

# KC DANCE EXPRESSIONS

## Studio Handbook 2020-2021



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# KC Dance Expressions Handbook

Welcome to KC Dance Expressions!

This handbook will serve as your guide to KC Dance Expressions and its philosophy of dance education.

We take our roles as mentors and teachers in your child's life very seriously. It is our objective to inspire a passion for the art of dance in every child who passes through our doors. In the process, we strive to set the right example and help your child (and you) create memories that will last a lifetime.

## Our Mission

At KC Dance Expressions, our goal is to provide a safe, nurturing environment for all students. We provide a quality dance education, while helping each student gain confidence and reach their fullest potential.

The highest educational standards are expected from all KC Dance Expressions faculty members. They hold degrees in Dance and are lifelong learners who continue to educate themselves through certification programs, teacher-training schools, conferences, and other learning opportunities. We are proud to have been awarded the 2019 Studio of Excellence Award.



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## **Staying Informed**

We work hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. Weekly recaps and important updates are emailed, posted to our website and social media, and posted on our bulletin board.

If you have any questions regarding the information distributed, we encourage you to contact us at 508-386-2318, [kcdanceexpressions@gmail.com](mailto:kcdanceexpressions@gmail.com), or ask at the front desk!

## **Website [www.kcdanceexpressions.com](http://www.kcdanceexpressions.com)**

We are constantly updating our website. News, important parent and student information, contact information, and more are available online 24 hours a day.

## **Social Media**

“Like” the KC Dance Expressions page on Facebook and follow us on Instagram @kcdanceexpressions to receive updates on studio news and events and see what is going on in your child’s class.

Please do not post questions on the studio’s Facebook/Instagram page or in a Facebook/Instagram private message. Instead, please email them directly to [kcdanceexpressions@gmail.com](mailto:kcdanceexpressions@gmail.com). This will ensure that we receive the message.

## **Class Cancellations**

Notifications of class cancellations will be posted on our website and social media, and students will be emailed and texted. In the event of a weather cancellation or a Covid-19 shut down, classes will continue to be held on Zoom. The class link would be emailed to you the day of your class.

## **Text Messaging**

You will receive an email at the beginning of the year where you must opt-in in order to receive text messages. Your text messaging rates apply for the texts you receive. If you do not opt in, you will receive an email only to inform you of class cancellations.

# **Studio Calendar 2020-2021**

## **Important Dates**

First day of classes: Monday, September 21, 2020

Last day of classes: Thursday, June 17, 2021

Ticket Day: Sunday, May 16, 2021

Picture Day: June 18 and June 19, 2021 (*tentative*)  
Dress rehearsal: Week of June 21<sup>st</sup> 2020...dates TBD (*tentative*)  
In Studio rehearsal: June 26, 2021 (*tentative*)  
Recital: June 27, 2021 11am and 4pm shows (*tentative*)

## **Closure Dates**

Thanksgiving Break: November 25-29, 2020  
Holiday Break: December 21-January 1, 2021  
Spring Break: March 19-April 4, 2021

## **Studio Policies**

### **Understanding Dance Education**

Not all children will develop into professional dancers. One of the primary goals of our faculty is to teach life lessons and skills that offer children the best chance for success. Dance education encompasses far more than technique and the steps your children learn. We believe the discipline of dance training gives young people a better understanding of commitment through learning, experiencing the spirit of teamwork, and discovering what they can accomplish through hard work. Our goal is to educate the minds, bodies, and souls of our students, teaching them the skills needed for a successful life, whether or not they stay involved in dance.

### **Attendance**

Due to Covid-19 restrictions, doors will be open 10 minutes prior to their class time. Students must be dropped off and picked up promptly as soon as their class is over. The waiting area is closed as the space will be used for adhering to social distancing guidelines during dismissal.

During the months of January through May, choreography for the recital will be taught and rehearsed. It is important for children to feel completely confident with the choreography and the year-end performance. We ask students to please try their best to attend class at all times, especially during this time period. Your child's classmates are their teammates and by signing up for class, you have made a commitment to be there for your team. Nothing is more devastating to a class than to have a student drop out once staging has been set. Please impress upon your child that it is very important to follow through with the year, as committed, so to not disrupt the rest of the class (their teammates and friends) who have been working so hard.

Dancers who miss multiple classes create a disruptive learning experience for the class. Though we do not strive for "perfection", students do need to learn the choreography and teachers need to be able to set staging in order to make the recital an enjoyable experience for everyone involved. If your child is not performing in the recital, attendance is still just as important to continue safely building upon their skills to strengthen their foundation in dance.

