

Intensive Dance Company, LLC

302 N Van Buren St
Henderson, Tx 75652

118 East North St
Kilgore, Tx 75662

Owner and Director: Kaytlynn Stalcup-Fincher
Instructors: Kaytlynn & Staff

Mission Statement:

The Mission of Intensive Dance Company, LLC is to provide a disciplined and comprehensive dance experience. Traditional dance styles will be integrated with progressive techniques to provide a well rounded dance and fitness opportunity.

Classes

2022/2023 Dance Season begins Tuesday, September 6th, 2022 and ends May 20th, 2023.

Class times run from 45 minutes - 1.5 hours. Class times are based on technical level, age, and location. Class time starts **PROMPTLY** at the time stated. In the case of emergency, class canceled due to weather, or holiday the instructor will reach out to the class via the parent portal and discuss makeup times if applicable.

Classes will consist of 10-12 students (Henderson studio) and 20 students (Kilgore studio) to account for studio space and provide individualized instruction. Placement in classes will be determined solely by Kaytlynn Stalcup-Fincher. Starting Fall 2020, class placement is based on level and ability of the dancer. Age only determines class placement for the younger students (3-6 years). From 7 years and on, placement is based on ability. If you are unsure of ability, Kaytlynn will allow your student to attend a class of two different levels and then place the student accordingly.

PLEASE REMOVE STREET SHOES IN HALLWAY AND PLACE IN DESIGNATED SHOE AREA. DO NOT WEAR DANCE SHOES OUTSIDE. SHOES THAT HAVE BEEN WORN OUTSIDE WILL BRING IN DIRT AND DEBRI AND CAN HURT OTHER DANCERS AND DAMAGE DANCE FLOOR.

Classes will run back to back. Students are expected to be waiting in the hallway/waiting area for class AT LEAST 5 minutes early to make for a smooth transition between classes. Instructors **WILL NOT** be on their phones during class, especially since they use them for music and instructional purposes. Please be aware that once class starts you will not be able to reach the instructor until the end of class except for emergencies. This is to provide a disconnected atmosphere and allow the instructor to give their full attention to the students in class. Exceptions will be made **In case of an emergency.**

Participation in class is **mandatory**. After the 3rd absence and after review of circumstances, the student may be placed on the waiting list and another student will be moved up to take the previous student's place. IDC encourages students to learn and study the art of dance, not just take class.

COMMUNICATION

The main form of communication through the studio is via email. Please flag, save, etc to IDC emails so that you can make sure to get all pertinent information. Not reading an email is not an excuse for being late for deadlines. Super important information will also be printed and sent home with students but ALL information will be sent out via email.

- Please log in to your parent portal and make sure ALL emails and phone numbers are up to date. This will ensure you receive all of the important emails and information.

In the event of an increased cold/flu/covid outbreak, IDC may implement some higher precautions at the studio for a limited amount of time. Owner has full discretion to implement these extra precautions for the time she sees fit.

Cold/Flu/COVID 19 Precautions and Protocol:

- Students and parents may choose their personal preference when wearing masks.
- Studio area will be wiped down between classes, please be patient if this causes one class time to run into the next.
- Spots are 6ft apart for social distance, however we may move around the room and will keep distanced as much as possible.
- Henderson Location- Due to the lack of space and the amount of traffic coming in and out of the studio hallway; parents are asked to wait outside. Instructors will assist your dancers with their shoes and place bags away. If your student is waiting for their class, please have them line up against the yellow wall by the door. Once the class before them has been released, the instructor will allow them to enter the studio. There will be show off days periodically throughout the semester which will allow parents to join us in class and see what your dancer has been learning.
- Kilgore location- Lobby/viewing room will be closed to prevent high numbers of foot traffic.
- In the off chance that we have to close down and move classes online, classes will be discounted and continue on zoom.

