



# Student/Parent Handbook

Stage Right School of Performing Arts  
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# OUR PHILOSOPHY

Stage Right believes in creating a safe space where people from all backgrounds are given the opportunity to express themselves through the performing arts regardless of age, body type, or skill level. At our studio we meet our students where they are and encourage growth with an emphasis on technique, creativity, and community. Stage Right is family owned and committed to providing positive experiences through expert instruction by our caring faculty, a fun family oriented environment, and above all else friendship.

## PLACEMENT AND EVALUATION

We offer adjudication during the summer for new and returning students to find their best placement. In addition, for some students it may be necessary to take the first few weeks of classes at a trial level in order for the instructor(s) to assess the proper class level. The faculty has the final word on evaluating levels and casting for rehearsals and performances. Please be respectful of their careful decisions.

## STUDENT & INSTRUCTOR INTERACTION

Please be advised that the study of dance involves physical contact. Instructors will often need to make hands-on contact to adjust students' alignment and to demonstrate proper motion. Students should keep the faculty informed of any recent illness, injury, or other condition that may interfere with their classwork.

Conferences with the teachers can be arranged at any time at the students or parents request. You must schedule your conference through the front desk, not the teacher. Please do not conference with teachers during class time or between classes.

## STUDENT ASSISTANTS

Advanced students may be asked to help with the lower level classes. Assistants will not be teaching the classes, but will be following the teacher's instructions, thereby helping with the dance education of the assistants as well as enabling the younger students to receive more attention. There is an application process, please see the front desk for more information.

Assistants are required to attend additional training classes along with keeping up with their own dance training.

## MAKE-UP POLICY

There are no refunds given for missed classes. Students may make up missed classes on any other day or time their class level is offered. If there is no other class available at their dance level and style, missed classes can be made up in any other class offered during the current month. The make-up class does not have to be of the same dance style as the class in which the student is enrolled. The make-up class does not have to be taken in the same week. The student is not eligible for make-up classes if the studio is not informed prior to the absence. Makeup classes must be scheduled with the front desk.

## RECITAL INFORMATION

A recital will be held at the end of the dance year (May or June). All students are expected to participate. However, if a student's account does not have a zero balance, they will not be allowed to participate.

There will be rehearsals the week of recital at our studio and one dress rehearsal in the theater the day before the recital. Volunteers will be assigned to help in the studio, backstage and in the theater at rehearsals. All students must attend rehearsal week and dress rehearsal in order to perform.

All parents will receive a recital handbook in the spring with all details about the recital, rehearsals, costumes, and accessories.

## **TRIAL CLASSES**

New students or current students are welcome to take trial classes at no charge.

**1 per style of dance per dance season**

## **SNOW, INCLEMENT WEATHER, & CALENDAR**

Stage Right follows the Williamson County School calendar and inclement weather decisions, but does NOT automatically close when schools are closed. In case of severe weather, we will send an email and post on social media. Stage Right will not make up classes when they were canceled due to inclement weather.

**Follow us: @stageright615 or #stageright615**

## **PARENT OBSERVATION**

We ask parents not to come into the studios during class. It is disruptive and distracting to our dancers and faculty. We have a viewing area in the lobby where you can observe your dancer's class. We will follow the state/county social distancing guidelines and parents may be asked to stay in the parking lot during classes.

## **SAFETY PROCEDURES**

Stage Right faculty and staff will follow the state and county guidelines regarding social distancing and the use of PPE. Please make sure you have a valid email address on file to receive our most up-to-date information.

## **GENERAL POLICY**

Stage Right does not carry medical insurance for its students. It is recommended that all students be covered by their own family insurance policies. If injury occurs, it is understood that the student's own policy is the only source of reimbursement.

By registering and paying for the first month, the student is automatically registered for the remainder of the school year. Payments will continue September through June unless the office receives notification of withdrawal from classes 30 days in advance. Your credit/debit card or checking account will be charged for the last month, no matter if your child attends class or not.

**All checks returned to the school due to insufficient funds will be charged \$20.00 per check.  
The monthly tuition will be due on the 1st business day of each month. Please see Payment Options.**

### **Payment Options are:**

1. Electronic check or credit/debit card payments online, automatic payments by withdrawal from checking/saving account or credit/debit card.
2. Manually pay monthly with credit/debit card, check, or cash.  
\*\*A credit card or checking account information must be on file, when paying manually by check or cash.

