

Kirby's School of Dance

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2019-2020 Studio Guidelines

Registration for the 2019-2020 dance year will open on **April 15th** for families with dancers that are currently enrolled in classes with KSD. New families will be able to register beginning on **April 23rd**. We encourage you to register early as classes do fill up. Classes will begin the week of **August 12th**.

TUITION & FEES

Membership Fee (Non-Refundable):

At the time of registration, a Membership Fee per child will be due. This fee will be tiered based on when registration is received.

- April 15th-May 31st - \$20
- June 1st-July 31st - \$25
- On or after August 1st - \$30

Tuition Fees & Payments:

Tuition rates are based on the full dance season (August-April, including studio holidays and picture week), not by the number of classes in the month. A full season of dance includes a minimum of 32 lessons. Tuition fees are paid monthly or annually.

Tuition Payments:

- 1) The first month's tuition and Membership Fee must be paid in full at the time a dancer is registered. No refunds will be given if a dancer does not begin classes, but a credit will stay on your account if the dancer re-enrolls at a different time.
- 2) Eight monthly payments (September -April) will be due on the 25th of each month, to pay for the following month's tuition. (Example: October tuition will be due on September 25th). Families are encouraged to enroll in our automatic withdrawal program to ensure that payments are received in a timely manner. Automatic withdrawal can be taken from a credit card or bank account. *(Processing fees apply for credit card payments).*
- 3) If you wish to pay by cash or check, your account must be paid in full prior to the 25th of the month. If it is not paid in full, automatic withdrawal will be taken from your credit card or bank account on the last day of the month.
- 4) Any account that has not been paid in full by the last day of the month will receive a \$20 late fee.
- 5) A dancer will not be able to continue at KSD if their account is more than 30 days delinquent.
- 6) **ALL accounts must have a credit card or bank account on file.** *(Processing fees apply for credit card payments).*

Costume Payments:

Your dancer's full costume payment will be due on September 25th. No refunds for costumes will be given after this date. If payment is not received in full by September 25th, a costume will not be ordered for your dancer.

NSF Payments:

Paper checks submitted with insufficient funds on the account will incur a \$30 NSF fee.

2019-2020 Academy Tuition Fees:

30 minute class = \$36/month

45 minute class = \$38/month

60 minute class = \$40/month

2nd class = 5% discount (per dancer)

3rd class = 10% discount (per dancer)

4th class = 15% discount (per dancer)

5th class = 20% discount (per dancer)

6th class = 25% discount (per dancer)

Take 6 or more classes as an individual or family and get 10% off of your total tuition.

POLICIES

Performances:

All students will perform in the following shows:

- Winter Showcase – One show held Sunday, November 17th (Weekly class dancewear worn).
- Spring Recitals – Two shows held for each studio and dancers perform in both (New costume is worn).
 - York Recitals – Saturday, April 18th
 - Aurora Recitals – Sunday, April 19th

Attendance:

Regular attendance is vital to a student's progress and to group choreography. Enrolling in weekly classes is a commitment, and we encourage students to make every effort to attend each class so that they are able to benefit fully from the instruction and class experiences provided.

Arrival and Departure:

Please be on time for each class. Late students miss the proper warm-up time that is needed to be fully prepared to dance safely. **Please do not drop off your child more than 10 minutes before classes begin.** For their safety, we ask all dancers to wait inside the studio for their ride home.

Withdrawal from Classes:

It is normal for children to explore the limits of attending a weekly class and express negative emotions about wanting to attend class sometimes. In our experience, these emotions will usually be short-lived. However, we never want coming to the studio to be a repeatedly negative experience for your dancer, so if your student needs to withdraw from class, please contact our office and a withdrawal form will need to be completed.

Notice to the KSD Office needs to be made by the **20th** of the month in order to not be charged for the next month's tuition. If KSD is notified after the 20th of the month, the following month's payment is still due.

*** No refunds will be given, but a credit will stay on your account if the dancer re-enrolls at a different time.*

Refunds:

Refunds are only issued if KSD cancels a class due to low enrollment.

