

# SHINING STARS SCHOOL OF PERFORMING ARTS

## STUDENT/PARENT HANDBOOK



11791 FINGERBOARD ROAD  
MONROVIA, MARYLAND 21770  
(301) 865-8788  
[WWW.GOSSSPA.COM](http://WWW.GOSSSPA.COM)



2009 - 2010

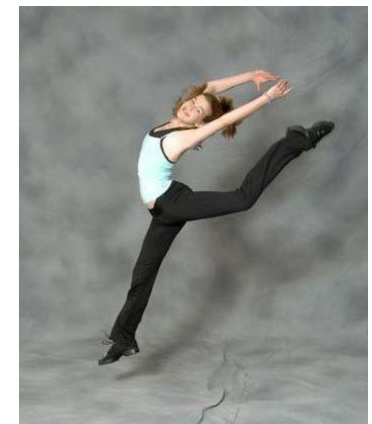
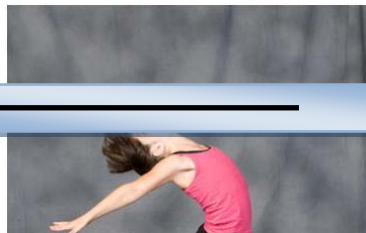
**SHINING STARS SCHOOL OF PERFORMING ARTS**

SSSPA is a family-oriented non-profit 501 ( c ) ( 3 ) Maryland incorporated organization , dedicated to the development of dance and performing arts. SSSPA's goal is to provide affordable opportunities for people of all ages to participate and develop skills in all aspects of dance, theater and the arts.

SSSPA seeks diversity in all categories of employment and enrollment. Individuals are treated without discrimination based on race, color, religion, age, disability, political beliefs, gender identity, marital/family status, or national/ethnic origin or on the basis of any other characteristics protected by federal, state or local law. Accordingly, SSSPA will view as a serious disciplinary infraction any harassment by a student or worker that is motivated by or relates to one's identity and has the effect of unreasonably interfering with his/her working or learning environment and/or performance.

*Taking Steps to Teach Our Stars To Shine*

Offering Classes in Ballet, Pointe, Tap, Lyrical, Acro, Theater, Hip-Hop, Irish Step, Art, and More



**SSSPA EVENTS \*\* See 2<sup>nd</sup> attachment for replacement of this calendar**

September 2	First Day of Class
September 21	Old Towne Gaithersburg
October 12	Oktoberfest
November 1	Recital Fees Due
November 11	Closed
November 26 - 28	Closed
November 29 & 30	Open for Rehearsals Only
December 6	Closed - Nutcracker Tea & Performance
December 7	Closed - Nutcracker Performance
December 24 - January 2	Closed
January 19	Closed
January 20	Open on Monday schedule - No Tuesday classes
February 8	Valentine Ballerinas
February 16	Closed
February 17	Open on Monday schedule - No Tuesday classes
March 14 & 15	Willy Wonka Performances
April 8 - April 13	Closed
April 18	Mt. Airy Expo
May 8	Talent Show
May 25	Closed
June 1	Last Day
June 2 - June 6	Makeup Days for Snow
June 6	Recital
June 22	Summer Session Begins
July 4	Closed
July 11	Damascus Days

**IMPORTANT INFORMATION**

E-MAIL

To send e-mail to a member of SSSPA, address the mail as follows:

GOSSSPA@GOSSSPA.COM

WEBSITE

Visit us on the web! You can find lots of important school information on our site, including the 2009-2010 calendar and school closing information. Our address is:

WWW.GOSSSPA.COM

TELEPHONE

301-865-8788

OFFICE HOURS

Mon - Fri: 4 PM - 7 PM

Sat: 10 AM - 1 PM

Sun: 1 PM - 4 PM

Office is closed 9 AM - 4 PM Mon-Fri

BILLING QUESTIONS

Mon, Tues, and Thurs:

