

Studio Policies and Procedures

Palmetto Dance Starz is committed to providing excellent dance education in a clean, friendly, family oriented environment. The policies and rules are to ensure that all dancers get the education they deserve. If you have any other questions or concerns, please discuss them with directors or instructors when it does not interfere with class. We are always interested in improving our dance education programs and every suggestion will be taken into consideration. We hope you enjoy the dance season and look forward to a fun and exciting dance year!

Our Mission

Palmetto Dance Starz mission is to provide quality dance instruction in which students are free to study, learn, grow, and excel in a positive atmosphere. Our goal is to instill qualities that will carry a student through life, whether he or she chooses to pursue a career in dance or another field.

Tuition

A non-refundable registration fee of \$35 is due with each registration. A sibling discount of \$5 dollars off will be offered to families with more than one person registering.

Tuition is based on a yearly fee divided into 9 equal payments or 10 monthly payments for Company Starz. All tuition is non-refundable. Refunds will not be given for days missed due to absences, holidays or weather-related closings.

Tuition is due by the 1st of the month. (No bill will be sent.) A \$15 late fee will be applied to your account if tuition is not received by the 10th. Please contact the front desk with any problems before the 10th of the month.

Credit Card Minimum

We are happy to be able to offer the option to pay with a credit card, although there is a \$20 minimum. Tuition, merchandise and costumes may be paid for using MasterCard and/or Visa.

Deadline to Register

The cut-off date to register for Recreational classes is Monday, November 16th, 2009 so that we can order costumes for recital. We will be not able to add on additional costumes to the order.

Communication

It is extremely important to have good, positive communication between PDS and our students and their families. Please check your monthly newsletter, the studio bulletin boards and website or call the front desk with any questions, problems or concerns.

Dance is the hidden language of the soul. ~Martha Graham

Contact Information

Please be certain we have appropriate email addresses, phone, and cell numbers on file so that we may contact you. We will try to give plenty of notice of any changes, but sometimes, last-minute changes do occur.

Observation

It is important for students to be focused while in their dance classes. Students need to feel safe in a classroom, not as if they are on display. Parents are asked to wait in the Lobby and refrain from distracting students and teachers in class.

Parking

Parking is limited. Please be respectful of the other businesses in our area.

Absences

Tuition is non-refundable and is not pro-rated for absences or holidays. Good attendance is imperative, as absences and tardiness can hold back an entire class. Please make every effort to have your child at every class. If a student has missed two or more classes in a month, the instructor will notify the parent if a make-up lesson is necessary. If a student's absence becomes an on-going issue, a meeting will be scheduled to discuss appropriate options. Students who feel ill, have a fever, or are exhibiting "contagious" cold symptoms should stay home and rest. Cases of prolonged absence due to illness or injury should be discussed with the teacher. Please give notification to the office at (843-293-STAR) when you will not be attending class. Company Starz members MUST notify Miss Jaimie if they are running late or will not be attending class.

"We should consider everyday lost in which we don't dance." ~Neitzsche

Holidays

PDS follows the Horry County school schedule. Holidays are listed on our website and within this Handbook. Classes scheduled for days on which holidays fall are accounted for in the payment schedule. Holiday dates will be posted and will be given to your child prior to holiday periods. Other cancellations due to competitions or other out of town events will also be posted in advance and stated in newsletters and on our website.

PDS observes the following Holidays:

Labor Day (Monday, September 7, 2009)

Thanksgiving (November 25-29, 2009)

Christmas (December 21, 2009-January 3, 2010)

Easter (March 29-April 4, 2010)

Memorial Day (Monday, May 31, 2010)

Weather Closings

An independent decision will be made prior to the start of classes and a cancellation notice will be placed on our voice mail message once the decision to close has been made. Please call the office prior to leaving your home to determine whether your class has been cancelled.

*"Life is not about waiting for the storm to pass,
It's about dancing in the rain." ~Unknown*

Code of Conduct

Dancers are expected to be at class on time and prepared in proper dance attire. Instructors reserve the right to dismiss any dancer from class whose attitudes are unsatisfactory. At Palmetto Dance Starz, we promote all dancers to treat each other with respect, support and encouragement.

