

Starr Studios Salem School of Dance
School Policies

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All policies, regulations, terms, and conditions listed in this registration packet are subject to change at any time without notice. This policy manual has been developed by Starr Studios Salem*, solely for Starr Studios Salem. Any misuse of the documents will be investigated.

*Starr Studios Salem School of Dance has been abbreviated to Starr Studios Salem in all of the registration documents.

COURSE LISTING

- | | | | | |
|--|---------|---------------------------|------------------------|-----------|
| • Ballet | • Tap | • Jazz | • Lyrical | • Hip-Hop |
| • Show | • Irish | • Ballroom | • Salsa | • Swing |
| • Combination (<i>Ballet, Tap, and Jazz</i>) | | • Company and Pre-Company | • Movement Exploration | |

PROGRAMS

All of the programs listed below are subject to change or terminate at any time without notice.

Internship Program

Starr Studios Salem is now accepting interns from local high-schools, colleges and universities that are hoping to gain experience in teaching children.

Tester Class Program

No obligations, no commitments, just fun! Students are welcome to try one class without obligation to pay a registration fee. Tester Class fees differ from regular class fees, and must be paid before the class begins. Upon return for another class the registration fee must be paid. Please contact office staff regarding our Ongoing Tester Class Program.

GENERAL DISCLAIMER

We believe in: teamwork, honesty, a safe, healthy, comfortable environment, encouragement, healthy bodies, and confidence.

We do NOT believe in: favoritism, unhealthy competition and/or motivation, negative attitudes, exhaustion, dishonesty, gossip/slander, intimidating or negative behavior, and any behavior that threatens the safe, healthy and comfortable environment.

The term “we” as used above is composed of Starr Studios Salem, its employees and volunteers. Starr Studios Salem reserves the right to refuse or discontinue services at any time should it be determined that any behaviors are occurring and/or restricting students’ ability to learn in a safe, healthy, comfortable environment, or the instructor’s ability to teach. Starr Studios Salem and its employees also reserve the right to dismiss the student, and/or ask them to observe only without fee adjustment should it be determined that unacceptable behavior is occurring. Parents/Guardians: Please note that it is your responsibility to explain all of these terms and conditions to the student(s) for whom you are responsible.

INJURY AND ACCIDENT DISCLAIMER

Although Starr Studios Salem and its employees will always practice, promote, and enforce regulations regarding injury prevention, safe dancing, exercising, and stretching, there *is* the unfortunate possibility of injury and accident. Starr Studios Salem, its owner, agents, and employees cannot be held liable for any injuries or accidents involving any student, parent/guardian, responsible party, visitor, or volunteer that occur anywhere in the facility, on the property, or in another facility used for performances, related or unrelated to dancing that present immediately or as a late effect of participating in classes or visiting the school. Students and/or parents/guardians are responsible for judging physical limitations, identifying discomfort, seeking solutions and notifying an instructor.

As a standard policy, students should immediately notify an instructor, or any staff member of any injury or accident. The student may observe the rest of the class, or be dismissed depending on the specific situation and the preference of the student, parent/guardian, and instructor. Please note that class fee adjustments or refunds may not be made.

Instructors should be made aware of previous injuries, restrictions, limitations, and any other relevant conditions the student has. Starr Studios Salem, its owner, agents, and employees cannot be held liable for failure to have the student take appropriate action, treatment or make appropriate decisions in regard to participation in class. Identifying and treating an injury is fully and ultimately the student’s and/or parent’s/guardian’s responsibility.

Starr Studios Salem, its owner, agents and employees reserve the right to assist the student with an injury,

accident, or emergency. This right includes requesting professional medical assistance and/or requesting medical transport to a hospital, when an injury, accident, or condition is severe enough that it is deemed necessary by Starr Studios Salem. Starr Studios Salem, its owner, agents and employees cannot be held liable for any occurrences thereafter including the bill(s) that generate, further injury, complication of the condition, or any other reverberations.

