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WWW.UMBIANCEDANCE.COM

WELCOME

IT'S OUR ABSOLUTE PLEASURE TO WARMLY WELCOME YOU INTO OUR FAMILY AT UMBIANCE CENTER FOR THE PERFORMING ARTS. OUR TEAM IS THRILLED TO SEE MANY FAMILIAR FACES RETURN TO THE STUDIO AND EVEN MORE EXCITED TO SEE SOME NEW FACES JOIN OUR COMMUNITY. WE HAVE CREATED THIS ONE-STOP HANDBOOK TO HOPEFULLY SHED SOME LIGHT ON HOW THINGS WILL RUN THROUGHOUT THE YEAR, AS WELL AS ANSWER A LOT OF QUESTIONS YOU MAY HAVE BEFORE THE YEAR BEGINS. WHILE WE WOULD LOVE YOU TO TAKE TIME TO READ THIS INFORMATION CAREFULLY AND KEEP YOUR HANDBOOK IN A SAFE PLACE TO REFER TO AS YOU NEED, DON'T FORGET THAT OUR FRIENDLY OFFICE STAFF IS ALWAYS HERE TO HELP. NOTHING IS TOO BIG OR SMALL, WE PROMISE!

QUICK REFERENCE STUDIO INFO

1498 Central Park Blvd.
Fredericksburg, 22401
(571) 423-9041

MISSION

WE ARE COMMITTED TO: CULTIVATING THE COMMUNITY THROUGH THE ARTS.

WE ARE PASSIONATE ABOUT: HELPING STUDENTS LEARN, HEAL, AND BECOME CONFIDENT, HEALTHIER INDIVIDUALS.

WE CARE ABOUT: EACH AND EVERY STUDENT AND TAKE THE TIME TO GET TO KNOW THEM PERSONALLY.

WE LOVE: INSPIRING THE NEXT GENERATION OF GREAT DANCERS, ACTORS AND LEADERS.

WE EMBRACE: DIVERSITY, UNIQUENESS, AND COMMUNITY.

WE STAND FOR: EARNESTNESS, DISCIPLINE AND HELPING OTHERS.

WE LISTEN TO: YOU, OUR STUDENTS, OUR COMMUNITY AND THE SILENT CRIES OF THOSE WHO TRULY NEED US.

WE PROMISE TO: CONTINUE TO GET BETTER IN ALL THINGS THAT WE DO.

WE VALUE: COMMUNITY INVOLVEMENT, HEALTH, DIVERSE ARTISTIC VIEWS, AND THE ARTS.

WE FOCUS ON: GROWING OUR STUDENTS CONFIDENCE, COMMITMENT, DISCIPLINE, POISE & GRACE.

ENROLLMENT

Before lacing up those jazz shoes, it's important that all students and/or parents (whether returning or new) fill out your online registration by clicking on "PARENT PORTAL" on our website. We want to ensure that we have the most up-to-date contact information for you. This information includes your monthly commitment, registration form, media release form (so we can show off photos and videos of our amazing dancers in and around the studio), and safety and public liability/insurance contract.

NOTE:

Students will remain enrolled in a class until a Drop Class Form is received by the studio.

We encourage all of our students and families to try a variety of dance styles and we are more than happy to accommodate trial classes for existing students who want to try something a bit different free of charge. Please contact the front desk if you would like to try a new class and we will happily schedule a quick meeting and fit you in for a trial (provided the class has not reached capacity). If the class has reached capacity, we will place additional students on a wait list.

Although most classes have an age range, most of our classes are based on skill and require assessment before a student can progress to that class. UCPA reserves the right to place a student in a class based on their skill and basic knowledge of technique required for the class. Parents will be notified in the event UCPA feels a student is better suited for a particular class.

**** REMINDER **** Don't forget - if you refer a friend or family member to enroll, you will receive a \$25 credit once they have actually enrolled.



COMMUNICATION

For convenience, our primary means of communication is via a platform called the BAND APP. You will also receive regular updates and important information through email, so please ensure you have provided the studio with an up-to-date email address that is regularly checked.

We will send you an invitation to add the Band App through email when you enroll. We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients.

Don't forget to add our email address info@Umbiancedance.com to your contacts so we don't end up in the dreaded **Spam** folder!

