

# Sept 2024 - June 2025 Parent Handbook



## **Grooves Unlimited Dance Studio**

355 Eisenhower Parkway - Suite 100

Livingston, NJ 07039

**973-878-2836**

Office@GroovesUnlimitedDanceStudio.com



## OUR MISSION

At Grooves Unlimited Dance Studio, we help children ages 3-17 build the type of **confidence** that shines in and out of the dance studio. We **energize** our Groovers to **own their stage** by **igniting** their passion for **Hip-Hop, Tap Dance**, and all **Street Dance Culture**.

## ABOUT THIS HANDBOOK

The Grooves Unlimited Parent Handbook helps to make all things Grooves super simple and at a finger's reach at all times. We want this to be quick and easy so you can have everything you need to know to get moving and grooving! **What should your Groover wear to class? When is Spring Break? How do you schedule a phone call?** All these questions and sooooo many more are answered for you right here!

## OFFICE HOURS

**Grooves Unlimited's Office Hours** are 10:00am - 1:00pm, Monday - Thursday. Any communication received outside of this time will be responded to the following business day. Please note, the office works part-time.

Call/Text: 973-878-2836

Email: [Office@GroovesUnlimitedDanceStudio.com](mailto:Office@GroovesUnlimitedDanceStudio.com)

Click here to [schedule a call](#)

## CLEAR COMMUNICATION

Clear communication is extremely important to us, and most of our communication is through **email**. Every Sunday night, you'll receive our **Grooves News** email where you'll find important information for the coming week. If you do not see your weekly email, check your Spam or Promotions folder and drag it back to your Inbox. This way, you'll never miss our important communication!

## HELP CENTER

At the bottom of every Grooves News email will be a link to the [Help Center](#) where you'll find a link this Parent Handbook, our schedule of holiday closures for the season, our dress code, and Concert information when the time comes.

## PARENT PORTAL

Your Parent Portal is your go-to place to update any and all personal and payment information! Need to update your email or phone number, add a class, or update your credit card information? [Bookmark this link](#) for quick and easy access.

# PICK UP AND DROP OFF

**Grooves Unlimited is a Kid's Zone.** This means that our Lobby is closed. Our pick-up and drop-off policy is as follows...

**Mini and Little Groovers** parents should walk their Groover into the studio and wait until they have entered their class, then return to the parking lot until class is over, and then come into the studio no more than 5 minutes before the end of class to pick up their Groover. Please do not leave your Mini or Little Groover unattended before or after class as our Team will not be able to monitor your Groover when she/he is not in their active class time.

**Elite, X-treme and Supreme Groover** parents may drop off and pick up their Groovers at the main studio door. Please be in the parking lot promptly at the conclusion of your Groover's class to ensure the safety of all our Groovers.

Groovers should wait in the Lobby for their teacher to invite them into the studio for classes and should not interrupt any class while it is in session. Grooves Unlimited is not responsible for children who leave the premises. Parents and Guardians are responsible for making sure their child makes from the car and into the studio.





# DRESS CODE: PROPER ATTIRE

Groovers must abide by the dress code, and if not prepared with appropriate clothing and footwear, they will be asked to sit and observe class.

## PANTS

Groovers should wear **athletic** and **moveable** pants like **sweatpants, leggings or yoga pants**. For Tap classes, we ask that they cut above the ankle so we can see their footwork. For TLC, we strongly recommend leggings or yoga pants that are **tight enough to show form**. Jeans, Jeggings or Denim Shorts are **not allowed**.

## SHIRTS

Groovers should wear a shirt that is tight enough to show form.

## GROOVES GEAR

Groovers are encouraged to wear their Grooves gear, including Grooves hoodies, t-shirts, sweatpants, and company attire.

## HAIR

Hair must be pulled back with a hair tie and out of the face for all classes.

## JEWELRY

For the safety of your Groover, jewelry is **not** permitted with the exception of stud earrings (no hoops or dangling earrings). **No watches, bracelets, or necklaces.**



# DRESS CODE: FOOTWEAR

*Groovers must abide by the dress code, and if not prepared with appropriate clothing and footwear, they will be asked to sit and observe class.*

**Mini Groovers:** Clean Sneakers.

**Little Groovers:** Clean Sneakers + Black Patent Tap Shoes.

**Elite Groovers I Groove 'N Shuffle:** Clean Sneakers + Black Patent Tap Shoes.

**Hip hop and Street Jazz:** Clean Sneakers.

**Body Percussion:** Clean Sneakers or Combat Boots.

**Tap II, III, IV and V:** Black Single-sole oxford Tap shoes.

**TLC:** Black Jazz shoes.

Tap and Jazz shoes can be purchased from **Everything Dance in Fairfield, NJ**. Mention Grooves Unlimited for a studio discount. They may also be ordered online on sites like Amazon, Target, and Walmart.

