



# *Studio Handbook*

## *2025-2026*

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[www.kcdanceexpressions.com](http://www.kcdanceexpressions.com)

## **Welcome to KC Dance Expressions!**

This handbook is designed to be your comprehensive guide to KC Dance Expressions and our philosophy of dance education.

We deeply value our role as mentors and educators in your child's life. Our primary goal is to ignite a passion for the art of dance in every student who joins our community. Along the way, we aim to lead by example and facilitate the creation of lasting memories for your child—and for you as well.

### **Our Mission**

At KC Dance Expressions, our mission is to provide a safe, supportive, and inspiring environment where every student can thrive. We are committed to delivering exceptional dance education that builds confidence, nurtures talent, and empowers each dancer to reach their fullest potential.

Our faculty consists of highly qualified educators who hold degrees in Dance and continuously advance their knowledge through certifications, teacher-training programs, conferences, and ongoing professional development. This commitment to excellence ensures that our students receive the highest quality instruction.

We proudly offer both educational and competitive dance programs. Regardless of the path our dancers choose, they benefit from the same high standards of training. We believe in developing not only strong, versatile dancers but also confident, compassionate individuals.

At KC Dance Expressions, we are more than a studio—we are a diverse and inclusive community united by a shared passion for dance, growth, and connection.

### **Contact Information**

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

Phone: 508-386-2318

Email: [info@kcdanceexpressions.com](mailto:info@kcdanceexpressions.com)

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

## Stay Connected with KC Dance Expressions

At KC Dance Expressions, we strive to ensure that your dance experience is both organized and enjoyable. Keeping you well-informed is a top priority for us. We provide weekly recaps and share important updates through multiple channels:

1. Email: Updates are sent directly to your inbox.

*\*\*If you are not receiving emails from us, please check your spam/junk folders and be sure to flag our email address as "safe." Also, please be sure we have your correct email address on file.*

2. Website: Visit [www.kcdanceexpressions.com](http://www.kcdanceexpressions.com) for the latest news, important parent and student information, and contact details. Our website is accessible 24/7.

3. Social Media: Follow us on social media for updates and reminders.

4. Parent Portal: Every email that is sent out is also posted to your Parent Portal. To access your Parent Portal, click [HERE](#).

5. Bulletin Board: Important notices are also posted on our bulletin board at the studio.

### Follow our social media for updates!

- **Like** our Facebook page: [KC Dance](#)
- **Follow** us on Instagram: [@kdce5678](#)

Stay informed about studio news, events, and your child's class activities by joining us on social media.

### Questions/Inquiries: For any questions, please:

- **Do not** post on Facebook/Instagram pages or send private messages.
- **Email us directly** at [info@kcdanceexpressions.com](mailto:info@kcdanceexpressions.com) to ensure your message is received and addressed promptly.

Thank you for helping us keep our communication streamlined!

### Stay Updated on Class Cancellations:

- Notifications will be posted on our **website** and **social media** channels.
- Students will receive updates via **email**.

*Ensure your contact information is up-to-date to receive timely notifications.*

Click [HERE](#) to view the 2025-2026 Studio Calendar

# Studio Policies

## Understanding Dance Education

Not all children will become professional dancers, and that's okay. Our primary goal is to teach life lessons and skills that set children up for success in any path they choose. Dance education goes beyond technique and choreography. It instills discipline, commitment, teamwork, and the rewards of hard work. We aim to educate the minds, bodies, and souls of our students, equipping them with skills for a successful life, whether they continue with dance or not.

## Attendance

- **Recital Preparation (January-May):** During these months, recital choreography will be taught and rehearsed. It's crucial for students to attend regularly to feel confident with the choreography and perform well in the year-end recital. By signing up for class, students have committed to being part of a team. Regular attendance is essential to avoid disrupting the class and ensure everyone can enjoy a successful recital experience.
  - **Team Commitment:** Each student is part of a team, and their presence is vital for the class's success. Dropping out after staging has been set can be devastating for the team. Please encourage your child to honor their commitment to the class and their teammates.
  - **Choreography Learning:** Consistent attendance is necessary for learning choreography and setting staging. While perfection is not the goal, understanding choreography is essential for an enjoyable recital.
  - **Non-Recital Students:** Even if your child is not participating in the recital, regular attendance is important for building and strengthening their dance skills.

By following these policies, we can ensure a positive and productive environment for all our students. Thank you for your cooperation!

## Studio Code of Conduct

### *Creating a Culture of Kindness, Respect, and Teamwork*

At KC Dance Expressions, our mission is to provide a safe, positive, and nurturing environment where all dancers and families feel supported and valued. We expect all dancers and families to model behavior that reflects the values of our studio—kindness, respect, integrity, and unity—both inside and outside of our walls.

