



2019-2020
DANCE HANDBOOK

Shooting Stars School of Dance Handbook

A Guide for Students and Parents

As a condition of enrollment at the Newman YMCA's, Shooting Stars School of Dance (SSSOD), students and their parents or guardians agree to abide by all the policies set forth by SSSOD, its director, faculty, and staff. SSSOD reserves the right to terminate any student's enrollment at any time for misconduct or inappropriate actions by either the student or his or her parent(s)/guardian(s).

ABOUT THIS HANDBOOK

➤ *Dates and/or expenses listed in this handbook are subject to change.*

Key contact information for SSSOD:

Studio Information

Address: 600 Taunton Avenue, Seekonk, MA 02771

Phone: 508-252-3989

Email: ShootingStars@gpymca.org

Newman YMCA Information

Address: 472 Taunton Avenue, Seekonk, MA 02771

Phone: 508-252-3989

Director: Ashlee L. Bourque

Email: ABourque@gpymca.org

Assistant Director: Caitlin L. Pyron

Email: CPyron@gpymca.org

SSSOD Closure Dates (September-June):

Please note dates are subject to change based on school calendars and scheduling for 2019-2020. Additionally, classes will not be held during picture day/week; more details will follow. Tuition will not be prorated due to these closures. Please refer to our make-up policy if you wish to make-up the missed class.

Columbus Day, October 14

Halloween, October 31 (Evening Classes Only)

Veterans Day, November 11

Thanksgiving Break, November 27-December 1

December Break, December 22-January 3

Martin Luther King Day, January 20

February Vacation, February 16-23

April Vacation, April 19-26

Memorial Day, May 25

GENERAL INFORMATION

STAYING INFORMED

We work hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. Please read all newsletters and other school information. Newsletters and important updates are emailed and typically available at the Welcome Desk. Important information will be highlighted as needed. If you have any questions regarding the information distributed, we encourage you to email ShootingStars@gpymca.org or call 508-252-3989.

➤ *We will do our best to answer emails and voice messages on a daily basis, except on weekends. In the event you do not receive a response within 48 hours please feel free to call again or resend the email. We hope that there is never a delay in responding, but with many families things can accidentally get lost in the shuffle; a helpful reminder never offends us.*

FACEBOOK PAGE

"Like" the Newman YMCA's, Shooting Stars School of Dance page on Facebook to receive daily updates on school events. Please invite your family and friends to "like" the school as well. Please do not post questions or Facebook message the school's Facebook page. Instead, please email them directly to ShootingStars@gpymca.org.

GENERAL POLICIES

- Parents and students should not enter the office space of the school or sit at the Welcome desk without permission.
- Use of the school telephone is limited to emergencies only.
- Parents and students should never interrupt a class in session.
- Only water is allowed in the studios. No food, drinks, or gum.
- We love babies and young children and appreciate the chance to meet our students' siblings. However, our priority is the safety of every child on the school premises. Children must be supervised at all times and are not free to run around the lobby or classroom areas.
- Students are not permitted to use cell phones or computers during class time. (This means no emailing, Internet use, or text messaging.)
- Students and parents are restricted from contacting teachers by phone, email, text messages, etc. All communication with teachers must go through the SSSOD director.
- Never speak negatively about teachers, students, or parents from other schools.
- Never speak negatively about teachers, students, or parents from our school, in the waiting area, on social media, in the community, etc.
- All students must show respect for their teachers at all times. Inappropriate behavior could result in dismissal from the school.

DISCIPLINE POLICY

In order to maintain a healthy, professional environment, students are taught the importance of being a part of a team. We encourage students to have respect for other students, the teachers and staff, and studio property, and we foster the development of good habits and compliance with rules of conduct. Our staff and faculty are trained to use constructive techniques of discipline to maintain class control and handle individual misbehavior.

