



Welcome to the Reach for the Stars Dance Family!

Reach for the Stars Dance Studio (R4TS) would like to thank you for having the privilege of working with your child. This packet has been designed to answer the most frequently asked questions about our policies, procedures, and special events. This packet should be kept for your reference throughout the dance year.

What can I expect from Reach for the Stars?

Reach for the Stars takes pride in our fine reputation and high standards. It is the goal of the dance studio to enrich and provide training in dance and foster an appreciation for the arts. Our endeavor is to teach the beautiful art and form of dance with the widest possible range of cultural perspectives serving all people regardless of age, previous experience or professional aspirations. Our students learn to create and build positive self esteem, poise and confidence. Reach for the Stars Dance Studio dance curriculum offers a variety of disciplines for both students who take dance for fun and for students who have a professional goal in mind. Our staff provides a safe and challenging learning experience, with limited class sizes to provide individual attention to each dance student. R4TS currently has seven instructors on staff to provide a well-rounded dance education. All of our instructors are adults. Some classes may have a student teacher or a teacher in training. All staff maintain lesson plans and expectations for each class that is frequently monitored by the Artistic Director.

What policies should dancers and their families follow?

At Reach for the Stars, we wish all dancers to have fun and to learn dance education to the best of their ability. In order for all students to achieve these goals, we do expect proper behavior and respect from all members toward classmates and instructors. Improper behavior will be considered grounds for dismissal. We will maintain a safe and clean facility for your dancer. The cooperation of dancers, siblings and parents is necessary to create this environment.

As Artistic Director, Miss Mary reserves the right to change a student's class, day/time as necessary to adjust for changes in the student's ability level or if class size is not filled. No refunds will be given if the dancer terminates enrollment based on class reassignment.

Open Door Policy

Reach for the Stars Dance Studio has an Open Door Policy to speak with the Director regarding concerns about student placements, abilities, etc

Please note: Photos or video may be taken at the studio for special events, newspapers, or publicity purposes. All parents must sign a release form in order for your child to be photographed.

Studio Expectations

- All children may arrive **ONLY** 10 minutes before designated class time. No child is to be left unattended in dressing room or studio until their class begins. We cannot be responsible for your child until they are in their dance class and with their teacher.
- No street shoes are permitted on dance floor.
- Only one parent may escort dancers into the dressing room (preferably female). If male, please see office staff for assistance with your dancer. No males are allowed in the dressing room area unless authorized by staff. Please help your child get dressed and then we ask, that you leave the dressing area when your child's class begins.
- **Parents of young students must stay with their dancer until class begins.** The staff will not be responsible for your child until class begins. **Students under the age of 8 must be dropped off and picked up inside the building.** Students are not permitted to be in the parking lot unattended.
- Our dressing room is **NOT** part of our waiting area, therefore, **parents/children are NOT permitted to sit in the dressing room while classes are in session.**
- Please be prompt in picking up your child so as not to disrupt other classes. If you have an emergency, please contact the dance studio.
- Only one family member may be waiting in the lobby at pick-up time. If more than one we ask that you have them wait in the car or outside.
- Noise level must be kept to a minimum in the dressing room and lobby, especially during class time.
- We teach our students professionalism at a young age, laughing at students mistakes and dancing ability is unacceptable and is grounds for dismissal
- Students may not run, flip, or hang from barres at any time while in the dance studio. This is for the safety of your child in the dressing and dance rooms.
- Foul language or other disruptive behavior is not appropriate dancer behavior and WILL NOT be tolerated.
- No one is allowed in the rooms "Staff Only" or "Private" without Permission. Also please refrain from going behind the front desk.
- No homework is allowed at any time in the facility.
- Students may bring a water bottle to class however, it must be a container that has a lid and can be closed tightly. Cups or bottles without lids will not be permitted.
- Keep all personal conversations with staff or parents outside of the studio.
- Pre-school dancers must be three and completely potty trained. NO diapers/pull-ups may be worn.

- We are not responsible for electronic devices, etc. No cell phones are permitted in dance rooms. Please call the front office to reach your student in the event of an emergency.

What should I do if my child is absent or misses classes due to a conflict?

