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**STUDENT  
HANDBOOK  
2022-2023**

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**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 Classes Are Offered?

## Ballet, Jazz, Tap, Lyrical and Tumbling

**If you are uncertain which level to register for please email Ms. Tamra. Report cards will be sent home each spring. They will list which level to register for in the fall.**

### **Gliiter Galaxy Stars and Sparkling Show Stars -Dance Classes for Ages 4-5.**

The purpose of the class is to introduce young dancers to the three styles of dance and inspire movement and creativity within a positive environment. Dancers will also learn basic steps and terminology in all three styles. The use of fun, age appropriate music engages the young dancers' minds and bodies.

### **Tots and Kinder Tumbling and Kinder Tots Tumbling:**

Tots Tumbling for ages 3-4 with no tumbling experience. Kinder Tumbling is for 4- 5 years old.

### **Level 1 Classes: Ages 6 and up**

These beginner level classes are available for Ballet, Jazz, Tap, Lyrical and Tumbling. The student should meet the age requirement, or have completed a pre-dance class. Jazz, Tap, and Tumbling classes are 30 minutes in length. Ballet is 45 minutes in length.

### **Level 2 Classes: Prerequisite Level 1.**

Classes in Ballet, Jazz, Tap, and Tumbling for those who have completed Level 1 or have previously taken dance class. Please check the schedule for class lengths.

### **Level 3 Classes: Prerequisite Level 2**

Intermediate Level Classes in Ballet, Jazz, Tap, and Tumbling for those who have completed level 2. Please check the schedule for class lengths.**Placement by instructor.**

**All level 3 Ballet students should take at least two ballet classes per week.**

### **Level 4-5 Classes: Prerequisite Level 3 or 4**

Advanced level classes in Ballet, Jazz, Tap, and Tumbling. **Placement by instructor.** Please check schedule for class lengths. **3 or more ballet classes recommended.**

### **Lyrical Levels 1, 2 and 3-5.**

Lyrical dance incorporates the emotion of the music or lyrics with a combination of Jazz, Ballet and Modern Dance movements.

### **Home School Dance for Home Schooled Children Level 1 and Level 2**

A multilevel class for Home Schooled students. One hour dance includes alternating 9 weeks sessions of ballet and jazz/tap..

**Tumbling classes will not perform in the annual recital.**

**Velocity Dance Center reserves the right to reschedule or cancel any class.**

# What Fees Should I Expect

## Class Payments:

Classes run from August through May. We also offer a summer session. Our hope is that your child will study with us for the entire season so that they may perform in our annual recital. Payments are monthly on the first of the month. We **prefer** payment through our Parent Portal which will automatically deduct the monthly payment. Parents will need to set up your parent portal with a credit card *and* a bank account. Having two modes of payment may help in those times when a credit card expires or has been breached and a new card needs to be added. Cash or checks accepted, but *electronic debit is 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 1st of the month. The first payment is due at registration along with the Registration/Processing Fee. Monthly payments are the tuition divided by 9. August and May are prorated to make up the ninth month. All other months are a full payment.*

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

There will be a \$30 late fee for any account with an expired credit card that is not taken care of by the 7th of the month. The software will automatically send you an "OOPS" notice in such cases. Any card that is not updated by the 15th of the month is subject to an additional \$10 processing fee.

In the event of a pandemic shut down, classes may be held electronically. Tuition will continue to be charged for Electronic classes.

## Annual Processing Fee:

There is a **non-refundable** annual processing fee per student. The fee is prorated for additional students in a family. This fee helps cover the costs of the Jackrabbit Software and Credit Card Fees incurred each month. This benefits the parent in ease of payment and not adding credit card fees to the monthly payment.

The annual processing fees are applied and debited upon registration. They are good for one year from August 1-July 31.

## Refunds:

Refunds are as follows:

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

Following the first class: No refund of monthly payment.

## 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.

## Recital Package/Nutcracker Participation Fee:

These fees are explained in the pages that follow regarding Performance opportunities.

# Dress Code

## 5 Reasons Dress Codes Are Important

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:

No matter if they are just starting or have been dancing for years, dancers need to focus so they can learn and perform their best. Wearing clothes outside the dress code can be distracting for all the dancers in the room and take away from the class. Even if the dancer is wearing attire within the dress code, the dancer can still be distracted if the leotard is the wrong size or their hair falls in their face. Other dancers can be distracted by the dancer's clothes that stand out and draw the attention away from the instructor. It's often difficult to keep kids and teenagers focused in ideal situations, and clothing issues just make it worse.

