

★ Cheer ★ Jazz ★ Ballet ★ Belly Dancing ★ Hip Hop ★ Zumba ★ Mommy & Me ★ Ballroom ★



*375 South State Street Clearfield, UT 84015*

## **Parent/Dancer Handbook**

*Revised 06/2017*

★ Cheer ★ Jazz ★ Ballet ★ Belly Dancing ★ Hip Hop ★ Zumba ★ Mommy & Me ★ Ballroom ★



## *Welcome*

We are pleased that you have become a member of Starstruck Studios. As a member you are part of a premier Fine Arts Studio. At Starstruck Studios you'll find some of the best teachers, staff and organizers in the state.

Our business is *Discovering the Best in You*. Men, Women and children are welcome at Starstruck Studios. We invite all to participate and enjoy this beautiful facility. As a member of Starstruck Studios it is vital that we make all aspects of our interaction with each other and those in the community as positive as possible. To those we interact with, you are Starstruck Studios. Their first impressions are lasting ones, and we never get a second chance to make a good first impression. With your help and dedication, Starstruck Studios will maintain and continue to enhance its reputation of professionalism and excellence throughout the community.

This Handbook outlines necessary information that will answer most of your questions concerning our policies and procedures. Please read it carefully. If you do not understand something, please ask so your questions can be dealt with.

We hope that you find working with Starstruck Studios a rewarding and enjoyable experience.

## *To Our Valued Parents and Students*

Welcome to Starstruck Studios. We are glad that you are a part of the team and hope that your experience here will be rewarding.

One of the primary goals of our organization is to make the places we go, things we do, and people we meet fun and exciting. By attracting and keeping the best dancers, teachers and staff, we can offer this type of environment.

We should treat each other with courtesy and professionalism. Our students and parents should always feel that we care about them. We accomplish this by following through as we provide quality fine arts performances and activities throughout the year.

Though we may be good at what we do, we should recognize there are many ways that we can still improve. We once heard of a word called "KAIZEN," which means "continuous improvement." We want parents, students, teachers and staff to know that it is their responsibility to find ways to improve the team effort by looking for ways to do their individual jobs better. Each individual participates in making improvements, many of them small, which ultimately improve the quality of our studio. Lots of individuals making things better, a little at a time, makes a big difference.

Areas in which we can improve are endless. They include how we meet and greet everyone who enters Starstruck Studios; how helpful we are as owners, teachers and students; how we can convey a positive, cheerful "I'm glad to be here" attitude.

Our message is simple: We ask each parent, student, teacher and staff to ask, "Am I consistently doing all I can to support and achieve our goal to Discover the Best in You? "Is there anything I can improve?" We will win together, or we will lose together. The need for teamwork is undeniable. Results of teamwork are real and it is an inherent part of each person's role to seek continuous improvement, KAIZEN!

Do your best so we may all succeed together and good luck.

ANDY AND BRANDY CHRISTENSEN  
STUDIO OWNERS



## *Attitudes*

*The longer I live, the more I realize the impact of attitude on life.*

*Attitude, to me, is more important than facts.*

*It is more important than*

*the past,*

*than education,*

*than money,*

*than circumstances,*

*than failures,*

*than successes,*

*than what other people think or say or do.*

*It is more important than*

*appearances,*

*giftedness, or*

*skill.*

*It will make or break a company... a church... a home...*

*The remarkable thing is we have a choice every day regarding the attitude we will embrace for that day...*

*We cannot change our past...*

*We cannot change the fact that people will act in a certain way...*

*We cannot change the inevitable;*

*The only thing that we can do is play on the one thing we have, and that is our attitude.*

*I am convinced that*

*life is 10% what happens to me and*

*90% how I react to it.*

*And so it is with you... We are in charge of our attitudes.*

## *The Purpose of This Guide*

This material is provided to familiarize you with the policies, expectations, and conditions of participating with Starstruck Studios. Policies and practices will be altered as conditions change.

This handbook is intended to provide an overview of the policies and procedures and does not necessarily represent all such policies and procedures. The policies and procedures are guidelines only and are not legally binding. Starstruck Studios reserves the right to depart from these guidelines, with management discretion, whenever management deems appropriate, unless prohibited from doing so by law. Starstruck Studios may unilaterally at any time, without notice, add, delete, or alter any guideline in this policy, at its sole discretion, with or without notice.

### *Practices*

As a member of the Starstruck Studios Competition Team there are regularly scheduled practice sessions that you will be required to attend during the year. As directed by the teacher, managers, or others, you may also be required to attend additional practice sessions for performances or competition season preparations. To help facilitate the operation of the Team, the following expectations have been set forth enabling you to understand your role.

