



POLICIES AND PROCEDURES

TUITION AND PAYMENT POLICY

**Tuition must be paid on or before the 1st of each month. Late fee of \$15.00 will be posted automatically after the 5th of the month. This will be enforced.*

**Registration Fee of \$25.00 each family and 1st months tuition must be paid in order to hold student placement in class.*

**Tuition is based on 4 lessons per month. Months with 3 or 5 weeks are charged at the same rate as months with 4 weeks.*

**Tuition is not reduced for any missed classes. Illness, vacation, ect. does not give pro-rated tuition.*

**Your account is billed on a monthly basis, and if student wishes to withdraw from class, tuition will be expected until notice is given. If student quits in the middle of the month and tuition has not been paid, it is our right to collect said amount due on your account.*

**We do not give refunds on tuition or registration fees.*

**Student may make-up missed classes within 2 weeks of the absence by attending another class that is similar to the class missed. Classes may not be made up after the month of March, due to rehearsal of recital.*

**There will be a \$25.00 NSF fee billed to your account if a check is returned.*

**If the studio is closed anytime between the end of a month and the 1st and/or the 5th, it is parent/guardian responsibility to make payment ahead.*

**The studio currently accepts the following forms of payment. Cash, Checks, Money Orders, Online payments via Paypal through the studio website. www.starzofthesouth.com. If you need to mail payments, please send to 4801 C Mounagers Creek Rd. Vancleave, MS 39565. Be sure to write student name on the memo line of payments.*

**Receipts will be e-mailed. Please be sure to update your e-mail address with the studio if your e-mail changes.*

**Please refer to the Season Calendar for holiday/studio closings. Classes will generally follow the Jackson County School District Schedule.*

DANCE ROOM AND STUDIO POLICIES

**Students will not be allowed to run around in the dance room, hang on ballet barres, or play on acrobatic mats.*

**Students ages 10 and under will be disciplined with a "time out" for first warning of misbehavior and parent/guardian will be notified. Students 11 and up will be asked to leave the dance room and sit in the lobby for duration of class and parents will be notified. If behavior is not improved over a period of two weeks, parent will be notified and a meeting will be scheduled.*

**No food, drinks, or chewing gum is allowed in the dance rooms. Exception-Water bottles with water only will be allowed to be stored in cubby. I do encourage students 6 and up to bring water bottle to class. Limited time is given to leave the dance room for water/restroom breaks for students in multiple classes.*

**After school snacks/drinks are to be consumed in the lobby only. Please pick up after yourself and help us keep our studio clean.*

**Leave valuables at home. The studio is not responsible for lost or stolen items.*

**Students are not allowed to wait outside of the building for their ride. Parents must come in to pick up the student.*

**No jewelry. Instructor may ask for it to be removed. Small studded earrings are okay. Large jewelry is a distraction to dancers and instructors and can also be hazardous.*

**No children are allowed to be left alone in the the lobby unless arrangements have been made with Ms. Joleen. Please pick up student immediatly following their class. We are not a babysitting service.*

**If parent or guardian is not picking up student from class, please let front desk staff know in advance. Proper identification may be asked to be shown. Please note anyone who is NOT supposed to pick up student so necessary precautions are taken.*

**You must inform the studio in advance if student is a bus rider and/or if the student will be absent from riding the bus to the studio.*

**Anyone trying a class with a friend must sign a waiver before participating.*

**Cell phones are to be turned off and put away when class begins. No vibrating or beeping, please! No texting is allowed during class. This means during changing shoes also. Cell Phone may be taken away by instructor and given back to student after class if this happens.*

**Monthly newsletters, reminders, costume fee dates, parades, performances ect. are sent through e-mail and/or hard copy. Please read all correspondence. Everything sent out is important!*

**Questions and concerns should be directed straight to Ms. Joleen for immediate attention. Please do not interrupt class. Do not discuss your concerns or private issues freely in the lobby. This only creates "drama" and we want our facility to be "drama free".*

**Students will not be moved into a more advanced class unless Ms. Joleen approves. Decisions for advancement are relayed to parent/guardian to make final decision for any class schedule changes. Remember it is better to be moved up than to have to move down. Students starting out in beginner classes should not be discouraged. Students advance on their own level and should not be compared to friends who may have advanced quicker. Remember this quote: "A dancer must be challenged, not overwhelmed." Unknown*

