



Student Handbook

Allyson Severino & Lauren Stephenson, Directors

115 Saint Johns Church Road

Camp Hill, PA 17011

www.dancevibe.net

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I. WELCOME, PARENTS & STUDENTS

Dear Parents and Students,

Welcome to DanceVibe! Thank you for choosing our school for your child's dance training. We pride ourselves on providing your child with the best and most diverse dance training in the area. We look forward to having you as part of our DanceVibe family!

We hope you will find this handbook useful. It contains important information that will help your dancer to get the most out of their training.

Sincerely,

Miss Allyson & Miss Lauren

II. ABOUT DANCEVIBE

DanceVibe was founded in 2005 by owners Allyson Severino and Lauren Stephenson. Miss Allyson and Miss Lauren have over 25 years each of dance experience. At DanceVibe, we are dedicated to making sure that each child who walks through our doors receives the dance education they deserve. DanceVibe sets itself apart from other studios because it has something for everyone!

- **Our four unique programs designed for the beginner student to the experienced dancer** ensure that we will have a program that fits your needs. These programs include Preschool, Recreational, Vibe, and Pre-Professional Company.
- **We offer the most diverse selection of dance styles in Central PA** so that your dancer will have the most well-rounded dance education possible.
- **Our small class sizes** help each dancer build upon his or her abilities, interests, and skills
- **We have qualified instructors with degrees in dance and education** who are knowledgeable in the developmental processes of children and have experience with students of all ages and levels
We create award-winning choreography that will foster your child's talents and skills
- **We have a progressive dance philosophy with a contemporary vision** so that your dancer is always getting the most current dance training



III. CONTACT INFO

DanceVibe

115 St. Johns Church Road

Camp Hill, PA 17011

(717) 503-0318

(717) 645-8866

www.dancevibe.net

For general inquiries, e-mail:

dancevibestudio@yahoo.com

For tuition and billing questions, e-mail:

dancevibefinances@yahoo.com

*All questions or matters that you would like to address should be directed to the corresponding e-mail above. Please do not disrupt a class while it is in session or pull a teacher aside in-between classes if you have questions or concerns. In the event that a conference is needed, we will gladly setup a time to meet with you.

IV. TUITION

- Tuition is due by the 1st of each month. A \$5 late fee will be assessed and billed if tuition is not received by the 15th of each month. No exceptions.
- Monthly tuition is a set fee. No months will be prorated.
- Tuition may be paid by cash, check, credit card, or direct payment from your bank account. Credit card and direct payment must be setup as a recurring payment.
- For any returned check or credit card payment, there is a \$25 additional charge due upon receipt.
- Tuition may be placed in the drop box across from our front studio doors or mailed to:
 - DanceVibe
 - 540 Orrs Bridge Road
 - Camp Hill, PA 17011
- Missed class policy: There are no price adjustments or refunds for any missed classes. This includes DanceVibe's scheduled breaks, holidays, vacations, inclement weather, etc. If you miss a class, you may ask permission from your instructor to make up a class one level below the class you are enrolled.
- No refund will be given for any absence, late arrival, or early withdrawal of participants.
- For early withdrawal, DanceVibe requires a written notice at least 21 days prior to the next month's tuition. Otherwise, billing will be sent and payment will be due for the following month.

V. CLASS ATTENDANCE

- Class attendance is extremely important. Attendance will be taken at the beginning of all classes. If a dancer must miss class or will be late, please text, email, or call DanceVibe prior to the start of your child's class.
- Please be prompt to all classes:
 - Being early is on time.
 - Being on time is late.
 - Being late is unacceptable.
- If arriving late, please knock and wait for teacher to open the door. If a dancer arrives more than 15 minutes after class has begun and no prior notification has been given, he or she will not be permitted into class. The student will have to wait until doors are opened or until their next class begins in order to participate.
- Please remember, poor attendance may affect your child's ability to perform in our End-of-Year Concert.

**Reminder: students in our company have a separate attendance policy.*

VI. STUDENT DROP-OFF & PICK-UP

- All drop-offs and pick-ups should be done through the front entrance only.
- All students under the age of 18 must be escorted to and from the waiting area by an adult. If written permission is provided by a parent, then that student will be allowed to enter and exit the building unattended.
- Children or dancers, grades 5 or below, should not be left unattended in the waiting room.
- As a safety precaution, please keep our parking lot and front porch clear at all times.
- As a courtesy, parents should text or call if running late.
- Dancers should promptly be picked up when their class ends. Any student who is not picked up by the time the next class begins will be required to wait inside of the classroom until an adult comes to pick them up.
- A "babysitting fee" of \$10 will be charged if a student is not picked up after 15 minutes of their class ending if no notification is given.

