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www.stagelightsstudio.com

Student/Parent Handbook

Mission Statement

At Stagelights Studio, we are dedicated to teaching correct dance technique, theory and terminology for beginner through advanced students of all ages. We believe in teaching the basics of the art form to provide a solid foundation both mentally and physically.

The teaching staff at Stagelights Studio is comprised of vibrant and energetic teachers who are well trained in the field of dance. We provide friendly, educated, professional instructors who will push a student to their highest potential. Our staff understands what it takes to be a good dancer and makes it priority to pass that knowledge on to their students.

Our students are our first priority. It is our goal that they receive a positive and excellent education in dance and for any other lessons that can potentially occur during our dancers various ages and stages of growth.

Studio Philosophy

At Stagelights Studio, our classes are designed to stimulate the enjoyment of dance while laying an important foundation for further training. As a student advances, the variety and intensity of the class work increases. As most dancers begin dancing just to participate in exercise or just for the pure enjoyment of the art form, a lot of students have gone on to careers in the dance world. We offer our classes for beginner through advanced students from ages two to adult.

Introduction

Welcome to Stagelights Studio! We are so excited to have you as part of our artistic family. Please read through the following pages yourself and with your dancer. We hope that your time at Stagelights Studio will surpass your expectations and that your dancer(s) will thrive with us! Thank you again, and welcome!

Sorrell Macaroco
Owner/Artistic Director
774.202.4144



Class Descriptions

All of our classes have a consistent structure, whether it is ballet, tap, jazz, hip hop, acrobats, etc. At Stagelights Studio, we offer a variety of types of dance. Below is a brief description of each dance form. All our classes are divided into different levels, which are based on a student's ability. We believe that it is important for a student to be placed appropriately so they may get the most out of a class. Placement is done by the instructor. Adjustments are made for new students within the first month if needed.

BALLET- the basis for all dance forms. It teaches the strong foundation and terminology that is needed by all dancers. It is danced to classical music and it is strongly encouraged in beginners for a foundation in their years to come of dance.

PRINCESS CLASS- a program designed for students ages 2-4 years. This program takes the basics of ballet technique and through the use of props and imagination, gives the children a fun and educational class. Large motor skills are highlighted as well as stimulating the brain's coordination. Children must be 2 years old by the start of the session and fully toilet trained.

BALLET/TAP- is our higher level Pre-Ballet program. Each student receives a full ½ hour of ballet and a full ½ hour of tap. This class is offered for students age 4 -6 years old.

POINTE- is an extended form of ballet. A student must reach a certain age and level before they are ready for Pointe based on a list of criteria. Pointe shoes are required and must be approved by the teacher. Weekly ballet classes are required to build strength in the legs, torso and ankles. All Pointe students must have prior approval of the studio's director.

Class Descriptions

JAZZ- is a more funky form of dance. The body is used in many different ways and is not as restricted as in ballet. Jazz is danced to more popular music. Students must be 5 years old by the start of the session.

HIP HOP- is the style of dance often seen in the music videos on MTV. While jazz dance is heavily incorporated, pedestrian movements are stylized and included in combinations that are performed to upbeat music. Jazz experience is strongly recommended.

LYRICAL/CONTEMPORARY- is based off ballet but is not as funky as Jazz or Hip-Hop. Lyrical uses a greater range of body movements by the use of energy, breath phrasing, fall and rebound contraction and release. Improvisation is integrated into this class, as well. Contemporary dance is wonderful for finding a dancer's center placement and strength. Various forms of music are used.

TAP- is a form of dance that deals with rhythms of the feet. Many types of music are used. Tap shoes are required for this class.

WORKSHOPS & MASTER CLASSES- Workshops will be offered throughout the year. We encourage every dancer to take advantage of this opportunity to study with a guest teacher who has exceptional credentials and provides our dancers with the opportunity to learn new and different techniques. We feel it is important for our students to be exposed to different styles of teaching as it makes the dancer a more well-rounded dancer. Master classes will be made available periodically throughout the year and registration information and requirements will be posted in each studio.

Dress Code Policy

All students in the following class types will be **required** to wear a Stagelights Studio bodysuit to every class:

Ballet	Pointe
Jazz	Acrobats
Tap	Contemporary
Lyrical	Princess

*We will be very strict about this policy. Consider this our studio uniform.
It presents a clean, structured dance environment.*

Boys– Boys may wear athletic or sweat pants with a fitted T-shirt (no oversize baggy T-shirts or sweatshirts).

