
Studio Handbook

Vibe. The Place to Dance.

Prepared: July 30, 2020



DRESS CODE

Appropriate dance wear is required for all classes. Being dressed properly will enable instructors to correct body placement. It also allows students to feel equally part of a group. Loose fitting or baggy clothing, heavy or loose jewelry, and inappropriate or offensive graphic writing on clothing is not allowed. We encourage you to purchase items locally at "Rosy Cheeks" or online through Discount Dance or Amazon. The dress code is as follows and will be enforced:

ACRO: Hair in a bun, bare feet, leggings and leotard or leggings and tight fitting top (unitards are OK but leggings are preferable as sometimes the mats are sticky).

ADAPTIVE: Hair off of face, tennis shoes/jazz shoes/ballet shoes acceptable (tap shoes may be needed), comfortable clothing (no jeans).

BALLET 1 & 2: Hair in a neat bun, any color leotard, pink full-footed tights, pink soft leather split-sole ballet shoes, skirt optional.

BALLET 3 - ADVANCED: Hair in a neat bun, black leotard, pink full-footed tights, pink soft leather split-sole ballet shoes, skirt optional.

CONTEMPORARY: Hair in a ponytail/bun/off the face, bare feet, any kind of tightly fitted clothing (shorts/leggings/leotards/tops).

HIP HOP AND TOT HOP: Hair style can be whatever the dancer is comfortable with, comfortable (not overly baggy) clothing (shorts/leggings/tops), supportive, indoor tennis shoes.

JAZZ: Hair in a ponytail/bun/off the face, tan leather split-sole slip-on jazz shoe, any kind of tightly fitted clothing (shorts/leggings/leotards/tops).

LITTLES TAP: Hair in a ponytail/bun/off the face, tan Mary Jane style shoes (any brand), shorts/leggings/leotards/any kind of top.

LITTLE VIBES: (combo ballet and tap class): Hair in a neat bun or ponytail, any color leotard, pink full-footed tights, pink soft leather ballet shoes (not satin slippers, like from Target), tan Mary Jane style tap shoes (any brand), skirt optional.

LYRICAL: Hair in a ponytail/bun/off the face, tan leather split-sole, slip-on jazz shoes or bare feet, any kind of tightly fitted clothing (shorts/leggings/leotards/tops).

POINTE: Hair in a neat bun, black leotard, pink full-footed tights, see instructor for pointe shoe recommendation, skirt optional.

STRETCHING AND MINDFULNESS: Yoga mat, hair comfortable and off the face, leggings or shorts, comfortable top.

TAP JUNIORS - ADVANCED: Hair in a ponytail/bun/off the face, black tie shoes (any brand), NO split-sole or slip-ons, shorts/leggings/leotards/any kind of top.

REGISTRATION & TUITION

Due to our October start date, our dance season will be broken up into two 16 week sessions.

Session 1 - October 5th thru February 7th

Session 2 - February 8th thru June 6th

A 5% Sibling Discount will apply toward tuition fees

A non-refundable \$25 per dancer registration fee is due at the start of registration, annually, to hold a spot in class. Once registered, a student's class placement is considered reserved for the session. It is required that each family has a valid credit card on file.

Tuition should be paid according to the following schedule, which is based on four weeks of classes. A late fee of \$15 will be added if payment is over four days past due. If late payment is due to an expired or declined credit card on file, this fee still applies.

Payment Date	Past Due Date
Oct 5	Oct 10
Nov 2	Nov 7
Nov 30	Dec 5
Jan 11	Jan 16
Feb 1	Feb 6
Mar 1	Mar 6
April 5	April 10
May 3	May 8

A student who withdraws from Vibe must do so in writing. You are responsible for all charges to your account through the postmarked date of your withdrawal. There will be a \$50

withdrawal fee if the student withdraws before the end of a session. Students will be automatically enrolled for Session 2 unless otherwise requested.

REGISTRATION APPROVAL AND PAYMENT

Registered classes will be reviewed and approved by our instructors prior to payment being processed. If the instructors feel that a dancer is registered for a class that will not be a good match, they will recommend a preferred class. Once that is agreed upon by all parties and registration is approved, then payment will be processed.

INSURANCE

Vibe does not carry medical insurance for its students. It is understood that if injury occurs, the student's own policy is their only source of reimbursement.

WEATHER RELATED CLOSINGS

Vibe will follow the Middleton-Cross Plains Area School District for all weather related closings; however, if the weather clears up before classes begin, families will be made aware that classes plan to run. Announcements will be made on the studio website, through the email list and on our Facebook and Instagram pages. No make-up classes will be scheduled for weather closings, but you may make-up the lesson in a comparable class, in the same style, on another day if available. There are no guarantees that a comparable class in the same style and level will be available for a make-up.

