



VIRTUOSO
Performing Arts

JUMPSTART DANCE ENSEMBLE

HANDBOOK

2018-2019

For VPA's budding dancers working to improve their craft.



*Vir-tu-os-o [vur-choo-**oh**-soh] (noun)
a person with masterly skill or technique in the arts*

VirtuosoPerformingArts.com

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VPA MISSION AND PHILOSOPHY

Virtuoso Performing Arts is dedicated to providing quality training in the performing arts in a positive environment that is both disciplined and motivating. We strive to educate our students in the importance of a balance between proper technique and creative self-expression. It is our goal to instill in each student a sense of self-discipline, positive self-esteem, and a comprehensive knowledge of the performing arts.

Dance is an individual art form. No two students will progress at the same rate, even if they experience the exact same training. We encourage each student to be the best that he or she can be, regardless of what others may achieve. Dance education encompasses far more than technique and steps. We believe the discipline of dance training gives young people a better understanding of commitment through the experience of adopting a new skill set, working with a team, and discovering what they can accomplish through hard work. **Our goal is to enrich the minds, bodies, and souls of our students — teaching them the life skills necessary to become well-adjusted young adults, whether or not they stay involved in dance.**

WHAT IS THE JUMPSTART DANCE ENSEMBLE?

Virtuoso Performing Arts Jumpstart Dance Ensemble is a training program offered to VPA's up and coming dancers, grades 2-12. Jumpstart Dancers are required to be registered in specific classes no later than the Saturday before Thanksgiving. In addition to performing in VPA's June Production, Jumpstart dancers are required to commit to rehearsing one extra dance to be performed in two extra performance opportunities including the Preview Show and one regional dance competition. The primary focus of Jumpstart Dance Ensemble is to honor individuality, celebrate the unique gifts of each dancer, and encourage students to strive for their personal best both in dance and in other areas of their lives; the secondary focus is to build strong, well-rounded dancers; the third focus is to create a presence in the community and share the joy of dance with others.

PROGRAM BENEFITS

We will achieve our goals by offering dancers the chance to:

- Gain a sense of balance by managing commitments to both dance and academics
- Participate in a physical activity that enhances the value of a healthy body
- Develop a sense of confidence — an important benefit for college and/or job interviews
- Work with mentors who are focused on the students' success inside and outside of the classroom
- Enjoy friendships that could last a lifetime and a sense of belonging to an extended family of fellow dancers, teachers and parents
- Discover the results of hard work and determination
- Develop a lifelong appreciation for the performing arts
- Work towards an invitation to audition for the VPA Dance Company
- Nourish the soul through dance — a wonderful form of self-expression!

JUMPSTART ELIGIBILITY

Eligible dance students who wish to join Jumpstart will need to be going into 2nd-12th grade by Fall, 2018 and have the following:

- Invitation from Jumpstart Director
- Attendance in current classes is in good standing (policies notated in Fall-Spring Class Handbook)
- Demonstrates proper classroom etiquette in current classes (policies notated in Fall-Spring Class Handbook)
- Demonstrates proper dress code in current classes (policies notated in Fall-Spring Class Handbook)
- Registered in ballet & jazz performance classes (level 2 or higher) as well as a non-performing technique class no later than the Saturday before Thanksgiving.

IS THIS PROGRAM RIGHT FOR YOUR DANCER?

Reasons why this program may be a good fit...

- Student wants to dance at a more intense level
- Student is willing to study Ballet & Jazz
- Student is ready to commit to a slightly more intense dance schedule
- Student's family is ready to meet the financial commitment for Jumpstart Dance Ensemble.

JUMPSTART SCHEDULE REQUIREMENTS

Schedule Requirements for Jumpstart Dancers:

Jumpstart dancers must be able to attend Energy Dance Competition the weekend of April 5-7. Energy will not release the competition schedule until one week before the event; therefore we ask that you block out the entire weekend until we receive the schedule.

Jumpstart Dancers are required to take the following classes starting in the fall. In January, Jumpstart Dancers will also be rehearsing outside of regular classes for one additional dance which will be competed. Rehearsal schedule will be determined based on conflicts submitted by registrants. Conflicts are due by the Saturday before Thanksgiving.

