

**WELCOME
TO
KINSTON DANCE ACADEMY**

It is our absolute pleasure to warmly welcome you into our family at Kinston Dance Academy. Our team is thrilled to see many familiar faces return to the studio and even more excited to see some new faces join our community. We have created this one-stop handbook to hopefully shed some light on how things will run throughout the year as well as answer a lot of questions you may have before the year begins. While we would love for you to take the time to read this information carefully and keep your handbook in a safe place to refer to as you need, our friendly staff is always here to help and will happily answer questions you may have. Nothing is too big or too small, we promise.

QUICK REFERENCE STUDIO INFORMATION

Address: 1136 Hwy. 258 North - Village Square Suites 108-110, Kinston NC 28504

Mailing Address: P.O. Box 1117, Kinston, NC 28503

, Kinston, NC 28503

Phone Number:

Studio 252-523-1994

Cell: 252-521-4515

Email: janm@kinstondance.com

Website: www.kinstondance.com

Janette S. McKenrick, Artistic Director/Owner

Office Managers: Marcia Arnette

Barbara Smith

"WHAT EVERY KDA FAMILY NEEDS TO KNOW"

2020-2021 KDA DANCE YEAR

Kinston Dance Academy is a studio dedicated to teaching correct dance technique, theory, and terminology for beginning through advanced students of all ages. We believe in teaching the basics of the art form to provide a solid foundation both mentally and physically. This foundation enables the student to understand and perform dance at any level. It allows the student to appreciate the true beauty of the art form. Our students are our first priority and it is our goal that they receive a positive and excellent education in dance.

We are so happy that you will be dancing with KDA this year and we have an exciting year of dance planned! We take our instruction very seriously but also want to make sure your child has a wonderful experience and learns to appreciate dance as much as we do. All of our students are an important part of the KDA family. We want to keep you updated on as much information about our program as possible. Please read this and save for future reference!!

Please refer to Covet-19 Safety Practices & Policies for all current information!!!

Stay connected:

- Check out KDA via our website (www.kinstondance.com). The class schedule is posted and includes basic information on what to wear. The KDA dress code and studio policy are on the website and hopefully will give you answers to many of the questions you may have. The calendar for the dance year and important updates will be posted in the lobby and can also be found on the website.
- The studio is on Facebook at [kinstondance/facebook](https://www.facebook.com/kinstondance/). We update our page often- information on studio closures, special promotions and studio news will be shared there. We also post pictures on Instagram and Snapchat - be sure to check us out - and like us!!
- Make sure the studio has the correct contact information for your family. All of our important announcements will be sent through email (We use registration information so let us know if anything changes!) This information is entered in our computer files and used throughout the year. **NOT CHANGED UNLESS YOU TELL US!!!** If you have questions or concerns, please send us an email to Jan McKenrick janm@kinstondance.com or call the studio at (252) 523-1994. For any general information or concerns contact our front office and we will be glad to assist you.
- Parents and students are not permitted to contact Kinston Dance Academy teachers via phone, in person, or via email/social networking with studio unless it has been discussed with Mrs. Jan first. Personal meetings with Mrs. Jan can be arranged by the staff. Our classes run on a timeline so teachers normally will not have time to answer questions or address issues between classes. We will be glad to set up a meeting and personally address any concerns you may have.
- No classes or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class. If messages, food/drink, or medication needs to be passed on to a student, it must be done through a Kinston Dance Academy staff

member. All parents must wait in the waiting area or outside of the studio until classes have been dismissed.

- For convenience, our primary means of communication is via email. You will receive important via email so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. Don't forget to add our email address janm@kinstondance.com to your contacts so we don't end up in the dreaded spam folder!
- We will also display important information, dates, and studio details on our bulletin board in the reception area, so please have a quick look when dropping off and picking up in case there is anything you may have missed.
- Don't forget our office staff is always here for you, so don't hesitate to call for assistance or information (252) 523-1994.