VII. DRESS CODE

It is essential that our students wear the proper attire to all classes. Students must dress in the correct dance shoes and clothing. Additionally, hair must be tightly pulled back and out of the face. No jewelry or hair accessories permitted. This includes earrings, bracelets, necklaces, headbands, etc.

Students must be dressed in the proper attire in order to be permitted into the classroom. The instructor will check each student's attire as he or she enters the class.

We work with "The Dancer's Pointe" dance store, and highly recommend buying any attire there. They have our list of required class attire and know what our dancers need. They also carry a great line of dance clothing & accessories. Mention that you are a DanceVibe student and receive 10% off your purchases. Contact them at 583-1820. Their address is 201 W Main St. in Hummelstown.



VIII. REQUIRED CLASS ATTIRE

Class	Shoes	Clothing
Preschool Program- "Budding Ballerinas" & "Dancing Divas"	-pink leather ballet shoes -black tap shoes	-leotard -pink ballet tights -NO dance skirts permitted!
L1 Combo	-pink leather ballet shoes (or) -pink canvas ballet shoes -black tap shoes	-leotard -pink ballet tights -NO dance skirts permitted!
L2 Combo	-pink leather ballet shoes (or) -pink canvas ballet shoes -tan slip-on jazz shoes	-leotard & tights -dance skirts or boy/booty shorts may be worn over leotard
L3-L5 Combo	-canvas ballet shoes (criss-cross straps) -pointe shoes (L4 & L5 only w/ teacher recommendation) -tan slip-on jazz shoes	-leotard & tights - dance bras/sports bras -skin tight dance tanks -dance boy/booty shorts -leggings -leg warmers
Modern	-FootUndeez (or) -bare feet	-leotard & tights - dance bras/sports bras -skin tight dance tanks -dance boy/booty shorts -leggings -leg warmers
Hip Hop	-sneakers w/o tread Examples: Nike Air Force, Puma, Converse	-baggy sweatpants -baggy, basketball styled shorts -t-shirts/tank tops
Tap	-black, lace-up, low-heeled tap shoes -may be split soled (NO character shoes)	-comfortable clothing w/feet visible
Leaps, Turns, & Kicks	-jazz shoes	--leotard & tights - dance bras/sports bras -skin tight dance tanks -dance boy/booty shorts -leggings/leg warmers