Private Lessons and Choreography

All private lessons and choreography will be contracted through Kaytlynn Stalcup-Fincher (903) 387 - 1188. Private lessons are \$50 per hour. Private lessons should be paid in advance. **AT LEAST 24 hours** cancellation notice is required in order to receive a full refund. Failure to notify Kaytlynn **AND** instructor 24 hours in advance will result in a \$30 charge. **You will only receive a \$20 refund if you cancel without notification.**

Solo choreography is \$400 and includes cut music, 4 hours of instruction and polishing, and assistance in costume planning. Half of payment is due **BEFORE** music will be cut or choreography started. First half payment is a **NONREFUNDABLE** deposit. There is a lot of work that goes into a solo routine before instruction is even given. Second half of payment will be due **BEFORE** the first hour of instruction. In case of unforeseen circumstances and you are unable to continue with the solo you will not be responsible for second half of payment or you will be refunded if paid in full.

Group Choreography

Similar policy as to solo choreography. Group routines will receive 6 hours total of instruction and polishing. **Duets** are \$550 and \$225 will be due at time of scheduling and non refundable. Second half will be due at the first hour of choreography. **Trios** are \$650. \$325 will be due at time of scheduling and non refundable. Second half will be due at first hour of choreography instruction. **Group dances of 4-15** are \$850 total. \$425 will be due at time of scheduling and non refundable. Second half of payment will be due at time of instruction.

STAFF at Intensive Dance Company

Intensive Dance Company offers a variety of staff members. This is to allow for a well rounded learning experience for the students. Please respect the decision and placement of instructors and classes. Each instructor is strategically placed **BY KAYTLYNN** based on their STRENGTHS. If someone is teaching a certain class, that is because they are well educated in that area of dance. Take this as an opportunity for your dancer to grow in her ability. Most staff members are seasoned teachers; however, there may be some first time instructors that will be assisting classes. Please do not critique their teaching directly, this is Kaytlynn's job to mentor her newbie instructors. If you have feedback for an instructor, Kaytlynn will gladly evaluate your feedback and pass it on.

Parents: If there is an issue with class, please present it to the head instructor of that class first. If there is an issue with any instructor, please present the issue to Kaytlynn directly so it can be taken care of.

Payments and Tuition

Tuition is due at the first lesson of each month. Payments will be made out to Kaytlynn Stalcup via check, cash, or money order. Balance will be able to be checked via the parent portal. There is an additional \$25 charge for each week your tuition is late. Tuition is still due for the full month no matter how many classes your student is able to attend that month. Classes will not be prorated. If class is being held your dancer is expected to be in attendance and tuition paid. If your student decides to drop a class you will be responsible for communicating with Kaytlynn about this. **You will be responsible for tuition and late fees UNTIL your student is unenrolled from classes.**

Prorating: Tuition pricing is based off of a nine month dance season. Monthly tuition will NOT be prorated due to holidays. Holidays have already been applied and considered when monthly tuition prices were set. In signing the parent/student contract, you agree that you will pay the full tuition amount each month (September - May). Tuition will only be prorated (discounted) if regularly scheduled classes are cancelled and a make-up day is not scheduled. Please contact Kaytlynn if you have questions or concerns with this policy.

Class cancellations: Classes will only be canceled in the event of an emergency or bad weather. A make up day will be scheduled in the event a class is canceled. The instructor of the class or Kaytlynn will contact you in the event a class is canceled and will provide information as soon as possible for make-up classes. Make up classes will typically be on a Friday, Saturday, or Sunday. If classes are held, instructors are being paid, which means your dancer is expected to be in class. We understand that schedules get hectic and students may miss here and there. We ask out of respect for the instructor; If your student is going to miss class please let your instructor know as soon as possible.

Important Studio Dates [Henderson & Kilgore]

First Day Of Class: September 6th, 2022

Last Day of Class: May 20th, 2023

Recital: TBD (May)

First Half Recital Payment: DUE BEFORE THANKSGIVING BREAK. Pay during classes Nov 13-16th.

