



&

**STUDENT
HANDBOOK
2023-2024**

We are so glad you've chosen to dance with us!

Our motto is "Never Miss A Chance to Dance."

We think everyone should be able to dance.

**We strive for the highest level in Dance technique in the area,
while allowing students of all abilities, ages, body types and ethnicities to join in.**



What Fees Should I Expect

Quarterly Payments:

The 2023-2024 Season runs from September through May. Our hope is that your dancer will study with us for the entire season so that they may perform in our annual recital in May.

Payments are made quarterly as follows:

- 1st payment is due September 1, along with the Registration/Processing fee.
- 2nd payment is made on November 1, along with the costume payment.
- 3rd payment is made on January 1.
- 4th payment is made on March 1.

You may pay for the entire season in full at registration, and waive the annual processing/registration fee.

Parent Portal:

When you register your child, you will set up a parent portal. This allows us to communicate with you easily and is an easy way to register for upcoming classes and events. You may also have automatic payments set up through the portal, but because Credit Card/ACH fees have gone up, cash or checks made to Velocity Dance Center are preferred. *For cash or check payment, please place the payment in the red "Velocity Dance" Cash Box on the studio desk before or on the quarterly payment due date.* Payments may also be mailed to:

Velocity Dance Center
C/O Tamra Challacombe
1445 Timberline RD.
Goodfield, IL. 61742

There is a \$5 late fee for late payments after the 7th of the quarterly payment month. This fee will be charged weekly until the payment is made.

The Parent Portal also allows you to record absences and schedule make up classes. It will automatically let our staff know so there is no need to email us.

We ask that students not hop in an out of classes due to other sports, activities, etc, and expect not to pay for classes. No credits will be given for classes a student misses. You may make up those missed classes, if you wish.

It is imperative that you register this portal with an email address that you use daily. Email is our main mode of communication. We don't want you to miss important information because we've gone to a junk email. Be sure and add velocitydance5678@gmail.com to your list of safe emails.

Registration/Annual Processing Fee:

The annual registration/processing fee is a one time payment of \$30 per family due at registration. It is active from registration through the following season registration. There is no fee for summer session registrants.

Refunds:

Refunds are as follows:

Prior to the first class: a full refund, less the processing fee.

Following the first class: No refunds.

No refund of recital costume payments once the costumes have been ordered. The costume is yours.

Private Lessons:

Private lessons are \$85 for an hour, \$45 for a half hour. No shows will be charged if they do not let us know one hour in advance. Private lessons should be scheduled through Ms. Tamra. We have slotted Friday evenings as possible private lesson nights.

Attire

Most dancers are excited to wear beautiful costumes when they perform. The matching dresses, tights and bows can make any performance even more exciting. But just as important as wearing the right clothing on stage is wearing the right clothing in the studio. Here are five reasons why Velocity Dance Center feels it's important to have a dress code.

1. **Eliminates Distractions-dancers will not focus on other students attire**
2. **Allows Dancers to Move Properly-dancers can see their bodies in the mirror**
3. **Increase Focus-dancers won't pull and tug on apparel**
4. **Improves confidence-when a student looks like a dancer, they dance with confidence**
5. **Creates Cohesiveness-Everyone looks similar**

Dress codes are an important part of dance studios, and can change the attitude and performance of all dancers. Dancers at all levels benefit from wearing proper attire when they practice and perform.

2023-2024 Dress Code

Four Years Old Class-Pink Dance Dress

Five Years Old Class-Light Blue Dance Dress

Level 1 Tap/Ballet/Jazz Combo-Burgundy Leotard. Style of choice.

Level 2 Classes-Dark Purple Leotard. Style of Choice

Levels 3-5 Classes-Black Leotard. Style of Choice

Dance Shoes

Dance shoes may be purchased at Flying D Dancewear for the best fit. We do have gently used shoes at the studio. Please label them and bring them to the studio.

Dance shoes should never be worn outside. Dirt, grass, rocks and asphalt ruin our Marley dance floor!!

Recital Costumes

Recital costumes need to be ordered by mid November. We include the appropriate color of tights with each costume, so that all of the students match for the performance. Because of ever changing prices, we will charge per costume and tights this season. This means that each class may have a different costume fee. Costumes with tights usually cost between \$80-\$125.

Payment in full for recital costumes is due on November 1. The amount of each costume and tights will be added to the parent portal account mid October. Please let us know if you are generally an automatic payment customer, but would like to pay cash or check for this expense. Otherwise it will automatically come out of the account on November 1.

Dance Class Etiquette

The art of The Dance has been handed down from the ancient times when it began as a form of tribal worship. Most dance styles stem from Classical Ballet which has a strong code of etiquette. This is one reason the instructor goes by the title Ms., Miss, or Mr.

Students (and Parents) are expected to bring to the teacher a willingness to put forth maximum effort, including consistency in attendance, and to accept the teacher and what is taught without hesitation. Dance class etiquette involves arriving on time, being properly dressed, following directions, accepting constructive criticism and being attentive and respectful toward the teacher.

