

VENUS VILLA

ACADEMY



STUDENT HANDBOOK

www.venusvilladanceacademy.com

TABLE OF CONTENTS

<u>Topic</u>	<u>Page</u>
About The Academy.....	1
The Team.....	2
The Studio.....	3
Access Plan.....	4
Financial Information.....	5 & 6
Classes (Showcase & Private Classes).....	7
Uniform & Dress Code.....	8 & 9
Etiquette.....	10





About The Academy



Venus Villa Dance Academy was founded in the Summer of 2023 and is entering it's second year of existence. Thanks to the incredible support of dedicated parents, students come to our Academy to grow their talent and love for the are of dancing.

Home to many aspiring dancers, the Academy's students have collected numerous successes and awards. Here, Students have the opportunity to work with a variety of caring teachers and guest choreographers to foster their physical skills and develop their artistry. Our technically strong and artistically expressive dancers are sought-after for their professionalism and ability to easily adapt to the broad range of styles demanded of today´s dance professionals.



The Team

Venus Villa

Enrique Perez-Cancio

Ashleigh Bennet

Lauren Ho

Sandra Correa

Gina Leung

Miguelito Reyes Martinez

*Find out more about them on our
website under our “TEAM” section*

[Link here](#)

ADDRESS

29 Wong Chuk Hang Rd
Vita Tower B, 5/F, unit B3
Wong Chuk Hang
Hong Kong

[Google link here](#)

THE STUDIO

Perfect environment to nurture young talents in
Hong Kong

FACILITIES

- Harlequin Floor from UK
- High-end Sound System
- Mobile mirrored wall to create 2 spaces
- Cozy "home away from home"

CONTACT

+852 6660 7323

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ACCESS PLAN

VVDA



Back entrance access of VVDA from Yip Kan Street if Wong Chuk Hang Rd's Vita Tower building entrance is closed (after 7pm and on weekends)



Landmark South Car Park (payable)



Access for cars to access Yip Kan Street

Walking: situated only 5' away from Wong Chuk Hang MTR Exit B

Car Pick-Up: parents can usually park and wait in the car in front of Vita Tower back entrance from the Yip Kan Street side.

FINANCIAL INFORMATION

Venus Villa Dance Academy curriculum is a year-round semester-based program consisting of 3 Terms & 1 Summer Classes:

- 1) Autumn Term (Aug - Dec)
- 2) Winter Term (Jan - Easter)
- 3) Spring Term (Easter - June)
- 4) Summer Classes (July - Aug)



Registration

All registrations needs to be completed online.

Students must be registered online prior to the first day of class of the term. Please log in onto our website and enroll under the “BOOK NOW” section.



Payment

Tuition fees must be settled prior to the first day of class to be attended by the student and are to be settled for the whole duration of the Term, unless you have opted for a Monthly All Classes Package, where payment should be settled prior to each month registered for.

Tuition & Fees

Tuition for students enrolling during the Term is prorated based on the student’s enrollment day. Any Tuition from Performances, Shows or Competitions will be communicated separately. Tuition cannot be credited towards any future classes sitting outside of the Term paid for, unless approved by VVDA in writing. Tuition payment is non-transferable

VVDA Bank Details

HSBC Bank Code: 004

Account number: 801-638859-838

Beneficiary:

Venus Villa Dance Academy Limited

IMPORTANT

FINANCIAL INFORMATION

(continued)

Refund Policy

If parents/students elect to withdraw from VVDA during the duration of the term no refunds will be given for withdrawals or cancellations made after 1 month of the course start date. In addition, all withdrawals or cancellations will be subject to a \$250 admin fee (per course). You must notify us by email at least 1 week prior to the withdrawal.



Late Payments

Payments are due before the start of the course. A HKD100/week penalty fee will be incurred after 2 weeks of Term commencement. If payment is not received 4 weeks after term start, the student will not be permitted to attend classes.

Public Holidays & Adverse Weather/Force Majeure

No classes will be scheduled on public holidays unless under special circumstances. All classes will be automatically canceled for Typhoon Signal 8, Black Rain Warning, or higher. Forced government closures due to the weather are circumstances beyond our control and therefore refunds are not possible.



Absences and Make up Classes

Absences in relation to education, medical condition, or religious events are excused. If students are absent from a class without any reasons (no show), there will be no make-up classes. Parents should therefore email or whatsapp the studio in advance if their child will be absent. For sick leave, please contact the Academy before class and present a doctor's certificate so that we can arrange a make up class (of same level or below) accordingly within the same term. No refunds will be given for any missed classes. All make up classes need to be taken within the enrolled term and such classes cannot be credited to a subsequent term.

