



The Kibler Dance Academy Student/Parent Handbook is a general statement of policies and procedures that will assist parents, students, and instructors in providing a satisfying performing year. Kibler Dance Academy provides a quality dance education instilling self-confidence and poise through performance.

CLASS ATTIRE	Below is the attire each child will need for class participation at Kibler Dance Academy. Each student is expected to be properly dressed for his/her designated class. Students may be dismissed from class if dress code is not followed!		
	Ballet	Black leotard, pink tights, pink split-sole ballet slippers (Bloch or Capezio)	
	Tap	Leotard, tights or black jazz pants, black slip on tap shoes	
	Jazz	Leotard, tights or black jazz pants, tan Bloch jazz boots	
	Funky Jazz	Leotard, tights or black jazz pants, tan Bloch jazz boots	
	Hip Hop	Leotard, tights or black jazz pants, jazz sneakers designated by instructor	
	Lyrical/Modern	Leotard, tights, lyrical shoes designated by instructor	
	Acrobats	Leotard and footless tights, biker shorts, or jazz pants	
	Cheer/Dance & Drill Team	Leotard and tights, shorts or jazz pants. Clean tennis shoes or jazz sneakers are required	
Pre-School Combination	Leotard, pink tights, pink leather ballet slippers, black buckle tap shoes or tan Bloch jazz boots		
DRESS CODE	<ul style="list-style-type: none"> <li>• Each child must have his/her dance attire and shoes 1 month from day of enrollment.</li> <li>• Dance shoes should not be worn outside and street shoes are not to be worn on the studio floors.</li> <li>• Hair must be pulled back, away from the face and secured in a ponytail, bun, etc.</li> <li>• Any jewelry or extra accessories should be left at home and are not permitted in class.</li> <li>• Please put your name on all articles of clothing and shoes.</li> <li>• Ballet skirts and leg warmers are permitted in ballet, lyrical and combination classes.</li> <li>• Kibler Dance Academy is not responsible for lost or stolen articles.</li> </ul>		
REGISTRATION/TUITION POLICY	Tuition is due on or before the 1st lesson of each month and <u>statements are not issued</u> . After the 15th of the month, late payments will be assessed a \$15.00 late fee. Please make sure to include your child's name and payment details with each check to ensure your payment is applied properly. Payments may be mailed directly to Kibler Dance Academy or can be submitted to the front desk at the Academy. A \$30.00 fee will be charged for all returned checks. Tuition is paid in nine equal installments throughout the year. Tuition will not be prorated for Holidays/Breaks.		
TUITION & FEES	Yearly Registration Fee	\$30/Student (non-refundable)	
	1 Class	\$45/Month	45 minutes/week
	2 Classes	\$65/Month	90 minutes/week
	3 Classes	\$90/Month	135 minutes/week
	4 Classes	\$110/Month	180 minutes/week
	Unlimited Classes	\$160/Month	225 + minutes/week
	Private (1 student)	\$80/Month	30 minutes/week
	Semi-Private (2-3 students)	\$60/Month	45 minutes/week
	Late Payment Fee	\$15/Family	Assessed for payments received after the 15th of each month
Returned Check Fee	\$30		
PERFORMANCE FEES	Recital Fee	\$30/Student (non-refundable)	
	Costume Fee	\$70/Costume (non-refundable)	\$65/Costume for Pre-School Combination Classes
COSTUMES	Costume fees must be paid in full by December 1st. If you wish to pay installments, you may do so, however, the full balance is due by December 1st. The cutoff date for performing in the recital is February 1st to ensure costumes are will be in on time for the show. Late orders are at the discretion of the instructor and are subject to a rush fee, if available. Costumes are not custom fit and may require alterations when taken home. Tights are required for each costume. Tights are available for purchase through Kibler Dance Academy beginning in March. All students performing in the recital must have the same tights! Please store each costume and its accessories together so they are kept in good condition for each performance.		
RECITALS	You will be notified by newsletter or email when the recital and dress rehearsal will be held. You will also be notified when tickets may be purchased. Students must attend the dress rehearsal in order to participate in the recital. Absolutely no flash photography or videography is permitted at this time. DVD's of the performance will be on sale through the Academy. All accounts must be up to date prior to performances.		
APPAREL SALES	Periodically Kibler Dance Academy will sell apparel. T-shirts will be necessary for participation in the Memorial Day parade and also the dance recital finale. Students and parents will be notified of when these sales occur.		

