

**Vitality School of Dance and Fine Art LLC**  
*[established September 2020]*

**\*\* A Liability Waiver to World Wide Stages is required for every student dancing at Vitality School of Dance. \*\***  
**(all families must have this document signed by September 1st)**

**2023-2024 Handbook**

*A Guide for Students and Parents as a condition of enrollment at Vitality School of Dance, students and their parents or guardians agree to abide by all the policies set forth by Vitality School of Dance, its director, faculty, and staff. Vitality School of Dance reserves the right to terminate any student's enrollment at any time for misconduct or inappropriate actions by either the student or his or her parent(s).*

**Welcome to Vitality School of Dance's 2023-2024 Dance Season! We are EXCITED you are here to celebrate our 4th year of dance!**

This handbook will serve as your guide to Vitality School of Dance and its philosophy of dance education.

**We take our roles as mentors and teachers in your child's life very seriously. It is our objective to inspire a passion for the art of dance in every child who passes through our doors. In the process, we strive to set the right example and help your child (and you) create memories that will last a lifetime.**

We are so excited to be starting our 4th dance season at Vitality School of Dance! It is just the beginning of what promises to be a great year. Welcome back to all of our returning dancers and to our new dancers... welcome to Vitality School of Dance. We have compiled this Student/Parent Handbook as a "Heads Up" to the policies and guidelines we follow at Vitality School of Dance. In addition to this handbook, you will also be receiving our studio newsletter. Each month (beginning in September), we will e-mail this newsletter to the email address you provided at registration. Our monthly newsletter keeps you updated on all of the studios' upcoming events, reminders, special occasions, and important dates & deadlines to mark on your calendar. Make sure you have provided us with the proper email address and are receiving and reading this newsletter! This way you can keep your finger on the pulse at Vitality School of Dance. Thanks again for joining us for an exciting year at Vitality School of Dance!

**Our Philosophy**

*Vī·tal·i·ty | vī' talədē/*

*"A meaningful and purposeful existence."*

**Vitality is pouring LIFE into the next generation, one dancer at a time!**

**Vitality School of Dance and Fine Arts is committed to providing high-quality dance classes to enhance the overall development of our students. We provide a holistic environment to encourage our Vitality members**

to GROW and THRIVE right where they are at. Vitality is grounded in our Core Values [Community, Health, & Serving] and we are excited to be walking this journey of GROWTH in these core values with YOU, utilizing the art of DANCE to grow in these ways and be better versions of ourselves.

Further, and in a more tangible sense, we believe that dance training encourages our students to increase awareness of their physical being and the opportunity to develop a wholesome self-image. Along with improving coordination skills, agility, strength and developing muscular awareness, dance classes give children the freedom to express themselves through movement.

The highest educational standards are expected from all the Vitality Dance faculty members. They are lifelong learners who continue to educate themselves through various learning opportunities.

### ABOUT THIS HANDBOOK

For the past 3 years, Vitality has been a leader in dance education and overall dance experience. We believe that our success comes as a result of providing holistic values that edify not only our students and Vitality families but also the entire community as a whole. Additionally, Vitality is a leader in our field by offering solid dance training and high-quality service to our members. We have created this handbook to offer our students and their parents a clear understanding of their commitments and responsibility to the vision and mission of Vitality School of Dance.

★ *Dates and/or expenses listed in this handbook are subject to change. Please check the website and your newsletters for updates.*

Key contact information for Vitality School of Dance.

-5000 Northfield Lane, Spring Hill, TN 37174 (door 700)

-(931) 797-3788

-vitalityschoolofdance@gmail.com

-www.vitalityschoolofdance.com

-Find and “like” our Facebook Business Page: Vitality School of Dance and Fine Arts

-Find and “join” our Private Group! ***"Vitality Dance - Private Group"***

### PARENT PERKS

At Vitality our intention is to pour into each family as a whole. That means YOU too! “Parent Perks” include. .

- [Your Health] Join us in Adult Fitness Class for only \$20/month
- [Date Nights] We offer YOU 3 complimentary Parent Night Outs! *\*dates are listed in studio event calendar*

### Key event dates for Vitality School of Dance:

#### 2024 Studio Event Calendar

*Please mark your calendar with these important dates! (Dates are subject to change)*

August Tuition is Due	08/01
Open House!!	08/12
CLASSES BEGIN!!	08/14
VD “Parent Meeting”	08/18 at 6:00-7:00pm

