

Shooting Stars Dance Program Policies

as of August 1, 2013

Enrollment & Tuition Policies

- The Shooting Stars staff is here to help and we will do our best to make sure we find the right class(es) for your dancer. For new students, we offer a free trial class in each age appropriate genre to ensure you are making an educated decision when enrolling! We also offer discounts for siblings and multiple classes.
- Shooting Stars follows a traditional school year calendar from mid-August through mid-June - see our studio calendar for details. Summer programs (classes and camps, etc.) are NOT included in our Academic Year Payment Schedule. The monthly tuitions for August and June are pro-rated. September through May tuition is consistent, based on 4 lessons a month. No adjustments are made for months with more or less than 4 weeks of classes. In the event of illness, studio closures, or legal holidays, we offer make-up lessons - see make-up policies below. Missed classes may not be credited or redeemed for any cash value.
- When you initially enroll in a class, your tuition will be pro-rated for whatever portion of the month remains, and you will be required to submit an automatic billing authorization for your monthly tuition to be deducted from your bank account or charged to the credit card of your choice (Visa, MC, Discover). Automatic Payments are charged on the 28th of each month for the following months' tuition (until June 2014-or you choose to cancel). Once enrolled, to make any changes to your schedule and/or your tuition agreement, you MUST submit these changes in writing on the supplied "Account Change Form" provided by Shooting Stars. Verbal changes and/or cancellation will not be accepted. Changes to your automatic billing must be made by the 15th of the month in order to process your request in time.
- Classes are on-going and meet on the same day of the week, at the same time for the length of the season. Continuous enrollment is ideal for the student, the studio and the progress of the class. If a student misses for 3 consecutive weeks or more they will be dropped from a class. If the student wishes to return, the teacher must first agree that the student is at the appropriate level to return to that class, and then space permitting, you can re-enroll, but you must pay your annual registration fee again. This is done to help recover the administrative costs of contacting the student regarding the prolonged absence, the paper and computer work involved to drop the student and then re-enroll the student in the class, and to process the tuition changes.
- The only way to guarantee your place in class during planned or unplanned absences is by paying full tuition. Often there are waiting lists for classes and if we have the option of placing a full paying student in a class, this is what we must do to sustain our business.
- There is a \$25 charge for any returned checks or declined automatic billing payments, expired auto pays included. The responsible party on the student's account must notify Shooting Stars of expired credit cards or any issues that may arise to deny payment.
- TUITION IS NON-REFUNDABLE. A credit will be issued for any class cancelled by the studio. If a class is removed from the schedule, the portion of the month that is incomplete will be refunded. Classes that may be cancelled but substituted with a rehearsal are not subject to refund.

Performance Opportunities

- All of our students are invited (but not required) to participate in a minimum of 2 performances a year. We have an Annual Winter Festival in December and a Recital in June. If you are interested in more performance opportunities please inquire about our Dance Company.
- Students should be enrolled by October 1st to participate in the Winter Festival to be held on December 14, 2013.
- Students should be enrolled by February 1st to participate in the Annual Recital to be held on June 6 - 8, 2014.
- A new student may be invited to perform regardless of enrollment date, at the discretion of the Director.
- All accounts must be current to participate in performances.
- Please pay close attention to dates and deadlines for purchasing costumes, tickets, etc. and stay informed.

Attendance & Make-up Classes

- In order to maintain the progress of each individual student and of the class as a whole, regular and consistent attendance is strongly suggested. Please especially make attendance a priority in the months leading up to performances to assure that your dancer is well prepared for success on stage. Private lessons are available if excessive absences impedes a dancers ability to prepare for a performance.
- If your dancer is going to be more than 10 minutes tardy to class we would appreciate you scheduling a make-up lesson as opposed to disrupting class by coming in late.
- Make-up classes are allowed in case of illness or other absence from your regularly scheduled classes. We offer this policy as a courtesy, however reservations are required and availability cannot be guaranteed. Once a make-up class is scheduled it is considered redeemed whether or not you actually attend.
- No make-up classes are permitted 30 days prior to a performance without permission from the instructor of that class.
- Make-up classes expire 30 days from absence. Students must be currently enrolled in order to redeem a make-up class.

Dress Code

- Students are required to wear appropriate dance attire and shoes to all lessons. Jeans, ugg type boots, & sandals are NOT acceptable in any type of class!
- In order to help maintain the cleanliness and durability of our dance floors, we request that you NOT wear any of your dance shoes outside unless associated with a performance. Not even to get into the car in the parking lots, etc.!! All shoes, including Hip Hop sneakers or boots, should have clean soles and be free from dirt and debris collected outside of the studio.
- For all classes, please have designated dance clothes appropriate for your genre. Hair should be pulled back and secured for safety and please remove any distracting, excessive clothing and jewelry.
- Ballet: Leotard & tights and hair secured in a bun. Kids program can wear skirts & accessories. Jrs & Teens should be prepared to be without layers. Ballet shoes with appropriate elastics are required. See instructor for further information of fitting help.
- Tap: Comfortable clothing. Kids program can use the mary jane style buckle or tie shoes. Juniors & Teens should wear lace up oxford style.
- Jazz, technique, lyrical & contemporary: tight fitting dance clothing. and hair secured in a bun. Jazz shoes (or bare feet for more advanced classes).
- Hip Hop: comfortable easy to move in clothing. See above notes for shoe selection.

Other Policies

- Shooting Stars and it's employees cannot be held responsible or liable for any losses of personal property or valuables. At the studios, please use the provided cubbies in the dressing room to store your belongings.
- Class time adjustments may be made at the teachers discretion depending on the number of students in attendance.
- The "shoe borrow bin" is for trial classes or on the occasion that you forget your shoes. We require all of our dancers to purchase their own shoes for class once they are enrolled.
- Please do not bring a sick child to class. We want our classes to be healthy and happy ones. We appreciate you exercising good judgment and thank you in advance for your cooperation.
- Choreography learned in preparation for a performance is the sole property of Shooting Stars and may not be copied or performed outside of studio events without the consent of the studio director.
- Shooting Stars reserves the right to refuse service to anyone.