Hip Hop- Comfortable clothing is allowed for hip hop classes. Although, students should not be distracted by the clothing they have on (too big, baggy, falling off, etc.)

Open Classes– Comfortable clothing that allows for movement is recommended.

Pink tights are required for all ballet classes, as well as having hair tied in a **neat, tight** ballet bun.

Tan tights are okay for all other classes.

Students may wear a light sweater over bodysuit on cooler days for the first 10 minutes of class during warmups and then will be required to take it off once teaching has begun.

***No jeans** will be allowed in any dance class. We are requiring all proper attire to be worn for safety and comfort.

Shoe Requirements

Acrobats– Clean gym shoes are permitted for Acro. NO flat sneakers such as converse or keds will be allowed. All sneakers must have ties and provide support for the students ankles when doing tricks. There may be classes when the instructor requests certain things to be done barefoot, but sneakers should be worn to EVERY class unless instructed otherwise. Please provide a pair of sneakers that are only worn on our dance floors and not out on the street.

Ballet– Ballet slippers are required for all ballet classes.

Hip Hop– Clean gym shoes (any style) are permitted for Hip Hop. Please provide a pair that are only worn on our dance floors and not out on the street.

Jazz– Tan or black jazz shoes must be worn for all jazz classes. Depending on class, instructors will let you know what color your child needs. We recommend the leather slip-on jazz shoe with no laces.

Contemporary/Lyrical– Dance paws are permitted for all contemporary/lyrical classes. Dancers may also go barefoot at times during class, but please bring shoes for turning purposes.

Pointe– Pointe class is taken in properly fitted pointe shoes.

Tap– Tap shoes are required for all Tap classes.

Class Etiquette

Students should wait for the instructor's permission to enter the studio and before leaving class. There is no food, drink, chewing gum, or electronics allowed inside the dance room. Students should use the bathroom before class, not during class. (Parents please help with this process/task.) Follow hair policy and dress code at all times. Students are encouraged to ask questions and keep a positive attitude throughout all classes. Please refrain from any horsing around before and after class in the waiting area. Students are expected to treat each other, instructors, and staff with the upmost respect. Appropriate language and good manners is a must in every aspect of Stagelights Studio. Students who do not adhere to this request may be asked to sit out of class. Let's have fun everyone!

Scheduling

Classes are scheduled by age but MOSTLY by ability. The studio will be open during the evenings through-out the week and on Saturday mornings. Please remember that Stagelights Studio reserves the right to change any scheduling conflicts at their own judgement. Please look over our projected schedule for the upcoming year in your packet of paperwork upon registration. If you have any questions, comments, or conflicts with the schedule please do not hesitate to speak to the front desk.

PRIVATE LESSONS are available upon request. These lessons will be 30 minutes in duration and \$30.00 per lesson. These lessons must be submitted by filling out the Private Lesson form and the date and time must be confirmed by Miss Sorrell beforehand.

Class Withdrawals

You may withdraw a student from any class by giving a 2 weeks written notice. If this withdrawal is from a particular class out of multiple classes, tuition adjustments will be made and will take effect on the 1st of the next calendar month. If this withdrawal is from the studio all together and is anytime after 1st installment of costume payments have been made, you will be required to pay a withdrawal fee of \$50.00 per costume.

Arrival & Dismissal Procedures

We recommend that each student arrive **no earlier** than 10 minutes prior to their class. This is enough to allow them to prepare for class with any changing they need to do without causing a distraction & cause overcrowding within the studio during the transitioning of classes. Preschool & elementary aged children will not be permitted to leave the building without a parent. Junior High & High School aged dancers must wait inside until they see their ride has arrived. If you should be running late in arrival or dismissal, please contact the studio's reception desk.

Attendance

Attendance is a MAJOR key to thriving and not missing a beat at the studio. It is HIGHLY recommended that your dancer attends each class. Even more so, the second semester of the dance school year after the holidays, when we begin learning routines for our end of the year recital.

Makeup lessons for missed classes are available upon request. These lessons will be 15 minutes in length and will be \$10.00 per lesson. Please be advised that once recital routines are started, instructors are on a tight schedule during class time. Going back to what was missed by a student a previous week is not required during regularly scheduled classes. It is especially frustrating for the students who have already learned the material. We understand circumstances happen, but we politely ask that if your dancer is absent and misses material, you schedule a make-up lesson in order to insure they do not fall behind.

