



2025-2026 HANDBOOK

Table of Contents

Company Info.....	Page 3
Standard Policies.....	Page 4
COVID-19 Policies.....	Page 6
Dress Code.....	Page 7
Instructional/ Class Info.....	Page 8
Rules and Etiquette.....	Page 8
Family Engagement.....	Page 11
Fees and Policies.....	Page 13
Communications Chart.....	Page 14
Acknowledgement Form (Signature Needed).....	Page 15

Profile: Founded on Christian principles by Mrs. Jackie Dillon in 1990, the PIZZAZZ Dance Troupe is a non-competitive, performance-based dance education program for girls ages 3-18. PIZZAZZ uses multi-genre dance as a catalyst to promote self-love and empowerment, creative expression, social-emotional development, conflict resolution, cultural appreciation, social justice, character-building, critical thinking, and growth mindset. Under the auspices of the Southwest Mississippi Multiplex for Early Innovative Intervention Studies (SMMEIIS), PIZZAZZ embraces dance as a fully-fledged art form. Our dancers study the following dance concepts and styles/techniques: modern, contemporary, commercial, theatrical, experimental, lyrical, jazz, tap, and liturgical/praise.

Mission: To provide a positive and inclusive environment for girls and young women to grow not only as students of dance, but as expressive, graceful and responsible members of society in a structured, judgment-free, and inspiring environment.

Associated Mottos: “Keep it clean.” ; “We are more than a dance troupe.”

Dance Season Summary: From late-August to late-April, PIZZAZZ dancers learn and practice new dance routines, concepts, and techniques. Instruction spans across 1-3 groups and 5-6 classes, depending on enrollment numbers (3-12 girls per group) with occasional workshops by special guests and field trips. A special Saturday session will likely be offered 1-2 times a month, hosted by a motivational speaker or youth life/fitness coach (i.e yoga). The final semester (Spring) culminates in a recital/ public show.

Studio Location: 2099 McKenzie Road McComb, MS 39648

Studio Closures/ Observations:

Labor Day Holiday: Monday, September 1

Professional Development: Tuesday, September 23

Fall Break: Monday, October 13 – Tuesday, October 14

Thanksgiving Break: Monday, November 24 – Tuesday, November 25

Christmas Break: *Beginning* Monday, December 15, 2025 – *Returning* Monday, January 5

Martin Luther King Jr. Day: Monday, January 16

Spring Break: Monday, March 9 – Tuesday, March 10

Professional Development: Monday, April 13 – Tuesday, April 14

STANDARD POLICIES

General: All practices are *closed* to parents/guardians/friends and relatives of dancers and occur once a week. All practices and activities take place at D & D Dance Studio until notified otherwise.

Non-Discrimination Policy: While the mission of the PIZZAZZ Dance Troupe is to exclusively foster the talent and esteem of girls and young women, it does not discriminate on the basis of race, color, religion (creed), weight-bias, or disability (learning or physical), in its activities or operations.

Anti-Bullying Policy: Bullying or Harassment is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – ie; cyber bullying through the use of internet, cell phone, pda, computer, or wireless handheld device), that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to provoke fear of physical harm or emotional distress.

PIZZAZZ is built on trust, respect, and discipline by providing a physically and emotionally safe and secure environment for dancers, staff, parents, and extended family members. To protect the rights of students, acts of bullying, harassment, and other forms of aggression and intimidation will not be tolerated. We expect no tolerance for bullying and expect behavior that promotes being respectful, civil and family oriented.

For more information on the different types of bullying and its impact on children and families, please visit this website:

<https://bullyingnoway.gov.au/WhatsBullying/Pages/Types-of-bullying.aspx>.