We request that parents make every effort to get their child to class on time, and assist them in maintaining regular attendance. Your dedication and commitment will help your child get the most out of our program. The Artistic Director reserves the right to refuse participation in the June Show due to lack of attendance (Tuition/costume payments would be non-refundable). Attendance records are kept in each class. Please notify staff about your dancers absence or conflict as soon as possible by calling the studio office, emailing, or sending a message to our Facebook page (contact information located in the back of packet). You are entitled to make-up the class on another day. Please speak to class instructor to find out which class is available. If your child gets injured (sprain, etc) we encourage the dancer to come and observe during their regularly scheduled class time. You are responsible for notifying staff if your student drops a class or discontinues her class. Tuition will be charged for all classes held until the office staff is notified of the student's withdrawal.

Tuition is **not refundable** for classes missed due to illness, holidays, and school activities. **The staff does understand that schedule conflicts do arise. Please make every attempt to maintain regular attendance. Any concerns in this matter should be addressed to the Artistic Director, Miss Mary. If absences are excessive, or students are leaving early for other commitments, The Artistic Director reserves the right to refuse participation in the June show. If your child misses more than 3 consecutive classes, the director has the authority to dismiss someone from dance class or remove someone from the show, regardless of whether or not costumes have been purchased.**

Closings or early dismissals due to inclement weather

Reach for the Stars Dance Studio will close if the Pocono Mountain School District closes due to inclement weather. We do not close due to cold weather. Please watch the local news for these closings or check our Facebook page. In case of inclement weather, R4TS will notify you through text or email. The closure will also be posted on our Facebook page, Instagram, and/or website. If you are unsure about reporting to a class, please call the studio office. There will be no refunds for classes missed due to inclement weather. The studio will try to make-up the classes at another time, if scheduling permits, otherwise you must make-up snow dates at your convenience. There is no credit for missed classes. Combo classes can make up class during any other combo class time. We are on an honor system. If your child is absent, you can come to another combo class as many times as needed to make up classes.

When is tuition due?

Tuition is a yearly fee. For your convenience, R4TS has divided the payments into 10 monthly installments. **ALL 10 PAYMENTS ARE DUE REGARDLESS OF ENROLLMENT DATE.** For example, if registering in October, both September & October payments are due at time of registration. **Tuition is due the first week of the month, after the 7th of the month,** a \$5.00 late charge will be assessed for each week that it is late. Personal checks are accepted, however, if checks are returned there will be a \$30.00 service charge. All payments thereafter will be accepted in cash, PayPal or money order only. If you are paying by check or cash, please put tuition in an envelope with your dancer's name, amount, and description of payment (tuition, costume payments, recital fee). Costume & Recital fee's must be submitted as a separate payment from tuition. You are responsible for notifying office staff if your student drops a class or discontinues coming to the dance studio. Tuition will be charged for all classes held until the office staff is notified in writing of student's withdrawal. R4TS proudly accepts credit card payments via PayPal. **If it snows or if child is absent on payment week, payment is due the next business day, NOT the following week. If you can not make it to the**

studio, please call to make arrangements. Registration, Tuition, Costume and Recital Fees are Non-Refundable.

Are there any other expenses I should expect from Reach for the Stars?

Each dancer's family is responsible for dance wear & appropriate shoes.

There is an additional recital fee and costume fee(s) associated with the June show.

At Reach for the Stars, we occasionally hold fundraisers to help offset costs for the June show.

What clothing should my dancer wear?

At R4TS Dress Code Policy is strictly enforced, please see Dress Code policy for specific leotard/tight color and shoes. **Combo students and Pre-Classical Ballet students** must have their hair fastened away from the face and neck. Buns, ponytails and braids are preferred. Headbands may be worn for shorter hair. **All students in Levels 1 and above** should have their hair securely fastened in a **tight bun**. Any loose hair should be secured with hair/bobby pins.

It is highly recommended that all students have a dance bag to carry their shoes, change of clothing, etc. Do not arrive or exit with your dance shoes on. This will help your dance shoes last longer. Please label all dance wear, shoes, bags, etc. with the dancer's name.

R4TS uses Discount Dance Supply for their dance supply needs. The online store has our dress code and shoes supply. Feel free to use **teacher code: TP3001**

Should my dancer continue dance classes throughout the summer or participate in other dance related activities?