### 2. Allows Dancers to Move Properly

Most dance studios have dress codes so that dancers can move properly for the type of dance. Each dress code is chosen for a reason: to enable the dancer to focus on their steps, not what they're wearing. When left on their own, dancers might not wear proper clothing, which can hinder their ability to learn the choreography and move properly. Improper clothing can impact technique and precision, especially in partner or group numbers.

### 3. Increase Focus

Following a dress code puts the dancers in the right mindset to learn and focus. Instead of being able to show up in whatever they want, following the dress code takes effort and shows that the dancers are serious about wanting to develop their skills. This is especially true for younger dancers, because wearing the proper clothes signals they are ready for a structured dance class, not a wild playtime. A dress code can teach dancers to be disciplined and puts them in the right mindset to listen and respect the teacher.

### 4. Improves confidence

When dancers look the part, they feel better. Just putting a dancer in the proper attire can completely change their posture and outlook. In the right clothes, a dancer feels like they can take on anything. It makes them more willing and confident to attempt new steps and skills. Wearing matching or similar clothing to the other dancers in the class puts everyone on the same page, which can be helpful for dancers who are struggling and don't want to stand out. When students look like dancers, they feel like dancers and it shows in their confidence and attitude.

### 5. Creates Cohesiveness

A dance studio dress code helps all dancers look cohesive and creates a bond between the group. When everyone is wearing the same uniform, it is easier to see the group as a cohesive unit, instead of a mismatched group of people. When dancers wear proper attire, it helps their team members and teachers better see how their bodies move. Cohesiveness can help dancers better visualize what the dance will look like and can create stronger bonds between dancers as they realize they are working towards the same goal.

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.

# Dance Class Etiquette

## What to Expect

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.*

**Hair:** *Hair must be worn out of the face for ALL classes including tumbling. It is a distraction to the student! A bun at the back of the head is best for dance classes. Tumblers may wear a pony tail.*

**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. We love well rounded students. *Anyone randomly dropping into classes is not eligible to perform in the recital or in major roles of the Nutcracker. If you want to perform, please register for a class. 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 reteach or learn new 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

1. 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.
2. 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.
3. Parents should keep the noise level in the lobby down. It is very difficult for the Teacher and students to concentrate when there is excess noise.
4. If a parent has questions, concerns or suggestions about the class, please email us. [velocitydance5678@gmail.com](mailto:velocitydance5678@gmail.com)
5. 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.
6. 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 and the waiting and wondering game inhibits choreography.
7. Performance weeks are very hectic for the everyone! Please don't bombard Ms. Tamra with questions or suggestions during recital week. It is frustrating to have to answer a bunch of emails and prepare everything for the show. We do our best to cover questions in the Recital Handbook.
8. 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.



## Parent Portal And More

When you register your child, you will create a Parent Portal through our Jackrabbit Studio Software. Through you Parent Portal, you may set up your monthly payment information and check monthly balances or debits. You may register for classes, check student schedules, receive notes from the teacher regarding placement, schedule make up classes and more.

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](mailto:velocitydance5678@gmail.com) to your list of safe emails.

If your child has an absence to make up, you can schedule this through the Parent portal. You can also let us know of an absence that way. This is very helpful as sometimes we are waiting on a student who doesn't show up. We have added the ability to text through Jackrabbit as well. Upon registering be sure to click on the box that allows us to contact you via text.

This will only be used in very special occasions such as a weather related closure or rehearsal time changes.

# Performance Opportunities

As a continuance of the students dance education, Velocity Dance Center **expects** dance students to perform in its annual recital. We also offer the opportunity to participate in our annual production of **The Nutcracker**.

## Recital Participation:

Each year the recital will take place in May. The dress rehearsal will be on the day before 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 September 15** so that a costume is not ordered for the student. If this deadline is missed you will still receive a costume and a Recital Package charge.

Unfortunately, many of the costume companies are not allowing returns, only exchanges!

## Recital Package

The price of costumes has gone up a lot over the last few years. Shipping has also been an issue thanks to supply chain problems. Because of this, **costumes need to be ordered by September 30**.

To save parents from having to pay for a bunch of extras at recital time, we have created a recital package. The package will include one costume, tights, one recital ticket for the dancer, a recital video, recital pictures, a download of the recital music with the cuts, and rehearsal video access. This will eliminate the need for separate forms.

