

STUDIO POLICIES

MONTHLY TUITION POLICY

This Agreement is for weekly classes running September through the second week in June. You are paying for 35 weeks of dance lessons with payments spread out over 9.5 months, however Vibe has included extra days in the schedule to allow for snow days. Tuition is due on the 1st day of each month. We accept cash, checks, Visa, Master Card, American Express and Discover. All checks should be made payable to **Vibe Performing Arts.**

Tuition is not refunded for missed lessons for any reason.

After the 10th of the month a \$10.00 late fee will AUTOMATICALLY be added to your account. There is a \$25.00 charge on all returned checks. If your account falls behind more than 2 months, you will be asked to pay your balance or your child's enrollment may be canceled.

ALL PAYMENTS ARE NON-REFUNDABLE. This includes your registration fee, and any previously paid tuition and costume balances.

ADDING/DROPPING CLASSES

30 day notice is required to drop a class!!

Please note that official forms are available at the front desk for all changes to your schedule. **One month's notice from the first of the month is required to cancel any class.** The Studio Office must be informed of ALL withdrawals by filing and signing the Add/Drop form. Withdrawals must be done with the front desk and not by informing the teacher. Withdrawals must occur within the first 7 days of the month to be effective for the next month.

MISSED CLASS MAKE UP POLICY

If a student misses class it can be made up at a time that is convenient for the studio by having the student join another class that is similar. No refund will be given for missed classes. Classes that are canceled by the studio will be rescheduled.

SNOW OR BAD WEATHER POLICY

If at any time it is necessary to cancel lessons due to bad weather such as snow and ice, it will be posted on **cancellations.com** as well as posted on our website after 2:30 P.M. for the evening classes and morning classes will be cancelled by 7:30am. Cancellation notice will also be posted on our Facebook page and communicated through email. There will be NO reduction of tuition. **All classes can be made up during a similar class style at another time in the year. You may also take a tumbling class or a stretch turn and jump class to use as a makeup class.**

COMMUNICATION

EMAIL: The main way I will communicate with parents is through email. If you do not have email please notify the office. I will make sure my emails are printed out and in the office for you to pick up as well.

STUDENT MAILBOXES: Every student will have a folder (mailbox) in the main lobby. Please check it frequently!

NEW! PARENT CONCERNS: If you have a concern that you would like to address with a teacher or with Kim you MUST first fill out a confidential parent concern form and turn it into the office. You may also email Kim with your concern with the subject line: parent concern. **You may not just stop in the office and ask to speak to someone.** We have MANY students and are very busy and all issues will need an appointment time either in person or over the phone to discuss.

PERSONAL PROFIT ACCOUNT/FUNDRAISING OPPORTUNITIES

Here at VIBE we offer every student the ability to do fundraising to earn money for their own personal accounts. The fundraising we offer is never mandatory and 90% of the profits you earn go directly into your personal profit account. 10% will go back to the studio to cover costs associated with organizing the fundraisers and managing the profit accounts. You can then use these profits towards monthly tuition, vibe apparel, costumes, competition costs, yearend show tickets, etc.

- Profits can **ONLY BE USED FOR VIBE RELATED SERVICES.** They cannot be used for anything that you would be paying someone else for, such as private lessons to teachers, pictures to Leer Photography, etc.
- Profit account money can be rolled over from year to year. If you no longer wish to be enrolled as a student of Vibe and there are unused funds in your profit account, you forfeit them. We are unable to give it to you in cash. This is for legal reasons. To use your profits simply fill out a "Use of Personal Profit Account" slip from the lobby and turn it into the office. We have many families that use this great perk to fully pay their tuition year round!

PARENT OBSERVATION

Classes will be conducted with the doors closed. It is very disturbing to the students and the teachers when there is a lot of noise in the lobby. To avoid distraction to the class, parents will view through the viewing window. Parents will not be permitted into the dance room. Only Performers, Choreographers, Directors, Coaches, Staff and Talent are allowed in the classrooms.

If your child is distracted by seeing you through the window, please try to keep your viewing to a minimum. We realize parents love to watch their kids dance but in an effort to keep them focused and listening to their teacher we must keep distractions to a minimum. **There will be times that teachers will close the blinds completely as parents observing become very distracting to the kids.**

CLASS ADVANCEMENT AND PLACEMENT POLICY

Performers will be promoted in level based on their ability, attendance and attitude in class, outside of class and during performances and rehearsals. At Vibe we take great care and concern in making sure that each student is in a class where he or she will be challenged, but not overwhelmed, and will be able to execute new dance movements without injury or instilling bad habits. One of the most serious mistakes a student can make is to push themselves to be in a level where they are not ready. This can impede their ability to grow, cause injury and seriously affect a student's motivation and sense of confidence. It is the exclusive decision of the Artistic Director of the studio and the teaching staff in deciding the appropriate classes for each student.

