



# Tribe Company Handbook

## 2024-2025

Thank you for your interest in Tribe Dance Company. Tribe Dance Company is a competitive dance company designed for the serious dancer who is highly motivated in the performing arts. Those selected for company will possess the following:

- Must be self-motivated and able to self-evaluate
- Must have solid technical and performance skills
- Strong desire to grow and develop as a dancer
- Must have a sense of humor, bright smile, and positive attitude
- Have respect for the team and staff
- Show support for the studio, teachers and fellow dancers
- Must have a supportive family base that shows respect for the teachers and students at all times

Auditions/Invitations go out to dancers who possess the above attributes. Not all dancer's are ready for the Company program and should Tribe Staff find it best for them to continue their training in the Recreational program, parents will be notified following auditions.

**Commitment:** Company participants are required to participate from July 2024 through July 2025. This is a serious commitment and will not be taken lightly. Participants are expected to fulfill this commitment. All students and their parents will be required to sign a parent/student agreement. Continue reading this agreement to see what the commitment ahead means for you and your dancer. Any violation of this handbook/commitment/contract may result in the dancer's immediate removal from the Tribe Dance Company. For any reason, at any time Jenna has the right to dismiss a dancer/family from Tribe Dance Center.

**Summer Commitment:** Following June 2024 Auditions, Company dancers are expected to continue their training throughout the summer (July/August). Each Company will have a list of classes required to train in (Tuesday's/Wednesday's), dancer's must uphold this responsibility. We understand summer is a family time for vacations and travel, Tribe staff is understanding, however Company summer fees are not adjusted due to travel.

**September Commitment:** During the month of September we follow a Monday-Thursday group choreography schedule. This allows us to start our competition groups at an earlier time. Attendance is mandatory. Should your dancer have any conflicts please reach out before the schedule is printed, so Staff can do our best to accommodate. Group Choreography fees throughout the month of September estimated \$50-\$60 per routine. Tribe Staff will be in communication on how many routines your dancer is being selected for and a final agreement will be signed before the September schedule is released.

**Company Deposit:** All Company members are required to pay a \$100.00 deposit due August 19th. This deposit will be applied towards competition fees and is used for Tribe Dance Center to place deposits on Mandatory competitions for the season ahead.

**Office Hours:** Jenna will be available for email discussions between the hours of 9-3 Monday-Thursday. All emails must be sent to [tribedancecenter@gmail.com](mailto:tribedancecenter@gmail.com) All emails sent outside of these hours will be answered on the next business day. Please do not text/call Jenna's personal cell phone unless it is an **emergency**. If a phone call is needed, please email to schedule a time. **Absolutely no personal phone calls will be answered unless scheduled.** Absolutely **no** competition forms can be submitted via text/email. Absolutely **no** band messages or text messages must be sent to any staff member. All forms of communication must go through [tribedancecenter@gmail.com](mailto:tribedancecenter@gmail.com) .

**Attendance:** Attendance is mandatory for all **Company** classes. Ballet, technique, conditioning, stretch, and rehearsal classes are extremely important! When it comes to school and family activities you will find Tribe Dance Center to be accommodating and flexible. However, by accepting placement in this program,

you have agreed that this is a priority in your schedule. In addition, any time guest teachers/choreographers are provided for Company dancers – attendance is mandatory.

Should a dancer miss an unreasonable amount of rehearsals, at any given time Tribe Staff is allowed to replace any dancer in any group routine.

Missed classes for any reason other than illness or emergency must be cleared personally through Miss Jenna. Student absences will be recorded. Being a well-rounded individual is important, and Tribe Dance Center supports students pursuing other activities. However, if a student chooses to participate in school sports, it is asked that a printed schedule is provided to Tribe Dance Center at the beginning of their season. **Any student under the age of 18 must have a parent/guardian email Miss Jenna if they are not going to be present at classes for a given night.** When it comes to participation on a competitive team, skills are constantly being taught....students must be present!

### **October- June Financial Commitment:**

Being in a program such as this requires a certain financial commitment.

