

All Stars Talent & Perinton Dance Company
Studio Information & Policies

Updated August 2011

At *All Stars Talent, Inc. & Perinton Dance Company* our goal is to provide the best possible instruction within a professional, fun, and organized atmosphere. We encourage family involvement and appreciate your suggestions. Personal growth is our mission.

ARRIVAL:

- Students are expected to arrive ten minutes before the start of their first class each day.
- Students are required to enter each class dressed in appropriate clothing & ready to participate.
- Please do not bring any toys or stuffed animals/dolls into the classrooms.
- Please do not bring any food or beverages (other than water with a top) into the dance/music rooms.

DRESS CODE:

- Street shoes are not permitted on our dance floors!
Please protect our dancers & professional floors.
- Long hair must be pulled back for all classes. Please keep hair pulled securely out of the student's face/eyes for class. Hair must be done prior to the start of class.
- It is very important for students to wear appropriate clothing to classes in order for the instructor to see proper movement, alignment, breathing, etc... and for safety reasons. Jeans and dresses (other than as costumes) are not permitted in any dance classes.

(Please check with Tammee or our office staff, for footwear requirements prior to performances.)

- **Combination Jazz/Tap/Ballet & Creative Movement for students ages 6 & under:**
 - GIRLS/LADIES – leotard/biketard/unitard, with tights or socks. A dance skirt or athletic shorts over the leotard is optional. No oversized clothing.
 - BOYS/MEN – sweatpants/athletic pants/athletic shorts, & fitted T-shirt/tanktop
No oversized clothing.
- **Ballet/Technique:**
 - Pink ballet shoes, leotard, tights, hair tightly pulled back
(Optional athletic shorts or ballet skirt)
- **Competition Classes & Production Class –**
 - LADIES – a leotard (any color/style), tights & required shoes.
Athletic shorts or a short dance skirt may be worn.
Pants to wear over your leotard and/or knee pads are best for Hip Hop.
 - BOYS/MEN – sweatpants/athletic pants/athletic shorts,
fitted T-shirt or tank top. *No oversized clothing.*
- **Hip Hop/Break Dance** – athletic style clothing, danceneakers/jazz shoes kneepads.
Danceneakers are needed for performance.
- **Music/Drama Lessons** – comfortable clothing & shoes. *No oversized clothing.*

TIPS/INFO:

- Students are encouraged to bring a bag to class to hold all necessary shoes, music, notes, and/or other necessary items for classes. Please remember to return items to your bag after using them for practice at home (or at a performance) before you arrive at the studio.
- **All students taking private/semi-private lessons must have a notebook and bring it to EVERY class for important notes.**
- *Please label all shoes, bags & other items with each student's name.*
- **The studio is not responsible for any lost or stolen items.** Please leave valuables at home.
- Please check our lost & found areas frequently.

ATTENDANCE & ABSENCES:

- Good attendance is critical to excel. Excessive absences may result in the student's removal from performances and classes. This policy is necessary for class progression and class morale. It is very difficult for groups to practice with group members missing from rehearsals at the studio. The last class prior to any competition, Recital or other performance is also VERY important!
- If you cannot attend your scheduled lesson(s) please call the studio to let us know.
- **Competition students/parents** – Please refer to the *Competition Student's Agreement* regarding attendance policies.
- **Solo, Duet & Trio Lessons** – Each parent (or student) must call the studio **a minimum of 4 hours before** the scheduled lesson time if the student(s) will be absent. Solos/duets/trios will qualify for a make-up lesson for any missed lesson(s) if the proper notice is given before the absence.

All Stars Talent – (585)292-1510, Perinton Dance Company – (585)223-1978

(All duet/trio members must be absent to qualify for a makeup lesson.)

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- Solo, duet, trio lessons **must be made up within 8 weeks of the missed lesson**.
No makeup lessons will be available in the month of June.

POLICIES:

- Observation in the classroom is permitted through the observation windows.
- **FOOD & BEVERAGES ARE NOT PERMITTED ON THE DANCE FLOORS!**
(Water bottles with a secure top are permitted.)
- Cell phones, jewelry & gum are NOT permitted in dance/music rooms.
- Group lessons with less than 4 students may be canceled.
(Private or semi-private options are available.)
- **Students are encouraged to use the restroom before the start of class** to avoid distractions.
 - Restrooms are located in the main hallways of the buildings just outside of our waiting areas. Children are NOT permitted to leave the studio to use the restrooms without being accompanied by an adult (building policies).
- **Students and their family/friends are required to use the studio lobby for waiting.**
 - The owners of the buildings do not allow students/family/friends to “wander” or wait in the building outside of our lobby & classroom areas unless walking to and from the studio or restrooms.
 - Students are encouraged to wait for rides INSIDE of the building for safety reasons.
- Appropriate behavior is expected by all students and their families at all lessons, performances, competitions or any other AST/PDC functions.
- Performance pieces will be invited to perform in extra shows and competitions based on the decisions of the Director and the Instructor(s).
- Students are expected to practice all performance pieces and skills at home in order to help the student reach their full potential and to help with memorizing performance pieces.
- *All Stars Talent, Inc./Perinton Dance Company* is not responsible for the alterations, or the cost of alterations, on any costumes. Costumes are ordered at the closest possible size to the student’s measurements and will allow for growth in young students before performance time. Costumes from companies are not custom made to fit everyone. The need for alterations is very common. Please plan for this. We can recommend a seamstress if needed.
- Participation in activities at AST/PDC creates certain unavoidable risks as with any movement based activity. The studio is not responsible for any injuries incurred on premises or at a performance/competition.
- **Students under the age of 18 are not permitted in any classroom without an instructor present.** Please wait to be invited into the classroom by your Instructor.
- The studio is not responsible for students before the start, or after the end of their scheduled lesson time. Please drop-off & pick-up your child on time, or designate another responsible adult to supervise them until you are able to. (Please call the studio if you have an emergency.)
- **All siblings/friends visiting the studio must be accompanied by an adult at all times.**
- Competition classes are by audition or Instructor recommendation.
Competition classes, solos, duets & trios will be permitted to compete only with the approval of the Instructor & the Director.

TUITION & OTHER FEES:

- Tuition for our full season (30 lessons, September – June) may be paid in one payment (5% discount available when paying for the full season by 9/1/11), or may be divided into TEN equal payments for your convenience. The ten payment option is due according to the provided schedule. **Late charges will be added to all payments made after the due date.** Our season is based on 30 classes for our regular full season. (Additional classes are available in shorter “mini” sessions with different payment schedules.)
- There is a \$15 registration fee all students registering after 9/1/11.
Discounted registration (save \$10) is available if tuition #1 (or the full season) is paid by 9/1/11.
- There is a 10% family discount.
(Same household, group lessons only, not valid on lessons offered in mini-sessions)
- **Late tuition payments will be charged \$5 per week after the due date.**
- Two or more remaining unpaid tuition payments will result in the student sitting out of group lessons, the cancellation of any solo/duet/trio lessons, and the removal from any performances or competitions until the balance is paid with late fees. (This will be included in the maximum number of absences permitted by our Competition Students.)
Please contact us in advance with any issues.

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- **The student, or their parent, must give the studio written notice a minimum of two weeks before the next tuition payment due date to withdrawal from any class(es) for any reason.** You are responsible for tuition

payments for all lessons up to two weeks after the written notice is given. Any withdrawal from group lessons after **March 1, 2012** without a Physician's Excuse will result in the parent/student (or other person responsible for payment) being charged for tuition for the rest of this season. (Dropping classes late in the season is VERY difficult & unfair to other group members and makes it difficult for the studio to reschedule private/semi-private lesson time slots.)

- Any past due balance over 90 days will be sent to a collections agency.
- Tuition refunds are not available unless a lesson is canceled and cannot be rescheduled by the studio.
- Tuition, costume, and recital payments are accepted in the form of cash, check (made payable to *All Stars Talent* or *Perinton Dance Company*), by major credit card, or available AST/PDC fundraising credit for those participating.
- **There is a \$15 minimum for each credit card transaction.**
- *Credit card payments are not accepted for fundraisers or competition entry fees.*
- **There is a \$30 fee for each check returned for insufficient funds.**
- Automatic credit card payments for tuition or other authorized expenses are available by filling out an appropriate form at either studio's office. (NEVER be LATE for a payment!)
- Payments by check may be mailed directly to the studio:
All Stars Talent, Inc. **1465 Jefferson Road, Suite #4 Rochester, NY 14623**
Perinton Dance Company **180 Turkhill Park Fairport, NY 14450**
- Credit card payments are accepted by telephone during studio office hours.

