

2025-2026

# VISION *dance*

## HANDBOOK



### STUDIO POLICIES AND INFORMATION

Welcome to Vision Dance!  
This handbook includes  
everything you need to know  
for the session.

If you have any questions,  
please feel free to reach out.

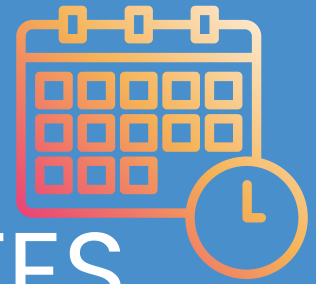
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# PAGE 2 SESSION DATES



## **Fall 2025 Session**

September 8th– December 20th, 2025

## **Winter/Spring 2026 Session**

January 12th– May 23rd, 2026

## **Summer 2026 Session**

June 16th– July 30<sup>th</sup>, 2026 (tentative)

You must re-register for every session. **Registration does NOT roll over.** Dancers do not have to take the same class each session, but it is encouraged as they will get the most out of their dance education that way!

## **STUDIO HOLIDAYS**

(no classes and studio is closed)

\*Classes are in session all other dates of the session, regardless of days off school

- November 24th–29th, 2025 (Fall Break– Studio Closed)
- December 22nd–January 5th, 2026 (Winter Break– Studio Closed)
- March 30th–April 4th (Spring Break– Studio Closed)





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## REGISTRATION & TUITION

### Tuition Installments

We refer to our tuition as "installments" and not monthly tuition, as some months have a different number of classes than others. We take the total class cost for the session and divide it into equal installments.

### Auto Pay

**All families must be enrolled in auto pay.** You can pay by a different form of payment BEFORE the 1st of the month via the parent portal or in person. Otherwise, your card on file is charged on the 1st of the month.

### Accepted Forms of Payment

Using our Jackrabbit system, you must add a credit card, debit card, or bank account.

### Multi-Student discount

Families enrolled in 5 or more classes receive 5% of tuition. Families with 2 children enrolled in unlimited tuition receive 5% off the unlimited tuition, and 3 or more enrolled in unlimited will receive 10% off unlimited.

### Policies & Procedures

When you register, you are prompted to review and sign off on studio policies. This booklet lists most of those.

### Late Fees

Tuition is due before the first day of your scheduled class. If your card is declined, you have 3 days to make the payment with a new card or a late fee will be automatically posted to your account.

### Drop Policy

There are no refunds for students who withdraw from a class after the first class of the session. It's important to note that one class is often not enough for a student, especially younger dancers, to fully adjust and feel comfortable. We encourage families to allow a few classes for students to acclimate before making a decision.

If you choose to withdraw from a class before the end of a session, a 30 day written notice (via email) is required. Tuition remains due for the classes within that 30 day period, regardless of attendance. Students are welcome to continue attending class during their 30 day notice period.

**Please note that simply stopping attendance or failing to notify us does not qualify as a withdrawal notice. We must receive formal communication in order to process a withdrawal.**

No refunds will be issued for tuition payments that have already been made, either partially or in full.

### Late Registration

If joining the session late, there is no pro-rating of tuition for that current tuition installment.





# CLASS DRESS CODE 2025-2026

When dancers come to class dressed appropriately, they feel more confident and are able to perform at their best. Proper dancewear also allows instructors to clearly see each dancer's form and alignment.

Hair must always be pulled up and out of the face for all classes.

## Tiny Dreamers, Pre-Ballet/Tap

Any color/style of leotard and/or skirt. Tights are optional but strongly encouraged.

**Shoes:** Pink ballet shoes and black tap shoes (Pre-Ballet/Tap).

## Tot Hip Hop & Hip Hop

Form fitting athletic attire, examples include tank top, t-shirt, leotard, shorts, and leggings.

**Shoes:** Black "hi-top" sneakers (which should only be worn at the studio). Shoes worn outside are not allowed as they track dirt on our dance floors.

## Ballet

All ballet classes (Level 1 and up) must wear a solid black leotard and pink or tan tights. No skirts.