Studio logistics:

- For the safety of our students, dancers should be dropped off and picked up inside the studio. Dancers will only be released to a parent (or designated person.) Dancers may not leave the studio without an adult.
- Come a little early to class (especially the first couple of weeks.) Ten minutes should give your dancer enough time to use the restroom, get dance shoes on and get prepared for class.
- Dancers should have their hair pulled back (hair should not fall in their eyes) and off their necks for all classes. Check the DRESS CODE for information about specific attire and hair requirements for your dancer's classes.
- Dancers should be ready to start dancing at the time their class starts. This means they have their shoes on, **hair up** and inside the studio. Hair needs to be pulled up off the face and neck and must be out of your eyes. **Short hair** clipped away from the face. **Long hair** must be pulled back and off the neck. Extremely long hair or long braids must be adequately secured as not to hinder participation. If any questions, please put hair up in a bun.
- Students are not allowed to chew gum during class.

Dress Code:

Our dress code was established to promote the dancer's freedom of movement and the instructor's observation of correct technique. We have differentiated the Ballet levels by the color of leotard. This color distinction gives the dancer a sense of accomplishment as the dancer moves up in levels and graduates to a new color of leotard.

- A neat and tidy appearance sets an attitude of attentiveness and respect for students, teacher, and the art of dance.
- Teachers must be able to see the dancer's body outline clearly in order to make proper corrections on posture, alignment, etc.
- Hair must be properly secured and tied up off of the face and neck for all styles of dance. No "balls/beads" allowed. This enhances the dancer's vision and enables the instructor to observe proper alignment of neck and shoulders.
- Jewelry must not be loose or dangling.
- Gum chewing is not allowed due to danger of choking and appearance.

- No loose-fitting pants, blue jeans, or t-shirts (they are not dance attire).
- No costumes are allowed in class unless a dress up day is announced by the individual teacher.
- Names should be written in all dance shoes after they have been checked.
- Dance jackets, bags, sweatshirts are available from KDA.
- Dance shoes/leotards available from: Kinston Dance Academy (see our website www.kinstondance.com/link to ShopKDA)
- Dance shoes/leotards available from Kinston Dance Academy's website
 - click on **Curtain Call for class**; click hyperlink to enter online store. Enter studio name and passphrase (shopwithkda20). Enjoy shopping.
 - Can also shop online with KDA at Dance Revolution Shop, **Click on Picture: Dance Wear that Gives Back** Go to Parent login and set up an account with email and password. Enter Studio name (in find your studio) or use location bar to search. Once logged in, you will see class lists with suggested dance wear for your classes.

Kinder Dance Classes: No bare legs and long hair must be securely tied up (ponytails are allowed)

- Girls - Ballet Pink leotard, pink tights, pink ballet shoes, tan u-shell tap shoes
- Boys - Any solid color T-shirt and black dance pants or sweatpants, black ballet shoes, black tap shoes

Ballet Classes: No bare legs and long hair must be securely tied in a bun

- Beginner Ballet Level
 - Light Blue leotard, ballet pink tights (footed or transitional), matching skirt is allowed, ballet pink shoes.
- Intermediate Ballet Level
 - Burgundy leotard, ballet pink tights (footed or transitional), matching skirt is allowed, ballet pink shoes.
- Advanced Ballet Level
 - Black leotard, ballet pink tights (footed or transitional), matching skirt is allowed, ballet pink shoes.
- Pointe
 - Black leotard, ballet pink tights (footed or transitional), matching skirt is allowed. Pointe shoes approved by teacher before sewing ribbons.
- Men/Boys
 - Black dance pants, black or white solid color T-shirt, black ballet shoes.

Acrobatics, Tumbling, Tumble Tots: Long hair must be securely tied up

- Girls - Any color leotard or unitard, dance shorts, tan footless tights, no shoes.
- Boys - Any solid color T-shirt, dance pants, shorts, or sweatpants (appropriate for tumbling), no shoes.

Hip Hop: No bare legs and long hair must be securely tied up - ponytails are allowed. No bare midriffs. Blue jeans are not allowed.

- Girls - Any color leotard, tights or jazz pants, dance sneakers. Hip Hop dance wear, tank top over leotard is allowed.
- Men/Boys - Any solid T-shirt and black dance pants or sweatpants, dance sneakers. Hip Hop dance wear is allowed.

