



2024-2025 KELLY'S SCHOOL OF DANCE HANDBOOK

Kelly's School of Dance provides quality dance instruction in a safe family-friendly environment where youth gain self-love and confidence.

ABOUT KSD'S STUDIO HANDBOOK

Kelly's School of Dance (KSD) offers dance classes in Lamberton and Redwood Falls, Minnesota. This handbook provides comprehensive information about our **Redwood Falls** location at your fingertips!

In this handbook, you will find our studio's policies, procedures, events, and various information you may need throughout the year.

If there is something not covered in this handbook or online, or if you have questions about the information provided, please feel free to call the studio office at (507) 205-9513 or email us at info@kellysschoolofdance.org.

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ABOUT OUR PROGRAMS

Recreational Classes

At Kelly's School of Dance, our recreational classes are designed to inspire and engage dancers of all ages and skill levels. These performance-based classes provide dancers with the joy of showcasing their talent twice a year through our Winter Showcase and Spring Recital. These events offer a platform for dancers to express their creativity and build confidence on stage, creating memorable experiences and fostering a love for dance.

Performance Team

Our Performance Team at Kelly's School of Dance is a unique opportunity for dancers to grow and excel in a supportive and dynamic environment. This program emphasizes the development of essential qualities such as teamwork, dedication, and persistence, while bringing dance skills to new heights. Dancers on the Performance Team will learn Pom and specialty dances, performing at various community events throughout the year. This program serves as an excellent foundation for those considering a future in competitive dance. Audition is required. Please contact us for more information.



CLASS --- GENRES

Ballet

Ballet is the foundation of all dance, achieved through barre and center floor work, with a focused attention to proper alignment, technique, and artistry. Students are classically trained with an emphasis on challenging each dancer to the highest degree of technical and artistic excellence—appropriate for their ability level.

Hip Hop

Hip Hop dance is a dynamic and energetic style rooted in street dance and urban culture, featuring movements such as popping, locking, and breaking. This style emphasizes rhythm, freestyle improvisation, and a powerful, expressive performance.

Jazz

Jazz dance combines high-energy movement with classical dance technique, focusing on leaps, turns, and stylized choreography. This style emphasizes sharp, rhythmic movements and expressive performance qualities.

Lyrical

Lyrical dance combines the technique of ballet with the expressiveness of contemporary dance, focusing on fluid movements and emotional storytelling. This style encourages dancers to convey the lyrics and mood of the music through their performance.

Tap

Tap dance is a percussive style where dancers create rhythmic patterns and sounds with their feet, using metal taps on the heels and toes of their shoes. It combines intricate footwork with musicality and timing.

Acrobatic Dance

Acro dance is a fusion of dance and acrobatics, emphasizing strength, flexibility, balance, and coordination. Dancers perform gymnastic elements seamlessly integrated with dance choreography.



REDWOOD FALLS SCHEDULE

| Monday | | | | | | | |
|----------|---------|---------|----------------|----------|---------|----------------|----------------|
| Studio A | | | | Studio B | | | |
| Time | | Grade | Class | Time | | Grade | Class |
| 4:45PM | 5:30PM | | | 4:45PM | 5:30PM | Toddler/Parent | Intro to Dance |
| 5:30PM | 6:15PM | K/1 | Hip Hop/Acro I | 5:30PM | 6:15PM | Pre-K | Ballet/Tap I |
| 6:15PM | 7:00 PM | K/1 | Ballet/Tap I | 6:15 PM | 7:00 PM | Pre-k | Hip Hop/Acro I |
| 7:00 PM | 7:45PM | 2nd/3rd | Hip Hop | 7:00 PM | 7:45 PM | | |
| 7:45PM | 8:30PM | | | 7:45 PM | 8:15 PM | | |