2011 -2012 Tuition Due Dates: for students paying the regular full season in 10 payments

#1	* due before the 1 st lesson of the season
#2	10/1/11
#3	10/26/11
#4	11/16/11
#5	12/12/11
#6	1/14/12
#7	2/14/12
#8	3/12/12
#9	4/18/12
#10	5/16/12

- **ALL Tuition payments made after the due date for each payment will be charged a \$5 per week late fee.**
- **A \$45 costume deposit - per costume, per student** is due by **10/15/11** for all performing dance students.
- Costume deposits are only refundable until 11/1/11.
- Please let the studio know in writing by 10/15/11 (or sooner) if you do NOT wish to participate in the June Recital (if enrolled in a "performance" class) to help with planning.
- **Costume balances are due** by **12/5/11** for all performing dance students. Late costume balance payments will result in extra shipping fees for each costume. We cannot hold the rest of the studio's orders for late payments. Please plan ahead! Each family will receive a detailed invoice with costume rates, minus deposits paid, prior to the due dates. Costume payments can be placed on automatic credit card billing upon request.
- Costumes usually range between \$65-\$75per costume/student.
 Costumes prices may be higher for: competition students, solos/duets, specialty styles, special sizes.
 For young students in combo classes, we work to find 2 costumes or a 2-in-1 costume at a maximum of \$80-\$90.
 Our staff works very hard to find high quality, age & performance appropriate costumes at the best possible price to make our students look great and professional for performances.
- **A \$70 non-refundable recital fee is due by 2/1/12** for each student participating in the recital. (10% Recital fee family discount for families with multiple performers in the same household.)
 Recital fees include: admission for family/friends to the performance(s), awards for each performer, programs, recital and recital rehearsal expenses and more.
 (Competition teams, the Production Class & selected other performance pieces will perform in multiple recitals. Students performing in multiple shows are required to pay only one recital fee.)
- Copies of dance music for routines are available at the studio for **\$4.00 per CD**
 (with up to 3 songs per CD, additional songs \$1 each).
 - Competition students, solos, duets, and trios are required to have a copy of all of the music for their routines by **1/9/12**. Please order early!

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- All students are encouraged to have copies of their music. These copies provide music for practice at home and can be used as a backup in the event that the studio's master copy becomes damaged. Multiple songs can be recorded onto one CD.

- **Vocal students** - There is an additional **\$20 per season**, per **vocal student** fee toward sheet music & accompaniment recordings. (This fee includes student copies of sheet music & CD's.)
Vocal music fees are due by 10/1/11. (The fee is due upon registration for later enrollment.)

FUNDRAISING:

- Many optional fundraisers will be available throughout the season. Fundraising credits earned will be put into each participating student's individual/family AST/PDC account.
- *Competition students are encouraged to participate in at least one fundraiser per season.*
- Fundraising credit may be used toward tuition, costumes, recital fees, competition entry fees, studio apparel or any other approved studio expenses. Fundraising credit will be applied upon request.
- Fundraising credit is not available in the form of cash/check refund to any student/parent.
- Unused fundraising credit may be moved to the following AST/PDC season if it is not used by the end of a current season. If a student does not return to AST/PDC classes and has remaining fundraising credit, the credit will be kept in that student's name for one September – June season. The non-returning student may choose to donate their remaining fundraising credit to another current student or the general scholarship fund. (A transfer request of fundraising credit to another student/the scholarship fund must be made in writing by the student/parent that has the remaining credit.) Any fundraising credit that is not used for more than one full season (for a student that is no longer enrolled in AST/PDC classes) will automatically result in the credit being put into the general scholarship fund.

STUDIO CLOSINGS:

- We do not always follow a public/private school schedule for closings.
Please check our studio calendars, newsletters & reminders.
- Planned studio closings are listed on a calendar and on reminder notices in the studio lobby and on our websites at www.allstarstalent.com and www.PerintonDanceCompany.com.
- Studio closings due to weather or other emergency will be listed on YNN, Channel 13 WHAM and on the studios' answering services and via Email when possible.

ADDITIONAL INFORMATION:

- Parents are required to stop into the studio and to check their child's bag for important studio information and newsletters on a regular basis.
- **Please keep your current email address in our records. Many important newsletters, studio updates and information are sent via email in an effort to stay environmentally friendly & to keep everyone well informed.**
- The 1st day of classes for the 2011-2012 Season is **Saturday, September 10, 2011.**
- **PRIVATE and SEMI-PRIVATE lessons also begin on the 1st day of classes!!!**
- Recital & Recital stage rehearsal dates & schedules TBA
- MANY performance opportunities are available to selected students each season.
- Students and their families are encouraged to contact Tammee LeClair, AST/PDC Director at the studios with any questions or concerns that they may have.
- Please contact us if there is any way that we can make these experiences better for everyone.

We're off to the start of another WONDERFUL season.
Thank you for choosing *All Stars Talent, Inc.* and/or *Perinton Dance Company!*