PIZZAZZ infuses the following Code of Values among its dance family:

<https://www.valuesfirst.org/values-code>

Physical Boundaries: We aim to create an environment where children can focus on their development as dancers, build friendships, and feel safe and respected. While we encourage positive interactions and friendly gestures, we may, as needed, ask students to greet each other in alternative ways that do not involve physical contact (i.e. waving, jazz hands, thumbs-up). These gestures can convey warmth and friendliness without compromising personal boundaries. This will help prevent any unintentional discomfort or invasion of personal space.

Incident Reporting: If a student is in violation of one or more policies or is acting out of character in a way that is harming the community, themselves, or there is the possibility of harm, a formal report will be generated within 24 hours in response to the behavioral or medical concern. Our documentation process is confidential (only to be shared with the necessary involved parties) and will be used to provide parents/guardians with information about a dance student exhibiting behaviors that are of concern in relation to their personal, physical, or emotional wellbeing.

Case-by-case Determination: PIZZAZZ personnel will consider unique circumstances on a case-by-case basis to determine a solution, resolution, a plan of improvement, or a plan of action (warning, expulsion, etc.).

Studio Rules: (1) Be an active listener, (2) Do not compare yourself to others, (3) Respect personal space, (4) No running, flipping, or playing in a way that could lead to harm, (5) Care for others the way you care for yourself, (6) Speak with kindness, (7) Electronic distractions are not allowed, (8) Have a positive attitude, (9) Say “I am trying” instead of “I can’t”, and (10) Understand that we are all different (Respect differences)

Rights and Responsibilities Statement: The PIZZAZZ Dance Troupe has the right to turn down performance opportunities that are not in alignment with the mission of the company. PIZZAZZ administration also has the right to eject/expel ensemble members or their parents/guardians who intentionally violate the standards of conduct, which are established to safeguard the holistic growth process of each dancer.

COVID-19 POLICIES

We acknowledge that plans may change unexpectedly based upon CDC guidelines and government orders due to COVID-19. For the safety of our students and staff, the following policies and procedures are being honored:

1. Cleaning, sanitation, and ventilation will take place before, between, and after dance classes.
2. Students will use hand sanitizer upon entering the building (if there are allergy concerns, they can bring their own).
3. During peak cold seasons and/or spikes in COVID cases, students will have their temperature taken with a no-touch forehead thermometer upon entering the building. (Students with a fever of 100.4 or over cannot enter.)
4. Students who use the restroom must wash their hands using antibacterial hand soap or hand sanitizer.
5. Students may not bring food/drink into the studio with the intention of sharing it.
6. Disposable cups of water will be provided to dancers. Dancers may bring personal water bottles as well.
7. A student who has been in contact with someone who has been exposed to COVID-19, will need to follow the [CDC's protocol for Isolation](#).
8. Students will participate in class with physical distancing. Additionally, practice days will be added to the studio schedule.
9. Parents of students will drop off curbside and park at the orange cones to maintain distance from the studio building. A staff member will make sure they enter the building and are seen safely back to vehicles. (Parents/Guardians who would like to escort/walk their child to and from the studio are welcomed to do so, but are asked to refrain from entering the building unless absolutely necessary.)
10. Any parent who needs to do business inside of the studio must enter through the office door on the side of the building. To avoid extra traffic and to help mitigate germ-spread, online payments and communication by adults are strongly encouraged/preferred.
11. It is optional for dancers to wear a disposable mask or a mask made of lightweight, non-medical grade, moisture-wicking material. Considerations for dancers wearing masks:
 - a. Instructors and dancers should self-monitor for symptoms of: imbalance, lightheadedness, dizziness, numbness or tingling, and shortness of breath. Students experiencing these symptoms during rehearsal will be asked to stop activity and sit/rest.

- b. Instructors will monitor the intensity of choreography until students get used to dancing in masks.
- c. A fresh, back-up mask should be brought in a sealable bag as dancers may need multiple masks to get through the class should her mask become saturated with moisture from breathing or sweat. If a dancer needs to change into a dry mask, hand sanitizer will be provided.
Disposable masks are also available on site at all times.
- d. Should there be an uptick in cases, PIZZAZZ members may be asked to wear a mask as a requirement upon entering the studio.

