

2011 - 2012



*Classes offered in:*

*Ballet  
Hip Hop  
Musical Theatre  
Tap*

*Lyrical  
Drama  
Jazz  
Modern*

*Voice  
Acrobatics  
Pointe  
Adult*



*2011 - 2012 Student Handbook*

*Nicole Aravena & Donna Aravena, Directors*

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*Visit us on the web at [www.sevenstarschool.com](http://www.sevenstarschool.com)!*

Our school is not only proud of our reputation of building strong performers, but also of offering a performing arts education that emphasizes discipline, respect, and classroom etiquette. In an effort to offer all students and their families the best possible experience here at Seven Star School, we strictly enforce the following policies:

## General Procedures

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1. Students should arrive at least 10 minutes before class. Be sure your child knows which room his/her class meets. The instructor will invite the class in (five minutes before the first class of the day and upon dismissal of subsequent classes).
2. No students will be admitted to class after warm-ups.
3. Students are dismissed by the instructor only. No child will be allowed to leave the studio without permission from the instructor. If your child has to leave early, please inform the person at the front desk and he/she will go into the classroom to get the child. Under no circumstances may a student under the age of 16 go to the parking lot on their own. Your child's safety is important to us!
4. Students must be picked up from the studio within 15 minutes of the conclusion of class unless prior arrangements have been made.
5. **Students' names should be on all items (e.g., dance shoes, dance bags, etc.).** The staff will assume no responsibility for lost, stolen, or misplaced items.
6. The reception or waiting area is available to parents while students are attending class and to students waiting for class to begin. Please treat our facility as you would your own home. Keep our waiting areas tidy by cleaning up after you have eaten. All young children must be supervised by a responsible adult.
7. Please notify the studio of an expected absence. A reasonable number of missed classes may be made up in another class of similar age and level. Please encourage your child's commitment to their program and fellow classmates by discouraging unnecessary absences.
8. Miss Nicole can be reached by e-mail, and if necessary, an appointment can be arranged.

## Student / Classroom Etiquette

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1. SSSPA students are expected to demonstrate respect for the director, staff, and their fellow classmates on and off site. When participating in a studio event, performance, out-of-town excursion, or when wearing the studio logo, attitude, presentation, and behavior are as important as the ability to dance.
2. Our studios are equipped with "spring floors," which are designed specifically for dance and acrobatic use. Street shoes are never allowed on these floors.
3. Only dance items and water are permitted in the studios.
4. Staff members should never be interrupted during or between classes.

## Tuition

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1. **Tuition is charged annually.** As a courtesy, you are allowed to make 10 monthly payments (September - June). The monthly tuition fee is not based on number of classes per month, as number of classes can vary from month to month. **A 10% discount is awarded for payment in full by September 1.** A 5% discount is awarded for bimonthly payments on September 1, November 1, January 1, March 1, and May 1.
2. All monthly tuition payments are to be paid in full on the 1st of each month. Payments received after the 5th are considered late and are subject to a \$10.00 late fee.
3. A tuition coupon should accompany all tuition payments and may be dropped off with the

## ***Tuition (continued)***

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receptionist at the front desk. A tuition box (equipped with extra envelopes) is also provided in the waiting area for your convenience.

4. There are NO PRO-RATED FEES for missed classes or holiday breaks. There will be NO REFUNDS for classes missed.
5. In the case of withdrawal from Seven Star School of Performing Arts, notify the studio immediately. **You will be responsible for payment through the end of the current month.**

## ***Recital / Costumes / Costume Payment***

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1. SSSPA students participate in our annual recital, held during the month of June. One dance piece will be performed per class. The SSSPA annual recital has been an amazing and rewarding event for the past seven years. It benefits the children by building their poise and confidence, it teaches them the processes of putting on a show and introduces them to a performance arena filled with lots of fun. In addition, parents, grandparents, other relatives and friends have the opportunity to proudly observe the accomplishments of their little angels. Although it is not mandatory to participate in the recital, once you have made the commitment, it is mandatory to participate in all rehearsals connected with the recital performance.
2. One costume is required per dance piece. Costumes are ordered during the holiday break. Recital costumes are billed by October 1st. Payments are made in two stages – the first half is due on or before October 15th and the final payment is due on or before December 15th. Costumes are not ordered without full payment. Costumes fees include the appropriate tights (when necessary) and are as follows:
  - Child Sizes: \$75.00
  - X Large Child/Adult Sizes: \$90.00
  - X Large Adult Sizes: \$95.00
3. Costumes are ordered according to the size charts given to us by the vendors. A dance costume is not made to fit like street clothing. SSSPA is not responsible for costume alterations.
4. Regular attendance is absolutely crucial as the recital draws near, not only for the success of the show, but also as an important exercise in teamwork and commitment.

## ***Registration Information / Class Schedule***

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All student data is based on the information we have entered into our computer system. (See printed registration form.) Parents are responsible to inform us of any corrections (i.e., demographics or class information). A signed registration form must be returned by the first class.

## ***Attire / Hair / Classroom Preparation***

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1. All students must follow studio dress code and should arrive with necessary items such as hair accessories, dance shoes, sheet music, etc. stored in an appropriate tote or dance bag. Students who are not adequately prepared will be allowed to observe only.
2. Please refer to our website for dress code requirements.
3. Hair must be away from the face and secured in a bun for ballet classes or a pony tail for all other classes.

## ***Observation of Classes***

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*One week is set aside during the performing arts season during which time our students' parents and siblings may sit in during classes. Parents may also observe our Company Showcase in January and our Dress Rehearsals in June. The "Parents' Watch Week" Schedule is below:*

- November 7 - 13, 2011 (All Non-Company Classes)*
- November 14 - 19, 2011 (Company Classes Only)*

## ***Parking***

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*Ample parking is available at the studio on the side of the building. There is absolutely no parking in the front of the building, as this interferes with other businesses in the plaza and is dangerous for children who are exiting the building with their families. The landlord reserves the right to have any vehicle parked in front towed and/or fined.*

## ***Questions?***

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*Please visit us online at [www.sevenstarschool.com](http://www.sevenstarschool.com) or call us (12:00 - 7:00 PM) at (845) 278 - 0728.*

*Seven Star School of Performing Arts policies are meant to encourage a smooth and productive year in the education of the arts. If followed, we're sure all will have a JOYOUS learning experience filled with lots of FUN, which is our greatest wish for all Seven Star School families.*

## ***School Calendar***

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|                         |                                    |
|-------------------------|------------------------------------|
| <b>September 12</b>     | Classes Begin (No Company Classes) |
| <b>September 19</b>     | Company Classes Begin              |
| <b>October 31</b>       | Studio Closed (Halloween)          |
| <b>November 23 - 27</b> | Studio Closed (Thanksgiving)       |
| <b>Dec. 20 - Jan. 2</b> | Studio Closed (Holiday Break)      |
| <b>February 20 - 26</b> | Studio Closed (Winter Break)       |
| <b>April 1 - 8</b>      | Studio Closed (Spring Break)       |
| <b>May 28</b>           | Studio Closed (Memorial Day)       |
| <b>June 23</b>          | Anticipated Recital Date           |

## ***Special Events***

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### ***Sunday Monthly Events***

*Please check the calendar on our website for special pre-school events each month.*