



**YOU ARE REQUIRED TO READ THIS HANDBOOK
AND THEN COMPLETE THE AGREEMENT ON PAGE 29.**

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SECTION 1: ORGANIZATION INFORMATION

Polestar Pilates International

Polestar Education is a worldwide provider of rehabilitation-based Pilates curriculum, high-caliber Pilates teachers and successful Pilates studio prototypes. Polestar's teacher training programs are offered on an ongoing basis in cities all over the USA and through licensee arrangements in over 28 countries. Polestar-trained Pilates teachers can be found at medical facilities, performing arts conservatories and fitness facilities all over the world.

Mission

Polestar is an international community of research-oriented movement science professionals, transferring advanced knowledge to our clients to improve health and well-being, through the application of Pilates and various methodologies of movement science.

Vision

Impact the world through intelligent movement, which fosters awareness of self and community.

History

Polestar Education was founded in Sacramento California in 1992 by President Brent Anderson PhD, PT, OCS and co-founder Elizabeth Larkam MA, Feldenkrais Practitioner. It originated as a casual continuing education business that was based on the demand that existed among rehabilitation specialists who expressed interest to integrate Pilates evolved work into their current practice.

By 1995 Polestar LLC was officially organized in Sacramento California. Both Anderson and Larkam continued to work in their current jobs at Anderson Physical Therapy, Sacramento CA and St. Francis Hospital, San Francisco CA, respectively. In 1997 Anderson decided to pursue his doctorate degree in physical therapy and movement science and was accepted to the University of Miami. Upon relocation to Miami the company continued to be managed by Anderson. Between the years of 1998 and 1999 the company grew more than 500% and more than doubled again from 1999 to 2000.

In October of 2000, Anderson and Larkam concluded that their missions and visions were different and that it was in the best interest of the company and each other to dissolve their partnership. Polestar continues to operate in its full capacity under the direction of Anderson. The curriculum is enhanced and managed by a committee of principal educators. Polestar has over 30 core educators who teach nationally and internationally. Currently Polestar offers its education through a network of more than 15 Pilates studios across the country (host-sites) and 9 international licensees in 28 different countries. .

Through the years, Polestar has collaborated with the Pilates Method Alliance and with reputable schools of Pilates to uphold the integrity of comprehensive Pilates education.

Polestar Pilates Center

The concept for Polestar Pilates Center Miami began in 1990 when Brent Anderson opened Anderson Physical Therapy (APT) in Sacramento, CA, a physical therapy clinic specializing in Pilates based rehabilitation and performance enhancement. By 1994 there were two APT facilities which allowed for the continued exploration of Pilates application in rehabilitation, dance medicine, cross-training and wellness. Rehabilitation and Pilates practitioners from around the world would travel to Sacramento to observe and study at APT. In preparation for his transition to Florida to pursue his doctorate, Anderson sold his practice.

In October of 1998, in addition to seeing patients and clients at the University of Miami, Anderson opened Polestar Pilates Center (formerly known as Balanced Body Miami) in Coconut Grove with co-founder Shelly Power. In 2000, the Center moved to its current location in Coral Gables, Florida, growing from 1500 sq ft to over 5000 sq ft. The second expansion to over 10,000 sq ft was completed in January 2005. Polestar's most recent expansion was into the Denver, Colorado area, opening its newest facility, Polestar Pilates Center Denver in April 2005. Both Centers offer physical therapy, Pilates rehabilitation, Pilates studio sessions, Pilates group classes, Gyrotonic Expansion System ® , cardio and numerous other wellness and fitness services.

About the President

Brent Anderson PhD, PT, OCS, *President and CEO*

A licensed Physical Therapist and Orthopedic Certified Specialist for more than 13 years, Brent is a leading authority in performing arts medicine and Pilates-evolved techniques for rehabilitation. He lectures widely at national and international symposia and consults with professional dance companies, schools, and conservatories throughout the world. In addition, he owns and operates two of the nations most comprehensive Pilates conditioning and physical therapy centers. These highly successful studios have become the model for many other Pilates studios worldwide.

Brent received his degree in physical therapy at University of California, San Francisco in 1989 and is currently adjunct faculty at the University of Miami, Division of Physical Therapy. His doctoral thesis explored the impact of Pilates rehabilitation on chronic low back pain using psycho-emotional wellness and quality of life measures. Brent is a 15-year member of the American Physical Therapy Association for which he formerly served as President of its Performing Arts Special Interest Group. He is also a longtime member of the International Association of Dance Medicine and Science.



Host Sites USA & Canada

| State | Location | Numbers | Contact |
|-------------|--|---|--------------------------------|
| California | Body Design 210 Newport Center Dr. Suite 3 Newport Beach, CA 92660 USA | Ph: 949-719-2600 www.bodydesignonline.com getfit@bodydesignonline.com | Susan Tobiessen |
| California | Center for Movement and Balance 155 S. Hwy 101, Suite 5 Solana Beach, CA 92075 | Ph: 858-720-9828 www.cmbpilates.com cmbpilates@pacbell.net | Robyn Bailis |
| California | M ² Pilates 1445 5 th Street, #A Santa Monica, CA 90401 | Ph: 310-458-7588 www.m2pilates.com jedig14@msn.com | Gerard Hinderlich |
| California | TheraPilates 920 41 st Ave. Santa Cruz, CA 95026 USA | Ph: 831-476-3100 www.therapilates.com sherri@therapilates.com | Sherri Betz |
| Colorado | Polestar Pilates Center Denver 3773 Cherry Creek North Drive Suite 720 Denver, CO 80209 USA | Ph: 303-322-9294 infodenver@polestarddenver.com www.polestarddenver.com | Lise Stolze |
| Connecticut | Eastern Rehabilitation Network 2928 Main St Glastonbury, CT 06033 USA | Ph: 860-549-8975 nelly@polestarpilates.com | Nelly Lugo-Larcheveque |
| Florida | Polestar Pilates Center Miami 1500 Monza Ave. Suite 350 Miami, FL 33146 USA | Ph: 305-740-6001 Fax: 305-740-6998 www.polestarmiami.com | Brent Anderson Shelly Power |
| Illinois | Athletico Sports & Medicine PT 1031 North Clark Street Chicago, IL 60610 | Ph: 312-951-9700 www.athletico.com klemmon@athletico.com | Katie E. Lemmon |
| Illinois | Cary Physical Therapy 2615 Three Oaks Road Cary, IL 60013 | Ph: 847-516-8095 www.caryphysicaltherapy.com annw@caryphysicaltherapy.com | Deb Gulbrandson |
| Kansas | Professional Rehabilitative Services 8825 West 75 th Overland Park, KS 66204 | Ph: 913-321-8765 www.prstherapy.com noelle@polestarpilates.com | Noelle Dowma |
| Michigan | Functional Fitness 1185 South Adams Birmingham, MI 48009 | Ph: 248-988-8098 kelly@polestarpilates.com | Kelly Hale |
| New York | Reforming New York 130 West 42 nd St, Ste 804 New York, NY 10036 | Ph: 212-944-0611x208 www.reformingny.com ann@polestarpilates.com | Ann Toran |
| New York | Sangha Pilates Studio 861 Montauk Highway Bayport, NY 11705 USA | Ph: 631-472-5892 sm1synergy@aol.com | Susan Modungo |
| New York | Northstar Pilates Solutions, LLC Millard Fillmore Hospital 3 Gates Circle Buffalo, NY 14209 USA | Ph: 716-887-5052 Fax: 716-887-5053 www.northstarpilates.com gerry@northstarpilates.com | Gerald N. Morigerato |

