Welcome!
Thank you for choosing Star Dance Studio for your dance education. We have been open since 1999 and are now more committed than ever to instilling a love for the performing arts in each student. We realize you have choices in Coweta County for dance instruction and we are very pleased you have chosen us. We strive to provide the best customer service to all of our students and their families. We strive to provide a quality dance education in a positive, nurturing environment.

We want to make the time you spend at the studio as pleasant as possible; therefore, we have policies in place in order to accomplish this. Contained in the following pages are guidelines concerning attire, class placement, behavior expectations -- just to name a few. We have tried to give you as much information as possible so you will know what is required of both you and your student as we begin a new season together. Please feel free to ask us questions if there is something you do not understand. Please do not hesitate to contact the director if there is a problem. Nothing can be fixed unless we know there is a problem. You can contact “Miss” Leigh at the studio at 770-68-DANCE or via e-mail at stardancedirector@yahoo.com.

Because there are no breaks between classes, please contact her during non-class hours so she may give her full attention to your concern.

Our Office Staff
I am very fortunate to have a wonderful staff at the studio. They are always ready to help with anything you might need—just ask! This year working at the front desk will be Missy Gravitt, Jill Green, and Jennifer Saunders. If there is anything you need while at the studio, please go to the front desk in the main lobby and one of these ladies will be happy to assist you.

You may also email questions to stardancenewnan@yahoo.com
Scheduled Holidays

Star Dance Studio follows the same basic calendar as the Coweta County School System. Following is a list of days the studio will be closed during the season.*

- Labor Day
- School Holidays
- Week of Thanksgiving
- Weeks of Christmas and New Years
- Martin Luther King Jr. Holiday
- Mid-Winter School Break
- Spring Break
- Memorial Day

*Tuition is due in full for each month, August-May regardless of the length of the month.

Inclement Weather Closings

If Coweta County Schools close due to weather conditions, our studio will also close for regular classes for the safety of our students.

Tuition/Payments

For your convenience, you can now pay your tuition on line with a credit card, debit card, or checking account. Tuition is due on the first lesson of each month. There is a grace period on all accounts until the 15th of each month. Payments may be mailed, dropped off in person during class hours, placed in the payment drop box located in the front lobby, or paid online. On the 16th of each month, statements are printed and mailed if your account has not been paid. At that time there is a $10 late fee charge added to the account. We must have your payment by the 15th to avoid the late fee. A check dated for the 15th but received on the 18th is considered late. If your account becomes more than 30 days past due, your child may be withdrawn from class and unable to attend until your account is current.

Returned Check Fee

All returned checks are subject to a $35 returned check fee. A returned check along with the returned check fee must be paid in cash or with a money order.

Costume and Recital Fees

Costume fees are $75 per class and are due no later than November 1. You may pay the fee all at once or add it on to your monthly tuition for the first three months of class. If you choose to make payments, please make a notation in the memo section of your check or in the message section. We order costumes in December. To ensure a costume is ordered for your child, all costume fees must be paid by the deadline. Recital fees are $50 per family, which includes two tickets to the recital. Additional tickets can be purchased at the studio or at the door. Recital fees are due no later than March 1st. You may pay the recital fee in installments or all at once.
End of the Season Show (Dance Recital)

Beginning in January, all students enrolled in class at the studio will begin working on dances for the end of the season show -- the dance recital. This is a very exciting time as students will learn discipline by being responsible for remembering their dances and have the opportunity to perform on stage in front of an audience. Attendance is very important during this time.

The students work very hard each season to present their final show. We ask that parents be as supportive as possible during this process. In addition to the recital itself, there will also be a dress rehearsal the evening before the show. We try very hard to start on time and end on time, we can only do this with your complete cooperation. Our dance recital will be held in late May or early June at Wadsworth Auditorium in Downtown Newnan. Rehearsal will be the Friday night before the recital. Information about rehearsal and recital will be given out several weeks before the recital.

Class Placement
We do our best to place students in the most appropriate class based on age and ability level. Sometimes after beginning class it may be necessary to move a student to a different class to better meet his or her needs. We will discuss the potential move with the parents and try our best to accommodate personal schedules. We want your child to benefit from the dance education you are paying for, therefore we need to make sure they are in a class that allows them to excel.

Class Transfer/Withdraw
If for some reason at any time during the dance season it is necessary for your dancer to be transferred to another class or withdrawn from class, a class transfer/withdraw form must be completed. These forms are available at the front desk. It is absolutely necessary for this form to be filled out as class rosters must be kept accurate for attendance lists, costume ordering, etc. In the case of a withdraw, you will be responsible for any and all charges incurred on your account until the withdraw form is received.

Class Etiquette
Dance class is like any other structured learning environment. We expect all students to behave with a level of self-control and respect that is appropriate for their age. Students are expected to arrive on time, be properly attired and ready to learn.