4 PM - 7 PM

LOCATION

11791 Fingerboard Road  
Monrovia, Maryland 21770

Mailing Address

PO Box 356  
Monrovia, Md 21770

**2000-2010 BOARD OF DIRECTORS**

EXECUTIVE BOARD

Cheryl O'Hara, President  
Athena Velez, 1st Vice President  
Katharine O'Hara McIntyre, 2nd Vice President  
Lisa Jarosinski, Treasurer  
Pam Hovis, Secretary

MEMBERS AT-LARGE

Shelley Harris  
Joan Kaminski  
Patti Yammarino

BOARD CONSULTANT

Fredric Abramson

**SPECIAL CELEBRATIONS**

BIRTHDAY PARTIES

Celebrate a birthday party with one of SSSPA's talented and creative teachers! After a 45 minute dance class tailored to the ages and abilities of the party goers, a room is available to open presents and have refreshments provided by the host. All birthday parties are held on Saturday and Sunday. Birthday parties are booked on studio space and teacher availability. Birthday party fee is \$175 for up to 10 guests and \$10 for each additional child up to a total of 25. Length of party time is one and a half hours. Payment is due upon scheduling. Cancellations made less than one week before the party are non-fundable. Visit our website for more details.

WEDDING DANCE

Celebrate the most romantic day of your life by demonstrating to the world your commitment in your first dance. Taught to the couple's song of choice, these lessons will allow you two to feel comfortable in each other's arms. Whether you choose to have one session of "tips and tricks" or a specially choreographed routine is up to you. Visit our website for more details.

PRIVATE AND SEMI-PRIVATE LESSONS

Did you know that a half hour private lesson is the equivalent to a month in class? Private and semi-private lessons in all subjects are available subject to SSSPA and teacher availability. These lessons can be used to accelerate or jump-start a student's progress or can be used to choreograph a routine for competitions. Cost

varies based on the teacher and length of class. Visit our website for more details.

### **APPRENTICE TRAINING PROGRAM**

This program seeks to provide those more advanced students with professional training in preparation for future faculty or performing arts company placement.

#### APPLICATION

Students may apply when they are eleven years old. To apply, the student must submit an essay on why he or she wishes to be an assistant to the Training Coordinator by June 15..

#### ASSISTANTS

Assistants are expected to attend at least one lower-level class to help the faculty member with the class. An Assistant is eligible for Apprentice training after one year.

#### APPRENTICES

Apprentices have undergone a summer long program on the art of teaching. Apprentices will occasionally be required to lead the class in learning a new combination or technique under the supervision of the faculty member. Apprentices are automatically eligible for Contretemps membership.

#### ASSIGNMENTS

Assignments are usually related to the student's area of specialization and prior experience. Assignments are made by the Director and Training Coordinator.

#### TUITION CREDIT

Assistants and Apprentices receive an hour by hour tuition credit. Credits do not count towards multiple class discounts.

### **SSSPA FACULTY/STAFF**

#### **2009-2010 – FACULTY AND STAFF**

MISS ATHENA:

Acro & Ballet Stretch

MISS BERNADETTE:

Irish Step

MISS CAMILLE:

Ballet, Tap, Jazz, Hip-Hop, Poms, and EC DT

MISS CHERYL:

Contretemps, Ballet, Lyrical, Tap, and Musical Theater

Miss JULIE

Art

Miss JENNIFER

Tap

MISS KATIE M.:

Contretemps, Ballet, Lyrical, Ballroom, Musical Theater, and Tap

MISS SARAH:

Hip-Hop and EC DT

Miss TIFFANY

Musical Theater

#### **Adjunct Summer Faculty**

Miss JAMIE

Ballet, Contemporary, Lyrical

Miss BRITTANY

Hip Hop and Poms

Miss KATIE K

Tap

#### **Teaching Assistants**

Miss Emily R.

Miss Rachel H.

Miss Natalie P.

Miss Molly C.