| | | | |
|---------|---|---|--------------------------------|
| Ontario | The Pilates Gym 31 Simcoe St. Collingwood, Ontario L9Y 1H5 Canada | Ph: 705-445-2001 www.pilatesgym.com partners@georgian.net | Lisa Dawn Rennie |
| Oregon | Carpe Diem 2510 Garfield St Eugene, OR 97405 | Ph: 541-684-0577 shawn@polestarpilates.com | Shawn Healey |
| Quebec | Connexion Pilates 1372 Notre-Dame West Studio 200 Montreal, Quebec H3C 1K8 Canada | Ph: 514-846-9172 info@connexionpilates.com | Chantal Perron Lynn Grenier |
| Utah | Pinnacle Performance 1410 S. Edison St. Salt Lake City, UT 84115 | Ph: 801-583-5692 Fax: 801-582-2074 www.pinnacle4performance.com amy@pinnacle4performance.com | Amy Broekemeier |
| Vermont | Pilates Space 208 Flynn Avenue, Studio 3A Burlington, VT 05401 | Ph: 802-863-9900 www.pilatesspace.net pamela@pilatesspace.net | Pamela Stone Turner |

Educators

The following list outlines the Educators within the United States & Canada. For further information on their background, go to our website www.polestarpilates.com

| Name | Home State | Mat | Allegro | Studio | Rehab |
|--------------------------|----------------|-----|---------|--------|-------|
| Alastair Greetham | United Kingdom | | | X | X |
| Amy Broekemeier | Utah | | | X | X |
| Ann Toran | New York | | X | | |
| Beth Maloney | Pennsylvania | X | X | X | X |
| Bob Schroedter | Florida | | X | X | X |
| Brent D. Anderson | Florida | X | X | X | X |
| Chantal Perron | Quebec | | | X | |
| Cynthia McGee Laportilla | Florida | X | | X | X |
| Dav Cohen | Australia | X | X | X | X |
| Gerard Hinderlich | California | X | X | X | |
| Kelly Hale | Michigan | X | | X | X |
| Kristopher D. Bosch | New York | | | X | X |
| Laurie Tuchman | Florida | X | X | | |
| Lise Stolze | Colorado | X | | X | X |
| Nelly Lugo-Larcheveque | Connecticut | | | X | X |
| Nicola Weiner | New York | X | X | X | X |
| Noelle Dowma | Kansas | X | X | X | X |
| Pamela Stone Turner | Vermont | | | X | X |
| Rosa Pesarin | Florida | X | X | X | |
| Sandy Novembre | California | X | | X | |
| Shawn Healey | Oregon | | X | X | |
| Shelly Power | Florida | X | X | X | |
| Sherri Betz | California | X | X | X | X |
| Tracey Barrow | Louisiana | X | X | X | |

Mentors

A Polestar Mentor is someone who provides necessary feedback and guidance for Polestar students as they progress through the curriculum toward graduation. In order to become a Mentor, Polestar graduates and certified practitioners can apply to participate in the Mentor program. Mentors receive a range of valuable benefits while giving their experience and expertise to dedicated Pilates students.

For a complete list of Mentors and Mentors-in-Training and further information on their backgrounds, go to our website www.polestarpilates.com

SECTION 2: COURSE INFORMATION

Training Programs

Polestar Pilates offers the following training programs, including:

- **Mat** - Focuses on the original Pilates mat exercises, their progressions from beginner to advanced level.
- **Allegro / Reformer** - Polestar Education is the original creator of Allegro Group Reformer training. Learn to conduct group reformer classes from beginner to advanced levels for both small group classes and one-on-one training. Focus will be on practical teaching experience that emphasizes group dynamics and analysis and critique of instructional styles to enhance teaching outcomes
- **Studio** - Learn to design and conduct one-on-one Pilates studio sessions and small group classes for low-to-medium risk clients on all Pilates equipment (the Trapeze Table, Reformer, Chair, Ladder Barrel, Spine Corrector, Mat and small props.), as well as reviewing the Polestar Pilates Fitness Screening, including postural evaluation and functional testing.
- **Rehabilitation** - Teaches applications for all Pilates equipment (the Trapeze Table, Reformer, Chair, Ladder Barrel, Spine Corrector), small apparatus and basic mat work, with a strong emphasis on pathology specific exercise, biomechanics, clinical reasoning and instructional technique.
- **Continuing Education** - A variety of professional development programs are offered for continuing professional development.

Polestar Pilates curriculum focuses on:

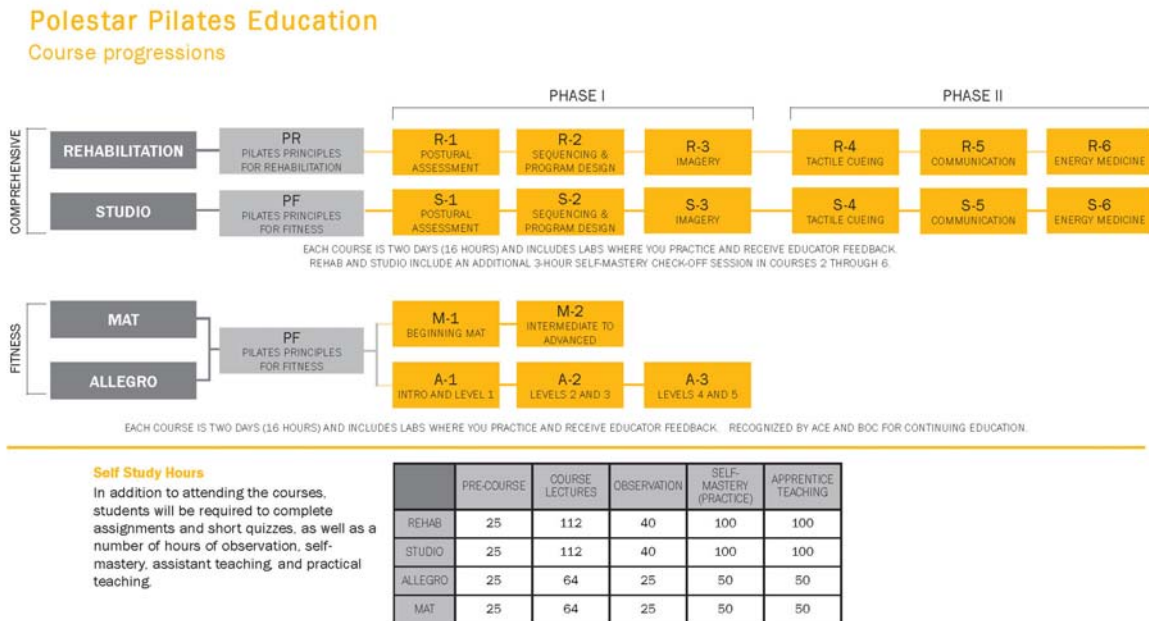
- In-depth working knowledge of Pilates movement principles.
- Experiential acquisition of Pilates in self.
- Critical reasoning skills for application of Pilates with clients and patients.