Jazz: No bare legs and long hair must be securely tied up - ponytails are allowed.

- Girls/Adults - Any solid color leotard, tights, jazz shorts, jazz pants, tan split-sole jazz shoes.
- Men/Boys - Any solid T-shirt and black dance pants or sweatpants, black split-sole jazz shoes.

Tap: No bare legs and long hair must be securely tied up - ponytails are allowed.

- Girls - Any primary color leotard, tights, jazz pants, tan tap shoes. Dance skirts, tank top over leotard are allowed.
- Men/Boys - Any solid color T-shirt and black dance pants or sweatpants, black tap shoes.

Lyrical: No bare legs and long hair must be securely tied up - ponytails are allowed. Students use half-shoes for class.

- Girls - Any solid color leotard, footless or transitional tights, jazz shorts, jazz pants, dance skirts, tank top over leotard are allowed.
- Men/Boys - Black dance pants, black or white solid color T-shirt.

Registration:

- Registration is on a first come, first served basis. Returning students are given priority during the first three weeks of fall registration. All registrations are processed in the order received.
- Class size limitation will be strictly observed and we do not hold spots for returning students, so please register as soon as possible.
- After the priority registration, all registrations (for new and returning students) are processed in the order received.
- Registration (\$30 per family) and recital fees (\$50 per dancer) are due at registration. These fees are non-refundable.

Tuition Payments:

- In order to limit the number of people in the building, we suggest placing your check or cash payment in an envelope for the dancer to place in the bucket at the check-in station when arriving for class. They will receive a written receipt at the end of class. If you would like to make a credit card payment, you may call the front desk at (252) 523-1994 and we will be glad to take that over the phone. Please remember that a 3% fee will be added to credit card payments.
- Tuition is due the first week of each month, payments made after the 15th will be charged a \$15 late fee.

Three Payment Plans:

1. Annually - 5% discount with this plan. One payment at time of registration Annual payments are due your first week of class. If unpaid by September 30 account will be reverted to Monthly with no discount applied.
2. Semi-Annually - First Payment due your first week of class. Second Payment due first week of January classes. If first payment is unpaid by September 30, account will be reverted to Monthly. If second payment is unpaid by January 31, account will be reverted to Monthly.
3. Monthly - Payment is due the first of the month. If unpaid by the 15th of the month, a \$15 late fee will be charged to your account.

Personal items:

- Please put your dancer's name on all items, especially shoes (all little ones' shoes look alike!)
- Leave valuable items at home - Kinston Dance Academy is not responsible for lost or stolen items
- Cell phones are not allowed during classes. Dancers may leave their phones in their dance bag. Cell phones brought into class will be given to the teacher until the end of the class.
- A lost and found box can be found at the front desk. 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.

Class requirements:

- Copies of the studio policy and agreement and waiver forms will be given to you before the first class. Please sign and return a copy of each form to us at the first class and keep the other for your records.
- We ask that all students treat their instructors and fellow students with respect and common courtesy.
- Your child is required to attend class regularly as techniques are taught each week and they begin to learn their end of the year performance dance(s).
- Your child is required to wear appropriate dance wear to class. The dance wear for each class is posted under dress code.
- Early withdrawal from a class before completion of the year requires a 30-day written withdrawal notice emailed to janm@kinstondance.com. The parent/guardian will be responsible for tuition until your notice is sent and accepted. There is no refund for costumes after they have been ordered.
- If student withdraws for any reason prior to recital, costumes ordered will be forfeited.
- KDA Spring Production is scheduled for May 22, 2021. Rehearsals are held the week prior to the program and a schedule will be posted.
- Dress rehearsal (May 21) is mandatory and is closed to non-participants. Recital fee is non-refundable.

