

**2023-2024 STUDENT/PARENT HANDBOOK**





# 2023-2024 STUDENT/PARENT HANDBOOK

## OUR MISSION

Spark of Creation Studio is committed to providing quality professional instruction and building community by developing creative, confident and compassionate performers.

## CORE VALUES

We are dedicated to creating a positive experience for our students and families at Spark of Creation Studio, and our performing arts education and instruction is backed by the following core values:

**S**upportive community

**P**ositive experiences

**A**rtistic minds and bodies

**R**esilience through challenges

**K**ind thoughts and actions

## REGISTRATION

- Registration is accepted on a first come first served basis. Students must register for classes through our Dance Studio Pro online registration system at [socstudio.com](http://socstudio.com).
- There is a non-refundable registration fee of \$30.00 per student per session.
- All dancers/parents must fill out all mandatory waivers before attending classes.

## TUITION POLICY

- Monthly tuition is based on a 10.5-month school year (Mid-August through June). For your convenience, automatic monthly credit card payments are available.
- TUITION IS NON-REFUNDABLE. Tuition is due on the 1st of each month. We do not send out monthly billing statements. If we are unable to process your tuition on the 1<sup>st</sup>, a full tuition payment must be made by the 10<sup>th</sup>. After the 10<sup>th</sup> of each month, all late payments will be assessed a \$15.00 late fee. A \$30.00 fee will be charged for all returned checks.
- Tuition will not be prorated for mid-month registration, holidays or Winter/Spring breaks, scheduled or unscheduled absences.
- Upon completion of registration, students commit to the full term (through June 2024) of each program. Students are responsible for monthly tuition throughout the term, regardless of missed classes due to illness or scheduled vacations.



## CLASS WITHDRAWAL:

- Students who withdraw from a class must request for a Class Withdrawal Form from our Studio Manager by emailing [m.chiu@socstudio.com](mailto:m.chiu@socstudio.com). A class withdrawal form must be completed and emailed to our Studio Manager by the 20th day of the last month of attendance or the following month's tuition will be charged.
- Tuition is a yearly fee broken down into monthly payments. Payment for the first month of classes is due upon registration via autopay. All additional monthly tuition installments will be automatically deducted from a debit or credit card provided on the 1<sup>st</sup> of each month. Payments are final and there are no refunds for cancellation. Students will not be able to participate in rehearsals or recital performances if tuition is past due.

**Annual Registration Fee:** \$30.00 per student (non-refundable)

## Monthly Class Fees:

45-min Classes	\$80.00/month
55-min Classes	\$85.00/month
85-min Classes	\$105.00/month
115-min Classes	\$145.00/month

## Multiple Class Discounts\*:

2 Classes/Student	\$5 off/month
3 Classes/Student	\$10 off/month
4 Classes/Student	\$15 off/month
5 Classes/Student	\$20 off/month

\*Available for qualifying classes

## Costume Deposits:

Recreational Classes	\$40.00/class
Competitive Classes	\$60.00/class
Tahitian Competition Classes	\$100.00/class

## CLASS ATTENDANCE:

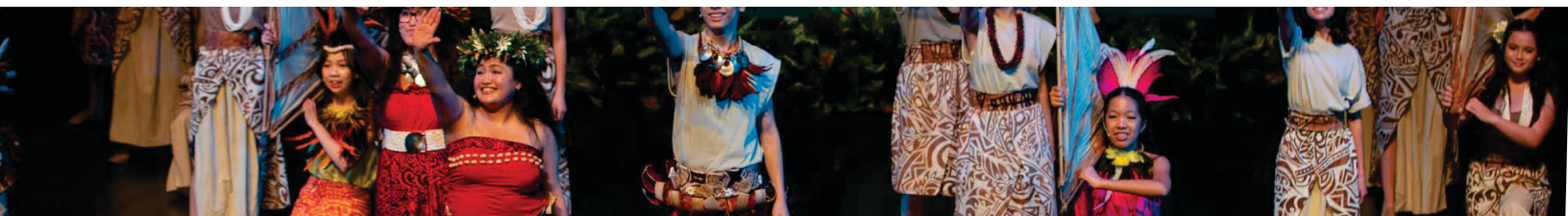
- We expect consistent attendance from all our students at Spark of Creation Studio. Absences prevent students from learning necessary information to keep pace with the class and keep them from reaching their full potential.
- If a student must miss a class, please notify the front office staff. There are NO CREDITS OR REFUNDS for missed classes.

## MAKE-UP CLASSES:

- Absences due to illness can be made up within two weeks of the missed class. Please consult your instructor for proper make-up class placement. Makeup class forms must be filled out at the front desk and turned in to the instructor of the makeup class.

