

WELCOME TO THE FAMILY!

We are so thankful you chose Unity to be your dance home. This is your *Student Success Guide* and contains all the information you need regarding fees, policies, parking, academic calendar & communication! It's a lifeline!

But first, let's paint a picture...

Encourage | Excel | Empower

Our vision is to build a foundation for excellence in the Christian Arts through training, mentoring and calling out the individual gifts and talents of our students, young and old.

Using a rigorous and technical dance curriculum, Unity's holistic approach to class training, high-impact theatrical productions, and overwhelming encouragement provides a launching pad for student success.

We commit to providing the most qualified teachers within their fields who can empower our students through a positive teaching style and a Christian worldview.

“...Walk holy, in a way that is suitable to your... divine calling. With tender humility and quiet patience, always demonstrate gentleness and generous love toward one another... Be faithful to guard the sweet **Unity** of the Holy Spirit among you in the bonds of peace...”

- Ephesians 4:1-3 (TPT)

So let's start dancing!

MEET OUR DIRECTORS & STAFF

- ❖ Alexis Ziarkowski, BS in Accounting | Owner, Chief Executive Officer
- ❖ Deanna Davenport, CPA, BS in Accounting and Nonprofit Management | Director of Operations & Co-Director of Company
- ❖ Grace Griffith, BA in Modern Dance | Artistic Director of Studios & Junior Company Director
- ❖ Lauren Williams, MA in Holistic Child Development | Director of Design & Junior Company Assistant Director, Production Manager
- ❖ Madyson Turner | Co-Director of Company, Marketing Manager, Production Teacher Coordinator, Summer Camp Director
- ❖ Darian Barrett, BA in Music, Violin Emphasis | Director of Studio Operations for Cleveland, Web Content Publisher, Front of House Manager, & Company Administrative Assistant
- ❖ Lexi Haney, AS in Physics | Director of Studio Operations for Ooltewah, Dancewear & Merchandise Manager
- ❖ Alyssa Luff, BA in English Lit and MA in Media Arts and Worship | Academic Teacher Coordinator & Director of Curriculum Development
- ❖ Sydney Gobble | Content Creator & Publisher

LOCATIONS

- ❖ UDS | Cleveland - 801 20th St. NW, Cleveland, TN 37311
- ❖ UDS | Ooltewah - 6719 Mountain View Rd. Suites 105 & 113, Ooltewah, TN 37363

STUDENT & PARENT COMMUNICATION

- ❖ Email | info@unitydancestudios.com
- ❖ Text & Call | (423) 790 - 5800
- ❖ Social Media | Instagram @ [unitydancestudiosTN](https://www.instagram.com/unitydancestudiosTN) & on Facebook!
- ❖ Studio Newsletters | Check your inbox for monthly Newsletters to view your **key three** essentials to know for the month!
- ❖ Like our FACEBOOK pages for studio updates!
 - @unitydancestudiosTN | CLEVELAND
 - @UDSOoltewah | OOLTEWAH

Are you receiving our emails?
If not, check your spam folder!

ENTRANCE, PARKING, & OFFICE

- ❖ **UDS Cleveland** | The main entrance is located on the **side** of the building closest to Keith Street. If the UDS parking lot is full after 3:45PM, you may park across the street at Stuart Elementary School. After 7:00PM, you may also park next door at Aaron's. Please do not park in front of the Dynasty Chinese Buffet's **backdoor** as they could hit your car when exiting their building.
- ❖ **UDS Ooltewah** | For Studio A, the lobby entrance is at the front of the building. You will always enter, exit and park at the front of the building if your student is dancing in Studio A! For Studio B, the lobby and office areas are located at the back of the building. You will always enter, exit and park behind the building if your student is dancing in Studio B! If you need assistance, please see the office administrator or studio manager working in the Studio A office!

DROP OFF & PICK UP

- ❖ **UDS Cleveland** | Students are asked to be dropped off at the **side entrance** where a UDS teacher will greet and escort them to their correct classroom. At the end of each class, students will remain in their classroom and parents will line up outside that prospective studio's door. Students will be brought to a parent or guardian (outside) one at a time. If you have questions for a Unity representative you are welcome to come inside.
- ❖ **UDS Ooltewah** | For Studio A, students are asked to be dropped off at the **Studio A front doors** where a UDS teacher will greet and escort them into the studio. At the end of each class, students will be brought to the **Studio A front doors** to be picked up by their parents or guardians. For Studio B, students are asked to be dropped off at the **Studio B back doors** where a UDS teacher will greet and escort them to their classroom. At the end of each class, students will be brought to the **Studio B back doors** to be picked up by their parents or guardians.
- ❖ All students are asked to be present 5 minutes before class **already dressed in dress code**. Should a student have a long break between classes, UDS asks that these students wait outside UDS facilities.