DRESS CODE/SHOE POLICY

**Tap/Jazz/Ballet/Creative Movement/Baton/Hip Hop may wear the following- Any style leotard, any color tights or leggings, ballet skirts(students ages 3-5, attached to leotard only, please), any color dance shorts (not sports shorts), tight fitted tank tops, legwarmers/long socks are ok. No baggy clothing such as t-shirts, jean shorts, or school uniform clothing. If in doubt, do not wear it! Students may be asked to sit out of class if dress code is not followed.*

**Acro/Lyrical/Contemporary classes-same as above except tights must be footless or stirrup. No socks.*

**Hair-All students must wear hair pulled up and away from face. Students in level 3 & 4 ballet classes will be taught in class how to make a bun and will be required to have their hair pulled in a bun. Students with shorter hair will be given alternative "style" to wear. Dress the part, look the part, be a disciplined dancer. Always keep bobby pins, ponytail holders, hair net, hair brush and hairspray in your dance bag at all times!*

****Shoes-ALL SHOES MUST BE LABELED WITH STUDENT NAME INSIDE OF EACH ONE!***

Tap-ages 3-5~Black buckle taps, ages 6&up- slip on Black tap

Jazz/Baton-Black slip on jazz shoes

Ballet-Pink leather ballet shoes NO STRINGS!

Hip-Hop-Black Dance Sneaker

Lyrical-Foot Undeez/Capezio- any print, will need nude for performances

Acrobatics-No shoes, bare feet

***After school-bus rider students must have their dance attire and shoes packed in a dance bag, labeled with name.*

***Parent will be notified if student refuses to wear dance clothing, shoes, or do not respect the hair policy. (This is mainly an issue with bus rider students)*

***The studio will be changing to Tan Jazz and Tap shoes beginning in July 2012!*

RECITAL INFORMATION

The 2012 Annual Recital is scheduled to be held on Saturday, June 23rd. at the Saenger Theatre in Biloxi. Rehearsals will be the week of the recital and is mandatory for all students performing. We are planning a matinee and evening performance this season. Some students will only be in one show and some students will be in two. We will send more information out as our season gets under way.

**A Recital Handbook with policies and procedures will be sent out in the month prior to the shows. This will have rehearsal days/times ect. for the student.*

**A recital fee in the amount of \$75.00 will be due on February 13th, 2012. This fee helps with the cost of theatre rental, props, security, light technician, and more. The student will receive 2 complimentary*

tickets, recital themed t-shirt, and a participation award.

*Costume Deposits in the amount of \$40, each costume and recital permission form due on October 10th, 2011. Costume deposits are non-refundable. All remaining costume balances will be due on December 5th, 2011.

*Any student who registers late or fails to pay for class costume after the October 10th deposit deadline, and wants to participate in the recital will be billed a \$25 add-on per costume fee.

*More information will be available as the time draws near. If you have any questions or concerns about our recital, please contact us.

FUNDRAISING POLICY

*Fundraisers will be held throughout the season to help pay for expenses. Fundraiser earnings may not be used for tuition, recital photos, DVD's, or program book ads. All unused fundraiser earnings are forfeited after the season is complete if not used before the scheduled recital date.

STUDIO CONTACT INFORMATION

Joleen's Starz of the South
Performing Arts Studio
4801 C Mounagers Creek Rd.
Vanceleave, MS 39565
228-826-3722
E-mail- starzofthesouth@bellsouth.net
Website-www.starzofthesouth.com
Find us on facebook-www.facebook.com/joleensstarz

LIABILITY/PHOTO RELEASE

Yes, I have read the policies and procedures for Joleen's Starz of the South. I understand and will abide by these policies. Signed _____ Dated _____

*PHOTO RELEASE-I give full permission and rights to Joleen's Starz of the South to use photographs or video images of my child _____ for promotional purposes in advertisement and/or studio websites. I acknowledge that this permission will not expire, and photographs or video may be used in the future for anniversaries, reunions, or any other promotional purpose for the studio only in the future.

I Agree _____

No, Do not use my child's photo _____

*LIABILITY AGREEMENT- I hereby give my permission for _____ to participate in activities and functions throughout the season if able. I do hereby release the instructors, owner, and Joleen's Starz of the South Performing Arts Studio from any liabilities real or other due to any injuries or accidents while performing, practicing, or participating in any studio activities.

Parent/Guardian Signature _____ Dated _____

Emergency Contact/Phone # (other than yourself) _____

Medical Conditions~Allergies _____

Physician In Case of Emergency _____ Phone _____