DRESS CODE

Ballet

- Any Solid Color Camisole, Tank, Short Sleeve or Long Sleeve Leotard
- Pink Tights (with or without seam)
- Professional Pink Ballet Slippers or Pink Pointe Shoes (depending on level)
- Any Single-Layer Ballet Skirt (optional) NO TUTUS

Alternative for Boys: Solid White T-shirt, Solid Black Professional Ballet Slippers and Solid Black Jazz Pants or Leggings

Jazz, Lyrical, and Tap

- Any Solid Color Camisole, Tank, Short Sleeve or Long Sleeve Leotard
- Black or Tan Tights
- Any Solid Color “Boy Shorts” (optional) or “Jazz Pants” (optional)
- Black Jazz/Tap Shoes or Tan Lyrical Shoes

Alternative for Boys: Solid White or Black T-Shirt, Black Jazz/Tap Shoe, Jazz Pants

Hip-Hop

- Appropriate T-Shirt (no halters, tub/tank tops)
- Appropriate Stretchy Pants or Long Shorts
- Clean Tennis Shoes/Dance Sneakers (that will only be worn in the classroom)

Hairstyle Requirements

Ballet students must wear their hair in a classical bun without bangs. All other students may wear their hair in any appropriate style. All students should arrive at class prepared to put their hair up into a bun if asked to do so.

Jewelry Policy

Students will **not** be permitted to participate in class while wearing jewelry. Please, no watches, rings, toe

rings, bracelets, necklaces, earrings, or any other forms of jewelry. Any kind of jewelry could injure other students or the instructor when movements are being executed.

Jewelry has a chance of being misplaced in the studio. Please leave these special belongings at home. Starr Studios Salem, its owner, agents, employees and volunteers cannot be held liable for lost or stolen property anywhere inside the facility or anywhere on the property.

Incompliance Policy

Students that do not comply with dress code will not be allowed to participate in class. The associated fees will not be adjusted or refunded for classes missed due to incompliance.

General Dress Code Regulations

All students may wear appropriate warmers in any color.

No tutus, excessively long skirts, or excessively flared pants will be allowed in class. All classes that permit boy shorts require that tights be worn underneath. Absolutely no inappropriate writing on clothing will be allowed in the facility or in the classrooms including reference to sex, drugs, violence, gangs, crime, discrimination, or any other offensive or suggestive material. All clothing including footwear is subject to differ from those listed above for performances, competitions, or recital requirements.

Crowns, tiaras, headdresses, bandanas and scarf hair-ties are not allowed in any classes. Soft headbands or small clips may be worn in all dance classes if they are simple, safe, and not a distraction.

FOOTWEAR

Due to potential health concerns, no shoes that have been worn outside or in any dirty area will be allowed inside the classrooms. We have developed this policy to protect all of the students and instructors who have contact with the dance floor.

All Classes

- Dirty shoes will NOT be allowed in the classroom at any time.
- Dance shoes must be changed before leaving the facility.
- Practice on soft, clean flooring. Pavement, cement and other flooring can ruin your shoes.

MUSIC DISCLAIMER

Although all music used within the classrooms will be monitored for language and content to the best of our ability, it is important to be aware that Starr Studios Salem, its owner, agents, employees and volunteers cannot be held liable for anyone's interpretation or offense by something related to the music or the use of the music used anywhere inside the facility or anywhere on the property by anyone (including all students, visitors, parents/guardians, or any other persons inside the facility or on the property). Students that listen to offensive

or suggestive music material should leave it at home. Such music cannot be shared or played at a volume that uninvolved students, parents/guardians, or staff members can hear.

Music diversity is crucial in the growth of a dancer. For this reason, some of our curricula explore music from different cultures. The music chosen for class or performances is solely chosen to develop experience and knowledge.

SAFETY REGULATIONS

General

Students are not to linger outside the studio for any reason, at any time. Students that are waiting for their class to start, or ride to arrive, must do so inside the facility.

Student Rides

Please notify us of who has permission to pick the student(s) up. There is a designated area on the registration form for this information. If for any reason someone not on this list is going to be picking up the student, we must be notified. We require that the ride come into the facility and provide ID. Although it is company regulation that these cautionary procedures be followed, Starr Studios Salem, its owner, agents, employees and volunteers cannot be held responsible for students leaving the facility unaccompanied or with someone who is not a designated student ride.

If a student's ride is not available at dismissal, the student and the instructor will wait inside until their arrival. Please be courteous to our instructors by being on time. There is a \$30.00 an hour fee for waiting for rides.

RECITAL, PERFORMANCE, COMPETITION AND COMPANY POLICIES

Recital

Annual recitals will be held in December and June. Mandatory rehearsals for the recital will be held the same week. All students will participate except Movement Exploration I students.

