



Rising Stars (RSCD) Handbook

Contact Details

All Correspondence to:

The Owner/Director

Rising Stars
1025 N. High St. (Rear)
Millville NJ 08332

Email: rising.stars@comcast.net

Phone: 856-506-8728

Website: www.risingstarscheeranddance.com

Office Hours: Monday to Thursday 5:00pm-8:30pm

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Overview of RSCD

Established in 2004, Rising Stars Cheer and Dance is entering its fifteenth year as a recreational and competitive All-Star Organization. Our goal is to provide quality athletic training in a professional, safe, fun and positive environment. We pride ourselves in teaching technical athletic skills pertaining to cheer, dance, tumbling, martial arts and fitness.

Our Mission

Our focus is to instill self-confidence and self-esteem to promote healthy socialization and life skills. Our certified instructors are dedicated to creating an atmosphere in which our students work together and support one another to become a "Family". No matter what their ability we truly believe that each child is special and everyone has something to offer. Perhaps the most important goal we have is for your child to have fun and build lifelong friendships and memories.

The RSCD Difference

We at RSCD:

- Employ professional instructors, guest teachers and choreographers, and guest speakers.
- Recognize that each student is unique in his/her pattern of development, interest and talent.
- Encourage students to obtain the highest personal standard through participation in classes, workshops and performances.
- Nurture and encourage students who have developed skills which they would like to continue developing through further study, leading to a career in dance, cheer, performance or related fields.
- Involve students in production and composition providing experience in all facets of performance.
- Provide an inspiring, stimulating, enriching, and challenging learning experience for students to explore their capabilities and talents and gain self-confidence.
- Ensure assessment, course content and teaching and learning strategies comply and reflect the outcomes of the courses.
- Evaluate our courses and business practice through discussion, survey and benchmarking.
- Provide a character building program to help students become the best well rounded individual they can be.

Privacy of Personal Information

RSCD maintains a computer record system which is used for billing, attendance, and reporting purposes as well as for contacting care-givers in an emergency. These details are treated as confidential and not provided to any other person or organization.

Tuition & Financial Information

We are committed to offering the most affordable, yet highest quality program possible. All fees are made payable to Rising Stars in the form of cash or check. For your convenience, you can also pay via credit card through the self-service center on our web-site.

- ALL fees **MUST** be paid in full for your child to participate.
- Tuition is due on the **FIRST DAY** of each month.
- You will be paying **monthly installments** for 34 weeks of classes held over 9 months (September – May). This is an average of 3.7 classes per month.
- A \$15 late fee is automatically applied to your account on the 15th of the month (paying on the 15th is late and your child will be asked to sit out of class until balance is paid).
- Accounts must be paid in full in order for your child to participate in class/competitions/performances. Payment is due before services are rendered!
- There is a \$30.00 reinstatement fee on all returned checks. If you choose not to pay this fee, you will no longer be able to use checks with us.

Please be sure to put your son/daughter's name in the memo line of your check (this is extremely important as some children have different last names as their parents.)

Monthly INSTALLMENTS as follows:

- Classes 30 minute in length -\$35.00/month
- Classes 45 minute in length -\$40.00/month
- Classes 60 minutes or longer in length -\$45.00/month
 - Multi Child Discount - \$5 off each additional child.
- All Access Pass – Take as many classes as you want for \$115/month
 - All Access Multi Child Discount - \$15 off each additional pass
- All Access Family Pass -Unlimited classes for \$250/month
- Parents attend all half year parent classes for FREE when child is enrolled in 2 or more classes!!!

If you/your child chooses to leave our organization for whatever reason,

NO MONEY IS REFUNDABLE!

Additional Fees

Every dance student will need a specific costume for their recital performance. The costume fee is \$65 per costume. This is broken into 2 payments of \$32.50 due on October 1st and February 1st.

Ads/Boosters

All students participating in the recital or receiving an award are required to sell \$25 worth of boosters/ads for the program booklet. This amount is due on March 1st and covers the cost of all recital fees, trophies and awards that each child will receive.

Refund Policy

Students who occasionally miss classes due to illness and injury must inform the office and provide a doctor's note for the missed classes in order for classes to be considered "excused".

In the event of prolonged absence from training, care-givers/students must inform the office prior to the absence and provide a doctor's note for the classes that were missed in order for classes to be considered "excused". To remain in class, tuition must still be paid in full. You also have the option to withdraw from the class and re-enroll after recovery as long as an opening is still available in the class.

No refunds will be made for absences.

Cancellations Due to Inclement Weather

When weather conditions are not at their best, check the website, social media or e-mail after 3:00 P.M. where a message will let you know ONLY if classes have been cancelled.

