

STUDENT



Welcome
Mission
Enrollment
Communication
Important Dates
Fee Information

A N D



PARENT

CLASS CANCELLATIONS

ABSENCES

DRESS CODE

STUDIO ETIQUETTE

PERFORMANCES

PRACTICE

HANDBOOK

CODE OF CONDUCT
SCHOLARSHIPS
SIGNATURE PAGE



Umbiance Center for the Performing Arts

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

33 Perchwood Dr. Suite 107
Fredericksburg, VA 22405

MISSION

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

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

WE LOVE: INSPIRING THE NEXT GENERATION OF GREAT ARTISTS AND LEADERS.

WE EMBRACE: DIVERSITY, UNIQUENESS, AND SELF CONFIDENCE.

WE STAND FOR: HONESTY, EARNESTNESS, DISCIPLINE, 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, SHARING, GREAT 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 and sign your registration paperwork so we can ensure we have the most up-to-date contact details for you. This information includes your registration form, media release form (so we can show off photos and videos of our amazing dancers in and around the studios), and public liability / insurance contract.

Our Early bird registration offer not only means that you will be entered into the drawing to have all Concert costumes purchased by UCPA (for one season only) , but it also ensures that in the event of classes reaching capacity before Term/Semester kicks off, you will be guaranteed a place in the class/es of your choice.

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 are wanting to try something a bit different. 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 are based on age, there are some classes that 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 on our registration day, you'll both only pay \$10 registration fee for the whole year!

COMMUNICATION

For convenience, our primary means of communication is via a platform called the (BAND APP) . You will receive regular updates and important information via 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 our band app through email. 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 Umbiancedance@gmail.com to your contacts so we don't end up in the dreaded Spam folder!

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

Here is our link: <https://band.us/n/aba6Y2Ubq0qcB>

In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will send an text message and/or telephone to 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 reception 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 chat with one of our helpful team members.

IMPORTANT DATES

See our website to download our 2018-2019 Calendar

9/4/18 FIRST DAY OF CLASS (FALL SEASON)

(ONLINE) GENERAL PARENT'S MEETING

10/15/18 COSTUME FITTINGS

10/15/18 COSTUME FEE DUE

11/15/18 RECITAL FEE DUE

MARCH 10TH PARTICIPATION & COSTUME FEE DUE

STUDIO CLOSINGS

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 (CHOOSE) 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 DAY
- SPRING BREAK (IN ACCORDANCE WITH STAFFORD COUNTY PUBLIC SCHOOL SCHEDULE. SPRING BREAK CAMP WILL BE OFFERED).
- MEMORIAL DAY
- INDEPENDENCE 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 IN ACCORDANCE WITH THE STAFFORD COUNTY PUBLIC SCHOOL SCHEDULE).

PARENTS WILL BE NOTIFIED OF ANY ADDITIONAL HOLIDAY OR STUDIO CLOSING AND A CLASS MAKEUP DAY WILL BE PROVIDED.



IMPORTANT FEE INFORMATION

UCPA CONSIDERS YOU AS PART OF OUR AMAZING TEAM.

IN AN EFFORT TO KEEP OUR TUITION AFFORDABLE, OUR BOARD OF PARENTS HAS COME UP WITH A WAY IN WHICH EVERYONE CAN BENEFIT. WE ASK THAT ONE PERSON FROM EACH FAMILY VOLUNTEER FOR ONE FULL HOUR, EACH DANCE SEASON.

IF WE ALL DO OUR PART, EVERYONE WINS!

A SCHEDULED SEASONAL SERVICE FEE OF \$100 WILL BE APPLIED TO YOUR ACCOUNT IF YOU ARE UNABLE TO SIGN UP FOR A 1-HOUR VOLUNTEER POSITION.

1 VOLUNTEER HOUR EACH DANCE SEASON

SPRING (JAN.-JUNE): MUST VOLUNTEER ON OR BEFORE MARCH 30TH

FALL (SEPT-DEC): MUST VOLUNTEER ON OR BEFORE OCTOBER 30TH

*ALL SERVICE FEES MUST BE PAID AT LEAST A MONTH PRIOR TO THE END OF EACH SEASON. VOLUNTEER OPPORTUNITIES ARE AVAILABLE BY SIGN-UP ON THE STUDENT'S HEADING OF OUR WEBSITE. DEADLINE OCT. 31ST (FALL)



Fee Information

REGISTRATION & TUITION

UCPA charges an annual registration of \$45 per student and \$60 per family. The registration fee is non-refundable and is due at the time of registration. Monthly tuition rates are based on the specific class in which each student is registered. Tuition is always due on the 1st of the month with a grace period until the 5th. A \$10.00 late fee will be added after the 5th of each month and Tuition is paid each month (Sept - June) unless a drop form is received by the front desk. Tuition is nonrefundable after the second week.