Calendar & Class Cancellations

The studio will operate on a yearlong calendar, excluding the remainder of the month of June (depending on our Day Of Dance performance date) to break from the previous year. Should weather conditions make it unsafe for our dancers to commute to the studio, instructors will cancel classes. If the calendar permits, the instructor may re-schedule the class(es) missed due to inclement weather. Credits or refunds on Monthly Tuition will not be made. Please keep an eye out for cancellations on our Facebook page or our app.

Holidays Observed:

Thanksgiving Break

Christmas Break

February Vacation

Memorial Day

4th of July

Parent Involvement

We encourage parental involvement by sending home monthly newsletters with information about important studio news and events. Each semester (before and after the holidays), parents will be invited to a Parent Visitation class. Please remember that this is a class and we ask that you observe discreetly and respectfully. We want parents to observe their child's progress and to offer encouragement and praise for his/her accomplishments.

On another note, please be mindful in respecting the decisions of our instructors. All instructors have many years of experience and knowledge and know what decisions to make to best meet your dancers needs to improve. Our instructors take a personal interest in each student individually. Any concerns or issues you may have, please keep an open mind that all our decisions are carefully considered and thought out to insure the best for your child. We are always available to discuss any concerns you may have without hesitation.

Holiday Performances & Recital

The studio will present a Holiday Performance in December and a Day of Dance Performance (year end recital) in late May or early June. The Holiday showcase will not be a mandatory requirement to all students, it will be open to anyone willing to participate. It will require a \$10.00 fee for a t-shirt for the performance per child. Holiday Performance fee will be due by the 1st week of November.

Our "Day of Dance" year end recital, will require all parents, family and friends to purchase a ticket to the show. All dancers will not be required to pay for an additional ticket to sit amongst the audience, but parents should be aware that all ticket sales are assigned seating. However, your child will have the option to sit in the reserved seating for dancers in the auditorium so long as their dances allow them adequate time to.

If all fees are not paid and tuition is not current two weeks prior to the show, your child will not be allowed attendance to rehearsal and dress rehearsal until all balances are paid off.

Costumes

Costume fees are an addition to monthly tuition and payments must be made before the costume is ordered. If payments are not made by the deadline for the order date, parents will be required to pay for rush shipping on their own. Students may require more than 1 costume, but will be limited to exclude unnecessary charges. Costumes will be selected carefully by the classes instructor and will be ordered by Miss Sorrell.

Due dates for Costume fees are as followed:

1st Costume Deposit - \$35.00 per costume per dancer, due in November

Remainder of Costume Balance - due in January

Exact dates will be posted and emailed the month before due date.

Please note every costume is different and some will be more than others. The average costume ranges anywhere from \$70-\$90. Some may be more, some may be less depending on what the instructor chooses for the class.

Registration

New Students: \$30.00 Registration fee

*****The Registration Fee is DUE at the time of registration*****

*****The registration fee is non-refundable*****

Upon registration, the registration fee is due along with the 1st month's Tuition.

These payments are non-refundable and hold your spot in a class.

Registration fee and 1st Month's Tuition must be made by cash or check.

Sibling registrations are as followed:

1st child: \$30.00 registration fee + 1st month's tuition

Any additional children: \$15.00 each + 1st month's tuition

Tuition and Tuition Schedule

Tuition is due the first day of the month. You will be able to keep up with your balance and payments online through our studio program. Payments must be made in cash, check, or through our studio program online. Transactions that are declined will be charged a \$25.00 fee.

Monthly payments: any payments that are not received by the 8th day of month, will be charged a \$20.00 late fee to your account and for every 5 days, after another \$10.00 will be applied.

Montly payment example:

April 1st - Tuition Due

April 8th - \$20.00 Late Fee Applied

April 13th - +\$10.00 Late Fee Applied

April 18th - +\$10.00 Late Fee Applied

Tuition rates are as followed:

# of Classes	Monthly Tuition
Princess Class	\$35.00
1 Class	\$40.00
2 Classes	\$75.00
3 Classes	\$100.00
4 Classes/ Unlimited	\$130.00

Sibling Discount:

Siblings will recieve a 10% discount off of tuition rates .

Thank you for taking the time to read through our policies, guidelines and information in regards to our exciting year ahead! We are so pleased and thankful that you are now valued members of our dance family. We hope this handbook helped with any confusions and questions you may have through-out the year, but if there are any additional questions or concerns you may have, please do not hesitate to ask!

“**LET YOUR LIGHT SHINE BRIGHT**”



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