

KSD

Kelly's School of Dance

Studio Handbook

2022-2023

Contact Information

Phone: (507) 205-9513

Website: kellysschoolofdance.org

Studio emails

General Questions: info@kellysschoolofdance.org

CEO/Owner & Director, Kelly Steffen: kelly@kellysschoolofdance.org

Director of Administration, Terri Lawrenz: terri@kellysschoolofdance.org

Lamberton

110 2nd Ave W

Lamberton, MN 56152

Redwood Falls

125 E 2nd Street

Redwood Falls, Mn 56283

COVID Safe Practices

In-Person Classes:

All Classes will be held in-person at Kelly's School of Dance, following CDC and MDH recommended guidelines for indoor sports participation.

Face Coverings:

We will be following the Minnesota state mandates and CDC guidance. We currently do not require face masks in the studio. This is subject to change throughout the season as cases rise and fall. Please watch for updates.

Additional Cleaning Procedures:

All studio surfaces will be cleaned before and after each day, as well as in-between individual classes. Any used props will be sanitized before next use.

Notification of Illness:

Please notify KSD as soon as possible regarding your child's illness and absence from class. All students experiencing symptoms will require a 5-day quarantine or a negative COVID-19 test. At that point, students may return to class if they are symptom free.

****KSD reserves the right to change or alter any of these procedures at anytime.**

Studio Handbook

This handbook was designed to provide you information at your fingertips. In it, you will find the studio policies, procedures, events and various information you may need throughout the year. If there is something that is not covered in this handbook/online, or you have questions about the information given, please feel free to call the studio office at (507) - 205-9513 or email us at info@kellysschoolofdance.org.

Mission

The mission of Kelly's School of Dance is to provide quality dance and tumbling education to our students. Not only will we develop their technical dance and tumbling abilities but we will encourage growth in personal self-confidence. We will treat all students, regardless of age or abilities, with fairness, dignity and respect.

Beliefs

We believe that students choose to dance and tumble for many different reasons, including learning: creative movement, exercise progressions, and the technical art form of dance and skills of tumbling.

*Therefore, we will provide differentiated instruction and curriculum for our students to serve the variety of reasons that our students choose.

We believe that the brain of children ages 2-5 grow and develop very quickly. Three year old children are at a very different stage developmentally, from a four or five year old child.

*Therefore, we will offer classes designed specifically for the developmental stages of each age group and encourage children to remain in their age category for growth in all areas including physical, emotional, social and technical.

We believe that ballet is the foundation from which all dance forms extend. It provides lessons on self-discipline and proper body alignment.

*Therefore, we will encourage a love for the ballet art form by teaching correct form of the movement, providing understanding of why correct form is important, and demonstrating a passion for ballet.

We believe classes are more fun when shared with friends.

*Therefore, we will create a warm, supportive and professional atmosphere where all students and families feel like they belong to our family.

Policies

Dress Code requirements (may purchase on your own or visit our store [HERE!](#))

- **Girls:**

- Tops: Leotard/biketard/Form fitting tank top:
 - Ages 7 and under: Pink leotard/biketard/fitted tank top/t-shirt
 - Ages 8+: Black leotard/biketard/fitted tank top/t-shirt
- Bottoms: Tights, dance pants/black leggings, biker shorts or ballet skirt (no crop tops, summer dresses, jeans, jeggings, baggy t-shirt etc.)
- Tumbling: Leotard and bare feet (if you are in dance AND tumbling please wear convertible tights)

***Must have appropriate dress code by **October 1st** in order to participate in class.

***HAIR MUST BE OFF THE FACE AND SECURED - LOW PONY TAIL.

- **Boys:**

- Dance: Shorts (no jeans) & T-shirt
- Tumbling: Form fitting shirt and shorts, bare feet.

Shoes

- All students must have shoes listed for their class by **OCTOBER 1st, 2022 in order to participate in class.** Dance shoes are required to learn the proper moves and technique.

[Click Here for Shoe Requirements by Class](#)

Shoe guide by class is also available in the studio, on your parent portal and on our website.

Shoe Fittings will be available during the summer camp hours and during the dance season.