TERMINATION OF ENROLLMENT

In certain circumstances, when it is in the best interest of one or more students, it may be necessary for the school director to terminate a student's enrollment. Every effort will be made to correct a problematic situation before terminating enrollment. Reasons for termination of enrollment include the following:

- Disruptive or dangerous behavior by students or their parents
- Abuse of other children, staff, or property
- Inability of SSSOD to meet the child's needs

ARRIVAL AND DEPARTURE

We encourage students to arrive 15 minutes before class starts. For their safety, ALL children should be picked up immediately after class. **Students 12 and under MUST BE DISMISSED IN BUILDING. Children are not permitted outside the studio without a parent.**

ATTENDANCE

All students are expected to attend their regularly scheduled classes. Each class offers a step forward in the educational process. A missed class could leave a child one step behind the other students. During the months of February through June, choreography for the recital will be taught and rehearsed. It is important for children to feel completely confident with the choreography and the year-end performance. Missing class during this period could result in frustration for the students, their teachers and classmates.

TARDINESS

Dance is a physical activity that requires the body to be warmed up in order to execute movement safely. Late students miss the proper warm-up and/or barre and therefore may sustain injury. Students who arrive more than 10 minutes late may be asked to observe class for reasons of personal safety.

CLASS VISITORS

Safety issues and legal responsibilities make it impossible for us to allow students to bring visitors into the classroom. Students should not invite siblings, other relatives, or friends to their classes with the exception of special events such as "Bring a Friend Week" and in-school performances.

MEDICAL INFORMATION

Parents must notify the director/and or teachers regarding children who have allergies, use an inhaler or who may require medications during their time at SSSOD. It is also important to inform the director and/or teachers about your child's existing medical conditions or learning disabilities at the time of registration and throughout the school year. Our teachers are trained professionals who are excited to work with all children and personalities, and the more we know about your child, the better the dance experience will be for all involved. All information about our students is confidential.

TUITION, EXPENSES and REGISTRATION POLICIES & PROCEDURES

REGISTRATION FEE

An annual registration fee of \$20 members/ \$25 non-member (\$35 per family) will be required at time of registration for anyone who registers after June 1, 2019. Registration fees are not refundable.

TUITION

Full monthly tuition is due on the 10th of each month prior to the month your child is enrolled (Example: October tuition will draft September 10th, etc.). Tuition is paid through automatic withdrawal from your credit card, debit card, or banking account. All drafts will automatically cease after June. Other payment options must be pre-approved by the director. **Tuition assistance and scholarships are available; information is available at the Newman YMCA's, Welcome Center.** We offer a five percent discount on annual tuition that is paid in full by September 30. **Tuition does not include the registration fee, dancewear, shoes, costumes, recital tickets, private lessons, or special events.**

➤ **Tuition Disclaimer-** *Tuition varies based on your membership status, classes taken, and financial assistance given. Typically, each class runs for 32-38 weeks (depending the year), September-June. Depending on the day your child's class falls you may have a three-week month. All classes missed due to holidays, school vacation, illness or snow can be made-up; please refer to our make-up policy. **TUITION WILL NOT BE PRO-RATED FOR ANY REASON.***

RETURNED CHECKS/ BANK DRAFT POLICY

Please note that you will be charged a \$25.00 fee if your check or bank draft is returned for insufficient funds. If two consecutive bank drafts are returned, the remaining months of the year will be required to be paid in full.

REGISTERING FOR CLASSES

At the time of registration, you are responsible for paying a non-refundable registration fee if applicable. This ensures that your space will be reserved in the class. Enrollment is rolling and interested students can join at any time. Students must be enrolled prior to January 10 (or have instructor and directors permission after this date) each year in order to participate in the recital. Space is limited and once a class hits max enrollment the class will close and no other students will be allowed. If a class's enrollment becomes too low, the class may be cancelled. Please note class capacity is typically between 8-14 children depending the age and ability of the children. It is the directors' decision to close or open enrollment at any point during the year. Classes must have a minimum of 5 students in order to run; families registered in a class with less than 5 students will have the option to pay the private lesson fee and keep the class open.

WITHDRAWAL FROM CLASSES

Enrollment can be cancelled at any time, however, please review our Drop/Refund Policy to ensure you're not charged unnecessary charges.