## **SNEAKERS:**

For any class that requires sneakers, Groovers are required to have a CLEAN pair of sneakers specifically designated for dance class. They cannot be worn in the parking lot, or at school. **They must be for dance class only.**

**Black and White Converse sneakers will be required for the Mid-Season Showcase in January and Dance Concert in June.** (Acceptable alternative brands from Amazon are: Airwalk, Dadawen and iFan.)



# PERSISTENCE PERIODS

We know that a consistent classroom is key to our Groovers' success, so our season encompasses several Persistence Periods that have been scheduled for the convenience of our Dance Family.

During **Persistence Periods**, your Groover is committed to finishing that period and you cannot stop monthly tuition payments, for any reason, until the Persistence Period has ended. This means that Groovers may only make adjustments to their weekly class schedule (this includes swaps, additions, or drops) during “**Swap Zones**” that occur the last week of the Persistence Period.

## **Persistence Periods for 2024-2025 are:**

- 9/09/24 through 9/30/24 will be treated as a Swap Zone, as Groovers settle into the appropriate classes or need to add additional classes to their schedules.
- 10/1/2024 through 10/31/2024 - Groovers are committed to complete the month. Swap Zone will be 10/29/24 - 10/31/24.
- 11/1/2024 through 1/31/2025 - with a Swap Zone 1/29/2025 through 1/31/2025.
- 2/1/2025 through 06/8/2025 - Groovers who are enrolled after January 31st, 2025 are committed to completing the season at Grooves.

**There are no exceptions to our Persistence Periods or Swap Zones.** Should you need to swap or drop your class, you may make the request to do so during the appropriate Swap Zone. If you decide to withdraw from dance classes at Grooves Unlimited, you must notify us via email no later than the final day of a Swap Zone. No changes to a Groover's schedule or billing will take place prior to the first day of the next Persistence Period. It is understood that there are no refunds on prepaid tuition. All portions of the tuition payment are non-refundable and can only be transferred to a future program which must be agreed upon by email before the Groover's final class. All credits on file will be held for one calendar year, at which time they will expire. **We promise to clearly communicate with you when we are entering a Persistence Period and Swap Zone.**

# CODE OF CONDUCT

**Zero Tolerance Policy:** All Groovers and staff will respond with professionalism, courtesy, and respect. Groovers and Dance Family members are responsible for their own actions towards others and should strive to support one another in a positive manner. There will be zero tolerance of bullying or "studio drama" and any instance of disrespect, gossip, or bullying towards or about another Groover, family member or Team Grooves members calls for immediate dismissal from Grooves Unlimited.

**Closed Lobby:** The Grooves lobby will be closed during class times. Families should NOT wait in the party room or disturb it in any fashion. This is a shared space and is often occupied or already set up for other events. Parents and siblings should wait outside of the building during their Groover's class time. **All families must respect the studio and surrounding space including restrooms, hallways, and party room area at all times.**

**No Food or Drinks:** Food and drinks (other than water) are not allowed in the studios at any time. Groovers are encouraged to bring water bottles that can be kept inside the studio near the cubby area.

**No cell phones** will be permitted inside the dance studios. All phones need to be turned to silent and left in the lobby or with a parent.

**Missed Classes/Cancellations:** Please notify Grooves in advance if a Groover will be absent. There are no refunds or pro-rating for missed classes for any reason. In order to preserve the comfortable, consistent class community we have curated in the studio, complimentary make-up sessions will not be granted. At the conclusion of Persistence Periods, any Groover who has been absent 3 consecutive times with no communication may be dropped from their program. If a Groover misses 4+ classes after Concert choreography has begun, private lessons may be arranged at an additional fee (and if available) in order to perform.

**Weather Cancellations:** Groovers will be notified by 2:00pm via email of any cancellation. One snow day is built into the schedule for each class day with our inclusive tuition. Makeup classes will be offered the last week of a Persistence Period if a class day has missed more than 1 class due to weather in that Persistence Period. *There are no refunds or pro-rating for weather or other cancellations.*



# TAKING THE STAGE

## Why we Take the Stage

Taking the stages gives our Groovers something to work towards, helps to build their confidence and promotes teamwork. Each performance opportunity is a celebration of our Groovers' hard work. Performance is the payoff of spending weeks and hours in the studio doing something that they love, and is their opportunity to share their growth and confidence with friends and family.

## When we Take the Stage

In **January**, all of our Groovers perform in the **Mid-Season Showcase**. Groovers will wear their Certified Groover t-shirt, black bottoms, and appropriate shoes. The **Mid-Season Showcase** is an informal showing of what your Groover has been working on so far in the season. Seating is limited and tickets will be required to attend the showcase.

In **June**, our Groovers take the stage in our breathtaking **Dance Concert**. Your costume fee is included with your monthly tuition and will be available to all Groovers once their final tuition payment is complete. Should there be a conflict with the concert date and a Groover is unable to participate in the show, they may fully participate in classes up to the concert date.

Dance Concert tickets will go on sale in Early Spring. Everyone who wishes to attend the concert will be required to purchase a ticket. Further concert information will be distributed in the weekly Grooves News emails later in the season.



