



**Calendar & Handbook**

**2018/2019**

# VIVA DANCE CO. CALENDAR 2018/2019

August 1 <sup>st</sup>	Fall Enrollment Opens Online at 10am
August 28 <sup>th</sup> and 29 <sup>th</sup>	Open House- On-Site Enrollment and Shopping 4-8pm
August 30 <sup>th</sup>	Open House- On-Site Enrollment and Shopping 12-4pm
September 5 <sup>th</sup>	School Year Session Begins
October 1 <sup>st</sup>	Holiday Costume Payment Due (\$20/student)
	* Includes tights and accessory rental
	* Dancers must provide their own solid BLACK leotard
October 24 <sup>th</sup> -30 <sup>th</sup>	Halloween Costume Week (dance/tumble friendly, please)
October 31 <sup>st</sup>	Studio Closed- Halloween
November 22 <sup>nd</sup> -25 <sup>th</sup>	Studio Closed- Thanksgiving
December 3 <sup>rd</sup>	Holiday Show Tickets ON SALE... \$10.00 each (limit 6/family first two weeks)
December 3 <sup>rd</sup> -8 <sup>th</sup>	Holiday Costume Distribution- Last 10 minutes of each class participating
December 18 <sup>th</sup>	Holiday Showcase Dress Rehearsal at MCCC Theater
	Show #1 (Monday, Thursday, Saturday Classes)- 5:00-6:30pm Rehearsal Time
	Show #2 (Tuesday, Wednesday Classes)- 6:30-8:00pm Rehearsal Time
December 21 <sup>st</sup> - January 2 <sup>nd</sup>	Studio Closed- Winter Break
January 3 <sup>rd</sup>	Classes Resume
February 1 <sup>st</sup>	Last Day to Enroll for Winter Session
	Spring Recital Dance Costume Payment Due (\$65/student/class, includes tights)
March 29 <sup>th</sup> -April 5 <sup>th</sup>	Studio Closed- Spring Break
April 9 <sup>th</sup>	Classes Resume
April 19 <sup>th</sup> -21 <sup>st</sup>	Studio Closed- Easter Weekend
April 29 <sup>th</sup> -May 4 <sup>th</sup>	Spring Recital Costume Distribution Week... last 10 minutes of class
May 1 <sup>st</sup>	Spring Recital Tickets On Sale... \$15.00 each (Limit 12/family first 2 weeks)
May 11 <sup>th</sup>	Spring Recital Photo Day (at VDC, schedule TBA)
May 28 <sup>th</sup>	Spring Recital Dress Rehearsal at MCCC Theater
	* 5:00-6:30pm- Rehearsal for the 11am Show (Monday/Thursday Classes)
	* 6:30-8:00pm- Rehearsal for the 2pm Show (Tuesday/Weds Daytime/Saturday Classes)
May 29 <sup>th</sup>	Spring Recital Dress Rehearsal at MCCC Theater
	* 5:00-6:30pm- Rehearsal for the 4pm Show (Wednesday Evening Classes)
	* 6:30-9:30pm- Rehearsal for Team Routines who need them
May 30 <sup>th</sup>	Team Showcase at MCCC Theater- 6pm
June 2 <sup>nd</sup>	Spring Recital Performances (11am, 2pm, 5pm) at MCCC Theater
	* 10am- Monday and Thursday Classes
	* 2pm- Tuesday, Wednesday Daytime, and Saturday Classes
	* 5pm- Wednesday Evening Classes

## **IMPORTANT TUITION POLICIES**

\* This year we are using a NEW online account system called Dance Studio Pro, which is an online bookkeeping system to invoice all tuition. ALL CUSTOMERS MUST REGISTER AS A NEW STUDENT WHEN YOU LOG IN FOR THE FIRST TIME. ***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 Dance Studio Pro 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 account 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 Dance Studio Pro, which is a secured system and 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 1<sup>st</sup> 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 1<sup>st</sup> 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 7<sup>th</sup> 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 Dance Studio Pro Online System. This new system will also allow you to drop classes online as well. Please keep in mind... **You must drop classes by the 21<sup>st</sup> 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. We also utilize the Remind App for reminders/closings and our new billing system allows us to send text reminders when needed as well. Viva has reception/office hours set Mondays, Tuesdays, and Thursdays from 4:00-8:30pm, Wednesdays 10:00am-1:00pm and 4:00-8:30pm, 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](mailto: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](mailto: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.

**Future Stars-** Dance outfit of choice, Pink ballet slippers, Hair pulled up (if long enough)

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

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

**Shooting Stars-** Dance outfit of choice, Shoes coordinating with class dance styles, Hair pulled up  
\* Tan Merry Jane Tap Shoes, Black Jazz/Tumbling Shoes, Pink Ballet Slippers, Poi Balls for Hula

**Male Combo Students-** Shorts or sweats and a tshirt, Black tumbling/jazz shoes, Black lace up tap shoes as needed

**Ballet (ages 6+) with Miss Jennie-** Solid black leotard, pink tights, pink ballet shoes, hair in a bun  
\* Black "Garbage Bag" Shorts or Solid Black Ballet Skirts permitted

**Tap (ages 6+)-** Dance outfit of choice, Black lace up tap shoes, Hair pulled up

**Jazz (ages 6+)-** Dance outfit of choice, Black jazz shoes, Hair pulled up

**Hula (ages 6+)-** Dance outfit of choice, Barefeet or Socks, Hair pulled up \* Poi Balls needed (sold at VDC)

**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 have a new closed circuit camera system installed in each classroom. We will have the television in the lobby on every week October-May and alternate one room per week starting the first week of October. Parents will not be permitted to be in the classrooms unless your child is enrolled in our Future Stars program.

## **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. No refunds will be given for students/parents who are asked to leave due to disrupting the harmony of the studio.***

## **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 3 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 4-5), 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 6+ 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 a year 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 4:00-8:30pm, Wednesdays 10:00am-1:00pm and 4:00-8:30pm, 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 at Meyer Theater at Monroe County Community College. 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! Our Tumbling students will participate in the Spring Recital performance only. 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.**

**\* RECITAL SHOW ASSIGNMENTS HAVE BEEN INCLUDED IN THE CALENDAR AS WELL. PLEASE NOTE THAT PARENTS AND GUESTS WILL NEED A TICKET TO ALL PERFORMANCE THEIR CHILD IS IN. IF YOU ENROLL FOR CLASSES THAT ARE IN MORE THAN ONE PERFORMANCE, YOU WILL NEED TICKETS FOR MULTIPLE SHOWS.**

**\* ADDITIONAL PERFORMANCE INFORMATION WILL BE DISTRIBUTED CLOSER TO THE EVENT.**