



2025-2026 STUDENT/PARENT HANDBOOK



OUR MISSION

Spark of Creation Studio is committed to providing quality professional instruction and building community by developing creative, confident, and compassionate performers.

CORE VALUES

We are dedicated to creating a positive experience for our students and families at Spark of Creation Studio. Our performing arts education and instruction are backed by the following core values:

Supportive community

Positive experiences

Artistic minds and bodies

Resilience through challenges

Kind thoughts and actions

REGISTRATION

- Registration is accepted on a first-come, first-served basis. Students must register for classes through our Studio Pro (SP) online registration system at socstudio.com
- There is a non-refundable registration fee of \$40.00 per student per session.
- All dancers/parents must complete all mandatory waivers via Studio Pro before attending classes.
- **Waitlist Policy:** If a class is full, students can join a waitlist. Families will be notified via email if a spot becomes available.

TUITION POLICY

- Monthly tuition is based on a 10.5-month school year (Mid-August through June). For your convenience, automatic monthly credit card payments are available.
- Tuition is non-refundable. Tuition is due on the 1st of each month. We do not send out monthly billing statements. If we are unable to process your tuition on the 1st, a full tuition payment must be made by the 10th. 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.
- Tuition will NOT be prorated for mid-month registration, holidays, or Winter/Spring breaks, scheduled or unscheduled absences.
- Upon completion of registration, students commit to the full term (through June 2026) of each program. Students are responsible for monthly tuition throughout the term, regardless of missed classes due to illness or scheduled vacations. **All students must pay full tuition for the months of December and June.**
- **Payment Methods:** All students are required to enroll in our auto-pay program for monthly tuition. We accept cash, checks and individual online payments for all other studio fees.

CLASS WITHDRAWAL:

Students who withdraw from a class must request a Class Withdrawal Form from our Studio Manager by emailing m.chiu@socstudio.com. **A class withdrawal form must be completed and emailed to our Studio Manager by the 20th day of the last month of attendance, or the following month's full tuition will be charged.**

There are no refunds for mid-month withdrawals. Students are responsible for the full month's tuition if the withdrawal form is not submitted by the 20th. Tuition will not be prorated for withdrawals and no credits will be issued.

FEES

Tuition is a yearly fee broken down into 10.5 monthly payments. Payment for the first month of classes is due upon registration via autopay. All additional monthly tuition installments will be automatically deducted from a debit or credit card provided on the 1st of each month. Payments are final, and there are no refunds for cancellation. Students will not be able to participate in rehearsals or recital performances if tuition is past due.

Annual Registration Fee: \$40.00 per student (non-refundable)

Monthly Class Fees:

- 45-min Classes: \$91.00/month
- 55-min Classes: \$96.00/month
- 85-min Classes: \$125.00/month
- 115-min Classes: \$150.00/month (Musical Production)

Multiple Class Discounts*:

- 2 Classes/Student: \$5 off/month
- 3 Classes/Student: \$10 off/month
- 4 Classes/Student: \$15 off/month
- 5 Classes/Student: \$20 off/month

**Available for qualifying classes

ChoreoPOP! Dance Pass Fees:

- 1-Class Pass: \$20.00
- 3-Class Pass: \$45.00

Drop-In Class (based on availability):

- 45-min Class: \$25.00/class
- 55-min Class: \$26.00/class
- 85-min Class: \$36.00/class

All accounts must have a form of payment on file, and monthly auto-pay will be processed on the 1st of each month.

Late fees will be applied automatically to all past-due accounts (after the 10th of the month). Students with past-due balances may not attend class until payment is made in full.

Costume Deposits: (due in October)

- Recreational Classes: \$50.00/class (due in November)
- Competitive Classes: \$70.00/class (due in October)
- Tahitian Competition Classes: \$100.00/class (due in November)

PRIVATE DANCE & MUSIC CLASSES

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.**

Private Lesson Fees:

- Private Vocal/Music class: \$40.00 & up per 30 minutes (varies on instructor)
- Additional Student Fee: \$25.00 & up per student (varies on instructor)
- Private Dance class (Catch Up): \$45.00 & up per 30 minutes (varies on instructor)
- Private Dance class (Routine): \$45.00 & up per 30 minutes (varies on instructor)
- Additional Student Fee: \$25.00 & up per student (varies on instructor)

*Catch up privates are available and encouraged for students who would like individual instruction with current class technique or routines. Private routine classes are for individual solo routines.

CLASS ATTENDANCE

We expect consistent attendance from all 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

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. Makeup class forms must be filled out at the front desk and turned in to the instructor of the makeup class.

COMMUNICATION

- **Communication Methods:** Spark of Creation Studio communicates important information via email, text alerts, and social media. Please ensure your contact information is up to date.
- **Parent Portal:** Access the parent portal for updates on schedules, payments, and announcements.
- **Email:** If you have any questions throughout the season, please contact admin@socstudio.com.