Dance Bag

- It is highly recommended that all students carry their dance shoes in a dance bag

Recommended items for your Childs dance bag:

- All shoes - labeled with name
- Water Bottle - labeled with name
- Hair binders
- Band-aids

- Folder for forms to come home and return to the studio.

Label ALL Belongings

All shoes, bags, coats, etc. should be labeled with your child's first and last name. Shoes should be labeled on the inside of the shoe - not visible in pictures or at recital.

Lost and Found

Belongings left in the dance rooms or hallways will be placed in the "Lost and Found" box. There is a "Lost and Found" box located in front of Studio A in Lambertton and in the lobby at the Redwood falls location. Unclaimed items from the box will be donated to charity throughout the year or when it becomes full. Please check the box OFTEN!

Policy of Conduct

Rules for Safety in the Studio Rooms

1. Keep hands and feet to yourself.
2. Bring water (not soda or colored drinks) to class to stay hydrated.
3. Keep mouth free of chewing gum and candy.
4. Wait for class quietly to not disrupt other classes.
5. Do not enter the studio rooms until a teacher is present and welcomes you in. Never enter a studio when the door is closed as classes may be going on or the instructor is not ready for class to begin.
6. Remain INSIDE the studio unless a parent comes in to pick you up.
7. Only bring store-bought treats to share.
8. Leave all pets at home.
9. Respect the floors, walls and furniture by not defacing them.
10. Be respectful to yourself, students and staff.
11. Use the restroom BEFORE class (especially those who need assistance).
11. Wash your hands before and after class to prevent the spread of germs and use sanitizer.
12. HAVE FUN!

Rules for Respecting the Lobby/Waiting Areas

1. Keep children within eyesight.
2. Do not allow children to run in the parking lot while the parent is inside.
3. Keep voices to a minimum.
4. Clean up after yourself and your children.

Social Media Policy

We understand that social media is free and available to all. We ask that you be respectful of the studio and come to us directly with concerns. We discourage slanderous posts involving the studio, staff or students of Kelly's School of Dance. If the studio becomes aware of such discussions it will be grounds for termination of your family from Kelly's School of Dance with no refund.

Attendance Policy

Refunds are not available for missed classes. Students may make up classes in other classes of the same age group. For example: if you are in Baby Blue in Redwood you may attend the Baby Blue class in Lamberton to make up your class. **YOU MUST PLAN AHEAD AND LET THE STUDIO KNOW IF YOU PLAN TO ATTEND A DIFFERENT CLASS.**

Class Attendance

Class Attendance is very important as dancers and tumblers rely on each other for the formations etc. However, students who are sick should stay home to prevent the spread of illness. Parents should **call or email** the studio prior to class if the student is going to be absent. **Students who have 3 unexcused absences will be dismissed from the class without a refund. If you have paid for your costume you will be able to take it home.** Students who wish to sit out due to an injury should have a doctor's note stating the reason and plan for recovery.

Excused Absence:

Under discretion of the studio.

Required private lessons:

If your child misses more than 5 classes, including excused and unexcused, you may need to sign up and pay for a private lesson in order to avoid using other students class time to catch up those who miss class frequently.

Withdrawal / Class Transfers

Withdrawal must be done in writing. A withdrawal note may be mailed or emailed. If you choose to email please email to info@kellysschoolofdance.org. No withdrawals will be accepted after March 1, if your student decides to drop class after March 1st tuition will still be owed through the end of the season. Kelly's School of Dance reserves the right to terminate lesson to any student without notice.

Drop Off/Pick Up

- Students should arrive (if without a guardian) no sooner than 15 minutes before class and should be picked-up no later than 15 minutes after class. Please be prompt or call if you are running late.
 - This is especially important if it is the last class of the evening. Please be respectful to Kelly's School of Dance staff as it is unfair to expect them to wait for the parents who are tardy.
- Students waiting for their rides **MUST** wait inside the studio to ensure safety.
- If your child is 4 and under parents **MUST** remain in the building during the entire length of their class.
 - Please feel free to use our lounge.
 - Lamberton Lounge is located upstairs.
 - Redwood Falls Lounge is located at the back of the studio.
- If your child is 7 and under you will need to come into the studio to drop off and pick up your student.
 - During the first day of class parents will be required to attend a mandatory meeting. During this meeting we will walk you through our drop off and pick up protocol.