A charge of \$20 late fee will apply on the 11th of the month for all unpaid balances. The late fee will be applied and strictly enforced.

When the tuition is not paid by the 10th of the month, charges can be made to the credit card or checking account on file unless there are other arrangements made with the director.

Accounts holding an overdue balance at the time of the recital will not be allowed to perform and participate in the recital.

**Stage Right of Performing Arts reserves the right to refuse service.**

## **YOUR POSSESSIONS**

Please bring all personal items in a bag that closes securely. Loose items are liable to get lost or picked up accidentally by another child.

Please label all personal items with child name in permanent ink to cut down on lost items. If your child misplaces a belonging, please check the lost & found.

We discard unlabeled, unclaimed items at the end of **EACH MONTH**. We are **NOT RESPONSIBLE** for lost items, labeled or unclaimed.

### **DO NOT BRING VALUABLE ITEMS TO THE STUDIO**

## **REGISTRATION & FEES**

It is important that all students and/or parents – whether returning or new - fill out and sign your registration paperwork either online or in the school so we can ensure we have the most up-to-date contact details for you. This information includes your registration form; media release form (so we can show off photos and videos of our amazing dancers in and around the studios) and liability waiver

Registration Fees are due at the time of registration.

New Students - \$30 per student and \$10 for each sibling

By registering and paying for the first month, the student is automatically registered for the remainder of the school year. Payments will continue September through June unless the office receives a written cancellation one full calendar month prior to withdrawal from classes. Your credit/debit card or checking account will be charged for the last month, no matter if your child attends class or not.

## **RECITAL FEES**

A recital/costume fee deposit will be collected in October. Payment options are available, please see the front desk.

The recital fee is \$150 per dancer, for each additional sibling \$100, for each additional class \$80/costume.

**There will be NO refund of the recital fee given after December 15.**

**\*\*All checks returned to the school due to insufficient funds will be charged \$20.00 per check.**

## **REFUND POLICY**

All deposits, tuition, and fees are non-refundable. Tuition remains the same each month regardless of the number of student absences or class meetings that month. No discount is given during months in which the studio is closed for holidays.

In the event a class is canceled due to insufficient enrollment, we will make every attempt to find an appropriate alternative to a canceled class. If we are unable to provide an appropriate alternative, we will issue a refund of any unused tuition. In the event of a serious injury or severe illness rendering the student incapable of completing the current month, we will consider refund requests only when accompanied by a medical doctor's certification stating the student's condition.

**There will be NO refund of the RECITAL FEE given after December 15.**

## **PRIVATE LESSONS AND STUDIO RENTAL**

Our faculty can be hired for private lessons.

The fee is \$60 per hour or \$30 per 1/2 hour

Studio rental fee is \$20 per hour, plus \$10 per hour if staff is needed to open and close the studio, plus a \$25 cleaning fee

## MONTHLY TUITION

45 Minutes.....	\$59.00
1 Hour.....	\$64.00

### Combined Hours per week for Single Student

1 ½ Hours.....	\$87.00
1 ¾ Hours.....	\$95.00
2 – 2 ¼ Hours.....	\$102.40
2 ¼ - 3 Hours.....	\$144.20
3 ¼ - 4 Hours.....	\$179.00
4 ¼ - 5 Hours.....	\$208.00
5 ¼ - Unlimited.....	\$230.00

### Combined Hours per week for Families

1 ½ Hours.....	\$87.00
1 ¾ Hours.....	\$95.00
2 – 2 ¼ Hours.....	\$102.40
2 ¼ - 3 Hours.....	\$144.20
3 ¼ - 4 Hours.....	\$179.00
4 ¼ - 5 Hours.....	\$208.00
5 ¼ - 6 Hours.....	\$230.00
6 ¼ - 7 Hours.....	\$247.00
7 ¼ - 8 Hours.....	\$256.00
8 ¼ - 9 Hours.....	\$287.00
9 ¼ - Unlimited...	\$320.00

The monthly tuition will be due on the 1st, a charge of \$20 late fee will apply on the 11th of the month if the payment is NOT set up for a recurring payment on the 1st business day of each month.