DROP/REFUND POLICY

To drop out of a class, a **WRITTEN CANCELLATION MUST BE GIVEN TO THE DIRECTOR.** All cancellations must be given at least 10 days prior to the draft date. A participant who has paid in full for the year will lose their 5% discount and have whatever balance for the remaining months refunded or credited to the membership account.

CHANGING REGISTERED CLASSES

You are welcome to change your child's schedule at any point during the year, however any changes made after September 30, 2018 will incur a \$10 transfer/administrative fee.

CLASS PLACEMENT

The school faculty will meet to discuss the students' progress and/or placement if requested. Placement decisions are derived from many years of teaching experience. Placement is highly individual and the factors that go into the decision are complex. Children must meet the age/ grade requirement for the class by September 1st or have the Dance Directors Permission to be in a class. It is the director's decision to make changes. All changes will be discussed with the Parent(s)/ Guardian(s). If you have questions or concerns about your child's dance education (such as progress or class placement), please discuss them with the director. Talking only to other parents can lead to misinformation and confusion. Please contact the school office to set up an appointment; do not approach your child's teacher or the director between or during classes or make contact outside of the school. If you do request a conference, please listen carefully to what your child's teachers have to say. They spend a significant amount of time with your child and offer expertise in the field of dance education.

CLASS CANCELLATION AND MAKE-UP POLICIES PROCEDURES

INCLEMENT WEATHER

If the Commonwealth of Massachusetts issues a State of Emergency, it is the YMCA's policy to close all facilities. Therefore, no classes will run. If the Newman YMCA chooses to close, no classes will be held at the Dance Studio. Additionally, we will be following the Seekonk School System, therefore:

- No dance classes will be held if Seekonk closes due to inclement weather
- No morning dance classes will be held if the Seekonk has a delay due to inclement weather
- No evening dance classes will be held if the Seekonk has an early release due to inclement weather

Due to limited studio availability, the first (2) cancellations will follow our make-up policy and classes can be made up at each individual's convenience. In the event lessons are cancelled more than (2) times, a special make-up class will be scheduled at a designated time. All other cancellations will be made via email or by phone. All classes missed whether due to vacation or holiday can be made up at the individual's convenience. Staff and student safety is our number one priority; we appreciate your understanding and support of this policy

INSTRUCTOR ABSENCE

If the instructor becomes ill or has to deal with another misfortune and is unable to fulfill their duties as an instructor for the day and no substitute is available, you will be notified personally by the director or another YMCA staff via email or phone. A make-up class will be scheduled at a later date.

PERSONAL ABSENCE

All students are allowed to make up (3) classes per year, per class prior to the start of March, for their personal absence due to illness, vacation, or conflict of other events. Students must make up the class within 2 weeks of the missed class, in their appropriate age/ level. Please notify the director as to what class, day and time you will be attending for the make-up.

ANNUAL RECITAL

➤ **In order to participate in the annual recital dancers must register and pay the full costume balance by January 10th.** The date of the recital is determined and announced in late September/ early October each year. All Students are invited to participate in our annual recital. **Regardless of the recital date (always in June), families are responsible for June tuition.**

The recital offers our students a professionally directed performance that allows them to present to their families and friends the results of a year's hard work, dedication, and progress. A big part of dance training includes learning through performance. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children's success in non-dance activities. The experience helps build self-esteem and confidence, which can result in better in-school presentations, improved social skills, and strong college and job interview skills. The rehearsal process is a tremendous learning experience as well. It helps the children develop retention skills, and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best end result.

RECITAL HANDBOOK

In May of each year we distribute a recital handbook with all the information parents and students need to know to make the recital experience enjoyable for all.

COSTUMES

We spend many hours determining the correct costumes for each class. They are always age appropriate and of good quality. All dancers participating in the recital are required to purchase a costume. Fees for costumes vary by the number of classes students are enrolled. In an effort to ensure that costumes are delivered in time for school photographs and an organized distribution to our students, costume orders are placed in late January. Costume manufacturers do not accept cancellations or offer refunds; therefore the school does not refund costume deposits.