HOLIDAYS

Vibe will be closed for the following holidays:

Thanksgiving Nov 26-28

Winter Break Dec 21-Jan 1

Spring Break Mar 29-April 2

Memorial Day May 31

Winter and Spring Breaks are not part of the monthly fee schedule, so families will not be charged for these breaks.

CLASS CHANGES, MISSED CLASSES, AND CANCELLATIONS

Due to enrollment, registration and scheduling changes, Vibe may at any time combine classes, change class times, combine or cancel classes with less than three (3) students, or have a substitute or replacement instructor if needed.

If any class has less than three students in attendance, the instructor may shorten the class and parents will be notified. If a student taking a solo, duet or trio lesson needs to cancel, the class is not eligible for make-up. If the instructor needs to cancel one of these classes, it will be eligible for make-up.

If a student misses a group class, it is eligible for make-up by attending another class of the same style. It is not guaranteed that another class in the same style and level will be available for the student to take. There are no refunds or credits for missed group classes. If Vibe needs to cancel a group class, it may be rescheduled as a make-up with the instructor if possible, and if not, it may be eligible for make-up by way of taking a different class in the same style. The availability of a different class in the same style and same level is not guaranteed.

ATTENDANCE

Good attendance is imperative, as absences and tardiness can hold back an entire class, and the studio cannot jeopardize its responsibilities to the rest of the class for one student. Please make every effort to have your child at every class. Only announced absences may be made-up.

Make-up classes are not transferable to other students or sessions. There will be no refunds or credits for missed classes, vacations, or illnesses. If classes are missed habitually, a student's place in class or recital may not be guaranteed. This is particularly important during recital preparation.

CLASS PLACEMENT

Class placement is decided upon by the instructors, not the business manager or administrative staff. Parents are encouraged to register their dancer(s) for classes based on age and experience level. Vibe instructors reserve the right to move students to a more appropriate class if the registered class is not a good fit.

Instructors will communicate these changes and recommendations with parents directly. Any inquiries regarding where a dancer should be placed can be made to the Vibe office and then will be passed along to the instructors to guide parents as to which classes their dancer(s) should register for.

The instructors look out for the best interest of the students and consider their personal dance journey, growth, and development when placing them in classes.

SUPPLEMENTAL TRAINING

Additional training opportunities beyond classes may be available to students per request. Inquiries regarding setting up supplemental training sessions are communicated to the Vibe office staff and then discussed with instructors to arrange an appropriate fit for the student. Once an instructor and student are paired up, scheduling and payment will be handled by the office. Supplemental training fees vary by instructor, and covers both the Vibe studio rental fee and the instructor's hourly rate of pay.

PERFORMANCE AND COSTUMES

COVID permitting, a year end performance will be held in June (date TBD). A recital fee of \$30 per dancer or \$50 per family will be collected by March 15, 2021, to help cover the costs of putting on such an event.

Costumes range anywhere from \$50.00 & up. A \$50.00 non-refundable deposit per costume is due on December 11, 2020. All costumes must be paid in full by January 22, 2021, to ensure delivery for picture day and recital. Payment plans are available for those with multiple costumes - please contact us to set up a payment schedule.

Any costume not paid by January 22, 2021, will be subject to late fees and will not be ordered until it is paid in full. **NO EXCEPTIONS.**

Recital tights and shoes are not included in the price of the costumes.

FEES

Registration Fee...\$25.00

Our 2020-21 dance year is divided into two 16-week sessions. There are four payments due per session. (See payment schedule under Registration and Tuition).

Class fees (based on one class per week) are as follows:

30 minute class	\$56/month	\$224/session
45 minute class	\$64/month	\$256/session
60 minute class	\$84/month	\$336/session
90 minute class	\$108/month	\$432/session
30 minute private	\$172/month	\$688/session
30 minute semi-private	\$120/month per dancer	\$480/session
30 minute trio	\$92/month per dancer	\$368/session

ConfiDANCE (Drop-in Class)

Per class rate:	\$12/single dancer	\$15/Family rate for two+ dancers
Spot TV	\$5/month -or-	\$20/session

PRESENTING VIBE CREW MEMBERSHIP

With your first membership, you will receive:

- A Vibe Jacket (\$120 value)
- 10% off all group classes (ex. \$201.60 savings off 3 hour long classes)
- 15% of Vibe apparel
- Spot TV (\$40 value)
- Access to exclusive members-only events (priceless)
- Dancers get to choose a 2-digit number (much like a football or basketball team number) that can be printed on jackets and other designated apparel - a neat way to identify each dancer vs. printing names!
- Initial Membership...\$300.00
- Membership renewal (no jacket included)...\$175
- If interested in becoming a Vibe Crew Member, please contact our Business Office at info@vibedancemadison.com for more details on how to sign up!

