

Joleen's Starz of the South LLC/POLICIES AND PROCEDURES

Edited July 20 for COVID-19

TUITION AND PAYMENT POLICY

*Tuition must be paid on or before the 1st of each month. Late fee of \$25.00 will be posted automatically after the 5th of the month. This will be enforced.

*Registration Fee of \$30.00 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, holidays, illnesses, or vacations. Absences do 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, without notice 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. Costumes & Recital Fees are Non-Refundable

*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 \$35.00 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.

*There is a charge for students not picked up on time after class unless arrangements have been made or are in our afterschool care program. Some exceptions apply, such as older students who have time in between classes. Students 9 & under must have adult supervision during those times and we are not available. Please see our tuition & registration form for fees.

*The studio currently accepts the following forms of payment. Cash, Checks, Money Orders, Online through the parent portal on our studio website. www.starzofthesouth.com. Credit Card Automatic Debit with authorization, or Credit Card in studio-by phone. If you need to mail payments, please send to 12618 Hwy 57 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. Subject to change.

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 in class. All other drinks are to be stored in cubby or in dance shoe changing area. 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 breakroom 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 smart watcher/iwatches!

*No children are allowed to be left alone in the lobby unless arrangements have been made with Ms.

Joleen. Please pick up student immediately following their class. We are not a babysitting service, unless the student is in the after-school care program.

*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 or posting on social media 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 etc. 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**

RECITAL INFORMATION

Due to COVID 19 Closing & Disruption in preparing for our 15th Anniversary recital, our tentative date/dates will be the last week & 1st week of November. We are hoping and praying this will happen. Please keep checking your emails weekly for any recital related updates.

FUNDRAISING POLICY

*Fundraisers may 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 if not used before the scheduled recital date. A fundraiser authorization form must be signed for your earnings to be posted to your account.

STUDIO CONTACT INFORMATION

Joleen's Starz of the South
Performing Arts Studio
12618 Hwy 57
Vanceleave, MS 39565
228-826-3722 (This number can receive texts now!)
E-mail- starzofthesouth@bellsouth.net
Website-www.starzofthesouth.com
Find us on facebook-www.facebook.com/joleensstarz
Remind Text – Text @joleen2015 to the number 81010

COVID-19 SAFETY & SANITIZING PROCEDURES

EDITED July 20th- Everyone must wear a facial covering/mask when entering or exiting the building, passing in hallways and to the restrooms due to the mandate on our county. Students may remove mask once they are in their parking “safe zone” spot.

Employees

All employees will wash their hands upon entering the studio. If they feel ill, they will be asked to stay home. All employees will practice social distancing while at the studio. Following each class, teachers will sanitize the room (including door handles, the barre, mats etc.), wash their hands and open the door for the next class to enter. Classes will be modified to allow for safe entering/exiting and sanitization. Focus for class will be on warm up, technique and recital choreography & practice. Restrooms are to be sanitized after each use. Limit restroom use for students to emergency only or hand washing.

Employee Checklist:

- Take your temperature upon entering the building
- Wash your hands before and after every class
- Sanitize before and after every class

Dancers

Dancers will wait outside the studio until the lobby front door is opened by staff . They will wait in line spaced 6 feet apart to enter the building. Dancers should be supervised by a parent or guardian OR in the drive thru until they enter the studio. Upon entering, dancers will sanitize their hands and head directly to class. Dancers should bring their own water bottle (we will not be supplying water). Any water bottles left at the studio will be thrown away at the end of the night for sanitary reasons. Please send your dancer to class dressed in dancewear, there will be no changing of clothes allowed in the restrooms. Cubbies will not be available for use. Dancers will have labeled “parking spots” along the wall for their belongings that are 6 feet apart. Students must stay on their assigned spot while in class (6 ft or more from other dancers) at all times. The floor will be taped to help with guidance. If the ballet barre is used during class, the students will be asked to use the tape on the barres for guidance. Dancers will be dismissed while maintaining social distancing. Please pick up your dancer promptly so that we can prepare for the next class. All back to back classes-Students will remain in their “parking spots” until the next class begins.

Acro Classes- We will have all mats unattached with 1 mat for each student to maintain distance. Mats will be sanitized before and after. If student would like to bring their own tumbling mat it must be sanitized before bringing into the building. Spotting and hands on will only occur if absolutely necessary and instructor will wear mask and sanitize hands before and after the spot. We will focus on perfecting current skills/recital choreography that needs to be worked on.

No one will be allowed to use the small pink room at this time. All classes will be held in Studio C (back room), green room, or if weather allows, outside.

Dancer Checklist:

- Use the bathroom before heading to the studio.
- Wait outside until lobby door is opened, follow the floor markings to maintain social distancing.
- Bring only dance shoes/bag and bring a water bottle
- Apply hand sanitizer upon entering the building and head straight to class

- DO NOT bring any food into the studio- Eat before you come. EXCEPTION-IF STUDENT IS IN STUDIO FOR MORE THAN 2 ½ HOURS THEY MAY BRING SNACK. AFTER SCHOOL CARE STUDENTS MAY BRING SNACK.

Parents, Siblings, Etc.

Our lobby will remain closed for now to mitigate the amount of germs introduced into our facility. Tiny Tot students may be walked into the lobby by 1 parent/guardian but must exit as soon as they are in class on their “parking spot”.

Parent Checklist:

- Remain outside the building, -exception Tiny Tot students age 3-5 who may need assistance coming in.
- Continue to call, email, remind text with any questions/concerns.
- Pick up your dancer at the appropriate time.
- If need to make payment by cash or check please send in with your dancer if possible.

Everyone

Restrooms will be sanitized after each use. The door handles, faucets, light switch, soap dispenser and toilet will be cleaned by an employee every time the restroom is used.

What about masks?

Our instructors will not be required or recommended to wear masks. It is very difficult to breathe while exercising with a face covering. We are also aware of health issues that can occur due to rebreathing CO2 instead of fresh air while exercising. We do not recommend that dancers wear masks for the same reason, this will be left up to parent to decide what they think best for the child. Children are also more likely to play with and move their masks as they become uncomfortable making them more susceptible to germs. At this time, masks are optional for everyone during class with the exception of instructors in Acro.

In all Acro classes, instructor will wear mask and sanitize hands in between each child during any skills that need spotting.