Should a case of COVID-19 be discovered in our dance community, the director will notify all dance members and the studio will halt operations for 7-14 days (or follow CDC's recommendation) to ensure that all surface areas are cleaned and disinfected thoroughly and that the building has been fully sanitized before activities resume. Dancer/patient privacy will be honored during this process.

DRESS CODE

A dress code typically exists as part of the discipline of dance, but more importantly, it allows instructors to see and assess each dancer's alignment, body lines, and use of the knees and ankles in order to teach safe, proper placement. Lack of accessories (including cell phones) and additional layers also encourages a positive body image by exposure and acceptance of all body types. Uniformity also allows students to feel more confident and focused on their dancing.

Professional Presentation and Neutral Practice Attire Entails:

- Black, white, or gray fitted or loose jazz pants, jazz capris or black spandex/cotton leggings/tights (no stockings or jeggings).
- Black, white, or gray breathable tank or tee that covers the midriff completely.
- Proper athletic shoes (flexible with grip) are standard. Dancers typically practice in dance slippers or on their bare feet, but ballet and tap shoes may be requested for specific groups. No flip-flops, house slippers, or sandals should be worn when dancing. Heels and boots may not be worn at all in the studio.
- Good personal hygiene is encouraged, including wearing fresh garments and using deodorant.

DANCE LEVELS & 2025-2026 INSTRUCTIONAL INFORMATION

Mondays

Group 1 (5:25-6:00)

Group 2 (6:10-7:00)

Tuesdays

Group 3A (5:00-6:00)

Group 3B (6:10-7:10)

Alternate Sundays (a schedule will be provided)

Performance Team (4:00-5:30)

****An official roster will be provided. Dancers are enrolled in age/skill-appropriate groups by the director and instructor. Combined group or full ensemble rehearsals may take place outdoors or at a larger venue in preparation for recitals/special performances.***

DANCE RULES AND ETIQUETTE

Dancers are to treat instructors, visitors, members of the community and fellow dance mates—all people in general—with respect. Dancers will not make fun of people, their appearances, or talk down about them in any form or fashion. Gossiping will not be tolerated. Group discussions that devolve into a cesspool of negativity will not be tolerated. Threats of violence, peer abuse and bullying will not be tolerated. Physical altercations will result in expulsion from the group. Despite what happens outside of dance class, when we step into the studio, we are a community.

No cell phones will be allowed at any time during dance activities. Calling a parent for pick-up needs is the only case in which a student will be allowed to access a cell phone.

As a member of PIZZAZZ, dancers will be representing our mission and will also be seen as a role model for younger dancers in our program. It is very important that dancers maintain a positive attitude and always be respectful toward teachers in school and instructors in the studio, toward other dancers as well as in social settings outside of dance (particularly on social media). Inappropriate conduct and postings can be conflicting to the mission of PIZZAZZ and may even cause expulsion from the troupe.

Practice Expectations:

- Students should arrive in proper attire, at their practice or rehearsal at least 5 minutes early to prepare.
- Students who are tardy (more than 10 minutes late to rehearsal) will have to participate in rehearsal as an observer. There is no guarantee that the flow of instruction will change due to a late arrival. Catching a dancer up is something that has to happen through observation or during make-up rehearsal time. Parents, please position your child for success by ensuring she is on time and present for rehearsals. Attendance is a key factor in our dance program.
- Should a student become injured, it does not preclude them from showing up to rehearsal. Students are expected to observe and take notes for the duration of their injuries. If they are sick (especially if they have virus-related illnesses and/or fever), we do not expect them to attend practices/rehearsals.
- While in rehearsal, students should exercise respect for the choreographer, for their fellow performers and for themselves in the following ways: (1) being quiet while learning new combinations and while individual students are receiving corrections and modified instructions, (2) not using negative language in rehearsal (REFRAIN FROM SAYING “I CAN’T”), (3) having full participation in rehearsal activities, demonstrating combinations when asked by the choreographer and helping/collaborating with fellow performers when asked.