Company and Pre-Company

Students may audition for Pre-Company when they are 9 years of age, and for Company when they are 12 years of age. The audition is formal, for experience, but will be made as comfortable as possible. Only the student and the judge(s) can be present when a student is auditioning. Company classes are mandatory in addition to regular classes.

Competitions

Students may have the opportunity to compete in selected competitions. All correction tapes/CD's from the competition containing criticism/judging will be monitored by the instructor. The student will receive their

correction tapes/CD's only if they are appropriate. For more information regarding competitions, please contact an instructor.

PAYMENT POLICIES

General

We accept cash, money orders and Visa®, Mastercard®, and Discover® credit/debit cards. Any unpaid balances aged over 30 days past the due date, due to any reason, will be sent to an outside collection agency. There is a \$25.00 fee for returned checks, declined debit/credits and declined ACH payments.

Tuition

Starr Studios Salem requests that everyone sign an Automatic Payment Contract and have their full tuition for the upcoming month drawn out of a checking/savings account or placed on a card on the 5th of every month. There are no processing fees. To personally pay tuition instead, we must receive **first and last month's tuition** in full before classes begin and all following tuition will be due on the 1st of every month. There is a \$10.00 late fee per week for delinquent tuition payments. Students may not resume classes until the tuition and accrued late fees are paid in full. The last month's tuition must be used during the student's last month (the student may discontinue in any month). It will not be refunded. Students will forfeit their last month's tuition if they choose to discontinue classes without giving notice to use their last month's tuition.

Unattended, Partial and Observed Classes

Unattended, partial, and observed classes will not be refunded. Make-up classes are available. Classes must be made up in the current season. They cannot be carried over.

Student Discontinuance

The current month will not be refunded if it has already been automatically withdrawn or paid. Starr Studios Salem must be notified in writing 30 days before a student plans on discontinuing classes in order to stop the next month's automatic tuition payment, or to use the last month's deposit.

Registration Fees

There is a non-refundable registration fee due in full at the time of registering every dance season.

Tester Classes, Workshops, and Preparatory Conventions

Payments for Workshops, Conventions and Competitions must be made in full, in advance. They will not be refunded. Tester Class students are welcome to pay per class before class begins.

Costumes

Payment for costumes must be made in full before costumes will be ordered. There is a \$25.00 fee per costume for late orders. Costumes are property of the student after issuance. Costumes cannot be returned. Repair and adjustment to the costume are the student/parent/guardian's responsibility.

Recital

There is a \$20.00 non-refundable recital fee due by February 5th of each dance year.

Credit

Credit obtained through overpayment must be applied to future orders, in-office supplies, workshops, conventions, registration or future tuition.

WHAT TO EXPECT IN THE BEGINNING

Observation

Starr Studios Salem does not allow observation on a regular basis. It is important to preserve the students' focus, which can be difficult if there are observers and distractions. Parents/guardians are welcome to observe the first class of the season. There are also three weeks throughout the dance year that are designated observation weeks in which parents/guardians and family are encouraged to observe class. Friends are allowed to observe, but must be accompanied by adults. Please limit the number of observers. Observers are *not* allowed to participate. Male friends and boyfriends are not allowed to observe because it may create an uncomfortable environment for the dancers.

Dress Code Probation Period

There is a probation period of the first two weeks of classes to obtain the proper attire as specified by the Dress Code. Any color leotard, tights, skirt, "boy shorts", or "jazz pants" are acceptable during the probation period. All other attire should only be worn if it adheres to the Dress Code Policy. **All hair and jewelry policies must be followed starting the first day of class.** If the student has the proper attire, they will be expected to adhere, and will not have a probation period.

Placement

Placement is estimated based on age and the previous experience of the dancer.

Examinations

All curricula have two examinations: a mid-term before winter break and final exam during the last month of the dance year. There is a non-refundable fee of \$5.00 per examination. Exam scores help determine their achievement award for the current season and their placement for next season.

Special Dates

Recital, rehearsal, and special event dates are posted online at www.StarrStudiosSalem.com, and also at the school.

Dance Clothing and Supplies

We stock high-quality, well-known name brands at competitive prices for local dancers. We also provide fitting and special ordering services at no additional cost.

Tardiness Policy

In order to prevent injury, students must participate in the warm-up activities before dancing. Due to the high risk of injury involved with unprepared dancing, tardy students are not allowed to participate. Tardy students are welcome to observe the class. Fees will not be adjusted or refunded due to student tardiness.