



2011-2012  
Parent/Student  
Handbook

928 Route 910, Emmerling Plaza  
Cheswick, PA 15024  
412-767-0400  
[www.starlightdanceacademy.net](http://www.starlightdanceacademy.net)

# *Welcome to Starlight Dance Academy!*

Starlight Dance Academy opened in 1997 with the intent to provide excellent dance instruction in a caring and supportive environment. Our positive, nurturing atmosphere allows every child to shine. We offer a safe, non-competitive environment for all students.

This handbook contains basic rules and policies which apply to all registered families for the 2011-2012 school year. Policies are subject to change. Starlight Dance Academy reserves the right to change and update policies at any time.

**ATTIRE & SHOES:** All students must be in proper dress code to participate in class.

Female students must wear a one-piece leotard and tights. Leg warmers, ballet skirts, wrap sweaters and other fitted dance attire are permitted at the teacher's discretion. T-shirts, sweats, camisoles, gym shorts and other loose clothing are not permitted in class.

Male students may wear a plain white t-shirt with dance tights, jazz pants or bike shorts.

All students are required to wear correct dance shoes for each class.

Tiny Tutus: pink leather Ballet slippers.

First 4: pink leather Ballet slippers, black Tap shoes.

Jazz: black oxford or pull-on Jazz shoes.

Tap: black patent or leather oxford flat Tap shoes.

Ballet: pink leather Ballet slippers.

Pointe: instructor will specify in class.

Lyrical: tan sandal soles, foot thongs or Dance Paws.

Hip Hop: black Dance Sneakers.

Modern: stirrup or footless tights with bare feet.

Hair must be pulled up and secured away from face and neck.

Jewelry is not permitted except for small post earrings. Hoop earrings must be removed.

## **CLASSROOM RULES:**

1. Students are not permitted in the classroom unless the teacher is present.
2. All students must be in proper dance attire, including shoes, tights and hair, to participate in class.
3. No gum chewing.
4. Food, drink or candy is not permitted in the classroom.
5. Do not lean on or touch the mirrors.
6. Do not hang on the Ballet barres.
7. No street shoes on the studio floors.
8. No cell phones are permitted in the classroom.
9. Students may not operate the stereo equipment.
10. Listen, learn, smile and have fun!

**LOST AND FOUND:** A Lost and Found box is located in the lobby. Please check it regularly. Please label all dance wear and shoes. Starlight Dance Academy is not responsible for lost or stolen articles.

**BEHAVIOR:** Students are expected to show respect toward their teachers and fellow classmates. Disruptive and/or disrespectful behavior will not be tolerated. We are committed to creating a safe and enjoyable environment for all students, staff, parents, siblings and guests. Starlight Dance Academy reserves the right to refuse service to anyone who is disruptive and/or creates an unsafe or negative atmosphere for our customers, staff and guests.

**STUDENT STUDY AREA:** Please reserve the area to the rear of the building, near the restrooms, for our older students. Keep the table clear for those wishing to study.

**SCHOOL CALENDAR:** The school year begins in September and runs through June. Holiday breaks are listed on the calendar page of our website.

**REGISTRATION:** Students may register for classes as space permits. New students are not accepted after January.

**STUDENT PLACEMENT:** Students are placed by both age and ability. Placement for returning students is made based upon age, ability and skill level, teacher recommendation and attendance record. Parents may request a placement evaluation be made by the director if they have concerns regarding their child's placement.

**STUDENT PROGRESS:** Every child progresses at an individual rate. Regular attendance and at-home practice greatly affect the rate at which your child will learn and improve. Teachers and the director are happy to discuss your child's progress and answer questions. Please be respectful of other students and do not interrupt or delay a class in session.

**ATTENDANCE:** Attendance is taken at every class. Good attendance is crucial to the progress of the entire class. Make-up lessons are available. Please see the front desk or call to find a suitable make-up class. Make-up classes must be taken within 30 days of the missed class.

**PRIVATE LESSONS:** Private lessons are available to any student who would like more challenging work or the opportunity to refine technique in a particular discipline. Private lessons also provide reinforcement of class material for any student who would like extra help. A schedule is available online and at the front desk. Private lessons are open to all students and may be scheduled with any teacher. Lessons are \$20 per half-hour or \$15 per student per half-hour if sharing a lesson. Prices for choreography vary. All private lessons must be pre-paid at the time of scheduling. Cancellations must be made at least 24 hours in advance to receive credit. We reserve the right to charge for the full lesson if a cancellation is made less than 24 hours before the lesson.