Workshop Level 1-4	08/26   9:00-1:15pm
Labor Day (closed)	09/04
[1st Parent Night Out Event!!]	09/08 at 5:30-7:30pm
<i>Bring A Friend to Class Week</i>	09/18-09/22
<u>STUDIO CLOSED</u> – “The Thorn” Rehearsals Student Observations!! For level 1+	09/25 - 09/29 [ Date/Time is TBA ]
Christmas Showcase “Participation Fee” & “Costume Fee” – charged with Tuition (auto-pay)	10/01
<i>*COMPANY   Performance @ Whole Hog</i>	10/07
<b>Fall Break (closed)</b>	10/09 - 10/13
SPRING CONCERT THEME//COSTUMES ANNOUNCED!! <b>Start Christmas Dances</b>	10/16 <b>10/16</b>
[2nd Parent Night Out Event!!]	10/20 at 5:30-7:30pm
Dress-Up Week	10/23 - 10/27
Costume Measuring Begins	10/30 - 11/03
<i>[Workshop with Enoch Contemporary Ballet]</i>	<i>November 18th</i>
<b>**NURSING HOME VISITS – ALL STUDIO**</b> <i>Brookdale Assisted Living   Franklin, TN</i>	11/04 <i>*Card hand-out to residents and short show</i>
Christmas 2022 Showcase “TICKETS” ON SALE   ONLINE	11/11
Spring 2023 Concert COSTUME Fees Due	11/13
<b>Thanksgiving Break (closed)</b>	11/20 - 11/24
<b><u>December : drop off all MEDALS by 12/14</u></b>	<b><u>December : drop off all MEDALS by 12/14</u></b>
Christmas Showcase/ Rehearsal	12/01   confirmed ✓ 5:00-9:00pm
Christmas Showcase/ Performance	12/02   confirmed ✓ Showtime 1: Time is TBA* Showtime 2: Time is TBA*
<b>PAJAMA WEEK</b>	12/04-12/07
<b>Visitor Week</b>	12/11 - 12/14
<b>Christmas Break (closed)</b>	12/18 - 01/02
2023 Classes Resume!	01/03 (Wednesday)

[3rd Parent Night Out Event!!]	01/19 at 5:30-7:30pm
Spring 2023 Concert "Recital Fee" DUE	02/01
<b>Company at DR Convention!!</b>	<b>02/09 - 02/11</b>
<b>**NURSING HOME VISITS – ALL STUDIO**</b>	*Tentative* 03/23 <i>*Card hand-out to residents and short show</i>
*Tentative Picture Week   during normal class times!	03/25-03/28
<b>Spring Break (closed)</b>	<b>04/01-04/05</b>
<b>Parent Spring Concert "backstage assignments" sent!</b> <b>*applicable to Level 1-4 moms.</b>	<b>04/06</b>
<b><u>2024-2025 COMPANY AUDITION</u></b>	<b><u>*Tentative* 04/13</u></b>
Spring 2023 Concert "TICKETS" ON SALE   ONLINE	04/19
Required: BLOCK REHEARSAL (Level 1 and UP) <b>rehearsal for Lev. 1 and up dancers only.</b>	*TENTATIVE* 05/04, at 9:00 - 1:00 pm
Required: BOCK REHEARSAL (Level 1 and UP) <b>rehearsal for Lev. 1 and up dancers only.</b>	*TENTATIVE* Tuesday   5/14
Last Day of Classes for the season   [Wednesday morning classes]	Wednesday   5/15 Last Day of Classes
<ul style="list-style-type: none"> <li>• Prop Load-in at Theatre (am)</li> <li>• Tech and Prop Rehearsal (pm)</li> </ul> (No Dancers)	Thursday   05/16 <b>No classes   Studio Closed.</b>
Required: Tentative Spring Concert REHEARSAL Date	*TENTATIVE* Friday   05/17 at 5:00pm
Tentative Spring Concert PERFORMANCE Date	*TENTATIVE* Saturday   05/18 Showtime 1: Showtime 2:
<b>Summer Note:</b> <b>Level 2 and up must take atleast one summer course to maintain level status.</b>  <b>Company members (new and returning) are required to take BOTH Summer Intensives.</b>	<b>☀️ Summer Camp/Intensive Dates will be released March 1st, 2024.</b>

### FOR OUR STUDENTS

The first step to becoming a successful dancer is making a solid commitment to your classes. Strong technique is a key ingredient and class is where you develop that technique. Come to each class prepared to learn and without personal distractions. Class time is your chance to focus on yourself, so try to leave your concerns or worries at the studio door. True progress is made when you look at each class as an opportunity to become better at what you love to do. Dance full-out, stretch a little further, become more aware of your technique, and make the most of every class.

Respect for the teachers is essential. Listen to each correction given, whether it's directed at you or another dancer. **A correction is an honor; it shows you how much a teacher cares about your progress as a dancer. Always say thank you when a teacher or choreographer offers you constructive criticism.** Nothing can stop those students who apply themselves in every class and appreciate their teachers' knowledge and experience.

### **Student Rules of Conduct**

✓ Dancers will remember to listen to each correction given, whether it's directed to you or another dancer. A correction is an honor; it shows you how much a teacher cares about your progress as a dancer. Always say thank you when a teacher or choreographer offers you constructive criticism.

✓ Dancers will arrive at class on time, ready to dance

✓ Dancers will wear a clean leotard for each class

✗ We will **NOT** wear our dance shoes outside

✓ Dancers will label all dance "gear" with their name

✓ Dancers will keep all their dance and personal gear neatly in a "cubbie" as directed.