REMINDER

CLASSES



Schedule

Each term will have a schedule release about 1 month prior to the first class of the term. It will be communicated through the “VVDA Parents” Whatsapp group and made available online under the “BOOK NOW” page.

Regular Classes

We understand that parents wish to see their child dance and see if they enjoy the class. Nevertheless, it is important that students are fully focused on the teacher’s instructions and having family members in the room is a source of distraction. Parents are therefore not allowed in the classroom, unless given authorisation by the teacher. The Academy will organise some showcase and Open Days at least once a year to allow for this important moment to happen (see below).

Showcase & Open Days

VVDA will organize Showcase evenings, where children get to perform for their parents within the comfort of our studio walls. Such event may feature some guest star from the ballet industry or art world. Showing support to your children efforts is critical and this is a great opportunity for them to show their talent and get more comfortable in managing their on stage nerves. It is also a chance to mingle with other parents around a few glasses of prosecco!

Private Classes

We welcome students to enquire on private classes, which can be arranged with any of our teachers upon their availability as well as the studio’s.

Tuition fees need to be settled at least 5 working days prior to the class.

Cancellation of a private class needs to be done at least 2 full days prior to the class (e.g. if the class is on a Friday, you shall inform us by whatsapp no later than Tuesday 23:59) to be refunded. No Shows will not be refunded.



UNIFORM & DRESS CODE

Proper adherence to the dress code not only allows students to focus fully on their studies, but shows formal respect to the academy, fellow students, and the longheld traditions of ballet. All students must adhere to every aspect of the dress code.



All Students

- Eyeglasses are not permitted in Level 2 and up.
- Legwarmers are not permitted.
- There should be no headbands, barrettes, decorative bun covers, or other accessories.
- No Jewelry. Girls with recently pierced ears may cover the earrings with a strip cut from a natural color band-aid.
- No watches
- Undergarments are not worn under tights.



Hair

For Student safety, cleanliness of line, and to prevent distraction, VVDA requires all dancers to have their hair neatly secured out of their face.

- Dancers with long enough hair must be in a neat bun. No headbands.
- If your child has bangs or short hair, it must be pinned back. white handband to keep hair back away from the face and neck is permitted.

- All buns will require a snug ponytail base, hairnets and hairpins
- Please find a helpful video for achieving ballet bun. [Video here](#)

UNIFORM & DRESS CODE

(continued)

LADIES ATTIRE

	LEOTARD	TIGHTS	SHOES
BABY	Blue or White	Pink	Pink Ballet type
BEGINNERS	Blue or White	Pink	Pink Ballet type
LEVEL 1&2	Black	Pink	Pink Ballet type
LEVEL 5	Black	Pink	Pink Ballet type
CONTEMPORARY	Black	Pink	Black socks Kneepads
ADULT	Free to choose	Free to choose	Free to choose
LATIN	Black top Long or short skirt	Pink	Long Skirt or Short Skirt

Note: some extra uniforms/costumes might be required for open classes and showcases as instructed by the Academy.

GENTLEMAN ATTIRE

- Black or white socks must be worn with footless tights or bike shorts.
- Dance belts must be worn under all tights and shorts.
- T-shirts must be tucked into tights. T-shirts with logos are not permitted.
- No facial hair. No jewelry, watches, etc.

BALLET SHOPS

- Snow White Dancewear (Wan Chai): www.snowwhitedancewear.com
- Fonteyn Ballet Supplies (Wan Chai): www.fonteyn.com.hk
- Coco Tutu Atelier (online): www.cocotutuatelier.com/



Baby/Beginner uniform

ETIQUETTE

The Venus Villa Dance Academy strives to create a safe, welcoming, and positive experience for its students, staff, and families. We expect all individuals to demonstrate respect for others.

Students are expected to observe dance classroom etiquette at all times. This includes:

- Follow Academy rules
- Respecting the teacher and other students
- Being on time
- Adhering to the dress code
- Paying attention
- ... and doing the best work for every exercise

If a student fails to behave according to the classroom etiquette, the following procedures will take place:

- the teacher will address the issue directly with the student
- if the inappropriate behavior continues, the student will be dismissed and asked to wait in the stretching area until class is over.

Punctuality is strongly advised. Students arriving more than 5 minutes after their class has begun may not be allowed to enter the class.



A Clean Environment

The Studio is a working environment and even if it feels “like home”, it is a place shared among many children and parents. As such, students are requested to always keep their belongings in a tidy manner, within their bags and stored neatly in a corner.

Food and beverages are only allowed to be consumed in the lounge area where the coffee table is situated. Any leftover food or trash needs to be thrown away.

Every student needs to be reminded to respect the premises and to their classmates by keeping a clean and safe environment at all times. VVDA is not responsible for any lost or stolen items.





THANK
YOU