## CONDUCT & BEHAVIOR

Our students should exhibit exceptional conduct and behavior while on school premises. The highest respect should be given to the faculty, staff, and fellow students. The school reserves the right to suspend or dismiss any student whose conduct jeopardizes or compromises the integrity of the school, the program or the safety and welfare of others.

- ★ Students will wait quietly in the hallway or lobby for their class to begin.
- ★ Students are not allowed in the studios without a faculty member present.
- ★ Students should use the restroom prior to class time.
- ★ Running, playing or making excessive noise at any time in the hallway, lobby, or dressing room is strictly prohibited.
- ★ Students are required to keep the facility clean at all times by picking up after themselves.
- ★ Please arrive no earlier or later than 5-10 minutes before your class starts, unless other arrangements have been made
- ★ Please do not hang on the barres.
- ★ The following items are prohibited:
  - Chewing gum in the studios
  - Food or drink in the studios with the exception of a capped water bottle
  - Street shoes in the studios
  - Talking during class, we like to acknowledge raised hands.
  - NUT Products of any kind in the studio, lobby, or performance venues

Parents are responsible for their child's actions. Parents need to watch their children who are not in class, at all times during the duration of their stay on the school's premises.

## **ABSENCES & TARDIES**

We expect regular and continuous attendance of all students. Attendance is imperative for consistent progress. Students should arrive and depart promptly. If students know in advance that they will be absent from class, please let the office know before the day of the class.

Attendance is important in order for learning technique and proper preparation for our end of year performance, therefore every effort should be made to avoid missing a class. Students should avoid missing consecutive dance classes. Teachers will not slow the pace of their class to accommodate a student who does not attend class regularly. One absent dancer not only hurts the progress of the individual, it also inhibits the progress of the entire class.

Students who have been absent are responsible for learning new choreography that was taught during an absence. Private instruction may be available at an additional cost; please speak with the front desk to make these arrangements.

Students should arrive 5-10 minutes before class so they will be ready to begin. Entering class after it has begun is disruptive to the teacher and other students, so if your child is tardy, please advise them to enter class quickly and quietly.

Stage Right should be notified at least 24 hours in advance of any absence, tardy or early pickup.

If a dancer is to be picked up before the end of class, please inform the front desk prior to the start of class and let them know what time your child will need to leave. Please do not barge into the classroom to get your child early. The teacher will allow your child to QUIETLY leave the class at the designated time.

If your child is excessively absent for any reason, they may not be allowed to participate in our performance. Excessive is defined as missing more than 5 classes in our 10 month dance season. This will be addressed on a case by case basis.

If students are too ill to participate in class, they should remain at home and rest. If they are injured, they should come to class and observe. Many students find that they learn from observing class. This will also keep them apprised of the class's progress. **Please see MAKE-UP POLICY.**

