



Calendar & Handbook

2017/2018

VIVA DANCE CO. CALENDAR 2017/2018

August 1 st	Fall Enrollment Opens Online at 10am for all RETURNING Students
August 8th	Fall Enrollment Opens Online at 10am for all NEW Students
August 22nd and 23rd	Open House- On-Site Enrollment and Shopping 4-8pm
September 5th	School Year Session Begins
October 1st	Holiday Costume Payment Due (\$35/student) * Package includes leotard, tights, and accessory rental
October 24th-30th	Spirit Week- Halloween Costume Week (class friendly, please)
October 31st	Studio Closed- Halloween
November 22nd-26th	Studio Closed- Thanksgiving
December 1st	Holiday Show Tickets ON SALE... \$12.00 each (limit 6/family first two weeks)
December 4th-9th	Parent Observation Week and Holiday Costume Distribution
December 16th-22nd	Spirit Week- PJ Party Week
December 17th	Holiday Showcase Dress Rehearsal and Performance at MCCC Theater <i>Show #1 (Monday, Wednesday PM, Saturday Classes)- Rehearsal- 10:00-11:30am, Performance- 2:00-3:00pm Show #2 (Tuesday, Wednesday AM, and Thursday Classes)- Rehearsal- 11:30am-1:00pm, Performance- 4:00-5:00pm</i>
December 23rd-January 2nd	Studio Closed- Winter Break
January 3rd	Classes Resume
February 1st	Last Day to Enroll for Winter Session Spring Recital Dance Costume Payment Due (\$65/student/class, includes tights)
March 30th-April 8th	Studio Closed- Spring Break
April 9th	Classes Resume
May 1st	Spring Recital Tickets On Sale... \$12.00 each (Limit 12/family first 2 weeks)
May 7th-12th	Parent Observation Week and Spring Costume Distribution Week
May 14th-19th	Spirit Week- Old Recital Costume Week
May 21st-24th	Spring Recital Studio Rehearsal and Photo Week (revised schedule will be provided)
May 30th	Spring Recital Dress Rehearsal at MCCC Theater <i>5:00-6:30pm- Rehearsal for the 10am Show (Monday and Wednesday PM Classes) 6:30-8:00pm- Rehearsal for the 1pm Show (Tuesday and Saturday Classes)</i>
May 31st	Spring Recital Dress Rehearsal at MCCC Theater <i>5:00-6:30pm- Rehearsal for the 4pm Show (Wednesday AM and Thursday Classes) 6:30-9:30pm- Rehearsal for Team/Performance Routines who need them</i>
June 2nd	Spring Recital Performances (10am, 1pm, 4pm) at MCCC Theater <i>10am- Monday and Wednesday PM Classes 1pm- Tuesday and Saturday Classes 4pm- Wednesday AM and All Thursday Classes 6pm- Team Showcase (All Team and Performance Routines)</i>

IMPORTANT TUITION POLICIES

* We use Class Juggler, an online bookkeeping system to invoice all tuition. **YOU MUST PROVIDE US WITH A WORKING EMAIL ADDRESS SO THAT YOU CAN RECEIVE YOUR STATEMENTS ONLINE VIA EMAIL!** It is your responsibility to check your email and make sure that you stay current on your account. Each customer has access to their own personal Class Juggler account online where you are able to update any contact information, add students and/or classes, and change your credit card information. You can access your Class Juggler Portal from the home page of our website 24 hours a day, 7 days a week.

* Customers have two options to make tuition payments. 1) Automatic payment thru Class Juggler, our computer system is highly recommended to all of our customers for enrollment/billing. You are able to provide a credit/debit card number to be charged upon enrollment and that particular card will be charged on the 1st of each month for tuition and costume charges. Customers have 24/7 access to their account, so you are able to make changes to the card you would like billed or to make a payment on your account at any time. Please Note... If the credit/debit card on file is declined, for any reason, for your balance in full on the 1st of the month, you will be notified via email and will then be responsible for making your payment via cash on site at the studio during our set reception/business hours. 2) Families are also given the option to submit their tuition/costume payments via cash or booster funds on site at the studio during our set reception/business hours. All accounts that are not paid in full by the 7th of the month will incur a \$10/child/month late fee. Once an account is more than 30 days past due, your child will not be able to attend classes until the balance is paid. If you have an extreme circumstance and need to set up a payment plan, you may contact Ms. Shawn, our Studio Business Manager, and she will work with you on setting up bi-weekly payments.

