



# Keys Dance Academy Student Handbook 2019/2020 Season



Keys Dance Academy offers dance, acrobatics, and cheerleading classes to students of all ages and skill levels. Our KDA professional teachers provide a safe, supportive, and inspiring environment where the student will learn proper technique and discipline in a fun, friendship building classroom. Our goal is to bring the best out of every student and teach skills that last a lifetime. We are a professional, family friendly, nurturing school.

### **Classes and Tuition:**

For registration classes, tuition is due the first week of each month. Invoices will be emailed at the end of each month for the following month along with a monthly newsletter to keep students and families informed of the happenings at the studio. A \$10.00 late fee will be applied to late tuition. If payment has not been received by the second class of the month the student will not be able to participate in class. We utilize a billing system that is on-line where parents can create a log-in and pay invoices with credit card on-line. We also accept cash, check, and credit cards at the studio. If paying with cash please include a note with it to designate who and what the cash is for. Checks can be placed in the mailbox next to the cork board in the waiting room.

There is a \$30.00 registration fee per student or \$50.00 for family registration that includes a KDA water bottle for each student. The registration fee covers administration work, insurance, If registering before July 31, there will be a \$10 discount for registration fee.

Price breakdown is as follows:

<b>Class Timing Per Week:</b>	<b>Price Per Month:</b>
45 Minutes	\$50.00
1 Hour	\$60.00
1 Hour 15 Minutes	\$75.00
1 Hour 30 Minutes	\$85.00
2 Hours	\$95.00
2 Hours 15 Minutes	\$105.00
2 Hours 30 Minutes	\$120.00
3 Hours	\$130.00
3 Hours 15 Minutes	\$140.00
3 Hours 30 Minutes	\$150.00
4 Hours	\$160.00
4 Hours 15 Minutes	\$170.00

4 Hours 30 Minutes	\$180.00
4 Hours 45 Minutes	\$190.00
5 Hours +	\$200.00

### Class Names and Descriptions:

We are offering combination classes for all age groups and will be broken down as follows:

Class Name:	Age Group:	Combination Class Styles:	Length of Class:
Mini Movement	Pre-School	Ballet, Tap, Tumbling	1 Hour
Kinderdance	Kindergarten	Ballet, Tap, Jazz/Hip Hop	1 Hour
Combo 1	1st and 2nd Graders	Ballet, Tap, Jazz/Hip Hop	1 Hour 15 Minutes
Combo 2	3rd and 4th Graders	Ballet, Tap, Jazz/Hip Hop	1 Hour 15 Minutes
Combo 3	5th Grade and Up	Ballet, Lyrical, Contemporary, All Styles of Jazz	1 Hour 30 Minutes
Warriors - Boys	6 years old & Up	Hip Hop and Tap	45 Minutes

**Ballet** is a classical dance form demanding grace and precision and employing formalized steps and gestures set in intricate, flowing patterns to create expression throughout movement. This is the foundation of all dance forms and is a very important part of the student's training. We teach a combination of Checetti and Vaganova ballet techniques. We will focus on proper body placement and form through barre and floor work.

**Jazz** is a fun and upbeat dance style. Though a foundation of ballet is important, jazz encourages the dancer to embrace personal expression. There are various forms of jazz that will be taught during jazz classes including hip hop and theater jazz.

**Tap** is a dance performed wearing shoes fitted with metal taps, characterized by rhythmical tapping of the toes and heels.

**Cheerleading** is an upbeat physical activity where students will learn various stunts and incorporate tumbling into a routine.

**Acrobatics** combines the beauty of dance and the strength of gymnastics in a partner sport that displays grace, strength, flexibility, and excitement. The goal of acrobatics is to encourage each individual and teach them personal strength with an emphasis on teamwork. Each class will begin with a stretch/warm up to help students become more limber and prevent injuries. Class will then focus on skills and combinations both solo and in groups. The last portion of class will focus on strength and conditioning to help the student build strength and work on skills like balance. This will help them progress and is beneficial to other classes they will attend. Placement and progression in acrobatics classes will be up to the instructor's discretion and based on skill level. Skill level will be determined by instructors.

**Private Sessions:** Private lessons are offered upon request for students who wish to work on one-on-one setting and can be beneficial for those students with a specific goal. Please speak with Jamie or your instructor for more information. Private sessions are \$60.00 an hour.

**Attendance Policy:** KDA instructors want students to progress and learn in a team setting. It is important that students attend all scheduled classes and to arrive on time in order to be successful. Our classes stress proper warm-up and technique is incorporated in the warm-up. Classes are progressive so each week will build on the previous week.

**Class Dress Code:** Each class has a specific dress code that is important for students to abide by. This ensures instructors can see the students form and be able to make the appropriate corrections. Loose clothing can get in the way of the student's movement and cause potential for injury. It is important for all students to have their hair pulled back out of their face to avoid getting in their eyes while they are dancing. Please be sure to put your student's name in their shoes.