SPOT TV

We are excited to be partnering with Spot TV!

Spot TV allows us to live stream classes so that parents/guardians/grandparents can enjoy a password protected, live viewing experience of their dancer's classes from anywhere.

Spot TV costs just \$5 per month or \$20 per session; included in Vibe's Crew Membership. This is an amazing tool that gives us the ability to easily offer live virtual classes as well. We of course continue to monitor the current environment we are in given the COVID-19 guidelines/restrictions, as we are committed to keeping our dancers and families safe. With that said, we feel that Spot TV allows us the tools in which to offer options that aid in this goal. For more information, please visit Spot TV's website – <https://www.spottv.pro/live/>

Note: Should COVID-19 restrict parents/guardians/grandparents from being able to enter our facility, we will look to discount the cost to make it readily available to everyone.

OTHER FEES:

\$15 Late Payment fee

\$25 Returned Check fee

\$50 Dis-enrollment fee (if leaving before the end of a session)

TERMINATION OF ENROLLMENT

Vibe Dance Madison, LLC. reserves the right to terminate enrollment based on the following:

- Disruptive or dangerous behavior by students or parents.
- Abuse or bullying.
- Non-payment of tuition.
- Violation of law on the Vibe premises (drugs, theft, destruction of property, etc.).

OTHER

- If you have any questions or comments, please feel free to discuss them whenever it does not interfere with a class in session. We are always interested in improving our dance education program!

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- A parent/guardian must sign waivers for those under 18 years of age.
 - Tuition payments are non-refundable and non-transferable to siblings or other Vibe dancers.
 - Please refer to our Dancer Code of Conduct and Note to Parents/Guardians to understand Vibe's expectations.
 - Vibe does not discriminate based on race, ethnicity, sexual orientation, body type, sex, gender expression, ability, or religion, etc.

RESPONSIBILITY FOR SAFETY

There are certain risks that are inherent in any dance activity. Each Vibe member, guest, or nonmember participant agrees to accept personal responsibility for his or her safety. Vibe cannot ensure the safety of any participants.

In participating at Vibe activities, each such person agrees to hold harmless and free of blame the instructors, and the Vibe officers and members, for any accident, injury, lost or damaged property, or illness that might be sustained from their participation. Pictures or video taken during performances and class time may be used for publicity purposes in newspapers, brochures, our website or social media, etc.

All Vibe Dance Madison, LLC. and ConfiDANCE waivers must be signed prior to participation.

COVID-19 POLICY:

We at Vibe hold our students' well-being as our number one priority. To keep everyone safe, we will follow the mandates issued by the State of Wisconsin and Dane County regarding COVID-19.

Note that this is an ever-changing situation and this information will be updated as regulations change. If you have any questions or concerns, please email the studio directly or call our office.

What DANCERS must do:

- There will be a hand sanitizing station in the lobby for use upon entering or leaving Vibe.

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- Students should bring their own water bottle. The drinking fountain will be closed to drinking, but open for touchless water bottle refills.
 - Dancers must bring all of their belongings in one dance bag, and upon entering the classroom, place their bag and water bottle in a designated spot distanced from others.
 - Students may take class virtually if they choose.
 - Per Dane County's Emergency Order #8, masks are required for all who enter the studio. All students must wear masks for the entirety of class. If dancers have multiple classes in an evening, it is recommended to have a change of mask for each class. A wet mask is less efficient at filtering viruses. The following individuals are exempt from wearing a mask: children under 5, individuals with a medical condition, mental health condition, or disability that prevents them from wearing a face covering.
 - All students must wash their hands or use hand sanitizer before entering the classroom.
 - In the classroom, students will stand in a marked area that is at least 6 feet apart from other dancers, and maintain social distancing throughout the class.
 - Dancers must wear shoes at all times.

What PARENTS must do:

- Parents must do a temperature check before coming to the studio. Students should be free of a temperature, as well as other symptoms such as sore throat, cough (even if allergies), headache, shortness of breath, diarrhea, etc. If a dancer comes to Vibe with symptoms, parents will be called immediately for the dancer to be picked up.
- No parents or observers are allowed in the studio. For the Littles classes, one parent will be allowed to socially distance in the studio. We will live stream all dance classes. Parents may watch class from their car or alternate location.
- Please do not arrive early or pick up late to reduce the number of dancers in the common spaces.