Second Half Recital Payment: DUE No Later than Jan 22nd-25th

Studio closures (Classes will NOT meet on the following dates)

- November 21st - 25th [Thanksgiving Break]
- December 19th - January 6th [Winter Break]

- March 13th - 17th [Spring Break]

RECITAL

Recital fees, venue, date will be determined by October 1st. After October 1st, parents will receive details in regards to ALL THINGS RECITAL. Recital costumes will be ordered no later than Nov 21st to ensure timely deliveries of costumes. Costumes can NOT be ordered without the first half of the recital fee paid. Once costumes arrive, costumes will not be passed out to students until the entire class has received their costumes. Costumes will not be allowed to be taken home until ENTIRE recital balance is paid.

Participation in recital is not mandatory and students will still gain important skills and knowledge during class time. Recital is an opportunity for dancers to show what they have worked so hard on throughout the year. Performing is also an important part of a dancer's training. Learning technique is very important but the art of performing takes time to learn and practice as well. If you, your dancer, chooses not to participate in recital you will still be asked to attend all available classes but will not be responsible for any extra practices scheduled due to recital practice.

ATTIRE

Creative Movement classes: pink ballet shoes (regular ballet pink. Please do not purchase house slippers or ballet flat street shoes in place of dance shoes.), ballet pink tights, and any color leotard/skirt combination. This level of class will wear pink ballet shoes and tights for recital. Hair pulled back out of face. Ballet bun preferred.

Ballet (All Levels): Tights (ballet pink preferred. This is what they will wear in recital as well), leotard (no color preference), and proper ballet shoes. Ballet skirts/spandex shorts and shawls/wraps are acceptable but will be removed if causing a problem in class. **BALLET BUN REQUIRED** for all level 1-4 ballet classes.

Tap: Black tap shoes, tights or socks with shoes so feet do not rub, and either leotard or athletic clothing. Most dancers take ballet & tap back to back and will put leggings or skirt over their leotard for tap class.

All other classes: Appropriate athletic or dance wear is required. Form fitting clothing such as [leggings, jazz pants, tank tops, fitted t shirts, leotards, etc.] If you are unsure about proper attire, reach out to Kaytlynn for options. Crop tops and sports bras to dance in are acceptable as long as they are still modest. If the instructor asks a dancer to wear something different, it is not meant to single out a student but meant to keep everyone comfortable in class.

Rule of thumb: if wearing a crop top, then wear high waisted bottoms. This allows for less midriff to show and keeps the look modest. If wearing spandex shorts, opt for a fitted shirt instead of a crop top. Again, this is a more modest approach. Please check your dancers shorts/pants before they head to dance class. Some leggings are see-through and could cause embarrassment. Some shorts may ride up a little more than you would prefer or pants may slide down and expose more than intended. Yes we want to be comfortable in class, however modesty over a fashion statement is preferred.

Shoes: tap class will require tap shoes, jazz class will require proper fitting jazz shoes. Hip hop can wear jazz shoes or sneakers as long as sneakers have not been worn outside. **SOCKS ARE NOT APPROPRIATE DANCE SHOE ATTIRE.** Many students have fallen due to not abiding by this rule. Socks are dangerous on a

slick dance floor and will under no circumstance be permitted to dance in. Barefoot or foot paws are an acceptable alternative for most classes.

Hair: hair should be pulled back out of the face. Any hair style or accessory should be placed and secured in dancers' hair. Do not be offended if an Instructor asks you or your student to remove accessories or change hair style. Playing with hair in class is distracting and time wasting.

Other information

Bottled water is the only drink allowed inside IDC, this includes the hallway. **Bottled water will be sold for \$0.50 per bottle(Henderson location for now).** If your student is between practices and needs to eat please only allow them to drink water with their snacks. Outside food and drink will not be allotted to be thrown away inside the studio and will be asked to be taken with you or your dancer. This will help with critter control within the facilities.

HENDERSON LOCATION

It is asked that you do not bring your student more than 10 minutes early to class and arrive at least 5 minutes early to pick up your student. Students will NOT be allowed to wait outside in the hallway. Instructor will release students between classes and meet the new students at the outside door. Again, please be patient with the transition between classes. IF everyone does their part, transitions will happen smoothly.

KILGORE LOCATION

Please wait in either the waiting area or viewing room for class. Younger Students will not be allowed to wait inside the studio space while another class is taking place. This is for safety, while instructors are teaching they are not able to see the lobby and therefore can not monitor dancers who are not in class.