STUDIO FEES

- ❖ Registration Fee | \$40
 - Registration fee per additional sibling or immediate family member | \$15
- ❖ Tuition
 - Basic Plan (1 class a week) | \$65 per month
 - Double Plan (2 classes a week) | \$95 per month
 - Triple Plan (3 classes a week) | \$120 per month
 - Quad Plan (4 classes a week) | \$140 per month
 - Ultimate Plan (5-9 classes a week) | \$155 per month
 - Additional classes over 9 are \$25 per class per month
 - **Credit or debit card autopay required for touchless payments**
 - University and Family discounts offered!
 - Must be on autopay to receive discount
 - Tuition is run on the 1st of the month;
 - If there is a problem processing your payment, please be aware that tuition is due by the 15th of each month
 - \$10 late fee after the 15th
- ❖ Dancewear
 - All students are required to abide by the UDS Dress Code. For a list of dancewear items needed visit our dress code page!
 - All dancewear is available in the front office. If items are not in stock, they will be ordered and should arrive within 2 to 3 weeks. Payment must be received at the time the order is placed.
 - If a student is not in dress code, the teacher may request that they sit and observe class.

ACADEMIC CALENDAR

- ❖ All breaks will be announced via email, text, newsletter, and social media platforms. A monthly calendar can be found on our website under the “Academic Calendar” Tab.

HOW DO I LOG INTO MY STUDENT ACCOUNT?

- ❖ **How our Online Portal Works** | Click the “LOGIN” button on our website (www.unitydancestudios.com). Use the username and password you created when making your MindBody student account. Once logged in, you may edit your personal information, update billing information, and add a family member to your account. You may also view your class schedule by selecting the “My Schedule” tab at the top right of the page.
- ❖ **How to Pay Online** | Once you are logged into your student account, select the “Online Store” tab and then the “Account Payments” section. Enter the amount you would like to pay and complete the payment process by clicking “Make Purchase”. If you do not know how much you owe on your account, you can check your account balance by selecting the “My Info” tab and then the “Account” section.
- ❖ **How Autopay Works** | The card on your account will be charged for your tuition each month during your contract. If the charge is declined, we will contact you, and you will have until the 15th of the month to process your payment before a \$10 late fee is applied to your account.

STUDIO POLICIES

- ❖ Family and friends are only allowed in the classroom upon formal invitation from the teacher and staff or at showcases.
- ❖ Siblings of students should not be unattended in the building at ANY time. UDS asks that a parent/guardian be present at all times with children who are not taking class(es). Please respect the quietness of the studio as this helps the students taking class focus on their dance training.
- ❖ UDS reserves the right to change schedules at any time if there is a conflicting UDT or UDS rehearsal or production.
- ❖ UDS directors reserve the right to dismiss any student if necessary to protect the integrity of the school or if the student is not following the UDS Code of Conduct.
- ❖ If UDS closes for inclement weather, an email notification, text notification, and social media announcement will be made to detail the classes that will be canceled. No makeup class(es) will be offered for inclement weather closing.
- ❖ If sick, we ask that students stay home to avoid spreading sickness to others. Please notify UDS of the absence as soon as possible. If not contagious, UDS may allow the student to observe class.

ATTENDANCE & TUITION POLICIES

- ❖ Signing up for the **fall semester** automatically includes registration for the **spring semester**. The summer session requires a separate registration.
- ❖ Should a check be declined for insufficient funds, the student will owe the declined check fee of \$12, which will be applied to the student account.
- ❖ If a student does not pay all fees before the date of a studio performance, the student will not be allowed to participate in the production unless previously discussed with staff.
- ❖ If a student is absent from a class for six (6) consecutive weeks without prior notice or communication with UDS staff, he/she will be automatically unenrolled and his/her spot will be given up to any student(s) on the waitlist for that class if applicable. Tuition for the 6 week absent period will be non-refundable in lieu of a contract breakage fee.
- ❖ If a student is absent from class, tuition will not be refunded. However, students may request the “*Makeup Class Form*” by emailing us to attend a makeup class. This form must be submitted and approved at least 1 day prior to the requested makeup class time. **Makeup classes are only offered** in the event of unforeseen circumstances. Makeup classes must be used within 4 weeks of the original class absence.
- ❖ **Add/Drop Policy:** Students or parents must notify a UDS representative when adding and/or dropping a class. An official form must be completed and submitted and all students unenrolling from one of their previously selected classes must pay the *\$15.00 Drop Fee*.
- ❖ **Unenrollment Policy:** Students or parents must fill out the *contract breakage form* and pay the *\$40.00 contract breakage fee* when unenrolling from the studio.
 - A student will automatically be unenrolled for failure to pay tuition for three consecutive months.
 - If a student is unenrolled from classes for three or more months, another registration fee will be required to re-enroll.
 - Account balances must be paid in full before an unenrolled student may re-register for classes.