Punctuality

The time on the schedule is when class starts, not when students should arrive. **All students should arrive at least 5-15 minutes prior to class.** We ask that all dancers come dressed and ready to go. Our restrooms are in Studio 1, so if students need to change their clothes, please keep in mind that you may not be able to use the restrooms until the previous class is finished.

Belongings

Students should store their personal belongings such as shoes and dance bags inside the studio. Please do not leave things out on the dance floor, in the doorways or in the lobby. Please put your name on everything and take to class with you. We are not responsible for lost or stolen items.

Food / Drinks

Absolutely no gum, food or drinks (except bottles of water) are allowed anywhere in the dance rooms. Each dancer should bring a bottle of water (labeled with their name) to class each week. We will also have water available for you to purchase. There are no drinking fountains at this time.

Lobby

All students and parents (as well as siblings) will be respectful at all times to the instructors, other students and parents. Profanity, negative attitudes, and gossiping should not be brought into the studio under any circumstances. The lobby is NOT a play area. Siblings of students in class are expected to sit quietly and must remain supervised at all times.

Restrooms

Since our restrooms are in Studio 1, **please make certain younger dancers (and siblings) use the restroom prior to class in Studio 1.** If class has already begun in Studio 1 and it's an emergency, please have an Office Manager open the door to the studio. It is not the responsibility of the instructor in Studio 1 to help your child in the restroom. Even if Studio 1 is unoccupied, please make sure all dancers use the restroom prior to class. It is very disruptive when children have to leave constantly to go to the restroom- if one needs to use the restroom, the whole class will end up having to go as well, due to the power of suggestion... please help us out!

Dress Attire Requirements

All students need to wear proper dance attire to class. At no time may a student wear jeans to class. Proper dance attire and shoes are mandatory for safety and the overall well being of the student's dance education. Please respect our policy, it is to benefit the students and allow them to become the dancer they desire to be. Hair must be secured up off of neck and face for all classes.

Imaginations on Hwy 501 has a list of which shoes we require. Please tell them that you dance at Palmetto Dance Starz and your class name. They will be able to help you.

TINY TOTS – Leotard and tights, any color. Ballet skirts/tutus are acceptable.
Tap shoes: Black patent tap shoes, preferably with elastic ties, not shoe strings.
Ballet shoes: Pink leather ballet shoes with elastic strap. Please, no “slippers” that look like ballet shoes.

BALLET – Black leotard and Pink tights. Ballet skirts and wrap sweaters are acceptable.
Pre-Ballet – Shoes: Pink leather ballet shoes with elastic strap. Please, no “slippers” that look like ballet shoes.
Ballet 1 and Ballet 2 – Shoes: Full or Split sole Pink leather ballet shoes with elastic strap.

TAP – Black leotard and Pink tights. Tight-fitting shorts or capri pants are acceptable.
Pre-Tap – Shoes: Black patent tap shoes, preferably with elastic ties in place of shoestrings.
Tap 1 and Tap 2 – Shoes: Tan leather “Mary Jane” buckle tap shoes

JAZZ – Black leotard and Pink tights. Tight-fitting shorts or capri pants are acceptable.
Pre-Jazz, Jazz 1 and Jazz 2 – Shoes: Black leather jazz boot

LYRICAL – Leotard and Footless tights, any color.
Shoes: None. Or skintone Dance Paws, if needed for turning.

HIP HOP – All dancewear and/or loose-fitting gym attire is acceptable. No jeans or extremely baggy clothing.
Pre-Hip Hop, Hip Hop 1 and Hip Hop 2 – Shoes: Clean sneakers or Black Dance Sneakers must be worn. You may be asked to purchase a certain style of shoe for recital. Notification will be given once costumes are chosen.