All members of the Team will be required to attend all Team Practices as well as any additional practices or performances that may be assigned to your Team or asked to attend.

Time Schedules: Regularly scheduled rehearsals are Monday, Tuesday, Wednesday and Thursday nights ranging from 4:00 pm to 9:30 pm (depending on specific Team).

Should an absence be required from a performance or a rehearsal, please notify the Office as soon as possible and prior to the absence.

We understand that students have outside extra-curricular activities and we want to work with you to accommodate your schedules. Please be courteous of the other team members by notifying the Office if you will miss a rehearsal or performance. This means giving enough notice to allow Teachers to make any necessary adjustments or changes to the routine.

Competing team members will be allowed five excused absences throughout the year, no exceptions. After five, you will be pulled from the first competition. If this continues to happen, you will be placed on to a lower team. Please understand that you have committed to this team, your teachers, and the choreographers. If you cannot uphold your commitment, we cannot allow you to hold the other students back. If you are ill, a phone call is necessary, If you are going on vacation, a phone call is also necessary to excuse you from class. Please let us know ASAP!

Every competing team member is required to participate and show their support to the studio at every community performance, parade, studio function, (fundraisers, parties, conventions...) and of course competitions and recitals.

### *Performances*

Starstruck Studios shall be solely responsible for scheduling any performances on behalf of the students. Once committed to a performance, it is required that students fulfill any such commitment. If a student finds it is impossible to make the performance after committing, it is your responsibility to notify the Office or Teacher immediately. Please note that no performances other than those approved by Starstruck Studios are allowed. Starstruck Studios reserves the right to add performances in the form of clinics, competitions and fundraisers to the schedule. All students are required to participate in these scheduled performances.

All of us at Starstruck Studios consider participation in competition to be a reflection on our studio's solid reputation for quality, not simply in the way we train our students, but on how we influence them as people. It is our goal to develop a genuine respect for dance as an art form in each of our competition team members. With the right focus, the experience can be an excellent motivator of self-confidence. If the dancer feels good about her performance and understands that she is better each time, then they are truly growing through competition. Hitting that stage and doing the very best they can is what it's all about; what the dancer actually wins becomes secondary.

At Starstruck Studios, we instill an appreciation for other dancers and their studios. We are not out to beat anyone; we are out to motivate our kids and faculty by exposing them to the highest caliber of talent available. Only then are we going to produce the best dancers and teachers possible. For us, competition is an education!!!

## ***Expectations at Performances and/or Competitions***

- ☆ Always be at least 1 ½ hours early (for Competitions) 30 minutes early for Recreation performances to meet with the contact person (your teacher or office administrator) and get information on where you will be situated, etc.
- ☆ Always be in travel sweats with makeup and hair ready when you arrive at the performance location.
- ☆ Be friendly and enthusiastic!
- ☆ Make personal contact with all those attending the performance, the young, old, disabled etc.
- ☆ Be professional in your mannerisms and language.
- ☆ Always be positive-especially when speaking about Starstruck Studios.
- ☆ Be informed – know your teachers, other students in the studio, owners as well as any potential sponsors for your Team.
- ☆ Do not ask to leave early.
- ☆ Allow for run-over time. Some performances (especially competitions) have run-over time, please be patient and support our Team members still performing.

Make sure you have triple checked your costumes and have put your name on everything!

## ***Awards Ceremony***

Everyone is expected to participate and show their support at the awards ceremony at the end of the competition. This is when all of the awards are given out for each routine competed that day. A positive, professional, and respectful attitude is expected from each Starstruck Studios dancer at all times during the competition as well as at the awards ceremony.

## ***Studio Space***

Starstruck Studios has made every effort to keep the facility clean and presentable for all students and parents. Please be courteous and tidy while at the studio and clean up all items you bring into the studio.

Any rental of space from the studio will be priced as follows:

- ☆ One (1) hour dance time for solos, duets, trio etc - \$10.00 per hour

We also rent out studio space for personal, birthday, or dance Parties. Please call the office for rental prices for your private personal party at Starstruck Studios.

## ***Rules of Conduct***

Since students are now a member of Starstruck Studios, we ask that all students adhere to various rules of conduct, which will from time to time, be added to by Starstruck Studios. Rules of Conduct include, but are not limited to:

- ☆ Student is expected to conduct him or herself in a professional manner at all times and in all situations and environments. Behavior deemed inappropriate by Starstruck Studios whether at the studio, performance, or competition is not acceptable.
- ☆ Parents and/or Students, as an individual, or as a group, may not, under any circumstances, use Starstruck Studios name or reprint studio logo in any form without the express written consent of Starstruck Studios.

## ***Auditions***

Auditions will be held each off-season (summer), and all current Team members who wish to be a part of the Team the following season are required to re-audition.

