



Student/Parent Handbook

Welcome!

Thank you for choosing the Star Dance Studio for your dance education. We are 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 our students and their families and 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 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 Teachers

Leigh Tincher-McGuffey is the owner and director of the Star Dance Studio and teaches many of our classes including upper levels of tap, all lyrical, pre-ballet, primary tap and our competitive company team. Returning as teacher at the studio this year is Angie McBurnett. “Miss” Angie teaches our lower level tap classes, tumblance/hippity hop, ballet/jazz combo and ballet technique. Danielle Coleman will be teaching our upper level ballet, pointe, musical theater, jazz and hip hop classes. We also have Maddy Green who is a former performance company member as a new teacher this year. She will be teaching pre-ballet, primary tap, and our ballet/tap/jazz triple combo class. We also have current company members Ariel Alverson and Mikayla Pape who assist our instructors.

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 the front desk will be Layla Alverson, Ruthi Endicott, and Christi Hill. 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 e-mail questions to stardancenewnan@yahoo.com.



Scheduled Holidays

The studio will follow the same basic calendar as the Coweta County School System. Following is a list of the days the studio will be closed according to their schedule:

- September: Labor Day
- October: Teacher Workdays (coincide with Columbus Day, observed differently each year)
- October: Halloween (if it falls on a weekday, we will not have classes)
- November: Election Day when schools are closed
- November: Thanksgiving Break
- December-January: Christmas Break
- January: Martin Luther King Jr. Holiday
- February: Mid-Winter Break
- March: Teacher Workdays (reserved for inclement weather make up days, if school is in session we will have dance as well)
- April: Spring Break
- May: Memorial Day

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

Inclement Weather Closings

If Coweta County Schools are closed due to weather conditions, we will do the same for the safety of our dancers. Please call the studio or check our social media postings on Facebook (Star Dance Studio) and Instagram (stardancenewnan) if you are unsure about closings.

Tuition/Payments

For your convenience, you can pay your tuition through PayPal via the link on our website. 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 also be mailed, cash or check dropped off in person during class hours, placed in the payment drop box located in the lobby, or paid by credit card in the office. You may also set up a direct check payment from a bank to be mailed to us monthly or call to pay with a credit card over the phone for a small fee (charged by the processing company). We do not have a direct automatic withdrawal payment option at this time. On the 16th of each month, statements are e-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 student's spot in class may be given to another student on the waiting lists. Your student may re-enter class once your account has been brought up to date, as long as there is still space in the class.

Returned Check Fee

All returned checks are subject to a \$35 returned check fee. The amount of the 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 \$85 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 on PayPal. 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 \$75 per family, which includes two tickets to the show. Additional tickets are available at the studio or at the venue the day of the show. Recital fees are due no later than March 1. 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 the Wadsworth Auditorium in Downtown Newnan. Rehearsal will be the Friday night before the weekend of the recital. Information about rehearsal and recital will be given out in the 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/Withdrawal

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, please let us know as soon as possible. In the case of a withdraw, you will be responsible for any and all charges incurred on your account until we are notified. Please note that all fees are non-refundable.

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.

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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.

Lobby Etiquette

Since we want your time 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 receptionists are 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 in 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 be advised that the front waiting room is just that-a waiting room. It is not a snack room or playground. This is a shared space for all dancers, 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. During the season, 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 class, the teacher has the right to end observation at that time.

Class Dress Code

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



Lyrical Classes: Please wear any solid colored leotard, tan footless or convertible tights, and lyrical shoes matching the dancers skin tone. **BOYS:** All Male lyrical students are to wear fitted black pants and solid white well fitted t-shirts with lyrical shoes matching the dancers skin tone.

Tap Classes: Primary Tap, Tap Combo classes please wear any solid colored leotard, pink tights, tan "Mary Jane" style 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:** Wear black lace-up tap shoes. The same attire for Ballet class is to be worn for tap.

Jazz & Musical Theater Classes: Jazz & Musical Theater I and up please wear any solid colored leotard, tan tights, and tan jazz shoes. Very fitted t-shirts are acceptable with jazz pants as long as they are a solid color. **BOYS:** Jazz & Musical Theater I and up wear black jazz shoes. The same attire that applies to Ballet and Tap applies to Jazz & Musical Theater class.

Tumbledance / Hippy Hop: Please wear any solid colored leotard, tan tights, and tan jazz shoes. Very fitted t-shirts are acceptable with jazz pants as long as they are a solid color. **BOYS:** Wear black jazz shoes and the same attire as for Ballet or Tap class.

Hip Hop Classes: Please wear any solid colored leotard, tan tights, tan jazz shoes. Very fitted t-shirts are acceptable with Jazz pants as long as they are a solid color. Tennis shoes are acceptable until a decision is made regarding recital costumes and then a dance shoe may be required as per the costume style chosen. **BOYS:** Wear black jazz shoes and the same attire as for Ballet or Tap class. Very fitted t-shirts are acceptable with Jazz pants as long as they are a solid color. Tennis shoes are acceptable until a decision is made regarding recital costumes and then a dance shoe may be required as per the costume style chosen.

Performance Companies

The 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 and the Newnan High School Homecoming Parade. They have also performed in Main Street Newnan's Christmas Open House, the lighting of the Christmas Tree in Ashley Park, SCBT's production of Christmas at the Center, and SCBT's production of the ballet, Cinderella. Placement on a performance company is by audition only. Auditions are usually held in the spring 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.

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.