CLASSES

The ballet portion is intense and requires discipline; therefore, it is usually not the student's favorite area of dance. Please encourage your dancer to attempt/master this area before pursuing jazz/hip-hop or a more modern form of dance. Good technique makes all the difference between being a good dancer and a great dancer.

If your dancer is sore from stretching and moving, encourage her to take a warm (not hot) shower and then re stretch before bedtime.

If you believe your dancer has an injury, please pack the area with ice, offer an anti-inflammatory, and watch closely. DO NOT PUT A HEATING PAD ON THE AREA UNLESS A PHYSICIAN REQUESTS IT. Most likely, the dancer is sore and will work the soreness out within a few days. IDC takes every precaution to warm up appropriately, model the correct form, and instruct accordingly; consequently, injuries are less likely to take place.

Hazing or any other form of applying pressure according to seniority will not be tolerated. IDC dancers are equal in all aspects of the class. Regardless of one's affiliation with a drill team or officer line, each student is equal when attending an IDC class. Affiliation with IDC can/will be discontinued if such practices occur during practice times. This, above all other terms/ stipulations, will be strictly enforced.

Discipline/Studio Etiquette

- Please respect the studio space. Take trash with you. Do not leave water bottles, food crumbs, etc laying around. This will also prevent bugs from joining us during class.
- If you have an issue with anything IDC related please bring that concern to the studio owner directly. We want to do everything we can to make IDC a safe place for ALL dancers.
- If a dancer is being a distraction to class or disrespectful to the instructor/other student that dancer may be asked to leave class. If a dancer is asked to leave class they will not be allowed to return to class for that day. We have limited class time and dancers should be able to follow the rules and respect that time that other dancers are also spending in class.
 - Any discipline issues will be discussed with parents in order to find the best option moving further with classes. Please note that we have a limited amount of time in class and it is not fair to other students if the instructor is not able to teach due to spending more time disciplining one student.
 - After 3 classes of disciplinary issues a student may be asked to not return to class. A few reasons a student may be asked to leave class (not mature enough, harmful/hurtful to other students, disrespecting studio property, disrespectful of studio owner or instructor, excessive gossip by parent or student, etc.)
 - Kaytlynn has final say on disciplinary actions.

PHONE POLICY

Students will NOT have phones in class. Phones will be kept in dance bags or placed in the same place that dancers' street shoes are held. The only person that should have a phone during dance instruction is the instructor; and this is solely for music purposes. Students, please show your instructors RESPECT by staying unplugged as they will do the same for you. ONLY exception is when the instructor allows students to video themselves doing a routine for teaching/critiquing purposes.

Legality

Intensive Dance Company, LLC is not responsible for any injuries occurring on the way to practice, any injuries at practice, nor any accidents occurring on the way home from practice. If/when the classes travel to performance opportunities, whether as a performer or spectator, Intensive Dance Company, LLC is not responsible for any injuries occurring on the way to those performances, any injuries at those performances, nor any accidents occurring on the way home from those performances. Every effort is made for safe and thorough instruction. Please advise your dancer to pay attention and practice within her means of dance maturity. **(NOTARIZED INJURY DISCLAIMER)**

It is the parent's responsibility to review this contract with the dancer/s periodically. The instructor should spend her time instructing, not reminding or reprimanding.

Please do not send any of the following in to the dance studio with your daughter:

- Toys of any kind
- Electronic devices
- Heelies, skates, skateboards, etc...
- Food
- Drinks other than bottled water
- Excessive bags of "stuff"

We do not place students in a class because their friends are in it; we place according to level of dance expertise. PLEASE DO NOT ARGUE THIS CASE. WE WANT YOUR DANCER TO RECEIVE THE BEST

INSTRUCTION, AND THAT CAN ONLY BE DONE IF EVERYONE IN HER CLASS IS AROUND THE SAME LEVEL OF INSTRUCTION.

All topics in this contract are subject to change at any time throughout the dance year. Any major changes to the contract will be emailed out to parents at the time of the change.