

STUDENT EXPECTATIONS	<p>All students are expected to adhere to the following guidelines:</p> <ul style="list-style-type: none"> - 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 class. - Please be respectful of yourself, fellow students, office staff and instructors at all times. <p>Failure to comply with the studio policies will 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.</p>
PARENT EXPECTATIONS	<ul style="list-style-type: none"> - If you have any questions or concerns please TELL US! Teacher conferences may be scheduled by contacting the office. - Please come into the studio and make sure that you have received any current information that may have been handed out in classes. - 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 classes early. - Pay tuition and fees on time. - Please make sure to review the SOC Handbook and all guidelines with your child.
OPEN STUDIO OBSERVATION	<p>There will be designated open studio observation weeks for all classes throughout the year. This provides parents and visitors the opportunity to observe their child's progress inside the classroom. Visitors are allowed to take photos and video of students during class time. Please refer to the calendar of events for the "Open Studio Observation" schedule.</p>
PERFORMANCES AND REHEARSALS	<p>Spark of Creation Studio holds two stage performances during the year: our December Holiday Showcase and our June Year-End recital. 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 in order 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.</p>
COSTUMES	<p>Costume prices generally range from \$50.00-\$150.00 per class. Costumes will be custom made or ordered from various vendors and costume catalogs. There will be a \$30.00 NON-REFUNDABLE costume deposit required for all costumes DUE IN NOVEMBER along with tuition. 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 to the student.</p>
PHOTOS AND RECITAL VIDEOS	<p>Group and individual photos of students in their costumes will be taken by a professional photographer 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 handed out as each event nears. Purchase of picture packages and recital videos are optional.</p>



SPARK OF CREATION STUDIO

Dance - Music - Theater

#1 South Linden Avenue, Unit 1 - South San Francisco, CA 94080

Phone: (650) 588-3330 Fax: (650) 588-3331

www.socstudio.com - info@socstudio.com

Student/Parent Handbook 2010 - 2011

OUR MISSION

Spark of Creation Studio is committed, first and foremost, to fostering the love of dance and the performing arts in our students. We are passionate about dance, theater, music, and the education of the performing arts on the Peninsula. Our studio's primary focus is developing each student's talents by nurturing their individual abilities. Our goal is to instill self-esteem and an understanding of and appreciation for dance and music. We will create positive experiences that students can carry with them throughout their lives, no matter where their future takes them. We believe in providing the highest quality of professional instruction and building community in a safe and creative environment.

REGISTRATION	<ul style="list-style-type: none"> - Registration is accepted on a first come first served basis. Students must register for classes in person and fill out a registration form before beginning classes. - There is a non-refundable annual fall registration fee of \$25.00 per student 	
TUITION POLICY	<ul style="list-style-type: none"> - Monthly tuition is based on a 10-month school year (September through June). For your convenience, automatic monthly credit card payments and electronic funds transfer via checking accounts are also available. - Tuition is due on the 1st of each month. We do not send out monthly billing statements. After the 10th 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. - Students who pay for the entire 10-month session by September 30th will receive a 10% discount on tuition. - Tuition will not be prorated for holidays or Winter/Spring breaks. - TUITION IS NON-REFUNDABLE - Upon completion of registration, students commit to the full term (10 months) of each program. Students are responsible for monthly tuition throughout the term, regardless of missed classes due to illness or scheduled vacations. 	
CLASS WITHDRAWAL	<p>Students who decide to withdraw from a class must submit a “Spark of Creation Studio Withdrawal Form” to the front office. This form must be signed by the student’s instructor and must be turned in two weeks prior to their last day of attendance or the full month’s tuition will be charged.</p>	
FEES	Yearly Registration Fee \$ 25.00 (non-refundable)	Drop-in Class \$ 15.00 per class
	60-min. classes w/auto-pay	60-min. classes NON auto-pay
	1 class/week \$ 55.00/mo.	1 class/week \$ 60.00/mo.
	2 classes/week \$ 105.00/mo.	2 classes/week \$ 114.00/mo.
	3 classes/week \$ 150.00/mo.	3 classes/week \$ 163.00/mo.
	4 classes/week \$ 191.00/mo.	4 classes/week \$ 206.00/mo.
	5 classes/week \$ 228.00/mo.	5 classes/week \$ 245.00/mo.
	90-min. classes w/auto-pay	90-min. classes NON auto-pay
	1 class/week \$ 70.00/mo.	1 class/week \$ 75.00/mo.
	2 classes/week \$ 133.00/mo.	2 classes/week \$ 143.00/mo.
	45-min. classes w/auto-pay	45-min. class NON auto-pay
	1 class/week \$ 50.00/mo.	1 class/week \$ 55.00/mo.
	2 classes/week \$ 45.00/mo.	2 classes/week \$ 105.00/mo.

CLASS ATTENDANCE	<ul style="list-style-type: none"> - We expect consistent attendance from all of 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	<p>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. Students must notify the office before attending make-up classes.</p>															
PRIVATE CLASSES	<p>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.</p> <table border="1"> <tr> <td>Private VOCAL/MUSIC class - Each additional student</td> <td>\$ 35.00 & up per 1/2 hour \$ 15.00 per student</td> </tr> <tr> <td>Private DANCE class - Catch up Private DANCE class - Routine - Each additional student</td> <td>\$ 35.00 & up per 1/2 hour * \$ 40.00 & up per 1/2 hour \$ 15.00 per student</td> </tr> </table> <p>*Catch up privates are available and encouraged for students who would like individual instruction with current class technique or routines.</p>		Private VOCAL/MUSIC class - Each additional student	\$ 35.00 & up per 1/2 hour \$ 15.00 per student	Private DANCE class - Catch up Private DANCE class - Routine - Each additional student	\$ 35.00 & up per 1/2 hour * \$ 40.00 & up per 1/2 hour \$ 15.00 per student										
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CLASS ATTIRE	<p>Proper dance attire is required during class at all times, 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.</p> <table border="1"> <tr> <td>Ballet</td> <td>black leotard, pink tights, pink ballet shoes</td> </tr> <tr> <td>Ballet & Tap Combo</td> <td>black leotard, pink tights, pink ballet shoes, black tap shoes</td> </tr> <tr> <td>Hip-hop</td> <td>comfortable street clothes, tennis shoes</td> </tr> <tr> <td>Hula/Tahitian</td> <td>pa’u skirt for hula, pareo for Tahitian, barefoot, tank top or t-shirt, shorts or leggings</td> </tr> <tr> <td>Jazz</td> <td>black leotard or tank top, black jazz pants, black jazz shoes</td> </tr> <tr> <td>Musical Theater</td> <td>comfortable fitted clothing, jazz or tennis shoes</td> </tr> <tr> <td>Tap</td> <td>black leotard or tank top, black leggings or jazz pants, black tap shoes</td> </tr> </table>		Ballet	black leotard, pink tights, pink ballet shoes	Ballet & Tap Combo	black leotard, pink tights, pink ballet shoes, black tap shoes	Hip-hop	comfortable street clothes, tennis shoes	Hula/Tahitian	pa’u skirt for hula, pareo for Tahitian, barefoot, tank top or t-shirt, shorts or leggings	Jazz	black leotard or tank top, black jazz pants, black jazz shoes	Musical Theater	comfortable fitted clothing, jazz or tennis shoes	Tap	black leotard or tank top, black leggings or jazz pants, black tap shoes
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DRESS CODE	<ul style="list-style-type: none"> - Please put your name on all articles of clothing and shoes. - Hair must be neat and pulled back in a ponytail or bun 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 															