Rescheduling and Substitution:

KSD reserves the right to provide a substitute teacher if the regular teacher is ill or is otherwise unable to teach. KSD reserves the right to reschedule or combine classes.

Communications:

At KSD, we go to great lengths to keep you informed and up to date through monthly newsletters, e-mails, Facebook, text alerts and our website. Please take the time to review the information distributed, as not doing so could result in missing an important deadline or schedule update.

Questions – We are happy to answer any questions you may have regarding your dancer or our programs. Let us know if we can help you in any way!

Viewing of Classes:

We ask that parents refrain from entering the classroom, as this can be a distraction to our dancers. Viewing windows are provided at each studio so that you are able to watch your dancer's classes. If you have any questions or concerns that you would like to visit with your dancer's instructor about, please contact the studio and we can arrange a time for you to do so.

Inclement Weather Policy:

In the event of class cancellations due to inclement weather, an e-mail will be sent, the KSD Facebook page will be updated and text alerts will be sent to those enrolled to receive them. If York or Aurora Public Schools cancel school due to the weather, then Kirby's School of Dance will also be closed at that location. Makeup class information will be communicated as it applies.

**Any weather cancellations that occur prior to the week of December 16th will be made up during the first week of our Holiday Break (December 16th-19th). Any weather cancellations that take place after December 16th and prior to March 9th, will be made up during the Spring Break week (March 9th-12th).*

Non-Compete Clause:

Any dancer enrolled with Kirby's School of Dance may not compete at dance competitions with another dance studio.

DRESS CODE

We maintain a dress code for uniformity in the classroom and on stage, and to promote a sense of unity and inclusiveness for our students.

Female students will be required to wear their color-coded leotard and tights each week. All-black bottoms (shorts, skirt, leggings, etc.) can also be worn. These leotards will need to be purchased from Kirtsey's Boutique and will also be worn for the Winter Showcase performance. Hair must be pulled up and away from the face in a ponytail or bun at all times to avoid distraction.

Male students will be required to wear an all-black t-shirt and all black gym shorts or black pants.

Specific dance shoes are required for each class and should be worn each week. These shoes should not be worn outside of the studio.

****More information on our dress code and a list of the required shoes for each class will be distributed to all families. All required dress code items and shoes will be available for purchase through Kirtsey's Boutique (attached to the York studio).**

RECITAL COSTUME ORDER/EXCHANGES

All classes will have a recital costume unless noted on the schedule. Full costume payments will need to be made by September 25th. No refunds on costumes will be given after this point.

Costumes will not be ordered if your account balance is not paid in full by September 25th.

Students are measured for costumes in August and they will be delivered between November-January. If a costume does not fit, we are able to exchange within one week of receiving it at no cost to you, as long as it is returned in its original packaging. After that week, there may be additional shipping/handling fees and/or limited availability.

Costume Prices:

*Creative Movement, Preschool/Kindergarten Classes - \$60/costume

*1st-6th grade classes - \$65/costume

*7-12th grade classes - \$70/costume

*Each female student will receive one pair of tights.

(Some classes may wear the same costumes for more than one class)

REQUIRED CLASSES

Female students that would like to take **Preschool/Kindergarten Hip Hop** must also be enrolled in a Preschool/Kindergarten Tap/Ballet class.

ADDITIONAL INFORMATION

Medical Information:

Our staff strives to provide the most positive and supportive learning environment for your child. Please notify the studio about any existing medical conditions or learning disabilities that your child may have. All information that we receive about students is confidential.

Lost and Found:

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. Please check the lost and found basket regularly as all lost and found will be donated if they are not claimed.

Contact Information Changes:

Please notify us if you have a change in address, phone number or email address. These changes can also be made on your Studio Director account online.

Social Media:

Any negative comments on social media (Facebook, Twitter, etc.) by parents or students regarding Kirby's School of Dance, our instructors or students will result in immediate dismissal from the studio.