

VIBE DANCE CO. PARENT HANDBOOK 2020-2021

The Vibe Dance Company Student/Parent Handbook is a general statement of policies and procedures that will assist parents, students, and instructors in providing a satisfying performing year. Vibe Dance Company provides a quality dance education instilling self-confidence and poise through performance and dance.

STUDIO BASIC INFORMATION

Vibe Dance Company

1671 W. Sterns Rd Ste. A&B

Temperance, MI 48182

website: vibedancecompany.com

EMAIL ASSISTANCE

Vibedanceco1@gmail.com

SUBJECTS OFFERED

The Vibe Dance Company offers a variety of programs for both the serious and recreational student: ballet, pointe, jazz, tap, lyrical, contemporary, modern, hip hop, tumbling and pre-dance or kindergarten dance for 3, 4 and 5 years old. Vibe Dance Company is also home of The Vibe Competitive Dance Team, serious students may audition for the Competition Team at our Dance Camp in August.

POINTE WORK

A ballerina must be at least 11 years of age before their instructor for Pointe work may consider them.

HOME PRACTICE

Dancers are encouraged to set aside 15-minute practice sessions 2 or 3 times weekly.

PAYMENT POLICIES

Tuition is due on the 1st week of each month (must be paid by student's first class). Please make

sure you include your child's name and payment details with each check to ensure your payments are applied properly. If payment is not received by the 5th of the month an automatic \$10.00 late fee will be added to your account. Vibe Dance Company accepts cash or checks payable to Vibe Dance Company. You can also make your payment on our website through Venmo. There will be a lock box at the studio for your convenience ALL payments must go in the lockbox. The office staff does NOT collect tuition. There are NO refunds for tuition. Tuition can not be transferred to another student. Tuition is divided into nine equal installments for your convenience. Tuition will not be prorated for Holiday/Breaks. June will be prorated for the recital. A charge of \$25.00 will be charged for a returned check. A new payment must be paid as soon as possible for the amount due plus the fee. We will prefer cash if a check is returned.

DRESS CODE

Girls in all dance subjects - black, pink, or white solid colored, plain leotard without designs or decorations of any kind, ballet pink, black or white tights. Hair must be secured up off the neck in a bun ** no ballet skirts unless indicated by the instructor**. Sports bras are only acceptable for dancers ages 11 & up, and are not permitted for ballet class.

Boys in all dance subjects - solid colored dance pants or sweats, solid colored tank top or t-shirt

Dance Shoes

Ballet: pink leather ballet slippers, snugly fit, or half soles

Jazz: tan soft leather oxfords, snugly fit, or half soles

Tap: black patent leather tap shoes, black jazz taps

Hip Hop: New tennis shoes that have not been worn outside

- Each child must have his/her dance attire and shoes for the first class.
- Dance shoes should not be worn outside and street shoes are not to be worn on the studio floors.
- Dance shoes are meant to be worn in class only.

- Please put dancers name in shoes.
- Hair must be pulled back, away from the face and secured in a ponytail, bun, etc.
- Any jewelry or extra accessories should be left at home and are not permitted in class.
- Please put your name on all articles of clothing and shoes.
- Vibe Dance Company is not responsible for lost or stolen articles.
- Uniformity of dance attire enables the instructor to more easily identify problem areas of a dancer.
- Dressing responsible for class is part of the discipline of dance. In fairness to other students who follow the rules, please do not expect us to make an exception for your child. If a dancer is not dressed appropriately for class, the instructor has the right to dismiss the child for the day.
- ****Note**** - When dancers have reached advanced or professional levels, the instructor may permit exceptions.

Opening Night

419.536.3202

They have a list of what is expected for Vibe Dance Co dancers.

PERFORMANCE (Recital) FEES

COSTUMES

There will be a deposit for all Recital Costumes this year. For each class your child is in there will be a **\$25.00** costume deposit fee. The deposit needs to be paid by **October 1, 2020** even though costumes are not picked yet, this will insure your costume will be ordered for your child for the recital. **The remaining \$25 will be due the January 9, 2021.** The costume fee will be due at this time, payable to the Vibe Dance Company. Costume payments require a separate check, and must not be included in tuition payments. **The costume payment cannot be made refundable once payment has been made.**

HOLIDAY SHOW AND NUTCRACKER BALLET

Show times and date TBA. We may not have a holiday show this season. Our goal is to hold a show. As soon as we know, we will communicate with our families!

Dancers are asked to perform in the Holiday show annually. This show provides another performance opportunity. The dancers will learn dances in class for this show. There is a \$12 t-shirt that must be ordered in order to attend the performance. Tickets for the show are \$12-\$20. The VDC also produces the Nutcracker Ballet annually. The auditions are open to all dancers ages 5 & up regardless of training. The Nutcracker is held on the same night as the Holiday Show and is ACT 2 of the performance. .

At no time is a parent or child allowed to post video footage on facebook, youtube, or other social media of dances at the studio, competitions or recital. DVD's will be sold from our productions.

SPRING RECITAL

Dress Rehearsal Monday, June 7th –5-9pm. Performance Sunday, June 13th –Show time 2:00. La-Z-Boy Theatre Monroe Community College, MICHIGAN.

The recital includes ALL classes taught at VDC.