This Code of Conduct applies to all studio dancers and their families.

## Expectations for Dancers

1. **Be Kind:** Treat all teammates, teachers, and staff with kindness and respect—at all times.
2. **Support One Another:** Celebrate each other's successes. Be encouraging, inclusive, and uplifting in both words and actions.
3. **Practice Professionalism:** Gossip, name-calling, bullying, or excluding others will not be tolerated.
4. **Communicate with Care:** If you are struggling, speak directly and respectfully to a teacher or trusted adult. Avoid venting through group chats or social media.
5. **Be Accountable:** Take responsibility for your words and actions. Represent KC Dance Expressions with pride and maturity at rehearsals, performances, and events.

## Expectations for Parents & Guardians

1. **Model Positivity:** Speak respectfully about all dancers, parents, and staff—especially in front of your child.
2. **Foster a Supportive Environment:** Encourage teamwork over comparison. Celebrate all dancers' growth and accomplishments.
3. **Be Solution-Oriented:** If a concern arises, bring it directly to the Director—not other parents or dancers.
4. **Avoid Gossip:** Negative talk in lobbies, parking lots, or private messages undermines the positive atmosphere we work hard to create.
5. **Support the Studio's Vision:** Trust our placement decisions, artistic choices, and commitment to the well-being of all dancers.

## Studio Commitments

We promise to:

- Maintain open and honest communication.
- Provide a loving, caring, and safe environment for all dancers.
- Address concerns swiftly and fairly.
- Foster a culture where kindness and respect are not only expected—but required.

## Consequences for Misconduct

We take these expectations seriously. If conduct violates the spirit or letter of this Code, the following steps will be taken:

1. **First Violation – Verbal Warning**  
A private conversation with the dancer and/or parent to address the concern and offer guidance.
2. **Second Violation – Probation**  
A 2-week period during which any further issues may result in removal from the studio.
3. **Third Violation – Dismissal from the Team**  
Continued disregard for the code will result in removal from the studio for the remainder of the season. Tuition and fees are non-refundable.

## Final Note

We hear more than you think—and we care more than you know. Our goal is not to discipline but to build a studio rooted in mutual respect, joy, and trust. This space belongs to everyone, and it is our shared responsibility to protect it. We love these dancers and are deeply committed to helping them grow not just as performers, but as people.

Let's work together to create the kind of community we can all be proud of.

## Withdrawal Policy

If a dancer chooses to withdraw from a class midyear, families must provide **14 days' written notice** of the withdrawal (email is acceptable). Please note:

- **Notification:** Submit your withdrawal notice in writing via email to [info@kcdanceexpressions.com](mailto:info@kcdanceexpressions.com).
- **Tuition Responsibility:** You are responsible for the tuition for the month in which you withdraw, as a spot was held for you in the class. Without proper notice, you will remain responsible for tuition until the withdrawal is formally processed.

Thank you for understanding and helping us maintain an organized and efficient environment for all our students.

### Dancer's Personal Belongings

- **Label Items:** Please mark all dancewear, shoes, and personal items with your child's name.
- **Lost and Found:** We will make every effort to locate and return lost items, but we cannot be responsible for any items your child brings to class.
- **Storage:** Baskets will be provided in the lobby and hallways for students to keep their belongings in.

### Medical Information

- **Medication Notification:** Parents must inform the Studio Office, Director and/or teachers if their child uses an inhaler, EpiPen, or requires medication during class.
- **Medical Conditions:** Inform the Studio Office, Director and/or teachers about your child's existing medical conditions or learning disabilities at registration and throughout the school year.
- **Confidentiality:** All student information is confidential and will help us provide a better dance experience.

### Discipline Policy

- **Respect and Responsibility:** Students are taught the importance of being part of a dance family, respecting others, the teachers and staff, dress code, and studio property.
- **Good Habits:** We encourage the development of good habits and compliance with rules of conduct.
- **Waiting Area Conduct:** Parents, please watch your children and do not let them run around. Clean up after yourselves to help us keep the studio clean for all classes.

Thank you for helping us create a positive and professional environment for everyone at KC Dance Expressions.

## A Note to Parents

### *"We're ALL in This Together"*

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

- **Positive Atmosphere:** Our programs rely on creating a positive and educational experience for our faculty, students, and their parents. Cooperation and respect among all parents are essential. Your behavior sets an important example for your child about how to interact in a professional setting.
- **Attendance and Teamwork:** Your child's presence at all classes is crucial. The spirit of teamwork and dedication is a significant part of our school's educational process.
- **Mutual Respect:** While parents and teachers may have different perspectives on a child's learning, they share a common goal: to ensure that every child receives the best possible training, both physically and mentally. Mutual respect between our faculty and parents provides the children with the ultimate care and education.

