

# ***STELLAR DANCE CENTER***

## **Student & Parent Handbook**

### Parent/Guardian, Adult Responsibilities:

1. Ensuring all minor participants understand the rules and regulations of *Stellar Dance Center*.
2. Ensuring current participant registration information is up to date.
3. Providing *Stellar Dance Center* with all information concerning medications, medical conditions, doctor's orders, etc.
4. Maintaining insurance coverage for participant.
5. Picking up children and dropping children off on time.
6. Notifying instructor of any personal life matters that may directly/indirectly affect participant at studio.
7. Notifying *SDC* immediately and in a civil manner for any event that has upset the participant or parent.  
Complications cannot be resolved if we don't know about them.

### General Studio Rules

1. *Stellar Dance Center* will not discriminate anyone based on age, sex, race, ethnicity religious views, sexual orientation, political party, disability, etc. Therefore, it is expected that all participants and parents respect the differences of others. **STELLAR DANCE CENTER IS A JUDGE-FREE ZONE AND WILL NOT TOLERATE DISCRIMINATORY BEHAVIOR.**
2. *SDC* highly encourages students to leave all valuables at home and bring only necessary items for class.  
*SDC* will hold no responsibility against lost items.
3. No horseplay on *SDC* property.
4. All dancers and parents are asked to keep the facility clean.

5. Any damages sustained to the studio or studio property must be financially compensated within 10 business days. Should the participants/parents fail to financially support the damages incurred to the studio, that participant may not participate in classes until the debt is paid.
6. Classes will be closed to spectators except on specific days set by *SDC*.
  - a. 1 spectator per participant.
  - b. Watching quietly.
  - c. No other distracting behavior.
  - d. Parents may video & take pictures for personal use only.
    - a. Please do not post pictures of other children on social media.
7. Parents/adult participants need to inform the office staff of *SDC* if there are ever any changes in your registration information (address, emergency contacts, insurance, etc). *SDC* cannot be held responsible if we are unaware of changes.
8. Classes may be canceled any time deemed necessary by *SDC*. Classes will have make-up dates in such cases. If they cannot be made up, then *SDC* will prorate the *following* month's fees.
9. Participants and parents are expected to conduct themselves in a positive and respectable manner while on *SDC* property, while representing *SDC* off *SDC* premises (such as competitions, performances, etc), and on social media. *SEE SOCIAL MEDIA CLAUSE*.
10. Slander and libel against *SDC* or *SDC* owners/staff will not be tolerated by parents or students.

#### Attendance, Cancellations, and Make-up Policies

1. All registered participants are expected to attend class. Studio fees will not be prorated for absences or tardies.
2. All classes will begin and end on time. Arriving 5 minutes prior to scheduled class time is highly recommended.

- a. Should a participant arrive late, they must enter the studio quietly and stretch on their own before joining class. Since the warm-up and stretch is offered in the first 15 minutes of class, participants may dance at their own risk.
3. Participants need to be dropped off no more than 10 minutes before class time begins, and no picked up no later than 5 minutes after scheduled class end time.
  - a. *SDC* will not be held responsible for children who are dropped off too early or picked up too late.
4. Please inform *Stellar Dance Center* in the event you or your child will be absent or late.
5. In the event *SDC* cancels classes, make-up sessions will be offered. A schedule of makeup sessions will be posted soon after cancellation.
6. *SDC* will NOT always follow Hopkins County Board of Education's calendar or cancellations. A studio schedule will be posted and any cancellations will be posted on social media and/or email.

#### Classroom Expectations

1. *Stellar Dance Center* is a learning environment. All participants will be expected to conduct themselves in a positive way conducive to learning and growing.
2. Any student causing distractions, refusing to participate, bullying, or displaying negative attitudes may be given warnings, asked to sit out, placed in time out, have privileges/rewards revoked, or be dismissed from class.
  - a. Parents of minor participants will be notified of negative behaviors and will be held responsible to ensure the disruptive behavior does not repeat.
  - b. If unacceptable behaviors repeat after the above-mentioned measures are taken, individuals may be expelled from classes.
  - c. *Stellar Dance Center* reserves the right to ban any individuals from *Stellar Dance Center* for behaviors that are unacceptable to the company.
3. No cell phones or electronic devices are allowed during class. All devices must be turned off or on silent.

