

Velez Studio of Dance



Parent & Student Handbook
2026-2027 Season

Velez Studio of Dance

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Welcome to Velez Studio of Dance!

It is our pleasure to welcome you to the Velez Studio of Dance family. We are excited to begin another incredible season and are thrilled to see both familiar and new faces joining us this year.

To help make the dance season as enjoyable and successful as possible, we have created this handbook as a comprehensive guide to our studio policies, procedures, expectations, and important information. Our goal is to provide answers to many of the questions that may arise throughout the year and ensure that everyone has a clear understanding of how our studio operates.

Please take the time to carefully review this handbook and keep it accessible for future reference throughout the season. We ask that both the dancer and a parent/guardian sign the acknowledgment form at the end of the handbook, indicating that you have read and understand the information provided.

We look forward to a wonderful year filled with growth, learning, friendships, and a love of dance. Thank you for being a part of Velez Studio of Dance.

QUICK REFERENCE INFORMATION

Gina and Mia Velez

Phone: 570-335-6536

Email: velezstudioofdance@gmail.com

Website: <https://velezstudioofdance.com/>

Studio Address: 200 Union Street, Taylor PA, 18517

2026-2027 Calendar

November- Potential NYC Rockettes trip

End of November/Early December- VSD Christmas Party

End of November- Scranton Santa Parade

End of November- Taylor's Miracle on Main St. Parade (Usually Black Friday)

March 6th- Wilkes-Barre/ Scranton Penguins Performance

April 3rd- Spring Pictures start at 9am start. (Schedule will be sent out at a later date)

End of May- Spring Recital

Banquet date TBD.

*All dates will be set on our website and posted in the studio once they are officially set.

3. Studio Philosophy

At Velez Studio of Dance, we believe dance is more than movement. It is confidence, creativity, discipline, passion, and self-expression. We are committed to providing a positive and supportive environment where dancers can grow both as performers and as individuals.

Our goal is to help every dancer develop strong technique while building important life skills such as respect, perseverance, teamwork, and self-confidence. We believe every student deserves to feel encouraged, valued, and proud of their accomplishments.

More than just a dance studio, Velez Studio of Dance is a family. We strive to create lasting friendships, unforgettable memories, and a lifelong love of dance. Whether taking their very first class or performing on stage, we encourage every dancer to work hard, believe in themselves, and enjoy every step of their journey.

4. Registration/Withdrawal

All dancers must complete a registration form prior to participating in classes at Velez Studio of Dance. Registration is required each season to ensure that all student and family information is current and accurate.

A non-refundable registration fee of \$35.00 per household is due at the time of registration. This fee may be paid by **cash or check** and is required to reserve your dancer's place in class. Registration is not considered complete, and a dancer's spot is not guaranteed, until the registration fee has been received.

Because class sizes may be limited, we encourage families to register early to secure their preferred classes. The registration fee is charged once per household each dance season, regardless of the number of dancers enrolled.

Withdrawal Policy

We understand that schedules and circumstances may change; however, to ensure fairness to our staff, students, and families, Velez Studio of Dance requires written notice if a dancer chooses to withdraw from any class during the dance season.

If you withdraw from a class on or after October 6th, 2026, a withdrawal fee will be applied to any student who chooses to leave a class. This policy is in place due to the significant time, planning, and financial commitments already made on behalf of each dancer. Choreography, costumes, and recital participation are based on full-season enrollment.

A withdrawal fee of \$75 per class withdrawn will be charged for any class dropped after this point in the season.

All costume payments, prior paid tuition and registration fees are non-refundable. Families are responsible for any costs already incurred prior to withdrawal.

5. Code of Conduct

At Velez Studio of Dance, our Code of Conduct exists to ensure that every dancer, family, and staff member enjoys a safe, respectful, and positive environment. Dance is not only about technique and performance, but also about learning important life skills such as respect, responsibility, teamwork, and self-discipline.

These guidelines help us maintain a studio culture where all students feel supported, valued, and able to focus on their growth without distraction or negativity. By clearly outlining expectations for behavior, we are able to protect the integrity of our classes, rehearsals, and performances while creating a space where dancers can thrive both individually and as part of a team.

We ask that all families carefully review and uphold these expectations, as they are essential to maintaining the welcoming and professional atmosphere that Velez Studio of Dance is built on.

By signing the Terms and Agreement at the end of this handbook, dancers and guardians acknowledge that they have read, understand, and agree to abide by the Code of Conduct and all studio policies.