We are proud to provide you information via our very own BAND APP. You can locate our group online. Join our private group and then make sure you have the notifications turned on so that you may receive all updates.

Here is our link: <https://band.us/n/a9af74Y7Dfl9z>

In the case of urgent information (for example, unexpected class cancellations or performance changes), we will send a text message and/or call all families. So, for this reason, please make sure the mobile phone number you have provided to the studio is correct and up to date.

We always display important information, dates and studio details on our noticeboard in the foyer area, so please have a quick look when dropping off and picking up in case there is anything you may have missed. We are always happy to chat in more detail about communications you may receive from the studio, so if you need any clarification, please don't hesitate to call us at 571-423-9041 to speak with one of our helpful team members.



CLOSURES

We understand wholeheartedly how busy the lives and schedules of our dance families can get as the year rolls on, so we have tried to get all of our important dates organized and ready for you so you can plan other commitments. Below we have listed some of our most important “Save the Dates” with more information (including times, costumes, requirements, etc.) to be communicated via email/facebook/app/notes as we get closer to the events. If you know ahead of time that your family will be unable to attend these events due to planned holidays or existing commitments, please let the front desk know at your earliest convenience.

UCPA will be closed in observance of the following holidays:

- New Year’s Eve
- New Year’s Day
- Martin Luther King, Jr Day
- President's Day
- Spring Break
- Easter Break
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Break (Includes the Wednesday before and the Friday after Thanksgiving)
- Christmas Break (Includes Christmas Eve, Christmas Day, New Year’s Eve, New Year’s Day and the days in between.)

Parents will be notified in advance of any additional holiday or studio closing.



IMPORTANT FUNDRAISER & VOLUNTEER INFORMATION



FUNDRAISERS

UCPA hosts 2 fundraisers per year. All students and families are strongly encouraged to participate in at least (1) fundraiser per season. This helps us in ensuring our studio doors remain open over the holidays and throughout the summer.

VOLUNTEERS

UCPA encourages you to volunteer for our Fall and Spring productions. We have several areas where you can volunteer including props, costumes, sets, marketing, etc. Please be sure to watch BAND APP for all posts regarding how to volunteer. You may also email or call the front office for more information.

Thank you in advance for your support.



FEE INFORMATION

REGISTRATION

UCPA charges an annual registration fee of \$70 per student and \$60 for the 2nd child, \$50 for the 3rd child, etc. The registration fee is non-refundable and is due at the time of registration. **First time registration fee will receive 1 complimentary leotard or t-shirt.**

TUITION

Monthly tuition rates are based on the specific class in which each student is registered. **Tuition is due on the 1st of the month with a grace period until the 5th.** If tuition has not been paid by the 5th of the month, a \$25.00 late fee will be added to your account. **If your account remains unpaid, a text will be sent with a deadline to pay or your student will be dropped from class.**

Tuition is paid each month (August through June). Fall Season (August through December: 5 installments). Spring Season (January through June: 6 installments). **This is a total of 11 installments if your student is enrolled in both Fall and Spring seasons.) Tuition is nonrefundable.**

PAYMENT

For your convenience, UCPA has an auto-payment system. **All families, MUST sign-up for automatic payment.** UCPA is not responsible for any lost or damaged payments. Returned or declined payments will be charged a \$25.00 fee. After two consecutive returned or declined payments, all future payments must be made in cash one month in advance.

PRODUCTIONS & PERFORMANCES

Throughout the year UCPA will participate in different events, performances and two productions that will incur additional fees. **Fees will include the cost of costumes and a production fee.** Once performance dates are set, more information will follow.

DROPPING A CLASS

Students may drop a class at any time. However, parents or guardians must give a 30-day notice before dropping a class. In order for a student to be officially dropped from a class, please email, call or stop by the front desk. **Not attending class does not dis-enroll the student from the class and additional fees may incur.** Tuition will still be charged to the student's account until the front desk has been contacted via email, phone or in person.

REFUNDS

There are absolutely no refunds. There will be no refunds, deductions or transfers for any reasons for missed classes. Registration fees are non-refundable. In the event that classes are canceled due to lack of enrollment, the class will be combined with another class or the student will be placed in another class with their peers. If there are any further questions about this topic, please feel free to email the office for further details.