REMEMBER, IF SCHOOL IS CANCELLED, THIS DOES NOT AUTOMATICALLY MEAN THAT WE ARE CLOSED!

If we do cancel because of inclement weather, there will be a special make up class in the spring for those canceled classes.

No refunds will be made for cancelled classes as make up classes will be held.

Attendance Policy

RSCD values attendance of students at classes. Procedures are in place to ensure attendance is monitored for course requirements and for student welfare.

General

Teachers maintain class rolls which are marked at the beginning of each class. Absences are recorded in writing. Persistent or recurrent irregularities will be followed up by phone call to the parent.

- Each child will be allowed a maximum of 3 unexcused absences from January-May. A make up private lesson will be needed for each additional class after that. (different rules apply to competition teams).
- Three lateness' will count as one unexcused absence.
- If your child is not at the practice the week of competition/performance they will not be able to perform with the group.
- If your child does not show up for a competition, performance, recital or event without notifying the instructor at least 24 hours in advance, they may be dismissed from their class/team immediately.
- If you know your child is going to miss class/performances or be late please let the instructor know ASAP so that they can make necessary changes at practice. If you do not let the instructor know before practice your child may lose their spot in the routine.
- Examples of excused absences include:
 - Illness (must present a doctor's note)
 - School functions (for credit or a grade must present a school note)
 - Family emergencies

If you are not sure whether something is excused, talk to your instructor. Do not wait until your child is dismissed from the class. Rising Stars does not prorate tuition for absences. Students should not attend classes if they are ill or not well enough to sit and view the class.

Illness and Accidents

Our general illness policy is that if a student is too ill to remain in class, then they are too ill to remain at RSCD. Please do not send students to class who are ill, as students should not attend dance classes if they are unable to participate or view the class. Students should tell a teacher if he/she is not feeling well, or teachers may notice a student is not well.

If a student has taken ill at RSCD the following will occur:

- The teacher may send the student to the office or get them to sit down.
- If necessary, care-givers or contact persons will be contacted to arrange for transportation home if the student still feels poorly after 20 minutes of rest.
- In the case of an emergency an ambulance will be called and contact persons will be notified immediately.

Accidents can sometimes happen. In the event of an accident the following will occur:

- First Aid will be rendered by a trained person
- Emergency Services will be contacted immediately if needed
- Care-givers or contact persons will be informed

Students should report any accident, near accident or any hazard (no matter how small) to the office or the teacher.

We recommend that all students have ambulance coverage, as the ambulance service does not provide free transport from RSCD, and these costs can be quite expensive. It is important to notify RSCD if your contact numbers change to enable appropriate communication should illness or accident occur!

RSCD Health and Safety Policy

RSCD is committed to providing a healthy and safe workplace for all employees, clients and general public who enter our work areas. This commitment includes establishing and maintaining safe systems of work and safe equipment together with appropriate training and competent supervision.

Occupational Health and Safety is an area where all persons at RSCD have a shared or joint responsibility.

For its part, the Director at RSCD accepts overall responsibility. The Director will always regard health and safety as their highest priority and will not knowingly place employees, clients or members of the general public at risk. All standard operating procedures, regulations and codes of practice relating to health and safety will be followed without exception.

RSCD will:

- Develop and document safe systems of work
- Ensure that those safe systems of work are adhered to
- Ensure that there is effective consultation and communication on health and safety issues
- Monitor and maintain the safety of equipment
- Provide appropriate health and safety training for all employees
- Provide our staff with safe products, materials and equipment for their work
- Provide appropriate facilities for staff
- Assess occupational health and safety issues when designing, purchasing or installing equipment or services
- Develop key performance indicators to measure the effectiveness of the health and safety management system in achieving continued improvement aimed at elimination of work-related injury and illness

Staff & Students can assist through:

- Using appropriate equipment and not alter, misuse or interfere with anything provided in the interest of health and safety.
- Conducting themselves in a manner which ensures both their own health and safety, and the health and safety of others.
- Reporting all hazards, accidents and near misses.

Drug and Alcohol Policy

RSCD does not permit drugs and alcohol to be brought onto the premises. If a student enters RSCD premises intoxicated or under the influence of drugs the police will be called and the student will be expelled immediately. See also RSCD Code of Conduct.

No Smoking

The RSCD has an absolute no smoking environment. The policy applies to all employees and the general public in all internal areas of the RSCD premises.

Violence and Harassment Policy

Violence includes any action against a RSCD staff member, student, and visiting teachers or members of the general public which has the potential to cause either physical or psychological harm. RSCD management has zero tolerance towards violence and where a threat of violence exists the police will be called. See also RSCD Code of Conduct.

