



POLICIES AND PROCEDURES 2011 - 2012

You may cancel this contract by notice in writing within 7 days after you sign it. If you do not cancel this contract within the 7 days, you may not be able to cancel afterwards. You may send your notice by registered mail to Rising Star Academy of Arts, 10-1600 Regent Ave. W., Winnipeg, MB, R2C 3B5, or you may deliver it there yourself. You must mail it or deliver it before the end of the 7 days. If you cancel the contract within 7 days, any moneys you have paid will be returned to you.

Communication

- All Academy information is sent via email. Notes and newsletters are also posted on our lobby board and the website. Please ensure that we have a valid email address for you so that you receive important details & invoices in a timely fashion.

Withdrawal/Refund Policies

- Notification for withdrawal must be done in person and a withdrawal form must be filled out in order for a refund to be processed. **NO refunds after October 31st**
- Clients are responsible for all outstanding monetary balances (i.e., tuition, costume balance fees, competition fees, etc.). No student will be admitted into class with any unpaid balance. Once a student is registered, withdrawals are subject to a \$30.00 administrative fee.
- Costume deposits are non-refundable/non-transferable.

Payments

- All payments must be left at time of registration in the form of postdated cheques, or pre-authorized Visa/MasterCard
- Any payment being exchanged for cash/debit, must be done no later than 4 business days before payment due date
- Client is responsible to keep the studio provided with current credit card information.

Late Fees

- There is a \$10.00 / month + GST, late charge on all payments past their due dates.

NNT (non-negotiable transactions)

- A \$25.00 charge will be assessed if payments cannot be processed on the posted due dates. This includes cheques returned or credit cards held, expired or cancelled. Payment is required within 4 business days of notification.

Enrollment

- There must be eight or more students in a class for it to run. Classes that do not meet the minimum requirements will be combined at the discretion of Rising Star, or charged at a semi-private or private rate.

Dance class information (c=class)	START DATE:
Dance for 2	Jazz (c-1)
Creative	(c-2)
Predance 1	(c-3)
Predance 2	Hip Hop
Tap	Lyrical
Ballet (c-1)	Break-dance
(c-2)	Irish
(c-3)	Highland
Pointe	Song & Dance
Acro	Glee Club
Other	Musical Theatre/Drama

Payment Information

Total Classes _____ Family Total _____ Year Total _____

Monthly Rate _____ or 3 payments _____ Payment Dates: Sep 15, Dec 1 and Mar 1

Registration Fee: _____ Costume Deposit: _____ due October 14th

Recital

- Performance provides not only a goal for the student, but an opportunity to share the experience of dance with family and friends. We recognize the importance of performance in a student's dance education and encourage this through opportunities to perform in public.
- **Volunteers are required help recital run smoothly. One to two volunteers are required for all Little Stars, Junior and Pre-Teen classes backstage at recital.**
- NO PHOTOGRAPHY OR VIDEOTAPING is allowed during recital. Rising Star Academy of Arts provides photo services which are optional to purchase. We ask that all students participate in the group photo so that they may be displayed in our lobby.
- Each family receives one free recital DVD. Additional DVD's are available for purchase.

Costumes

- All students (except Dance for 2's) are included in our year-end recital and therefore require a costume which is ordered by the studio.
- \$50.00 costume deposit is non-refundable/non transferable.
- The above deposit will be subtracted from the final costume balance and invoices will be sent home in February/March.
- **NO Costumes** will be released until all outstanding payments are made for tuition, costumes, administration fees and performance fees.
- For all Little Stars classes, no costumes will be ordered until the recital permission slip is signed and returned.

Attendance/Lates

- Good attendance is essential to the success of the student, as classes are reviewed, but not re-taught. There are no refunds for missed classes, but make up classes are available until December. Please check with the front desk to find an appropriate class.
- If a dancer is more than 10 minutes late for class, they will participate at the teachers' discretion. The beginning of class is very important to ensure that a proper warm-up and stretch is done to reduce the risk of injuries.
- Please arrive with enough time to ensure you are ready when class starts with hair done, shoes and dressed appropriately.

Observation

- Classes are closed to observers but the close-circuit TV in our lobby is available for viewing in studio.
- Observation Week is held in October for all students and again in February for all 3-5 year old classes.

Practice

- We encourage all students to practice at home and know their exercises, steps and routines. Rising Star Academy of Arts encourages dance as part of a healthy lifestyle.

Street Shoes

- Please put all outside shoes on the shelves provided in the hallway. This reduces the risk of injury and helps keep dirt from being tracked in and damaging our special dance floors.

Food & Drink

- Due to severe allergies; Rising Star Academy of Arts is a **PEANUT FREE FACILITY. ABSOLUTELY NO NUTS OR NUT PRODUCTS ARE ALLOWED IN THE STUDIO.**
- Only bottled water is allowed in the dance studios – please no other food or drink in the studios or change room.
- **NO GUM OR CANDY IN THE STUDIOS.**

NO CELL PHONES allowed in class. Please leave them in your locker or dance bag.

Behaviour

- While instances of disruptive behaviour or derogatory comments are extremely rare, we must point out that such behaviour from dancers/parents will not be tolerated at Rising Star Academy of Arts.
- Continued issues may result in a dancer being asked to leave the class, parents being notified and in extreme cases; being asked to permanently leave the studio.