Behavior Action Policy

In order to provide the best dance education environment and ensure the best use of class time, we will enforce disciplinary rules in the classroom. Our first response to disruptive behavior is redirection. If behavior becomes disruptive to classmates, class time, or teachers, we will communicate with parents/guardians immediately upon behavior. If continued problems arise, it is reason for dismissal without a refund of paid tuition.

Communication

Parent Portal

All families can access their accounts using a password. If you do not have a password, please stop by the front desk, call, or click on "forgot password" online. With online access, you may look at your account at any time, see handouts, and make payments online. Currently all accounts are set for monthly payments.

[Parent Portal Link Click HERE](#)

Announcements

Email is our main sources for communication. KSD does NOT sell your email address. If you are not receiving our emails contact the studio to ensure we have the correct information. Periodically we send handouts home to the student. These handouts will also be available on the parent portal for reference.

Concerns

We encourage parents to be active in their child's education at KSD. If there is ever a concern or problem we ask that you discuss it with the director or teacher at an appropriate time, outside of class time. It is best to call the studio to set up an appointment or email the director at kelly@kellysschoolofdance.org with concerns needing discussion.

Class Cancelations Due to Weather.

Kelly's School of Dance will generally follow the cancelation schedule of the Red Rock Central and Redwood Valley School districts for weather related cancellations. For confirmation, FIRST check email and facebook. These will be the first places you'll find cancelation notices. If these methods are not available to you, please call the studio at (507)- 205-9513. During the dance year, the first and second classes missed due to weather will not be made up. The third or greater classes missed due to weather will have a scheduled make-up date.

Private Facebook group:

Lamberton Click [HERE!](#)

Redwood Falls Click [HERE!](#)

EXPECTATIONS

Students:

1. Pay attention in class
2. Come to class prepared.
3. Arrive 5 minutes early.
4. Practice steps, skills and routines at home for memorization and correct technique.
5. Respect yourself, your teacher and your classmates at all times.
6. Wear appropriate clothing per the dress code.
7. Encourage yourself and others to work toward your goals.
8. Have Fun!

Parent/Guardian:

1. All children 4 and under **MUST** have a parents/guardian in the studio at all times.
2. Attend required meetings (see dates on yearly calendar).
3. Keep informed by reading your emails and handouts.
4. Communicate if your child is going to be absent from class. (See attendance policy)
5. Arrive 5 minutes early for class and return on time to pick them up. (See drop off/pick up policy)
6. Be supportive of your child's work and progress.
7. Help your child prepare for class as needed.
8. Pay all fees on time.
9. Encourage your child to practice to ensure they feel confident at recital.
10. Communicate with your teacher any questions, concerns, and fun stories.

Fees

Registration Fee

A non-refundable \$25 registration fee is due at the time of the student registration. The family max is \$50.

Tuition

Class rates are posted in each class as a monthly total. Monthly Tuition rates are based on the length of each class per week. Regardless of the actual number of class sessions in the month, tuition rates remain the same for the entire 9 months.

- Tuition Due Dates are the first of the Month Starting in September and ending in May.
- Payment Schedule Options:
 1. Monthly
 2. Yearly: Must let the studio know by THE FIRST DAY OF CLASS with the payment due the first day of class, or your account will be required to stay on monthly.
 3. Semester: Must let the studio know by THE FIRST DAY OF CLASS with half the payment due the first day of class and the second half due February 1st, 2023. Failure to pay on these dates will result in your account switching to monthly.

Payments

- We encourage all families to use autopay to avoid late fees. Those paying on a reoccurring card will be charged between the 1st and 5th of the month. Tuition will be prorated for mid month registrations.
- Kelly's School of Dance accepts Visa, Mastercard, Discover and American Express online through your parent portal.
- Payments made by check or cash may be made at either studio.
 - Make checks payable to Kelly's School of Dance.
- Mail checks to:

Kelly's School of Dance
110 2nd Ave W

PO Box 64

Lamberton, MN 56152

- All accounts default to Monthly Payments.