✓ Dancers will keep their cell phones off or muted during classes and not check messages or text on drink or bathroom breaks. We encourage dancers to leave their electronic devices "out of sight and out of mind." This includes smartwatches and fitness trackers.

✓ Dancers will keep their hair secured off their face and neck before class begins – Level 1 and up must wear their hair in a bun for classes.

✓ Dancers will wear deodorant and minimal jewelry (no necklaces or bracelets; stud or low-hanging earrings are permitted)

✓ Dancers will keep good conduct and voices quiet in the lobby

✓ Dancers will go to the bathroom BEFORE dance class

✓ Dancers will not bring drinks or snacks into class. Only water is permitted in a tightly-closed bottle. Snacks are only to be eaten and accessible in the lobby area.

✓ Dancers will keep their hands off the mirrors

✗ We will not hang on the ballet barres

✓ Dancers will speak respectfully to their instructors and one another

✗ We will not make unnecessary conversation or noise while in class

✓ Dancers will practice at home and be prepared for class even if absent the week prior.

✗ We will not miss class except for valid reasons

✓ Dancers will be positive and have a "can do" attitude

- ✓ Dancers will politely ask dance-related questions in class
- ✓ Dancers will use strong arms, stretched feet, and proper body placement
- ✓ Dancers will use 100 percent of their energy in class
- ✗ We will not sit down in class unless instructed by the teacher. We will also not lean against the walls or ballet barres
- ✓ Dancers will work well and in unison with the other dancers in class
- ✓ Dancers will use proper language and show good “dancer-ship” at all times.
- ✗ We won’t act as if we are better than other dancers in our class
- ✗ We will not gossip or put down other students
- ✓ Dancers will wait inside for their ride
- ✓ Dancers will bring all notes, notices and reminders home to their parents
- ✓ Dancers will act as young ladies and gentlemen at all times
- ✓ Dancers will respect our art, our staff, and our fellow dancers
- ✓ Dancers will bow and applaud (“reverence”) at the end of each class; thanking the instructor for sharing their knowledge and applauding the dancers for their hard work and a job well done.

### **WWS amenities**

Our facility at World Wide Stages has access to a kitchenette in the common area space. Vitality will have a refrigerator that students are welcome to use. Also, Vitality families are welcome to use WWS vending machines for snacks and refreshments!

There is a lot of common area space that Vitality is surrounded by. Please keep children off the stairs, and keep them from wandering off to spaces that are not within Vitality’s “section” of the building. Must stay within sight of Vitality doors to the studio. Siblings and students are not permitted to go into any storage room/closet areas. Thank you!

At WWS we do have a lot of outdoor accessibility! Please feel free to utilize picnic tables (back of building) and walking areas outside – we ask that children refrain from playing in parking lots.

Please park in building 700’s parking lot (rather than 600) if possible.

### **A Dance Parents Responsibilities**

- ✓ Bring your dancers to class on time every week since regular attendance is necessary for good training
- ✓ Pick your dancer up on time (parents with dancers ages 3-6 should not leave the premises)

✓ Label all dance shoes and “gear” with your dancer’s full name.

✗ Do not allow your dancer to wear dance shoes outside

✓ Make sure your dancer is properly outfitted for each class: UNIFORM, proper footwear, and hair. Dancers in Pre-ballet and UP should ALWAYS have pink tights on in class!!

✓ Take your pre-schooler to the restroom before class begins. If your dancer cannot use the restroom on her/his own, PLEASE do not leave the studio while class is in session. The instructors cannot be responsible for taking dancers to the restroom. If a “pull-up” is needed, no problem, just please be sure it is a fresh one at the start of class.

✗ Do not leave soiled diapers in the garbage cans. \*\*We will have tie-up bags on the changing table for you to use. Please place soiled diaper in a TIED baggie and place in trash.

✓ Remember to call or text the studio number to report absences (you can also send an email) and arrange make-up classes as needed

✓ Encourage your dancer to practice at home

✓ Supervise your dancer and siblings to keep them safe while in the lobby.

✗ Do not allow them to run down the halls, scream, walk on the furniture, stand on counters or any furniture, or play in the bathroom.

✓ Please remember that while class is in session, the dance room doors will remain closed.

✓ Please remember that our instructors are obligated to begin classes on time but will gladly talk to you at the conclusion of their teaching day.

✓ Dancers, parents and siblings should be respectful in the lobby area, using their “inside voice”.

✓ If your child makes a mess, clean it up before you leave! We will be happy to let you borrow the vacuum to clean up any messes.

✓ Be respectful of studio property.

✓ Keep all of your dancers' valuables at home.

✓ Check your dancer’s bag for notes and check your email for updates. Read our informative newsletters.

✓ Check the lost and found frequently.