**Mini Movement: Pink leotards, pink transition tights, pink ballet shoes, black tap shoes**

**Acrobatics/Tumbling: Biketard or leotard with jazz shorts or leggings, no tights, no shoes**

**Combination Classes: Black leotard, tan transition tights, jazz shorts or leggings pink ballet shoes, tan jazz shoes, black tap shoes**

**Tap: Any color leotard with shorts or leggings, tan tights**

**Cheerleading: Athletic Shorts (soffees), T-shirt or tank top, sneakers**

**Warriors: athletic shorts, t-shirt, tap shoes, tennis shoes**

**Studio Guidelines:**

1. Parents must come in to the waiting room to drop off and pick up students. When the instructor is ready for class to begin she will let you know.
2. Please be prompt when picking up your student. If more than 10 minutes late for class 3 times, they will be asked to sit out.
3. No children are to be left unattended in the waiting room.
4. Parents will not be permitted in the dance studio except with instructor permission. There is a t.v. monitor in the waiting room where parents/guardians can watch classes.
5. No street shoes are allowed in the classroom with the exception of Zumba classes.
6. Please be respectful of other businesses in the building. The stairwells and elevator are not places to play.
7. No food, drinks, or gum in the dance studio with the exception of water.
8. Dress code must be followed in order to participate in class.
9. Do not touch the mirrors or hang on the ballet bars.
10. Please be respectful of other students. Keep your hands to yourself. Be encouraging of other students.

**Recital:** The end of season recital will be held on Saturday, June 6, 2020 at 6:00pm at the Marathon High School Auditorium. There will be a technical rehearsal on Tuesday, June 2, 2020 at 5:30 and a full dress rehearsal on Thursday, June 4, 2020 at 5:30. There will be a \$30.00 recital fee for each student participating in the recital which includes 2 tickets to the recital. The recital fee goes towards rental fees of the auditorium, props, insurance, custodial fees, etc.

Extra tickets will be available for purchase closer to the show date. All tuition and payments must be completely paid in order for students to participate in the recital.

**Recital Costumes:** We will be ordering costumes for the end of the season recital through various dance costume companies. We will be asking for a costume deposit of \$30.00 in October for each costume needed and the remaining balance (amount depends on costume) of costumes will be paid in January. For certain combo classes there may be multiple costumes.

**KDA Swap Shop:** If you have shoes, leotards, or other dance/acrobatics accessories that your student is no longer wearing and it is in good condition, please consider donating to the KDA swap shop. Items can be given to the front desk or your instructor. If your student is in need of an item please speak with a staff member or instructor. No tights please.

**Lost and Found:** There is a lost and found at the studio. If we are aware of an item that has been misplaced we will be on the look out for it or it will be in the pink bin that is in the waiting room. If items are not claimed by the end of the year they will be donated to a local charity or the Swap Shop.

**To Contact Instructors/Communication:** We would like to have a good relationship with students, parents, guardians, and families. In order to stay on schedule and continue with each class in a timely fashion we would like to ask if you wish to speak to an instructor please leave a note at the front desk, email, or voicemail and we can schedule a time to meet with you. We will also set aside time at the end of every month to touch base with parents to discuss students' progress if the parents would like. Please do not hesitate to contact us if there are any questions or concerns.

We will communicate with students and families with monthly newsletters, emails, and by phone. Please make sure you are reading the newsletters and emails to stay up to date with all information and announcements.

**Band App:** We will be using the Band app to communicate with families, individual parents, and classes during the season. When you register for classes you will be invited to join the Keys Dance Academy Band. This Band will have general announcements about the studio. Each class will have their own Band where the instructor will post about the class including photos and any other announcements they may have.

## KDA2019/2020 Calendar

(Schedule may change as needed. Changes will be emailed to all registered families and posted at the studio and in the Band app.)

<b>Date:</b>	<b>Event:</b>
Monday, August 26, 2019	First Day of Classes
Monday, September 2, 2019	Labor Day - No Classes
Monday, November 11, 2019	Veteran's Day - No Classes
November 25-29, 2019	Thanksgiving Break - No Classes
December 23, 2019 - January 3, 2020	Winter Break - No Classes
Monday, January 6, 2020	Classes Resume
Monday, January 20, 2020	Martin Luther King, Jr. Day - No Classes
Monday, February 17, 2020	President's Day - No Classes
March 13-20, 2020	Spring Break - No Classes
Monday, May 25, 2020	Memorial Day - No Classes
Friday, May 29, 2020	Last Day of Classes
Tuesday, June 2, 2020	Recital Tech Rehearsal
Thursday, June 4, 2020	Recital Dress Rehearsal
Saturday, June 6, 2020	End of the Year Recital