RE-ENROLLMENT

Current students will be automatically enrolled in the next season. **Students will remain enrolled in a class until the front office is otherwise informed via email, phone or in person.** Please contact the front desk via email for further information.

CLASS CANCELLATIONS & DRESS CODE

INCLEMENT WEATHER CLOSINGS

Canceled classes due to weather will be posted on our website and through emails. We are no longer following school schedules so please check the website if you are questioning if classes are canceled. This means we may have separate closings for morning and evening so please always double-check. The first cancellation due to weather you may make-up in another class. Any further closings, class make-ups will be scheduled. If you are not able to make the scheduled day and time, you may find a similar class to do a make-up.

CLASS CANCELLATIONS

In the event only one student comes for any given class, that class will not be canceled. Instead, that class will be held for 30 minutes, not the full hour or 45 minutes. Classes that do not have the minimum requirement of students will be canceled for that session. Students who did register for the class will have the option of switching to or combining with another class.

ABSENCES

If your student will be absent from class, **please submit all absences through your UCPA Parent Portal**. We care about all of our students. Please be mindful that dancers who miss a lot of classes, especially around performance times, may be excluded from parts of performance pieces at the discretion of the director. **All dancers MUST attend tech week rehearsals**. There is no refund for missing class. However, students will be able to make up any class missed, if 24 hour notice is provided. Missed classes due to inclement weather, holidays or absences may be made up, but tuition may not be skipped or altered.

DRESS CODE

Although we encourage students to express themselves, it is important for students to abide by a dress code. We highly encourage all our students to dress according to the genre of dance they are studying. Following this guideline establishes a sense of professionalism in class. Most importantly, dressing according to the standards we have outlined in our dress code, helps prepare our students to be successful dancers in college and/or career settings. We have a dress code policy for the following reasons:

- A neat and tidy appearance sets an attitude of attentiveness and respect for the students, teacher, and the art of dance. How a dancer feels will affect how they dance.
- Teachers must be able to see the dancer's body outline clearly in order to make proper corrections on posture, alignment, etc.

Please be sure your student is in dress code. If you have any questions regarding the dress code for your class, please visit our website www.umbiancedance.com go to the "Students" tab and in the drop down menu click "Dress Code". If you need to order dance attire please check with the front desk first. If they do not have what you need please use the links on the website to order. Please note: First time registration fee will receive 1 complimentary leotard or t-shirt.

For students out of dress code, the following will apply:

- First Warning - Parent will be emailed.
- Second Warning - Parent will be called.
- Third Warning - Student may be asked to sit down during class.

STUDIO ETIQUETTE

We appreciate your respect for all areas at UCPA at all times. Your compliance with the following etiquette rules will help keep the studio running efficiently and looking its best.

ETIQUETTE INSIDE THE STUDIO

- No one, outside of UCPA Staff and Volunteers, is permitted behind the front desk.
- Unless a member of the UCPA Staff or Volunteer has given permission, we ask that you do not touch studio equipment. If you require assistance with something, please ask UCPA Staff or Volunteer.
- Eating and gum chewing are not permitted in the instructional area.
- **NO FOOD OR DRINK IS ALLOWED ON THE DANCE FLOOR AT ANY TIME.**
- Please be certain to clean up all trash and crumbs and return toys to their proper place before departing from the studio.
- Dancer's shoes, clothing, and bags should be in the designated area (instructional area cubbies) not in the middle of the floor.
- **NO OUTSIDE SHOES ARE PERMITTED ON THE DANCE FLOOR.** Students should have their class required dance shoes when coming to class.
- Unless instructed by the teacher, parents are not allowed in the class during instructional time. This helps foster a better relationship with dancer and teacher, and also keeps the dancer from feeling like they are being watched. Let's face it; children behave differently when their parents are not present.
- Students are not permitted to walk out of class without permission from their instructor.
- Cell phones and other electronic devices are not permitted in class unless instructed by the teacher to have one.
- Students wishing to take notes are encouraged to bring a notepad and pen to class.
- The use of foul language is strictly forbidden by students and we ask that parents also refrain from such usage while on the premises.