**Mini Company(est. ages 5-6):** Yearly Tuition: \$1,080                      Monthly Tuition: \$120

Tuition Includes: Two days per week training 1hr per day (technique/ballet/jazz/tap/acro/rehearsal)

Other Optional Classes: Acro/HH Combo Class

**Petite Company (est. ages 7-9):** Yearly Tuition: \$1,620    Monthly Tuition: \$180

Tuition Includes: Two days per week training 1hr :30 minute per day(technique/ballet/jazz/tap/acro/rehearsal)

Other Optional (and highly recommended) Classes: Lyrical, Tap, Hip Hop, Jazz, Modern, Acro

**Junior Company(est. Ages 9+):** Yearly Tuition: \$1,980    Monthly Tuition \$220

Mandatory Classes: Lyrical, Ballet, Tap, Hip Hop, Jazz, Rehearsal, Stretch/Conditioning/Technique classes.

Other Optional (and highly recommended) Classes: Modern, Acro, and additional Stretch/Conditioning/Technique classes.

**Teen/Senior Company (est. Ages 12+):** Yearly Tuition: \$1,980    Monthly Tuition \$220

Mandatory Classes: Three mandatory days per week. (Ballet, Rehearsal, Stretch/Conditioning/Technique) classes. Each dancer depending on level placement may be required to take additional classes in addition to their company requirements.

Other Optional (and highly recommended) Classes: Lyrical, Jazz, Tap, Hip Hop, Modern, Acro, & additional Stretch/Conditioning/Technique classes.

**Tuition:** Full monthly tuition is due by 7th of each month. First month processed on October 7th and processing monthly with the last payment being on June 7th. Tuition is paid through automatic withdrawal from your credit or debit card account. *If you prefer a weekly or an annual payment plan, please check with the school office.* We will accept cash, checks, or money orders for tuition payment if received by the 6th of the month. Please write your child's name in the memo portion of the check. If you pay with cash, please ask for a receipt. We offer a 5 percent discount on annual tuition that is paid in full by September 30, 2023.

Please note: tuition is based on the season regardless of how many weeks are in a given month. Tuition payments average out to four classes each month. Tuition includes all classes, group choreography, and rehearsals.

**Competition Fees:** Fees associated with each competition are based upon prices set by the competition itself. These generally run around \$50-\$70 per person per group routine. Duet/Trios/Solos are \$120-\$145 per competition routine. Competition fees could be adjusted for additional studio fees at the discretion of the studio. A mandatory \$25.00 studio fee will be required on all competition/convention registrations. Fees for competitions are due to the studio weeks before the event. Please follow the competition/convention calendar for specific due dates. **All late entries an additional \$50 late fee will**

**be added the following day for any declined,late payment or decision to drop a competition past the due date.** Entry fees will be paid through automatic withdrawal from your credit or debit card account on the due date of the event. *If you prefer a weekly or an annual payment plan, please check with the school office.* We will accept cash, checks, or money orders for entry fee payment if received before the due date. Please write your child's name in the memo portion of the check. If you pay with cash, please ask for a receipt. Please note that there will be a \$20.00 administrative processing fee placed on each invoice per competition. **No competition fee will be processed unless a hard copy of the registration form is delivered to the office before the due date.**

While Tribe Dance Company knows how hard each individual works throughout the season, if tuition and competition fees are not up to date, said students will be allowed to compete in groups only. All solos will be pulled from competing until tuition and competition fees are up to date. Students will also not be allowed to participate in optional competitions until tuition and competition fees are up to date. This includes and is not limited to costumes, costume fees, tuition, privates, and competitions fees.

**Solos:** Each dancer depending on the solo genre may be required to take additional classes training in that genre in addition to their company requirements. Jenna has final approval of solo choreography, costuming and optional competitions. You are only allowed to receive choreography from an outside source if it is approved. Solo costumes will be discussed by the choreographer, Miss Jenna and the student. If in the Senior Company, all students are allowed to submit their suggestions for solo costuming.

**Jewelry, Make-Up and Costumes:** All Company members are required to purchase Company jewelry. Cost is usually around \$10.00. Specific make-up is required for the Company, and will also need to be purchased by you. Everyone is required to purchase the same eye shadow, blush, and lipstick. A separate costume will be chosen for each routine that a dancer is selected. By accepting placement in this program, you agree to purchase and wear the costumes designed by the director or choreographer. No alterations/additions must be added to the costume unless approved by the Director. We usually try to keep the cost of costumes between \$90-\$150 a piece. (These numbers do not include sales tax.) Dancers will not receive a costume until paid in full. **Missing an assigned due date will result in a \$15 late fee.** If a costume needs alterations or repairs after they've been passed out, parents are responsible for those alterations. **There are to be no additions added to the costume ex: rhinestones, appliqué's etc. without the permission of Miss Jenna.** In doing so will result in breach of contract.