Harassment can be defined as any unwanted, unwelcome or uninvited behavior which has the potential to cause psychological harm. Harassment will not be tolerated under any circumstances and incidents are to be reported to RSCD staff and immediate action will be taken.

Accident and Incident Reporting

RSCD takes all reasonable steps to prevent accidents happening at the Studio and during performances, yet unfortunately accidents may still happen. All accidents and incidents including near misses involving RSCD staff, students and the general public and equipment must be reported to RSCD Director. You will be required to also complete a report form available from the office for administration purposes.

Dispute Resolution and Complaints Policy

Disputes, grievances, appeals and complaints can arise from time to time.

RSCD's staff have a genuine desire to help, advise and resolve problems of both athletics or any other nature.

In an effort to reach an agreement or resolution the following steps may be taken:

- Step 1 -the student and/or care-giver will discuss the issue with a staff member, and if necessary record the grievance, complaint or incident using forms available from the office.
- Step 2 - if the issue is not resolved at this level it shall be referred to the Director and those involved. If you are involved in a dispute, or make a complaint it will be investigated in a fair and timely manner. Management will make sure of confidentiality and that any involved person is not victimized in anyway.

Please e-mail and make an appointment with the director for the following:

- Complaints about Office Staff
- Complaints about a Teacher
- Complaints about a Students Class
- Class Selection and fees
- Complaints about a Students Class
- Student Progress Class
- Student Behavior

Assessment Program

All dance students are assessed each year by their instructors in order for parents to track their child's skill progress from year to year. We hope that this will provide our parents and students with helpful information concerning our curriculum and each student's physical and developmental progress.

A written report reflecting the student's achievements and developments is provided with comments from every teacher. At the end of every year each student receives an evaluation and recommendations for the following year.

Lost and Found

RSCD expects students to look after, and be responsible for all their belongings. All clothing and equipment should be clearly named. Valuables and large sums of money should not be brought to RSCD.

If a student loses something they should:

- Check the lost and found
- Check with their class teacher
- Check the lost and found box located near the office
- Ask the front desk

If a student finds something which does not belong to them they should:

- Return the item to the student whose name is on the item
- Hand it to the class teacher
- Hand it to the office staff

Student Code of Conduct

Introduction:

RSCD welcomes students of all ages to join us. We recognize that our community has the shared goal of gaining skills, knowledge and understanding in our activities. RSCD aims to nurture our students holistically and for students wishing to continue with further studies; prepare them for a career.

Students and teachers share the right to classes free from distractions and in the knowledge that they are in a safe, healthy and happy environment. RSCD's Code of Conduct is one of many ways we try to ensure these rights are protected. The Code of Conduct draws attention to rights and responsibilities and important issues related to RSCD and teacher/student conduct.

The Code of Conduct aims to build communication and mutual respect for teachers, students and care-givers who attend our facility.

In Class

- Arriving for classes on time
- Wearing appropriate clothing
- Participating actively in class
- Listening to instruction
- Behaving in a responsible manner

Around the Building

- Stowing your gear in the right places and taking valuables into the classroom
- Keeping noise to a minimum
- No playing or sitting/standing on chairs/tables or near the stairwells
- No running in studios, wet areas, stairwells and ramps

If a staff member feels a student is not operating within the code, the following steps may be taken:

- A polite reminder/correction
- The reminder may be repeated several times
- The staff member may then warn the student of imminent removal from the class
- An interview with RSCD Director and the Student will follow if appropriate
- A written note will be sent to the care-givers if appropriate
- An interview with care-givers may be requested if appropriate
- Alternative measures may be arranged e.g. change of class

- If the issue cannot be resolved, the student will be removed from our program
RSCD has ZERO TOLERANCE for some behaviors which will result in AUTOMATIC REMOVAL.

Counseling

Students with problems associated with RSCD or the RSCD community, may, depending upon the nature of the problem, approach one of the following:

- a teacher whom the student feels can help
- their class teacher at the time
- the office staff
- the Director

Class/Practice Rules

Please read carefully

1. Bad and/or disrespectful attitudes towards instructors or other children will NOT be tolerated. (This rule is #1 for a reason and will be strictly enforced).
2. There is no room for personal conflicts. Do not bring them to classes.
3. Students and parents are not allowed in classrooms unless accompanied by an instructor.
4. Never build stunts, tumble or attempt new skills without an instructor present.
5. Hair must be worn away from the face and long bangs must be pinned back. No large plastic or metal hair decorations.
6. No jewelry or long fingernails.
7. No food or drinks in the classrooms. (WATER ONLY)
8. Students must follow the dress code in order to participate in class.
9. Parents and siblings can view classes from the closed captioned monitors in the parents viewing area.
10. Please do not interrupt the instructor during class time. This takes away from time with the students. An office worker is available during each class to take payments and answer any questions.
11. Arrange for transportation to and from classes to be on time. Instructors are NOT responsible for your child outside of class time.