## **Withdrawal**

Any dancer who chooses to withdraw from class midyear for any reason must submit withdrawal in writing (email is acceptable.) They are responsible for tuition for the month in which they withdraw, as a spot was held for them in their class(es).

## **Dancer's Personal Belongings**

Please mark all dancewear, shoes, and personal items with your child's name. We will make every effort to locate and return lost items; however, we cannot be responsible for any items that your child brings to class. Baskets will be provided in the studios for each dancer to keep their personal belongings in.

## **Medical Information**

Parents must notify the director/and or teachers regarding children who use an inhaler or who may require medications during their time at KC Dance Expressions. It is also important to inform the director and/or teachers about your child's existing medical conditions or learning disabilities at the time of registration and throughout the school year. Our teachers are professionals who are trained to work with all children and personalities, and the more we know about your child, the better the dance experience will be for all involved. All information about our students is confidential.

## **Discipline Policy**

In order to maintain a happy, healthy, professional environment, students are taught the importance of being a part of a dance family. We encourage students and their families to have respect for other students and families, the teachers and staff, dress code, and studio property. We foster the development of good habits and compliance with rules of conduct. This also applies to conduct in the waiting area. Parents, please watch your children and do not let them run around. Also, please clean up after yourselves. We take pride in our studio being clean for the first class of the day-please help us keep it just as clean for the last class of the day.

## **Solos, Duos/Trios**

All solos, duos, and trios are performed by members of the KC Dance Company and are cast through auditions at the KC Dance Company Intensive.

## **A Note to Parents**

### **For the Parents: *"We're in this together"***

We believe that children's success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to be a part of your child's dance education.

Our programs rely on a positive atmosphere and educational experience for our faculty and students and their parents. Cooperation between all parents is expected. Showing respect—for other parents, the students, and the faculty—makes an important impression on the children. You are a role model for your child about how to interact with others in a professional setting.

Your child's presence at all classes is imperative. The spirit of teamwork and the lesson of dedication are a big part of our school's educational process.

Parents and teachers may look at a child's learning from different perspectives. However, we believe they share a common goal: to ensure that every child receives the best possible training, both physically and mentally. Mutual respect among our faculty and our students' parents provides the children with the ultimate care and education.

### **Special Information for Parents of Mini Combo Students**

Our purpose is to provide the highest-quality preschool education in a secure, nurturing, and stimulating environment. KC Dance Expressions serves the physical, emotional, and intellectual needs of young students. We meet these goals with our age-appropriate curriculum and ongoing communication with parents.

The first few weeks of classes serve as an introductory phase to help students become comfortable with the overall dance experience, the classroom, their teacher, and their classmates.

Right from the beginning we focus on your child's coordination, listening skills, musical awareness, and developing imagination. We accomplish this through age-appropriate music and song, simple stretching exercises, movement basics, and games in an environment of creativity. Students will incorporate simple tap-dance, ballet, hip hop, and/or acro movement, in their Mini Combo classes.

Mini Combo Tap/Ballet students perform two routines in our annual recital.

## **Tuition**

### **Registration Fee**

The annual registration fee is \$30 per student/family. Registration fees are not refundable with the exception of Mini Combo students who are determined to be unready for dance by the director and/or instructor and will receive a refund of any remaining tuition. Last month's tuition is also due at sign-up.

### **Tuition and Expense Policy**

Full monthly tuition is due on the 1<sup>st</sup> of each month. A credit card will be kept on file for contactless payment. You may choose to go onto your account the first of every month and process this payment yourself, or you may choose "Recurring" and your payment will run automatically on the 1<sup>st</sup>. If payment is not made or credit card fails to process, a

\$15 late fee will be assessed. If tuition and late fee are not received by the last day of the month, your child will not be permitted to attend class.

All payments are non-refundable and non-transferable. There will be no tuition refunds allotted for withdrawal from class during any given month. Please see withdrawal policy. Any payments made will be applied to any outstanding balance on account.

We offer a 5 percent discount on annual tuition that is paid in full by September 30. There will be a 10% discounted rate for siblings; discount will apply to sibling with least amount of hours.

KC Dance Expressions reserves the right to cancel a class due to low enrollment. In this event, another class will be suggested. If you are unable to continue in the new class and withdraw, any unused tuition will be refunded.