| Tuesday | | | | | | | |
|----------|---------|---------|-----------------|----------|---------|---------|---------------------------------|
| Studio A | | | | Studio B | | | |
| Time | | Grade | Class | Time | | Grade | Class |
| 4:00 PM | 4:45 PM | | | 4:00 PM | 4:45 PM | 2nd+ | Acro |
| 4:45 PM | 5:30 PM | | | 4:45 PM | 5:30 PM | 2nd/3rd | Ballet/Jazz |
| 5:30 PM | 6:15 PM | Pre-k | Hip Hop/Acro II | 5:30 PM | 6:15 PM | Pre-k | Ballet/Tap II |
| 6:15 PM | 7:00 PM | K/1st | Hip Hop/Acro II | 6:15 PM | 7:00 PM | 4th+ | Dazzlers *AUDITIONS REQUIRED |
| 7:00 PM | 7:45 PM | 6th+ | Jazz | 7:00 PM | 7:45 PM | 4th/5th | Ballet/Jazz |
| 7:45 PM | 8:30 PM | 4th/5th | Hip Hop | 7:45 PM | 8:30 PM | 6th+ | Ballet/Lyrical |

** = No Recital or Costume

All classes are subject to change based on enrollment.





HOW TO REGISTER

1

Create an Account

[Click here](#) to visit our registration portal. If you are a new user, you will need to create an account. Look for a "Create Account" or "Register" button. Fill in the required details such as your name, email, and password, and submit the form. Once your account is created, log in using your credentials.

2

Select Your Class(es)

Navigate to the "Classes" section. Here, you can view a list of available classes, including details such as class name, age group, schedule, and fees. Browse through the classes and select the ones you want to register for. You can usually add classes to your cart or directly enroll in them.

3

Confirm Enrollment

Go to your cart or the "Review Enrollment" section. Check the classes you have selected and ensure all details are correct. Read through the studio's policies and terms of service. Proceed to the payment section to complete the registration. Enter your payment details and submit the payment.

REGISTRATION PORTAL

Visit our Dance Studio Pro registration portal to sign up for classes. Simply scan the QR code or [click here](#) to secure your spot today!



REQUIRED --- DRESS CODE

Girls



Tops

Wear a leotard or biketard.



Bottoms

Wear tights, dance pants, black leggings, biker shorts, or a ballet skirt.



Hair

Hair must be tied back in a low ponytail and kept off the face.

Boys



Tops and Bottoms

Wear shorts or athletic pants (no jeans) and a t-shirt.

Shoes



All students need to have the proper dance shoes for their class by October 1st, 2024. Students who do not bring the appropriate shoes will have to sit out of class practice.

Shoe fittings are available during summer camp and throughout the dance season.

We offer a shoe exchange program once a year. Bring your old shoes by August 1st to receive a discount coupon for a new pair. Dates for the exchange program will be announced later.





TUITION & FEES

This season, KSD introduces an all-inclusive pricing model to simplify budgeting! Our all-inclusive fee covers the registration fee, class tuition, costumes, accessories, tights, choreography videos, edited music, recital t-shirts, and rehearsal practices (excludes dance shoes, class attire, and recital tickets).

VIP enrollment for current students is from June 17th to June 30th, offering a **\$15 discount** on the first month's tuition and priority class selection! Tuition is divided into 9 equal payments, irrespective of the number of class weeks per month.

You can pay in full by September 30th secures a **5% discount**. ACH payments are free of processing fees, **while credit card payments incur a 3.5% fee**.

| Monthly Installments | | Full Season |
|----------------------|----------------|------------------|
| Class(es) | Cost per Month | Full Season Rate |
| 1st Class | \$65 | \$585 |
| 2nd Class | \$58 | \$522 |
| 3rd Class | \$55 | \$495 |
| 4th Class | \$52 | \$468 |

| Due upon Registration |
|-----------------------|
| 1st months tuition |

Upon enrollment, 1st months tuition is to hold your spot(s) in class; this is non-refundable.

Other Fees

The required dress code is purchased separately. You can order shoes at the studio. If you want to buy them elsewhere, please ensure to check the correct color and style via our Shoe Guide in-studio or ask a staff member for guidance.

Recital tickets are also purchased separately. Tickets are sold online and are non-refundable, and the prices are based on the venue rental costs. Information on our recital will be available as soon as possible.





MASTER CALENDAR

KSD uses various school district calendars when creating its own calendar, but we do not follow any single school calendar completely. We strive to allow students to participate in arts and sports throughout the year.