*** VIVA DANCE CO. LLC NO LONGER ACCEPTS PERSONAL CHECKS AS A FORM OF PAYMENT FOR SERVICES OR MERCHANDISE.**

ADDING/DROPPING CLASSES

* If you choose to add a class during one of our open enrollment periods, you may do so online via our Class Juggler Portal. In the case that you need to switch or drop a class, you will need to contact one of our receptionists during business hours to complete a drop form. Classes can be added online via the self service center, but they cannot be dropped online. **We must receive notification in writing regarding dropping classes by the 21st of the month prior in order to avoid having your account charged for the following month.** There are **NO REFUNDS** for classes missed or partial months of class taken due to dropping a class mid-month.

PARENT COMMUNICATION

All updates, important reminders, etc. will be sent out via email and we will also have all important dates posted at the desk. We also have a Facebook and Instagram pages which are updated at least weekly, so be sure to friend "Viva Dance" so you can keep up on all up to date information. Viva has reception/office hours set Mondays, Tuesdays, and Thursdays from 4:30-8:30pm, Wednesdays 10:00am-1:00pm and 4:30-8:30pm, and also on Saturdays from 9:00am-1:00pm. We encourage all of our customers to stop in or call with any questions during office hours if you have any questions regarding billing, policies, dates, etc. If you need to speak with Miss Nicci or your child's instructor, please stop at the reception desk to leave a message for them to call you before or after their next day of classes at the studio. You are also welcome to email Miss Nicci at vivadancecollco@gmail.com with any questions or concerns you may have and she will forward any emails to other instructors for you. We all do our best to return all calls and emails within a 24-48 hour period.

FUNDRAISING OPPORTUNITIES

The Viva Booster Club is our fundraising club and is available to all of our families here at Viva. Fundraisers such as food sales, wreath and pointsettia sales, bowling outing, casino bus trip, poker walk, and many others are held throughout the school year. All of the fundraisers are held on an individual basis, so participation is ALWAYS optional. There is a \$10 annual administration fee due before you are able to participate in any fundraising event. These fees are used to cover the cost of administration, checks, and quarterly statements. Fundraising is a GREAT way to assist with your dance expenses. The Booster Club is organized and run by Ms. Shawn Satterfield, our Studio Business Manager. All Booster correspondence will be handled via email and also a Facebook Group Page. Ms. Shawn can be contacted via email at shawnsatterfield@msn.com. Please stop by the reception desk for more information if you are interested in joining.

CLASS DRESS CODE

Dancers work hard and stay more focused when properly dressed for class; therefore ALL dancers should come to class in appropriate attire. Viva does carry all of the dance shoes and tights your child needs for his/her class, most in-stock, all at affordable prices. Shoes and tights are sold via cash or debit/credit card during reception/business hours. Please find your child's class category below to be sure he/she has everything they need for their class this school year.

Baby Stars Combo- Dance outfit of choice, Pink ballet shoes or socks (no bare feet), Hair pulled up (if long enough)

Twinkle Stars Combo- Dance outfit of choice, Pink ballet shoes, Hair pulled up (if long enough)

Sparkle Stars Combo- Dance outfit of choice, Pink ballet shoes, Tan Merry Jane tap shoes, Hair pulled up

Shooting Stars Combo- Dance outfit of choice, Shoes coordinating with class dance styles, Hair pulled up

Male Combo Students- Shorts or sweats and a tshirt, Black tumbling shoes, Black lace up tap shoes (Sparkle and Shooting Stars only)

Ballet (ages 7+)- Solid black leotard, pink tights, pink ballet shoes, hair in a bun

Tap (ages 7+)- Dance outfit of choice, Black lace up tap shoes, Hair pulled up

Jazz (ages 7+)- Dance outfit of choice, Black jazz shoes, Hair pulled up

Hip-Hop (all ages)- Any comfortable clothing that won't restrict movement (no jeans), Black jazz shoes or gym shoes, Hair pulled up

CLASS OBSERVATION

NEW... We will hold Class Observation Week TWICE per year, the first full week of December and the first full week of May, where our classrooms will be open for viewing of the entire class for those two particular weeks of the season.

DUE TO SPACE RESTRICTIONS, STUDENTS WILL BE ALLOWED TO BRING ONE GUEST TO EACH OBSERVATION SESSION.