Dancer Code of Conduct

- I will always exhibit good sportsmanship and respect myself, fellow dancers, and instructors.
- I will always be coachable and willing to receive direction and feedback, recognizing that my involvement in dance is in pursuit of excellence and constant improvement.
- I will attend dance practices consistently and give 100% effort in all training and performances.
- I will be a teammate dancer who is positive, respectful, dedicated, ambitious, resilient, and reflective.
- I will arrive on time and ready (dress code appropriate, shoes and water bottle) to learn at all practices and performances.
- I will practice on my own to advance my skills.
- I will ask respectful questions if I don't understand.
- I will be resilient and reflective, challenging myself.
- I will strive toward being a person/dancer of great character.

Parent Code of Conduct

- I will respect the children's learning environment by trusting the owners/instructors to have the dancer's best interest in mind.
- I will be positive and respectful toward all dancers, instructors, and owners at every practice and event.
- I will support instructors working with my child to encourage a positive and enjoyable experience.
- I will reinforce and teach my child to treat all owners/instructors and dancers with respect.
- I will help my child enjoy the dance experience by ensuring my child is at all possible practices and performances. If my child is unable to attend, I will reach out to the owners with as much advanced notice as possible. It is required that you let us know when your dancer will be absent.
- I will address problems and concerns calmly and privately, seeking solutions at a proper time in person, within dance studio hours.

Consequences for Violating the Code of Conduct

At Velez Studio of Dance, we are committed to fostering a positive, respectful, and inclusive environment for all dancers and their families. To maintain this standard, all students and families are expected to adhere to the studio's Code of Conduct. Should the Code of Conduct be violated per instructors discretion, the following consequences will apply:

1. First Violation

The dancer will be asked to sit out of class for the remainder of the session.

2. Second Violation

A meeting will be scheduled with the studio staff, the dancer, and their parent(s)/guardian(s) to discuss the behavior and outline steps for improvement.

3. Third Violation

The dancer will be dismissed from the studio and will no longer be permitted to attend classes or events. No refunds will be issued.

We appreciate your cooperation in helping us maintain a positive and respectful atmosphere for all members of our dance community.

6. Rules/Policies

As part of their training at Velez Studio of Dance, all students are expected to demonstrate respectful, responsible, and disciplined behavior at all times and to follow all rules and policies outlined in this handbook.

Velez Studio of Dance reserves the right to suspend or dismiss any student or family whose behavior, attitude, attendance, or conduct is deemed inappropriate or disruptive to the studio environment.

We maintain a zero-tolerance policy for any form of harassment or misconduct, including but not limited to physical aggression or intimidation, verbal or sexual harassment, bullying, theft, possession of weapons, or intentional damage to studio property.

Respectful Behavior

Aligning with the code of conduct, conversation in the lobby and dressing rooms must be appropriate to be heard by all children and adults in the school. Gossip, vulgarity, and the use of explicit language is not appropriate studio conversation. We encourage any students or parents with questions or comments to make a personal appointment with Ms. Gina & Ms. Mia for discussion.

Any questions or complaints must go through Miss Gina or Miss Mia. Parents and students are **not permitted** to contact Velez Studio of Dance teachers via phone, in person, or via email / social networking with issues unless it has been broached with the owners first. Personal meetings with the studio owners can happily be arranged via email.

Facilities

Students and families are expected to treat the facilities at Velez Studio of Dance with respect and care at all times. Students are responsible for disposing of their own trash and keeping studio spaces clean and organized.

Any items left in the studios or dressing rooms will be collected at the end of each day and placed in the lost and found bin located in the lobby. The lost and found bin will be cleared out on a regular basis, so families are encouraged to check it frequently for missing belongings.

For the safety, focus, and success of our dancers, **no parents, guardians, or visitors are permitted inside the classrooms unless invited by an instructor or staff member.** This helps minimize distractions and allows students to fully engage in their learning environment.

Cell phones, cameras and other electronic devices

Students may not use cell phones during classes or rehearsals, and cell phones should be turned off (or silenced) during class. Parents are asked to keep cell phone conversations quiet in the lobby as it is disruptive to both the instruction in the studio and the parents wishing to observe a class. Photographing or videotaping class requires advance permission from the instructor and is strictly forbidden in the dressing rooms.

7. Communication

At Velez Studio of Dance, our **primary source of communication will be our studio website**. Families are expected to check the website regularly for updates, schedules, announcements, and important information throughout the dance season.

We will also use the Remind app for **occasional** reminders and time-sensitive notices; however, it is **not** our main communication platform.

Please note that we will **not** be responding to personal messages sent through Remind outside of studio business hours. Any messages received after hours will be addressed during the next business day as time allows.