SHOE EXAMPLES



Leather Ballet



Canvas Ballet



Pointe



Slip-on Jazz



Foot Undeez



Preschool/L1 Tap



Intro-Adv Tap



Hip Hop Example 1



Hip Hop Example 2

CLOTHING EXAMPLES



Leotards



Tanks & Boy Shorts



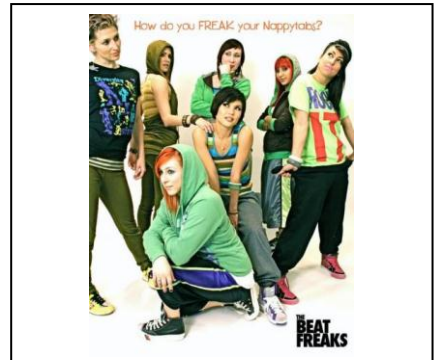
Leotard & Boy Short



Sports Bras



Tight Fitting Top



Hip Hop Wear



Tank & Sweatpants



Leg Warmers



Stirrup Tights

IX. STUDIO ETIQUETTE

- Help us keep DanceVibe a **DRAMA-FREE ZONE!** Please use the "Golden Rule" at all times: Treat others the way you want to be treated.
- Dancers must be on time. If arriving late, quietly enter the classroom without disrupting the instruction that is taking place. Wait by the cubby area until the teacher informs you that it is okay to join the class. Any student arriving more than 15 minutes late will not be admitted to class. For your safety and to receive full benefit from your class, please arrange for a make-up if you expect to be very late.
- Dancers must be in proper attire in order to enter the dance classroom. All changing of shoes and dance clothing should be done prior to class in the waiting room or bathroom.
- All students are encouraged not to leave the room once class has begun. Please allow for appropriate restroom use prior to class. Very young children will be treated sensitively as the need arises.
- School age children and teens: *please practice respect.* Students are not to be socializing in a disruptive manner during the class with other students. Please come early or stay late to enjoy friends in the waiting area. Please honor your teacher and fellow students by giving full attention and co-operation. You will be advised if we feel any student is not well adjusted to the classroom environment for any reason over time.
- Inappropriate classroom behavior will be dealt with in the following manner:
 - 1st Offense:** student will be pulled aside and addressed.
 - 2nd Offense:** a meeting with a parent/guardian will be arranged
 - 3rd Offense:** dismissal from DanceVibe
- Preferably no cell phones in the studio. If a dancer must have a cell phone, it must be turned off or on silent and placed within a dance bag.
- Preschool through L2 dancers should bring a water bottle to class. No snacks will be permitted unless prior approval has been given by the instructor.

- L3-L5 dancers should bring a water bottle to class. Snacks are permitted. Make sure all wrappers, bottles, crumbs, & other trash are thrown away before leaving.

Dance class is education and fun. However, an important part of class work is developing an attitude of discipline and respect for teachers and fellow students. We trust that following our classroom etiquette will provide an environment whereby classes at DanceVibe will be a pleasure for all concerned.

X. WAITING ROOM

Our waiting rooms are designed as areas for parents, visitors, and friends to remain while a dancer's classes are in session. We realize that many individuals will be using the waiting rooms, so please keep all noise to a minimum as it disrupts classes. Also, please do not leave small children or dancers unattended.

Additionally, when students and their parents arrive for a class, they are to remain in the waiting areas until the student's class is called to enter the studio. While waiting for your class to begin, please be courteous to those around you. For safety reasons, dancers should refrain from dancing or practicing in the lobby or hallway areas. Once a student's class is called, only he/she will be permitted into the classroom. If a student has a class in our back studio, only that student will be allowed back in the hallway. Parents may access the hallway if they must use the restrooms; however, we ask that no parent remain waiting in that area. Please note that no observers will be permitted into either studio while class is in session.

Preschool and young children may need a parent's attention from time to time for various reasons including bathroom or behavior issues. Please do not leave the waiting rooms when very young children are in class without having another parent responsible during your absence. We make every effort to have all children feel safe and cared for in a loving and inspiring learning environment.

We appreciate your cooperation in keeping our waiting rooms clean as we share the waiting rooms with Most High Sports Complex members.



XI. PROGRAM & LEVEL PLACEMENT

Our programs, including Preschool, Recreational, Vibe, and Pre-Professional Company, all have their own set of curriculum and standards. The curriculum is progressive and advancement is contingent upon meeting standards from the previous level.

DanceVibe's standards for level placement are based on a combination of skill level, age, developmental processes and discipline. When a student masters certain skill sets in a class and is deemed to be mature enough, he or she will be placed into a more challenging class the following season. Students typically spend 2 to 3 years in each level.

For our Vibe and Pre-Professional Company programs, students must test/audition into these.

XI. SCHEDULED BREAKS

DanceVibe has a list of scheduled breaks that can be accessed from our website under the "What's Goin' On" link. Please be sure to mark these breaks on your calendar. Breaks have been taken into consideration when developing our monthly tuition rate; therefore, there are no price adjustments.

XII. INCLEMENT WEATHER

Cancellations due to inclement weather will always be posted on the home page of our website: www.dancevibe.net.

XIII. END-OF-YEAR CONCERT

All dancers have the opportunity to participate in DanceVibe's End-of-Year concert held in June. Each fall, our dancers receive an "End-of-Year Concert Contract" which contains information regarding the show. This performance opportunity is optional, but we strongly encourage all of our dancers to participate. It's a wonderful time to showcase each dancer's talents for friends and family!

If you choose to participate in the concert, there is a non-refundable required deposit due with this contract. This deposit will go towards your costume payment.

If you would like to participate in our show, you agree to be in all of your classes' routines. Each dance routine will have a required costume to purchase. Each costume typically costs between \$60-\$100. Your teacher will also inform you about the type of shoes, tights, makeup, and any additional accessories you might need to purchase. Please keep these other expenses in mind.