- a. If there is an emergency, student/parents may notify the teacher ahead of time for phone use.

Parents/Guardians need to call the studio to alert students of any emergencies.

4. Bullying will not be tolerated by students or parents/guardians. *SDC* reserves the right to dismiss any student for student and/or parent/guardian bullying.
5. In any case that a participant has been dismissed by the studio, fees paid will not be refunded or prorated.

### Dress Code

1. Instructors reserve the right to have participants sit out for incorrect dancewear. This is for the safety of the students and so that instructors can teach to the best of their ability.
  - a. Student fees will not be prorated in the event a student sits out due to incorrect dress.
2. Hair must be pulled back securely.
3. Appropriate footwear must be worn at all times and said footwear worn only during class. NO STREET SHOES are allowed on the dance floor. Please pack dance shoes and change into them before class.
4. Jewelry is not allowed with the exception of stud earrings and wedding/engagement rings. All other jewelry must be removed before class starts.
  - a. It is not the responsibility of the studio if a student misplaces jewelry they have been asked to remove.
5. Acceptable dress code for classes are as follows:
  - a. *Ballet, Creative Movement:* Leotard, tights, \*fitted tops and bottoms, ballet skirt cover-ups, ballet slippers. NO BAGGY CLOTHING ACCEPTED.
  - b. *Hip Hop:* Clothing that will allow for movement. Tennis shoes/hip hop dance shoes with minimal grip that do not damage dance floor. No jeans.
  - c. *Jazz, Technique, Acro, Dance Team Prep:* \*Fitted top and bottom, tights, and jazz shoes. Acro students may have bare feet. NO BAGGY CLOTHING ACCEPTED.

\*Rule of thumb for fitted clothing: If when sitting in a straddle stretch, underwear should not show. If upside down, top would not fall down.

6. Midriff-bearing tops may be worn during class. However, participants should wear a cover-up before and after class.

### Fees and Payment

1. All students will pay a registration fee of \$20.
2. Registration fees must be paid by the deadline to hold your child's place in registered classes.
3. Registration fees are non-refundable.
4. Payment for classes must be received by the first class of the first full week of the month.
  - a. Late fees will accrue per week if fees are not paid on time.
    - i. Week 2 = \$5; Week 3=\$10+may not participate in class until fees are paid; Week 4 = \$15+may not participate in class until fees are paid.
    - ii. Should payment not be made to *SDC* for services rendered, that participant may not return at a later date to *SDC* until the outstanding fees are collected.
5. There will be a \$20 fee on all returned checks, plus any late fees that may have resulted due to lack of funds.
6. Recital costume fees and due dates will vary year to year. All fees must be collected on time in order to participate in recitals.
  - a. Once costumes are ordered, the customer cannot be refunded.

### Class Placement/Registration

1. Instructors will place participants in a class that is suitable for their ability and experience level. All parents are asked to respect the knowledge of the instructors.
2. Classes must have a minimum of (5) registered participants to continue holding a scheduled class.

- a. Should a class be canceled due to low enrollment, you may be placed in an alternative class or be refunded tuition.

### Emergencies

1. In the event of an emergency (inclement weather, threat to studio), the priority will be to get participants to the safest place before contacting parents/guardians.

### Risk of Injury

1. All participants and parents/guardians understand the risk of injury when learning to perform dance techniques. *Stellar Dance Center* cannot be held responsible for injury that may occur while participating in class or performances.

### **SOCIAL MEDIA CLAUSE**

1. ***All members and parents of SDC are expected to use social media in a professional and positive manner.*** *SDC* reserves the right to have parents/participants remove any posts that include but not limited to:  
  
Poor sportsmanship, bullying, inappropriate use of *Stellar Dance Center* name or mascots as usernames, defaming comments made against *SDC*, inappropriate posts/pictures including but not limited to cursing, bullying, suggestive or inappropriate pictures with *SDC* apparel/costumes/uniforms.