**Please note the costume deposit schedule:**

- All Routines: Four scheduled payments- the first Costume Deposit due **October 16th of \$40.00/routine**, the second Costume Deposit of **\$40.00/routine due November 27th**. Costume Balances are broken into two payments- Payment 1 balance due **February date TBD**, Payment 2 (alterations and rhinestone fee) due **April date TBD**.
- We will accept cash, checks, or money orders for costume deposits up to the date before said due date. Please write your child's name in the memo portion of the check. If you pay with cash, please ask for a receipt.

**Missing an assigned due date will result in a \$15 late fee. This includes all fees & invoices**

PLEASE NOTE The additional invoicing may begin as early as October and continue through April. If a Company member violates this handbook/ commitment/ contract and quits or is dismissed, there will be NO refunds on any costume deposits and/or costume amounts paid. Tribe Dance Center owns the costumes and also maintains the right to keep any partial or completed costumes.

**Every dancer is required to have each and every piece of their costume when attending competitions.**

**Tights:** All dancers are required to purchase their tights through the studio for Competition and Recital.

**Team Warm-Ups:** All Company members are required to purchase team apparel. Company members must have on Tribe apparel at all times during competitions. Company jacket information will be sent out at the beginning of each season and ask that each dancer wear this jacket at all competitions.

**Prop Fee:** If your dancer is in a routine with a prop, you will be billed a prop fee. This fee will be split evenly between the dancers in the routine.

**Dress Code:** Class dress code is to be followed by all Company dancers at all times, unless otherwise stated by a teacher. Dress code information is listed on the studios website. **Rehearsal dress code:** any black, tight dance wear- hair must be neatly pulled away from their face. Rehearsal dress code all dancer's must have their hair in a high or low competition bun.

**Additional Requirements:** During competition season no dancer is allowed to color or cut their hair in a way that would compromise the clean dancer look. Dancer's must keep hair their natural color throughout this season. Ex: no bright color. Dancer's must also keep hair at shoulder length or longer throughout the season or will be required to purchase additional hair pieces to accommodate this look.

**Privates:** Privates are offered to Company dancers on Friday's throughout our 2024-2025 season. We highly recommend each dancer take advantage of these to work one on one with Tribe Staff to clean their solo/duo/trio. Group privates can be scheduled as well. Please discuss with all members of the group before booking a group private. Private fee is \$25 per dancer per half hour for solo. Private fee will be split between duo/trio. Group private fees \$10/dancer. At month end all privates will be totaled and added to Jackrabbit, which will be auto processed the following month on the 7th. If no alternative payment is arranged, private fee will be automatically processed with the following month's tuition. If for any reason a private is canceled within 24 hours, the private will be still charged. All privates must be booked using the 10to8 website, no exceptions allowed.

**The Competition Experience:** It is important to understand that the "competition" aspect of being a member of The Tribe Dance Company should be considered a "performance" opportunity. Competition results are strictly a subjective opinion, and your child's growth should not be completely gauged by their scores or achievements at competitions. It is important to keep your competition experience positive and most importantly, be proud of the growth and development that takes place within your child. We do not foster competition within our Company, and all we ask from our students is that each child works to their full capacity. We understand that each child is a gift to us, and each is uniquely different.

**Extra Practices:** On occasion a teacher may find it important to add additional mandatory rehearsals before a competition. We make every effort to give enough notice so families are able to coordinate their schedules. They usually take place on Friday afternoons and/or on Sundays. Remember these are to benefit the dancers. We all want them to be comfortable and to dance their best. Sometimes due to weather cancellations or other issues a routine just needs some extra time.

**Competitions:** The competition schedule for the 2024-2025 season will be announced in September 2024. All dancers are required to participate in all regional and national competitions. Failure to attend may result in expulsion. Regional competitions will take place locally. Families are responsible for their transportation and hotel to all competitions (in and out of state). Every effort is made to select competitions that will provide our dancers and their families with the best experience possible. Any cash prize awarded at a competition will go to the studio for later used to hold Company events, prop fees etc. Any issue or disgruntlement with a competition or convention needs to be brought to the attention of Jenna Kelley. Dancers, parents, or family members are not allowed to contact or complain to the competition or convention staff or management.