Students will be required to meet the terms and conditions of the course/s in which they are enrolled. These courses are not a guarantee of employment in the Pilates or related industries such as fitness and health. However, holding a formally recognized Pilates qualification is highly regarded by studios when employing instructors.

Polestar courses do not contain limitations on access and equity. However, Polestar reserves the right to refuse an application for course admission if there is reasonable evidence to suggest that the applicant is physically incapable of carrying out the necessary requirements of Pilates teacher training.

Course Outline and Structure

The Polestar curriculum is divided into *Fitness* and *Rehabilitation* groups. Each series consists of a number of modules, with each module being a 2-day course. Most courses are scheduled on weekends, about a month apart, minimizing time away from home and work. The time between courses facilitates study, observation and practice, allowing you to master the material before continuing to the next module.



Course Pre-Requisites

The following outlines the course pre-requisites for each group.

Rehabilitation:

- Licensed or certified health care professionals (e.g. MD, PT, DO, DC, ATC)
- Participation in 25 hours of group or private Pilates classes

Fitness: (Studio, Mat, and Allegro/Reformer)

- Certified fitness instructor or instructor of movement arts (e.g. yoga, tai Chi, practitioners of somatic movement)
- One semester of basic anatomy/physiology or equivalent
- Participation in 25 hours of group or private Pilates classes

Please note, you must hold a current CPR Certificate to gain employment within the Pilates Industry.

Modular Schedule

Courses are scheduled on weekends, about a month apart, minimizing time away from home and work. The time between courses facilitates study, observation and practice, allowing you to master the material before continuing to the next module. The Rehabilitation and Studio series can be taken in two sections, Phase 1 (PR/PF, R/S1, R/S2, R/S3) and Phase 2 (R/S4, R/S5, R/S6).

Rehabilitation Series

The Polestar Pilates Rehabilitation Series consists of 14 days - Seven 2-day courses (PR, R1, R2, R3, R4, R5, R6).

The Polestar Pilates Rehabilitation Series provides in-depth instruction in Pilates principles, techniques and practice, using the Reformer, Trapeze Table, Chair, Ladder Barrel, Mat and small props.

PR: Polestar Approach to Rehabilitation Principles (2 days)

This non-apparatus course introduces current research in movement science, motor learning, bioenergetics, and communication science to instructional practice through six basic movement principles which will be used throughout the rehabilitation series. You will integrate critical reasoning skills with these principles to facilitate movement assessment and intervention within the Pilates environment.

R-1 through R-6 (12 days – Six 2-day courses)

After the Pilates Principles for Rehabilitation course (PR), the Pilates for Rehabilitation program continues with six courses scheduled approximately one month apart. The time between courses allows you to practice and become comfortable with the material before continuing to the next course.

You will learn the practical skills needed to become proficient with the assessment techniques, movement sequences and the application of principles learned in PR. The movement selections focus on early intervention and beginning through intermediate exercises on Pilates equipment, including Trapeze Table, Reformer, Chair, Ladder Barrel, mat and small props. Additionally, you will learn:

1. Cueing and movement facilitation
2. Adjustment of equipment for patient safety and instructor efficiency
3. Movement sequences for treatment of specific lesions
4. Progression of movement following an injury
5. Indications and contraindications for exercise selection
6. Integration of manual mobilization skills and Pilates movement (appropriate to your scope of practice)
7. To create treatment plans through use of case studies

Studio Series

The Polestar Pilates Studio Series consists of 14 days - Seven 2-day courses (PF, S1, S2, S3, S4, S5, S6).

The Polestar Pilates Studio Series provides in-depth instruction in Pilates principles, techniques and practice, using the Reformer, Trapeze Table, Chair, Ladder Barrel, Mat and small props.

PF: Polestar Approach to Fitness Principles (2 days)

This non-apparatus course introduces current research in movement science, motor learning, bioenergetics, and communication science to instructional practice through six basic movement principles which are used throughout the Polestar Pilates curriculum. Tactile, verbal and imagery cues are integrated with the Pilates exercises. This course introduces the Polestar Pilates Screening™, which includes postural evaluation and functional testing, to prepare you to properly design a plan to implement Pilates exercises for clients. This unique component significantly enhances decision-making skills as a Pilates practitioner.

For those individuals taking more than one fitness series, this course is required only once.

S-1 through S-6 (12 days – Six 2-day courses)

After the Pilates Principles for Fitness course (PF), the Pilates Studio program continues with six courses scheduled approximately one month apart. The time between courses allows you to practice and become comfortable with the material before continuing to the next course.

These courses review the postural screening methodology and the six principles learned in PF, then applies them to exercises on the Studio Reformer, Trapeze Table, Chair, Ladder Barrel, Mat and small props. You will learn:

1. Verbal and tactile cueing combined with mental imagery to facilitate accurate execution of the movements
2. Program design and exercise sequencing
3. Practical application of the repertoire through use of case studies
4. Exercise modifications for a variety of populations

Mat Series

The Polestar Pilates Mat Series consists of 6 days - Three 2-day courses (PF, M1, M2).

Polestar Pilates Mat program provides instruction in Pilates principles, techniques and practice with emphasis on group dynamics for the Pilates Mat.

PF: Polestar Approach to Fitness Principles (2 days)

This non-apparatus course introduces current research in movement science, motor learning, bioenergetics, and communication science to instructional practice through six basic movement principles which are used throughout the Polestar Pilates curriculum. Tactile, verbal and imagery cues are integrated with the Pilates exercises. This course introduces the Polestar Pilates Screening™, which includes postural evaluation and functional testing, to prepare you to properly design a plan to implement Pilates exercises for clients. This unique component significantly enhances decision-making skills as a Pilates practitioner.

For those individuals taking more than one fitness series, this course is required only once.

M-1 through M-2 (4 days – Two 2-day courses)

After the Pilates Principles for Fitness course (PF), the Pilates Mat program continues with two 2-day courses scheduled approximately one month apart. The time between courses allows you to practice and become comfortable with the material before continuing to the next course.

The principles learned in PF will be applied throughout the three courses and you will learn the following:

1. Mat exercises for beginning through advanced levels
2. Dynamics of group training
3. Program design and exercise sequencing
4. Advanced cueing skills
5. Exercise modifications for a variety of populations

Allegro Reformer Series

The Polestar Pilates Allegro Reformer Series consists of 8 days - Four 2-day courses (PF, A1, A2, A3).