<b>CLASS PLACEMENT</b>	The instructors at Kibler Dance Academy will place students in classes most suitable for him/her. We strive to provide the best learning environment for each individual's needs. Students are placed according to their current stage of ability, physical and emotional development, and age.	
<b>CLASS ATTENDANCE</b>	To reach full potential in class, a student must attend on a consistent basis. We expect regular attendance from all of our students at Kibler Dance Academy. Please make sure your child arrives approximately 10 minutes prior to their scheduled class time to ensure preparation for class. Any student arriving 15 minutes after the class has started will not be permitted to participate in that class. If a student must miss a class, please notify the Academy. Poor class attendance may result in dismissal from performances at the discretion of the instructor. There are <u>no credits or refunds</u> for classes missed. Missed classes are to be paid and can be made up in an equivalent class within one month of absence.	
<b>CLASS CANCELLATIONS</b>	Dance classes will not be cancelled due to weather and will meet on snow days with the exception of extreme conditions. If cancellation is necessary, a message will be left on the Academy answering machine or an email will be sent.	
<b>CLASS WITHDRAWAL</b>	If a student must withdraw from classes, please notify the Academy in writing immediately as you will be charged for classes until that time.	
<b>LEAVE OF ABSENCES</b>	If a student must take a leave of absence for any amount of time, please notify the Academy. The reason of absence will be reviewed and approved or unapproved by the Academy. If the absence is unapproved, tuition will be due as regularly scheduled.	
<b>STUDIO POLICIES</b>	Newsletters	Every two months, newsletters will be available online and by email. All correspondence will be posted in the newsletters to ensure you will be up-to-date with Kibler Dance Academy news and events. Please make sure you list a current email address on your child's registration form so you may receive any and all updates.
	Waiting Area	The waiting area at the Kibler Dance Academy is for the convenience of our students and parents/guardians. An adult <u>must</u> supervise all children at all times. Running and misbehavior through the hallways will not be tolerated. Please be respectful of others and the classes in session. Quiet conversation is welcome. We also ask that this area be kept clean and orderly. Trash should be placed in proper receptacles. All waiting room accessories (chairs, books, magazines, etc.) should be returned back to their proper place after being used. Kibler Dance Academy is not responsible for items that are lost or stolen.
	Studio Areas	Food and drink are not permitted in the studios. Absolutely NO street shoes are permitted on the dance floors. Dirt, dust and debris from street shoes can lead to falls and injuries and will destroy our state-of-the-art dance floors. Students are not to lean on, or touch studio mirrors. The dance barres are for educational purposes only. Students are not to hang or swing from barres; nor should clothes or towels be hung from the barres. All teaching tools, props, visual aids, and sound equipment are property of Kibler Dance Academy and should not be used without permission of the instructor.
	Parent Visitation	Parent visitation will take place twice a year. At these times, you are welcome to come into the studio to observe classes. Because of the limited space available, please, only two guests per student. Please see monthly newsletters for specific dates. Absolutely no photography or videography is permitted at this time. Thank you for your cooperation.
	Parent Pick-up/Drop-off	Parents are responsible for transporting their child to and from class on time. Students must wait inside the building until their ride arrives. Please park in the allotted spaces and come in and pick-up your child. Curbside parking is no longer permitted for the safety of the children. Please notify the instructor if someone other than the child's parents will be picking them up.
	Restrooms	Children must be potty trained to participate in KDA classes. We ask parents to remind students, especially young students, to use the restroom prior to class time. If an emergency visit to the restroom is necessary during class time, students need only ask permission from their instructor. Please help us in keeping the restrooms clean.
	Student Dismissal	If any problem arises with a student, they may be asked to sit down and not participate in the class. If the problem persists, the student will be removed from class and a parent/instructor conference will be scheduled.
<b>DANCERS EXPECTATIONS</b>	All dancers are expected to obey the following guidelines: <ul style="list-style-type: none"> <li>• Please do not bring gum, food, or drinks into the studio.</li> <li>• Make sure to dispose of any trash that may be left behind.</li> <li>• Please remain quiet in the waiting room until your class.</li> <li>• Please be respectful of yourself, your classmates, and your instructors.</li> <li>• Listen and do your best! Remember, you are here to learn.</li> <li>• Never say "I can't"!</li> </ul>	
<b>PARENTS EXPECTATIONS</b>	<ul style="list-style-type: none"> <li>• If you have questions or concerns--please TELL US! If instructors are busy with classes we will call and make arrangements to speak or meet with you at a convenient time.</li> <li>• Please come into the Academy and make sure you have received any current information that may have been handed out (this is especially important at recital time).</li> <li>• Notify instructors of any difficulties your child may have.</li> <li>• Please call if your child is going to be absent or needs to leave early.</li> <li>• Pay tuition and fees on time.</li> <li>• Please make sure to review the KDA Handbook and all guidelines with your child.</li> </ul>	

**We welcome all students and parents to Kibler Dance Academy!**