CLASS PLACEMENT

The instructors at Vibe Dance Company will place students in classes most suitable for him/her.

We strive to provide the best learning environment for each individual's needs. Students are placed according to their current stage of ability, physical and emotional development, and age.

CLASS ATTENDANCE

To reach full potential in class, a student must attend on a consistent basis. We expect regular attendance from all of our students at Vibe Dance Company. Please make sure your child arrives approximately 10 minutes prior to their scheduled class time to ensure preparation for class. Any student arriving 10 minutes after the class has started will not be permitted to participate in that class (see tardiness). If a student must miss a class, please notify the Studio. Poor class attendance may result in dismissal from performances at the discretion of the instructor. There are no credits or refunds for classes missed. Missed classes are to be paid and can be made up in an equivalent class within one month of absence. As the Spring Production approaches, make-up classes may not be available, as every class time is devoted to the production.

TARDINESS

Being on time is very important because not only does each class build on the previous one, but in class, each exercise builds on the one before. If a dancer misses the proper warm-up, injuries are more likely to occur. Students walking in late can also disrupt the entire class, and focus is immediately taken off the instructor. Not only is it very disrespectful to the instructor trying to teach, but it is unfair to the students there to learn. Instructors have the full right to lock the dance room door after a certain amount of time.

COMMUNICATION

Communication is done multiple ways at the studio. Our main way of communication is through email, so always make sure to inform the studio of any updates to your email address. We also communicate through Google Calendar. We post dates here for events upcoming at the studio. An easy way to view the Google Calendar updates is by downloading the app to your phone. This will allow you to get notifications sent directly to your phone. We also have a Vibe Facebook page as well. You can check here for reminders also. Please do not contact teachers for any reason on their personal cell phones.

WAITING AREA

The waiting area is for the convenience of our students and parents/guardians. An adult must supervise all children at all times. Please be respectful of others and the class in session. Quiet conversation is welcome. We also ask that this area be kept clean and orderly. Food is not permitted in the waiting area. Water is permitted, but no colored drinks.

STUDIO AREA

Food and drink are not permitted in the dance studio. Water is acceptable. Absolutely NO street shoes are permitted on the dance floor. Please be respectful of this as we try to keep a clean environment.

PARENT PICK-UP/DROP-OFF

Parents/Guardians are responsible for transporting their child to and from class. Students must wait in the building until their ride arrives. Please park in the allotted spaces and come in

and pick up your child. Please notify studio if someone other than the child's parent/guardian will be picking them up.

RESTROOMS

We ask parents to remind student's, especially young students, to use the restroom prior to class time. If an emergency visit to the restroom is necessary during class time, students only need to ask permission from their instructor.

SNOW CANCELLATION POLICY

Please call the studio after 3:00 p.m. for cancellation information. Vibe Dance Company will not necessarily close with local schools. VIBE will NOT necessarily send an email, so PLEASE call ahead! Make-up classes will not be rescheduled. Students must make-up the class in another similar class within one month of the cancellation. There is no refund for a cancelled class.

TEACHER REQUEST FORM

Instructors/Teachers are not to be contacted via phone, text or e-mail. If you would like to speak with an instructor/teacher you must fill out a TEACHER REQUEST FORM and give to the office staff in which our office staff will contact you and set up a meeting the instructor/teacher. All questions will be handled through the office. **PLEASE DO NOT INTERRUPT THE CLASS**

OR ASK THE INSTRUCTOR/TEACHER QUESTIONS BETWEEN, DURING, OR AFTER CLASS.

STUDENT DISMISSAL

If any problem arises with a student, they may be asked to sit down and not participate in class. If the problem persists, the student will be removed the class and a parent/instructor conference will be scheduled.

DANCERS EXPECTATIONS

- Please do not bring gum, food, or drinks into the studio.
- Make sure to dispose of any trash that may be left behind
- Please remain quiet in the waiting room until your class.

- Please be respectful of yourself, your classmates and your instructors.
- Listen and do your best!!! Remember, you are here to learn
- Never say “I can’t!!

PARENTS EXPECTATIONS

- If you have questions or concerns – please TELL US!! Send us an email.
- Please come into the studio and make sure you have received any current information that may have been handed out (this is especially important at recital time).
- Notify studio of any difficulties your child may have.
- Please email us if your child is going to be absent or needs to leave early
- Pay tuition and fees on time!
- Please make sure to review the Handbook and all guidelines with your child

SCHEDULED HOLIDAYS

There will be no classes the following dates:

**LABOR DAY WEEKEND: No class Saturday, September 5th through Monday, September 7th, 2020
Classes resume Tuesday September 8th, 2020.**

HALLOWEEN: No class Saturday, October 31st, 2020.

**THANKSGIVING: No class Wednesday November 25th, 2020 through Sunday, November 29th, 2020
classes resume Monday, November 30th, 2020.**

**WINTER BREAK: No class Monday, December 21st, 2020 through Saturday, January 3rd, 2021 classes
resume Monday, January 4th, 2021**

**SPRING BREAK: No class Monday, April 5th through Sunday, April 11th. Classes resume Monday April
12th, 2021**

**MEMORIAL DAY: No class Saturday May 29th through Monday May 31st, 2021. Classes will resume
Tuesday June 1st**