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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)
Update: this will be available online in your Parent Portal soon. and signed electronically.

2024-2025 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 2024-2025 Dance Season! We are EXCITED you are here to celebrate our 5th 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 5th 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 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! ***E-mail is Vitality's MAIN METHOD of COMMUNICATION; please make sure that the email on-file is accurate and that you are up-to-date on Vitality's email communications. Thank you!**

Our Philosophy

Vi·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 4 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"***

Key event dates for Vitality School of Dance:

2024-2025 Studio Event Calendar

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



<p>Summer 2025 Note: ALL Level 2 students must attend Vitality's Junior 2025 Intensive to maintain level status/eligibility. Please plan accordingly. 😊</p> <p>Level 3,4,5 students must attend Vitality's Senior 2025 Intensive to maintain level status/eligibility. Please plan accordingly. 😊</p>	<p>☀️ Summer Camp/Intensive Dates will be released March 1st, 2025.</p>
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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 – **ALL STUDENTS (Pre-school-Ballet 4) 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!

UPDATE: Vitality families are **NOT** permitted behind the building; families **CAN** utilize/play in the "front yard" of building 700 – 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.

***UPDATE:** Vitality families are not permitted to run in common areas, please remain in Vitality's designated section (between basketball hoop and Studio C)

✓ 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!!

• **COMMUNICATION:**

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)

UPDATE: Families may NOT reach out to instructors regarding issues, questions, etc on their personal numbers. ALL communications must go through Vitality’s Office Number, or Vitality’s E-mail. In-person discussions can also be coordinated upon request. **DO NOT contact our instructors on their personal platforms (phone, emails, social media etc) regarding studio matters.** Thank you!

- **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**

HAIR IS IN A SECURE BUN FOR EVERY LEVEL, *exception* is Musical Theatre and Hip Hop students who are NOT in ballet.

[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: “Revolution”, BLACK Tap shoes with Velcro closure.

***ALL items, except socks, are purchased/fitted through Vitality.**

[Pre-Ballet Tap]

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

*Tap: “Revolution”, BLACK Tap shoes with Velcro closure.

***ALL items are purchased/fitted through Vitality.**

[Level 1 and Up!]

***ALL items are purchased/fitted through Vitality.**

Uniform Reminder:

Ballet 1, 2, 3, 4 – Vitality UNIFORM + PINK TIGHTS - pink/beige ballet shoes (NO ribbons OR drawstrings):

NO Shorts/pants of any kind in ballet classes; Only black wrap-skirt; (Bra) Nude dance bra, matching leo color, or black.

Level 1 & 2a: *Tap– “Revolution”, BLACK Tap shoes with Velcro closure.

Level 2b, 3, & 4: *Tap (Tuesday Tap Class)– “BOOT” style

Level 2b, 3, & 4: *JAZZ (Tuesday Jazz Class)– Weissman, slip-on style

[Elective Dresscode:]

Dancers MAY wear solid black leggings or dance shorts over their UNIFORM LEO in elective classes (Tap, Jazz, Modern); Dancers may NOT wear random articles of clothing over leotards.

**** Hip Hop & Musical Theatre Dress Code ****

Hip Hop: (*Littles, Jr., & Sr.) – dresscode for Boys & Girls

- *VITALITY’s black T-SHIRT

- Solid-colored BLACK or GRAY pants (*i.e. Sweat pants, leggings, or joggers are permitted) dancers should have a loose-fit with their apparel; our HH dancers do not wear "skin-tight" clothing.
- Sneakers (*designated for dance only; "Street shoes" are not permitted in our studio spaces.)
- *HAIR: Hair should be pulled away from the face. Pony tail or some type of bun is recommended. *If you are in a ballet class before/after your HH, then your hair should remain in a ballet bun.

Musical Theatre – dresscode for Boys & Girls

- *VITALITY's black T-SHIRT
- Solid BLACK Leggings or Jazz Pants.
- BLACK Weissman Jazz Shoes (*these are purchased through Vitality; please schedule a fitting via email if you need a pair!)
- *HAIR: Hair should be pulled away from the face. Pony tail or some type of bun is recommended. *If you are in a ballet class before/after your HH, then your hair should remain in a ballet bun.

[MALE Dancers in Ballet, Modern, Tap, and/or Jazz]

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, Uniform-approved sweaters and more!

Dancewear items include a custom fitting. To schedule your next fitting, email Vitality or TEXT the Office Number:

(931) 797-3788

Tuition, Expense Policy & Changes

Please note:

1. **Enrollment in Auto-Pay is required by every family at Vitality School of Dance. An itemized description of what/when we will use this auto-pay feature is listed on the "Prices" section of our website; and on our list of Studio Dates.**
2. **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 1st, through and including May 1st) 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 1st 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.*

Tuition Discount Options: 1. The full season (10months) 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.****

Late Fee: A \$15.00 late fee will be added to accounts with overdue tuition balances on the 6th 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.

Drop/Transfer Classes: 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.

