



VIRTUOSO  
Performing Arts

# Winter Program

## Dress Code, Policies & Calendar



DANCE, THEATER, & MUSIC  
Enroll by Dec 31—  
Save \$25

Morton Grove, IL  
(847) 998-9900  
[VirtuosoPerformingArts.com](http://VirtuosoPerformingArts.com)

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## WINTER SEASON AT-A-GLANCE

Classes offered in:

Choreography, Dance, Musical Theatre, Tumbling

Beginning-Advanced Levels

Season Runs: January 21st-June 3rd  
Non-Performing and Performing Classes

***For up-to-date information,  
visit [VirtuosoPerformingArts.com](http://VirtuosoPerformingArts.com)***

# CLASS DESCRIPTIONS

**Ballet** (PreK-12th graders eligible) consists of barre work, center work, and progressions across the floor. VPA stresses the importance of ballet as a foundation for preparation in other dance styles, primarily jazz and contemporary. Therefore, we require intermediate/advanced jazz or contemporary students to take ballet class.

**Jazz/Contemporary** (2nd-12th graders eligible) Contemporary dance is a fusion of ballet, modern and jazz techniques offering a style unique to the choreographer. Classes consist of warm-up, progressions across the floor and development of choreography.

**Choreography** (7th-12th graders eligible) Choreography Class will offer Int/Adv dancers the opportunity to explore their creative side in a safe and nurturing environment. Our no-pressure atmosphere helps student choreographers develop their movement-voice at their own pace in a workshop atmosphere. The class will be mentored and supervised by VPA Faculty through improvisational and choreographic exercises. Dancers will work through the creation of choreography, which will be highlighted in an informal choreography showcase.

**Musical Theatre** (2nd-6th graders eligible) Musical Theater is a unique class that combines the arts of acting, singing and dance into one fun and challenging class. All students are assigned a role and work on a musical theatre presentation. This class focuses on the skills that a student needs to communicate a story through word and song. An informal performance during the last class will showcase the material covered.

**Tumbling** (PreK-6th graders eligible) offers the basics of tumbling (e.g. forward rolls, handstands, cartwheels). Students will then progress to more advanced skills according to individual skill level. Tumbling is a non-performing class.

**Spring Musical Performance** (3rd-12th graders eligible) VPA's popular Musical Theatre Camp is now being offered as part of our Winter Program! Students grades 3-12 will audition, and be cast in a role for the musical production of "Into The Woods". The fully-staged, choreographed production features beautiful costumes, stage lighting, and sets. Participants will hone their skills through group warm up, professional direction and innovative choreography. Pricing includes warm up, rehearsals, script and score, practice CD, costumes, and more!

# CLASS PLACEMENT

## **Where can I find a class schedule?**

Schedules are located on our Registration Form or on our website. Forms can be found at our facility or downloaded at [VirtuosoPerformingArts.com](http://VirtuosoPerformingArts.com).

## **How do I know what to register for?**

All students are welcome to register for any of our winter classes (excluding Choreography Class) provided they meet the minimum grade requirement. Int/Adv dancers may enroll in the Choreography class provided they meet the minimum grade requirement.

## **Can I register after the season begins?**

Students may be accepted into classes after the season has begun provided the class for which they wish to register is not full. Students who register after the season has already begun may be required to purchase private make-up lessons in order to catch up to the class and will be prorated for any classes missed.

## **What if a scheduling conflict arises?**

Should a scheduling conflict arise after registration is processed, we will do our best to place the student in an alternate class provided it is not full and that it meets age/level requirements. Please call the studio as soon as such a conflict arises.

# COSTS AND TUITION

## **Registration Fee:**

There is a nonrefundable \$25 Annual Registration Fee; however, we will waive the fee for any families who register on or before Dec 31st. Registration received after Dec 31st will be subject to the \$25 Annual Registration Fee, due at the time of Registration. Students who have already paid the Annual Registration Fee for the Fall 2018-Spring 2019 Season will not be required to pay the Winter Annual Registration Fee.

## **Tuition Inclusions (prices vary depending on class):**

- All scheduled classes for the season
- Scripts and sheet music

## **Additional Costs (not included in tuition):**

- Dance Shoes and Apparel (see Dress Code on page 7)

## **Discounts:**

- There is a special 10% Discount for households enrolled in 3 or more classes per week
- The \$25 Annual Registration Fee is waived for any families registering on or before Dec 31st

## **Class Withdrawals/Refunds:**

- A) Students enrolled in classes may withdraw from classes by emailing VPA the following 1) parent name 2) student's name, 3) the class the student is withdrawing from (including the day & time), 4) reason for withdrawal. If a student properly withdraws from this program, all payments made by such student to Virtuoso Performing Arts will be refunded within thirty days of receipt of the cancellation notice; provided, however, that a student is responsible to pay for any services received prior to Withdrawal; provided, further, that the student is further responsible to pay a fifty dollar (\$50) Withdrawal Fee.
- B) Any family who is Withdrawing from some classes whereby the family is no longer taking at least three classes will no longer be eligible for the 10% discount.
- C) No credits or refunds will be given for Costume Fees after Winter Break has begun under any circumstances.
- D) If, by reason of death, disability, or relocation 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, relocation or the onset of 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 disability or death.