Hair must be pulled back in a bun or braid.

**Shoes:** Pink ballet shoes

## Jazz, Musical Theater, Poms

Dance shorts, leggings with a leotard, form fitting tank, or half top. Tights optional.

**Shoes:** Tan jazz shoes

## Lyrical

Dance shorts, leggings with a leotard, form fitting tank, or half top. Tights optional.

**Shoes:** Tan half soles

## Contemporary

Dance shorts, leggings with a leotard, form fitting tank, or half top.

**Shoes:** None

## Tap

Dance shorts, leggings with a leotard, form fitting tank, or half top.

**Shoes:** Black tap shoes

## Combo Classes

Combo classes can follow either of the dress codes.

**Shoes:** Jazz/Tap - need both jazz and tap shoes. Ballet/Lyrical - need ballet shoes OR half soles.

Jazz/Hip Hop - jazz shoes only. Ballet/Jazz - ballet and jazz shoes.

## Boys Dress Code

T-Shirt and shorts or pants (comfortable and easy to move in).

**Shoes:** Black ballet or jazz shoes, Barefoot for lyrical and contemporary, same shoes as above for hip hop and tap

## Irish Dance

Dance shorts, skirt or leggings with a leotard, form fitting tank, or half top.

**Shoes:** Rutherford Ghillies (rutherfordshoes.com). Please be sure to reference sizing chart on their website. **Socks:** Ultra Low Socks with Arch Support in white (rutherfordshoes.com)

## Little Shamrocks

Dance shorts, skirt or leggings with a leotard, form fitting tank, or half top.

**Shoes:** Black Ballet Shoes

VISIT OUR ONLINE DANCEWEAR STORE  
FOR ALL YOUR CLASS NEEDS!

Sample shoes available for sizing in our studio.





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## STUDIO PROCEDURES

### Drop Off & Pick Up

For the safety of our youngest dancers, we ask that all dancers ages 2–5 be walked into the studio by a parent or guardian and picked up in the same manner. For dancers ages 6 and up, it is at the parent or guardian's discretion whether the dancer is walked in or dropped off at the entrance.

During peak class times, we do our best to have a staff member or Leadership Academy assistant at the front door to help younger dancers enter and exit the building. However, please understand that urgent situations may occasionally prevent this.

When it is dark outside, we strongly encourage dancers to wait inside the building until they see their ride. Parents may also choose to come inside to pick up their dancer for added safety.

Dancers are not permitted to leave the studio during class hours (for food, errands, etc.) unless we receive direct communication from a parent or guardian granting permission. The only exception to this policy is for dancers of driving age who drive themselves to and from the studio.

Please use caution in our parking lot, especially during busy hours. Be mindful of dancers and families walking to and from the building.

### Lobby Etiquette

We encourage drop off and pick up for dancers after the age of 5. While we do have a lobby where parents can wait, space is limited and the space becomes very congested during peak times.

If you choose to wait inside while your child attends class, we ask that you keep the back lounge area available for dancers doing homework or having dinner between classes and volume to a minimum as to not distract dancers and teachers.

### Dancers In Multiple Classes

Dancers with back-to-back classes or long days at the studio should bring a printed copy of their schedule so they know where to be and when. Please dress for the full day with no outfit changes. For example, if you have hip hop followed by ballet, wear a leotard and tights with shorts or leggings over them. Dancers are welcome to bring snacks or meals and may use the tables in the lounge to eat. Please clean up after yourself and let staff know if anything needs attention. A fridge and microwave are available for dancer use. Failure to clean up may result in loss of this privilege.



## WINTER WEATHER CANCELLATIONS



In the case of a cancellation due to weather, an email and social media post will be shared. All classes are allotted one cancellation due to weather. If a class has more than one cancellation, make up classes will be scheduled.





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# PROCEDURES CONT.

### **Attendance, Absences, and Make-up Classes**

Classes are structured to build on each other as each session progresses. Consistent attendance will help your dancer feel more confident in classes.

