

ATTENDANCE POLICIES

Attendance is taken at the beginning of each class. It is important that your child attends dance class every week. Good attendance is imperative, as absences and tardiness can hold back an entire class, and the studio cannot jeopardize its responsibilities to the rest of the class for one student. The child may be asked to take additional private lessons if they fall behind due to numerous absences.

CLASS, SEMI-PRIVATE & PRIVATE LESSON ABSENCE POLICY

If student will be absent from a class, please notify the studio prior to the dance lesson. Semi-Private and Private students are required to notify the studio by 3:30 P.M. on day of their scheduled lesson. All private student absences can only be made-up with a semi-private or class.

MISSED CLASS MAKE UP POLICY

If a student misses a class, it can be made up within one month. Please schedule a make up date with the office secretary. Classes canceled by SPSD due to inclement weather can be made-up; if not made-up it will not be held against the Perfect Attendance Award.

END OF THE YEAR AWARDS

Every student registered September through June will receive a large trophy or studio trophy if enrolled after December. We will also be giving out Special Achievement awards, and Scholarship Awards. A "Perfect Attendance" award will be given to those students who do not miss any lessons (make up lessons do not count towards attendance).

HEALTH

In the opinion of the teaching staff if your child is sick, we will call you to come and pick-up your child. The following criteria will be considered in determining if your child must go home:

1. fever of 100 degrees or more
2. inflammation of the eyes
3. vomiting
4. an incidence of diarrhea
5. communicable disease

CONSULTATION

A parent may be called at anytime the child exhibits uncontrollable behavior that cannot be modified by the instructor. The director may require the parent(s) of any child who attends the studio to meet for a conference.

SUSPENSION

When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from the studio indefinitely. The studio may immediately suspend a child at anytime he/she exhibits a behavior, which is harmful to him/her or others with no refunds.

CANCEL POLICY

The studio reserves the right to cancel the enrollment of a child (No refunds) for the following reasons:

1. Not observing the rules of the studio.
2. Physical and/or verbal abuse of staff or children, by a parent or child

Owners/Directors/Instructors:

Sharon Plessl Pongraz & Trisha Pongraz Zehner

Teachers/Assistants:

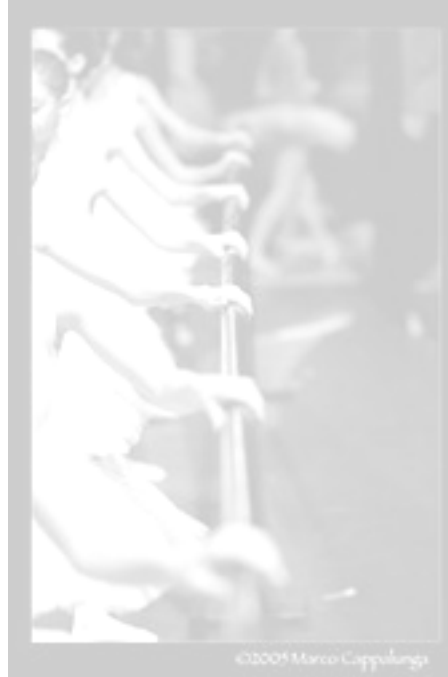
Miss Jessica Kroope, Miss Amanda Swenson, Miss Pam Trone, Miss Tanya O'Boyle, Miss Sara McFall, Miss Jeana Getz, Miss Donna Geiger, Miss Erica Yencho, Miss Krysti Fasching, Miss Lauren Christman, Miss Bianca Lee, Miss Sara Page & Jason Pena.

Office Personnel:

Miss Elizabeth Page—Billing

Miss Lauren Fanslau—Registration/Attendance

Miss Elizabeth Plessl—General Information



SPSD

2703 West Emaus Avenue
Allentown, PA 18103

Phone: 610-791-0804

E-mail: spdance@hotmail.com

Web: www.discoverspdance.com

SHARON PLESSL SCHOOL OF DANCE

SPSD GUIDE TO STUDIO POLICIES & INFORMATION

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610-791-0804

WWW.DISCOVERSPDANCE.COM

2008-2009 SPSD Studio Policies

WELCOME TO SPSPD!



Welcome to the 2008/2009 dance year! We are looking forward to a busy and exciting year of dance!!! We are glad you have chosen our studio. We hope you enjoy your experience this season. This handbook has been written to describe our program, goals, policies and the details that go into making each lesson as happy and successful as possible. Please review this handbook and keep it for reference, as it will answer many of your questions.*All newsletters & important information is available for you to view online at www.discoverspdance.com, by e-mail (Please add us to address book) or pick up a hard copy in the waiting room. Please take the time to check regularly to keep informed of studio happenings and/or announcements. Why do we get monthly newsletters? Our newsletters will be your best source of information regarding dates & details throughout our year. We cannot expect your child to remember exactly what we tell him/her, so we make sure it's put in writing. It is up to you to make sure you get our newsletter and review it each month. Please keep them as a means of reference.

COMMON COURTESY

The viewing and waiting areas are for your convenience. Please respect the property and its belongings. Due to the space of the viewing area, please refrain from bringing visitors. We will not tolerate noise and disruptions. If found to be disrupting or distracting a class, you will be asked to leave the building. Certain classes can not be observed. Parents will not be permitted into any of the dance studios unless permission is given. Please turn off cell phones in the building.