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

Our aim is to provide the highest-quality preschool education in a secure, nurturing, and stimulating environment. KC Dance Expressions addresses the physical, emotional, and intellectual needs of young students through an age-appropriate curriculum and ongoing communication with parents.

- **Introductory Phase:** The first few weeks of classes help students become comfortable with the overall dance experience, the classroom, their teacher, and their classmates.
- **Focus Areas:** From the beginning, we emphasize coordination, listening skills, musical awareness, and imagination. This is achieved through age-appropriate music, song, simple stretching exercises, movement basics, and games in a creative environment.
- **Mini Combo Classes:** Students will learn simple tap dance, ballet, hip hop, and/or acro movements. Mini Combo Tap/Ballet students perform two routines in our annual recital.

By working together, we can ensure that your child has a positive and enriching experience at KC Dance Expressions. Thank you for being a vital part of our dance community

# Tuition

## Registration Fee

- **Annual Fee:** \$35 per student/family.
- **Refund Policy:** Registration fees are non-refundable.

## Tuition and Expense Policy

- **Due Date:** Full monthly tuition is due by the 1st of each month.
- **Payment Method:** A credit card will be kept on file for contactless payment. Your card will be automatically charged on the 1st of the month.
  - **Failed Payment:** If the credit card fails to process, you will receive an email notification to log in to your account and update your card. You will need to manually process your payment.
  - **Late Fee:** If payment is not received by midnight on the 1st, a \$25 late fee will be assessed. If tuition and the late fee are not received by the last day of the month, your child will not be permitted to attend class.
- **Refund Policy:** All payments are non-refundable and non-transferable. There will be no tuition refunds for withdrawal from class during any given month (refer to withdrawal policy). Any payments made will be applied to any outstanding balance on the account.
- **Annual Tuition Discount:** We offer a 5% discount on annual tuition paid in full by September 30.
- **Class Cancellation:** 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.
- **Tuition Basis:** Tuition is based on a 9-month period (September-May).

Thank you for understanding and adhering to our tuition and expense policies. This helps us maintain smooth and efficient operations for all our students.

Click [HERE](#) to view the complete 2025-2026 Tuition Informational Grid

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## Dress Code Requirements

KC Dance Expressions maintains a dress code to encourage professionalism, concentration, and a sense of inclusiveness. Uniformity in dancewear allows teachers to assess students' technique, alignment, and other important aspects of dance training. Here are the dress code requirements:

### General Guidelines

- **Dance Bag:** Students should carry their dancewear, shoes, and other belongings in a dance bag. Label the bag and all its contents, especially shoes, with your child's name.
- **Accessories:** Watches, jewelry, and safety pins should not be worn to class.
- **Dance Shoes:** Dance shoes should never be worn outside. No street shoes are allowed on our dance floors.

### Hair

- **Female Students:** Hair should be tightly secured and styled away from the face; a neat bun is preferred. Students with hair not pulled back will be asked to observe the class.
- **Dress Code Compliance**

Thank you for adhering to our dress code policies. This ensures a professional and focused environment for all our dancers.

This year, the studio will be able to order shoes from our vendor for your convenience. Watch for emails for days that you can bring your child in to get measured. A full price will be posted in the email as well. If you chose to get your shoes on your own, please view the list linked below to get the right style and color shoes for your dancer.

Click [HERE](#) to view the complete Dress Code & Shoe Requirements

Click [HERE](#) to view the complete Shoe Price List



## Recital Information

**Dress Rehearsal:** Thursday, June 4, 2026 (*tentative*) - Schedule to follow (Oliver Ames Auditorium at 100 Lothrop St, North Easton, MA, 02356)

**Recital:** Sunday, June 7, 2026 (*tentative*)- (Oliver Ames Auditorium at 100 Lothrop St, North Easton, MA, 02356)

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.

## 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 (examples: hats, gloves, hair pieces, etc.), but do not include shoes or tights.

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 Petite: \$95. max.

Levels I: \$100 max.

Levels II-IV \$110 max.

**Please follow the 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>.** 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 15 <sup>th</sup>	Payment due November 15 <sup>th</sup>
1	\$50	\$25
2	\$75	\$75
3	\$125	\$125
4	\$150	\$150
5	\$175	\$175
6	\$200	\$200
7	\$225	\$225
8 or more	\$250	\$250

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 14<sup>th</sup> season with you!**