**TEACHER AVAILABILITY:** Starlight Dance Academy hires professional adult teachers. If the scheduled teacher is not available, Starlight Dance Academy reserves the right to substitute a qualified replacement.

**CLASSROOM VIEWING:** Classroom doors will remain closed while classes are in progress. Classroom doors are glass to allow parents to view the class in progress at all times. Classroom visitation is held once a year in December. Parents may sit in on all classes on these designated days. No one may sit in on a class any other day without the permission of the director.

**NEWSLETTERS/IMPORTANT NOTICES:** Regular newsletters and important notices will be distributed via email. This information is also available on our website and in our lobby. It is the responsibility of the parent/guardian to obtain and read this information.

**LATE PICK-UP:** A charge of \$10 will be automatically added to your account for any student who has not been picked up 20 minutes following the end of the last class of the day.

**WEATHER CONDITIONS:** Starlight Dance Academy does not follow any specific school district for snow cancellations. If the weather is bad, please call the studio, check our website, or check with the local news stations (KDKA, WPXI, WTAE) two hours before class for a cancellation notice. Classes canceled due to weather or road conditions will be made up.

**TUITION POLICY:** There is an annual non-refundable/non-transferrable registration fee of \$20 per child. Tuition is calculated for the entire school year and divided into 10 equal monthly payments. All classes receive the same number of lessons throughout the school year. Full tuition is due each month regardless of absence or the number of weeks in a month. There are no refunds or adjustments for absences. Pro-rating is not permitted except for new students registering mid-month. Tuition rates are contingent upon a signed liability release statement. Full tuition payment is due on or before the first class of each month. Payments may be made online, in person or by mail. We accept cash, Visa/MasterCard/Discover or check payable to Starlight Dance Academy. A \$10.00 late fee will be assessed if payment is not received by the 20th of the month. Starlight Dance Academy reserves the right to refuse lessons to any student whose tuition has not been paid by the 30th of the month. All tuition is non-refundable and non-transferable. There is a \$25.00 fee for all returned checks. If we receive two NSF checks, you will be required to pay the remainder of your tuition with cash, money order or certified check.

**WITHDRAWAL:** The school year runs ten months beginning in September and ending in June. Students may withdraw at any time. To withdraw, a written notice of withdrawal must be received seven days prior to the first of the month to avoid being charged for that month. If a student withdraws from Starlight Dance Academy, all unused tuition is forfeited.

**FUND-RAISING:** Throughout the school year, Starlight Dance Academy sponsors several fund-raisers. Participation is completely optional. Payment must accompany fund-raising orders at the time the order is submitted. **Starlight Dance Academy, Inc. will only accept CASH for fund-raising orders.** Any/all money earned through fund-raisers sponsored by Starlight Dance Academy, Inc. will be kept in an account at Starlight Dance Academy, Inc. Your account will reflect fund-raising credits 7-10 days after the fund-raiser order due date. These funds may be used at any time to pay for tuition, costume deposits and balances, Starlight apparel or other Starlight related expenses as allowed. You must notify Starlight Dance Academy, Inc. when you would like to use your fund-raising money. Starlight Dance Academy, Inc. will not debit your fund-raising account without your permission. You may check the balance of your fund-raising account at any time upon request. Starlight Dance Academy, Inc. will not send account balance statements to you. At no time, can your fund-raising account be converted into cash. Unused fund-raising credits are not refundable. If your child does not participate in the recital performance, you may use your fund-raising money for any of the previously mentioned expenses. Credits will not be refunded if your child becomes ineligible to perform due to excessive absenteeism. Fund-raising money will be forfeited if the student withdraws from Starlight Dance Academy. Fund-raising credits cannot be transferred to another student. Any balance remaining in your account beyond July 31, 2012 will become the property of Starlight Dance Academy, Inc. All fund-raising merchandise must be picked up at the designated time. All perishable products not picked up on the delivery day will be donated. We will not hold perishable items past the pick-up time. Starlight Dance Academy, Inc. is not responsible for merchandise not picked up.

