

WELCOME TO KINSTON DANCE ACADEMY

It is our pleasure to welcome you into our family at Kinston Dance Academy. Our team is thrilled to see many familiar faces returning and even more excited to see new faces. This one-stop handbook will shed light on how things will run throughout the year as well as answer questions you may have. 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 staff is always here to help and will be glad to answer any questions you may have. Nothing is too big or too small, we promise.

STUDIO INFORMATION

1136 Hwy. 258 North - Village Square Suite 108-110, Kinston NC 28504
Mailing Address: P.O. Box 1117, Kinston, NC 28503

Studio Phone Number
252-523-1994

Email: janm@kinstondance.com
Website: www.kinstondance.com
Facebook: [facebook/kinstondance](https://www.facebook.com/kinstondance)

Studio Hours
Monday—Thursday
4:00 p.m. - 9:15 p.m.

Janette S. McKenrick, Artistic Director/Owner
Taryn McKenrick, Social Media Director
Marcia Arnette, Office Manager
Barbara Smith, Office Manager

“WHAT EVERY KDA FAMILY NEEDS TO KNOW”

Kinston Dance Academy is 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 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 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 dance 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.

Stay Connected

- ◆ Check our website www.kinstondance.com. The class schedule is posted and includes basic information on what to wear.
- ◆ The studio is on Facebook at [facebook/kinstondance](https://facebook.com/kinstondance). Updates are here with 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. Email, telephone or text are used for announcements. We use registration information so let us know if anything changes.
- ◆ If you have any questions or concerns, please send us an email to Jan McKenrick (janm@kinstondance.com) or call the studio at (252) 523-1994 or message through the Kinston Dance Academy Facebook page.
- ◆ Parents and students are not permitted to contact Kinston Dance Academy teachers or staff via personal phones, in person, or via email/social networking.
- ◆ Please direct all communication through the studio’s official channels not through personal profiles.

Snow/Inclement Weather Cancellations

The safety of our students, teachers, and parents is of 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 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.

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 are not to leave the studio without an adult.
- ◆ Studio door will open 15 minutes before the first class of the day. Please arrive ten minutes early before their class begins to give your dancer time to use the restroom, get dance shoes on, and get prepared for class.
- ◆ Dancers should be ready to start dancing at the time their class starts. This means they have their shoes on, hair ready and inside the studio. If your dancer needs to change at the studio, please allow ample time.
- ◆ No classes or teachers are to be disturbed unless it is an emergency. If messages, food/drink, or medication needs to be passed on to a student, it must be done through a KDA staff member.
- ◆ Please be advised that the front lobby is a waiting room. This is a shared space for all dancers and parents, please be respectful of your property and others. For everyone's safety, children are not permitted to play in the lobby at any time. Floors must be clear of toys and other materials that could cause injury. We also require parents to watch any young siblings while waiting in the lobby to ensure that they do not run around or interrupt classes with loud behavior.
- ◆ Parents are responsible for their children's behavior and safety before and after their scheduled classes.
- ◆ In case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected.

Attendance

- ◆ If you will be missing a class due to illness or other conflicts, please call the studio at (252) 523-1994.
- ◆ Please do not attend class if you have a fever or could be contagious to others.
- ◆ 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 their 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.
- ◆ All students are expected to participate in class unless there is a written note explaining why they must observe.
- ◆ If attendance becomes a problem, the student's participation in the show will be discussed with possibility of not being able to perform.
- ◆ If you know ahead of time that your child will be absent due to holiday/vacations, prior commitments or school trips, please let us know ahead of time so the class impact is minimal.

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 dancers get an 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.

REGISTRATION

- Registration is on a first come, first serve basis. Returning students are given priority during the first three weeks of fall registration. All registrations are processed in the order received.
- Registration (\$50 per family) and recital fee (\$100 per dancer) are due at registration. These fees are non-refundable.

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 \$100 per class and are due by November 1st.. Half due October 1st and balance due November 1st. A late fee will be added if full payment is not paid by November 1st.
- Students who withdraw prior to the recital and after costumes have been ordered will forfeit the costumes. Costume payments are non-refundable after they are ordered.
- To ensure a costume is ordered for your child, all costume fees must be paid by the deadline.