- ✓ **Keep your account up to date and include late fees if necessary. Call or email the office manager if you have questions regarding your account.**
  
- ✓ **Avoid being part of gossip or the spreading of misinformation. We ask that our Vitality members have wholesome conversations and when questions or confusion arises, please call or email the director, Ashley.**
  
- ✓ **Remember that your child is unique and special!**
  - ✗ **Please don't compare your child to other dancers or discuss comparisons with other parents. NO two children will ever progress at the same rate! EVERY child's dance education and growth is unique and highly individualized. If you have questions, concerns, or comments, please schedule a time to talk with the director, Ashley.**
  
- ✓ **Trust your child's teacher's evaluations since they are professional dance educators with many years of experience and only have your child's best interest at heart.**
  
- ✓ **Review our studio policies with your children to help them understand why it is important to follow the studio rules.**
  
- ✓ **Please be patient with your dancer! We know some dancers need extra encouragement to even enter the classroom while others run right in ready to dance and meet new friends. We are all very special individuals and the Faculty and Staff at Vitality Dance appreciates and nurtures each child for their qualities as a unique and special individual. Extra attention, encouragement, and persuasion may be necessary and we are prepared for each situation! Please take each step as the beginning of a journey in the right direction!**
  
- ✓ **Stay in touch with studio events by thoroughly reading your newsletters, and checking emails frequently!**
  
- ✓ **Do read the handbook all the way through.**
  
- ✓ **In the best interest of all of our dancers, classes are closed to parent viewing. Special "parent watch weeks" may be announced by each individual class's instructor throughout the season. Our TV in lobby will always be on so that you can see what your dancer is doing in class!**
  
- ✓ **Please remember that we value you and your support and want to thank you for choosing us for your child's dance education!**



- **Class Placement:**

As a “rule of thumb”, if you are confused about your child’s class placement, please see our general guidelines below as they are based on age – It is VERY normal (and expected) for our leveled dancers to spend two years per leveled class before assessment to move-up. Our curriculum is very dense, and usually it takes two full dance seasons to complete each level in the syllabus.

[\*Age Guidelines\*]

Pre-school (ages 3-4)

Pre-Ballet (ages 5-7)

Level 1 (ages 7+), “teacher placement”

Level 2+ \*solely based on “teacher placement”

*Further, please keep in mind, placement decisions are made from the staff with many years of teaching experience. Placement is highly individual and the factors that go into the decision are complex.*

- **Classroom Observation**

Vitality’s classes are closed to weekly observation.

We do offer our parents the ability to watch our classes in the “waiting area” on a TV with a live feed.

Further, we have a scheduled “Visitor Week” (December) where parents and friends are invited to come into the studio and observe!!

- **Staying Informed:**

**\*Our MOST COMMON METHOD OF COMMUNICATION is Emails\***

Please make sure that your email (the one you registered with) is up to date and that you are staying up to date with all of our emails. We do our best to keep these emails as brief and consolidated as possible.

- **General information can always be located on our website ([www.vitalityschoolofdance.com](http://www.vitalityschoolofdance.com))**

- **FB Page:** If you are not already in our Private Group on FaceBook, please join us!  
You can search it under: “**Vitality Dance - Private Group**”

- **Weather Cancellations:**

**\*\*VD follows Maury County's School weather protocols \*\***

*[There are some cases when Maury County Schools close, and we will not, so please keep an eye on EMAILS in terms of Studio Closure]*

This is a standard policy for dance studios to follow the school system in terms of closures. As always, if your child misses a class due to studio closure, you may take a "make-up class" from a different class of your child's same level, or lower level.

- **Instructor cancellations**

If Vitality cancels a class for any reason (teacher sickness, etc.) we will schedule a make-up class if there is not an existing, comparable “make-up” option

• **Dress Code**

**[Pre-School Ballet & Preschool Combo (ballet/tap)]**

Vitality UNIFORM +( NO TIGHTS) they will wear white, ruffle SOCKS + pink/beige ballet shoes (NO ribbons or drawstrings) + \*Tap: Solid BLACK Tap shoes with Velcro closure.

**[Pre-Ballet Tap]**

Vitality UNIFORM + PINK TIGHTS - pink/beige ballet shoes (NO ribbons OR drawstrings):

\*Tap: Solid BLACK Tap shoes with Velcro closure.

**[Level 1 and Up!]**

*Uniform Reminder:*

Vitality UNIFORM + PINK TIGHTS - pink/beige ballet shoes (NO ribbons OR drawstrings):

\*Tap: Black slip-on shoes

\*Jazz: Black slip-on shoes

**[MALE Dancers]**

*Male dancers (any age) can wear the following uniform:*

*Solid white t-shirt, solid black athletic shorts, knee-length, black ballet shoes, white ankle socks*

*\*\*shirts/shorts should not have any visible logo on them\*\**

***Vitality Dancewear Store***

[CUSTOM-FITTED dancewear!!]

**Vitality's Dancewear Store offers dance Leotards, Shoes, Tights, Skirts, and more!**

New to dance and need all the things? We would love for you to consider Vitality's Dancewear Store!

Dancewear items include a custom fitting, text the Office Number to get your dancewear fitting scheduled today.