**USED SHOES:** Starlight Dance Academy will re-sell students' outgrown dance shoes. This is a FREE service offered only to registered Starlight Dance Academy students. Starlight Dance Academy does not sell on consignment or take commission on used shoes. All transactions must be cash. All money collected goes directly to the shoe seller. Shoes contributed for sale become the property of Starlight Dance Academy should the student withdraw. Shoe owners may reclaim unsold shoes. Please allow 48 hours for shoes to be pulled from storage.

**ANNUAL PERFORMANCE:** Starlight Dance Academy puts on an annual performance each June. The performance provides our students with an exciting opportunity to show their families and friends the results of a year's hard work, dedication and progress. We strive to produce family-friendly entertainment using age-appropriate music, costumes and choreography. **Our performance is not mandatory.** However, learning through performance is an exciting and educational experience in which all our students are encouraged to participate. Performing on stage helps build self-esteem and confidence in each child. The preparation process helps students develop retention skills, and teaches each class to work as a team to achieve the best end result. Performance requirements and policies are detailed in our Performance Handbook which is available in November.

**PLEASE CHECK YOUR EMAIL REGULARLY FOR UPDATED INFORMATION AND SCHOOL NEWS.**



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Name(s) of Student(s) Enrolled: \_\_\_\_\_

I, \_\_\_\_\_ parent/legal guardian of the above-named child/children, have received and read the Starlight Dance Academy Policy Handbook. I agree to comply with the policies stated within it.

I give permission to the above-named child/children to participate in classes and activities at Starlight Dance Academy, Inc. I realize that dance is a strenuous physical activity which involves a risk of personal injury. Attending classes and activities indicates acceptance of such risks. By signing this document, I release Starlight Dance Academy, Inc., instructors, staff and volunteers from any and all liability claims made because of injuries obtained in connection with an activity sponsored by or held at Starlight Dance Academy, Inc. My child is covered by \_\_\_\_\_ medical insurance, ID number \_\_\_\_\_ group number \_\_\_\_\_. I have provided Starlight Dance Academy, Inc. with proof of my child's medical insurance. I understand that in the event of an injury, the student's personal insurance policy is the only source of reimbursement. I give Starlight Dance Academy, Inc. and its agents permission to administer first aid and/or seek medical treatment for my child should it be required.

I hereby consent that any photographs or video of the above-named child/children may be used by Starlight Dance Academy Inc., their assigns or successors.

I have read the Starlight Dance Academy tuition policy. I understand that I am registering for a ten-month dance season in which all classes receive the same number of lessons. For my convenience, tuition may be paid in equal monthly installments. I understand that full tuition is due each month regardless of absence or the number of weeks in a month. There are no refunds or adjustments for absences. Full tuition payment is due on or before the first class of each month. Payments may be made online, in person or by mail. I understand that a \$10.00 late fee will be automatically assessed if payment is not received by the 20th of the month. Starlight Dance Academy reserves the right to refuse lessons to any student whose tuition has not been paid by the 30<sup>th</sup> of the month. All tuition is non-refundable and non-transferable. There is a \$25.00 fee for all returned checks. If I write two NSF checks, I will be required to pay the remainder of m tuition with cash, money order or certified check.

I have read the Starlight Dance Academy fund-raising policy. I understand that participation in fund-raisers is optional. Payment must accompany fund-raising orders at the time the order is submitted. I understand that Starlight Dance Academy, Inc. will only accept **cash** for fund-raising orders. I understand that my fund-raising account cannot be converted into cash. I understand that unused fund-raising credits are not refundable. I understand that credits will not be refunded if my child becomes ineligible to perform due to excessive absenteeism. I understand that all fund-raising money will be forfeited if my child withdraws from Starlight Dance Academy. I understand that fund-raising credits cannot be transferred to another student. I understand that any balance remaining in my account beyond July 31, 2012 will become the property of Starlight Dance Academy, Inc.

I have read the Starlight Dance Academy withdrawal policy. I understand that although we have registered for the 10-month school year, we are free to withdraw at any time. To withdraw, I must submit a written notice of withdrawal seven days prior to the first of the month to avoid being charged for the current month. If my child/children withdraw from Starlight Dance Academy, I understand that we forfeit all unused tuition.

I have submitted registration information to the best of my knowledge. I understand that providing incorrect information or omitting information can be dangerous to my child's safety and well-being. Starlight Dance Academy reserves the right to refuse service to anyone who does not comply with stated policies, or may be a detriment to business.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date