

General Policies:

- Upon arrival at the studio, all students are to sign their name, time of arrival, and classes they will be taking that day in the student sign-in book.

All students and parents should check the main bulletin board in the lobby for an updated calendar, policy documents, events, etc. Nutcracker information is located on specific bulletin boards in the front lobby area as well.

- Students of VYIBA are expected to behave courteously and with respect at all times with the staff, teachers and their fellow students.
- Students must follow the dress code for all classes and rehearsals.
- All missed classes will be made up within the same month as the missed class.
- A parent or guardian must be present with their student, age 8 and under, if their student is not in class.

Parents are welcome to stay and wait for their child, collect information about future school happenings and enjoy the use of our WIFI for personal or business activities. Please, I ask you to refrain from negative discussions about students, parents or studio activities out of respect for the privacy and hard work of each individual student.

- **No food, drink or chewing gum** are permitted in the studios. Specific areas will be designated for eating and the student is expected to dispose of all garbage in the proper containers as well as making sure they clean up the space they occupied so that the next student can have a pleasant lunch.

Medication Administration and Illnesses

- **Students may not take medication from anyone except a parent or guardian. If your child has medication that they can self administer, please notify the office in writing with the name, the dosage and the time that your child will be administering the medication to themselves. The staff and faculty of VYIBA will not administer medication to your child.**

If a student has missed a week or more of classes, he/she is required to bring a doctor's note in order to return to classes. We are concerned about the well-being of all our students and want confirmation that they are no longer injured or ill and can resume dance classes.

- Students are to place their belongings neatly in the places provided for them in their respective dressing rooms
- VYIBA is not responsible for any lost or stolen items. Please check at the front desk or in the lost and found bin located in the ladies dressing room.
- Students are expected to show respect for other's property as well as the property of the studio.
- Help us to keep our studio space clean and free of germs by washing your hands and/or using hand sanitizer.
- **VYIBA is a drug free/smoke free facility and no student is allowed to smoke or use alcohol or drugs in, or near, the studio.**
- Public displays of affection will not be permitted.
- No weapons or objects that could be used to cause bodily harm are permitted in the studio.
- No student is permitted in the designated staff areas.

Intellectual Property

- **All choreography used for performances is considered to be the intellectual property of VYIBA. Use of this choreography without written or verbal permission by the instructor and/or the Director is prohibited. This includes performance videotaping and photograph distribution online by posting on Facebook, YouTube, etc.**

Cell phones and other media devices must be on silent and it is preferred that they may not be brought into the studios.

The Director reserves the right to dismiss a student from the school for any continued abuse of these rules.