Required for 2nd-3rd graders:

Jumps, Turns & Tech NP*²—Wed. 4:30-5:30 pm

Ballet 2-3*¹—Thurs. 4:30-5:15 pm

Jazz/Hip Hop 2*²□—Thurs. 5:20-6:05 pm

Also recommended (but not required) for 2nd-3rd Graders:

Tap 1-2 or 2-3*—Thurs. 6:10-6:40 pm

Tumbling NP—Sat. 10:30-11:30 am

Hip Hop 1-2—Sat. 11:35-12:35 pm

Required for 4th-6th graders:

Ballet 1-2 & 2-3*¹—Tues. 5:05-5:50 pm

Jazz/Hip Hop 1-2² & 2*²□—Tues. 5:55-6:40 pm

Jumps, Turns & Tech NP*²—Wed. 4:30-5:30 pm

Also recommended (but not required) for 4th-6th graders:

Tap 1-2 or 2-3*—Tues. 4:30-5:00 pm

Contemporary 1-2²—Thurs. 7:20-8:20 pm

Musical Theater—Fri. 4:30-5:30 pm

Tumbling NP—Sat. 10:30-11:30 am

Hip Hop 1-2—Sat. 11:35-12:35 pm

Required for 7th-12th graders:

Ballet 2-3*¹—Tues. 6:45-8:00 pm

Jazz/Contemporary 2*²□—Tues. 8:05-9:05 pm

~and at least one of the following classes...

Ballet Technique NP*—Mon. 5:20-6:35 pm

Ballet Technique NP*—Wed. 5:45-7:00 pm

Ballet Technique NP*—Thurs. 6:45-8:00 pm

Contemporary Tech NP*²—Thurs. 8:05-9:05 pm

Jumps, Turns & Tech NP*²—Sat. 11:35-12:35 pm

JUMPSTART SCHEDULE REQUIREMENTS (continued)

Also recommended (but not required) for 7th-12th graders:

Conditioning NP—Mon. 6:40-7:25 pm

Contemporary 1-2²—Thurs. 7:20-8:20 pm

Hip Hop 1-2—Mon. 5:35-6:35 pm

Musical Theater—Fri. 5:30-6:30 pm

Tap 2-3*—Mon. 6:40-7:25 pm

~any of the following additional technique classes in addition to one required...

Ballet Technique NP*—Mon. 5:20-6:35 pm

Ballet Technique NP*—Wed. 5:45-7:00 pm

Ballet Technique NP*—Thurs. 6:45-8:00 pm

Contemporary Tech NP*²—Thurs. 7:20-8:20 pm

Jumps, Turns & Tech NP*²—Sat. 11:35-12:35 pm

Key

NP = Non-Performance Class

* VPA Recommendation Required

¹ A second weekly technique class at VPA is strongly recommended for students enrolling in Ballet levels 2 and up. Beginning Pointe students are required to register in at least one additional weekly Ballet class at VPA. All Pointe students must study Ballet over the summer at VPA to ensure continuity in training and safety.

² Students enrolling in Jumps, Turns & Tech, Contemporary Tech, Jazz/Hip Hop levels 2 and up, or Jazz/Contemporary levels 2 and up are required to register for at least one weekly Ballet class at VPA. Jazz/Hip Hop 1-2 and Contemporary 1-2 students are strongly encouraged to take Ballet at VPA.

□ Students enrolling in Jazz/Hip Hop levels 2 and up, or Jazz/Contemporary levels 2 and up are strongly encouraged to also register for Jumps, Turns & Tech and/or Contemporary Tech.

JUMPSTART FEES

Jumpstart Membership Fee:

\$550 Membership Fee (In-Full or \$110 monthly Dec 2018-Apr 2019)

Jumpstart Membership Fee includes the following...

- All Rehearsals for One Extra Dance
- One Extra Costume (in addition to performance class costumes)
- Preview Show/2 Tickets
- Competition Group Entry Fee
- Customized Jumpstart Hoodie

Additional Required Fees...

- Tuition for any required classes
- June Production Costumes (for non-Jumpstart dances are included in class tuition)
- June Production Performance Fees (includes DVD)
- Required Dancewear & Shoes

Additional Optional Fees...

- Tuition for optional classes
- Preview Show Tickets beyond two included
- Dance Production Tickets
- Hotel costs at local competition if desired

REGISTRATION

When & How to Register—DEADLINE: Saturday before Thanksgiving, 2018

Please review this Handbook, the Jumpstart Calendar, and if you agree to all terms and conditions, submit your Online Jumpstart Registration Form & Agreement on or before Saturday before Thanksgiving.