PICK UP & DROP OFF

- Please ensure that you give the office a call if you will be more than 15 minutes late picking up your student.
- UCPA staff does their best to start and end classes on time. Our teachers use the time before class to prepare for students. Out of respect for our staff, please do not drop students off early.
- Please also be prompt when picking up your student. In the event of an emergency please notify the front office staff.
- PLEASE NOTE: If your arrival time is after the end of class, we reserve the right to charge a late fee to the account of \$1 per minute after building closure that will be accepted directly in cash or charged immediately to the card on file.

ETIQUETTE OUTSIDE THE STUDIO

- Please make sure that children 10 and under are accompanied by an adult when entering and leaving the studio to ensure safety. Teachers are not available to see students to the door.
- Dancers should not leave the studio in just their leotard. In our effort to teach our students the professional way of dance, we ask that ALL young ladies have cover or clothes to put on over their leotard prior to leaving the studio.
- Dance shoes should not be worn outside.
- No loud or obnoxious behavior is permitted.
- We ask that there be no smoking within a 220 ft radius of the studio.
- Remember that you represent Umbiance, so let's be certain to showcase Umbiance in a positive light everywhere you go.

UCPA is an alcohol, drug and bully free environment. None of the aforementioned will be tolerated. If a student participates in any of the above listed, a parent will be contacted, and further action will be taken which could result in dismissal from the studio.

PERFORMANCE COMPANY (ON GOING AUDITION)

Throughout the year, students may have an opportunity to participate in several performances including the end of the year recital. For your convenience, we try to give scheduled dates of important events as soon as dates have been solidified. Please note them on your calendar so that your dancer will be prepared, and you will not have any scheduling conflicts. Bear in mind that there may be additional fees associated with performances. All accounts must be up to date with a zero balance in order for a student to participate in any performances.

PRACTICE

To ensure success, students should follow a daily regimen that reinforces what they were taught during their class. Progress is directly affected by how much time and effort is devoted to practicing between weekly class sessions. Teachers will provide more specific guidelines for practicing.

CODE OF CONDUCT

To ensure the smooth, safe running of Umbiance Center for the Performing Arts and an enjoyable experience by all, below you will find our code of conduct. As always we are open to feedback, so if any of the requirements outlined below are unclear or concerning, please give us a call to discuss further. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's code of conduct.

Families who do not comply with their fee or costume payment obligations may be charged a late fee, and/or excluded from performances. External debt collection may occur when fees remain overdue and this will be at the expense of the client. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class fees.

Parents are not to approach teachers or students during class and if messages or food/drink/medication needs to be passed on to a student, it must be done through a Umbiance Center for the Performing Arts staff member. All parents must wait in the waiting areas or outside of the studios until classes have been dismissed. No classes (including private lessons) or teachers are to be disturbed unless it is an emergency.

We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected.

Any questions or complaints must go through the front desk or email – parents and students are not permitted to contact Umbiance Center for the Performing Arts teachers via phone, in person, or via email / social networking with studio issues unless it has been broached with the Director first. Personal meetings with the studio director can happily be arranged via email or front desk.

In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at the discretion of the Director. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

Umbiance Center for the Performing Arts takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

Only private lesson students are permitted to enter solo competitions and it must be with the permission of their teacher and choreographer.

Umbiance Center for the Performing Arts management reserves the right to change teachers or timetabling when necessary at any time throughout the year.

Choreography, costuming and studio policies remain the intellectual property of Umbiance Center for the Performing Arts and may not be reproduced or sold by any students, parents or staff without permission of the directors.



LEAP SCHOLARSHIP

Here at UCPA we believe that we exist for more than just ourselves. We desire to give sacrificially to those that are in need of support. One of the ways that we do this is in giving scholarships to those in our community that would not be able to dance without our support. Dance brings life, freedom and creates community and it is our passion to enable others this life-giving gift.

The Leading Education Arts Program (L.E.A.P) is a 501(c)(3) nonprofit organization under The Umbiance Center for the Performing Arts. L.E.A.P was established in 2015, to make a positive change in the lives of young people through the discipline of the performing arts in the Fredericksburg, Spotsylvania and Stafford, Virginia area.

**VISIT OUR WEBSITE TO DONATE OR
APPLY FOR A L.E.A.P. SCHOLARSHIP**