Dress Code

- Students not dressed appropriately or with hair not done will participate at teacher/director discretion.
- No jewellery is to be worn in class for safety reasons.
- No street shoes allowed in the studio. They must be left on the shelves in the hallway.
- Hair must be worn in a pony tail or bun (Ballet) for all classes. Shorter hair must be held back out of the face with headband or clips and bobby pins. NO EXCEPTIONS.

Class	Tops	Bottoms	Shoes
Dance for 2's	Parent & child dress	To be active	Indoor runners/gym slippers/bare feet
Creative – girls Creative – boys	Any colour bodysuit Black/white t-shirt	Any colour tights Black pants/shorts	Pink gymnastic slippers Black gymnastic slippers
*Predance 1 & 2 – girls *Predance 1 & 2 - boys	Any colour bodysuit Black/white t-shirt	Any colour tights Black pants/shorts	Black tap shoes & pink gym slippers Black tap shoes & black gym slippers
Jazz – girls Jazz - boys	Any colour bodysuit Black/white t-shirt	Any colour tights Black pants/shorts	Black jazz shoes Black jazz shoes
Tap – girls Tap - boys	Any colour bodysuit Black/white t-shirt	Any colour tights Black pants/shorts	Black tap shoes Black tap shoes
Acro – girls Acro - boys	Any colour bodysuit Black/white t-shirt	Footless tights Black shorts	Bare feet Bare feet
Lyrical Jazz – girls Lyrical Jazz - boys	Any colour bodysuit Black/white t-shirt	Any colour tights Black pants/shorts	Junior – beige footsies/Senior - beige freeform Black jazz shoes
Song & Dance/Musical Theatre – girls Song & Dance/Musical Theatre - boys	Any colour bodysuit Black/white t-shirt	Any colour tights Black pants/shorts	Black jazz shoes or black ballet slippers Black jazz shoes or black ballet slippers
Highland – girls Highland - boys	Any colour bodysuit Black/white t-shirt	White knee socks Black pants/shorts	Black jazz shoes/ballet slippers/level 2 - ghillies Black jazz shoes or black ballet slippers
Irish – girls Irish - boys	Any colour bodysuit Black/white t-shirt	Any colour tights Black pants/shorts	Black jazz shoes or black ballet slippers Black jazz shoes or black ballet slippers
Ballet – girls Ballet - boys	Black bodysuit Black/white t-shirt/tank	Ballet pink tights Black fitted shorts	Pink canvas ballet slippers Black socks, black canvas ballet slippers
Hip Hop/Break – girls Hip Hop/Break - boys	Baggy top (NO HOODIES)	Baggy sweats (NO JEANS)	White indoor runners with non-marking soles (NO STREET SHOES)
Adult classes	Exercise wear	Exercise wear	Indoor runners/bare feet/jazz shoes

*Predance 1 & 2 Students begin the class wearing tap shoes. Please provide a dance bag that your child will recognize as their own, with gymnastics slippers in it. Students will change shoes halfway through the class.

Lost & Found – please label all your belongings. If it has your name on it, we will be able to return it. All unlabeled items will be put in our lost and found box. Unclaimed items will be donated to charity at the end of the dance year.

Dance Bag

All dancers should have a dance bag that they bring to every class. Suggested contents include:

- Hair Ties/Bobby Pins
- Hair Spray/Hair Nets (for Ballet buns)
- Dance shoes/Dance Wear
- Water Bottle
- Hygiene Products

Rising Star Academy of Arts

is not responsible for any lost or stolen articles.

Please leave your valuables at home.

2011 - 2012 Calendar

September 12	First Day of Classes
September 15	1 st tuition payment withdrawn
October 10	Thanksgiving (Studio Closed)
October 14	Costume Deposit payment withdrawn
October 15 - 28	Observation Week #1
November 11	Remembrance Day (Studio Open)
December 1	2 nd tuition payment withdrawn
December 21	Last Day of Classes before Christmas Break
December 22 – January 8	Christmas Break (Studio Closed)
January 9	First Day of Classes 2012
February 5 - 12	Observation Week #2 (Little Stars classes only)
February 20	Louis Riel Day (Studio Open)
February T.B.A.	Costume Balances due
March 1	3 rd tuition payment withdrawn
March 24	Last Day of Classes before Spring Break
March 25 – April 1	Spring Break (Studio Closed)
April 2	Classes resume after Spring Break
April 6	Good Friday (Studio Closed)
April T.B.A.	Recital tickets go on sale @ Ticketmaster – 12 noon
April T.B.A.	Recital Pictures taken @ Rising Star – all day
April 29	International Dance Day
May 21	Victoria Day (Studio Closed)
May or June TBA	Dress Rehearsal @ Pantages Playhouse Theatre from 10:00 am – 2:00 pm
May or June TBA	Recital @ Pantages Playhouse Theatre 7:00 pm

Check out Rising Star Academy of Arts Music Programs starting this fall.
We will be offering private lessons in:
Voice, Guitar, Wind Instruments, Drums, Piano and Theory and many more.