Performance Expectations:

- There will be a “CALL TIME” for each performance. The “CALL TIME” will typically be 30 minutes to 1 hour prior to the performance time, depending on the nature of the performance and the level of prep work involved. Dancers are expected to be present at the CALL TIME so that they have time to warm up and prepare. They must arrive in the appropriate attire and be “show-ready” (hair and make-up complete) unless special instructions to get into costume upon arrival/after warm-ups have been given by the instructor. Missing a CALL TIME and showing up right at “show time” may result in the dancer missing her performance opportunity.
- Students (Families) are responsible for keeping their costumes assembled or intact and taking care of PIZZAZZ items that end up in their personal wardrobe. Should any part of a girl’s costume need attention, mention it immediately. Should a costume piece become damaged or lost, it is the dancer’s responsibility to re-order the exact piece in a timely manner.
- Artistic discipline is a key factor in our dance program. Should a student miss a dress rehearsal prior to a performance or multiple rehearsals leading up to a performance with no communication with instructors, *she will not be allowed to perform*. Some absences are excused based on circumstances, but the parents must communicate the situation with the instructors in advance (prior to the missed practice).

- Some performances will occur around a payment due date. If a dancer's tuition and/or fees are not up-to-date, participation in the show could be impacted.
- Students are expected to be in good academic standing and to have good conduct in school. Parents have the right to opt dancers out of performances or re-think their weekly commitment if the student's academic standing needs attention. In the event a student has to be pulled from PIZZAZZ due to academic concerns, a refund will unfortunately not be issued.

Care and Maintenance of Dance Season Attire:

To ensure the longevity of cherished items, we kindly request your assistance with the following when caring for dance costumes and gear:

- **Spot Cleaning:** Before considering a full wash, try spot cleaning any stains or dirt on the costumes, shoes, or jacket. This gentle approach can help preserve the fabric and prevent unnecessary washing.
- **Gentle Washing:** If a full wash is necessary, please use a gentle cycle or hand wash the items using mild detergent and lukewarm water. Follow the washing instructions provided with each garment to prevent any damage.
- **Air Drying:** After washing, avoid using a dryer or direct heat source to dry the costumes, shoes, or jacket. Instead, allow them to air dry naturally. Hanging them or laying them flat in a well-ventilated area will help maintain their shape and prevent shrinkage.
- **Mindful Storage:** When the dance season comes to an end, make sure to properly clean and store the costumes, shoes, and jacket. Ensure they are completely dry before storing them in a cool, dry place, away from direct sunlight or moisture. This will help preserve their condition for future use.

FAMILY ENGAGEMENT

Participation in Fundraisers:

Our recitals are more than a show. They are transformative experiences built on dedication, teamwork, and shared investment. From rehearsals to the stage, every moment is made possible not only by the commitment of our dancers and staff, but by the support of our dance families.

To uphold the quality and spirit of our program, participation in all PIZZAZZ fundraisers is expected from each dancer's family throughout the season. Our fundraisers directly support our recital logistics and execution as well as community outreach efforts through our nonprofit organization.

Your involvement might include selling items, ads, or volunteering time. Should a family face a circumstance that limits their ability to participate, we ask that you communicate directly with the director as early as possible. Together, we can find an alternative and equitable way to support the PIZZAZZ experience for all dancers. Every contribution—big or small—makes an impact.

A Peek into PIZZAZZ – Parent Observation Days:

To honor the curiosity and commitment of our PIZZAZZ parents while preserving the focus of our dancers, we offer “A Peek into PIZZAZZ” or scheduled observation days where parents may quietly observe their child's rehearsal through the two-way studio glass.