Upon registering, Membership Fee can be paid in-full, in-person or via US Postal Service or automatically charged each month. If you are opting for our Monthly Membership Fee, your fee can be added on to your current monthly payment if applicable (no service fee).

For new Monthly Automatic Payment set up, there will be a flat \$30 Service Fee dispersed among monthly payments that use a credit/debit card. There is a \$10 fee for payments using a designated checking account or for submitting payment in-full.

You will receive email confirmation for your registration shortly after your registration is processed.

Class Withdrawal/Refund Policy

Due to the extraordinary time and effort this program entails, from all parties, in regards to planning, scheduling and rehearsing, withdrawals from the Jumpstart Dance Ensemble are strongly discouraged and will be taken into consideration upon future enrollment at VPA.

Students enrolled in the Jumpstart Dance Ensemble may withdraw from Jumpstart by emailing VPA the following 1) parent name 2) student's name, 3) reason for withdrawal. If a student properly withdraws from this program, all moneys paid pursuant to such contract shall be refunded within 30 days of receipt of the cancellation notice, except that the customer is liable to the studio for any goods or services received prior to the cancellation, and except that if cancellation is sent more than 30 days after the contract is signed by the customer, the customer is further liable to the studio for 10% of the unused balance, or \$50, whichever is less; and that cancellation shall be by registered or certified mail return receipt requested to the address specified in the contract.

If, by reason of death, long-term injury or disability a student is unable to receive all services contracted for under this Agreement, the student will be relieved from the obligation of making payment for services other than those received prior to death or the onset of long-term injury or disability. If such student has prepaid any sum for services, any amount allocable to services not yet received by the student will be refunded within thirty (30) days of receipt by Virtuoso Performing Arts of reasonable evidence of such long-term injury, disability or death. Any amount owed to Virtuoso Performing Arts, will be automatically charged to the card on file within 30 days. If there is no card on file, the customer shall provide payment for any balance remaining on his/her account.

Dishonored Item Fee

Buyer agrees to pay a \$20 Dishonored Item Fee for any declined payment along with any costs incurred in connection with collection of such dishonored item. Upon receipt of the 2nd dishonored item, Virtuoso will only be able to accept payment in-full.

HOW IT ALL WORKS

Rehearsals (January-June)

Starting in January, the Jumpstart Dance Ensemble will have rehearsals scheduled around submitted conflicts. During rehearsals, dancers will warm-up and then spend the rest of the time working on one Jumpstart Dance throughout the season. Dancers are encouraged to eat nutritious meals before and after their rehearsal. Longer rehearsal slots will include a snack break for refueling and dancers are required to bring a piece of fruit or other healthy snack. All dancers are required to bring a bpa-free water container to each rehearsal and keep it on the sides of the studio during rehearsal. Tuition for all rehearsals is included in Jumpstart Membership Fees.

Required Technique Classes (through June)

During the Fall-Spring Season, Jumpstart Dancers will be required to attend at least one VPA technique class which will provide the training necessary for Jumpstart dancers to maintain and enhance their skill set. All dancers are required to bring a bpa-free water container to classes. Technique classes are not included in Jumpstart Membership Fee.

Required Performance Classes (September-June)

Ballet and Jazz performance classes are required as a pre-requisite for joining Jumpstart and will be continued throughout the season. The only difference is that Jumpstart dancers will have their attendance tracked via Jumpstart policies listed in this handbook as opposed to attendance policies listed in the Fall-Spring Class Handbook. Performance classes are not included in Jumpstart Membership Fee.

Nutrition

Proper nutrition will be emphasized throughout the program. Jumpstart Dancers are encouraged to stay fueled throughout classes, rehearsals, performances and competitions with small healthy snacks and nutritious meals.

PERFORMANCES

VPA Jumpstart Dance Ensemble Preview Show

Performing in the Preview Show is mandatory for all Jumpstart Dancers. This special performance is an opportunity to showcase the current season's repertoire for all of our competitive dance programs. Performance fees for the Preview Show are included in the Jumpstart Membership Fee and include two tickets. Additional tickets will be available for purchase starting one month prior to the performance.

Regional Competition

The dancers will have the opportunity to perform in at least one regional dance competition. More competition information is included in this packet on pages 11-12.