Our best advice for the student is:

- Be focused, work very hard and with consistency, and be patient with yourself. There is no instant gratification in the world of dance.
- Respect your teachers and listen carefully to what they say, even when it is not personally directed to you.
- Don't be critical or envious of other dancers. We have different bodies (instruments) with individual strengths and weaknesses. Perfect your own strengths and improve your weaknesses.
- Competition in class is healthy. If there is a lack of competition, compete with yourself. Try to be a better dancer today than you were yesterday.

Body Alignment and Corrections: The Art of Teaching Dance requires a watchful eye. Your student will be helped by verbal corrections as well as some physical adjustments. Sometimes it is necessary to align the posture, straighten the leg or adjust the turn out through physical touch. This is how we establish correct technique and proper placement and in no way should be misconstrued as inappropriate. In order for the instructor to best make these adjustments, in ballet class in particular, warm ups should be removed by the third exercise at the barre. We do not allow half tops for this reason.

Hair: Hair must be worn out of the face for ALL classes. It is a distraction to the student! A bun at the back of the head is best for all dance classes.

Attendance: It is critical to the students dance education to strive to be in attendance for every class. In the case of a necessary absence, Velocity Dance Center allows for the student to make up a missed class in a same level or lower dance class. They may even try another dance form if they like. Parents please have your child make up their missed class in a timely manner. You may schedule the make up class through your Parent Portal. Make up classes are not a requirement.

We never want to discourage a well rounded student with many interests. If a student plans to be out of class for more than a couple of weeks please let us know. It is very frustrating to the teacher and other class participants when they have to go back and relearn steps or choreography.

Weather Related Closures: We will not hold classes electronically for weather closures. Parents will be notified through email and/or text if it is necessary to close due to the weather.

Arrival Times/Tardiness: Please try to have your child to the studio 5 minutes early. It hinders the class when students are late for class and is not fair to the student, their peers and other parents who attend on time. That being said, please do not arrive more than 30 minutes early for class.

Parental Etiquette

- Please read the emails that we send out each month. This is the way we communicate to you. If you have a question it is most likely covered in an email or the Handbooks.
- Parents should have their child to class 5 minutes early with hair put up and appropriate attire on. We understand sometimes exceptions will need to be made, but please don't make it a habit.
- If a parent has questions, concerns or suggestions about the class, please email us. velocitydance5678@gmail.com. Parent questions during class are a distraction and may not involve a complete and thoughtful answer.
- Parents should try to record absences in the Parent portal. This way the instructor is not waiting to see if the student is going to arrive.
- If a student is going to drop a class, it is proper etiquette to let the instructor know. The class is counting on that dancer to show up. This is very important when learning choreography for performances. There are no refunds for dropped classes.
- Performance weeks are very hectic for everyone! Please don't bombard Ms. Tamra with questions or suggestions during performance week. It is frustrating to have to answer a bunch of emails and prepare everything for the show.
- Make up classes do not extend in to the next session. Once the session ends, the class is completed. Make ups should be done with in three weeks of the absence. They should also be scheduled in the parent portal. It is not a requirement to make up classes, It is an option so the dancer remains sharp and the parent is getting their moneys worth.
- Parents should refrain from making other students or parents feel uncomfortable. We do not want a lobby full of Abby Lee style "Dance Mom's". We want your children to be happy to come to dance, not dreading coming because of jealous behavior prompted by adults or their children. Please be kind.
- Our lobby is open for dancers, parents and siblings. Please keep the noise level in the lobby down, even with the door closed it is distracting. Please straighten up the lobby, put games away and throw away your garbage before you leave.
- Parents should refrain from opening the sliding glass door to make comments or suggestions. It is a distraction to the class. This is Ms. Tamra's work place. No one likes to be critiqued loudly at work.
- We love volunteers! Having parents help take a lot of stress off of Ms. Tamra.
 - Please sign up to help if possible. Many hands make light work!
 - Parts for performances are based on the students ability. Please do not expect that because a parent volunteers a lot of their time, that the dancer will get key roles. This studio operates in a fair manner. We recognize talent, not how much time or money parents give, when giving out parts.
- We hope that you will allow your child to take part in our fundraisers. This allows them to help pay for their costumes and helps them help the studio give them the best dance education. It also helps teach them about money and entrepreneurship.



Performance Opportunities

Recital Participation:

As a continuance of the students dance education, Velocity Dance Center expects dance students to perform in its recitals.

Each year the spring recital will take place in May. The dress rehearsal will be on the performance date.

The recital will be held at Metamora High School. We strive to keep our recital to around an hour and a half in length. No four hour recitals here!

Students who are unable to perform in the recital must let Ms. Tamra know in writing prior to October 15 so that a costume is not ordered for the student. If this deadline is missed and the costume is ordered, the costume is yours. There are no recital costume refunds after they have been ordered.

Recital Solos: Seniors are free. Happy Graduation! All others wanting to do a solo, the cost is \$300 plus costume costs.

Other Recital Costs:

Some other costs that will be associated with the recital performance include tickets, optional T-shirts, photographs, videos, hair accessories, and make up.

All checks for tickets should be made to Velocity Dance Center. Credit cards and cash also accepted.

Outside performances:

Occasionally, we are asked to dance at nursing homes, libraries, other events. We will let you know when such occasions occur.

"The Nutcracker" Participation:

Our next bi-annual production of "The Nutcracker" will be in 2024.