For urgent matters, please call the studio cell phone and leave a voicemail. Calls will be returned as soon as possible during business hours.

In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will send a Remind message and post on social media.

8. Tuition

At Velez Studio of Dance, students' tuition is paid monthly. Tuition is billed the first of every month starting September- end of the recital month. Tuition is due on the 1st of each month. Tuition will be paid using a credit /debit card via our online portal.

There may be a coupon applied to each of your accounts based on the number of classes taken if having multiple dancers in the same household.

Tuition is NON-REFUNDABLE. **Please refer to the Withdrawal policy.** Make-up classes in the same or lower level are encouraged but must be made up in a timely fashion. Pro-rated tuition will be considered on a case-by-case basis for prolonged illness or severe injury.

Private Lessons

Private lessons are available for any student who regularly attends all classes. These must be arranged and pre-paid through the office. Price per private lesson is \$25.00.

Private lessons are not in place of weekly classes, but rather a supplement to better practice. Please refer to the attendance policy.

Late Fee

Students with outstanding account balances will NOT be allowed to participate in dance class, performances, or receive costumes, recital tickets, and pictures .

Monthly tuition is due on the 1st of each month, regardless of whether that date falls on a scheduled class day. If payment is not received by the due date, a late fee will automatically be applied. Late fees will continue to accrue until the outstanding balance, including tuition and late fees, is paid in full.

If tuition is not received within the first two weeks of the month, the dancer may be required to sit out of classes and performances until the account is brought up to date.

Cash or check

Cash or check will ONLY be accepted when paying for apparel such as costumes, private lessons, warm-ups, etc. Tuition will not be accepted if paid cash or check and a late fee will be charged if it is not received via the online portal.

9. Dress Code

Proper dance attire is required for all classes at Velez Studio of Dance. Appropriate dress allows instructors to see correct body alignment, ensures dancer safety, and promotes discipline and respect for the art of dance.

All dancers are expected to arrive to class in proper attire and with the correct shoes for their specific style of dance. Hair must be securely pulled back and kept out of the face for all classes.

Street clothes such as jeans, boots, crocs, or bulky clothing are not permitted in class. Dancers who are not dressed appropriately may be asked to observe class.

Specific dress requirements will vary by class style and will be provided to families as needed. Consistent compliance with dress code is expected throughout the dance season.

Dress Code For Dance Practice:

Class	Leotard	Tights	Shoes	Bottoms
Ballet (All ages)	Required. Any color	Ballet pink, black, light suntan	Ballet pink leather full soled slippers	Skirt
Tap (Ages 5-8)	Required. Any color	Ballet pink, black, light suntan	Black tap shoes	Skirt or shorts.
Tap (Ages 9 & up)	Required. Any color	Ballet pink, black, light suntan	High-heel black tap shoes 1.5 in height	Shorts.
Jazz (Ages 5-8)	Required. Any color	Ballet pink, black, light suntan	Black canvas jazz shoes	Skirt or shorts.
Jazz (Ages 9 & Up)	Required. Any Color	Ballet pink, black, light suntan	Black canvas jazz shoes or black jazz sneakers.	Shorts
Pointe	Required. Any Color	Ballet pink, black, light suntan	Satin pink pointe shoes Please discuss with Ms. Kimmy before purchasing shoes.	Skirt
Lyrical	Required. Any Color	Ballet pink, black, light suntan (Transitional)	Tan Turners	Skirt or shorts.
Hip-Hop	Not required. T-shirt can be worn.	Not required. Can be worn if having another class before.	Clean white sneakers	Shorts or pants.
Pom	Required. Any color	Ballet pink, black, light suntan	Tan Turners	Skirt or shorts.

For Dance Recital/Performances:

Class	Tights	Shoes
Ballet	Capezio Ballet Pink	Ballet pink leather full soled slippers
Tap	Capezio Light Suntan	Ages 5-8- Black tap shoes Ages 9 & up- High heel tap 1.5 in height
Jazz	Capezio Light Suntan	Black canvas jazz shoes or black jazz sneakers
Hip-Hop	Capezio Light Suntan	Clean plain, white sneakers
Lyrical	Capezio Light Suntan	Tan Turners
Pointe	Capezio Ballet Pink	Pink Satin Pointe Shoes
Pom	Capezio Light Suntan	Tan turners

10. Attendance

Consistent attendance is essential for class progress and choreography development. Dancers are expected to attend all scheduled classes. Any material missed due to absence is the responsibility of the dancer to learn outside of class time. Instructors are not required to reteach choreography during regular class time due to absences. Excessive absences may result in limited participation in routines or performances.