PF: Polestar Approach to Fitness Principles (2 days)

This non-apparatus course introduces current research in movement science, motor learning, bioenergetics, and communication science to instructional practice through six basic movement principles which are used throughout the Polestar Pilates curriculum. Tactile, verbal and imagery cues are integrated with the Pilates exercises. This course introduces Polestar Pilates Screening™, which includes postural evaluation and functional testing, to prepare you to properly design a plan to implement Pilates exercises for clients. This unique component significantly enhances decision-making skills as a Pilates practitioner.

For those individuals taking more than one fitness series, this course is required only once.

A-1 through A-3 (6 days – Three 2-day courses)

After the Pilates Principles for Fitness course (PF), the Pilates Allegro program continues with three 2-day courses scheduled approximately one month apart. The time between courses allows you to practice and become comfortable with the material before continuing to the next course.

The Allegro by Balanced Body is the ideal reformer for small group training of 2-10 clients. The principles learned in PF will be applied throughout the three courses and you will learn the following:

1. Allegro exercises for beginning through advanced levels
2. Dynamics of group training
3. Exercise progression from lying supine to standing
4. Advanced cueing skills
5. Program design and exercise sequencing
6. Exercise modifications for a variety of populations

GRADUATION

Graduation requirements include: attending all of the course hours, completing reading and writing assignments and short quizzes, as well as a specified number of observation, self-mastery, and assistant teaching hours as shown below. Graduation is granted upon successful completion of the log-book, and an 80% pass mark on each section (both Theory and Practical) of the final exam.

The delivery modes are made up of nominal (approximate) hours and are broken down as follows. These hours are aligned with The Pilates Method Alliance (PMA) criteria for educational bodies.

| Course | Pre-Course | Lectures | Observation | Practice (Self-Mastery) | Apprentice Teaching |
|-----------------------|------------|----------|-------------|-------------------------|---------------------|
| Rehabilitation Series | 25 | 112 | 40 | 100 | 100 |
| Studio Series | 25 | 112 | 40 | 100 | 100 |
| Mat Series | 25 | 64 | 25 | 50 | 50 |
| Allegro Series | 25 | 64 | 25 | 50 | 50 |

Lectures: Lecture hours include formal lectures, workshop face-to-face delivery, practical and written assessments and mandatory tutorial hours.

Observation: Observation is where the student observes a studio in action, and has their hours signed off by a certified practitioner (preferably Polestar trained).

Self-Mastery (and Self-Directed): Participants practice the exercises learned in the curriculum so as to master the repertoire. Self-mastery practice hours encompass self-study (practice of the material on your own) and training under the supervision of a Polestar Educator or Mentor or other qualified instructor for both practical and theory components. [It should be noted that the practical self-mastery hours may be a combination of mat and studio sessions and are at an additional cost (usually student rate).] Supervised self-mastery hours should make up at least 50% of total hours, with 50% being self-directed.




Self-Mastery Check-Off (Studio and Rehab only): During course modules 2 through 6, a 3-hour self-mastery check-off session is provided at no additional cost; times will be discussed with your educator during the first course. These sessions provide an opportunity for you to work closely with the educators and mentors and receive feedback about your movement and teaching. If you are able to demonstrate mastery of the exercise the educator will sign your log book acknowledging mastery of the demonstration or the teaching or both. If you are not ready at that session, the educator will give you information on what you should practice so that you can schedule a session with a Polestar Educator or Mentor to check you off when ready (additional costs will apply).

Apprentice Teaching: Students should begin practice teaching with their fellow students after the S1/R1 course to gain experience instructing the exercises. After you have completed your observation and have attained self-mastery of the exercises, you will be expected to assist a senior instructor or Pilates practitioner (preferably Polestar qualified) within a Pilates Studio workplace in order to gain practical experience. Individuals who are already teaching will be expected to focus their teaching on the material learned in their course.

NOTE: With regard to Self-Mastery, Observation and Apprentice Teaching hours, at least 50% of all hours in each category should be completed within a Polestar Studio or with a Polestar certified practitioner or graduate. If you find you do not live within an area to have access to a Polestar person, please discuss this with the Polestar Education staff.

Who recognizes my qualifications?

The following table outlines the various organizations & associations that recognize Polestar Pilates Educational courses.

| USA Accreditations | |
|---|---|
| <p>Pilates Method Alliance (PMA)</p> <p>Polestar Education supports the national Pilates certification examination established in 2005 through the Pilates Method Alliance (PMA), which will standardize the quality of Pilates practice. As a result, in the United States, Polestar will grant a diploma to students meeting graduation requirements. Polestar graduates will be eligible to sit for the national certification exam through the PMA. For details on the PMA's certification exam please visit www.pilatesmethodalliance.org.</p> |  |
| <p>American Council on Exercise (ACE)</p> <p>Polestar Principles (PF) – 1.6 CECs Studio Series (S1-S6) – 1.6 CECs Allegro Series (A1-A3) – 1.6 CECs Mat Series (M1-M3) – 1.6 CECs</p> |  |
| <p>NATA Board of Certification</p> <p>Polestar Principles (PF) – 13.75 CEUs Studio Series (S1-S6) – 14.5 CEUs Allegro Series (A1-A3) – 14 CEUs Mat Series (M1-M3) – 13.5 CEUs Rehabilitation Principles (PR) – 13.75 CEUs Rehab Series (R1-R6) – 14.25 CEUs</p> |  |

Please contact your licensee for information on accreditation outside of the US.

Course Fees & Pricing

All monetary amounts listed in this material, are in US dollars.

Pilates for Rehabilitation & Pilates Studio

- Each course is two days (16 hours) consisting of lecture and lab time where you practice and receive educator feedback.
- Courses 2 through 6 include a 3-hour self-mastery check-off session in addition to the 16 hours of course time
- Polestar course manuals are included. Other assigned reading materials may be purchased at most bookstores.
- Coaching is available at select locations and fees are paid directly to the coaching site or mentor.

Principles:

| | |
|----|-------|
| PR | \$500 |
| PF | \$500 |

Phase I Package

| | |
|-----------------------|--------|
| Rehab: R-1, R-2, R-3 | \$2325 |
| Studio: S-1, S-2, S-3 | \$2325 |

Phase II Package

| | |
|-----------------------|--------|
| Rehab: R-4, R-5, R-6 | \$2325 |
| Studio: S-4, S-5, S-6 | \$2325 |

Phases I and II together package

| | |
|--------------------------------------|--------|
| Rehab: R-1, R-2, R-3, R-4, R-5, R-6 | \$4500 |
| Studio: S-1, S-2, S-3, S-4, S-5, S-6 | \$4500 |

Individual courses:

| | |
|--|------------|
| Rehab courses R-1 through R-6 (not available on-line) | \$800 EACH |
| Studio courses S-1 through S-6 (not available on-line) | \$800 EACH |

Pilates Fitness Programs: Allegro Reformer & Pilates Mat

Pilates Allegro Reformer and Pilates Mat

- Each course is two days (16 hours) consisting of lecture and lab time where you practice and receive educator feedback.
- Polestar course manuals are included. Other assigned reading materials are at additional cost.

