



B-viBe The Dance Movement

2020-2021 Policy Manual

Policy Statement

Please read the following policies carefully. Please feel free to contact one of our staff members with any questions, comments, and/or express concern. This policy manual should be kept on hand throughout the year and referred to if a question or the need arise. Upon completion of your registration, your signature on your registration form indicates that you have read and agreed to the policies stated in the following manual for B-viBe The Dance Movement for the 2020-2021 year.

Mission Statement

Our mission at B-viBe The Dance Movement is to provide professional dance instruction to children so they can prosper and grow as individuals, while striving to be their personal best through their love of dance in a safe and encouraging environment.

At B-viBe, we believe that dancing is much more than just moving to music. Dancing is a form of self expression, but it is so much more than that. Taking a dance class builds character, discipline and drive. We take pride in pushing each child to their personal best. Together we learn and grow. Together we share the responsibilities of nurturing your child's character while building and developing team players. It is our goal to provide our students with an experience they will cherish forever.

Payment Information & Tuition

Our 10-month dance year tuition program is based upon the number of classes taken each week over the span of the dance calendar year. Your tuition has been divided into 10 equal payments for your convenience. All school holidays have been taken into account. Monthly tuition rates remain the same regardless of the number of weeks in each month. You are responsible for payment regardless of your child's attendance. Payments may be in the form of Cash, Check or Credit Card for your child's tuition. All Credit Card payments will be charged a 2% convenience fee.

Recreational students who pay the yearly tuition in full by September 30th, 2020 will be offered a 10% discount (Check, Cash, or Money Order only). There will be a \$35 Returned Check Fee on all returned checks.



Recital Fees

We have a recital fee for all students enrolled at B-viBe Dance. This fee is not included in your monthly tuition fee and will be billed separately. This package will include the following:

- 1 costume for the spring recital
- 2 tickets for admission to the spring recital
- 1 recital t-shirt
- 1 trophy

This recital fee is \$130.00 per student. This fee will be billed in 2 installments; \$65.00 due October 15th, 2020 and the balance of \$65.00 will be due by December 3rd, 2020. Please add an additional \$75.00 for each other class enrolled (This will only include your costume for this additional class). Recital fees are non-refundable!

Tuition Due Date and Late Fees

Your tuition payment is due on the day of your child's first class of the month regardless of the date your class is on, and will be considered late by the 10th of each month except for the month of September due to the late start date. This fee is automatically applied and will not be waived or deleted for late payments.

Accounts with a past due balance for more than 60 days will result in removal from the class and the program until account has been made current. B-viBe The Dance Movement reserves the right to remove any student from class(s) whose account balance is greater than 60 days past due.

An annual registration fee of \$35.00 is due at the time of registration (\$55.00 maximum per family).

Online Account Access

We are using the software Akada. When you register we create you an online account. You will receive an email and will need to create a password. You will be able to access this account through the B-viBe website. You can pay your monthly bill from home. Don't forget that all credit card payments will have the 2% convenience fee.

Adding/Changing/Dropping A Class

A Dropped Class Form must be filled out with our front desk prior to dropping a class. This ensures that your account will no longer incur charges. You will be responsible for all fees until the drop form is received. If your child is unhappy with his/her current class, or would like to add an additional class, please contact Bethany at the studio 336-875-8088 . She can discuss



with you all of your options for correct placement, and will also adjust your account charges accordingly.

Refunds

There will be no refunds, discounts, or deductions for missed classes regardless of the reason.

In the event a class is cancelled due to lack of minimum enrollment, the class may be combined with another class. However, if the studio cancels a class in its entirety, a full-refund will be given for that class. **(ALL FEES INCLUDING: REGISTRATION, TUITION, OR RECITAL RELATED COSTS PAID TO B-VIBE DANCE ARE NON-REFUNDABLE.)**

Class Placement/Registration

Students are placed in classes on an individual basis (based upon age and ability) and will be advanced at the discretion of the instructors. Class placement will be carefully reviewed and evaluated by the teachers and the studio director. Previous dance experience may or may not be considered in placement evaluation, however, poor attendance will have a direct result in placement advancement. Class is limited and will only be secured by a registration fee as well as a signed waiver release form.

Attendance/Absences and Make-Up Classes

Regular attendance in class is encouraged to ensure proper student progress. If a class is missed, students are encouraged to make up their absence at any regularly scheduled class of the same level. Students who continually miss class may not be eligible to participate in our annual recital as students learn new choreography weekly and it is easy to fall behind when attendance is inconsistent. Students who need to leave from a class early should notify the teacher before the class begins. Refunds will not be given for students who miss class.

Arrival for Class

Please arrange for your students to arrive 5-10 minutes prior to their scheduled class so they have ample time to dress, put up hair, and be ready to start class on time. Punctuality is important, as lack of proper warm-up time may result in injuries and late arrivals are disruptive to the rest of the class.