- **September 4th:** Open House/Shoe Exchange
- **September 9th-10th:** Classes Begin
- **November 25th-26th :** No Classes (Thanksgiving)
- **December 14th :** Winter Showcase
- **December 16th-January 5th:** CLOSED- No Classes - (Winter Break)
- **February 24th & 25th:** In-Studio Picture Week
- **April 21st-22nd:** No Classes (Spring Break)
- **May 5th & 6th:** Last Day of Classes In studio/Awards Week
- **May 12th & 13th & 16th:** Rehearsal Week at RWV PAC
- **May 17th:** Spring Recital**

**Subject to Change based on Venue availability

Other Fees

Spring Recital: All dancers participate in a full production recital at the end of the season, usually in May or June. There will be a mandatory rehearsal before the recital. Your child must attend their rehearsal days to perform in the recital. Please notify KSD beforehand if your child cannot attend a rehearsal.

Other Performances: Our Dazzlers and Performance team will perform at local football and basketball games each year.

Conventions: Conventions offer a fun way to learn choreography and technique from professional choreographers worldwide. Attendance is optional but provides a great opportunity and a fun weekend with our studio family. More details to come. Fundraising is available this year to help cover these expenses.

GOOGLE CALENDAR

For a visual reference and to receive notifications, please [click here](#) or scan the QR code for our Google Calendar.





PART ONE

POLICIES

COVID Safe Practices: All classes will be held in-person at Kelly's School of Dance, adhering to the CDC and MDH recommended guidelines for indoor sports participation. We follow the Minnesota state mandates and CDC guidance concerning face coverings, and currently, masks are not required in the studio. This is subject to change as the situation evolves, so please stay updated. In case of illness, please notify KSD promptly. Students showing symptoms must quarantine for five days or present a negative COVID-19 test before returning to class if symptom-free. KSD reserves the right to modify these procedures as necessary.

Dress Code Policies: For girls, the dress code includes wearing a leotard, biketard, or form-fitting paired with tights, dance pants, black leggings, biker shorts, or a ballet skirt. No crop tops, summer dresses, jeans, jeggings, or baggy t-shirts are allowed. Hair must be off the face and secured in a low ponytail. Boys should wear shorts or athletic pants (no jeans) and a t-shirt. All students must have the appropriate dance shoes for their class by October 1st, as shoes are essential for proper technique. If students do not bring the correct shoes, they may be asked to sit out of practice. Shoe fittings are available during summer camp and the dance season. We offer a yearly shoe exchange program, and by bringing old shoes by August 1st, you can receive a discount coupon for new shoes. Students are required to carry their dance shoes in a labeled dance bag to prevent loss. Recommended items for the dance bag include all shoes labeled with the student's name, a water bottle, hair binders, band-aids, and a folder for forms. All belongings, including shoes, bags, and coats, should be labeled with the student's first and last name. Belongings left behind will be placed in the "Lost and Found" box.

Policy of Conduct: In the studio rooms, students must not wear outside shoes on the dance floor and should keep their hands and feet to themselves. Bringing water to stay hydrated is encouraged, but soda or colored drinks are not allowed. Chewing gum and candy are prohibited during class. Students should wait quietly for class without disrupting others and should not enter the studio unless invited by a teacher. Students must remain inside the studio until a parent picks them up. Only store-bought treats are allowed to be shared. Pets should be left at home, and students should respect the studio's floors, walls, and furniture. Respect towards oneself, other students, and staff is expected. Students should use the restroom before class and wash their hands before and after class to prevent the spread of germs. Above all, students are encouraged to have fun. In the lobby and waiting areas, parents and students should keep voices to a minimum and clean up after themselves, ensuring children remain within sight.

Attendance Policy: Refunds are not provided for missed classes, but students can attend make-up classes in the same age group with prior notice to the studio. Consistent class attendance is crucial for dance routines, but students who are sick should stay home to prevent spreading illness. Absences should be reported via the parent portal, and students with four unexcused absences will be dismissed from the class without a refund, although they may keep any paid-for costumes. More than four absences, whether excused or unexcused, may necessitate private lessons at an additional cost.





PART TWO

POLICIES

Withdrawal / Class Transfers Policy: Withdrawals must be submitted in writing by March 1st. Email, texting, and Facebook messages are not acceptable. Tuition remains due if classes are dropped after March 1st. KSD reserves the right to terminate lessons for any student without notice.