Miss Jenn N

Miss Emily M

#### **Apprentice**

Miss Mary-Frances

Miss Emma

#### **Office Management**

Miss Jean - Manager

Miss Shelley-

Mr. Joey

The Shining Stars School of Performing Arts (SSSPA) Parent/Student Handbook has been created for our students and parents to provide information on our policies and expectations from our students. Training in the arts requires commitment and hard work and we strive wholeheartedly to provide a warm, challenging and family friendly environment in which such achievements can be nurtured.

A sound education in the arts contributes significantly to academic achievement in science, mathematics, social studies, language arts and other subjects and assists the development of general cognitive skills, self-expression, discipline and confidence. SSSPA is devoted to providing opportunities to participate in all aspects of performing arts.

SSSPA embraces students who wish to pursue careers in the arts as well as those students who take classes for fitness and fun. All students enjoy the benefits equally of teachers who care and promote the wellbeing of each and every one of them. For those students who choose to pursue professional careers in the arts, SSSPA strives to provide them with the tools needed to do so and paths they can seek to help achieve this. Our goal for our students and our community is to instill a lifelong appreciation and love for the performing arts.

## **NARRATIVE BALLETS**

SSSPA's Narrative Ballet performances feature the Contretemps Ballet Corps and Drama Cast.. SSSPA is the only performing arts studio in the area to have narrative ballets (where there is a drama section with non-dancers and a section of traditional dance). While most dances are ballet, there are often interdisciplinary aspects such as acro, lyrical or stage combat.

### CASTING

Narrative Ballets are open to the entire community after an audition for placement. Roles can range from the Narrator to a couple's dance to being an animal. SSSPA is proud to be an inclusive organization and all ages and all levels of ability are welcome.

### FEES

There is a performance fee to participate in the production. Discounts are available if multiple family members participate. All performers must also pay their costuming costs – which range from making and/or purchasing costumes to rental fees and vary by role.

## **CONTRETEMPS BALLET CORPS PROGRAM**

The Contretemps are the heart of the narrative ballet performances that are the signature of SSSPA. Lead roles are available to Contretemps members and guest artists..

### CONTRETEMPS AUDITIONS

There are yearly auditions for placement with the Contretemps. Members are required to have ballet training prior to audition if in a dancing role..

### CONCURRENT ENROLLMENT REQUIREMENTS

Contretemps members must take at least two ballet classes a week, one of which must be at SSSPA.

### CONTRETEMPS BALLET AND DRAMA CAST FEES

In addition to paying tuition, Contretemps members must pay a performance fee to participate in the narrative ballet. Contretemps members must also purchase their costumes. If SSSPA has a costume for the role, the Contretemps member must pay a rental fee. If a new tutu is made for a Contretemps member, she is expected to assist in the creation of the tutu or otherwise contribute to the production.

## **THE SSSPA DIFFERENCE**

SSSPA is proud to promote access to and provide education in the performing arts. To help nurture the creative, family-friendly environment at SSSPA, we commit to the following:

- Uphold communication and transparency by having an open door policy for all classes.
- Lower the costs associated with performing arts by providing multiple class enrollment discounts.
- Support access by providing registration and payment online.
- Provide a newly renovated facility for the safety and development of SSSPA's students.
- Achieve the best possible services at all levels through caring and trained staff and faculty.
- Provide the benefits of health, recreation and competition to everyone through the performing arts.
- Promote the numerous benefits of participation in performing arts.
- Value relationships with sponsors and supporters to maximize exposure for their products and services.

- Encourage volunteerism through participation in community events.

## **SCHEDULE**

### CLASS SCHEDULE

SSSPA offers classes on a yearly basis from September to June. Classes are divided into semesters (Fall and Spring). SSSPA also offers a Summer, Interim Winter and Spring sessions of intensives and camps.

### WEATHER-RELATED CHANGES IN SCHEDULE

SSSPA follows Frederick County Public Schools for weather related closings and early dismissals. When the school schedule is altered due to weather, an announcement will be made on NBC 4, Fox 5, WUSA 9 or can be accessed on [www.schools-out.com](http://www.schools-out.com). Also, an e-mail will be sent to all active students with e-mail addresses on file informing them of any closing.

