



2009-2010  
Parent / Student Handbook

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Dear Parents:

We would like to take this opportunity to thank you for choosing Saratoga Performing Arts for your love of the arts for this upcoming season. In order to provide you with the best possible information about our school, we have developed this Parent/Student handbook. It provides a detailed description of policies and procedures used by our studio. We believe this handbook will answer most of your questions. Please keep this as your reference for the year 2009-2010.

Should you have a question that is not answered in the handbook, feel free to call us. We are looking forward to another exciting and successful year!

Sincerely,

Janette Page  
Director/Owner

Assistant Director  
Abbie Anderson

**STUDIO OFFICE HOURS**

Monday: 2:00-8:30

Tuesday: 2:00-8:30

Wednesday: 2:00-8:30

Thursday: 2:00-8:30

Friday: 2:00-8:30

Saturday: 8:30-1:30

Sunday: CLOSED

## Calendar of Events 2009-2010

The following is a tentative "year-at-glance" schedule, subject to change as needs dictate. These schedules will be confirmed in our newsletters.

August 24 <sup>th</sup>	Classes Begin
September 7 <sup>th</sup>	<b>Studio Closed</b> – Labor Day
September 14 <sup>th</sup> – 18 <sup>th</sup>	Bring-A-Friend Week (1 <sup>st</sup> grade & above)
October 1 <sup>st</sup>	<b>Recital &amp; Costume Fee Due</b>
October 15 <sup>th</sup> -16 <sup>th</sup>	<b>Studio Closed</b> Fall Break
October 26 <sup>th</sup> -30 <sup>th</sup>	Wear Halloween Costumes to Class Day
November 2 <sup>nd</sup> – 6 <sup>th</sup>	Parent Visiting for Studio 1 & 3
November 9 <sup>th</sup> – 13 <sup>th</sup>	Parent Visiting for Studio 2 & 4
November 16 <sup>th</sup> & 20 <sup>th</sup>	Parent Visiting for Competition Students
November 25 <sup>th</sup> – 29 <sup>th</sup>	<b>Studio Closed</b> – Thanksgiving Break
December 3 <sup>rd</sup>	Festival of Trees 4:35-5:05
December 10 <sup>th</sup>	Ballet Production (specific day TBA)
December 14 <sup>th</sup> – 18 <sup>th</sup>	Holiday Parties
December 21 <sup>st</sup> – January 3 <sup>rd</sup>	<b>Studio Closed</b> –Winter Break
January 4 <sup>th</sup>	Classes Resume
January 18 <sup>th</sup>	<b>Studio Closed</b> Martin Luther King
February 1 <sup>st</sup>	<b>Recital Balance Due</b>
March 8 <sup>th</sup> – 12 <sup>th</sup>	Recital Work Begins
April 5 <sup>th</sup> -9 <sup>th</sup>	Bring your Dad to Dance Week
April 7 <sup>th</sup> -9 <sup>th</sup>	<b>Studio Closed</b> – spring break
April 26 <sup>th</sup>	Pre-registration Begins for 09-10 Season
April 26 <sup>th</sup> - 27 <sup>th</sup>	Parent Visiting Studio 1 & 3
April 28 <sup>th</sup> - 29 <sup>th</sup>	Parent Visiting Studio 2 & 4
May 14 <sup>th</sup>	Dress Rehearsal
May 20 <sup>th</sup>	<b>Spring Recital</b> (specific day TBA)
May 21 <sup>st</sup>	Year End Celebration
May 29 <sup>th</sup>	Company Try-Outs

### Miscellaneous Information:

September: Fall fundraiser info goes out to help defray cost of recital costumes.

December: You will receive detailed recital and costume information.

March: A spring fundraiser will go out this month. We will also offer a Spring Princess and Pirates Day for new students ages 2 ½ - 5 who are not yet in kindergarten.

July & August: Fun Dance Classes, Tumbling, Hip Hop, Summer Technique, Competition Intensives

## Saratoga Performing Arts 2009-2010

Welcome to Saratoga Performing Arts. SPA strives to provide quality arts education in a positive environment. Our staff is composed of some of the best...and we have hand-selected each one to give our students the best possible training. We always do our best to inform you of important information via monthly newsletters and/or emails. Please feel free to contact us if you ever have any questions.

### Payments:

**1. Registration Fees:** A yearly registration fee of \$25.00 PER STUDENT and \$40.00 PER FAMILY is due along with the registration form.

**2. Tuition:** All tuition is prepaid for the upcoming month. **Monthly tuition is due on the 25<sup>th</sup> of the preceding month.**

**3. Late Payments:** Tuition received in our office after the 1<sup>st</sup> of each month will be assessed a \$20.00 late fee. Beginning on the 2<sup>nd</sup> day of the month, a \$1.00 per day bookkeeping fee will be added each day until the account is paid in full.

**4. Costume/Recital Fee:** Recital rates are determined by the class. Fees are due October 1<sup>st</sup>.

**5. Refunds:** NO REFUNDS WILL BE GIVEN FOR ANY PAYMENTS (including annual tuition payments).

**6. Fundraising:** We will be doing a fall and spring fundraising event to defray the costs of items needed in our school. These fund-raisers will help students who participate to defray the cost of recital costumes.