Health:

- We encourage our dancers to be healthy. Dancers are athletes and should treat their bodies accordingly. A dancer's body is his/her instrument.
- Be sure your dancer gets the appropriate amount of sleep. Muscles are repaired during the REM cycle. Insufficient sleep reduces the blood flow that can adversely affect the dancer's ability leading to injury.
- Colds, flu, and other contagious illnesses occur frequently and spread easily among children. To help protect your own child's health and to minimize the possibility of contagion, please keep your child at home if you observe any of the following symptoms: fever (temperature over 100.4), nasal discharge that is green or yellow; complaints of ear pain; consistent cough; severe sore throat; eyes that are pink, burning, itching or producing discharge; diarrhea or vomiting. If these symptoms or other conditions are observed in your child during a class, you will be called to pick up your child immediately.

Absences:

- If you will be missing a class due to illness or other conflicts, please call the studio office at (252) 523-1994 advising that you will be absent.
- Please do not attend class if you have a fever or could be contagious to other dancers and instructors.
- Your child's attendance in class is very important to their peers and our teaching staff. As a member of the class, it is a commitment for you to ensure your child attends classes on time each week and attends all lessons planned for them. Not only do absences impact the dance routines we create, it also impacts the social and confidence-building principals we work hard to fit in each age group.
- If you know ahead of time that your child will be absent due to holidays/vacations, prior commitments or school trips, please let us know ahead of time so the class impact is minimal.
- If your child is unable to attend class, we ask that you inform our office as soon as you can so they can let the teachers know and preparations can be made to catch up on any missed work.

Costumes:

- We spend many hours determining the correct costumes for each class. Costumes are always age appropriate and of the highest quality possible.
- Costume fees are \$90 per class and are due by November 1st. A late fee will be added if full payment is not paid by November 1st.
- Students withdrawing prior to the recital and after costumes have been ordered will forfeit the costumes. Costume payments are non-refundable after they are ordered.
- You may pay the fee all at once or add it to your monthly tuition for the first three months of class. If you choose to make payments, please make a notation in the memo section of your check. If you are paying by credit card, please let the staff know so the correct amount including the 3% service fee can be used.
- To ensure all costumes are ordered for your child, tuition fees must be current and all costume fees paid by the deadline (November 1.)
- All costumes will be given to the dancer and parent on a hanger, in a clear zipped garment bag with information on accessories, hair, makeup, etc.

Dance Photos:

- Dance photos will be taken at Kinston Dance Academy by a professional photographer - currently Brown's Photography of Mt. Olive, NC.
- Dancers and parents will be informed of the dates with more information when the date is scheduled with the photographer.
- Dance photos will be taken during regular dance class times. All students are asked to be present for their class group photos. After the group photo shoot, students may choose to have solo pictures made in any or all of their costumes. There is no obligation to purchase photos.

Dress Rehearsal:

- Dress Rehearsals are scheduled the week of the recital and full-dress rehearsal is mandatory the night before the recital.
- Recital week (Spring Production) at Kinston High School Performing Art Center is designed to help the dancer understand the expectations for the performance. It helps the dancer get his/her bearings on stage, develop a level of comfort in front of an audience and allows teachers and production crew to set the lighting, finalize blocking and address any costuming issues.
- Dress Rehearsal is closed to the public.

Recital (KDA SPRING PRODUCTION)

- Our dancers work very hard each season to present our recital in May. We ask that parents be as supportive as possible during this time. In addition to the recital itself, there will be a mandatory dress rehearsal the night before the recital. We try very hard to start on time and end on time. We can only do this with your complete cooperation.
- Spring Production is scheduled to be held May 22, 6:00 P.M. at Kinston High School Performing Arts Center.
- Information concerning recital week will be handed out the week prior to recital.
- Sign up sheets for Dad's Dance, trophies, t-shirts, and DVDs will be posted at the front desk.