### CLASS DESCRIPTIONS

SSSPA offers classes in Ballet, Pointe, Tap, Lyrical, Acro, Theater, Hip-Hop, Irish Step, Art, and more. Many classes such as Hip-Hop or Adult Classes, are offered by age, regardless of the student's background in the performing arts. Other classes (such as Ballet and Tap) are offered by the level at which the student dances. Please see our class catalog, available on the SSSPA website, for a full description of classes, prerequisites and required attire. Our Special Needs Classes are designed to meet the needs of those participating including regular classes with recital, and potential competition or performance teams..

### ECDT CONCURRENT ENROLLMENT REQUIREMENTS

EDCT dancers must also take other required dance classes in addition to their competition classes.

Please see Eight Count Dance Team Handbook for more information on our website. Click on Download tab and scroll down to Competition Team Handbook..

## **EIGHT COUNT DANCE TEAM PROGRAM**

The ECDT is the competition branch of SSSPA. The goal of the ECDT is to provide dancers with outside dance opportunities. Being on a competition team is about far more than trying to win – it is also about striving to always be your best and sharing your passion with others and commitment and dedication to that end. It provides dancers with the chance to gain self-confidence and self-esteem while also providing an enriching experience through competitive dance.

### EDCT TEAMS

Since competitions are set up by age categories, the ECDT are grouped in the same fashion. There are four ECDT teams: the Alphas (12 and older) and the Betas (9 to 11), the Gammas (. 5 to 8 ) and the Deltas (4 to 6 by invitation)

### EDCT AUDITIONS

There are yearly auditions for placement on ECDT. Students are required to have had at least one year of dance prior to auditioning. ECDT dancers learn lyrical, jazz and hip-hop routines for competitions in ECDT class. For more information go to website, downloads, ECDT Team Handbook.

## **PERSONAL ITEMS**

### IDENTIFYING CLOTHING

All personal items, especially dance shoes and dance bags should have the student's name clearly marked.

### LOST & FOUND

SSSPA maintains a Lost and Found Box located at the front desk. On a regular basis, it will be cleared out and unmarked items will be given to a community charity.

### GENTLY USED ITEMS

SSSPA maintains a Gently Used Donation Box located at the front desk. We encourage students who have outgrown shoes or dance wear (excluding tights) to donate to the box. Any student may use any item in the box.

### SSSPA CLOTHING

Attire featuring the SSSPA logo may be purchased through SSSPA. In addition to the regular attire, SSSPA also offers special t-shirts on a regular basis for its shows.

## **FOOD & DRINK**

### Drinks

Only water is allowed on any dance floor.

Food

A refrigerator is available for student use. It is cleaned out weekly. Food can be consumed in the waiting room area. Students and parents are responsible for keeping a clean environment when consuming food. No nut products.

**HEALTH**

INSURANCE

SSSPA does not carry medical insurance for its students. It is required that all students be covered by their own family insurance policies and, if injury occurs, it is understood that the student's own policy is the only source of reimbursement.

ILLNESS

Students who come to school when they are not well not only put the health of others at risk, but they are unable to use their class time in a productive, positive manner. Students who are ill should not come to class until they have been fever-free for 24 hours.

COMMUNICABLE DISEASES

If a student is unable to attend school due to a communicable disease that is serious in nature (i.e., strep, chicken pox, etc.) SSSPA must be notified in order to inform other parents and students.

ILLNESS OR INJURY AT SCHOOL

Parents will be notified if a student is injured or becomes ill during school hours. If appropriate, 911 will be called. If parents cannot be contacted, the person named on the Emergency Form will be notified.

HEAD LICE

Students with head lice may not attend school and must be treated before returning.