**7. Gift Certificates:** Gift certificates are available for purchase at the front office. They are a great idea for birthday or holiday gifts.

**8. Late Pick-ups:** You are responsible for your child before and after class. Parents who are more than 15 minutes late to pick up their child after the last class of the day has ended will be charged a baby-sitting fee of \$10.00 per 15 minutes. This charge will be added to your account and will be reflected on your next statement.

**9. Miscellaneous:** Payments cannot be combined. For instance: tuition must be paid separately from costumes, etc. Each is considered an individual account. There is a \$25.00 service charge for returned checks. Please make a note.

**10. Discounts:** Available for full contract paid tuition. See our contract agreement.

### Methods of Payment:

**CHECK or MONEY ORDER:** When paying via check or money order, please make sure you note the student's name in the description field to assure that it is posted properly to your account. A \$25.00 returned check fee will apply to any check returned to SPA. It is not our policy to re-submit a check for payment once it has been returned.

**DEBIT CARD or CREDIT CARD:** We accept VISA, MasterCard a 3% charge will apply.

**CASH:** Always make sure you get a receipt from the front desk staff when paying with cash. Please make sure the student's name is noted on the cash receipt so we will post your payment properly. SPA will not be responsible for lost or misapplied payments if a proof or receipt is not provided.

### **Classes:**

**Make up classes:** You are allowed a 1 month period to make up a missed class. Please see the front desk for a class make-up form and schedule

### **Memos:**

Memos are emailed on a regular basis to keep you informed. If you do not have an email address, please look in your parent folder.

### **Dress Code**

Dancers must adhere to dress code by coming prepared to class. Wear appropriate shoes and proper dance apparel. **Hair must be pulled back for ALL classes!** Your child must be in proper dance attire including proper hair in order to participate. Company team members who do not adhere to dress code will not be able to participate in class.

**Baby and Child Combo Classes** – Pink ballet shoes, black tap shoes where applicable. Any type of dance attire. No street clothes. Hair secured out of face.

**Ballet** – Each class level has a specific color leotard, (check with teacher) pink ballet shoes, pink tights. Hair secured back in a bun. **If your child comes in any jazz attire to ballet, they will not be able to participate!**

**Jazz** – Leotard or form fitting tank top (no sleeves), Jazz pants or biker shorts and black jazz shoes. Hair secured back and out of face (long pony tails must be secured in a bun).

**Tap** – Form fitting tank or leotard, jazz pants or shorts and black tap shoes

**Hip Hop** – form fitting tank top, jazz pants, shorts or baggy pants, jazz shoes or non scuffing tennis shoes. (no street clothes)

**Modern** – Leotard or form fitting tank top and jazz pants. Bare feet preferred.

**Cheer** – Shorts or dance attire. Non-scuffing tennis shoes.

### **Studio Closings:**

We follow the Alpine School District holiday schedule, other than school make up days. In the event of studio closings i.e. we do not prorate tuition.

### **Parent Visiting:**

The parent visiting dates are given previously in the Studio Calendar are the only dates parents and other visitors are allowed in class. However, in some extenuating circumstances, exceptions are made. Please call the office in advanced to make such arrangements.

### **Change in Personal Information:**

Please contact our office if you have an address, telephone number, or email address change.

This is vital for our internal records and all information is confidential.

### **Information Location:**

We have a bulletin board located at the front entrance for your convenience. Calendars for both recreational students and competitive students are updated on a regular basis to help keep you as informed as possible.

### **Lost & Found:**

There is a lost and found box located in the back of the studio. Please have your child check his or her things before leaving to make sure they do not leave anything. Any items for over 1 month will be taken to charity.

### **Studio Rental:**

The studios are available for rental, either with or without a teacher, for rehearsal, practice, and picture – or video-taking. Call for more information.

### **Studio Rules:**

1. No food, drink, gum or cell phones allowed in the studio!
2. At the end of class, students will be taken to the front door of the studio. Those students under the age of 10 will not be allowed to leave the studio without a parent.
3. It is recommended that students arrive a few minutes early to be prepared for class. However, students should arrive no earlier than 15 minutes before class, except in special circumstances. Please note that children under the age of 10 should not be left in the studio unsupervised either before or after class.
4. In order for us to continue to be as organized and efficient as possible, please note that the office area is restricted to key personnel of SPA only. If you have any questions or needs from the office, please wait at the office desk and we will attend to your needs as quickly as we can.  
**Please note, that for payments other than cash or charge, you may use the payment box located by the office door, or during closed hours through the mail drop located on the front door.**
5. Use of our telephone should be for emergencies only. Please note that this is a business phone and only SPA employees should only use the telephone when absolutely necessary.
6. We love babies but please do not dispose of dirty diapers inside our studio and do not flush dirty diapers in the studio toilets. There are large trash cans located outside the studio better suited for such disposal.
7. During class time, the teachers are working with their individual classes and cannot be interrupted. Please leave your question(s) or request at the office and they will get back with you as soon as possible. Remember, when you stop them in the hallway between classes, you are keeping them from another student's time.

**SUGGESTIONS, COMMENTS, AND QUESTIONS ARE WELCOME. WE TRULY DO APPRECIATE YOUR INPUT!**