Principles:

| | |
|----|-------|
| PF | \$500 |
|----|-------|

Allegro or Mat Package (PF sold separately)

| | |
|-----------------------|--------|
| Allegro: A-1, A-2, A3 | \$1725 |
| Mat: M-1, M-2 | \$1150 |

Individual courses

| | |
|---|------------|
| Allegro courses A-1, A-2, A-3 (not available on-line) | \$600 EACH |
| Mat courses M-1, M-2 (not available on-line) | \$600 EACH |

Continuing Education or Enrichment Courses

| | |
|------------------|------------|
| One-day courses: | \$250 EACH |
| Two-day courses: | \$500 EACH |

Graduation Exam

Final Exam (3 to 6 months after final course in the series)

| | |
|-------------------------------|------------|
| Rehab, Studio, Mat or Allegro | \$350 EACH |
|-------------------------------|------------|

Retake Exam (Rehab, Studio, Mat or Allegro)

| | |
|------------------------------------|-------|
| One Section (Written or Practical) | \$100 |
| Full Exam | \$175 |

Volume or Group Pricing

Applicable when registering for a course in a group of 5 or more individuals. If at any time the volume drops below 5, the remaining participants will forfeit volume pricing and will need to pay the difference of \$300 for Rehab or Studio; \$75 for Allegro and \$50 for Mat. Volume pricing does not apply to PR or PF.

| | |
|--------------------------------------|--------|
| Rehab: R-1, R-2, R-3, R-4, R-5, R-6 | \$4200 |
| Studio: S-1, S-2, S-3, S-4, S-5, S-6 | \$4200 |
| Allegro: A-1, A-2, A3 | \$1650 |
| Mat: M-1, M-2 | \$1100 |

Course Cost Inclusions:

- Course fees include attendance at lectures, student manuals and handouts, logbooks, all assessments, tutorial support and ongoing monitoring during the course
- Morning and afternoon snacks during course days
- Network for mentoring and information sharing

Extra Costs (additional to course fee):

- Supervised and unsupervised workouts as indicated in mandatory requirements
- Purchasing of all required texts
- Personal extras, such as travel and accommodation, personal supplies and lunch during the course dates
- Examination Fee (as per schedule)

Payment Options

Course fees can be paid online by check, money order, or credit card (Visa, Mastercard, American Express, Discover). Credit card details are completed on the registration form for both full payments and payment plan options. Credit card payments can also be made via telephone or in person at Polestar Pilates head office in Miami, FL. To pay in cash, please visit our office and pay in person.

Payment Plan

Available on comprehensive and fitness program packages

- Initial payment of \$500.00 will be debited from your credit card to reserve your space in the series. If registration is less than 30 days before start date of first course in the series, the initial payment of \$500 PLUS the first installment will be required at time of registration.
- If registering online, please enter the initial payment amount in the partial payment box, or total amount will be debited from your credit card.
- The balance of the tuition will be divided into monthly payments that will be automatically debited from your credit card
- The number of monthly payments and amount depends on the package
- Payments begin one month after registration, and will typically be processed on the 1st or 15th of every month. If date falls on a weekend or holiday, debit will be processed the following business day.

For further pricing on other Polestar short courses and extras, please observe the current price schedule or check the website.

Registration Policies

Registration

- All registrations are processed on-line and require a valid email address. If you do not have an email address, please call to register.
- Your registration will be pending until payment is processed. Allow 2-5 business days for your registration to be processed (if paying by check, that is after check is received). Once registered, you will be able to view your registration details on-line.
- A \$25 fee will be charged for any bad check passed or declined credit card debit due to insufficient funds.

Cancellations

- Cancellations are accepted for full refund minus non-refundable portion*, with written notice post-marked 30 days prior to start date.
- No refunds issued for notice less than 30 days prior.
- If you register for a full series package and have completed some courses in your package but need to cancel any remaining courses, tuition for the completed courses will be charged at the individual course rate. The remaining balance minus the non-refundable portion will be issued.

*Non-refundable portion:

Rehab, Studio, Allegro, Mat: \$500

Individual courses: \$100

Transfers

Transfer requests are accepted with written notice post-marked 30 days prior to start date. \$25 per course transfer fee must accompany notice. Two transfers per student. No refunds after any transfers. We reserve the right to postpone or cancel any course. If we cancel a course, you will have the option of transferring to another course, receiving a credit valid for 1 year or receiving a full refund.

Polestar is not responsible for any travel or hotel expenses, or transportation to or from a course.

Manuals and Course Material

All students will be issued with course materials to be referred to as the manual. The cost of this manual is included in the course fees. All materials contained in the manual will be at the discretion of the Director. This material and any other handouts given by Polestar Pilates is to be used for the course only, and cannot be reproduced or used for any other purpose without prior written permission of the Director of Polestar Pilates. All materials will be subject to copyright laws and misuse of any materials will incur legal proceedings relevant to the misuse. Supplemental videos and DVD's are available at extra cost. Please contact the Polestar office for more information.

Text Books

As part of the training students will be required to purchase the following course textbooks (additional to course fees):

| MAT & ALLEGRO | STUDIO & REHAB |
|--|---|
| <ul style="list-style-type: none"> • <i>Anatomy of Movement</i>, Blandine Calais-Germain: Eastland Press 1993 • <i>The Complete Writings of Joseph H Pilates (Return To Life & Your Health)</i>, Joseph Pilates: Bain Bridge Books | <ul style="list-style-type: none"> <i>Return to Life</i> Joseph Pilates <i>Your Health</i> Joseph Pilates <i>Complementary Therapies in Rehabilitation</i> Carol Davis: Slack 2004 Chapters 1 and 2, Chapter 13 "Pilates Rehabilitation" by Brent Anderson PT OCS <i>Anatomy of Movement (PF only)</i> Blandine Calais-Germain: Eastland Press 1993 <i>Dynamic Alignment Through Imagery</i> Eric Franklin: Human Kinetics Part 1 <i>Energy Medicine, The Scientific Basis</i> James L. Oschman: Churchill Livingstone, 2000 Chapters 1-4, 15 |

Polestar has Chapters 1, 2 and 13 from *Complementary Therapies in Rehabilitation* for sale. Please contact the Polestar office if you are interested in purchasing these chapters.

Examination and Assessment Criteria

Students who complete one or more of our educational series are eligible to sit for the corresponding graduation examination.

Mat Exam

Pre-requisites - PF, M-1, M-2

The Mat exam consists of three parts:

1. A one-hour written exam consisting of 50 multiple choice questions.
2. Written class development. Students create two, hour-long mat classes for a specific class population.
3. Participation in a mock mat class. During this practical section the candidate both teaches a portion of a mat class and demonstrates their exercise performance as a 'student' in a class of 6-10 candidates. Candidates will be evaluated on exercise modification, sequencing, accuracy, verbal and tactile cueing and the quality of the instruction.