Drop Off / Pick Up Policy: Students should arrive no more than 15 minutes before class and be picked up no later than 15 minutes after class. Students must wait inside the studio for safety reasons. Parents of children aged 4 or under must stay in the building during the entire class. For students aged 7 and under, parents must come inside the studio for drop-off and pick-up. Any safety concerns should be communicated to the studio.

Behavior Action Policy: To maintain a conducive learning environment, we enforce disciplinary rules. Disruptive behavior will be redirected initially, and if it continues, parents will be contacted. Persistent disruptive behavior may result in dismissal without a refund. If deemed not appropriate that your child remain in the studio without a legal guardian and is of the age 7+ contact KSD and we will come up with an action plan. If there are safety concerns for your child alert the studio immediately. *Exception: parent Interactive dance classes.

Fundraiser Policy: By participating in either fundraiser campaign mentioned you acknowledge that (1) All funds generated through fundraiser efforts will be distributed directly to KSD and applied to your student's account to cover studio-related costs included but not limited to, monthly tuition, costume/production fees, late fees, and other associated KSD expenses. In the event of outstanding balances, the studio owner may elect to apply your fundraiser proceeds to your past due balance before distributing it to current expenses; (2) All funds are non-transferable and are not redeemable for cash and; (3) All funds are immediately forfeited in the event a student withdraws or is dismissed from Kelly's School of Dance.

Class Cancellations: Weather-related cancellations will be announced by 12 pm on the day of class. Confirmations will be sent via email and SMS. For additional confirmation, call the studio at (507) 205-9513. The first and second classes missed due to weather will not be made up, but subsequent cancellations will have scheduled make-up dates.

Expectations: Students are expected to pay attention in class, arrive five minutes early, and come prepared. They should practice steps and routines at home, respect their teachers and classmates, wear appropriate clothing, and encourage themselves and others to work towards their goals. Parents of children aged 4 or under must remain in the studio. Parents should attend required meetings, keep informed by reading emails, communicate any absences, arrive early for class and pick-up, support their child's progress, ensure fees are paid on time, and encourage their child to practice. Communication with teachers is encouraged for any questions or concerns.

All-Inclusive Tuition: Monthly tuition rates are based on the class duration per week and remain the same for the 9-month season. The first month's tuition is due upon enrollment, and subsequent payments are due on the 1st of each month from October to May. ACH is the preferred payment method, and we accept Visa, Mastercard, Discover, and American Express online through the Parent Portal. There will be a service charge for credit card payments. Payments by check or cash can be made at the studio. Late payments incur a \$20 fee if not paid by the 15th of the month. There is a \$25 fee for returned checks.

Social Media Policy: We understand the importance of social media but ask for respect towards the studio. Concerns should be directed to us directly instead of posted online. Slanderous posts about the studio, staff, or students will result in the family's termination from Kelly's School of Dance without a refund.



STUDIO COMMUNICATION

Get in Touch

Communication: At Kelly's School of Dance, our primary communication method is email, which you can reach us at info@kellysschoolofdance.org. For emergencies, such as class cancellations due to weather, we will send out SMS alerts.

Our [Parent Portal](#) is an essential tool where you can view your account details, check class times, make payments, access handouts, and register for classes. This portal also houses important documents you'll need throughout the year and maintains a history of all emails sent out.

Concerns: We encourage parents to be actively involved in their child's education at Kelly's School of Dance. If you ever have a concern or problem, please discuss it with the director or teacher at a convenient time, outside of class hours. The best way to set up an appointment is by calling the studio or emailing us at info@kellysschoolofdance.org.

Business Hours: Our studio is typically open during the evening, with office staff available to answer phone calls during class hours and periodically check voicemails throughout the evening. While instructors are not available to take phone calls, we will relay messages to them as needed. Our standard office hours are **Monday through Thursday, from 3:00 pm to 8:00 pm**, although these hours are subject to change. For any inquiries, feel free to contact us via phone at (507) 205-9513 or by email at info@kellysschoolofdance.org. We strive to respond to all emails within 48 hours.