## ***Promotions***

For promotional purposes, parent grants all rights and title in, and to the use of, and the right to publish students name, signature, voice, picture and likeness for motion pictures, telecasts, website, or other broadcasts, posters and on commercial articles or any other manner of exposure. There will be no remuneration of any kind paid to the parent or student for this material.

## ***Updated Accounts***

Should you have a change of address or phone number, it is your responsibility to contact the Office so that your records can be updated. Please make sure your account is updated at all times. Keeping the office updated will assure proper contact for mailers, schedule changes, emergencies, etc.

## ***Dance Policies***

Thank you for choosing Starstruck Studios for your dancing experience. We work hard at providing what is needed to build strong dancers. Along with this we offer an education in discipline, respect for adults, teachers, peers and ones self, as well as strict guidelines for class participation. Please go over these policies with your child to be sure Starstruck Studios is the right studio for you. We strictly enforce our policies.

## ***Studio Policies***

All monthly tuition payments are to be paid in full, by the 1st of each month. Please do this before considering any extras, such as solos, duos, trios or any extra lessons.

Payments made after the 15th of each month are subject to a \$15.00 surcharge. If late payments are not paid in full it will be added to your account for the next month. Any checks returned from the bank will have a \$25.00 return check fee.

Students may be asked to sit out of class if tuition is not received by the 15th of each month.

Tuition is based on a four-week month. Tuition will be the same whether it is a three or five-week month.

There are no pro-rated fees for missed classes or holidays. There will be no refunds for classes.

If the studio cancels class due to inclement weather, the class will be made up at a later date or the student may attend another scheduled class as a make-up class.

Students will respect their teacher and never disrupt a class.

Parents will make an appointment to speak about issues with a teacher and never approach them during or between classes.

Students should arrive dressed according to the dress code with all necessary accessories and dance shoes. Your student's name should be on every item. The Staff will not assume responsibility for lost, stolen or a misplaced item. Students who are not adequately prepared or are late to class will only observe.

Students are only to be dismissed by the teacher. If class started late, it may run late. If a student needs to be excused, for any reason during class, they must ask permission of the teacher. No child will be released from class on their own accord. For early dismissal, the parent must make prior arrangements and come into the studio to retrieve the child. This is a matter of safety.

Costume orders are placed only for costumes paid in full at the time of ordering, no exceptions. Dancers will be "sized" for costumes. Any student requiring a size larger than large adult or a special order may be subject to additional charges. Once costumes are ordered there will be no refunds.

Proper respect for the directors, staff, studio, curriculum, fellow students and facility is EXPECTED of all students, parents, siblings, on or off-site.

## ***Monthly Tuition***

Tuition is due by the 1st of every month. If tuition is paid after the 10th of the month, there will be a \$15.00 late fee automatically added on to your account. If you are consistently late on paying your tuition, your tuition will automatically raise an extra \$10.00; if you are 60 days or more behind, your child will not be allowed to participate in class. If you should occasionally find that you have a problem, we will try to work with you in any way we can.

Please let us know if such a situation should come up.

Discounts will be \$5.00 off your total tuition for 2 students, and \$10.00 off your total tuition for 3 or more.

Tuition will not be pro-rated; tuition is as-is every month. Some months may be shorter than others, such as May, November and December, but we will have months which require lots of extra rehearsals, etc., that will more than make up for these shorter months.

If a class is cancelled due to power outages or any other unplanned mishaps, there will be a makeup class scheduled.

## *Academy Class Fees*

All classes that are taken once a week have a \$150.00 class fee. This fee includes a 2 class costumes, 1 competition entry fee and Recital DVD. This is a non-refundable fee and will be paid in six (6) equal installments beginning in September and concluding in February. These additional payments will be added to your regular monthly tuition. An additional class fee of \$85.00 is added for each additional dance class on the student schedule.

## *Competition Team Fees*

Competition team yearly fees are broken down into seven (7) equal monthly installments of beginning in August, September, October, November, December and January. This is a non-refundable fee. The final payment is due by February 15<sup>th</sup>. Monthly installments will be \$70.00 during each of the installment months. This Competition/Performance fee is in addition to your monthly tuition fee. Weekly hours for Competition/Performance Teams are as follows: Dainty Diamonds 4 hours, Pixie Princess 5 hours, Mini Marquise 6 hours, Teen Trillion 7 hours. Hours may consist of Ballet, Jazz Technique, Jazz Dance, Hip Hop, Lyrical and Show/Production.