UPDATE: Because we have closed enrollment; their is now a **\$75 CANCELLATION FEE** if a student drops their class(es).

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. This list is also available online on our website.

2024 - 2025 Additional Pricing Information:

***Each of these “additional fees” will be charged on Auto-Pay on the following dates.**

***EXCEPTION: you will pay manually for your Registration Fee and your Performance Ticket Purchases.**

Description:	Price:	Due Date:
Registration Fee	<ul style="list-style-type: none"> \$45 per student \$60 per family 	Is due upon enrollment (charged annually. non-refundable.)
<u>24/25 Uniforms</u>	<i>All Uniforms and Dancewear is to be purchased/fitted through Vitality. Please view our online Dancewear store for pricing.</i>	<i>An E-mail will be sent in July to schedule your Fitting for Uniform/Dancewear.</i>
August Tuition *Auto-Pay on 08/01/24	<u>½ off of monthly Tuition</u>	*August Tuition will be charged on 08/01/24 – <u>(auto-pay)</u>
2024 Christmas Concert Fee *Auto-Pay on 08/01/24	<ul style="list-style-type: none"> \$150 per student \$200 per family <p>This fee INCLUDES your <u>Concert Video</u>.</p>	*Will be charged with August Tuition on 08/01/24 – <u>(auto-pay)</u>
2024 Christmas Concert Tickets	<p><i>[*every family will receive 1 complimentary ticket per enrolled student*]</i></p> <p><u>Backstage Volunteers will receive 1 additional complimentary ticket as well.</u></p> <p>*Additional tickets are charged per seat (children 0-2 are free if not sitting in a seat)</p> <p>* General Reserved Seating: \$12/ticket * VIP Reserved Seating: \$15/ticket</p>	*Will be available for purchase in November
2024 Christmas COSTUMES: Rental Fee *Auto-Pay on 09/01/24	<p>\$30 per costume</p> <p><i>*ALL Students are participating in our Christmas production. This fee is a RENTAL FEE; costumes will be returned to Vitality before “Christmas Break”. This Rental Fee INCLUDES your <u>Performance Tights</u>. Damaged or misplaced Costume Items will incur a “damage fee” PER ITEM.</i></p>	*Will be charged with September Tuition on 09/01/24 – <u>(auto-pay)</u>
2024 Spring COSTUME Fee *Auto-Pay on 11/01/24	<p>~ \$75-\$85 per costume</p> <p><i>*more info will be released in October about your child’s Spring costume and Costume Balance. Your Costume Balance will INCLUDE your <u>Performance Tights</u>.</i></p>	*Will be charged with November Tuition on 11/01/24 – <u>(auto-pay)</u>
2024 Spring Concert Fee *Auto-Pay on 02/01/25	<ul style="list-style-type: none"> \$150 per dancer \$200 per family <p>This fee INCLUDES your Spring 2024 <u>Concert Video!!</u></p>	*Will be charged with February Tuition on 02/01/25 – <u>(auto-pay)</u>
2025 Spring Concert Tickets	<p><i>[*every family will receive 1 complimentary ticket per enrolled student*]</i></p> <p><u>Backstage Volunteers will receive 1 additional complimentary ticket as well.</u></p> <p>*Additional tickets are charged per seat (children 0-2 are free if not sitting in a seat)</p> <p>* General Reserved Seating: \$12/ticket * VIP Reserved Seating: \$15/ticket</p>	*Will be available for purchase in April

Discount Policy

Vitality offers a “Sibling Discount”, “Military/Line of Duty 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

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 | 3:55pm

Tuesday OPEN | 4:40pm

Wednesday OPEN | 9:25pm

Thursday OPEN | 3:55pm

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

UPDATE: Please ring the doorbell in foyer if you are unable to enter the building; or call the WWS security number that should be programmed in your phone :)

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. **Reminder, families may play in the “front yard” area of building 700 – but may not go to backside of building.**

Emergency Evacuation:

Although we have never experienced an emergency evacuation at the studio, we are prepared for such a circumstance. The faculty & staff will be 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.

***The safest location in case of an emergency event are the bathrooms in building 700.**

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 as we are working on our technique and growing our abilities as dancers. In addition to growing in Technique, 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 performances. 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 Vitality Performances (Both Christmas/December & Spring/May).

Fall 2024 Season : Between September 9th-December 14th only TWO communicated absences are allowed to still be eligible for the performance. | hits 10 class minimum.

Spring 2025 Season : Between February 3rd- May 17th only THREE communicated absences are allowed to still be eligible for the performance. | hits 10 class minimum.

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”.

UPDATE: Please keep tardiness at a MINIMAL. Students who are 15 minutes late are marked as “Tardy”.

Two “Tardy” marks = 1 “Absence”

Please keep this in mind as it may affect their eligibility to perform.

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.

Parents: if you must enter the classroom to get your child (for early dismissal, etc.) please make sure that you have communicated this via email/text beforehand.

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 or email 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.

UPDATE: (Zoom) Vitality is no longer able to offer “Zoom” Classes. If your student misses a class due to illness, they will need to do a make-up class in another class that is same level, or lower level.