**VOLUNTEERISM**

Each family is expected to contribute at least 5 hours of volunteer time to SSSPA during the year. If a family fails to volunteer 5 hours as logged by the Volunteer Coordinator, an additional \$75 charge will be assessed at the end of the regular school year..

Volunteer opportunities with SSSPA cover a variety of activities, including boutique sales, community events, set crew, front of house, ushering, backstage crew, collating mailings, fundraising and more. .

Volunteer opportunities are posted on the SSSPA Calendar on the website. Monthly reminders for upcoming events will be sent via email. If you believe you would be interested in coordinating a community event or being in charge of an ongoing project such as the newsletter, please contact the Volunteer Coordinator at [GOSSSPA@GOSSSPA.COM](mailto:GOSSSPA@GOSSSPA.COM). These kinds of positions permit a family to complete their volunteer requirement with one event or project instead of having to volunteer at multiple events throughout the school year.

## FINANCIAL

Tuition is payable by the month, semester, or year. Payments can be made at the studio, via mail, or online. SSSPA accepts major credit cards. We encourage the use of online payments. Questions can be addressed at the front desk on Mondays, Tuesdays, and Thursdays between the hours of 4 PM and 7 PM.

### NON-PAYMENT OF FEES

Accounts are maintained on a family basis. A \$25 fee will be assessed for payments more than 10 days past due. If an account is uncollected after 45 days, the student will not be permitted to return to SSSPA until the account is paid.

### RETURNED CHECK

A service charge of \$30 will be assessed for all returned checks. After redeposit, any check returned by the bank must be replaced by a certified check, money order, or cash.

### PREPAYMENT DISCOUNTS

10% discount for paying by semester.  
15% discount if paid by the year.

### MULTIPLE CLASS DISCOUNTS

Families enrolled in 3 or more classes per week get an additional 5% discount.

Families enrolled in 5 or more classes per week get an additional 15% discount.

*Note: Competition/performance teams, classes that meet for less than a half hour and credited classes do not count towards a multiple class discount.*

## SAFETY

### DROP OFF & PICK UP

Younger students need to have a parent, guardian, or designated proxy come inside to pick them up. A parent or guardian authorizing the student to be picked up by someone else should inform the school before class begins or provide the proxy with a note authorizing the pick up.

Older students (16+) can leave without being "picked up" by a parent, guardian, or designated proxy..

SSSPA permits other arrangements to be made on a case-by-case basis (if a student walks to class or meets the parent elsewhere). These must be made in advance and are at the discretion of SSSPA. Please contact the school via phone or e-mail to make such arrangements in advance.

## **ATTENDANCE**

### REQUIREMENTS

Good attendance is imperative, as the best results are accomplished when a student attends class on a regular basis. Please make every effort to have the student at every class.

It is the responsibility of the parent (or student, if the student is not a minor) to notify the studio as soon as possible if the student will be absent.

### MAKE-UP CLASSES

Make-up classes should be scheduled within two weeks of the missed class (If make-ups cannot be utilized there will be no deduction in tuition). Given extenuating circumstances, the student may be permitted to make up a class after the two week period, but only if SSSPA is notified of the situation as soon as possible and every effort was made to schedule the make-up class within two weeks.

### WITHDRAWING FROM A CLASS

There is a two week notice requirement for a student to drop a class. This notice must be made in writing. SSSPA does not provide refunds of tuition, fees, or other expenses made prior to the withdrawal date effective following the notice.

### NEWSLETTER

The SSSPA Sparkler newsletter is sent out regularly. The Sparkler contains information on upcoming events and interesting information about the SSSPA community. The Sparkler will also be posted on the SSSPA website and on the Parent Bulletin Board.

### CALENDAR

The SSSPA calendar is available at the school or online. Please make sure to refer to the calendar, as there are several holidays for Frederick County, Carroll County, or Montgomery County Public Schools that are not holidays for SSSPA.

### BOARD MEETINGS

Quarterly board meetings are on the SSSPA calendar and open to members of the SSSPA community. Organizational information such as bylaws, motions and minutes are available upon request.