All students should always consider taking classes all year round. At R4TS, we offer Summer Dance Intensives and Dance Camps to students who wish to continue their dance training. Intermediate and Advance students are encouraged to attend summer intensives. If you can not continue with dance class at R4TS during the summer, or would like to enrich your dance education and you wish to continue taking classes elsewhere due to scheduling conflicts, vacations, etc. It is always important to check with the Artistic Director or your child's teacher, so that they can recommend a dance studio or Master Dance Teacher that will help to continue to enrich their dance education. (Please see director for a list of studios or dance programs in the area that work hand in hand).

When can my daughter receive her pointe shoes?

To be considered for pointe shoes, dancers must be observed by Miss Mary to assess ability, strength, commitment, concentration and experience level. If your child is considered, your child will be given specific instructions on where to purchase pointe shoes. Once on pointe, summer classes are required. Please do not attempt to study at another dance studio during the school year or over the summer with the intention of going on pointe. If you do so, you will be in jeopardy of not receiving pointe shoes at R4TS. All schools do not use the same criteria for pointe and we do not want your child to get injured or produce bad habits.

How can my dancer prepare for auditions, performing arts schools or dance companies?

It is highly suggested that all students pursuing to enrich their dance education or experiences, speak to the Artistic Director for guidance and recommendations of reputable schools and programs in the area. We encourage students who want to audition for special dance programs to speak to the Artistic Director on how to prepare for an audition. Private lessons, choreographed dance routines, and music selection are some of the ways to prepare accordingly. We want students to feel confident of their skills and techniques and proud to represent Reach for the Stars.

Will my child be able to perform?

Reach for the Stars Dance Studio invites all students to participate in the June show. R4TS is also home to the Monroe Ballet Theatre company and performs The Nutcracker annually. The Monroe Ballet Theatre company is an audition based show and all dancers are welcome to audition for this event. At times, at the discretion of the Artistic Director, several classes or students are asked to participate in community events.

What do I need to know about the June Recital?

Every June, R4TS students are given an opportunity to demonstrate their accomplishments by performing in our Annual Dance Recital. The June recital is not mandatory, but many dancers and families enjoy the wonderful experience. Dancers that wish to participate must submit a “Recital Agreement” to ensure participation. The recital program does include additional fees (recital fee, costumes, tickets). Reach for the Stars conveniently allow you to pay your recital fees in installments to make them more manageable. Tickets for the June show usually go on sale the Monday after Easter.

May I observe my child’s progress in class?

Reach for the Stars holds one open house, usually in February. Due to space limitations, each dancer is permitted two observers. Observers are invited to view class in its entirety. Cellular phones should be turned off during classroom observation. Cameras and video recorders are welcome. We discourage bringing small children to observation. If you do bring small children, we ask that they not be allowed to run or play during the class, and that you sit them on your lap. While in the classroom area, please remain quiet in order to allow students to concentrate and focus on the material being taught.

What is the Reach for the Stars Scholarship Program?

Every year R4TS tries to have several fundraising events to support our scholarship program. We know times can get hard and we try to raise money for our dancer’s needs. Scholarships are based on financial need or talent to existing dance students. Depending on how much money is raised, we offer partial and/or full scholarships on tuition only. If you receive a scholarship, you are still responsible for all costumes, shoes, and recital fees. To inquire about a scholarship, please see office staff. There are no guarantees that we will have enough monies for all applicants, but we encourage you to apply if you are in need. Scholarships are only good for one year.

Communication and Staying Informed with R4TS

Communication between the studio and home is of the utmost importance to us. We have two primary ways of communicating with our dance families. All important information is provided in the form of an email or handout that is available in the office. It is the responsibility of the parent to COME IN to the studio and check with the desk weekly for any important updates and information. We require each family to provide an email address and cell phone number. All important updates are sent via email or text message. We STRONGLY encourage you to check your email regularly as a means of staying updated on current information and changes that occur within the studio. We will make every effort to keep you informed of studio news. R4TS maintains a website, Facebook, Instagram, and email account. You can find all information regarding scheduling, updates, newsletters and emergency closings. All members of the studio will receive a monthly newsletter, “On Your Toes”, delivered to the email address on file. Hard copies will also be available at the office. Please check the bulletin board, our Facebook page, website for any last minute changes or updates.