(931) 797-3788

**Tuition, Expense Policy & Changes**

**Please note:** Tuition is based on the entire season (August through May) and broken into 10 equal, monthly installments. (One payment will be made each month from August 1<sup>st</sup>, through and including May 1<sup>st</sup>) It is not based on how many weeks are in the month, or on how many times a class is held in a month. Tuition is due in full each month even if your dancer misses a class. NO REFUNDS, TRANSFERS, OR CREDITS are made for absence or withdrawal from classes if not notified before the current month installment.

Full monthly tuition is due by the 1<sup>st</sup> business day of each month. *Tuition is paid through automatic withdrawal from your credit or debit card account. Tuition will be charged directly to your specified method of payment.*

If you do not wish to participate in our auto-pay system, you have the option to pay by check the following two ways: 1. The full season (10 months) in full, with a 10% discount; 2. The first semester (5 months) in full, with a 5% discount. *There is a \$30 charge for checks returned due to NSF.*

***\*\*"In Full" Discount cannot be combined with other discounts including "family discounts", etc.\*\****

A \$15.00 late fee will be added to accounts with overdue tuition balances on the 5<sup>th</sup> of any given month. Unless notified otherwise by the account holder and other arrangements are made, the credit card/alternate payment account "on file" will be charged for an overdue amount as well as the \$15.00 late fee. There is a \$30.00 charge for checks returned due to NSF.

If a class needs to be dropped, added or transferred you must fill out a [request form](#) and turn it into Ashley (director) for review. The form is available in our office, or can be emailed. If your request is approved, the changes will be made on your account effective the day that it is approved by studio management.

### Additional Fees:

It is our intention to be transparent. Listed below is a general idea of what “additional fees” will be upcoming this dance season.

### 2023 - 2024 Additional Pricing Information:

Description:	Price:	Due Date:
Registration Fee	\$35 per student \$50 per family	Is due upon enrollment  (charged annually. non-refundable.)
2023 Christmas Showcase Fee	\$60 per family  <i>*This Showcase is NOT “for profit”. We use this fee to give a “love donation” to the church for hosting, to the tech team for volunteering, and to the staff for their long hours.</i>  <b>This fee INCLUDES your Performance Video from DSV!!</b>	*Will be charged with October Tuition on 10/01/22 – <b>(auto-pay)</b>
2023 Christmas COSTUME Fee	Approximately \$30 per costume  <i>*more info will be sent about Christmas Costumes in September. Costume Fee will be charged with your October Tuition on 10/01/23.</i>	*Will be charged with October Tuition on 10/01/23 – <b>(auto-pay)</b>
2023 Christmas Showcase Tickets	<u>Tickets</u> are \$5 per seat (children ages 9 and younger are free)	*Will be available for purchase ONLINE 11/11/23
2024 Spring COSTUME Fee	~ \$60-70 per costume  <i>*more info will be released in October about your child’s Spring costume fee. Most of our costumes are an average of \$65 (per class). We only charge you what your costume actually costs – there are no “up-charges”.</i>  <b>This fee is NOT manually charged. You must give consent for auto-pay, or log-in and pay manually BY 11/13/23.</b>	Due by 11/13/23
2024 Spring Concert Fee	\$150 per dancer \$200 per family  <b>This fee INCLUDES your Spring 2023 Concert Video from DSV!!</b>  <i>This fee is NOT manually charged. You must give consent for auto-pay, or log-in and pay manually BY 11/13/23.</i>	Due by 02/01/24
2023 Spring Concert Tickets	<i>[**every family will receive 2 complimentary tickets per family**]</i>  <u>*Additional tickets</u> are \$10-\$15 per seat (children 0-2 are free if not sitting in a seat)	*Will be available for purchase ONLINE 04/19/24

### **Discount Policy**

Vitality offers “Family Discounts”, “Military Discounts” (active military ID required at enrollment), “Male Dancer” discount, “Year in Full” discount, and “Semester in Full” discount. **Discounts cannot be combined.**

We do not offer refunds for “Semester” or “Year in Full” payments.

### **Discipline Policy:**

In order to maintain a happy, healthy, professional environment, students are taught the importance of being a part of the group. We encourage students to have respect for other students, the teachers and staff, and studio property, and we foster the development of good habits and compliance with rules of conduct.

Our staff and faculty are trained to use constructive techniques of discipline to maintain class control and handle individual misbehavior.

Children who exhibit unacceptable behavior or attitudes are told what is wrong and directed to a positive alternative approach or behavior.

If a child strikes another child, the two are respectfully separated and each is asked to explain what happened. They are then asked to help solve the problem, talk to each other, and reconcile with one another. Parents will be immediately informed by the teacher or front desk.

Children who are disruptive will be respectfully asked to stop the behavior. If the behavior is repeated, they will be reminded of it and told how it affects others. If the disruption continues, the children involved will be asked to sit down for a short period of time (usually three to five minutes) before rejoining the class. **\*\*If the child is in our Preschool class, they will be sent to their parent in the lobby.**

If a child’s misbehavior continues to disrupt the class, the parent or guardian will be called to pick up the child.

