FEBRUARY 1ST so that temporary adjustments can be made to the routine for the Trade Fair performance for any partnering work that has been worked into the choreography for the regular recital routine. There will also be a \$5.00 headpiece fee for each dance the student is participating in.

JUNE RECITAL

Tickets will go on sale on or around June 1st. Recital will be held at the Monroe County Community College La-Z Boy Meyer Theater for a recital showcase of all dances on a scheduled June Sunday from 2:00-6:00 pm with a Saturday rehearsal beginning at noon. You can find the exact weekend on the year-at-a-glance calendar prepared and uploaded to our website and also printed and handed out to students or parents the first month of classes.

PICTURES

All dancers should plan to attend picture day, even if you do not intend to purchase. We will be shooting group shots (individual shots also available) in which your child plays a uniquely important part. This will be held on a TBA Saturday or Sunday mid-June in studio one at Stage Starz.

INCLEMENT WEATHER CANCELLATION POLICY

For inclement weather, **dance classes may be canceled and you will be notified by email, Facebook stagestarzdance.net**