CLASSROOM BEHAVIOR

Students are expected to be respectful and attentive in class to teachers, assistants, and their fellow classmates. No hanging on the barres or putting hands on the mirrors is permitted. Polite behavior and good manners should be displayed throughout the class and the lobby. Foul language or actions are not permitted. Students should not gossip or make their own groups to exclude others and should work in unison as a class toward the common goal of learning what is being taught that day. Good attitude, good grooming/hygiene, good attendance, and practice at home are expected from each student. ***We are a private studio and reserve the right to dismiss any student who disregards studio policy, shows inappropriate behavior, or upsets the harmony of the school.***

ATTENDANCE

Absences and tardiness can have a negative effect on the entire class. Please make sure to be on time as it is disrupting to a class when a student comes in after the lesson is in progress or needs to leave early. Please make this a consideration when you choose your class(es) for enrollment. The class schedule will run for the entire school year. You are paying for a service and we want to help you make the most of your money, so please have your child to class on time.

LOBBY BEHAVIOR

* Children are NOT permitted to run around the waiting areas or hallways. It is disturbing to the other parents as well as distracting for the teachers and students. Please do not allow your children to walk on the chairs or benches or play in the bathrooms or break room. We ask that your children have respect for other people's property and to behave here, as you would like them to at school or in your own home. If you must bring siblings to dance class, please make sure they are seated next to you at all times. **PLEASE NOTE... THE STUDIO SPACE BEYOND THE RECEPTION DESK/LOBBY AREA IS RESERVED FOR STAFF AND STUDENTS ONLY!**

If you need to help your younger child in the girls changing room or are waiting at the studio with your younger child and need to use the restroom, we certainly allow you to pass thru the staff/student hallway to do so. We kindly request that you let the receptionist know you will be heading back and that you return to the lobby area as soon as you are finished using the changing room and/or restroom facilities.

* We are encouraging drop off for all school age students who are over the age of 5 years of age as long as they are in class without long breaks and can manage getting themselves from one class to another if necessary. This new policy will help keep the hallways clear and manageable. Our dancers ages 4 and under should not be left alone at the dance studio. Viva Dance Co. is NOT a daycare service. Please use your discretion with leaving kinder students (ages 5-6), as you know your children best. They need to be able to get themselves from class to class, put on and tie their own shoes, use the bathroom, and behave while doing so before you should consider dropping them off for classes. **ALL DANCERS AGES 7+ SHOULD BE DROPPED OFF FOR CLASS** in order to avoid our hallways and lobby space getting overcrowded. By 7 years of age, they have had 2 years of full day schooling and should be able to manage for a couple of hours of class on their own as well. We have staff on duty at the reception desk Mondays, Tuesdays, and Thursdays from 4:30-8:30pm, Wednesdays 10:00am-1:00pm and 4:30-8:30pm, and also on Saturdays from 9:00am-1:00pm. Viva typically has 4-6 instructors/staff members plus our assistants and demonstrators in the building as well. If your child needs anything please let them know to see their instructor or stop at the desk and we will be happy to help them. We will always call your cell phone in the case that there is any type of emergency or a circumstance where your child would need your immediate attention. We have several parents who read in their car, walk with a friend, or head out to run errands or grab dinner while their child is in class. These are all great ideas to help us avoid having crowded hallways and risking being over our capacity to comply with our occupancy and fire codes.

COSTUME & PERFORMANCE POLICIES

* Viva Dance Co. presents both a Holiday Showcase and a Spring Recital. All of our recreational dance students are invited and highly encouraged to participate in both of our performances as we feel that this is necessary to obtain a complete learning experience! Both performance and rehearsal dates have been included in our yearly studio calendar, which is located on the second page of this handbook and is also posted on our website on our "Calendar" page so you have plenty of time to plan for our upcoming events. **MALES WILL NOT BE CHARGED FOR COSTUMES ON THEIR ACCOUNT AND WILL INSTEAD BE GIVEN A LIST OF ITEMS NEEDED BY THEIR INSTRUCTOR.**

*** LATE COSTUME ORDERS/PAYMENTS WILL NOT BE ACCEPTED, PLEASE BE SURE TO READ CAREFULLY TO AVOID MISSING ANY ORDER/PAYMENT INFORMATION.**

**** HOLIDAY SHOWCASE INFORMATION***

Our Holiday Showcase Rehearsal AND Performance will both be held at Monroe County Community College on December 17th. We decided to keep this commitment to one day only for all of our families as we understand that this is a very busy time of year with the hustle and bustle of the holidays. Only our recreational dance classes will be showcased in the Holiday show. All Traditional Ballet Classes held with Miss Jennie will only perform in our SPRING Recital, as we want to use the first semester to work solely on their technique and terminology. This show is a great event for our students and their family to enjoy a great holiday inspired presentation put on by all recreational dancers who choose to participate. Our Holiday Showcase is a much lower key event than our Spring Recital. Holiday Showcase Assignments as follows. Additional information regarding times has been included on the Studio Calendar as well.