### **Termination of Enrollment**

In certain circumstances, when it is in the best interest of one or more students, faculty or “Dance Family” culture of the studio, it may be necessary for the studio owner / artistic director to terminate a student’s enrollment. **Every effort will be made to correct a problematic situation before terminating enrollment.** It is our goal to handle conflict in a Matthew 18:15-20 manner!

*Reasons for termination of enrollment could include the following:*

- ➡ Disruptive, disrespectful or dangerous behavior by students or their parents**
  
- ➡ Abuse of other children, staff, or property**
  
- ➡ Destruction or defacing of the property of Vitality Dance, building property, cars in the parking lot, or personal property belonging to the staff, dancers and attendees of Vitality School of Dance.**

➡ **Theft**

➡ **Inability of Vitality School of Dance to meet the child's needs**

➡ **Continued poor attitude directed towards students, staff or instructors in and/or outside of the studio**

➡ **Abusive / bullying behavior in and/or outside of the studio in any setting including social media and texting will not be tolerated and is means for immediate dissolution of the relationship and instruction at Vitality School of Dance**

➡ **Misrepresentation of faculty, staff, and students of Vitality School of Dance including yourself, in any public forum including all platforms of social media**

➡ **Continued late payments or non-payment of fees**

### **Arrival & Departure**

We encourage students to arrive 10 minutes before class starts to be prepared to start on time. Young students should always use the restroom before class starts. Parents with children 3-6 years old must stay for the duration of the child's class – it is not a “drop-off”. Students ages 7 and older, if “dropping off” must be picked up no more than 10 minutes after their class is completed. You must walk-in to get them, we cannot have dancers in the parking lot unattended.

### **WWS Security**

Our Studio is being leased from World Wide Stages, who has top-notch security protocols.

If a situation arises, (for example, there is someone questionable in the parking lot or in studio areas), PLEASE call/text the Security phone number – that is what they are there for!!

**Ph:931-384-8748**

There are two double door entries before entering Vitality's studio space in building 700. The main double-door entry will remain unlocked. However, the 2nd double door entry (to enter the studio) will be LOCKED until 20minutes before the 1st class starts. The doors will LOCK at the end the LAST class period.

*Monday OPEN | 3:55*

*Tuesday OPEN | 3:40*

*Wednesday OPEN | 9:25*

*Thursday OPEN | 3:55*

*Friday-Sunday | Studio is Closed unless it is a scheduled rehearsal/event*

In the event that the 2nd double doors are locked when you are re-entering (it is a magnet-locking system that sometimes locks at the wrong time) you will ring the doorbell and a parent that hears it in the lobby will let you in; if someone has not let you in, then Plan B you will call Security's number and they can let you in remotely.

**Ph:931-384-8748**

Access to any part of WWS that is not associated with Vitality School of Dance in building 700 is strictly prohibited.

#### **Parking Lot Safety:**

Vitality Families should park in the first parking lot section, directly in front of building 700.

VD is home to children of all ages. Please enter and exit our parking lot with extreme caution. Do not allow children to play in the parking lot or close to the curbs. VD families do have permission to use any of the outdoor, grass areas or picnic tables to play – we just ask that children do not play in the parking lot for safety purposes.

#### **Emergency Evacuation:**

Although we have never experienced an emergency evacuation at the studio, we are prepared for such a circumstance. The faculty & staff are well rehearsed in the emergency evacuation routes. Students are to evacuate quietly and walk in single file as quickly as possible to the designated area, where teachers will check roll. Students and teachers are to return to classrooms and buildings when the all-clear signal is given.

#### **Attendance:**

All students are expected to attend their regularly scheduled classes unless they are ill or have a communicated absence. Each class offers a step forward in the educational process. A missed class could leave a child one step behind in the learning process. During the months of August through December we are working on our technique and growing our abilities as dancers. (We do have a performance in December, but it is "low-key" and our class focus is still geared to focus on technique.) During the months of January through April, choreography for the recital will be taught and rehearsed in addition to continuing technical training. It is important for children to feel completely confident with their technique and the choreography at the year-end performance. Missing classes at any time could result in frustration for the students and their teachers and classmates.

Consistent attendance is required to maintain eligibility for the Spring 2024 Concert. Between March 18- May 18th only TWO communicated absences are allowed to still be eligible for the performance.

#### **Tardiness:**

Dance is a physical activity that requires the body to be warmed up in order to execute movement safely. Late students miss the proper warm-up and/or barre and therefore may sustain injury. If you must be late (traffic reasons, etc.) please try to keep it within 10 minutes so that we can make sure your child still gets a proper "warm-up".

#### **Class Visitors:**

Safety issues and legal responsibilities make it impossible for us to allow students to bring visitors into the classroom. Students should not invite siblings, other relatives, or friends into their classes (into the classroom) with the exception of special events such as "Bring a Friend Week" and in-studio performances.