COMPANY STARZ – Please follow the above guidelines. Shoes needed include:
Ballet – Pink Full or Split sole ballet shoes with elastic strap
Jazz – Capezio E-Series leather jazz boot in CAMEL
Tap – Bloch “Mary Jane” buckle in TAN
Lyrical – Skintone Dance Paws, if needed for turning
Clean sneakers

MALE STUDENTS – All classes: White T-shirt and black shorts or pants.
Shoes: Ballet-Black leather ballet shoes. Tap-Black “Oxford”. Jazz-Black jazz boot.

BATON – Tight-fitting shirt or tank top and shorts or capri pants.
Shoes: Clean sneakers

POM – Tight –fitting shirt or tank top and shorts or capri pants.
Shoes: Clean sneakers

ADULT CLASSES – The dress code for our adult classes is relaxed. Please wear what you are comfortable in but be sure that the instructor will be able to see your form/alignment.

“You can’t play if you don’t look good.” ~Serena Williams

Jewelry

Jewelry tends to get in the way while dancing. During classes students should not wear jewelry (small stud earrings are ok). No dangling earrings, necklaces, bracelets, etc. Also, no jewelry should be worn during performances, except what is required for your costume.

Costumes

Please let the studio know as soon as possible, if your child will be unable to participate in the recital. We encourage families with multiple costume fees to make monthly payments so that it won’t become a burden to pay.

Alterations on costumes may be needed and are the responsibility of the parent/guardian. **Costumes are not custom made.**

Costume Deposits are non-refundable. If you choose to withdraw and we have already ordered a costume for you, you will be expected to pay the balance and then you will receive the costume(s).

Recreational Classes: \$25 Costume Deposit per costume due by Monday, October 5th, 2009. The balance will be due once costumes arrive.

Company Starz: \$50 Costume Deposit per costume due by Monday, October 5th, 2009. The Balance is due by Monday, November 16th, 2009.

Recital

All students are expected to participate in our annual recital. This is an exciting and rewarding experience when students can demonstrate their talents and abilities. The recital will be held at the end of each regular season. Dates of this event will be advertised at a later date and will be posted before January 1st. It is up to parents and guardians to make sure they do not schedule any other events during this time that may interrupt dancers performance dates.

“Life is a dance, from one stage to the next.” ~Unknown

Non-Recital Classes

Throughout the year, we may offer 8-week courses. These classes are not included in tuition and will be an additional fee. The 8-week courses will not be performed in the annual recital. Some of the courses offered may include Baton, Pom, Cheer, Kickline, Voice, Acting, Mommy and Me and Adult classes.

Company Starz Auditions

We encourage everyone who is serious about dance to audition to become a member of the Company Starz competitive team. Auditions will be a 3-day process and will be held in July. There is a \$25 fee to audition and that fee will be subtracted from your registration fee when you sign up for classes.

“If you dance with your heart, your body will follow.” ~Mia Michaels

Private Lessons

Private lessons must be booked in advance at the front desk so that we don't overbook the studio space. There is NO studio fee for PDS dancers and instructors, however there is a \$20 studio rental fee for all non-PDS students and instructors. Studio fees are payable to Palmetto Dance Starz. Please see instructors for their individual fee for private lessons.

Summer Camps

Summer camps are offered during June and/or July. Our themed camps are age-appropriate and include dance, arts and crafts, games, movies, snacks, etc. A \$25 non-refundable registration fee is required to reserve your spot. The balance is due by the first day of camp. Space is limited.

Dance Clinics

Throughout the summer, we will offer Dance Clinics. These clinics are great for the dancer who is unsure of what style of dance they would like take register for in the Fall or for a dancer who wants to stay active and/or try something new. Dance Clinics are one week, Monday through Friday, for one hour a day and will be a different style of dance each day. The cost for a Dance Clinic is \$50.

Palmetto Dance Starz, LLC reserves the right to dismiss any student or parent for inappropriate behavior toward a teacher, staff member, or another student without a refund or credit. We also reserve the right to drop a student from our registry for any reason, including excessive tardiness or absence, non-payment of tuition or other charges, bounced checks, etc.

Palmetto Dance Starz, LLC reserves the right to make any changes to this handbook. Students and parents will be notified with any future changes.

*“Shoot for the moon. Even if you miss,
you'll land among the stars” ~Unknown*