Please note: tuition is based on 9 months.

2020-2021 TUITION	
Class Length	Monthly Tuition
30 minutes	52
45 minutes	58
1 hour	65
1.25 hours	75
1.5 hours	85
1.75 hours	90
2 hours	100
2.25 hours	105
2.5 hours	110
2.75 hours	115
3 hours	120
3.25 hours	125
3.5 hours	130
3.75 hours	135
4 hours	140
4.25 hours	145
4.5 hours	150
4.75 hours	155
5 hours	160
5.25 hours	165
5.5 hours	170
5.75 hours	175
6 hours	180
6.25 hours	190

## Dress Code

### Dress Code Requirements

KC Dance Expressions maintains a dress code to encourage professionalism, concentration, and a sense of inclusiveness (variations in attire can be distracting and

contribute to feelings of inequality). Uniformity in dancewear allows the teachers to assess how well the students are implementing the technique being taught, problems with alignment, and other important aspects of dance training.

- Students should carry their dancewear, shoes, and other belongings in a dance bag. Please print your child’s name on the bag as well as on all of its contents, especially shoes!
- Watches, jewelry, and safety pins should not be worn to class.
- Dance shoes should never be worn outside.
- No street shoes are allowed on our dance floors.
- Female students should wear their hair tightly secured and styled away from the face; a neat bun is preferred. Dancer will be asked to observe if hair is not pulled back. Hair elastics can be purchased at the front desk for 25 cents.
- Students who come to class without the appropriate dance wear will be issued a dress code card and will be asked to observe class.

<b>Class</b>	<b>Boys</b>	<b>Girls</b>
Mini Combo Tap/Ballet	Black sweatpants/shorts, white T-shirt, black ballet shoes, black oxford tap shoes.	Solid black leotard, pink or tan tights; pink ballet shoes, tan buckle tap shoes. Ballet skirts may be worn.
Ballet	Black sweatpants/shorts, white T-shirt, black ballet shoes.	Solid black leotard, pink or tan tights; pink ballet shoes. (Pink pointe shoes may be required.) Ballet skirts may be worn.
Jazz	Black sweatpants/shorts, white T-shirt, black jazz shoes.	Solid black leotard, pink or tan tights; tan pull-on jazz shoes. Dance shorts may be worn over the leotard.
Musical Theater	Black sweatpants/shorts, white T-shirt, black jazz shoes.	Solid black leotard, pink or tan tights; tan pedinis. Dance shorts may be worn over the leotard.
Tap	Black sweatpants/shorts, white T-shirt, black oxford tap shoes.	Solid black leotard; pink or tan tights; Levels I- tan buckle tap shoes, Levels II, III and IV- black oxford tap shoes. Dance shorts may be worn over the leotard.
Lyrical	Black sweatpants/shorts, white T-shirt, no shoes.	Solid black leotard, tan or pink convertible tights; tan

		foot undeez. Dance shorts or ballet skirt may be worn over the leotard.
Acro	Black sweatpants/shorts, white T-shirt, no shoes.	Solid black leotard, tan or pink convertible tights, no shoes. Dance shorts may be worn over the leotard.
Hip Hop	Black sweatpants/shorts, white T-shirt, black hip hop sneakers	Solid black leotard, pink or tan tights; black high top "Cassata" hip hop sneakers. Dance shorts may be worn over the leotard.

## Recital Information

**Dress rehearsal:** Week of June 21, 2021 (afternoon & evening)

**Recital:** June 27, 2021 (11am Show-Musical Theater I/II, Mini Combo, Kinder, KC Dance Co. (4pm Show- Level I, Level II, Level III/IV, KC Dance Co.)

Please note that all students must participate in the dress rehearsal in order to perform in the recital. There are no exceptions to this policy. Families of dancers in both shows will need to purchase tickets for both shows if you plan on watching them from the audience. The only parents allowed backstage during the show are our Class Mom volunteers. In addition to VIP access, Class Moms and recital helpers receive special perks for volunteering their time.

The recital offers our students a professionally directed performance that allows them to present to their families and friends the results of a year's hard work, dedication, and progress. Mini Combo Tap/Ballet students perform two numbers in the annual recital. All other students perform one time in each of the styles of dance they are registered for. Some classes may perform with other classes to create a production number. Please stay tuned for further information on recital, rehearsal, tickets, photos, and costume information. Please note that if students do not wear proper shoes as indicated in the Dress Code Requirements, then they may not be permitted to participate in Picture Day or perform in the recital.