If your dancer is absent and would like to make-up their class, please email [info@vision-dance.com](mailto:info@vision-dance.com). Each dancer is allowed 1 make-up class, PER CLASS, PER SESSION. Make-ups can be done in a class that is not already at capacity. Please check in with the front desk to sign in for your make-up class.

*\*Dance Company members should reference their handbook for absence policies for classes and rehearsals. An email should be sent to [company@vision-dance.com](mailto:company@vision-dance.com) for each class or rehearsal that is missed.\**

### **Contact Information**

Please make sure your mailing address, phone number, and email address are up to date in your parent portal. It's important that we are able to contact you in case of an emergency or if you are not staying on-site with your student. Keeping your contact information current helps us ensure your dancer's safety at all times.

### **Medical Information**

Does your child suffer from any medical conditions, disabilities or behavioral challenges we should know about? Be sure to indicate this in the parent portal under your child's profile or stop by the front desk so a note can be made to inform necessary staff.

### **Photo Release**

As part of the registration process, you acknowledge our Photo Release policy in the parent portal. This grants us permission to photograph your child during classes or performances for use in promotional materials, including our website, print materials, and social media. If you do not wish for your child to be included in these photos, you must email [info@vision-dance.com](mailto:info@vision-dance.com) and also inform your child's instructor on the first day of class as an additional verbal reminder. This is in addition to the note on your dancer's profile.

### **Helpful Tips for Young Dancers**

Please make sure your dancer uses the restroom before class. This is a HUGE help for teachers and assistants. Be sure and tuck their ballet laces in, or double knot them then cut off the extra. Staff can assist if needed!

### **First Few Weeks of Classes**

During the first few weeks of classes, the studio may be busier and louder than usual during peak hours. As we adjust to the new schedule, we appreciate your patience while we establish a smooth routine for transitions.

**For safety and efficiency, please avoid standing in the classroom doorways.**

If a teacher feels a student may be in a class that is not the best fit for their current level, they will notify the office staff.

Communication regarding any potential class changes will come directly from the studio via phone or email.



## PAGE 7 OUR PROGRAMS



### **Vision Dance Troupe (Ages 5+)**

VDT is designed for dancers who love being on stage and want more opportunities to perform beyond the annual recital. This group is ideal for those who are passionate about performing but are not looking for the full-time or financial commitment of Dance Company. Performance Troupe members represent the studio at local events such as sporting games, community showcases, and visits to senior living centers. Dancers are required to take a minimum of two additional technique classes along with their weekly troupe rehearsal. Auditions are held each August.

### **Vision Dance Company (Ages 6+)**

VDC is an elite-level team for dedicated dancers who are passionate about training at an intensive level. Dancers commit to 8–15+ hours of weekly classes and rehearsals, and the team attends competitions and conventions throughout the season. This program focuses on building confidence, developing artistry, strengthening resilience, and nurturing each dancer's passion in a supportive and driven environment. Auditions are held each May.





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# ADDITIONAL OPPORTUNITIES

### Pop-Up Camps

We offer themed Pop-Up Camps for children that include crafts, games, and dancing! These fun events usually take place on Friday evenings, perfect for a date night or some well-deserved time to yourself. Pop-Up Camps are not held on a set monthly schedule, so be sure to watch for announcements. They tend to fill quickly, so early registration is recommended.

Our studio members receive priority registration, but Pop-Up Camps are open to non-members as well.



### Leadership Academy

This unique opportunity is designed not only to help students grow as a dancer, but to become a positive role model for younger students and families in our dance community. As a mentor, they help spark creativity and a love for dance in others, while developing their own leadership skills, sense of responsibility, and confidence.

### Senior Loyalty Program

High School seniors who have been dancing with our studio for at least 8 years, receive comped class tuition their senior year.

### Private Lessons

Private lessons are \$45 for 30 minutes or \$60 for 45 minutes. The private lesson scheduler is a Google Drive document and an easy way of scheduling. Please email us for the link as we do not post it publicly on our website. If a teacher isn't listed on the scheduler, they are not offering private lessons. Instructors add their own availability as they choose.

*Fees will be posted to your account and your card on file will be used.*