➤ **Costume payments are not refundable. Costumes are not ordered for dancers who have not paid their costume balance. On January 10 unpaid costume balances will be automatically debited from your account on file. It is parent/guardian responsibility to inform the director IN WRITING if a child will not participate in the recital.**

RECITAL FEES

All dancers participating in the recital will be required to pay a one-time recital fee. This fee will be automatically drafted on February 1, 2020. The fee will be \$75 and will cover the cost of a recital t-shirt, recital DVD and participation trophy. The cost of the DVD will be prorated for families with multiple children in the same show. Sibling recital fees will be drafted on May 1, 2020. It is the parent/guardian responsibility to inform the director IN WRITING if a child will not participate in the recital.

DRESS CODE REQUIREMENTS

SSSOD maintains a dress code to encourage concentration and a sense of inclusiveness (variations in attire can be distracting and contribute to feelings of inequality). Uniformity in dancewear allows the teachers to assess how well the students are implementing the technique being taught, problems with alignment, and other important aspects of dance training.

- Students should carry their dancewear, shoes, and other belongings in a dance bag. Please print your child's name on the bag as well as on all of its contents.
- Dancewear is to be kept in good repair and laundered on a regular basis.
- Watches, jewelry, and safety pins should not be worn to class.
- Dance shoes should never be worn outside.
- Female students should wear their hair tightly secured and styled away from the face; a neat bun is preferred.

CLASS	BOYS	GIRLS
Music Medley & Creative Movement	Black sweatpants, white T-shirt, black ballet shoes.	Pink leotard, pink tights, pink ballet shoes.
Combo II & III	Black sweatpants, white T-shirt, black ballet shoes. Black Tap Shoes (Black jazz shoes Combo III)	Pink leotard, pink tights, pink ballet shoes, black Mary-Jane tap shoes (Tan slip-on jazz shoes Combo III)
Combo Acro	Black sweatpants or tights, white T-shirt, no shoes	Black leotard, pink convertible tights; black fitted shorts
Acro	Black sweatpants or tights, white T-shirt, no shoes	Black leotard, tan stirrup, tights; Black fitted shorts
Ballet/ Pointe	Black sweatpants (or tights for ages 10 and up), white T-shirt, black ballet shoes	Black leotard, pink tights, pink ballet shoes. (Pink pointe shoes may be required)
Hip-Hop	Comfortable clothes (not jeans) and clean sneakers	Comfortable clothes (not jeans) and clean sneakers
Jazz	Black sweatpants or tights, white T-shirt, black jazz shoes	Black leotard; tan tights; tan slip-on jazz shoes. Black fitted short or solid black yoga pants are allowed
Lyrical	Black sweatpants or tights, white T-shirt, no shoes	Black leotard, tan stirrup, convertible or footless tights, black fitted shorts and nude foot undies
Musical Theater	Comfortable clothes (not jeans) and tan-slip on jazz shoes	Comfortable clothes (not jeans) and tan slip-on jazz shoes
Tap	Black sweatpants, white T-shirt, black tap shoes	Black leotard; tan tights; Black slip-on tap shoes. Black fitted shorts or solid black yoga pants are allowed

ADDITIONAL INFORMATION AND ACTIVITIES

BRING-A-FRIEND WEEK

There are multiple “Bring-a-Friend Weeks” each year. Students may bring a friend (similar in age) to the school to experience a fun class designed for them and their guests. Friends attend class free of charge during this week. Additionally, dancers can try any other class they would like to check out free of charge.

VACATION, SUMMER CAMP AND SUMMER PROGRAMS

All summer SSSOD offers’ special programming and camps for both current and new students. Summer activities are for children of all ages. A complete brochure of all summer programs will be distributed in early spring. We suggest early registration as these programs do sell out, especially the camps.

STUDIO RENTAL

The studios are available for rental for meetings, rehearsals, and other activities. Tables, chairs, and sound systems are available. Whether you’re planning a one-time, weekly, or monthly event, give us a call to determine whether we can accommodate your group or activity.

BIRTHDAY PARTIES

We offer several birthday party options for both boys and girls. Parties are themed and can be dance related or not. Most birthday parties are scheduled for Saturday afternoons or on Sundays; however, limited space is available during the week. Please contact the director for complete details.