Snow/Inclement Weather Cancellations:

The safety of our students, teachers, and parents is our utmost concern. If the weather is bad, we may cancel classes. Please call the studio (252) 523-1994 and the answering machine will have a recorded message that will announce studio closings in case of inclement weather. We will also have a message on Facebook. When there is a delayed school opening, or early out time because of inclement weather, please check Facebook or call the studio for a recorded message. Remember, Facebook is probably the surest way to get the most up-to-date information and postings! As you know, weather changes quickly in Eastern North Carolina and even if schools close early, there is a possibility that the studio will be open. Use your own discretion regarding attendance if driving is difficult from your area. We will always err on the side of safety for our students and their families. We will monitor the local TV stations for updates on local conditions. Again follow us on social media (facebook, instagram, snapchat) for up to the minute information on opening and closure

2020-2021 KDA Calendar (Tenative)

September 8, 2020	KDA Dance Season Begins
October 26-30, 2020	Halloweek (wear Halloween costumes)
November 11, 2020	Veteran's Day (Studio Open)
November 25-27, 2020	Thanksgiving Holidays (Studio Closed)
December 21, 2020- January 3, 2021	Christmas Holidays (Studio Closed)
January 18, 2021	Martin L King Day (Studio Closed)
April 5-9, 2021	Easter-Spring Break (Studio Closed)
May 17-22, 2021	Dance Recital Week
May 21, 2021	Mandatory Dress Rehearsal at KHS
May 22, 2021, 6:00 p.m.	Spring Production - KHS

Please note the above dates that the studio will be open and closed in observance of holidays and school closings. The studio is open on teacher workdays unless you are notified otherwise. If you have any questions, please check with the front office staff.

Note: Schedule is subject to Covid-19 Policies and Restrictions set by N. C. CDC

KDA STUDIO POLICIES 2020-2021

(Please initial each line, sign below and return to KDA)

_____ **TUITION**, based on a nine-month program, is payable monthly (due on the first of each month), semester (due at first class and again in January), full year (due at first class with 5% discount) Late fee of \$15 after 15th of month. Payment by cash, check (\$30 return check fee), credit card (3% fee) Registration/recital fees are non-refundable.

_____ **COSTUME** fees (approx. \$90 per class) must be paid in full by November 1. Payment No. 1 - \$45 (or one half of total fee) due by Oct 1., Payment No. 2 (balance due by Nov. 1.) No refunds for dropped class or after costumes are ordered.) Any student withdrawing after Nov. 1 will be responsible for the entire costume balance. Late fees will be added if full payment is not paid by November 1. Optional costume payment can be made with September payment (3 payments instead of 2.) Student withdrawal prior to the recital and after costumes have been ordered will forfeit the costumes.

_____ **STUDENT DANCE ATTIRE** – All students are required to wear appropriate shoes, leotards, tights, or other dance wear for each class. Hair should be pulled up and away from the face (no beads or balls in the hair are allowed.) T-shirts, shorts, jeans, street clothes and street shoes are NOT allowed in class. Any student not properly attired may not be allowed to participate in class.

_____ **CHEWING GUM AND CELL PHONES** are NOT allowed in class. Food and drinks are allowed only in designated areas.

_____ **ATTENDANCE** is very important to student progression. All students are expected to participate in class unless there is a written note explaining why they must observe. Please call if a student is ill and cannot attend. One student's attendance affects the performance of the entire class. Any student missing more than 5 classes per semester may not be allowed to perform in the recital. **RECITAL WEEK – MAY 17-22. MANDATORY DRESS REHEARSAL FRIDAY, MAY 21, RECITAL – SATURDAY, MAY 22, AT KINSTON/LENOIR COUNTY PERFORMING ARTS CENTER.**

_____ **KDA** observes the same holiday schedule as the Lenoir County Schools. The studio is open on teacher workdays. Notice will be sent prior to any other closings. There are no deductions for vacations, bad weather days or short months. There is no extra charge for months with five class weeks. Qualified substitutes will teach if the teacher is absent. **INCLEMENT WEATHER** (such as major storms, snow, ice) may cancel classes. When feasible, we follow the Lenoir County schools schedule. Please check emails, Facebook, Instagram or call the studio for closing announcements.

_____ Please bring and/or pick up your child promptly before and after his/her class time. Parents will assume responsibility for damage to property caused by unattended children. Kinston Dance Academy is not liable for any injuries your child may receive due to his/her negligence. Any discipline problems after notification will result in student removal.

I have read and checked the above policies and agree to them.

Date _____

Parent's Signature _____

Student's Signature _____

Student's Signature _____

Student's Signature _____