June Dance Production

Performing in our season-end June Dance Production is mandatory for all Jumpstart Dance Ensemble Dancers. This performance showcases and celebrates all dance students and choreography from Virtuoso Performing Arts. June Dance Production fees are not included in Jumpstart Membership Fees; therefore, Jumpstart dancers should submit a Dance Production Commitment Form along with Performance Fees no later than December 5th. Performance Fee includes a dvd of the performance. Tickets will be available for purchase *online only* via our website starting mid-May. You may select and reserve seats using the interactive seating chart.

General Performance Policies

Detailed Performance Info: Each family will receive detailed information with more specific guidelines one month prior to each performance.

Dress Rehearsals: Students/Parents agree to commit to any Dress Rehearsal dates listed on our Jumpstart Calendar. Dress Rehearsal is mandatory and any students who miss Dress Rehearsal may not be permitted to perform. Dress Rehearsals are often scheduled outside of the regular class slot.

Performance Dates: Students/Parents agree to commit to any performance dates listed on our Jumpstart Calendar. Some groups may not perform in all performances and siblings are not guaranteed to perform in the same shows.

Event Attendance Policy: Any special requests to arrive late or leave early from a dress rehearsal or performance must be made in writing at least 30 days prior to the production date. It is at the discretion of the director to approve or deny such requests.

Class Attendance Policy: Dancers must follow all Jumpstart Attendance Policies at all times throughout the season. Chronic absence will not be tolerated and may result in a student being removed from some or all of the performance choreography and may also result in dismissal from the VPA Jumpstart Dance Ensemble.

Practice Policy: Parents agree to encourage students to practice outside of classes and rehearsals with the music provided by VPA. Practice music is included in VPA Jumpstart Dance Ensemble Membership Fees for this purpose.

Performance Fees: Production Fees for performances are included in your Membership Fees. The purpose of a Production Fee is to offset the cost of technical assistance/equipment required to produce a successful performance.

Refunds: There are no refunds for Costume or Performance Fees.

Photo/Video Policy: Any photos or videos taken by VPA during any performances may be used for representation of VPA in future advertising.

Snacks: Please do not send your child to dress rehearsals and performances with snacks or beverages that could stain their costumes. Crackers, energy bars, apples, carrot sticks, and string cheese are good choices. Water is the best beverage; please do not send juice boxes or other sticky beverages.

Dressing-room etiquette: Students must respect other students' space and property in the dressing rooms. The students will spend more time in the dressing rooms than onstage or in the auditorium, so please do your best to keep them organized and clean. No food or drink other than water is allowed in the dressing rooms.

Costume Assignment: It is at the discretion of the faculty of Virtuoso Performing Arts Jumpstart Dance Ensemble Faculty and Staff to choose one costume to suit the ultimate expression of one performance piece and to ensure that it is built for the movement that the performance piece requires. All costume pieces (including headpieces, shoes, tights and other accessories) should be labeled on the inside with student's first initial and last name. Please do not write directly on fabric or tags of any rented costumes. Use duct or medical tape instead. Some students will be given guidelines for creating their own costumes.

Dance Shoes/Tights: The parent/guardian of each dancer is responsible for making sure the student has the required shoes and tights for each costume on or before the end of this year. It is required that shoes and tights be purchased through VPA as colors and brands vary. All tights and shoes must comply with VPA's Dress Code, which can be found in this Handbook. It is recommended that all students have two pairs of specified tights for both dress rehearsals and performances. Tights should not have any runs or holes and should be clean. In order to produce a seamless costumed line, undergarments must not be worn under tights. HELPFUL TIP: It is recommended that performers layer tights (i.e. pink tight worn under the tan tights if pink tights are needed to be worn for second costume) to help with ease of changing from one costume to the next. Shoes must not have any holes. Please tuck ballet strings into shoes and double knot any laces for security. Be sure to order tights/shoes at least two months ahead of any performance to account for the possibility of a backordered item, especially when approaching the June Production. Backorders are typical at this time of year.

COMPETITION

For dedicated dancers, the satisfaction of an excellent performance is all the motivation they need to work harder to continue improving. Performance should never be measured by the size of the trophy or the color of the medal.

The Focus Is Not Simply on Competition

It is our goal to instill a passion for performing rather than the desire to win awards. We believe the lessons learned through concert and community performances are as valuable as, if not more than, the competition experience. Still, there *are* some benefits to competing. With the right focus, the experience gained in competition can be an excellent source of self-confidence. If the dancers feel good about a performance and understand that they become better each time they go on stage, they are truly growing through the competition experience. Furthermore, competitions allow us the opportunity to instill in our students an appreciation for other dancers and choreography. We hope to motivate both students and faculty by exposing them to the highest caliber of talent available. Only then can we produce the best dancers and teachers possible.