### E-MAIL

Emails are sent to remind the SSSPA community of upcoming events. E-mail is also used in case of closures. SSSPA encourages all members of the community to provide their e-mail address so you can receive these notices. If you wish to contact SSSPA via e-mail, please use [GOSSSPA@GOSSSPA.COM](mailto:GOSSSPA@GOSSSPA.COM).

## COMMUNICATION

### COMMUNICATION WITH SCHOOL FACULTY & STAFF

Clear and open communication is encouraged at all times and at all levels within SSSPA and is important to the success of SSSPA.

Classroom Questions should be addressed directly with the teacher. This can be done through by e-mail, by voicemail and/or at mutually agreed time with the teacher. Faculty members are not available to discuss individual issues during class.

General Questions about school policies or procedure may be addressed to the receptionist, the manager or to the Director and President of SSSPA, Miss Cheryl. This can be done at the front desk during office hours, by e-mail and/or by voicemail. Please remember that Miss Cheryl is not available while she is teaching to answer questions.

ling Questions may be addressed at the front desk on Mondays, Tuesdays, and Thursdays between the hours of 4 PM and 7 PM. You may also contact SSSPA via e-mail or voicemail.

## BEHAVIOR

### HONOR CODE

SSSPA expects the behavior of all members of its community to be guided by the values of respect, cooperation, kindness, service, responsibility, initiative, perseverance, honesty and courage. SSSPA community members will uphold these values personally and will help others to understand and to achieve them. SSSPA students are expected to behave in compliance with our Honor Code and Expectations at all functions outside SSSPA, such as dance competitions, community events, show performances, etc. As a community, SSSPA expects all members to develop these qualities as they get a GRIP:

- Generosity and kindness toward others.
- Responsibility for the safety & well-being of others.
- Increasing ability in the performing arts.
- Polite handling of property.

### SSSPA STUDENT EXPECTATIONS

- Be on time for class.
- Wear the required attire for class.
- Be polite and respect others.
- Keep areas clear of bags, trash, etc.
- Adhere to reasonable safety standards.

### UNACCEPTABLE BEHAVIOR

Bullying or bullying type behavior is not acceptable at SSSPA. Actions which are persistently aggressive, intimidating, disrespectful, insensitive, threatening, hurtful, or insulting could be deemed bullying behavior. Bullying is more than teasing, for bullying always hurts someone. Joking and fooling around are sometimes offered as excuses for bullying. However, behavior which is sometimes acceptable with a friend can be considered bullying with someone else. SSSPA has zero tolerance for bullying and will address this behavior of any student so engaged.. Students are encouraged in supporting students who are targets of bullying, telling adults what they have observed or heard and communicating with faculty and the administration about such issues. SSSPA faculty and staff can help and take appropriate action only when they know a problem exists.

#### DISCIPLINE NOTICE

When a student's behavior is not acceptable inside or outside of the classroom, it is important that the teacher communicate with the parents. This will be done through a phone message or e-mail. If some extreme cases persist, despite attempts by SSSPA to correct the behavioral problem, SSSPA will take further action, including suspension and expulsion from the school.

#### ITEMS NOT PERMITTED AT SSSPA / SSSPA EVENTS:

- Gum.
- Dangerous weapons such as knives or guns.
- Obscene materials.
- Illegal Substances such as tobacco products, alcoholic beverages, inhalants or other mind-alternating substances.

#### BEHAVIOR NOT PERMITTED AT SSSPA / SSSPA EVENTS:

- Cell phone use during class. Cell phones that are left on are to be turned into the office so they can be answered. OTW they must be turned off and stowed away. This is the same for teaching faculty and assistants/apprentices as well as students..
- Hitting, kicking, or otherwise physically hurting any person.
- Abusive language of any kind, such as hurtful teasing, profanity, derogatory comments about sexual orientation, race, gender, or ethnicity.
- Sexual harassment.