### **Absences & Makeup Classes:**

If you will be missing a class due to illness or other conflicts, please text the studio Office Number at [\(931\) 797-3788](tel:9317973788) or email [vitalityschoolofdance@gmail.com](mailto:vitalityschoolofdance@gmail.com) advising that you will be absent. When contacting, leave your name, the class you will be missing. Please check with the director to determine the best makeup class for your dancer.

*\*\*We do offer Zoom for most of our classes\*\**

(Make- up class must be taken within the same season of the class that you have missed) Please do not attend class if you have had a fever or could be contagious to other dancers and instructors.

Holidays: Studio holidays DO NOT necessarily reflect school holidays. Therefore, unless a studio holiday or break is noted, classes are in session (refer to your calendar included in this newsletter). Dancers will be reminded of holidays and breaks in class and notice will be posted.

Leaving early: If you will be leaving class early, inform your instructor before class begins. When it is time for you to leave, signal your instructor and exit quietly.

### **Illness**

Colds, flu, and other contagious illnesses occur frequently and spread easily among children. To help protect your own child's health and to minimize the possibility of contagion at Vitality, please keep your child at home if you observe any of the following symptoms within 24 hours of their class time:

- Nasal discharge that is green or yellow
- Complaints of ear pain
- Consistent cough
- Severe sore throat
- Eyes that are pink, burning, itching, or producing discharge
- Diarrhea or vomiting
- Fever

If these symptoms or other conditions are observed in your child during a class, you will be called to pick up your child immediately.

When your child has a fever, please keep him/her at home until the temperature returns to normal. If there are any lingering signs of illness, such as glassy or watery eyes, listlessness, and drowsiness, please keep your child at home. This will help to ensure that the illness has passed and that your child will be well enough to resume class activities the following week.

*\*\*In case of illness, we do offer Zoom class for your child to still participate at home if they feel up to it. If they do not feel up to it, you are always able to take a make-up class in a different class of the same level (or lower level) at a different time. Make-up classes need to be communicated to the director (Ashley) beforehand.*

### Lost & Found

Please mark all dancewear, shoes, and personal items with your child's name. We will make every effort to locate and return lost items; however, we cannot be responsible for any items that your child brings to class. Items that have been left at the studio longer than 8 weeks will be donated.

### Social Media

Vitality does use FaceBook and Instagram platforms to promote and communicate our brand to the public. If you do not wish for your child's pictures to be on social media please notate this on your liability form; we will make note of this so that your child's photo is not disclosed online.

### FaceBook, Private Group:

We do use our Private Group to communicate with our families. If you are not already in our private group: please search "Vitality Dance - Private Group" and an Admin will permit you access into the group.

### Annual Performances

All students are encouraged to perform in our annual performances! The \*TENTATIVE\* dates are listed as follows:

- November 4th: Nursing-Home visit – *christmas card handout and short presentation of Christmas choreo (participation NOT required)*
- December 2nd: Christmas Showcase date \*DATE CONFIRMED✓
- March 23rd: tentative Nursing-Home visit – *Easter card handout and short presentation (participation NOT required)*
- May 18th: tentative Spring Concert date

Those tentative dates have been provided to you on the studio calendar in this handbook and will be confirmed via newsletter upon final approval by the governing bodies of the venue.

If your child is not performing in the **Christmas Showcase** \*OR\* the **Spring Concert** you MUST let us know before we start choreography/order costumes. I will send the notification deadline below:

#### Notification of Absence:

**Christmas 2023 Showcase** by October 1st, 2023

**Spring 2024 Concert** by October 1st, 2023

There are two performances for both the Christmas Showcase and the Spring Concert. These performances are on the same day, but two separate showtimes. The 3-6 year olds (Pre-school & Pre-ballet dancers) will always only dance in the first show time.

Nursing Home Visits are not required, but are highly suggested so that your kiddos (all ages) can experience the Vitality culture of loving on our community and using our giftings and skills to SERVE and to spark joy within others – elders in our community need a spark of joy from our youngsters the most. We hope you will join us for these community events.

The Christmas Showcase is a low-key performance with the sole intention of giving the kids a performance opportunity to showcase their skills, and to SERVE our community by using our donation from the event and the kids' skills to pour into a selected local non-for-profit ministry.



**\*\* Dancer Backstage Policy: at this point it is working well for our students to perform and then sit in audience for remainder of show until Finale when they are back on stage.**

**\*\*Volunteers needed!!** Being that this is a non-for-profit event, we need YOUR help!! When the “volunteer requests” come your way – please jump on board and HELP. That is the nature of what we do at Vitality and the community that we are cultivating here.

The Spring Concert offers our students a professionally directed performance that allows them to present to their families and friends the results of a year’s hard work, dedication, and progress. All students perform one dance in each of the styles of dance they are registered for.