Competition Entry Fees

Group Competition Entry Fees are included in your Membership Fee.

Competition Scheduling

Approximately two weeks prior to a competition, the competition company will supply our office with an itinerary. Schedules will be emailed to all dancers and their parents as soon as we receive them. We pride ourselves on being an organized, professional school and we do not request changes to the dance competition schedule (except in the case of emergencies). Competitions are typically held on Friday, Saturday, and Sunday. Jumpstart Dancers will only be competing one dance and will only be required to be there 1-2 hours before their entry and stay through the award ceremony on the same day. Sometimes awards ceremonies run late at night however this is rare for the younger dancers. After the awards ceremony, Jumpstart Dancers are excused. Parents should use their own best judgment as to whether sleeping at the hotel or at home the night before and/or the night after is appropriate. Jumpstart Dancers are encouraged but not required to watch the other VPA competitors if their schedules permit.

General Performance and Competition Policies

Performances and competitions are your opportunity to show the world the results of your dedication and hard work. Here's what you can do to make the most of this opportunity.

- Arrive at competition at least one hour before the scheduled time unless otherwise advised by your directors
- Be sure you are properly warmed up
- Present yourself in a professional manner, with costumes steamed, shoes cleaned, and all accessories accounted for
- Treat competitors and teachers from other schools with respect
- Treat the directors and staff of the competition with respect
- Keep your area of the dressing rooms clean and never bring food or drink where it is prohibited
- Wear your Jumpstart warm-up jacket to all competition events and during the award presentations

Competition Critiques

At many of the competition events, the schools receive performance critiques from the judges. These critiques are the property of the VPA and will be shared with the dancers during rehearsal or class time. Soloists will receive critiques outside of class/rehearsal.

Award Presentations

When presented with an award, always show professionalism by enthusiastically thanking the person who presents you with the award, regardless of how big the award is. Unsportsmanlike behavior will not be tolerated.

Competition Audience Etiquette

Enthusiastic applause is encouraged. When in an auditorium, remain seated whenever dancers are performing onstage. Only enter the theater in between dances.

Independent Entries

No dancer may compete in any competition as an independent entry without the permission of the school director.

Cash Scholarships

Soloists will receive a school credit for the amount of any cash scholarship awarded. It will be applied to lessons, costumes, entry fees, or other expenses related to their dance training. Cash scholarships awarded to dancers who perform duos, trios, or ensemble pieces will be deposited in the Virtuoso Performing Arts Jumpstart Dance Ensemble treasury to be utilized for master classes, guest choreographers, and other activities.

ATTENDANCE POLICIES

All dancers are expected to strive to attend all of their regularly scheduled technique classes in addition to all rehearsals and performances. Absence from class will hinder the students' and the team's progress. Cooperation and responsibility in this matter are extremely important to all participants.

Jumpstart Parents will submit a conflict form by the Saturday before Thanksgiving. Any dates not submitted as conflicts by the Saturday before Thanksgiving will be deemed "open for scheduling." December 1st, the Directors will begin scheduling to determine Jumpstart rehearsal dates and times based on conflicts submitted and distribute an updated calendar/schedule mid-December. It usually takes about 2 weeks and is extremely time consuming and tedious. Members are required to hold off from scheduling anything new until the updated Jumpstart Calendar/Schedule is released. Once the Jumpstart updated calendar is released by late-December, it is the Member's responsibility to prioritize Jumpstart dates going forward, especially those considered "MANDATORY." It is also the Member's responsibility to prioritize Jumpstart rehearsals that occur within the week before a performance as they will be considered "MANDATORY" as well.

To maintain safety and proper etiquette, it is important that students are on time for class and rehearsal. Those who know they will be late should contact the studio in advance. Students who arrive ten minutes late or more may be asked to observe. Chronic tardiness is distracting to the teacher/class and will be addressed with a parent.

More than **FIVE** excused absences from rehearsal per season are considered Chronic Absence. Chronic Absence may result in the removal of the student from certain choreography or dismissal from the program depending on the severity of the Chronic Absence.