The package is set up so that anyone with a second child pays a lesser amount for that second child since there is only a need to download one set of photos. For those in a second class that is dancing, you will simply pay for the costume and tights for added classes.

*Payments may be made in full by September 17 with a 10% Discount* or parents may choose quarterly payments that will come out of your account on September 17, November 17, February 17 and April 17. September 17 is the *firm* cutoff date for payment in full. You can have the full amount taken out of your account on file or write a check.

The cost will be as follows for 2022/23:

- For those taking only one class the package will be \$200
- Second child participating is \$165.
- If a student is in more than one dance, the second costume is \$85.

Example 1: A family with two dancers, each participating in two dances=\$535 or \$133.75 per quarter

Example 2: A dancer in three dances=\$370 or \$92.50 per quarter

**Any family who participates in our fall Fannie Mae Fundraiser may apply their portion of sales to this package. (\$4 per box.)**

If opting in to the installments plans, the first installment will post on September 17. For 2022 the Fannie May sales end on September 14, so the fundraising amount can be easily applied.

**Tumbling Students will have a separate Tumbling Spectacular in the Studio this year. More information on that will be forthcoming.**

**Recital Solos: Seniors are free. Happy Graduation! All others wanting to do a solo, the cost is \$380 plus costume costs. This is 8 half hour sessions or 4 hour long sessions and a minimal cost for choreography.**

## **Other Recital Costs:**

Some other costs that will be associated with the recital performance include tickets for family and friends, hair accessories, and make up.

All checks for tickets should be made to Velocity Dance Center. Credit cards and cash also accepted. One free ticket will be given to each participating family.



# "The Nutcracker" Participation:



Our annual production of "The Nutcracker" will usher in Christmas week. The performance will be held on Friday evening and Saturday afternoon. The Monday-Thursday evenings prior are considered "Tech Week" rehearsals and are **mandatory**.

This production is **by audition** and is open to students aged 6-Adult. Audition will be held the last Saturday of August. It is open to anyone in the area; however, **any one cast in a major dance role must take at least one ballet class at Velocity Dance Center. Being in the Nutcracker does not replace your regular technique classes!!!**

Parents are asked to give **two hours** of their time to aid in the production. These hours may be accrued through costume bedazzling, steaming or mending, creating hair pieces, assisting with rehearsal traffic, backstage help, Nutcracker Shop sales and more. A "Sign Up Genius" will be created for these hours. Any parent who feels they can not help may opt out by paying \$50. **We really need your help!**

## "The Nutcracker" Participation Fee:

The participation fee is \$85 per performer. The rehearsal period is nearly 16 weeks, so that's a lot of dance for your bucks!!

This fee **includes adult performers** and helps cover the costs of cleaning and purchasing costumes, Ms. Tamra's time spent choreographing and teaching the dance pieces, replacement of props broken during rehearsals or performances, and rental of the venue and a truck to carry sets to the theater.

## Other "The Nutcracker" Costs:

Other costs may include, but are not limited to:

a nude leotard to protect costumes, hair pieces for Party Girls or Party Moms, necessary shoes for the role, many pairs of pointe shoes for pointe dancers, rehearsal attire, makeup, hair accessories, tights, tickets for family and friends, videos and pictures.

The cost of the tickets are \$28 for adults, \$18 for children ages 2-17. Tickets will be sold through our ticketing service and will be reserved seating.

**Secret Sugar Plum: Each dancer may sign up to participate in the Secret Sugar Plum gift exchange. A small gift under \$5 is given each day we are in the theater with a final larger gift \$20 or less at the final performance. Its a fun way to get to meet other cast members!**

## "The Nutcracker" Rehearsals:

"The Nutcracker" rehearsals will begin after Labor Day. The performance will be on December 16 and 17.

Parents are asked to drop off their participant 5 minutes early and pick them up when their rehearsal time has ended. Too many people in our lobby make it impossible to hear the music over all of the voices.

**Attendance is very important.** It is very difficult to learn choreography around invisible participants. We understand that things come up and sickness happens, but for three months the production should be a priority. Too many absences could lead to the loss of a part.

We strive not to waste the dancers time and will schedule accordingly. Please be flexible with time changes as sometimes they will be necessary whether things are going well or poorly. We will email or text these changes.

As in class, the director is to be given complete focus and respect during the rehearsal and performance process. With a large cast it is easy to be distracted. Those in the studio should remain quiet at all times.

## "The Nutcracker" Venue:

This year we will hold our performance at Metamora High School. The venue seats over 850 people and the stage space allows us ample space to move.