## *In Class Attire*

Why is an in-class dress code necessary? A dress code creates an added sense of discipline in the classroom and equality among the students. The focus stays on taking a good class rather than comparing wardrobes. Most importantly, baggy sweats, pants, and t-shirts make it difficult to observe the dancers' bodies well enough to offer the technical corrections needed to build strong, technically correct dancers. Straight knees and proper body alignment are hard to see underneath baggy clothing.

Travel Uniforms - We will be getting new travel uniforms every 2 - 3 years. This will include a traveling jacket with your child's name, team name, and Starstruck Studios logo along with a matching pair of pants. (These make great Christmas gifts!) The dancers are required to wear these to and from every competition, performance, recital, or any other Starstruck Studios events, and of course to and from dance class!!!

## *Costumes*

We will be picking our performing team costumes by October. You must have tuition paid and Costume payments up to date before any costumes are ever handed out.

## *Transportation*

Transportation to and from class, competitions, performances, and any out-of-town trips is the sole responsibility of the parent or guardian. The Starstruck Studios director and staff cannot take on this added responsibility for your children. As much as we love each and every one of them and would do anything we could to help, there is too much of a liability issue, we would never want to put your child in jeopardy.

For drop off and pick up, it is very important that you are on time. The teachers have other classes and responsibilities to tend to before and after each class. If you have more than one child at the studio, you cannot leave your other children to stay and wait for their sibling, unless they are old enough to take care of themselves. **Please do not bring your child any earlier than 10 minutes before class is to begin** and be prompt in picking your child up.

This is a very important part of any successful program. In order to ensure that the experience that your student has with us is a positive one, please make sure that you have read and understand all of the rules and carefully follow them. We cannot make things possible for these students unless you are getting 100% from both sides.

Discipline, commitment, and dance go together. Students who understand discipline and commitment are usually the most successful dancers.

## *Medication*

Our staff has been specifically told that they are never allowed to give any of the students any type of medication, such as Tylenol, Advil, and Midol... unless told otherwise. If your child needs to take any sort of medication, please let us know so that the appropriate documentation can be placed on file. We have non-prescription pain reliever on hand; however, it will not be dispensed without a verbal agreement by parent over the telephone.

## *Problems in Class*

If your child is complaining about any problems with another student, teacher, or problem in class, please make us aware of this so that observation can be made and any problems can be solved immediately. We want students to have a positive experience during their time at Starstruck Studios.

## ***Lost and Found***

The lost and found is located in the waiting room. There is a large plastic bin. This will be emptied and donated to charity every other month. You would be very surprised at the amount of clothing and shoes that are collected every week.

## ***Dance Concert/Recital***

We will have a year-end dance concert/recital every year typically the end of May or first part of June. Fee charges (recital fees) are to cover the costs of the building rental, insurance, lights, tech crew, rehearsal time at facility, etc. This fee goes directly to the facility. The concert fee is \$50.00 and due October 1<sup>st</sup>.

## ***Studio Hours***

The studio is open Monday – Thursday from 4:00 pm until 9:30 p.m.

## ***Late Pick-Up Notice***

Parents/guardians who are 15 minutes late picking up students at the end of the operating day will be charged a non-refundable \$5.00 Late Pick-up fee. This fee is increased by \$5.00 for each additional five minutes the student is left at the studio. Students will be given a “Late Pick-up Notice” before they leave the studio stating the fee that is being charged. This fee must be paid in full with the next month’s tuition in order to continue the student’s enrollment in Starstruck Studios. (late pick-up fees are not retained by Starstruck Studios and are forwarded to the faculty/staff member who was detained).

## ***Parental Support***

It is necessary to have parents who support their students in this program. It takes team effort from both parents and our staff to assure you get all you can out of your experience with Starstruck Studios. We hope that your child's dance education at our studio is everything you had hoped for.

Our role as dance educators is not only to teach the newest steps or the correct technique, but also to instill self-esteem, confidence, and life lessons that will influence the students to be the best they can be throughout all aspects of life. Our goal is to establish positive self-esteem and passion for the art of dance, while enforcing commitment and discipline. With this, we believe that each student will succeed.

If you ever have any questions, it will not do you, your child, or us any good unless you confront any issues or ask any questions you may have immediately before any situation gets unnecessarily out of hand. Parents who have a normal healthy concern for their children and their dance education must communicate. I do understand and would hope that you would want to be a part of your child's dance education; we also understand that most parents do not intentionally go out of their way to give us a hard time! We know that most parents become concerned when they have not completely understood a certain situation (and in the world we live in today, a concerned parent is a healthy thing!) So please understand our side and that communication is crucial throughout the year, to assure no misunderstandings!!!

If you would like to discuss any matters, please make an appointment during a time in which we are not teaching. We appreciate all you do and the opportunity you have given to your children. Thank you for trusting us in what we do best!!