Excused absences include injury or illness, family event, funeral, and academic events. Parents are asked to phone the studio or email in the event that a student will be absent for any reason before the class the student will be absent from occurs. Please leave the student's first and last name, instructor, class day/time and reason for absence. Cooperation in this matter is essential.

An absence with no notification is considered unexcused. Phone calls that do not include the reason for absence will be considered unexcused. Phone calls from someone other than parent or guardian will be considered unexcused unless in the case of emergency. All absences for mandatory classes will be considered unexcused unless permission is granted in writing well ahead of time or in the case of emergency. **Unexcused absence for Jumpstart Dancers will not be tolerated and may result in suspension from the program.**

Jumpstart Dancers are required to take the responsibility to learn any material missed due to absences before his/her next rehearsal. Students should learn what they missed from a teammate outside of class/rehearsal. Classes/Material missed due to absence may or may not be re-taught during class/rehearsal time.

Jumpstart Dancers are encouraged to make up excused absences from technique classes in another similar class, assuming the schedule permits and there is space in the make-up class. This will cancel out the original excused absence. Make-up classes must take place within two weeks of an absence. Dancers must check in with a receptionist when they are in for make-ups. Receptionists will then cancel out the original absence. There will be no charge for make-up classes. Please note that Rehearsals can not be made up.

Good attendance is crucial to the proper progression of the student and the ensemble as a whole. Excessive absence may result in frustration for students, instructors and choreographers due to lack of knowledge of what was previously taught.

Jumpstart Dancers are not allowed to miss rehearsals within the week before a competition or performance unless requested in writing, well before the performance or competition, and approved by a Director.

Missing mandatory events and performances, additional excused absences beyond FIVE, any unexcused absences or any absences within the week prior to competing or performing without Director approval will be considered a breach of contract and may result in suspension from future events or performances or dismissal from the VPA Jumpstart Dance Ensemble.

DRESS CODE REQUIREMENTS

All Virtuoso Jumpstart Dancers must attend rehearsals and classes in proper dance attire and appropriate shoes. Jumpstart dress code is listed in the Fall Class Program Handbook. Our student dress code is designed to allow the instructor an unobstructed view of a dancer's alignment and technique. In addition, a dress code promotes a professional, disciplined atmosphere. All VPA students are required to adhere to our Dress Code. Students who do not follow the Dress Code may not be allowed to participate in class and may be asked to observe.

Hair and bangs longer than eye level must be pulled back off the face and neck and neatly secured. Cover-ups may be worn for the first ten minutes of class/rehearsal only. No gum, jewelry or watches. Dance shoes are not to be worn outside. Shoes should be clean and dry when entering the studio. Tights must be clean with no holes or runs.

It is important for dancers to be prepared to dress the part for any discipline of dance they may encounter on any given day, class or rehearsal.

Dance shoes and attire are an additional charge and not included in the Membership Fee. VPA will order dance apparel or shoes upon purchase. Please allow one week for delivery. We generally keep tan and pink tights in stock.

VPA Jumpstart Dance Ensemble Warm-Up Hoodie

Jumpstart Members are required to have a warm-up hoodie. Warm-up hoodies are included in Membership Fees and will be ordered shortly after registration. Jumpstart Dancers will wear Warm-Up hoodies to all performances, competitions and master classes. Lost or damaged warm-up hoodies can be replaced for a fee. When wearing your school hoodie or other VPA apparel to non-dance events, be sure that the activities and your behavior reflect positively upon you and VPA.

GENERAL POLICIES

Handbook: This Handbook must be read thoroughly by parents prior to registering. Parent signature agreeing to all policies is required for admission.

Cell Phones: Please silence all cell phones and pagers when you are in class or rehearsal. Cell phones are valuable. Please keep them hidden in your bag during class/rehearsal.

Belongings may be left in the dressing room area during classes/rehearsals.

Lost and Found is located in the lobby. VPA is not responsible for lost or stolen belongings. Leave your valuables at home or hidden.

Lockers are available. Students are expected to bring their own lock and remove it when they leave for the day. Locks that are not removed at the end of the day will be cut off and disposed of.

Food/Beverages: No food is permitted in the dance studios, although water bottles (with a cap) are allowed and encouraged. Please keep water bottles on the sides of the studio rather than the front. Please help maintain a sanitary environment by cleaning up after yourself.

Parking: VPA is home to children of all ages. Please enter and exit our parking lot with extreme caution.