Contact Information for Reach for the Stars Dance Studio

Mailing Address:

PO BOX 616
Mt Pocono, PA 18344

Phone: 570-839-7340

Website: www.rch4thestars.net

Email: rch4thestars@hotmail.com

Instagram: rch4thestars

Facebook: Reach for the Stars Dance Studio

Text Message Alerts: Looking for a new app. Stay tuned!

****Please notify office staff of any contact information changes to phone number, email or address changes****

REACH FOR THE STARS DANCE STUDIO - RECITAL FAQ'S:

Why do we order costumes so early?

Costume companies send out their catalogs in August and September and begin production of costumes as early as November. We are given a 12 – 16 week production/shipping time frame from the costume companies once we place our order. This is to aid us in our planning. Since we must plan according to the costume company's production schedule, we must have our orders in by the holiday season in order to ensure our orders are filled and received by May. This also allows us ample time to have any costumes in need of alterations to be fixed or exchanged in time for pictures and recital.

What if I want to wait to decide if my child is going to be in the recital?

You are more than welcome to wait, but you must do so knowing all costume companies assess late fees as well as an additional shipping fee (for both of which you would be responsible) when we add-on to our original order and/or require them to rush a costume. It is questionable whether or not they are even able to honor the date by which we must receive our costumes. If you would prefer to wait to decide, given the costume companies policies, we must ask you sign a waiver acknowledging you understand the risk of making a late decision as well as the costs associated with that choice.

Does my child have to perform in recital?

They do not have to perform in recital, however in class they will still learn the routine that the other children will be performing.

What fees are associated with recital?

A costume fee of \$95.00 for child sizes and \$110.00 for adult sizes per dance class (pointe classes, XL Child, XXL and larger sizes may have an additional fee). A recital fee of \$95 for the first child and \$30.00 for each additional sibling.

Costume Fee Includes: \$95.00 child size and \$110.00 adult sizes

Costume

Head-piece

One pair of tights per color needed

*For example, if my dancer is taking ballet and jazz. My dancer will receive ONE pair of pink tights and ONE pair of suntan tights. Any additional tights can be purchased at Discount Dance Supply.

Recital Fee Includes: \$95.00

2 tickets and 2 programs for day of show

*Please keep in mind you must still pick out your seats the day of ticket sales. Your seats are not already chosen.

1 DVD of the show

1 recital t-shirt (for the dancer)

Keepsake medal and certificate of participation

Sibling Recital Fee Includes: \$30.00

This fee includes:

1 recital t-shirt (for dancer)

keepsake medal and certificate of participation

Can I videotape the recital?

Videotaping the recital is strictly prohibited. You may only videotape the rehearsal. Nearly every studio implements this same policy. Let us explain why: **Safety of the dancers:** Both physically and preventing exploitation. We want to be able to control who tapes your child. There have been problems at venues where someone was taping or photographing students, and to be blunt –should not have been. **The enjoyment of those around you:** No one wants to try to look around someone else who is blocking the stage to “get that good shot.”

Choreographic licensing laws: A big one to those of us in the arts. We do hire a professional to come and shoot the recital and sell copies to you at the lowest cost we can! The recital is available on DVD and you get the entire show! Parents have told us that their children LOVE watching themselves, their friends, and other dances over and over. It makes a great gift for grandparents, too!

Will professional pictures be taken?

Picture Day at R4TS is usually scheduled in the beginning of June. A professional photographer will be at R4TS for our assigned picture day. Purchasing photo's is optional but we always ask that all students attend because the photo's are used for programs and publicity. The dancer's love to see their photo's in the front office and featured on our website.

Where and when is the recital?

Our Annual Recital is held at Pocono Mountain West High School in Pocono Summit, PA.

All dates listed below are tentative and are subject to change.

Technical Rehearsal Date: June 15, 2018

Dress Rehearsal Date: June 22, 2018

2017 Dance Recital Date: June 23, 2018

Costume and Recital Agreement

I, the undersigned, understand the fees associated with the Reach for the Stars annual recital:

Recital Fee per student - \$95.00

Recital Fee per sibling - \$30.00

Costume Fee, per class - \$95.00 (child sizes*); \$110 (adult sizes*)

I understand my Costume Fee **MUST** be paid in full by **Friday, December 1, 2017**. If Costume Fee is not paid in full my dancer's costume(s) will not be ordered. If it is possible to order the costume separately, I understand there will be additional fees (shipping, expedited order fees, etc).