## STAGE RIGHT DRESS CODE

- ★ Creative Movement & Pre-Ballet
  - Girls - Pink dance dress, Pink tights, Pink ballet shoes
  - Boys - White Top, Black Bottoms, Black Ballet Shoes
- ★ Combo Ballet & Tap
  - Girls - Pink Dance Dress, Pink Tights, Pink Ballet Shoes, Black Tap Shoes
  - Boys - White Top, Black Bottoms, Black Ballet Shoes, Black Tap Shoes
- ★ Combo Ballet & Jazz
  - Girls - Pink Dance Dress, Pink Tights, Pink Ballet Shoes, Tan Jazz Shoes
  - Boys - White Top, Black Bottoms, Black Ballet Shoes, Black Jazz Shoes
- ★ Combo Jazz & Hip Hop
  - Girls - Black Leotard, Black dance shorts, Nude Tights, Nude Jazz Shoes, Black Sequins Tennis Shoes
  - Boys - Black Shirt, Black Sweatpants, Black Jazz Shoes, Black Converse
- ★ Combo Ballet & Hip Hop
  - Girls - Black Leotard, Black dance shorts, Black Dance Skirt, Pink Tights, Pink Ballet, Shoes, Black Sequins Tennis Shoes
  - Boys - Black Shirt, Black Sweatpants, Black Ballet Shoes, Black Converse
- ★ Combo Tap & Hip Hop
  - Girls - Black Leotard, Black Dance shorts, Nude Tights, Tan Jazz Shoes, Black Tap Shoes
  - Boys - White Top, Black Bottoms, Black Ballet Shoes, Black Tap Shoes
- ★ Ballet 1, 2, 3, & Pre-Pointe
  - Girls - Black Leotard, Black Dance Skirt, Pink Tights, Pink Ballet Shoes, Pink pointe shoes (pointe only)
  - Boys - White Top, Black Bottoms, Black Ballet Shoes
- ★ Ballet 4 & Pointe
  - Girls - Leotard, Dance Skirt, Pink Tights, Pink Ballet Shoes, Pink Pointe Shoes (pointe only)
  - Boys - White Top, Black Bottoms, Black Ballet Shoes
- ★ Modern/Contemporary/Lyrical 2, 3, & 4
  - Leotard or Crop Top (girls)
  - Fitted top (boys)
  - Leggings, dance shorts, or black footless tights (girls)
  - Sweatpants or dance pants (boys)
  - Nude/Tan/Flesh colored Footless tights
  - Nude/Tan/Flesh colored Lyrical shoes or toe undies
- ★ Tap 1, 2, 3 & 4
  - Leotard, Fitted Top, or Crop Top (girls)
  - Fitted Top (boys)
  - Leggings or dance shorts (girls)
  - Sweatpants or Jazz pants (boys)
  - Black Tap Shoes
- ★ Jazz 1, 2, 3, & 4
  - Leotard, Fitted Top, or Crop Top (girls)
  - Fitted Top (boys)
  - Leggings or dance shorts (girls)
  - Sweatpants or Jazz pants (boys)
  - Nude/Tan/Flesh colored Jazz Shoes (girls)
  - Black Jazz Shoes (boys)
- ★ Hip Hop 2, 3, & 4
  - Comfortable top or crop top (girls)
  - Comfortable top (boys)
  - Sweatpants or dance pants
  - Black Tennis shoes
- ★ Teen Level Classes
  - Girls
    - Leotard
    - Dance shorts or leggings
    - Ballet skirt (optional)
    - Nude Ballet Shoes
    - Nude/Tan/Flesh colored Footless tights
    - Nude Jazz Shoes
    - Black Tap Shoes
  - Boys
    - Fitted Top
    - Jazz pants or dance pants
    - Black Ballet Shoes
    - Black Jazz Shoes
    - Nude/Tan/Flesh colored Lyrical Shoes
    - Black Tap Shoes
- ★ Acrobatic Arts
  - Girls - Biketard or Leotard and Dance Shorts, Acro Shoes (optional)
  - Boys - Fitted top, Bike Shorts or Fitted Pants, Acro Shoes (optional)
- ★ Choreography
  - Leotard or crop top
  - Leggings or dance shorts (girls)
  - Jazz pants or dance pants (boys)
- ★ Specialized Classes: Broadway Dance, Musical Theatre
  - Leotard, fitted top, or crop top (girls)
  - Fitted top (boys)
  - Leggings or dance shorts (girls)
  - Jazz pants or dance pants (boys)
  - Tan/Nude/Flesh colored Jazz Shoes (girls)
  - Black Jazz shoes (boys)
  - Tan Character Shoes (optional)
  - Tan/Nude/Flesh colored Footless tights
- ★ Technique Classes: Leaps, Turns, & Skills; Conditioning; Strength & Stretching; Yoga; Gyrokinesis
  - Leotard, fitted top, or crop top (girls)
  - Leggings or dance shorts (girls)
  - Sweatpants or dance pants (boys)
  - Tennis shoes (Conditioning only)
  - Yoga Mat (Yoga & Gyrokinesis)

## COMPANY REHEARSALS

Black Leotard, fitted top, or crop top (girls), Fitted top (boys), Black Leggings or dance shorts (girls), Black Sweatpants, Jazz pants, or dance pants (boys), Tan/Nude/Flesh colored Footless tights (girls), Nude/Tan/Flesh colored Lyrical Shoes, Tan/Nude/Flesh colored Jazz Shoes, Black Jazz shoes (per costume), Black tennis shoes (hip hop only), Black tap shoes (tap only)

## DANCE HAIR

- ★ Ballet—Hair should be pulled into a bun at the back of the head.\*
- ★ All other classes—Hair should be pulled off the face into a ponytail or bun at the back of the head.\*  
\*If hair is too short, hair should be pulled back off the face as best as possible.

**Dance shoes should ONLY be worn inside the studio, lobby, performance spaces, or inside your home.  
They should NOT be worn outside.**