What WE will do:

- Staff will meet dancers at the front door and help them get to their class.

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- All teachers will get their temperatures checked upon entering the studio and will stay home with any symptoms.
 - All teachers will wear masks for the entirety of class. Instructors will modify their classes so the students never reach full cardio exertion, making breathing effortless in a mask.
 - Dressing rooms and some common areas will be closed or modified to accommodate social distancing.
 - All high touch surfaces will be cleaned in between every class. This includes barres, light switches, doorknobs, and possibly floors. Classes may be released five minutes early to accommodate for this cleaning.
 - The bathrooms will be cleaned frequently throughout the night.
 - Classroom capacities will be limited to accommodate proper social distancing.
 - We will livestream all classes for parents, as well as students who feel more comfortable dancing virtually.

DANCER CODE OF CONDUCT

- Make every effort to attend classes regularly and avoid absences.
- Arrive to class early and ready to dance (mentally, physically, and dressed appropriately; per the studio dress code). Come to class with a positive attitude and readiness to learn.
- Use the restroom before class begins.
- Tardiness is to be avoided. Classes typically begin with a warm-up, which is an important component to class and prepares the dancer's body to be ready for physical activity and avoid injury. If a student is over 10 minutes late, participation will be up to the instructor.
- Do not leave the classroom during class without permission from the instructor (please ask permission to use the restroom, etc.).
- Practice respect in the classroom for your instructors, assistants, and fellow dancers. When another group is dancing through a progression or combination, observe from the side, without being distracting, and provide support for your peers. Be aware of your body language (no hands on hips, folded arms, sitting down, etc.). Refrain from correcting other students unless specifically asked by your teacher to provide constructive criticism. Take corrections from your teachers positively and thank them for the correction! Thank your teacher after class.

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- No talking during class (unless the teacher grants you permission and there is an open discussion taking place relevant to classwork – do not talk over your teacher or other dancers).
 - If injured, observing class is encouraged. When observing class, maintain respect by not talking or distracting the teacher and students.
 - If taking class with a pre-existing injury, notify the instructor before class, and take responsibility for self-care and marking as necessary.
 - Alert teacher immediately if injured in class.
 - No cellphones are allowed in the classroom. Please ask the instructor for permission, if time at the end of class allows, to use your phone to take video of a combination or progression learned in class.
 - No food, drinks, gum, or candy is allowed in class. Please bring a water bottle.
 - Dancers are expected to be respectful of the waiting areas, dressing rooms, and studio space while keeping their belongings tidy. Vibe is not responsible for lost or stolen items.
 - Dancers are expected to clean up after themselves in all areas of the studio.
 - Any classwork posted on social media must be approved by the instructor and Vibe must be credited/tagged.
 - When using social media (private or public) in relation to Vibe, never post anything that could compromise the self-esteem of students. Do not post negative comments about other dancers, staff, teachers, assistant teachers, parents, dances, performances, etc. Do not post any pieces of choreography in their entirety, and if posting a section of choreography, ask for permission from the choreographer/instructor.
 - A positive culture is especially important to us. Speaking negatively of teachers, assistant teachers, staff, students, or parents from Vibe or any other dance school will not be tolerated.
 - Bullying will NOT be tolerated in the studio or on social media. Any behavior of this nature brought to the attention to the Vibe staff may result in a meeting with the dancer and their parents/guardians.

A NOTE TO PARENT/GUARDIANS

We encourage parents/guardians to review the above Dancer Code of Conduct with their dancer(s) and to remind them, as needed, of our expectations. We love when parents/guardians come and watch their dancer(s) as often as possible through each studio's viewing area. We want you to feel comfortable, welcome, and at home at Vibe! We do ask that if

your child is a young dancer that you be available at any time during class to assist with using the restroom or for any behavioral assistance as needed.

Young children (both dancers and siblings in the waiting area) require supervision at all times. If you ever have a question for an instructor, please refrain from talking to them during class or trying to catch them in between classes, as they are often regrouping and preparing for their next class. Feel free to reach out with a phone call or an e-mail with any questions you may have for your dancer's instructor.

Please be aware of the above Dancer Code of Conduct in how it also relates to your conduct, as a parent/guardian, by way of also practicing respectful communication with staff, instructors, fellow dance parents/guardians, appropriate social media use, etc.