## PRIVATE CLASSES:

- Private classes allow for personal and individual training with the instructor. We offer private classes in voice, music and dance. Private classes will be arranged with individual instructors and will be confirmed by the office staff upon full payment. Students who wish to reschedule private classes must notify the office at least 24 hours before their scheduled class time or the full lesson fee will be charged. There are NO REFUNDS on private classes.



### **Private Lesson Fees:**

Private Vocal/Music class                   \$40.00 & up per 30 minutes  
Additional Student Fee                   \$20.00 & up per student

Private Dance class (Catch Up)           \$40.00 & up per 30 minutes  
Private Dance class (Routine)           \$45.00 & up per 30 minutes  
Additional Student Fee                   \$20.00 & up per student

\*Catch up privates are available an

### **CLASS ATTIRE:**

- Proper dance attire is always required during class and the dress code for individual classes will be strictly enforced. Failure to comply with the dress code may lead to removal from the class in session.

**Hula and Tahitian**           Pa'ū Skirt & Pareo (can be purchased online via DSP), t-shirt, shorts, barefoot

**Tiny Tappers**                Pink tights, black leotard, black tap shoes, ballet shoes

**Hip Hop**                        Comfortable clothing, tennis shoes

**Jazz/Musical Theatre**   Black pants (leggings for girls, sweats for boys), t-shirt, black jazz shoes

**Tap**                                Black pants (leggings for girls, sweats for boys), t-shirt, black tap shoes

### **DRESS CODE:**

- Please put your name on all articles of clothing and shoes.
- Hair must be neat and pulled back for all classes.
- Any jewelry or extra accessories are not permitted in classes.
- Spark of Creation Studio is not responsible for lost or stolen items.

### **STUDENT EXPECTATIONS:**

All students are expected to adhere to the following guidelines:

- Please do not bring gum, food or drinks (except water) into the studios.
- Make sure to dispose of any trash that may be left after the class.
- Please be respectful of yourself, fellow students, office staff and instructors at all times.

Failure to comply with the studio policies may result in dismissal from the studio. Spark of Creation Studio staff and instructors reserve the right to remove students from class if their behavior is deemed disruptive and/or inappropriate.

### **PARENT EXPECTATIONS:**

- If you have any questions or concerns please feel free to inform our front office. Teacher conferences may be scheduled by contacting the front desk.
- Please review all information listed in our studio emails and memos that are handed out to students throughout the year.
- Notify instructors of any difficulties your child may have.
- Please call the office if your child is going to be absent, will be late, or will need to leave class early.
- Please pay tuition and all other fees on time.
- Please make sure to review the SOC Handbook with your child.





## OPEN STUDIO OBSERVATION

- There will be designated open studio observation weeks for most classes throughout the year. This provides parents the opportunity to observe their child's progress inside the classroom. Visitors are allowed to take photos and videos of students during class time. Please refer to the Calendar of Events for the Open Studio Observation schedule.

## PERFORMANCES AND REHEARSALS:

- Spark of Creation Studio holds three stage performances during the year: our Winter Showcase (January), our Polynesian Showcase (March) and our Year-End Recital (June). All students will be provided the opportunity to perform and are encouraged to participate. If, for any reason, a student is unable to participate, please notify your instructor as soon as possible. Students with outstanding account balances at the time of each performance WILL NOT be allowed to perform. Students and parents will be informed of extra rehearsal dates and times in advance to plan properly for these performances. Please note that there is no flash photography Allowed during any stage performance for the safety of our performers.

## COSTUMES

- Costume prices generally range from \$75.00-\$175.00 per class routine. Costumes will be custom made or ordered from various vendors and catalogs. There will be a \$40.00 NON-REFUNDABLE costume deposit required for all costumes DUE IN OCTOBER along with tuition. Competition classes will be required to pay a larger deposit amount. If a costume deposit is not paid, a costume will NOT be ordered for the student. Once a costume deposit has been paid, students are responsible for the remaining costume balance. All costumes must be paid in full before the costumes will be released. Costume deposits paid after October 10<sup>th</sup> will be assessed a \$10 late fee and may be subject to additional costs and/or shipping fees.

## PHOTOS AND RECITAL VIDEOS

- Group and individual photos of students in their costume will be taken during our class photo week in the month of May. All recitals will also be recorded by a professional videographer. Notices of class photo dates, packages and video order forms will be posted in our online store as each event near. Purchase of picture packages and recital videos are optional.



### SPARK OF CREATION STUDIO

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