I understand my Recital Fee is due by **Thursday, March 1, 2018**. If my Recital Fee is late, a late fee of \$5/week will be assessed to my account for each week it is not paid.

I understand if my account is not **paid in full** by **Thursday, June 7th, 2018**, my child will not be permitted to participate in the Recital. I further understand there are no refunds on costume/recital fees.

I understand and agree to all of the fees and would like my student(s) to participate in the annual recital in June.

Student Name: _____

Student Name: _____

Student Name: _____

Parent/Guardian Signature: _____

*There may be additional fees associated with Pointe Classes, XL Child, XXL or larger sizes

Reach for the Stars Dance Studio
Acknowledgment & Contact Information Form

I have read the Welcome Packet and I am aware of the policies of Reach for the Stars Dance Studio. I will do my best to abide by the guidelines and rules set forth by Reach for the Stars Dance Studio.

Parent Signature: _____ **Date:** _____
Child (*if of age) Signature: _____ **Date:** _____

I have read and understand the methods of communication for Reach for the Stars Dance Studio. I understand it is my responsibility to check the front desk weekly for handouts and updates and to check my email on a regular basis for any other pertinent information.

Please print names, then sign and date.

Dancer's Name(s): _____

Parent's Name(s): _____

Signature: _____ **Date:** _____

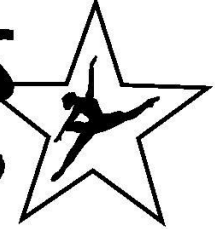
Email address: _____

Student Email address: _____

(*if old enough to receive updates from the studio)

REACH FOR THE STARS

Dance Studio



“The Finest NY Dance Experience in the Poconos”

STUDENT NAME: _____ BIRTHDAY ____/____/____

I, _____, DO HEREBY GIVE PERMISSION TO RECEIVE MEDICAL TREATMENT IF THE NEED SHOULD ARISE WHEN MY CHILD, _____ IS PARTICIPATING IN ALL ACTIVITIES RELATING TO THE REACH FOR THE STARS DANCE STUDIO DURING CLASSES, EVENTS, REHEARSALS AND ANY OTHER ACTIVITY ASSOCIATED WITH THE REACH FOR THE STARS DANCE STUDIO.

MEDICATION:

_____ IS ALLERGIC TO THE FOLLOWING MEDICATION:

PARENT SIGNATURE: _____ DATE: _____

INSURANCE WAIVER:

I, _____, DO CERTIFY THAT I AM COVERED BY INSURANCE COMPANY _____

POLICY NUMBER _____ OR I WILL PAY ALL MEDICAL BILLS INCURRED WHILE PARTICIPATING IN ALL ACTIVITIES RELATING TO THE REACH FOR THE STARS DANCE STUDIO. DURING CLASSES, EVENTS, REHEARSALS AND ANY OTHER ACTIVITY ASSOCIATED WITH THE DANCE STUDIO.

PARENT SIGNATURE: _____ DATE: _____

RELEASE FORM:

I, _____, DO HEREBY RELEASE REACH FOR THE STARS DANCE STUDIO AND/OR THEIR EMPLOYEES, AGENTS, OR DESIGNEES FROM ANY LIABILITY ARISING OUT OF PARTICIPATING IN ALL ACTIVITIES RELATING TO THE REACH FOR THE STARS DANCE STUDIO. DURING CLASSES, EVENTS, REHEARSALS AND ANY OTHER ACTIVITY ASSOCIATED WITH THE DANCE STUDIO. THIS RELEASE AND WAIVER WILL BIND MY HEIRS, DESIGNEES, ADMINISTRATORS AND OTHERS OPERATING ON MY BEHALF TO THE REACH FOR THE STARS DANCE STUDIO AND/OR THEIR EMPLOYEES, AGENTS OR DESIGNEES HARMLESS FROM ANY RESPONSIBILITY ARISING OUT OF THIS ACTION.

PARENT SIGNATURE: _____ DATE: _____