PARKING

SPSD reserves the right to have any vehicle towed (at the owner's expense) that is not parked properly. The parking spaces designated for Wake & Bake are not to be used, unless you are a patron of W&B.

DRESS CODE POLICY

Please refer to the 2008-2009 Dress Code Policy found in the waiting area or online at www.discoverspdance.com.

***Parents please sign all paperwork for your student's admittance into class. If students information changes, please notify the studio immediately.**

THANK-YOU for your continued support.

REGISTRATION

A \$25.00 per student/ \$20 new student registration fee is required with the registration form to reserve your class space. Registration is not complete until the registration fee is paid along with all proper forms signed. (This fee is nontransferable and nonrefundable.)

MONTHLY TUITION POLICY

This Agreement is for 36 classes over a 9.5 month period. Tuition is due the 25th of the prior month. We accept cash, checks and money orders. NO credit cards accepted. All checks must be made payable to SPSPD. Tuition is the same amount each month regardless if it is a 3, 4, or 5 week month. All monies are non refundable. After the 1st of the month, a \$10.00 late fee will be added to your account. If for any reason you request a printed copy of your account, a \$5.00 fee will be charged before an invoice is given. There is a \$30.00 charge on all returned checks. Last day to make a payment by check is May 1, 2008.

PAYMENT PROCEDURE POLICY

Each family will receive a receipt of all monies paid. To make a payment simply bring to the office window, place in an envelope drop in the studio mail slot on the opposite side of building or mail to Sharon Pongracz, 2560 So. 6th Street, Allentown, Pa., 18103.

DROP/ ADD FORMS

If changing or discontinuing a lesson, a parent must report the change to the office in writing by completing and signing a drop/add form. All accounts will continue to be billed and will be responsible for payment until the office receives formal notification of a drop/change in writing. **DROP/ADD FORMS MUST BE SUBMITTED TO THE OFFICE IN ORDER TO CEASE BILLING.** If a student discontinues lesson(s) and returns before the 2008-2009 season ends they must re-register. After October 31st, classes added will not benefit from any discounts.

REFERRAL SLIPS

If a new pupil (excluding siblings living at the same address and/or returning pupils) enrolls based on your referral you will receive a \$3.00 credit per month for each month the new pupil participates. The accumulated amount up to a maximum of \$30.00 per referral will be credited to your account at the end of the dance season in May (if the referred pupil is paid up to date). A referral slip must be turned in for every participant joining along with their registration dues (only 1 referral will be given for enrollment of new pupils in the same family). You may pick up referral slips in the waiting area.

STUDIO FUNDRAISING

All studio fundraisers are optional. If you decide to participate, you will receive a credit slip to be used for lessons, recital fees, dancewear, costumes, shoes, etc. No cash refunds. Credit slips are non-transferable. No credits will be carried over to the next season. We will be offering a variety of fundraisers for your convenience!

VIEWING AREA RULES

1. Students must wait inside the building to be picked up.
2. No student is permitted to leave the building without an adult.
3. Students should use the restroom before they enter class.
4. Please keep the viewing area as quiet and clean as possible.
5. Please do not set belongings on the lobby chairs. The white storage bins inside each classroom or in the waiting area can be used to place items.
6. Do not interrupt the teacher while the class is in session. If you need to speak to the teacher, please leave a message with the secretary.
7. Running is not permitted.
8. Do not let children bang on the vending machine.
9. No tapping or knocking on the viewing windows or standing on chairs!
10. We are not responsible for unsupervised children!!!
11. If parent/guardian is not picking up your child, please notify the office.
12. No food or drinks (except water) are permitted in the viewing area.

CLASSROOM RULES

1. No food or drinks of any kind are permitted in the dance rooms. You must keep all food and drinks in the waiting area. Students are not permitted to chew gum in the dance studio!!
2. Absolutely no street shoes on the dance floor!!!! This means everyone! (street shoes are what you wear into the building)
3. Dance shoes are not to be worn outside for any reason!! They are to be worn inside only!!
4. All students must be in proper dress code while attending class. Appropriate shoes must also be worn to all classes.
5. Short hair must be secured off of the face. Long hair must be in a ponytail, bun, or braid. (See '08-'09 Dresscode Policy)
6. All shoes and dancewear must be placed in a dance bag and put into the storage bins.
7. Parents are not permitted to walk their children into the dance room. The teacher will greet them at the door and bring them into the classroom. Please do not go into the classroom to pick them up. After the class is over, the teacher will bring them out to the lobby. We want to keep our dance floor clean from stones which can injure your child.
8. Class will be conducted with the doors closed. This will avoid any distraction from the lobby.
9. Please make sure you arrive 5 to 10 minutes early to class.
10. Children should not touch the mirrors or the viewing area windows.
11. Absolutely no running in the classroom.
12. No jewelry – watches, wrist or ankle bracelets, necklaces and/or big earrings. We are not responsible for lost or stolen items.

ARRIVAL AND DEPARTURE

Please arrive no earlier than 10 minutes prior to class time and pick up no later than 15 minutes after class time.

INCLEMENT WEATHER POLICY

Please refer to policy in waiting & viewing areas.