Tribe Dance Center approaches competition with a few things in mind:

- Educational Opportunity- competition against the finest teams allows our teachers and students the opportunity to "see what is out there" and grow from there.
- Pre-professional Opportunity- students who wish to pursue the professional world of dance have an opportunity to grow and develop their performance skills through competition.
- Fun Family Activity- Tribe Dance Center wants to attend competitions that are fun for the whole family. Students learn team-building skills, performing arts skills, and develop self- confidence that will last a lifetime. Having fun is the number one priority for this program.
- Please note that permission must be obtained from Miss Jenna if your child enters any Tribe Company routines or solos at an additional competition not scheduled through Tribe Dance Center.

**National Competition:** Nationals always take place out of state and are optional for all Company dancers in the 2024-2025 Season.

**Parent Roles:** Tribe Dance Center is a **drama free zone!** We have a zero tolerance for all drama regarding both dancers and parents. Parents are expected to be supportive, respectful, and courteous to all team members and their families at all times. This studio will not tolerate rudeness, jealousy, resentment, or disrespect to another team member, their family, a teacher, nor the director. It makes no difference to this studio how good your child is or who you are...you are not permitted to bring any negativity whatsoever into this facility, which is full of fabulous families and kids.

Your role is the following:

- Lift up and support all of our children
- Teach your child that there is always going to be someone better than they are
- Teach your child to be happy for others
- Give a hand to those who may be behind or struggling
- Stand firmly behind the teaching staff
- Work with the teaching staff, showing your child that you are behind their coaches

### **Student and Parent Use of Social Media**

Use of Facebook, Twitter, LinkedIn, blogging, and other online social media vehicles is commonplace. This policy is intended to provide Tribe Dance Center's students and parents with guidelines to eliminate any confusion concerning the use of social media.

- You DO NOT have permission to reveal any information that compromises Tribe Dance Center. We mean any information that pertains to the director, Tribe employees, other students or their families, or anything that is proprietary and or confidential should not be shared.
- Students and parents should neither claim nor imply that they are speaking on behalf of Tribe Dance Center.
- Never post anything that could compromise the self-esteem of students who attend Tribe Dance Center. If you post videos of class or rehearsals, don't post any choreography in its entirety; Tribe Dance Center owns the copyright to all choreography taught at the school.
- Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use. As stated in this handbook, parents and students should never post negative comments about other schools or teachers. Also please do not post negative comments about school activities such as competitions, conventions, and performances or about the directors at those events.
- Ensure that your social networking conduct is consistent with all of the policies contained in this handbook.
- Parents have NO right to post other dancers on social media without permission.
- Parents are to not speak poorly about any competition/convention attended throughout the season.

**Logo Use:** Tribe Dance Center does not grant any parent/student access to use Company Logo without the permission of the Director/Owner. A logo request must be submitted before applying the Company logo to any apparel, merchandise, or object.

**Dancer/Parent Termination:** If a dancer/parent is asked to terminate their contract with Tribe Dance Company no refunds will be given, this includes and is not limited to costumes, costume fees, tuition, privates, and competitions fees. Parents will also be required to withhold any current season fees: this includes and is not limited to costume fees, tuition, privates, and competition fees through the remainder of the season. Dancers will not be invited back into Tribe Dance Center.

**Endnotes:** Teaching is our utmost passion and Tribe Staff can't imagine doing anything else. Thank you for trusting us and giving us the opportunity to work with your children. We take our job very seriously, your child and their success in the program is our priority. Making decisions regarding placement in The Tribe Dance Company and in the many routines that we produce is a long, difficult, and well- thought out process. No child is ever "held back," but instead, encouraged to develop their skills to their fullest. We want each child to reach their full potential as a dancer.

## Company Letter of Commitment

*This correspondence serves as an agreement between you and The Tribe Dance Company, as produced and directed by Jenna M. Kelley, Owner and Director of Tribe Dance Center. Your child has been selected to be a member of the 2024-2025 Tribe Dance Company, an honor as well as privilege. Your signature below indicates that you have read and fully understand all of the requirements associated with participating in the program, as outlined in your Tribe Dance Company Handbook. Furthermore, your signature and that of your child indicates your acceptance of those terms and conditions, and that you are well aware of the commitment involved in this program.*

**Dancer:** As a member of the 2024-2025 Tribe Dance Company you will actively participate in all scheduled events from July 2024 through July 2025. Your commitment to this program means that you will be participating in all classes, rehearsals, performances, competitions/conventions, and showcases that are required of your specific company and are scheduled during this time period. Your commitment to this program means you will come to class each time dressed appropriately with proper shoes, attire, and ready to learn. Your commitment to this program means that you will honor attendance requirements for all classes, rehearsals, performances, and all competitions/conventions, showcases and Nationals. Your commitment to this program means you will be respectful to all teachers and teammates at all times.