COSTUMES

- All costume deposits and payments are final and non-refundable, regardless of a student's participation in the performance.
- **Winter Showcase:** All participants will need to purchase a limited-edition SOC Studio Winter Showcase t-shirt, which will be worn for this performance. T-shirts are \$25 per performer.
- **Musical Productions:** All participants are required to pay a rental fee for the costumes used for each individual production. Costume rental information will be provided at the start of each production. Costume rental fees vary between \$100-\$200 per performer for each production.
- **Polynesian Showcase & Year-End Recital:** For these performances, all participants must purchase a costume for each class in which they are performing. A non-refundable costume deposit, \$70 for Advanced & Competition Teams and \$50 for Recreational, is due in October and November, respectively, to ensure timely costume ordering. If a student registers after November, the costume deposit will be due upon registration. Our staff will measure all students in classes, and costumes will be fitted in classes once they arrive. Costume information will be sent via email from our Studio Experience Team members, and costume balances are due in February and March. Costume fees range between \$80-\$175 per class and costumes will be custom-made or ordered from various vendors and dance costume catalogs.
- 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.
- Costume deposits paid after November 15th will be assessed a \$15 late fee and may be subject to additional costs and/or shipping fees.
- If a student withdraws from classes before the performance dates, they will still be responsible for paying the full costume balance.
- Costume fees cannot be refunded once a deposit is made, as orders are placed and materials purchased well in advance.
- **Unclaimed Costumes & Apparel:** Costumes and apparel purchased through the studio must be picked up within 60 days of the related event or season's end. Items not claimed within this time may be considered forfeited and will no longer be available for pickup.

CLASS ATTIRE

Proper dance attire is always required during class, 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.

- **Hula and 'Ori Tahiti:** Pau Skirt & Pareo (can be purchased online via DSP), t-shirt, shorts, barefoot
- **Tiny Tappers Combo:** Pink tights, black leotard, black tap shoes, ballet shoes
- **Hip Hop:** Comfortable clothing, tennis shoes
- **Jazz/Musical Theatre:** Black pants (leggings for girls, sweats for boys), t-shirt, black jazz shoes
- **Tap:** Black pants (leggings for girls, sweats for boys), t-shirt, black tap shoes

DRESS CODE

- Please put your name on all articles of clothing and shoes.
- Hair must be neat and pulled back 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.

STUDENT EXPECTATIONS

All students are expected to adhere to the following guidelines:

- 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 the class.
- Please be respectful of yourself, fellow students, office staff, and instructors at all times.
- **Code of Conduct:** Disruptive behavior, bullying, or disrespect will not be tolerated and may 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.

PARENT EXPECTATIONS

- If you have any questions or concerns, please feel free to inform our front office. Teacher conferences may be scheduled by contacting the front desk.
- We encourage parents to actively engage in their child's dance education journey by providing support at home, attending studio events, and fostering a positive and encouraging environment for their child's artistic growth.
- Please review all information listed in our studio emails and memos that are handed out to students throughout the year.
- 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 class early.
- Please pay tuition and all other fees on time.
- Please make sure to review the SOC Handbook with your child.
- It is the parent/guardian's responsibility to stay informed by reading all emails, newsletters, and notices from SOC Studio.

PERFORMANCES AND REHEARSALS

We produce 6 main stage shows a season to allow our students several opportunities to shine on stage at SOC Studio: Winter Showcase (December), Winter Musical (Jan), Polynesian Showcase (March), Hip Hop Showcase (April), Spring Musical (May), Year-End Recital (June). Productions are held at local theaters including The Samuel L. Johnson Theater at Capuchino High School in San Bruno, Skyline College Theatre & The College of San Mateo Theater.

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.

Performance fees, costume payments, and ticket purchases are non-refundable.

CLASS PHOTOS

Group and individual photos of students in their costumes will be taken during our Class Photo Week in May. Notices of class photo dates, packages, and video order forms will be posted in our online store as each event nears.

Purchase of picture packages is optional; however, individual photo packages must be pre-ordered before your student's scheduled class photo day.

Please note: Class Photo Week takes place during regular class time, whether or not a student is participating in the recital or purchasing a costume/photo package. No tuition credits, refunds, or make-up classes will be provided for students who choose not to participate in class photos.

EMERGENCY PROCEDURES

In the event of an emergency, Spark of Creation Studio has established procedures to ensure the safety of all students and staff. Emergency contact information must be current and on file. Please familiarize yourself with our evacuation routes posted in the studio.

HEALTH AND SAFETY PROTOCOLS

Students showing signs of illness, such as fever or contagious conditions, should stay home. If a student falls ill or is injured during class, parents will be contacted immediately, and appropriate care will be provided. Our studio is regularly cleaned and sanitized to ensure a safe environment for all.



SPARK OF CREATION STUDIO

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