A big part of dance training includes learning through performance. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children’s success in non-dance activities. The experience helps build self-esteem and confidence, which can result in better in-school presentations, improved social skills, and strong college and job interview skills. The rehearsal process is a tremendous learning experience as well. It helps the children develop retention skills, and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best end result.

**\*\*Dancer Backstage Policy: ALL STUDENTS remain backstage for the duration of the entire Spring Concert. Parents are not permitted to come backstage unless they are volunteers are working backstage, and early dismissals are not permitted for Liability purposes and also to adhere to our Spring Concert policies.**

### **Spring Concert Handbook:**

We distribute a concert handbook via email with all the information parents and students need to know to make the concert experience enjoyable for all. We will also send email newsletters and reminders along the way!

### **Costumes**

EVERY effort is made to keep your “costume costs” low! Where possible, Vitality reuses costumes - MAKES costumes - shops within “discounted catalogs” all in an effort to keep our parent’s costume costs low!

Please be understanding of this when vocalizing your frustrations about costume fees. We are always only charging you exactly what it costs, we do not “up-charge” on costumes.

The ones that were “made”, were made by volunteers.

### **Performance Tickets**

#### **[Christmas 2023 Showcase]**

Show Tickets will be purchased in advance **ONLINE** this year. Tickets will be on sale by November 11th, and it is OPEN SEATING arrangements. Tickets are \$5 per seat (children ages 0-9 are free). This event is ministry focused in an effort to stay true to our core values (Community, Health, & Serving).

To date, we have DONATED the admission proceeds to local, non-for-profit ministries including The Well and 431 Ministries. In this way, the children are staying active in their role of serving their community through the art of dance.

#### **[Spring 2024 Concert: Tickets]**

Spring 2023 Concert Tickets will be available to purchase **ONLINE** on 04/19/23.

***\*Each family will receive a \$20 ticket credit PER household which will be applied to your April Tuition fee, this is equal to TWO tickets per household to the performance which you must reserve/purchase. To purchase, log-in to your portal, select your seats, and pay for your desired tickets/seats.)***

The purchased tickets are for whichever showing you have selected; if coming to both shows, you will have to purchase separate tickets for EACH show time.

If performers in the first showing would like to come to the second showing to watch, their ticket is FREE. You will be given a special “coupon” for performer tickets to the second show – please email Ashley if this is something you need.

**You must show proof of your ticket upon entry to the Christmas 2023 Showcase & the Spring 2024 Concert!**

Please plan to print-out your ticket. If you do not have a printer, please make sure that you take a screenshot of our ticket so that you can show this upon entry. \*Wifi signal is often not good at these types of events, please do not wait until show time to try and “load” your ticket from email.

**Spring Photos:**

**[more information for 2024 Spring Picture Week is TBA]**

We anticipate that Spring Photos will be the week of March 25 - March 28th; the plan is to have our Spring Photo sessions at your child’s normal class time. There will be NO classes during Picture Week. But we do ask that ALL DANCERS please come to their scheduled class photos.

**Videos**

We plan to use DSV again for our performance videos!! Your performance videos (for both Christmas and Spring) are INCLUDED in your “Performance Fee”. \*See “*additional fees*” for more information.

Our families are always welcome to record during rehearsals, but videoing during performances is PROHIBITED.

Both Videos from both Show Times will be included with your Spring Recital Fee; you do have to reserve your video by clicking the link/QR code. More information will be sent via email!

**Spring Concert Parent Volunteer Placements:**

“Spring Concert” is the highlight of our whole dance year!! Your children are given a wonderful opportunity to SHINE in all that they are learning at Vitality, and to be a part of a high-quality performance where our stories come to LIFE to pour LIFE back into our audience.

It takes a village to make your children’s “spring concert experience” a success!! With how much Vitality has grown, and how much we are continuing to grow (thank you, Lord!) we want to be **very clear** that performers level 1-4 will be featured in TWO Spring Concert show times and 1 parent from each level 1-4 family is \*required\* to help with one of the showings.

There are some “non-backstage tasks” that we will need men for, but most tasks are backstage, which is women only. **[To be clear, you will be able to watch one show, and volunteer for the other show time.]**

Our greatest need is backstage helpers with the littles during the first show. If you are a level 1-4 parent, *who does not have additional younger children performing in the first show (ages 3-6)*, we will be placing you backstage during the first showing.

**“Parent Volunteer Placement” will be determined and sent to each of you by April 6th. Make sure that you have reviewed your placement before ordering tickets on April 19th.**

You will have until April 19th to review and CONFIRM your volunteer placement, or to *request a different placement* if need be.

If for some reason you are unable to volunteer (health, other life dynamics, etc.) you have the option to hand your volunteer slot off to someone else for a **\$25 “hand-off” fee**.

We only charge this because when we bring-in a non-parent, we have to pay them for their time, and the parent handing off their volunteer placement would be responsible for this.

#### **Final Note**

**WELCOME TO Vitality School of Dance and Fine Arts! We look forward to getting to know each of our VD members better, and to an exciting season full of growth opportunities for ALL!**