If a dancer misses two classes in a month, the dancer is required to contact Ms. Gina and Ms. Mia to schedule a private make-up class with their instructor. If the dancer does not take initiative to make up missed material, they may be asked to observe class or may be removed from certain choreography until they are properly caught up.

*When Saturday practices are scheduled, they are mandatory. If you miss more than one Saturday practice, you will need to conference with Ms. Gina & Ms. Mia to discuss further steps.

No tuition adjustments or refunds will be made for missed classes. This includes absences due to illness, inclement weather, holidays, or scheduled studio breaks.

11. Grouping Policy

Class placement is based on a student's technical ability, mastery of material, strength, artistic development, commitment, maturity, positive attitude, and attendance as determined by the instructors.

Students must demonstrate proper execution of required material before advancing to the next level. It is not uncommon for students to remain in the same level for multiple years while building skills and strength.

While age may be considered, it is not the primary factor for placement or advancement.

Promotion also requires a positive and mature attitude. Students who are not demonstrating appropriate maturity or readiness for higher-level classes may be placed or remain in a level that best supports their development, at the discretion of the instructor.

12. Social Media

Students and families are expected to use social media respectfully when referencing Velez Studio of Dance, instructors, and fellow dancers. Any posts, comments, photos, or videos shared should reflect positivity and professionalism.

Dancers and families should not post or share negative, harmful, or disrespectful content about the studio, staff, or classmates. This includes gossip, bullying, or inappropriate comments made online.

Photos and videos taken at the studio, performances, or events may be shared only in a respectful manner and should represent the studio positively. Families are encouraged to celebrate their dancer's achievements while also respecting the privacy of others who may appear in shared content.

Repeated inappropriate use of social media that reflects negatively on the studio or its members may result in a meeting with the director and could impact a student's participation in classes or performances.

13. Privacy

Privacy Policy

The studio respects the privacy of all students and families. Personal information collected during registration, including contact details, medical information, and emergency contacts, will be used solely for studio-related purposes such as communication, billing, scheduling, and student safety.

The studio will not share or distribute personal information to outside parties without consent, except when required by law or in the case of an emergency involving student safety.

Parents/guardians are responsible for keeping their contact and emergency information up to date. The studio is not responsible for missed communication due to outdated or incorrect information provided by families.

By enrolling, families acknowledge that basic studio information such as class placement, schedules, and general announcements may be shared through email, print, or approved communication platforms.

Media / Photo & Video Release

By enrolling in the studio, parents/guardians acknowledge and consent to the use of photographs and video recordings of their dancer for studio-related purposes. This may include, but is not limited to, social media, website content, promotional materials, recital programs, and studio advertisements.

All media will be used in a respectful and professional manner to represent the studio and its programs. The studio will not intentionally publish identifying personal information alongside images without consent.

*If a parent/guardian does not wish for their dancer to be included in any studio media, a written request must be submitted to the studio director prior to participation. Without a written opt-out request, enrollment serves as consent for media use as described above.

The studio is not responsible for images or videos shared by other families or individuals on personal social media accounts.

14. Faculty

Finally, it's our pleasure to introduce our hand-picked faculty for 2026-2027! Our hardworking, passionate, and dedicated teachers are thrilled to be a part of your family's dance journey this year. We are truly looking forward to growing together to mold this generation of skilled, confident, genuine and unique performers.

Miss Gina- Owner/Lyrical and Jazz Teacher

Miss Mia- Owner/Ballet, Lyrical, Pom and Hip-Hop Teacher

Miss Brenna-Ballet, Jazz/Tap Combo Teacher

Miss Ashley- Hip-Hop and Tap Teacher

Miss Kimmy- Ballet, Jazz and Pointe Teacher

Velez Studio of Dance

2026–2027 Handbook Acknowledgment

Please read carefully.

By checking the box below and signing this form, I acknowledge that I have read the entire 2026–2027 Velez Studio of Dance Handbook. I understand the policies, procedures, expectations, and guidelines outlined in the handbook and agree to abide by them throughout the dance season.

☐ I have read the entire 2026–2027 Velez Studio of Dance Handbook and agree to follow all studio code of conducts, policies, procedures, expectations, and guidelines.

Dancer Information

Dancer Name (Print): _____

Dancer Signature: _____ Date:

Parent/Guardian Information

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date:

*Please detach this slip and return to your dance teacher. Dancer will not be able to participate in class until this slip is signed and returned.