Show #1- All Monday, Wednesday PM, and Saturday Classes

Show #2- All Tuesday, Wednesday AM, and Thursday Classes

Holiday Costume Package includes a leotard and a pair of tights, for a total cost of \$35/dancer. Dancers will only need ONE leotard and ONE pair of tights for the entire performance, regardless of the number of classes/routines they have. Holiday show dancers will be given an accessory item (skirt, shorts, hat, etc.) that will be borrowed from our costume closet and returned once they have finished their routine. Holiday Costume Packages will be billed to your account and will be due with your OCTOBER tuition. ***Sizing sheets will be distributed in class the last week of September and will need to be completed and returned to the reception desk by OCTOBER 14th!*** We must receive payment in full AND your costume sizing sheet in order to place the order for your child's Holiday Costume. ***No late costume orders will be accepted!!!*** All tickets will be sold on a first-come-first-serve basis, beginning December 1st, cost will be \$12/ticket, and there will be a limit of 6 tickets per family for the first two weeks of sales to ensure that everyone is able to get tickets before the show sells out.

SPRING RECITAL INFORMATION

* Our Spring Recital is our professional end of the season show and will be held at the Monroe County Community College Theater on Saturday, June 2nd. All of our recreational and competitive dancers will have the opportunity to participate in a Spring Recital Performance. Spring Recital Assignments are as follows...

June 2nd 10am Show- M/W-pm classes 1pm Show- T/S classes 4pm Show- W-am/TH classes

* Costumes for this show are more elaborate and are all pre-ordered from a professional costume company. All recreational dance costumes will cost \$65 each and will include tights/socks needed for your performance and will come with your child's costume along with a Costume Details tag which includes items such as hair style, shoes, etc. **SPRING RECITAL COSTUME PAYMENTS WILL BE DUE BY FEBRUARY 1st!!! Please note that late costume orders will not be accepted!!!** Spring recital tickets will go on sale at the desk May 1st, will be sold for \$12 each, and each family will be limited to 12 tickets for the first two weeks of sales to ensure all of our families are able to purchase tickets. Extras will be released on a first-come-first-serve basis after the first two weeks of sale are complete.

* Dress rehearsal for our Spring recitals will be held on May 30th and 31st and dress rehearsal attendance is required in order to participate in the performance, unless extreme circumstances are presented. Please watch for our Spring Recital newsletter to be distributed in April for more information regarding this event.

May 30th 5:00-6:30pm- Rehearsal for 10am Show 6:30-8:00pm- Rehearsal for 1pm Show

May 31st 5:00-6:30pm- Rehearsal for 4pm Show 6:30-9:30pm- Rehearsal for Team Routines as needed

- Please keep in mind that all of our recreational costumes are ordered from a catalog and are made to fit a range of sizes. If your child fits into the lower portion of the size bracket, their costume may need some slight adjustments in order to fit properly. ALL ALTERATIONS WILL BE THE RESPONSIBILITY OF THE PARENT! We order using the company's size chart, and make sure to give the children 2 inches for growth. A costume that is too big, is FAR better than one that is too small as taking a costume in a bit is far easier than letting one out without the matching fabric to do so. IF YOU WOULD LIKE TO REQUEST A SIZE EXCHANGE, IT MUST BE DONE SO DURING THE FIRST WEEK OF MAY, BEFORE THE COSTUME GOES HOME. We cannot promise we can always get a replacement costume for your child, but in extreme circumstances, we always try.

NEW THIS YEAR... STUDIO REHEARSAL AND PHOTO WEEK MAY 21st-24th

Each of our classes performing in the recital will have an assigned time to come into the studio IN FULL COSTUME/HAIR/MAKE-UP to practice their routine in the large dance room with their proper entrance/exit and also get their group/individual photos taken. Schedule for Studio Rehearsal Week will be posted in the Spring Recital Packet. WE WILL NOT BE RUNNING A REGULAR STUDIO SCHEDULE DURING THIS WEEK.