PAYMENT

For your convenience, UCPA has an auto-payment system. All families, MUST sign-up for an automatic payment, or turn in your payment at the front desk. Be mindful that if you choose to pay in person, then you will be charged a \$15.00 processing fee. UCPA is not responsible for any lost or damaged payments. Returned or declined payments will be charged a \$35.00 fee. After two returned or declined payments all future payments must be made in cash one month in advance.

RECITAL, PERFORMANCES & EVENTS

Throughout the year UCPA will participate in different events, performances and two recitals that will incur additional fees. Fees may include the cost of performances and costumes. Once performance dates are set, information will be sent out with greater details.

DROPPING A CLASS

Students may drop a class at any time. However, any class dropped after the second week will not be refunded. In addition, parents must give a 30-day notice before dropping a class. In order for a student to be officially dropped from a class, a Drop Class Form must be filled out and turned in to the front desk. Not attending class does not disenroll the student from the class and additional fees may incur until a Drop Class Form is received. Drop Class Forms are available online and at the front desk and must be completed and turned in before your child will be removed from the class.

REFUNDS

There are absolutely no refunds after the second week of class. 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 of their peers.

If there are any further questions about this topic, please email us at umbiancedance@gmail.com for further details.

Class Cancellations

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

We care about all of our students, so please give the studio a courtesy call if your dancer will be absent from class. **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.** There is no refund for missing class. However, students will be able to make up any class missed, if 24hr 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 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.

All students MUST purchase a UCPA standard dress code leotard.

Studio Etiquette

We appreciate your respect of all areas at UCPA at all times. Your compliance to the following etiquette rules will help in keeping 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 and Volunteers or given permission, we ask that you do not touch studio equipment. If you require assistance with something, please ask UCPA Staff or Volunteers.
 - Please have children eat at the tables provided.
 - 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.

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 a 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 220ft 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 the dismissal from the studio.

PERFORMANCES

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. No classes (including private lessons) or teachers are to be disturbed unless it is an emergency.

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.

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 principal 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 principal. 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..

SCHOLARSHIP

HERE AT UCPA WE BELIEVE THAT WE EXIST FOR MORE THAN JUST OURSELVES. WE DESIRE TO GIVE SACRIFICIALLY TO THOSE THAT ARE LACKING AND 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.

ASK ABOUT OUR L.E.A.P SCHOLARSHIP PROGRAM



Umbiance Center for the Performing Arts

Parent Release Form for Photography and Videography

I, the undersigned, give permission for Umbiance Center for the Performing Arts to use video footage and / or photographs of my child/ward,

_____. This usage may include (but is not exclusive to) displaying publicly, distributing, or publishing, photographs, and/or video of my child for use in materials that include, but may not be limited to:

- printed materials (eg - brochures and newsletters)
- online and offline advertising and promotion
- videos and digital images such for use on Social Media.

By signing this form, I acknowledge that I am giving unrestricted permission for my child's image to be used in print, video, and digital media. I agree that these images may be used by Umbiance Center for the Performing Arts for a variety of purposes and that these images may be used without further notification. I do understand that any identifying information including surname and location will not be used in conjunction with any video or digital images.

Parent/Guardian signature _____ **Date** _____

Health Information and Medical Release/Waiver (Section)

I, _____, the parent/guardian of _____, acknowledge that participation in dance is potentially dangerous and there is an inherent risk of injury involved.

In allowing my child to participate in Umbiance Center for the Performing Arts activities, I hereby assume all the risks associated with the performing arts. I understand the importance of myself and my child following the instructions and rules set by their instructor/s, and I agree to release Umbiance Center for the Performing Arts and its employees of any and all liability which may arise as a result of my child's participation in activities at Umbiance Center for the Performing Arts.

Initial _____



Umbiance Center for the Performing Arts

SIGNATURE PAGE

Please be certain that you and your students have both read these policies in their entirety before signing below. We ask that parents read them to those students who are unable to ensure that they are aware of their responsibilities at the studio. Both student and parent are to sign below. An additional form must be turned in for each student in multiple student households.

By signing below I am stating that I have received and read the Student & Parent Handbook and agree to adhere to the policies stated within. I have also made my student(s) aware of these policies as related to them and maintain responsibility as a parent to ensure that my student adheres to the policies as well. I further understand that consistent disregard of these policies could result in immediate dismissal of myself and/or my dancer from participation in any classes, performances or programs related to UCPA.

| | | |
|----------------------|-----------|-------|
| _____ | _____ | _____ |
| Parent Name (Print) | Signature | Date |
| _____ | _____ | _____ |
| Student Name (Print) | Signature | Date |

Any and all information contained in this form is subject to change at the discretion of the UCPA Director and Staff. Parents and students will be notified in a timely manner of any changes.



Umbiance Center for the Performing Arts