Students will be verbally corrected when necessary and will only be asked to leave class if they use vulgar language, refuse to cooperate with the teacher, or become physically or verbally abusive to the teacher or other students. Also, only students enrolled and paying for a class can participate in a class. Please do not let siblings, friends, etc. go in the dance room unless it is their scheduled class. No one has permission to run the music or assist in a class unless Miss Leigh has hired them to do so. Extra people in the dance classroom is distracting and takes class time and teacher attention away from those students who are paying for the class. No electronic devices are allowed in the dance room during class time.
**Lobby Etiquette**
Since we want your time spent at the studio to be as pleasant as possible, we ask that noise be kept to a minimum in the front lobby. In the front lobby our receptionist is working very hard to answer questions, take care of phone calls, etc. If you have a question or concern, please direct it to the appropriate person, (i.e. someone who can resolve the situation for you) rather than airing it to the lobby. In other words, let’s remember the lessons our parent’s taught us and behave like ladies and gentlemen.

**Studio Rules**
Please no food, drink, gum or candy inside the dance area. No street shoes of any kind are allowed on the dance floors in an effort to keep it clean and safe for our dancers. All dancers regardless of age must wait inside the studio for their ride home. This policy applies to all dancers. This is for everyone’s safety since we are on a very busy street. Profanity and vulgarity are not tolerated on the studio property. This includes the dance area, waiting rooms, dressing rooms and parking lots.

Please also be advised that the front waiting room is just that -- a waiting room. It is not a snack room or a playground. This is a shared space for all dancers, so please be respectful of your property and others’. Also be advised that the studio gets very busy during the week. There are many cars entering and leaving the parking lot; therefore the parking lot is not a safe place for children of any age to play. We love our dancers and their families and want to keep everyone safe.

**Class Observation Policy**
We want you to be involved in your child’s dance education as much as possible, and we want you to feel you are getting a good value for your money. In order to accomplish this, we have a closed-door policy for all classes. Several times a year, we will hold an "observation week". During this week, parents can come into the class to observe your dancer. During this observation time, you are more than welcome to take pictures and video as long as it does not disturb class. At any time that observation disrupts the class, the teacher has the right to end observation at that time.

**Class Dress Code**
**Girls Ballet Classes:** Please wear any solid colored leotard, pink tights, pink ballet shoes. Ballet skirts are optional for pre-ballet and ballet combo classes. All level I ballet students and up, no skirts. Ballet I and up classes must wear hair in a bun.

**Boys Ballet Classes:** All male ballet students are to wear fitted black pants and solid white well-fitted t-shirts with black ballet shoes.

**Girls Tap Classes:** Primary tap, tap combo classes please wear any solid colored leotard, pink tights, tan “mary jane” buckle strap tap shoes. Tap level I please wear any solid colored leotard, tan tights, tan “mary jane” buckle strap tap shoes. Tap levels II and up please wear any solid colored leotard, tan tights, tan “mary jane” buckle strap tap shoes or a tan character tap shoe with a 1.5-inch heel.
**Boys Tap Classes:** All male primary tap, combo class, and level I and up students are to wear black lace-up tap shoes. The same attire for ballet class is to be worn for tap.

**Girls Lyrical Classes:** Please wear any solid colored leotard, tan tights, and tan jazz shoes.

**Girls Jazz level I and up & Tumbledance/Hippity Hop Classes:** Please wear any solid colored leotard, tan tights, tan jazz shoes(not needed for Ballet/Tap/Jazz or Ballet/Jazz combo class). Very fitted t-shirts are acceptable with jazz pants as long as they are a solid color.

**Boys Jazz level I and up, Lyrical & Tumbledance/Hippity Hop Classes:** Please wear black jazz shoes. The same attire that applies to ballet and tap.

**Performance Companies**
Star Dance Studio offers performance companies for the serious student. Our performance companies have won numerous awards in regional and national competitions. Our competition dancers also participate in various community activities such as Downtown Newnan’s Annual Christmas Parade, Main Street Newnan’s Christmas Open House, the SCBT’s production of Christmas at the Center, and SCBT’s production of the ballet, Cinderella and Nutcracker. Placement on a performance company is by audition only. Auditions are usually held in the summer for the next dance season. The Star Dance Studio currently has three performance companies: Junior, Intermediate, and Senior Companies. If your dancer is interested in becoming a performance company member, watch for signs and emails regarding auditions in the spring/summer.

As always, if you have any concerns or questions about any of these policies, please feel free to contact our front desk staff or “Miss” Leigh. The best way to get in touch with the front desk staff is via e-mail at stardancenewnan@yahoo.com or “Miss” Leigh may be contacted at stardancedirector@yahoo.com. Please bring any concerns you might have regarding class placement, studio policies and procedures to our attention.

All billing related questions should be directed to the front desk.