Class and Studio Etiquette



Dance requires discipline so that training is a valuable activity. Disruptive behavior will not be tolerated. Any disruptive behavior, use of profanity, or bullying of other students will result in immediate dismissal from the class. Students and parents must conduct themselves in an appropriate manner. Students must follow dress code. Please contact your teacher if you know you are going to miss a class or arrive late.

PLEASE no food or drinks allowed in the dance studio rooms. ABSOLUTELY NO GUM CHEWING DURING CLASS!

Hours of Operation & Studio Closings

Office Hours: Monday-Thursday 4:00-8:30, Friday-Sunday-CLOSED

Fall Classes Begin: Tuesday, September 8th, 2020

Thanksgiving Break: November 25th-27th, 2020

Winter Parent Observation Week: December 7th-11th, 2020

B-viBe Dance Christmas Parties: December 14th-18th, 2020

Christmas Break: December 21st-January 4th (Studio Closed)

Spring Break: March 29th, 2021- April 2nd, 2021

1st Annual B-vibe The Dance Movement Recital: TBD

Please note that classes WILL BE held as scheduled on 'one day' school holidays. This includes Teacher Work Days, MLK Day, Presidents Day, or scheduled snow 'make up' days. We follow local school holiday schedule for Thanksgiving, Christmas and Spring Break, as well as the inclement weather schedule. Please check our social media sites (Facebook/Instagram) for information regarding closings as weather conditions can change. If classes are canceled due to weather, a make-up class may be arranged.

Private Lessons

Private lessons are available for those students who would prefer one-on-one instruction with a teacher. Rates are \$60.00 per hour. Privates may be scheduled through the instructor. Payment for private lessons are due at the time of the lesson.

Privates may also be shared at a maximum of 3 people at a time.

Our Parking Area

We have limited parking directly in front of our facility. Fortunately we have been working with The City of High Point and have secured access to the overflow parking area directly across the street adjacent to First National Bank.



Spring Recital/Recital Pictures/DVD's

Our 1st annual recital will be held hopefully during the first weekend in June, as we continue to grow, we will be working on finalizing this date and will send out a news letter with any updates as we make decisions about our future plans. This will be a showcase of talent for all the dancers of B-viBe The Dance Movement. If your child is not going to perform you must notify us in writing no later than October 15, 2020 to avoid payment of the costume recital fee. A \$65.00 recital fee deposit is due by October 15th, 2020 and the second half is due by December 3rd, 2020. Recital pictures will be made at the studio in April. We will take individual/group pictures in costumes during this time. These pictures are a wonderful keepsake of your dancers year and will be available for purchase. These pictures will also be used in our recital book. DVD of the Spring Recital will be made available for purchase after the recital has taken place.

Program Book

We will have a high quality program book produced featuring pictures of every dance class, ads of students and businesses, highlights from the season, and all of our competition teams and their awards. The person that sells the most ads will receive one recital call for free for the 2021-2022 season.

Awards & Trophies

Trophies are given onstage at the recital to recreational students who have completed the year of class.

Birthday Parties and Studio Rentals

The studio is available for birthday parties. For more information about the packages offered contact Bethany Sweeney at bvibedance@gmail.com. The studio is also available to rent to groups (as space permits) at the rate of \$60.00 per hour.



2020-2021 Yearly Fees

- Annual Registration Fee: \$35.00/\$55.00 for family
- 45 Minute class: \$50.00/month. 2 children \$90.00/month. 3 children \$135.00/month.
- 1 hour class: \$60.00/month
- 1 hour 30 minute class: \$75.00/month
- Additional Classes: \$30-45 minutes/month. \$35-1 hour/month
- Mom & Tots: \$45.00/month
- Unlimited Classes/ Non Company Member: \$175.00/month
- Private Lessons (per hour): See individual instructor
- Competitive Rates Vary, Please contact studio director for these prices.
- Recreational students will receive a 10% discount if you pay the entire year in full: Cash, Check, or money order only.
- Competitive students pricing is in your handbook

Dress Code Requirements

Dress code for class is strictly enforced. Dance apparel is necessary for the proper correction of the body.

- **Classical Ballet:** Black leotard, pink tights and pink ballet shoes.
- **Jazz & Tap:** Leotards, sports bras, jazz pants, capris, booty shorts. No loose fitting apparel.
- **Contemporary:** Leotards, sports bras, jazz pants, capris, booty shorts.
- **Preschool Students:** All preschool students must wear solid color leotard, pink tights, pink ballet shoes and tan tap shoes. If participating in the Preschool Acro class booty shorts, sports bras, and tank tops are allowed. Hair must be pulled back and off the face.
- **Hip Hop:** Wear whatever feels comfortable. NO JEANS!!! Hats are allowed. Sneakers only. Absolutely NO flip-flops.
- **Preschool Boys:** T-shirt, loose fitting shorts or pants, black ballet and tap shoes.
- **Acro:** Form fitting dance clothing. Ex. Sports Bra, Tanks, Booty Shorts, Athletic Shorts, or Leggings

Hair (STRICTLY ENFORCED)- All girls must have their hair pulled up and off the neck and face. All students taking a one-hour ballet class must have hair pulled back in a bun and securely fastened.