# EXCITING EVENTS

We LOVE to celebrate our Groovers!

**Spring Thing Festival:** Our Spring Thing Festival is a seasonal festival featuring live performances, games, food and of course, dance!

**Bring a Friend Weeks:** What's better than dancing with friends? During Grooves' Bring a Friend Weeks, your Groover has the opportunity to show their friends what they LOVE about being a Groover!

**Family Watch Weeks:** We know you're curious about what's happening in the dance studio, so, we open the doors to welcome families into the classroom for a sneak peak!





# COMPANIES



Grooves Unlimited is proud to offer pre-professional training for Groovers looking for the next level in their dance education.

Grooves is home to FOUR resident, non-competitive companies:

The **UNLIMITED Hip-Hop Dance Company** (Divisions 1 & 2) and apprentice company, **LIMITLESS Hip-Hop Dance Company**.

**UNLIMITED Tap Dance Company** and apprentice company, **LIMITLESS Tap Dance Company**.

Acceptance is by audition only and dancers perform throughout the Tri-state at dance festivals, theaters, sporting events, and other special local events.



# EDUCATIONAL OPPORTUNITIES

**TAG Team:** Our Teacher Assistant Program is a chance for Groovers to step up and into a leadership role. TAG Team Groovers become awesome role models for our younger Groovers and learn valuable skills while earning hours that can be put towards community service requirements for religious/school commitments, National Honors Society and college applications.

**National Honor Society for Dance Arts:** The National Honor Society for Dance Arts (NHSDA) is a program dedicated to recognizing dance students in grades 6-12 for their outstanding artistic merit, leadership, and academic achievement in the field of dance.

The NHSDA allows your Groover be more involved in their dance education while serving their local community. NHSDA also strives to foster an appreciation for dance as a true art form, worthy of recognition and prestige!

**Private Lessons:** Private Lessons are a great way to really work on a specific skill or boost your Groover's training to the next level. These can be done one-on-one or with a group of Groovers.

**Master Classes:** Because we want our Groovers to train with the best-of-the-best, Grooves brings in guest teachers in a variety of styles several times per season. These are important classes that will help mold your Groover and enhance their dance training.





# THE ULTIMATE GROOVER'S JOURNEY



# SUPER SIMPLE SCHEDULING

## All-In Groovers:

Why do we encourage our Groovers to be "All-in?"

Not only do Tap and Hip-Hop share an origin, but the study of both styles can positively influence our Groovers.

Tap classes will help to improve musicality and rhythms for Hip-Hop, while Hip-Hop allows Tap dancers to improve agility, loosen up and be more grounded. The strongest Tap Dancers know how to move and the strongest Hip-Hop dancers have amazing musicality.

### MINI GROOVERS

Hip-Hop  
45m

### LITTLE GROOVERS

Groove 'N Shuffle  
45m

### ELITE GROOVERS I

Groove 'N Shuffle  
90m

### ELITE GROOVERS II

LIMITLESS HIP-HOP CO	Street Jazz 45m	Hip-Hop 45m	Tap 45m	Body Perc. 45m	LIMITLESS TAP CO
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### X-TREME GROOVERS

UNLIMITED HIP-HOP CO	TLC 45m	Street Jazz 45m	Hip-Hop 45m	Tap 45m	Body Perc. 45m	Tap Improv 45m	UNLIMITED TAP CO
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TAG Team

### SUPREME GROOVERS

UNLIMITED HIP-HOP CO	TLC 45m	Street Jazz 45m	Hip-Hop 45m	Tap 45m	Body Perc. 45m	Tap Improv 45m	UNLIMITED TAP CO
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TAG Team

# SUPER SIMPLE TUITION

We know families are busy and we like to keep things simple. Our super simple inclusive tuition makes family budgeting easy throughout the year by keeping tuition consistent from month to month.

Tuition for our 10-month season is broken into 10 even monthly installments that are not influenced by the number of classes per month, but by the total number of classes in the 10-month season! It is also influenced by the additional inclusions that are listed below.

**What's included?** Your Groover's learning sessions, costumes, participation in our annual dance concert, video of your Groover's performances, Grooves t-shirt, Groover's gift, and other fun events throughout the season like our festivals!

**What's NOT included?** Master classes, dance footwear and dance concert tickets.

**Enrollment Fee:** A \$35 Annual Family Enrollment Fee is due at the time of enrollment

## MINI & LITTLE GROOVERS

<b>RED ZONE</b> 1 weekly class <b>\$90/month</b>	<b>BLACK ZONE</b> 2 weekly classes <b>\$176/month</b>	<b>SILVER ZONE</b> 3 weekly classes <b>\$260/month</b>
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## ELITE, X-TREME & SUPREME GROOVERS

<b>BLACK ZONE</b> 2 weekly classes <b>\$176/month</b>	<b>SILVER ZONE</b> 3 weekly classes <b>\$260/month</b>	<b>GOLD ZONE</b> 4 weekly classes <b>\$319/month</b> <i>every additional class is +\$25</i>
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