LIABILITY: Performers and parents/guardians will not hold Vibe Performing Arts Members, Staff, Directors and Program Coordinators liable for injury or death while taking sessions, taking part in events, recitals or rehearsals and any other time they are at Vibe Performing Arts place of business or other affiliated events.

DRESS CODE POLICY

1. **Pre-dance and Next Step** – Leo and tights (any colors), pink ballet shoes – black tap shoes for pre-dance – They may wear a skirted leo if the skirt is attached. Please do not wear skirts that are not attached as they tend to play with them, pull them up and down and become a distraction. The skirts should also be above their knees. **For boys** – t shirt and shorts are fine.
2. **Ballet classes** – Beginner through advanced **Females**
 - Black leotard, conservative traditional styles (no embellishments, low-cut backs, halters, highcut legs or strap designs)
 - Pink tights with feet worn in the shoes
 - Bra (if appropriate); underclothing must not show – no sports bras
 - Hair in a bun or similar style if possible; short hair secured with a band; all bangs neatly pinned or sprayed back
 - No jewelry (except small earrings – females only)
 - For the safety of the children, eyeglasses are not permitted. They may be permitted during bar. Please talk to us if your child cannot see AT ALL without glasses. Glasses tend to go flying when they do center work.

Males

- White leotard or plain white t-shirt tucked in tights
- Black tights
- Black ballet shoes with elastic strap
- White socks (short)
- Black or tan dance belt (athletic supporter) if necessary
- Hair neatly combed back out of face and secure

A dress code ensures that a teacher will be able to see a dancer's alignment and positioning. The teacher needs to be able to see a dancer's mistakes. Baggy clothing can mask bad habits, making corrections impossible. Even sports bras can hide shoulder and back muscles that teachers need to see. For instance, pink tights are required in order to make the lines of the legs visible.

A dress code will also teach students discipline, helping with overall focus and energy. By "dressing the part," dancers feel like dancers. Dress codes can also create unity among the dancers instead of causing a few dancers to stand out, much like a school uniform policy. Dress codes go a long way in minimizing distractions, and help give classes a unified look.

3. **Tap and Jazz classes** – comfortable clothes you can move in – not real long pants, black tap shoes for tap class and bare feet for jazz class
4. **Hip Hop classes** – loose shirt, sweat pants or loose fitting shorts, sneakers

ATTENDANCE

It is important that your child attends dance class every week. If a student misses a class she/he may make it up in a similar class at any time. You must let the office and the teacher know when you are making up a class. Good attendance is imperative, as absences and tardiness can hold back an entire class, and the studio cannot jeopardize its responsibilities to the rest of the class for one student.

If a student misses too many lessons they may fall behind the rest of the class and might not be allowed to perform in the recital. We realize that many students are involved in other activities and we feel that they should be. If there are scheduling conflicts that are 'temporary' please speak with Kim about the situation. Of course, illnesses and school commitments are acceptable reasons to miss class. That being said, for the most part, students should try not to miss class whenever possible.

DRESS REHEARSAL POLICY

A mandatory dress rehearsal will be held the Saturday before the recital. All students must rehearse all of their numbers at the dress rehearsal or they will not be permitted to perform in the recital. Students must bring their entire costume including tights, make-up, and shoes. Dress rehearsal is considered a lesson and as a result you will be charged as if that is a regular weekly class.

YEAR END SHOWCASE/RECITAL

Tentatively to be held the second Sunday in June. (the school board officially approves us in November). Location is New Oxford Senior High School. You will receive more information on our year end showcase in January.

RECITAL AND TICKET POLICY

All studio fees must be paid in full or your child will not be permitted to participate in the recital. There will be a **\$20 recital fee per student, due in June**. This fee helps to offset costs associated with the recital which helps keep our ticket prices low. These include: rental of the Auditorium for three days, stage hands, DJ equipment, Lighting equipment, janitors, scenery, props, music and a lot of extra expenses.

Tickets will go on sale in early May and tickets will have seat assignments. First come first served. Tickets can be bought in advance or purchased at the door.

LOBBY RULES

NO GOSSIPING!! Gossiping about kids, teachers, staff or ANYTHING Vibe related will be grounds for immediate dismissal from Vibe. We do NOT tolerate gossiping and drama!!!! Ask yourself – If the owner or DAWN were standing there would you say it? If not, then DON'T SAY IT!!