# REGISTRATION & PAYMENT

## **How do I register?**

Please review this Handbook and either register online or complete a registration form. You may submit a completed registration form by mail or fax. Registration may also be submitted in-person during current Administrative Hours or by mail box outside Administrative Hours. Please check our website at [www.VirtuosoPerformingArts.com](http://www.VirtuosoPerformingArts.com) or call 847-998-9900 for current hours.

## **Is there any fee for registering?**

Yes, there is a \$25 Annual Registration Fee; however, we will waive the fee for any families who register on or before Dec 31st. Registration received after Dec 31st will be subject to the \$25 Annual Registration Fee, due at the time of Registration. Students who have already paid the Annual Registration Fee for the Fall 2018-Spring 2019 Season will not be required to pay the Winter Annual Registration Fee.

## **What if the class I register for is closed?**

Those who register after a class is full will be placed on a waiting list. Waitlisted students will be admitted if space becomes available.

## **Can I make monthly tuition payments?**

Yes. Your season tuition, plus a \$30 handling fee, is divided up into equal monthly payments. The first payment is due at the time of registration (along with your \$25 Annual Registration Fee if registering after Dec 31st). Save \$30 on the handling fee if you pay by echeck! The remaining payments will be automatically debited from the account you specify on the 15th of each month following registration through the following April. All payments must be finalized by April. A valid debit/credit card is required in order to use this service.

## **Does VPA accept students after the season has begun?**

We may continue to accept students the first few weeks after classes have begun provided the class is not full. Those who register after classes have begun will be prorated for tuition upon registration. Per instructor discretion, students who have missed classes due to late registration may be required to purchase additional private lessons in order to catch up to the rest of the class.

## **Will I receive confirmation after I register?**

Yes. After you register you will receive confirmation via email that will include schedule and program information. Please review thoroughly.

## **What if my check is returned or my authorized credit/debit card is declined?**

Buyer agrees to pay a \$20 Dishonored Item Fee for any dishonored or returned check or other item along with any costs incurred in connection with collection of such dishonored, returned or rejected check or other item. Upon receipt of the 2nd dishonored item, VPA will only be able to accept cash, money order or valid debit/credit card.

## **Does VPA charge Late Fees?**

Yes. A \$10 Late Fee will be charged for any outstanding balances every thirty days it

# ATTENDANCE POLICIES

***Students are encouraged to attend every class in which they are enrolled. Absence from class may hinder the students' progress. Cooperation and responsibility in this matter are extremely important to all students and classes at VPA.***

## **How many absences are allowed?**

VPA allows seven total excused absences per student / per performance class. Once a student surpasses this limit, he/she is considered to have "Chronic Absence" at which point we become concerned about the progress of that individual student and the class as a whole. For the safety of our students, unexcused absences will not be tolerated at VPA.

## **What is considered an excused absence?**

Excused absences include injury or illness, family event, funeral, and graded academic events. Parents are asked to phone or email the studio 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 name, instructor and class day/time. Cooperation in this matter is essential for good parent/teacher communication. More than seven excused absences per season is considered "Chronic Absence".

## **What is considered an unexcused absence?**

Absences with no phone call or email notification from the parent are considered unexcused.

## **What is the consequence of Chronic Absence?**

Chronic absence may result in the removal of the student from part or all of the performance material.

## **What if a student is late to class?**

To maintain safety and etiquette, it is important that students are on time for class. 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 the class. Chronic tardiness is distracting to the teacher/class and will be addressed with a parent.

## **Can a student make up an absence?**

Excused absences can be cancelled out by attending make-up classes (if available) or private lessons. Make-up classes must take place within two weeks of an absence. 15-min private make-up lessons may be purchased separately at a special rate of \$15 per lesson. Please note: Make-up classes/lessons may not always help the performance group as a whole. Students that hinder the performance group due to chronic absence, regardless of whether the student has made up absences, may be removed from part or all of the performance piece—TBD on a case by case basis.

## **How will a student learn what was taught when they were absent?**

Students grades seven and up are asked to learn any material missed due to excused/unexcused absences before his/her next class. Students should learn what they missed from a classmate outside of class, or may purchase a private lesson from the instructor. Classes/Material will not be re-taught to the absentee during class time. This ensures the proper progression of the class as a whole.

## **Why is VPA so strict with attendance?**

**Good attendance is crucial to the proper progression of the student and class as a whole. Excessive absence may result in frustration for students and instructors. Instructors will not re-teach missed material during class time.**

## **What if there is hazardous weather?**

VPA reserves the right to cancel classes during hazardous weather conditions. Classes that directly coincide with a winter weather "Warning" are automatically cancelled. "Watches" and "Advisories" are taken on a case-by-case basis. In the event of inclement weather, please phone VPA or visit [VirtuosoPerformingArts.com](http://VirtuosoPerformingArts.com) for notifications. We will schedule a make-up class for any class cancelled due to weather.