The written portion of the exam lasts approximately two hours in total, and the practical lasts approximately one hour. The candidate will need to achieve an 80% pass mark on each section of the exam.

Allegro Exam

Pre-requisites - PF, A-1, A-2, A-3

The Allegro exam consists of three parts:

1. A one-hour written exam consisting of 50 multiple choice questions.
2. Written class development. Students create two, hour-long Allegro classes for a specific class population.
3. Participation in a mock Allegro class. During this practical section the candidate both teaches a portion of an Allegro class and demonstrates their exercise performance as a 'student' in a class of 6-10 candidates. Candidates will be evaluated on exercise modification, sequencing, accuracy, verbal and tactile cueing and the quality of the instruction.

The written portion of the exam lasts approximately two hours in total, and the practical lasts approximately one hour. The candidate will need to achieve an 80% pass mark on each section of the exam.

Studio Exam

Pre-requisites - PF, S-1, S-2, S-3, S-4, S-5, S-6

The Studio exam consists of three parts:

1. A written exam consisting of 50 multiple choice questions
2. A case study with written problem solving
3. A practical one-on-one demonstration of theoretical knowledge, exercise mastery, movement teaching skills and problem solving skills with an oral defense

The written portion of the exam (parts 1 and 2) lasts approximately two hours in total, and part 3 lasts approximately one hour. The candidate will need to achieve an 80% pass mark on both the written and practical sections of the exam.

Studio candidates will design a program based on information from a Polestar fitness screening and functional testing. The oral defense addresses theory, justification of exercise selection and modification, precautions and contraindications. Candidates will be evaluated on exercise selection and modification, sequencing, accuracy, safety, verbal and tactile cueing and the quality of the demonstration and instruction.

Rehabilitation Exam

Pre-requisites - PR, R-1, R-2, R-3, R-4, R-5, R-6

The Rehabilitation exam consists of three parts:

1. A written exam consisting of 50 multiple choice questions
2. A case study with written problem solving
3. A practical one-on-one demonstration of theoretical knowledge, exercise mastery, movement teaching skills and problem solving skills with an oral defense

The written portion of the exam (parts 1 and 2) lasts approximately two hours in total, and part 3 lasts approximately one hour. The entire exam is worth a total of 150 points. The candidate will need to achieve an 80% pass mark on both the written and practical sections of the exam.

The Rehabilitation examination tests depth of knowledge, skills and ability to facilitate movement in the Pilates-evolved environment. It is designed to establish an essential level of skill, with emphasis on safety and competence, and evaluates cognitive, affective and psychomotor domains as they pertain to movement analysis, problem solving and treatment planning. The oral defense addresses theory, adaptations to pathology, contraindications and precautions associated with treatment planning in the Pilates-evolved environment. Candidates will be evaluated on exercise selection and modification, sequencing, accuracy, safety, verbal and tactile cueing and the quality of the demonstration and instruction.

Re-sitting of Assessments

To graduate, the final step is to complete the examination for the course you are enrolled in. The exam fee is \$350.

Both the Theory and Practical parts of the exam must both be passed by 80%. If you are unsuccessful in one portion of the exam, you can re-take just that section for \$100. If you need to retake the whole exam, the cost is \$150. A fee of \$100 will be added if you schedule a private examination with one of our examiners. There is no extra charge for re-taking your exam during the administration of an existing Polestar examination.

Use of the Terms Certification and Qualification

Polestar Education supports the national Pilates certification examination established in 2005 through the Pilates Method Alliance (PMA), which will standardize the quality of Pilates practice. As a result, in the United States, Polestar will grant a diploma to students meeting graduation requirements. Polestar graduates will be eligible to sit for the national certification exam through the PMA. For details on the PMA's certification exam, please visit www.pilatesmethodalliance.org.

As there is not yet a standard international certification examination, we will continue to offer certification exams for participants in non-US countries.

Polestar Education will regard Polestar US students who have completed all graduation requirements as having gained the same qualification as someone certified internationally through Polestar Education.

Polestar Pilates Re-certification and Re-qualification

Polestar Pilates Education continues to improve and develop its curriculum and examination process. Like most high-quality certification programs, re-qualification is an essential part of maintaining skills and quality of care. Polestar's certifications/qualifications are valid for five years, after which time re-qualification is required.

Rehabilitation and Studio Practitioners Re-qualification Requirements

In order to qualify for re-qualify Rehabilitation and Studio practitioners must:

1. Practice Pilates at least 2 hours per week.
2. Use Pilates as treatment 10-15 hours per week.
3. Complete 80 hours of continuing education from an approved provider over a 5-year period.

Allegro and Mat Practitioners Re-qualification Requirements

In order to qualify for re-qualification Allegro and Mat practitioners must:

1. Practice Pilates at least 2 hours per week.
2. Teach 2-3 classes per week.
3. Complete 80 hours of continuing education from an approved provider over a 5-year period.

Approved Providers For Continuing Education

All Polestar courses, workshops and our annual conference count toward re-qualification. Below is a listing of other providers who's courses/workshops we also accept. Courses provided by those not listed may be eligible with approval. Please contact Polestar Pilates for provider approval. Information on these and other providers available at www.pilatesmethodalliance.org.

- | | |
|--|-------------------------------|
| ▪ Body Arts and Science International (BASI) | ▪ Power Pilates |
| ▪ Body Kinetics | ▪ Powerhouse Pilates |
| ▪ Core Dynamics | ▪ Retro Fit School of Pilates |
| ▪ Greene Street Studio | ▪ Ron Fletcher |
| ▪ JL Body Conditioning Inc. | ▪ Stott Pilates |
| ▪ Long Beach Dance Conditioning | ▪ Studio du Corps |
| ▪ Mongoose | ▪ The Moving Center |
| ▪ Peak Performance Pilates Center | ▪ The Physical Mind Institute |
| ▪ Pilates and Beyond | ▪ The Pilates Center, Boulder |
| ▪ Pilates Center of Austin | ▪ The Pilates Studio™ |
| ▪ Pilates Downtown | ▪ Turning Point Studios |
| ▪ Pilates for Golf | ▪ West Coast Pilates |
| ▪ Pilates Miami | ▪ Well Tempered Workout |
| ▪ Polestar Pilates Education | ▪ West Coast Pilates |

All those Polestar Practitioners certified prior to 2002 will be grandfathered into the re-qualification program as if you were qualified on January 1, 2002 and will have five years re-qualify.

SECTION 3: GENERAL INFORMATION

General Conditions

Student Attendance

Completion of ALL contact sessions is compulsory. If a student cannot make a contact session for a reason approved by the Director, the student may attend the equivalent contact session in a Polestar training program at another venue. The student will not be charged an extra course fee for attending the equivalent session, but the cost of attending (i.e: travel and accommodation) the equivalent session elsewhere shall be borne by the student.

If you miss half a day you can make up the missing section by taking a private with an Educator. This will be an additional charge of \$100 per hour. You will need to organize this individually with the Educator.