Drop-Off/Pick-Up: For the safety and protection of the children, parents are expected to drop students off to class no earlier than fifteen minutes prior and pick up immediately following class.

Weather Cancellations: VPA reserves the right to cancel classes when the weather conditions are hazardous. In the event of inclement weather, please visit our website. We will attempt to reschedule any classes cancelled due to inclement weather.

Classroom Respect: Students are required to give their instructor(s) their undivided attention at all times. Students are to behave in class and respect the teacher at all times. Teachers will give a student one warning should they become disruptive. If the disruption persists, he/she will be removed from the class. Respect for VPA, its teachers, and its choreographers is essential. The teachers and choreographers selected to work with our dancers are among the finest and most experienced. They are selected because of their professionalism and knowledge of what is technically and emotionally appropriate for the dancers.

Injury/Illness: Students are expected to inform the instructor before the class begins of any minor or major injuries or illnesses, including when you are able to dance.

Hands-On Instruction: There will be times when instructors will employ gentle hands-on corrections to adjust alignment on students. This is sometimes imperative to teach proper alignment to students.

Constructive Criticism: Students are encouraged to embrace their instructors' constructive criticism. It is meant to help, not hinder. A personal correction is an honor; it shows a student how much a teacher cares about their progress as a dancer and also allows for an opportunity to improve. In the dance industry, it is appropriate to say "thank you" when a teacher or choreographer offers constructive criticism. Students are expected to leave criticism of other classmates to the instructor, and listen to each correction given, whether it's directed to them or another dancer.

Classroom Mistakes: Students must be willing to make mistakes during class as the classroom is the safest place to experiment in order to realize potential.

End-Of-Class: Students and instructors are expected to applaud after all classes. In keeping with standard dance etiquette, instructors and students should finish every class or choreography session by thanking each other.

Choreographer's Artistic Choices: A Choreographer's artistic choice must always be respected and never questioned or disputed directly with choreographers.

Restroom Needs: should be taken care of before or after class except for emergencies.

Practice: Students are expected to practice outside of rehearsal and to know the material presented in prior classes. The success of the program as a whole depends on it. Parents are expected to encourage practicing.

Parent Viewing: There will be two Parent Viewing Weeks during each season. Parents are welcome to observe and videotape class and/or rehearsal at this time only. Other than Parent Viewing Weeks, all classes are closed to visitors and parents.

Disrupting Class: We ask that all parents and students please refrain from disrupting a class.

Gossip: Be mindful of what you say in the lobby area, a space intended for the comfort of our students' parents and families. At no time should anyone utilize this area to speak negatively about VPA, its faculty or choreographers, or other students and their families.

Staying Informed: We work hard to make the dance experience organized and fun. Keeping you informed is a priority and there is an especially large amount of communication that must take place quite regularly between the Jumpstart Directors and Members/Parents. Newsletters and important updates are emailed to you and posted on the Virtuoso Performing Arts website and Facebook page. Please make it a priority to stay on top of any communication that comes your way regarding Jumpstart.

Contacting Us: We encourage you to contact us via phone during Administrative Hours or via email anytime. We strive to answer email and return phone messages within one business day.

Administrative Hours: Our Administrative Hours indicate when a Receptionist is on duty and available to assist you in person, regardless of whether classes or lessons are in session. Administrative Hours are always listed on our website and outgoing voicemail.

Website (VirtuosoPerformingArts.com): We are constantly updating our website. We encourage you to peruse it frequently to stay abreast of the most recent news and events.

Facebook Page: To receive frequent updates on studio events, "Like" the Virtuoso Performing Arts Facebook page and invite family and friends to do the same. Please do not post questions on the school's Facebook page. Instead, please email them directly to vpa@virtuosoperformingarts.com.

Training or Performing Outside VPA: Jumpstart Dance Ensemble members are not permitted to train or perform with or for any other company outside VPA without permission from the VPA Jumpstart Director. In the event a Jumpstart Dancer wishes to train or perform with a company outside VPA, a request should be made in writing, including the name of the company, the nature of the performance or training and the dates and times the training or performance will take place.

Contacting Teachers: Never attempt to contact teachers or choreographers at home or via their personal cellular phone unless in the case of time sensitive issue, emergency or during or around an event. All other communication must be made through the studio.

Contacting Directors: Contact Directors via email. Only contact Directors via their personal cell phone during events, in an emergency or in a time-sensitive situation.

Academics Come First: We encourage dancers to be as dedicated to their academic studies as they are to their dancing.