\*Classes missed due to a one day holiday (Labor Day, Veteran's Day, MLK, Presidents Day, Memorial Day) will have opportunity to make up those classes by attending another class during the week or possibly on Saturday. This will be determined closer to that date.\*



# Keys Dance Academy 2019/2020 Schedule

Time:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00-10:00 am					Zumba w/ Kaitlin	Zumba w/ Kaitlin
10:00-11:00 am				Mini Movement (Pre-School) 10:00-11:00 Ms. Jamie		
4:00-4:15			Skills, Technique, & Conditioning 4:00-4:45 (45 min) Miss Lisa	Toddler Tumbling 3-4 yr olds 4:00-4:45 45 Min Ms. Abby		
4:15-4:30	Mini Movement (Pre-School) 4:00-5:00 (1hr) Ms. Jamie	Mini Movement (Pre-School) 4:00-5:00 (1hr) Miss Lisa				
4:30-4:45						
4:45-5:00				Intro to Acrobatics 5-6 yr olds 4:45-5:30 45 Min Ms. Abby		
5:00-5:15						
5:15-5:30	Kinderdance (Kindergartners) 5:00-6:00 (1hr) Ms. Jamie	Kinderdance (Kindergartners) 5:00-6:00 (1hr) Miss Lisa	Combo 3 (5th Grade & Up) 5:00-6:30 (1hr 30 min) Miss Lisa	Intro to Cheerleading 3-5 yr olds 5:30-6:15 Coach Gonzalez	Toddler Tumbling 5:30-6:15 45 min Mrs. Shelby	
5:30-5:45						
5:45-6:00						
6:00-6:15						
6:15-6:30	Combo 1 (1st/2nd Grade) 6:00-7:15 (1hr 15 min) Miss Lisa	Combo 2 (3rd/4th Grade) 6:00-7:15 (1hr 15 min) Miss Lisa	Warriors (Boys - 6yrs & Up) 6:30-7:15 (45 min) Miss Lisa	Cheerleading 6yrs old & Up 6:15-7:15 1 Hour Coach Gonzalez	Acrobatics Level 2 6:15-7:15 1 Hour Mrs. Shelby	
6:30-6:45						
6:45-7:00						
7:00-7:15						
7:15-7:30	Tap - Grade 5 & Up 7:15-8:15 1 Hour Ms. Jamie	Adult Ballet 7:15-8:15 Miss Lisa	Zumba w/ Kaitlin	Acrobatics Level 1 7:15-8:15 1 Hour Mrs. Shelby		
7:30-7:45						
7:45-8:00						
8:00-8:15						

\*Schedule may change based on enrollment numbers.\*

# Keys Dance Academy Registration Form

Student Name: \_\_\_\_\_ Age: \_\_\_\_\_ Birthday: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Zip

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Emergency Contact Information:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## A little bit about your student:

Does your student have any dance, cheer, or tumbling experience? Yes or No

If yes, how many years and in which categories?

---

---

---

---

Are there any medical limitations that we should know about? Yes or No

If yes, please explain.

---

---

---

---

## Classes Enrolling In:

Class:	Teacher:	Day:	Time:

For office use only:

Registration Payment Received: \_\_\_\_\_ Water Bottle Given: \_\_\_\_\_



# Keys Dance Academy

**By signing up for classes with Keys Dance Academy, I understand:**

1. That I will be responsible for monthly tuition regardless of my child's attendance.
2. That no refunds or credits will be given for classes missed or classes cancelled due to holidays.
3. That the school reserves the right to alter class schedule for any reason either temporarily or permanently without fault.
4. That my child may be refused admittance to class if tuition payment is not made on time.
5. That my child will be participating in physical activity, and as such, I realize there is an element of risk involved.
6. That any limitation in ability to participation due to any medical conditions past or present must be noted at time of registration (this includes physical disabilities, learning disabilities, etc.)
7. That I will not hold Keys Dance Academy, or any employee of, responsible for any injury or situation arising from any injury either directly or indirectly.
8. That in the event of an accident, I will be notified first. If the school is unsuccessful in contacting me, they will call the person I have designated for emergency situations. In the event neither person can be contacted, I grant the school permission to act as guardian of my child and administer whatever medical attention is required.
9. That any and all medical expenses incurred will be my responsibility.
10. That the school reserves the right to drop a student from their register for any reason including but not limited to the following: (1) excessive lateness and/or absences, (2) disruptive behavior, (3) non-payment of tuition or other charges, (4) attending other dance studios while attending Keys Dance Academy. No refunds, tuition or costumes, will be given if student is dismissed by any of the reasons listed above.
11. That my child's image may be used in materials that include, but are not limited to news releases, brochures, newsletters, programs, social media, etc.

---

I have read the rules of Keys Dance Academy and I understand that I will be responsible for abiding by the rules laid forth in this contract.

Printed Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_