(UPDATE: Make- up class must be taken within 4 weeks 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, keep in mind that you can attend 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 via Email or Text to the office number.**

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 note 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:

- December 14th: tentative Christmas Showcase date
- May 17th: 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 2024 Showcase by September 1st, 2023

Spring 2025 Concert by January 1st, 2023

UPDATE: If your student opts out of performing in either/both of our performances, you are still charged the required Performance Fee. *This is because your child holds a spot in the class and we base our performance budget based on all student's participation. Thank you!

Individual Performance Fee: \$150

Family Performance Fee: \$200

If a child does not perform, Costume Fees/Purchases cannot be refunded.

Annual Performances Continued. . .

There are two performances for both the Christmas Production 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 only dance in ONE show time.

Nursing Home Visits : we do not have any visits on the 24/25 schedule – but if they are added – here is the info! NH visit participation is not required, but is 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.

Christmas 2024 Production :

We are EXCITED to take on our biggest Christmas Production to date. . . NARNIA!! This performance is extra special because ALL of our students will be included in bringing this story to life!

We are also bringing-in professional dancers from East Tennessee (Enoch Contemporary Ballet Company) to portray some of our bigger roles.

****Volunteers needed!!** Fams, 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.

Spring 2025 Concert :

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 Performance (both Christmas and Spring). Parents are not permitted to come backstage unless they are volunteers and are working backstage. Early dismissals are not permitted for Liability purposes and also to adhere to our Performance policies.

****Performance Rehearsal Policy:** ALL STUDENTS are required to attend the *required* Rehearsal Schedule for both Fall and Spring season. Please make sure that you have these dates notated on your calendar.

Performance Handbook:

We distribute a performance 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.

***Clarification - Christmas:** Your CHRISTMAS 2024 COSTUME is a “Rental” – this \$30 per class/costume will be auto-charged with Tuition on September 1st. This fee DOES include your Performance Tights, which you will keep. The costume items will be returned to Vitality after the Performance on December 14th. *Costumes Rentals are non-refundable.

***Clarification - Spring:** Your SPRING 2025 COSTUME is a “PURCHASE” – costumes are approximately \$75-\$85 per class/costume and this will be auto-charged with Tuition on November 1st. This fee DOES include your Performance Tights, which you will keep. *Costumes are non-refundable.

Performance Tickets

[Christmas 2024 Performance & Spring 2025 Concert : TICKETS]

Christmas 2024 Performance Tickets will be available to purchase **ONLINE** in November, 2024. Official date will be released via email/social media. *This is NOT auto-charged. You must purchase/reserve your tickets online per instructions that will be sent out later on.

Ticket Update: Every family will receive 1 complimentary ticket per enrolled student – You will be sent a custom “Coupon Code” that you will input into the Ticket purchasing software to redeem your free ticket(s).*

Backstage Volunteers will receive 1 additional complimentary ticket as well. Thank you for all that you do!

**Additional tickets are charged per seat (children 0-2 are free if not sitting in a seat)*

** General Reserved Seating: \$12/ticket*

** VIP Reserved Seating: \$15/ticket*

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 all of Vitality’s shows!

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.

Performance Parent Volunteer Placements:

Vitality’s Performances (Christmas & Spring) are the highlights 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 “dance performance 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** on our **Performance Parent Volunteer Policy**.

This states that 1 parent from each family (of ALL qualifying performers who are featured in BOTH show times) are **required* to help with one of the showings.*

Qualifying performers in BOTH show times includes:

-ALL Ballet 1-4 students

-ALL Musical Theatre students

-ALL Junior & Senior Hip Hop Students

ALL Pre-school, Pre-ballet, & Littles’ Hip Hop parents are exempt from this policy as your student will only be featured in ONE show time.

Clarification: There are some “non-backstage tasks” that we will need men for, but most tasks are backstage, which is women only. Backstage Assignments are determined by the Vitality Staff, and volunteer placement/assignments will be sent within 2-4 weeks of our tickets going on sale. [To be clear, you will be able to watch one show, and volunteer for the other show time.]

You will have an appointed date to review and CONFIRM your volunteer placement (on a Google Doc Sheet), or to request a different placement if need be. Please make sure that you are punctual on your confirmation as it is necessary for us to move forward in show season. Thank you! 😊

Spring Photos:

[more information for 2025 Spring Picture Week is TBA]

We anticipate that Spring Photos will *tentatively* be the week of March 24 - March 28th, 2025; 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 are included with your Performance Fee.

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!



Class Drop/Add/Transfer Request Form

Date: _____ Dancer's Name: _____

Requested By: _____

DROP

Class: _____ Day: _____ Time: _____ Instructor: _____

Reason: _____

ADD

Class: _____ Day: _____ Time: _____ Instructor: _____

Reason: _____

Transfer From: Style: _____ Day: _____ Time: _____ Instructor: _____

To: Style: _____ Day: _____ Time: _____ Instructor: _____

Reason: _____