Guidelines for Observation:

- Observation dates will be announced and scheduled by group.
- Each session is limited to 2 observers. Advance sign-up is required—no walk-ins permitted.
- Observers must remain quiet and non-disruptive; no video or photography is allowed.
- Parents are welcome to take notes and may follow up with instructors after rehearsal if questions arise.

Costume Fittings and Parent Sign-Off:

Costume fittings are a key part of performance preparation. To ensure accuracy, fit, and shared understanding of costume needs and fees:

- A parent or legal guardian must be present during their dancer's scheduled costume fitting.
- Parents are required to bring any previously distributed costume pieces or shoes to fittings to confirm they still fit the dancer and are performance-ready.
- Parents are responsible for signing off on all selected costume pieces and sizing at the time of fitting. Once confirmed, costume orders cannot be changed, exchanged, or refunded due to change of mind.
- Failure to attend the scheduled fitting may result in delays, incorrect sizing, or additional costs incurred by the parent.

We encourage families to treat these fittings as part of the recital experience—a time to support and affirm your dancer as they prepare for their moment in the spotlight.

FEES AND POLICIES

Fees/Description	Amount	Due Dates & Instructions
Registration- <u>non-refundable</u> ; secures the slot for the dancer, operational/ service charges, and immediate dance essentials.	\$100 per dancer (first month tuition cost is included in this amount)	Each dancer (new and returning) must pay a registration fee before the start of each dance season. This fee is annual and <u>non-refundable</u> .
Tuition- <u>non-refundable</u> ; guarantees a place in class for your child each month, facility maintenance & technical costs	\$45 a month per dancer in Group 1 \$50 a month per dancer in Group 2 and 3	Tuition is due on the first day of each month. Your account will be considered late as of the close of business on the 5th day of each month. A late charge of \$5.00 will be added to any remaining balance on your account on late day #6.
Withdrawal Penalty Fee <i>(fee is waived for dancers who have to withdraw for legitimate health reasons)</i>	\$50.00 per dancer	To be applied if and when a dancer withdraws from the dance program between Oct. 1 and the season's end (the day of the spring recital).
Family Tuition Discount- to be applied only when there are multiple students in a single household	5% off the tuition of the oldest dancer	Students must be enrolled by the same registrar and reside at the same address.
Spring Recital Fee- <u>non-refundable</u>	\$150+ per dancer	A payment plan will be available. We will strive to balance the feasibility and cost-efficiency of the costumes without compromising the overall concept of the show.

Dancer accounts are automatically created upon registration via smmeiis.org/PIZZAZZ. As of September 1, 2025, tuition payments may be made via the monthly invoice (emailed), or via cash in-person.

COMMUNICATIONS CHART

Who	What (Regarding)	Contact
Surbrina Cameron	Tuition & fees, fundraising, and any other dance-related financial issues	6017304438 surbrina@sacaccountingllc.com
Dazzlin' Dancewear (Stephanie Carr)	Anything costume-related, including payments for attire/ shoes	6016845550 (10 am - 6 pm) upasforteam@yahoo.com
Whiskey Magnolia	Anything product-related (i.e. t-shirts, dance merchandise)	laurelwhiskey@gmail.com
Dance Instructors or Clinnesha Sibley	Missed dance practices	7692187165 (Daria) 6017309795 (Angelina)
Clinnesha Sibley	Company matters	6018102393 thepizzazzdancetroupe@gmail.com
Jessica Magee	Unable to reach Clinnesha	6013951333

HANDBOOK ACKNOWLEDGEMENT FORM

**This form may be signed and turned in in-person at the parent meeting.*

I, _____ (*print your name*), acknowledge that I have read, understand, and will abide by the above policies, procedures, codes, and instructions written and explained to me in the 2025-2026 PIZZAZZ Dance Troupe Handbook.

Parent/Guardian Printed Name

Daytime Phone Number

Parent/Guardian Signature

_____/_____/_____
Today's Date