Photo/Video Policy: Any photos or videos taken during any classes, rehearsals or performances may be used for representation of VPA in future advertising.

SOCIAL MEDIA POLICY

Use of Facebook, Instagram, Twitter, LinkedIn, blogging, and other online social media vehicles is commonplace. This policy is intended to provide VPA students and parents with guidelines to eliminate any confusion concerning the use of social media.

- You do not have permission to reveal any information that compromises Virtuoso Performing Arts. By that we mean you are forbidden to share personal information about the director, other students and their families, or anything that is proprietary and/or confidential to them or Virtuoso Performing Arts
- Students and parents should neither claim nor imply that they are speaking on behalf of Virtuoso Performing Arts
- Never post anything that could compromise the self-esteem of students who attend Virtuoso Performing Arts
- If you post videos of class or rehearsals, don't post any choreography in its entirety; Virtuoso Performing Arts owns rights to all choreography taught at the school
- Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use. As stated in this handbook, parents and students should never post negative comments about other schools or teachers. Also, please do not post negative comments about school activities such as competitions, conventions, and performances or about the directors of those events
- Ensure that your social networking conduct is consistent with all of the policies contained in this handbook

TERMINATION OF ENROLLMENT

In certain circumstances, when it is in the best interest of one or more students, it may be necessary for the school owner or director to terminate a student's enrollment. Every effort will be made to correct a problematic situation before terminating enrollment. Reasons for termination of enrollment include the following:

- Disruptive or dangerous behavior by students or their parents
- Abuse of other children, staff, or property
- Inability of Virtuoso Performing Arts to meet the dancer's needs

If a Jumpstart Dancer is dismissed or leaves the program, an understudy may or may not replace him or her. The student leaving the team is expected to turn in all costumes to VPA.

FOR THE PARENTS: "WE'RE IN THIS TOGETHER"

We believe that a student's success depends on the support of his/her parents or guardians. Because your commitment to the process makes an enormous impact, we encourage you to be a part of your child's dance education. Our programs rely on a positive, educational atmosphere for our faculty and students and their parents. Cooperation between all parents is expected. Showing respect—for other parents, the students, and the faculty—makes an important impression on the children, and provides them with the ultimate care and education. All VPA Jumpstart Dance Ensemble Parents will be required to agree to our Parent Code of Conduct.

Parent Code of Conduct

ALL VPA Jumpstart PARENTS MUST AGREE TO THE FOLLOWING:

1. VPA staff has full support and trust of parents who will honor and uphold VPA standards, policies and endeavors at all times.
2. Parents are to refrain from discussing class placement issues with other parents or questioning class placement decisions by the Directors.
3. VPA staff has permission to enforce consequences upon students if applicable.
4. VPA Parents will encourage positive sportsmanship by showing respect and kindness for all human beings, VPA affiliated or not, at all times.
5. Parents will respect the authority of any judges, competition directors or VPA staff at all times by not questioning, discussing or confronting them in public. If it is absolutely necessary, parents should speak with VPA staff about any disagreements you may have at an agreed upon time and place.
6. Parents respect the authority of VPA instructors and choreographers by refraining from coaching students (including your own) during or after classes, rehearsals, performances and competitions or at any other time. This can be contradictory to a student's training.
7. Parents will encourage children to focus on improvement and not trophies.
8. Parents will encourage children to strive for their personal best and not what the student next to them is doing.
9. Parents will focus on the positive and not the negative, especially after performances.
10. Parents understand that competitions are subjective and adjudicated by human judges who have a certain opinion on a certain day. A trophy will never measure a person.
11. Parents will encourage the process rather than the result.
12. Parents will separate who their children are from how they perform on stage.
13. Parents are not to engage in any kind of negative conduct at any time. This includes yelling, taunting, gossip or profane language toward any judge, teacher, student, parent or staff member whether they are a part of VPA or not.
14. VPA Parents will expect that parents from other schools may not always behave according to the VPA Parent Code of Conduct.
15. VPA Parents will remove themselves as gracefully as possible if they witness negative behavior in any way by a parent from a school other than VPA. Parent may opt to report it to the VPA staff if it is one of our own dancers or parents. VPA agrees to respect anonymity if desired.
16. Parents will expect that VPA Jumpstart Dance Ensemble students may be subject to probation or suspension from the program if the aforementioned Code of Conduct is not abided by parents.