Student Logbook

Students will be given a logbook on the first day of the course they are completing. This logbook is to be kept in a safe place by the student and brought to every lecture. It will be used to:

- Log all attendance/contact hours of the course and be signed off by the Educator
- Log all observation, self-mastery and work experience hours, to be signed and dated by the attending Pilates practitioner.
- Log all completed assignments, quizzes and self study.

In order to sit for the exam, you must have completed and had your logbook signed off by a Polestar Educator. Please submit your logbook using one of the following methods.

If your logbook is complete and Final Check-off page has been signed by a Polestar Educator, mail a copy of the Final Check-off page to Polestar Education Attn: Log Book.

If your log book is complete but you are unable to have a Polestar Educator sign the Final Check-off page, mail a copy of the entire log book (both sides of each page if printed double-sided) to Polestar Education Attn: Log Book.

Change of Name and Address Details

Upon change of name and/or address and/or contact details, students are required to immediately notify Polestar in writing of the updated details. These details should be forwarded to the Administration at the Polestar address.

The Pilates Method Alliance

The Pilates Method Alliance will accept membership application with Polestar Pilates graduates, as long as they abide to the association's pre-requisites for membership. The Alliance also accepts courses for Continued Education Credits if already a member.

For further information and membership information, please contact:

The Pilates Method Alliance

1-866-573-4945
info@pilatesmethodalliance.org, or www.pilatesmethodalliance.com
P.O. Box 370906
Miami, FL 33137-0906

Grievance & Complaints Procedures

If a student or educator/mentor has a complaint or grievance that they would like to take up with Polestar Pilates, please pass these onto Management.

- Each complaint, grievance, appeal and its outcome is recorded in writing
- Each appeal is heard by an independent person or panel: and
- Each appellant has as opportunity to formally present his or her case: and is given a written statement of the appeal outcomes, including reasons for the decision.

Grievance/ Complaints

Step 1 – Resolve verbally with a Staff Member

The student should attempt to resolve the grievance with the staff member(s) concerned through discussion, within a reasonable time frame. The complaint and its outcome will be recorded in the Complaints/Appeals Log by the Staff Member concerned.

Step 2 – Direct to a nominated party of Polestar Pilates and resolve in writing

If the grievance is still unresolved, it should be directed to a nominated party of Polestar Pilates. The nominated party may include (but not restricted to) a faculty member or the Administration. The nominated party will respond in writing the reasons for any recommendations or decision in respect of the matter. The complaint and its outcome will be recorded in the Complaints/Appeals Log by the nominated party.

Step 3 – Refer in writing to the Director of Education

If the matter is not satisfactorily resolved at this stage, the student should refer the grievance in writing (using the Complaints Form) to the Director. Except when insufficient or unfounded reasons have been given by the student to support the complaint, the Director will take the complaint in writing, inform the respondent, officially commence an investigation and give an answer, outlining the reasoning behind the response (normally) within 7 days. A copy of the response will be filed in the Complaints/Appeals log and any action to be taken will be attended to immediately by the Director or the Student (as required).

Dismissal from Program

Polestar Pilates reserves the right to instantly expel any student found to be acting improperly, unsafely, breaching copyright or breaching confidentiality of clients, staff and/or other students.

The following actions will result in written warnings prior to further disciplinary action:-

- Improper presentation and/or untidy appearance
- Constant lateness in attending laboratory, training studio and work experience hours
- Mistreatment of equipment or other items
- Mistreatment of other staff, students or clients
- Non compliance with Polestar Pilates host sites policies and guidelines
- Unsafe work practice
- ‘Conflict of interest’ circumstances
- Failing to achieve minimum progressive hours as required

The following will constitute instant expulsion:

- Theft
- Drunkenness or smoking on premises
- Unauthorized entry to office areas
- Actions endangering staff, students and/or clients
- Abusive behavior
- Copying or removal from any Polestar Pilates premises of Polestar Pilates materials, handouts, manuals, images
- Reproduction of Polestar Pilates materials in any form

- Unauthorized use of any Polestar Pilates trademarks, patents, images
- Infringement of Polestar Pilates copyrights
- Breach of confidentiality

Guidelines for Student Observation, Apprentice Teaching and Self Mastery Hours

Student Observation and Apprentice Teaching Guidelines

The following guidelines are designed to give you some assistance in how to approach your observation and apprentice teaching hours. Remember that you are in a quiet, professional Pilates environment for learning purposes.

- Be prepared. We suggest you:
 - Book your observation and assistant teaching times in advance. Don't just turn up and assume you will be able to observe or assist. Some studios restrict the number of students allowed at any given time.
 - Bring a notebook and pencil for making notes.
 - Bring your logbook to record your hours and have the supervising instructor sign your logbook before leaving.
 - Wear neat, comfortable clothing
- Dress code for Polestar students is:
 - Clean and neat attire. Workout pants with T-shirt. You may be required to wear the studio T-shirt of the premises you are working at.
 - Soft soled footwear (no thongs).
 - Minimal make-up.
 - No strong perfumes.
 - No elaborate or dangly jewelry.
 - Hair pulled back off the face.
 - Neat clean nails and hands.
 - Excellent personal hygiene.
 - Please check with the studio you are attending for any additions to this list.
- Abide by all procedures of the studio that you are attending.
- When several trainees are in the studio at once, the space can feel very crowded. Be aware of the space around you and try not to spread out too much.
- Look sharp, professional and alert at all times. The client will pick up if you feel insecure, bored or unsure.
- Put all belongings in the studio's designated safe area, so that you are only bringing essential items into the studio with you.
- There is to be no eating in the studio at any time. Drinking from water bottles with caps is allowed.
- Do not take any books or educational materials out of the studio unless authorised and recorded by the Studio Coordinator.
- Please make bookings and enquiries only at reception and only at an appropriate time.
- When doing business at reception, please allow clients to go ahead in line. They may have a busy schedule, and many of you have several hours of observation time to book. Please do business when reception is quiet.

Observation Guidelines:

- Sit quietly around the periphery of the studio. Do not sit or stand out in the middle of the room. We understand that sitting and observing in the studio for long periods of time can be physically demanding and uncomfortable, however we insist that students refrain from lying on the floor or blocking walkways.
- Take breaks wherever necessary. However, please do not stretch or do other exercises in the studio while observing.
- Do not offer suggestions to the clients or the staff.
- Write down any questions you have at the time so that you may ask an appropriate person later. Do not ask questions of the instructors during sessions. Also, be aware that instructors may not have time to answer your questions immediately after a teaching session. If need be, save your questions for workshop weekends. This allows your instructor more time to answer you and allows other students to learn from the answers you receive. Asking questions of the instructor/s during sessions may result in disciplinary action because of the disruption this can cause to client sessions.
- Do not talk loudly to other students in the room and do not chat with clients.
- The instructor should introduce student to the client(s).

Hints on taking notes during observation:

- List any exercise(s) that are unfamiliar to you.
- What correction/modification was helpful to a particular client? Why?
- How did the instructor give corrections as well as keep the studio flowing?
- What particular exercise would you teach differently than observed?
- Explain a modification or assist you observed.
- Were there any latecomers or issues requiring adjustment in programs? How?
- Were there any special conditions that required specific attention/programming? What were the specifics?
- Any questions or ideas?

