



Studio Handbook

2023-2024



1470 New State Highway (RT. 44)
Suite 23
Raynham, MA 02767

508-386-2318

kcdanceexpressions@gmail.com
www.kcdanceexpressions.com

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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.



Contact Information

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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, info@kcdanceexpressions.com, or ask at the front desk!

Website 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. 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.

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 2022-2023

Important Dates

First day of classes: Monday September 11, 2023

Last day of classes: Saturday June 1, 2024 (*tentative*)

Ticket Day: Online ticket sales Sunday May 5th (*tentative*)

Picture Day: June 3rd & 4th (tentative)

Dress Rehearsal: Week of June 3, 2024...dates TBD (*tentative*)

In Studio Rehearsal: Week of June 3rd date TBD (*tentative*)

Recital: June 9, 2024 11am and 4pm shows (*tentative*)

Closure Dates

Halloween: October 31, 2023

Thanksgiving Break: November 22-26, 2023...Classes resume November 27th

Holiday Break: December 18 - January 1, 2024...Classes resume January 2nd

February 19 - 24 Classes resume on Feb 26th (School vacation - Company may dance)

April 15 - 20 Classes resume on April 22nd

May 25-27 - Memorial Day Weekend - Classes resume on May 28th

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

The back door 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 our dancers to keep their belongings, wait between classes, and for dismissal procedures.

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 lobby and hallways for each student to keep their belongings in.

Medical Information

Parents must notify the director/and or teachers regarding children who use an inhaler, epipen, 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 \$35 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.

Tuition and Expense Policy

Full monthly tuition is due by the 1st of each month. A credit card will be kept on file for contactless payment. We will automatically run your card on the 1st of the month. If the credit card fails to process, you will receive an email notification to log in to your account and update your card on file. You will need to then process your payment yourself. If not received by midnight, a \$25 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% 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 siblings with the 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. (Sept-May)

Tuition 2023-2024	
All tuition is based on an annual price divided into 9 even payments from September - May	
Class Length	Monthly Payment After Discount

30 mins		\$54.00
45 mins		\$60.00
1 hour		\$67.00
1.25 hours		\$81.00
1.5 hours		\$92.00
1.75 hours		\$97.00
2 hours		\$108.54
2.25 hours		\$122.11
2.50 hours		\$135.68
2.75 hours		\$149.24
3 hours		\$153.77
3.25 hours		\$166.58
3.50 hours		\$179.39
3.75 Hours		\$192.21
4 hours		\$192.96
4.25 hours		\$205.02
4.50 hours		\$217.08
4.75 hours		\$229.14
5 hours		\$235.17
5.25 hours		\$246.93

5.50 hours		\$258.69
5.75 hours		\$270.45
6 hours		\$282.20

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 4/\$1. Your card on file will be run.
- Students who come to class without the appropriate dancewear will be issued a dress code card and will be asked to observe class.

Class	Boys	Girls
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Mini Combo Tap/Ballet	Black sweatpants/shorts, white T-shirt, black ballet shoes(Capezio Daisy or Lilly are recommended,) black oxford tap shoes (Capezio CG17 recommended.)	Solid black leotard, pink or skin tone tights; pink ballet shoes (Capezio Daisy or Lilly are recommended,) skin tone buckle tap shoes (Capezio Mary Janes or Bloch 302 are recommended.) Any color ballet skirts may be worn.
Ballet	Black sweatpants/shorts, white T-shirt, black ballet shoes (Capezio Daisy or Lilly recommended for Petite, Capezio Juliet recommended for Levels 1-4 & Company.)	Solid black leotard, pink or skin tone tights; pink or skin tone ballet shoes (Capezio Daisy or Lilly recommended for Petites/Capezio Juliet recommended for Levels 1-4 & Company.) (Pink pointe shoes may be required.) Black ballet skirts may be worn. Hair must be in a bun (No long ponytails in ballet class please)
Jazz	Black sweatpants/shorts, white T-shirt, black jazz shoes (Capezio EJ2 recommended.)	Proper dance attire (leotard, dance shorts, dance pants, (crop tops ages 12 and older) - No baggy clothes, - pink or skin tone tights; skin tone pull-on jazz shoes (Capezio EJ2 recommended.)
Musical Theater	Black sweatpants/shorts, white T-shirt, black jazz shoes (Capezio EJ2 recommended.)	Proper dance attire (leotard, dance shorts, dance pants, (crop tops ages 12 and older) - No baggy clothes, skin tone tights; skin tone pedinis (Capezio PP323 recommended.) Any

Tap	Black sweatpants/shorts, white T-shirt, black oxford tap shoes (Capezio CG17 recommended.)	Proper dance attire (leotard, dance shorts, dance pants, (crop tops ages 12 and older) - No baggy clothes, skin tone tights; Petite-Level 1- skin tone buckle tap shoes (Capezio Mary Jane or Bloch 302 recommended,) Levels 2-4 black oxford tap shoes
		(Capezio CG17 recommended.)
Lyrical	Black sweatpants/shorts, white T-shirt, no shoes.	Proper dance attire (leotard, dance shorts, dance pants, (crop tops ages 12 and older) - No baggy clothes, skin tone or pink convertible tights; skin tone Capezio Hanami Pirouette H064W Capezio - to match skin tone
Acro/Modern/Contemporary	Black sweatpants/shorts, white T-shirt, no shoes.	Proper dance attire (leotard, dance shorts, dance pants, (crop tops ages 12 and older) - No baggy clothes, skin tone or pink convertible or footless tights, no shoes(Acro) - Capezio Hanami Pirouette - H064W or Lifeknit™ Sox-H066 - Recital all will need the same shoe to be decided by instructor
Hip Hop	Black sweatpants/shorts, white T-shirt, black with white stitching high top Pastry "Cassatta" hip hop sneakers	Proper dance clothes - but feel free to layer to fit the Hip/Hop roll!; black with white stitching high top Pastry "Cassatta" hip hop sneakers.

Recital Information

Dress rehearsal: Week of June 3, 2024 (afternoon & evening) (TENTATIVE)

Recital: June 9, 2024 - Two shows 11am & 3pm - (Tentative)

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.

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.

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: \$85 max.

Levels I: \$90 max.

Levels II-IV \$95 max.

Please follow the guide below for non-refundable costume payments due October 15th and November 15th. Costume deposits will appear on your account on October 1st (due by October 15th) and November 1st (due by November 15th.) Final costume payment of the remaining balance will appear on your account on January 1st and is due by January 15th. We will email you a breakdown of your costume costs after the second deposit is

paid in November so you know what your final balance is. We will run your card on file on the due dates. If the credit card fails to process, you will receive an email notification to log in to your account and update your card on file. You will need to then process your payment yourself. If not received by midnight, a \$15 late fee will be assessed.

Number of Costumes (per dancer)	Payment due October 15th	Payment due November 15th
1	\$50	Costume balance due
2	\$75	Costume balance due
3	\$125	Costume balance due
4	\$150	Costume balance due
5 or more	\$175	Costume balance due

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.



WELCOME TO KC DANCE EXPRESSIONS! We look forward to an exciting 12th season with you!