Students must wait inside the building to be picked up.

All students should use the restroom before they enter class.

Please keep the lobby as QUIET possible. Younger children should be watched and not allowed to be too loud as it greatly distracts the classrooms. Please consider quiet activities for siblings while they wait.

PLEASE throw away your trash and take your belongings with you!!!!

Running and horseplay are not permitted in the lobby or in the student lounge, by students or siblings that are waiting.

Students must use the shelves or lockers in the student lounge for their belongings. Please do not set them on the lobby chairs.

**** PARENTS** - Please do not interrupt the teacher while the class is in session or in between classes. Any concerns should be addressed at the front desk. Parent concern forms are available to fill out and a meeting or phone call will be set up.

No tapping or knocking on the viewing windows!

We are not responsible for unsupervised children!!

CLASSROOM RULES

1. No food of any kind is permitted in the dance rooms. Students are not permitted to chew gum in the dance room!!
2. Outside street shoes should be avoided on the dance floors. If they must be worn PLEASE wipe off your shoes on provided mats prior to entering the studio dance rooms!!!! Consider a separate pair of shoes for hip hop (as they tend to just wear sneakers).
4. All students must be in proper dress code while attending class. Appropriate shoes when required must also be worn to all classes.
5. Class will be conducted with the doors closed. This will avoid any distraction from the lobby.
6. Please make sure you arrive 5 to 10 minutes early to class.
7. Children should not touch the mirrors or the viewing windows.
8. NO Cell Phones should be used during class time!!

CHRONIC DISRUPTIVE BEHAVIOR POLICY

We will make every effort to work with the parents of children having difficulties in class. We are here to serve and protect all of our children, although; children displaying chronic disruptive behavior which has been determined to be upsetting to the physical or emotional well being of any other child, or teacher, may require the following actions:

Initial Consultation

The director may require the parent(s) of any child who attends the studio to meet for a conference. Goals will be established and the parent will be involved in creating approaches towards solving the problem.

Second Consultation

If the initial plan for helping the child fails, the parent(s) will again be required to meet with the director. Another attempt will be made to identify the problem outlining new approaches to the problem, and discuss the consequences if progress is not apparent.

Suspension

When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from the studio indefinitely. The studio may immediately suspend a child at anytime he/she exhibits a behavior, which is harmful to himself/herself or others. A parent may be called at anytime the child exhibits uncontrollable behavior that cannot be modified by the instructor. That parent may be asked to take the child home immediately.

Discard Policy

The studio reserves the right to cancel the enrollment of a child for the following reasons:

1. Non-payment or excessive late payment of fees.
2. Not observing the rules of the studio.
3. Child has special needs which we cannot adequately meet with our current staffing patterns.
4. Physical and/or verbal abuse of staff or children, by a parent or child.

VIBE PARENT POLICY

We have a STRICT “NO DRAMA” policy at Vibe for the protection of everyone - not only with our students, but with our parents as well. We do not allow “stage mom/dad” type behavior in this studio.

Gossiping about kids, parents, or teachers is absolutely forbidden within the studio or at any function that we are attending as a studio. Nobody wants to be in a negative environment and we do not want to expose our students to that. If you have an issue with anything then you need to bring it directly to my attention in writing via email. A meeting will then be set up.

DO NOT DISCUSS IT with the other people in the lobby. When this happens, information that is not accurate gets relayed, half stories are told, and problems are created that otherwise would not exist. We generously have observation windows and areas for parents to sit while classes are going on but this is a privilege we provide that many other studios don't as that is where a lot of drama starts (in the waiting room). Please help ensure that we can continue to have this privilege for our vibe families. Failing to comply with this rule can result in immediate dismissal from the studio.

VIBE STUDENT BEHAVIOR POLICY

Our “NO DRAMA” policy is in effect for the students as well. We understand that with over 200 girls there is bound to be some issues however we are very good at keeping it to a minimum. We stress to everyone to treat others as they want to be treated and nip things in the bud as soon as we see anything that is more than just “small girl stuff”.

- We don't tolerate bullying AT ALL!! If it is brought to our attention more than once or we see it with our own eyes that someone is bullying or causing drama it will be addressed immediately. If the situation does not resolve after a meeting with the director, it may result in immediate dismissal from the studio. We take this very seriously.
- Students please treat others as you want to be treated! No one wants to feel left out, talked about or to be made fun of. Be aware of how your actions make others feel.
- ALWAYS be respectful to your teachers!
Be prepared for class, on time, do NOT talk during class, work hard and be helpful.