Please note that these rules are for your child's safety. Failure to comply with these rules will result in the following:

- 1st Offense – Verbal warning. It should not have to go further than this.
- 2nd Offense –Written warning & meeting with the parents.
- 3rd Offense – Child will be dismissed from the team/class.

Instructors reserve the right to sit out any child at practice/class as well as dismiss them without warning.

Dress Code

Hair should be worn up and away from face for all classes.

Mommy & Me - Shorts/Pants, T-shirt/Tank, Supportive Sneakers should be worn by the child and adult.

Creative Dance – BLACK Leotard, BLACK Dance Shorts/Skirt/Unitard, Tights, Pink Leather Full Sole Ballet Slippers.

Intro to Dance –BLACK Leotard, BLACK Dance Shorts/Skirt/Unitard, Tights, Pink Leather Full Sole Ballet Slippers, Black Patent Leather Tap Shoes (NO LACES)

Ballet /Tap Combo- BLACK Leotard, BLACK Dance Shorts/Skirt/Unitard, Tights, Pink Leather Full Sole Ballet Slippers, Black Patent Leather Tie Tap Shoes. (NO LACES)

Jazz /Hip-Hop Combo- BLACK Leotard, BLACK Dance Shorts/Skirt/Unitard, Tights, Black Non Lace up Jazz Shoes.

Ballet I-IV & Pointe – BLACK Leotard, BLACK Dance Shorts, Tights, Pink Leather Split Sole Ballet Slippers. (Pointe Shoes for Pointe Class ONLY)

Tap I-III - BLACK Leotard, BLACK Dance Shorts, Tights, Black Split Sole Tap Shoes.

Tap IV - BLACK Leotard, BLACK Dance Shorts, Tights, Black Split Sole OR Full Sole Tap Shoes.

Jazz I-IV- BLACK Leotard, BLACK Dance Shorts, Tights, Tan non lace up Jazz Shoes.

Hip-Hop I/II- Capri's/Pants, Fitted Top, Black Jazz Shoes. Loose t-shirts are not acceptable. Tights must be worn under shorts.

Hip-Hop III/IV & Teen- Capri's/Pants, Fitted Top, BLACK Sneakers/boots (must not be worn outside). Tights must be worn under shorts.

Lyrical I –III - BLACK Leotard, BLACK Dance Shorts, Tights, Lyrical Cap Toe Shoe

Acro- BLACK Leotard, BLACK Dance Shorts, tights, Bloch Pro Gymnastics Shoe

Cheerleading- Pink Rising Stars Shirt/Tank, Black Shorts/Pants, Supportive Sneakers (NO LONG FINGERNAILS OR JEWELRY)

Girls Tumbling- Pink Rising Stars Shirt/Tank, Shorts/Pants, LACE UP supportive Sneakers

Boys Tumbling- Black Shorts/Pants, BLACK or GRAY T-shirt/Tank, LACE UP supportive Sneakers

Boys Hip-Hop - Long Shorts/Pants, T-shirt, BLACK sneakers not worn outside (NO JEANS)

Martial Arts- Black Gi, Belt, Martial Arts Shoe, Rising Stars Martial Arts Tee may be worn in the summer.

Adult Hip-Hop/Parents Hip Hop- Capri's/Pants, Tank/Fitted Tee, BLACK Sneakers.

Company Classes- BLACK Leotard / BLACK dance shorts and tan tights. Tan non lace Jazz Shoes

Technique Classes - BLACK Leotard / BLACK dance shorts and tan tights. Tan non lace Jazz Shoes

All tights should be pink, black, white or tan unless otherwise specified

Slipper Ballet Shoes Are Not Allowed

No Jewelry

Absolutely No Jeans

No Bra Straps/Underwear Showing

Flip flops, socks or bare feet are not allowed in any class

No Bare Midriffs

Leotards are MANDATORY for all classes that list them.

Students who are unprepared for class in any way will be asked to visit the borrow bin and/or sit out. If the student leaves class rather than sit out, it will count as an unexcused absence. 3 unprepared classes equal one unexcused absence. (Please see attendance policy). Items are available for purchase in the pro-shop in case you forget anything.