Late Payment Fee

Statements are emailed the 1st of each month, after autopay has been posted. If you are receiving a statement it means you have a balance. If the balance is not paid by the 15th of the month you will get a \$20 late fee and a statement sent to you in the mail reflecting the new balance. This includes those who are paying by semester and yearly. Set up automatic payments to avoid late fees. Ensure your credit card remains up-to-date. If your credit card expires, and payment does not go through, you will be notified. If payment is not made on time due to an expired credit card, late fees will be applied.

Returned Checks

There is a \$25 fee for all returned checks.

Discounts

- Military

KSD is PROUD to offer Military Discounts for families with immediate family members (parent/guardian) who are Active Duty Military service members. Dancers will receive 20% off of their monthly tuition. Military ID must be presented to receive discount.

- Multiple Students/Class Discount

KSD offers a 10% discount for each additional class taken during our yearly season. Each additional family member who signs up will also get a 10% discount on tuition.

**These discounts do not apply to summer classes, workshops, and/or special events.

Costume fees

Students perform in recitals in costumes tailored to their dance and music. Those students who will be performing multiple dances will have multiple costumes. Students are expected to purchase a costume for each routine performed in the spring recital. The costume fee is divided into two payments. The costume deposit of \$40/costume is due Nov 1st and will automatically be charged to your account. The remaining costume balance will be charged to your account on February 1st. Below is the approximate cost of

costumes for 2022-2023 dance season. Depending on inflation costs this is subject to change. If you are on autopay, it will be drawn with your tuition during November and February.

1 costume: \$75

2 Costumes: \$140

3 costumes: \$205

*Each costume package will include two sets of tights, one for pictures and one for recital.

Other Yearly Fees

Recital Fees:

- Optional recital fee of \$30 will be charged to your account on October 1st for those participating in our Holiday Experience show. This will include a practice video, music and a t-shirt.
- Recital fee of \$30 will be charged to your account on March 1st. This will include - recital t-shirt for finale, digital copy of practice music available on the parent portal by March 1, and a practice video available on the KSD youtube account in the spring for our BIG spring recital.

Pictures:

- Each Class will take group photos in the spring. Photos will be available for purchase.

Recital Video:

- Our winter and spring recitals will be recorded and are available for purchase.

Events

1. **Winter Show Experience:** This is an optional show performance. Our Winter Show will be at the Performing Arts Center in Redwood Falls. You must sign up for this performance by September 15th in order to participate. No additional costume will be required. Performance fee of \$30 is required to participate. Lamberton and Redwood Falls locations will each have their own show/performance.
2. **Spring Recital:** All dancers perform in a full production recital at the end of the season, typically in May or June. There will be a mandatory rehearsal in the days leading up to recital. Please plan accordingly.

3. **Parades:** We enjoy getting together in the summer to walk in local parades. Please join us. Information will be sent out as we hear of dates and times.
4. **Other Performance:** Our Dazzlers performance teams will be performing at local basketball games, parades, and other performances each year. We would love to see them on the football field in the next year as well.
5. **Conventions:** Conventions are a fun way for our studio to learn choreography and technique from professional choreographers from around the globe. This is not mandatory but a great opportunity and a really fun weekend with our studio family. More details to come.

Calendar of Events

KSD uses many different school district calendars when creating a calendar for KSD, but does not claim to follow each one exactly. We do our best to allow students to participate in the arts and sports throughout the year.

Lamberton Yearly Calendar [HERE!](#)

Redwood Falls yearly calendar [HERE!](#)

Business Hours

The studio is typically open during the evening hours. Office staff be available to answer phone calls during their classes and will be listening to voicemails periodically throughout the evenings. Instructors will not be available to answer phone calls but messages will be relayed to them if necessary. The hours below are subject to change but we are always available via phone at (507) 205 - 9513 or email at info@kellysschoolofdance.org.

Office Staff Hours:

Tuesday 3-9pm

Wednesday 3-9pm

Thursday 3-9pm

Thank you,

Kelly and Staff at KSD

I have had time to read Kelly's School of Dance's 2022-2023 studio handbook. I understand what it means to be part of the program and agree to the terms written in this handbook.

Parent Signature Date

Student's Signature (if able to write their name) Date

Return this page to the studio before October 1st, 2022.
Must have on file to participate.