*In addition to the above, I grant permission to Tribe Dance Center, to use my image (photographs and/or video) for use in media publications such as, but not limited to: videos, email, marketing, general publications.*

*In addition to the above, I understand a violation of my commitment to this program/contract has serious consequences that may result in my being permanently dismissed from the program.*

X \_\_\_\_\_  
Date \_\_\_\_\_

**Parent:** Please be sure you feel comfortable with your ability to handle the fees incurred for this activity, as with most competitive activities, there are many uncontrollable circumstances and we don't want to catch anyone off guard.

*Monthly tuition, convention/competition fees, costume deposits, costume fees, choreography fees etc., all have due dates. Monthly Tuition is due at the beginning of each month and is late after the 7th. All other fees are late after the posted due dates. **A late fee of \$20 will be added on the 20th of every month to any late payments. A \$35 bank fee will be assessed for a non-sufficient funds payment, as well as corresponding late fee of \$15.** It is each parent's responsibility to be aware of fees due, schedule changes, etc. We suggest coming into the studio at least weekly to check for news, and to check emails for studio information and updates daily. Commitment to this program means that you will honor attendance requirements for all classes, all conventions/competitions, and Nationals.*

*I have read the above information and will be responsible for my child's account and activity requirements.*

X \_\_\_\_\_

Date \_\_\_\_\_

Please return this signed agreement to the front desk with registration fees. Please complete one form for each of your children who have accepted placement in The Tribe Dance Company.

### 2024-2025 Tribe Dance Center Yearly Payment Commitment:

\*The sheet below is an example of the fees associated with our Company program. Following auditions, once a dancer is accepted into the Company program, the below sheet will be filled out with your dancer's specific fees. Tribe Dance Center is able to add any additional fees with warning throughout the 2024-2025 season. Information below is subject to change.

\*Each dancer will receive a detailed breakdown of the information below pertaining to their season ahead at the September meeting.

**August 19th - Company Security Deposit \$100/dancer (applied towards competition fees)**

#### September Tuition:

Number of Groups Choreography: \_\_\_\_\_ x  
\$55/routine due on the 7th of September \*autopay on  
account

#### September add ons:

Solo Monthly rehearsal fee: \$60 first solo \$25 additional solo

Duo/Trio Monthly rehearsal fee: \$25

\* All solos/duo/trios with completed choreography will be scheduled for rehearsals the month of September.

#### October 7th-June 7th (9 payments total)

Monthly Tuition: \_\_\_\_\_ due on the 7th of every month \*autopay on account

Monthly Solo Fee: \_\_\_\_\_ due on the 7th of every month \*autopay on account

Monthly Duo/Trio Fee: \_\_\_\_\_ due on the 7th of every month \*autopay on account

#### Costume Deposit:

**\$40/routine due October 16th & November 27th + remaining balance (rhinestones/alterations broke into two) due February 12th & April 22nd**

Number of Company Groups: \_\_\_\_\_

\*additional recreational groups TBD

Number of Company Solo/Duo Trio: \_\_\_\_\_

\*any custom solo costumes not included

#### Mandatory Competition Breakdown:

**Estimates fees: Solo- \$120-\$145 / Duo/Trios: \$70-\$90/dancer Groups: \$50-\$70/dancer**

##### Regional Competition 1:

Number of Solos: \_\_\_\_\_ x amount

Number of Duo/Trios: \_\_\_\_\_ x amount

Number of Groups: \_\_\_\_\_ x amount

Studio Fee: \_\_\_\_\_

Competition 1 Total: \_\_\_\_\_

##### Regional Competition 2:

Number of Solos: \_\_\_\_\_ x amount

Number of Duo/Trios: \_\_\_\_\_ x amount

Number of Groups: \_\_\_\_\_ x amount

Studio Fee: \_\_\_\_\_

Competition 2 Total = \_\_\_\_\_

##### Regional Convention/Competition 1:

Number of Solos: \_\_\_\_\_ x amount

Number of Duo/Trios: \_\_\_\_\_ x amount

Number of Groups: \_\_\_\_\_ x amount

Studio Fee: \_\_\_\_\_

National 1 Total = \_\_\_\_\_

**Mandatory Convention Breakdown- can be found in the Competition Packet provided the end of Summer**

*\*This is a brief breakdown of the year ahead you are committing to. Tribe Dance Center is able to add any additional fees with warning throughout the 2024-2025 season.*