## Costumes

Costumes are always age appropriate and of the highest quality possible. Mini Combo Tap/Ballet students will need two costumes; all other students will need one costume for each dance form they train in. Costumes include all accessories (tights, hats, gloves, hair pieces, etc.), but do not include shoes, unless they are part of the costume.

Costume manufacturers do not accept cancellations or offer refunds; therefore, the studio does not refund costume deposits.

## **Costume Payments**

Costume prices per costume are broken down as follows:

Mini Combo and Kinder: \$80 max.

Levels I: \$85 max.

Levels II-IV \$90 max.

Please follow guide below for non-refundable costume payments due October 15<sup>th</sup> and November 15<sup>th</sup>. Costume deposits will appear on your account on October 1<sup>st</sup> (due by October 15<sup>th</sup>) and November 1<sup>st</sup> (due by November 15<sup>th</sup>.) Final costume payment of the remaining balance will appear on your account on January 1<sup>st</sup> and is due by January 15<sup>th</sup>.

<b>Number of Costumes (per dancer)</b>	<b>Payment due October 15<sup>th</sup></b>	<b>Payment due November 15<sup>th</sup></b>
1	\$50	\$25
2	\$75	\$75
3	\$125	\$125
4	\$150	\$150
5 or more	\$175	\$175

A \$15 late fee will apply if costume payments are not paid on time. Costume payments are non-refundable and non-transferable. Parents or guardians accept full responsibility for all expenses, including surcharges and postage for costumes that are ordered late. KC Dance Expressions is not responsible if costumes are not received in time for the recital due to late payments. KC Dance Expressions is not responsible for alterations. Once costumes leave the studio, KC Dance Expressions is not responsible for any missing or damaged costumes and accessories.

## **Additional Information**

### **Summer Program and Camps**

Each summer KC Dance Expressions offers summer classes and camps for both current and new students. Summer activities are for children ages 2.5 to 18. More information will be distributed at the end of the year.

### **KC Dance Company Intensive and Audition**

Invitations to attend the KC Dance Company Intensive and Audition will be sent out in the spring to dancers ages 6-18 who demonstrate consistent work ethic, strong technique and performance skills, and teamwork. Dancers who receive an invitation and

wish to audition must attend the Intensive for the entire week. Dancers may attend the Intensive without auditioning for the company.



## COVID-19 SAFETY PLAN

### PHASE 2 REOPENING

#### HEALTHY FAMILIES

- If you or someone you live with is unwell, please stay home
- Please maintain social distancing of 6 feet at all times
- If a dancer or staff member tests positive for COVID-19, we will close immediately and inform everyone
- All dancers and staff must advise Miss Katie immediately if they or a family member test positive

#### DANCERS

- Only dancers enrolled in the class will be allowed in the studio
- Walk-ins and trial classes not allowed
- Across the floor sequences to maintain social distancing of 6 ft
- Marks have been placed on the floor and barre to maintain social distancing. Dancers must remain on these marks
- No hugs, hi-fives or any other form of contact – air hugs only 😊
- Dancers may be required to wear masks while dancing according to most current guidelines

#### STUDIO ACCESS

- All common areas, waiting room are closed to the public
- Entry to studio for class will only be given 10 minutes before class, temperature will be taken upon entry
- Spectators are not allowed
- Restrooms are only available to dancers attending class and staff
- Maximum amount of people in studio shall not exceed 40 including dancers, assistant teachers, teachers and office staff
- Dancers must wear masks upon entry, exit, when using restroom, possibly when dancing according to most current guidelines; staff wears masks at all times

#### HYGIENE

- Please use hand sanitizing and/or hand washing upon entering
- Teachers will wipe down barres and surfaces with disinfectant before and after class
- Individual mats will be used for Acro and will be wiped down before and after class
- Studios will be deep cleaned every night, floors washed
- Dancers will enter back door (drop off) and exit through front door (pick up) (dancers who drive themselves will enter and exit through front door)
- Air purifiers are located in both studios

THANK YOU FOR FOLLOWING OUR COVID SAFETY PLAN. WE ARE SO GRATEFUL AND HAPPY TO BE BACK DANCING IN THE STUDIO WITH OUR WONDERFUL DANCERS!

Miss Katie

**WELCOME TO KC DANCE EXPRESSIONS! We look forward to an exciting 9<sup>th</sup> season with you!**