# GENERAL STUDIO POLICIES

- **Handbook:** This Handbook must be read thoroughly by parents prior to registering. Parent/Guardian signature agreeing to all policies is required for admission.
- **Cell Phones/Pagers:** Please silence all cell phones and pagers upon entering the facility.
- **Belongings** may be left in dressing room area during classes. Lockers and open cubbies are available. Students who wish to use lockers 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.
- **Lost and Found** is located in the break room. VPA is not responsible for lost or stolen belongings.
- **Food/Beverages:** No food is permitted in the studios, although water bottles (with a cap) are allowed. Food is only allowed in our designated Eating Area. Please help maintain a sanitary environment by cleaning up after yourself.
- **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.
- **Children Supervision:** Children grades three and under must be supervised by an adult in dressing room and lobby areas;
- **Classroom Respect:** Students are required to give the instructor(s) undivided attention. 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 may be removed from the class.
- **Illness/Injury:** Students are expected to inform the instructor before the class begins of any minor or major injuries or illnesses.
- **Hands-On Instruction:** There will be times when instructors will employ gentle hands-on adjusting corrections to students. This is sometimes imperative to teach proper alignment to students.
- **Constructive Criticism:** Students are encouraged to embrace their instructor's constructive criticism. It is meant to help not hinder. Students are expected to leave constructive criticism of other classmates to the instructor.
- **Classroom Questions:** Students are encouraged to ask questions as appropriate in class and to listen to and learn from other students' questions.
- **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 Applause:** Students and instructors are expected to applaud after all classes.
- **Restroom Needs:** Restroom needs should be taken care of before or after class except in the case of an emergency.
- **Practice:** Students are expected to practice outside of acting, dance and voice classes and to know the material presented in prior classes. The success of the class 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 at this time only. Other than Parent Viewing Weeks, all classes are closed to visitors and parents. We ask that all parents please refrain from disrupting a class unless it is an emergency.
- **Notifying the Studio:** Parents should contact VPA at 847-998-9900 a) when a student will be absent, b) when a student will be late, c) if a student is bringing a friend to class, or d) anytime you have questions or concerns.

# DRESS CODE & SUPPLIES

VPA will order dance apparel or shoes for students upon purchase. Please allow one week for delivery. We usually keep tan and pink tights in stock.

## **Preschool - 3rd Grade Dance Classes:**

GIRLS: Solid colored leotard; pink Revolution tights (no shimmer). Creative Dance and Ballet; Pink Revolution full-sole ballet shoes (laces tucked into shoe); ballet skirts optional (no longer than the top of thigh). No tutus or attached skirts, please. Tap: Tan Revolution U-Shell Tap Shoe. Black athletic, fitted pants or shorts. BOYS: Snug-fitting solid colored T-shirt or sleeveless shirt; black shorts or pants; black Revolution ballet shoes; black slip-on Revolution Premium Stretch Tap Boot.

## **4th-12th Grade Ballet Classes:**

GIRLS: Solid colored leotard; pink Revolution tights (no shimmer); pink split-sole Revolution ballet shoes (laces tucked in); black sheer ballet skirt optional (no longer than top of thigh). Hair must be neatly secured in a bun. Pointe students must have pointe shoes approved by instructor before ribbons and elastic are sewn on. BOYS: Solid colored T-shirt or sleeveless shirt; black athletic shorts, pants or opaque tights; black Revolution ballet shoes.

## **4th-12th Grade Jazz/Contemporary:**

GIRLS: Solid colored leotard; black, tan or pink Revolution tights (convertible) or black athletic, fitted pants or shorts; barefoot. BOYS: T-shirt or sleeveless shirt; black athletic shorts or pants; barefoot for contemporary

## **Musical Theater (2nd-12th Graders):**

GIRLS & BOYS: Comfortable, non-restricting top and pants (Girls, no skirts or dresses please). Clean, dry shoes and socks. Acting classes should be prepared for active movement. Scripts, sheet music and practice music will be distributed to older voice and acting students throughout the season. Students are expected to keep these materials organized and bring them to each class. Lost materials may be replaced upon request for a fee.

## **Tumbling (PreK-6th Grade):**

GIRLS: Solid colored leotard; black athletic, fitted pants or shorts; bare feet. BOYS: T-shirt or sleeveless shirt; black athletic shorts or pants; bare feet

## **General Dress Code Notes:**

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 only the first ten minutes of dance classes. 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.

## **Why is VPA so strict with the dance dress code?**

**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 Dress Code. Students who do not follow the Dress Code may not be allowed to participate in class and may be asked to observe.**

# WINTER PROGRAM SEASON CALENDAR

October 29th ..... Winter Program Registration Officially Begins  
Mar 25-30 ..... Spring Break—NO CLASSES  
Mar 31 ..... Summer Early Bird Deadline (5% discount)  
May 4-18 (Tues-Sat) .. Winter Program Break—NO CLASSES  
May 19 ..... Spring Musical Performance  
May 24-27 ..... Memorial Day Weekend—NO CLASSES  
May 31 ..... Fall Pre-Registration Deadline for Current Students  
June 1 ..... Fall Registration Officially Begins  
June 3rd (Monday) .... Last Day of Winter Program Classes