Apprentice Teaching Guidelines:

Apprentice teaching is work experience where you assist a qualified instructor in the Pilates studio environment. This is considered the most important phase of your training. It is the time when you learn how to put your knowledge into practice.

When you are conducting assistant teaching:

- Arrive at least 10 minutes prior to your shift commencement and be ready to start on time.
- Be respectful of your supervising instructor, they are going to help you.
- Read client files and attempt to retain information for your use. Remember these files are private and you should not discuss information in them other than with the supervising instructor.
- The client comes first.
- Reset all equipment after each client session and wipe down the equipment. This is part of your work experience and will be expected of you when you are eventually employed in a studio environment.
- Teach only the exercises you are familiar with. Ensure you are familiar with exercises to the level of the course you are attending.
- If you are unfamiliar with an exercise that a client requires assistance with, tell them you are not familiar yet and you will seek assistance from the supervising instructor.
- Please do not under any circumstance correct another instructor or trainee. Discuss any differences of opinion you have later, off the floor, when all clients are gone.

- Remain aware of the entire room, of instructors and client's space. Try not to get 'stuck' with a one on one situation.
- Speak clearly and normally. Make sure you can be easily heard, yet are not over bearing.
- There are many variations of exercises. Don't be overwhelmed if you see exercises or variations you are not familiar with. You may explain to the client that this is a variation and you'll just check with the instructor that you are teaching it correctly.
- Focus on the positive when correcting. Avoid using negative words.
- Work for progression. Successive small steps over time lead to great changes.
- Work to find each client's 'challenge point'. Your goal is to keep the client striving and interested.
- Don't over cue. Learn to read the clients and adjust your imagery accordingly.
- As a student instructor you do not have to have all the answers. You are there to give assistance and to learn. Maintaining a positive attitude and bright energy will give you the stamina and ability to enhance any situation.
- If you dress and act professionally you will be treated professionally regardless of whether or not you know how to do all the exercises.

Self-Directed Learning and Self-Mastery Guidelines

Polestar Pilates host sites make times available in the studio for students to undertake self-directed practice with the apparatus. Please contact your host site to find out when studio space is available for self-directed learning. Note that a small fee is usually charged to cover your use of studio equipment during this time.

Supervisory staff MAY be on hand from time-to-time to answer your queries or to offer assistance as they see fit. However, the main purpose of self-directed learning is to give you your OWN TIME to go through the learning from your contact sessions and to gain extra insight into the constant application of the Pilates repertoire and methodology.

During self directed times in the studio (and at all times) you are expected to treat the studio staff, other students and equipment with respect and care. Please take the time to:

- Set up the equipment correctly
- Undo the settings when finished with the piece of equipment
- Clean down the machines after use
- Keep the studio clean
- Take no food or drinks other than water into the studio
- Leave your belongings in a locker or designated safe area
- Maintain an atmosphere of calm and learning
- Ask for help when you need it and be patient if the available instructor has to deal with clients first.

If you need specific assistance in reviewing your work it may be appropriate to contact a Polestar mentor and negotiate a 1-2 hour block to take yourself and/or a small group through assisted self-mastery. The Polestar Pilates charge for this service is \$100 per hour. If you form your own small study group you can split this charge between the members of the group, help each other with feedback and enhance your learning process. Your mentor can sign-off exercises you've attained self-mastery of in your log book.

SECTION 4: STUDENT AGREEMENT

Confidentiality

It is the policy of the Company that the business affairs of the Company should be discussed with no one outside the organization except when required in the normal course of business.

During the period of training/education with Polestar Pilates, or at any time thereafter, you are not to disclose any unauthorized personal confidential information relating to students, staff or clients of the company, except where required to do so through law. Whilst participating in Polestar Pilates programs you shall not be engaged, concerned or interested in any other directly competing organization without the prior written consent of Polestar Pilates.

Information concerning the operations of the Company, and the activities or operations of the Company's suppliers or customers should be treated as confidential. This information should not be discussed with outsiders and particularly not competitors. All information including client records, business, finances, operations and techniques, methods or transactions within Polestar Pilates is 'Confidential Information'.

At all times clients are the customers of Polestar Pilates and you will not solicit any clients or employees of Polestar Pilates and their Host sites and affiliates.

All materials created and produced by Polestar Pilates for any purpose of its businesses remain the property of Polestar Pilates and no copying, display, distribution or any other unauthorized use will be allowed without the express written consent of Polestar Pilates.

Polestar Pilates retains the intellectual and copyright property to all studio and educational materials, systems, documentation, policies and procedures, modules, handouts, work books, brochures, photographs and any material used within the context of the student work with Polestar Pilates. Unauthorized use of this material will mean that the student will be subject to the relevant legal proceedings and payment of any fees as determined by such legal proceedings.

Upon completion of your training with Polestar Pilates you are still bound by the confidentiality agreement in respect to client information.

All files and materials produced, created, stored, retained or in any other way related to Polestar Pilates, Polestar Pilates Host studios and Host affiliates, must not be disclosed in any form by students, trainees or employees.

Files created and retained on clients are highly confidential and no details are to be discussed at any time off the premises or at any time that may be inappropriate on the premises. It is understood that at times students undergoing work experience hours will be require access to client files, and must maintain appropriate levels of confidentiality and professionalism.

Staff files are highly confidential and are not for access by students.

Polestar Pilates manuals, handouts and documents are not for general use or access.

Polestar Pilates and Polestar Pilates host sites and affiliates office files, or materials are not for general use and must not be accessed by students.

Polestar Pilates programs are strictly for use by Polestar Pilates studios and host sites and should not be taken off the premises.

Copyright & trademarks

All materials created by or for Polestar Pilates and their host sites and affiliates are bound by copyright and/or trademark and subject to legal recourse under the relevant copyright or trademark laws. No use of copyright or trademarked materials or images will be authorized unless expressly agreed in writing by the Director.

Shut Down

Please note that most Pilates Studio have a period of closure during the Christmas and New Year period (and other times as necessary). Please check with the studio you are conducting your observation and work experience hours with for their operating hours over this period.

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Student Agreement

I,(Student's name)

Have read the terms and conditions of participation in Polestar Pilates education courses (the Student Handbook) and agree to adhere to all aspects as required both during and after my participation. I also understand and agree that I will take full responsibility for my actions at all times when on the premises of Polestar Pilates Host Sites and at all times whilst undergoing the training program, workout sessions and classes. I agree that I am healthy, fit and capable of participating fully in the Polestar Pilates training program(s).

STUDENT:

Signature:

Name:

Date:

WITNESS:

Signature:

Name:

Date:

Please make a copy of this page to retain for your own records and then forward this page to the Polestar Pilates Office by mail or fax:

Administration
Polestar Pilates Education
1500 Monza Avenue Suite 350
Coral Gables, FL 33146
USA
Fax: (305)666-1808