TUITION PAYMENTS

- Payment schedule is based on 9 months, September to May.
- Tuition is due at the first of each month, payments made after the 15th will be charged a \$15 late fee.
- Payments may be mailed to Kinston Dance Academy, P.O. Box 1117, Kinston, NC 28503.
- Payments may be made at the studio during office hours.
- All returned checks are subject to a \$30 return fee.

3 OPTION PAYMENT TUITION PLAN

1. Annually—5% discount with this plan.
2. Semi-Annually—First payment due your first week of class. Second payment due first week of January classes.
3. Monthly - Payment is due the first week 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 one's shoes look alike!)
- ◆ Younger students can leave belongings in the cubbies for each studio, and there are lockers in the student lounge that teen students may use.
- ◆ 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 phone brought into class will be given to the teacher until the end of 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

- ◆ A copy of the studio policy/agreement waiver form will be given to you at the first class. Please sign and return.
- ◆ 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.
- ◆ Early withdrawal from a class before completion of the year requires a 30-day written withdrawal noticed 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.
- ◆ Recital is scheduled for May at Kinston High School Performing Arts Center. Rehearsals are held the week of the recital and a schedule will be posted. Dress Rehearsal is mandatory. Recital fee is non-refundable.

DRESS REHEARSAL

- ⇒ Rehearsals are scheduled the week of the recital and full dress is MANDATORY the night before the recital.
- ⇒ Recital Week 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 of an audience and allows teachers to set the lighting, finalize blocking and address any costume issues.
- ⇒ Dress Rehearsal is CLOSED to the public.

RECITAL

- ⇒ Recital will be held in May .
- ⇒ 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.

KDA

DRESS CODE

A neat and tidy appearance sets an attitude of attentiveness and respect for students, teachers, and the art of dance. Our dress code was established to promote the dancer's freedom of movement and the instructor's observation of correct technique. Teachers must be able to see the dancer's body outline clearly in order to make proper corrections on posture, alignment, etc.

Ballet Classes

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.

No bare legs and long hair must be securely tied in a bun * Ballet pink tights, matching skirt is allowed, ballet pink shoes

- ◆ Beginner Ballet Level - Light Blue Leotard
- ◆ Intermediate Ballet Level - Burgundy Leotard
- ◆ Advanced Ballet Level - Black Leotard
- ◆ Pointe - Black Leotard, Pointe shoes approved by teacher before sewing ribbons.
- ◆ Boys - Black dance pants, black or white solid color T-shirt, black leather ballet shoes.

Dress Code Reminders

- Long Hair must be securely tied up, ponytails are allowed. No Balls/Beads allowed. This hinders the dancer's vision.
 - No Bare Legs
 - Gum chewing is not allowed due to danger of choking and appearance.
 - Jewelry must not be loose or dangling.

Tap

Girls - Any solid color leotard, tights, jazz pants, tan tap shoes. Dance skirts, tank over leotard are allowed.

Boys - Any solid T-shirt and black dance pants or sweatpants, black tap shoes.

Jazz

Leotard should be appropriate for body style.

Girls/Adults - Any solid color leotard, jazz shorts, jazz pants, tan leather split-sole jazz shoes.

Boys/Adults - Any solid T-shirt and black dance pants or sweatpants, black leather split-sole jazz shoes.

Hip Hop

No bare midribs. Blue jeans are not allowed.

No balls/beads in hair.

Girls - Any color leotard, tights or jazz pants, dance sneakers. Hip Hop dance wear, tank top over leotard is allowed.

Boys - Any solid T-shirt and black dance pants or sweatpants, dance sneakers, Hip Hop dance wear is allowed.

Kinder Combo Classes

Girls - Ballet Pink leotard, pink tights, pink leather ballet shoes, tan u-shell tap shoes

Boys - Any solid color T-shirt and black dance pants or sweatpants, black leather ballet shoes, black tap shoes

Acrobatics

Girls - Any color leotard or unitard, dance shorts, tan footless tights, no shoes.

Boys - Any solid T-shirt, dance pants, shorts or sweatpants, no shoes.

Lyrical

Students wear half-shoes for class.

Girls - Any solid leotard, footless or transitional tights, jazz shorts, jazz pants, dance skirts, tank top over leotard are allowed.

Boys - Black dance pants, black or white solid color T-shirt.