



2009-2010

Parent & Student

Handbook

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## *Welcome to the 2009-2010 School Year*

We have an exciting school year planned for you. This booklet is filled with information covering the entire school year. If you have any questions or concerns, please speak to someone in the office at your earliest convenience.

We request that you keep all communications for the school year as you receive them from our office. You will be receiving information about your participation in our annual recital in May 2010. We welcome your comments and suggestions regarding any of our policies or procedures at any time.

Please note that the waiting rooms are made available for the convenience of our students and their families. The waiting rooms are for waiting, reading, snacking, conversation, video viewing, homework, and children playing with toys or games brought from home. We ask that you please respect the activities of others and the classes in session.

We request that you arrive at the dance company with adequate time to prepare for class, parking, changing, restroom, etc. Parents, for your children's safety, please be available in the waiting room to receive students when dismissed from class. Please call whenever delayed for class start time or pickup.

We welcome your comments and suggestions. If any parent/student wishes a private conference concerning your individual dance goals or financial concerns, please do not hesitate to ask. We are happy to work with you to ensure that your school year will be one of pleasure and growth. The entire faculty and staff wish you a fantastic year of dance!



## **Dance Company Policies**

Please note the following guidelines regarding all classes:

1. We request that students carefully observe our dress code outlined in this booklet.
2. Any student arriving more than 15 minutes late will not be admitted to class. For your safety and to receive full benefit from your class, please arrange for a make-up class if you expect to be very late.
3. All students are encouraged not to leave the room once class has begun. Please allow for appropriate restroom use prior to class. Very young children will be treated sensitively as the need arises. Preschool children may need a parent's attention from time to time for various reasons including bathroom or behavior issues. Please do not leave the waiting room when very young children are in class without informing the office or having another parent responsible during your absence. We make every effort to have all children feel safe and cared for in a loving and inspiring learning environment.
5. School age children and teens: *please practice respect*. Students are not to be socializing in a disruptive manner during the class with other students. Please come early or stay late to enjoy friends in the waiting area. Please honor your teacher and fellow students by giving full attention and co-operation. You will be advised if we feel any student is not well adjusted to the classroom environment for any reason over time.
6. During class if a student complains of being ill, or sustains an injury and cannot participate, the instructor will send them to the office where the parents will be notified if not on the premises.

Dance class is education and fun, however, an important part of class work is developing an attitude of discipline and respect for teachers and fellow students. We trust that following our classroom etiquette will provide an environment whereby classes at Karizma Elite Dance Company will be a pleasure for all concerned.

# Tuition Policies

You will be paying on a monthly basis for the entire school year of 36 weeks for classes held over nine months September- May. You are not paying for the days that our dance company is scheduled to be closed. During the months that we are closed the tuition will be prorated. We have a very fair policy regarding our payment for tuition and subsequent assessment of late fees.

**Monthly tuition is due on the 1<sup>st</sup> week of each month in advance.** Tuition not received by the 10<sup>th</sup> of the month is considered late and assessed a charge of \$10.00 . Payments may be made at the office or by mail to P.O Box 528494, Chicago, Illinois 60652. No credit is given for student absences or missed snow cancellation. If you make a payment late, please include your late fee or you will be billed. If you make your payment by mail, be certain to allow adequate time for mail delivery and we will Thank you for your co-operation.

Returned check fee is \$35.00

Any student with and overdue balance of more than 30 days will not be allowed into class until payment in full is received. Overdue balances must be paid by cash, money order, or bank check.

Discounted tuition rates are charged for siblings and students enrolled in more than one class.

# Dress Code

It's important for students to abide by a dress code policy for the following reasons:

- A neat and tidy appearance sets an attitude of attentiveness and respect for students, teacher, and the art of dance.
- Teachers must be able to see the dancer's body outline clearly in order to make proper corrections on posture, alignment, etc.
- Hair must be properly secured and tied up off of the face and neck for all styles of dance.
- Jewelry must not be loose or dangling.
- Gum chewing is not allowed due to danger of choking and appearance.
- No loose fitting pants, blue jeans or t-shirts (they are not dance attire).
- No costumes are allowed in class unless a dress up day is announced by the individual teacher.

## **Hip Hop**

**Girls:** Any color leotard or tight fitting top, tights or jazz pants, black jazz shoes or black jazz sneakers.

**Men/Boys:** Any solid color T-shirt and black dance pants or sweatpants, black jazz shoes or black jazz sneakers.

**NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.**

**No Bare Midriffs. Blue jeans are not allowed.**

## **Jazz**

**Girls 5-12:** Any color leotard or tight fitting top, tights or jazz pants, black leather ballet shoes or black jazz shoes.

**Girls Teen/Adults:** Any color leotard or tight fitting top, tights or jazz pants, black jazz shoes.

**Men/Boys:** Any solid color T-shirt and black dance pants or sweatpants, black leather ballet shoes or black jazz shoes.

**NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.**

**Jazz Sneakers are not allowed for the recital. No Bare Midriffs.**

## **Lyrical/Contemporary**

**Girls:** Any primarily solid color leotard and footless or transitional tights. Jazz pants or dance skirts are allowed.

**Men/Boys:** Black tights or dance pants, black or white solid color T-shirt.

Students dance in bare feet or open modern sandals.

**NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.**

**No Bare Midriffs.**

## **Tap**

**Girls:** Any color leotard or tight fitting top, tights or jazz pants, black tap shoes, dance skirts are allowed.

**Men/Boys:** Any solid color T-shirt and black dance pants or sweatpants, black tap shoes.

**NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.**

**No Bare Midriffs. Blue jeans are not allowed.**

## **Ballet**

**Girls:** Any color leotard, light colored tights, pink leather ballet shoes, and black tap shoes. Short dance skirts are permitted.

**Boys:** Any solid color T-shirt and black dance pants or sweatpants, black leather ballet shoes and black tap shoes.

**NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.**

We encourage a feeling of mutual respect between our students and instructors, as well as between our students and each other. A good working relationship based on mutual respect is necessary for the well-being and progress of the student. Courtesy and good manners are expected and encouraged.

During class time, students are expected to pay attention to the instructor and maintain suitable composure for their age. A student who fails to do so will be dealt with in a manner consistent with his or her age and maturity. For the little ones, we have a “time out “ spot in the corner of the gymnasium. Older students may be sent out of the room to sit in the front office. For a student who continually disrupts class, parental involvement may be called upon. We cannot have unruly children hampering the learning process of others who are there to learn and who are trying to do so.

## Class Participation

All students will participate in class unless the gymnasium is notified by the parent with either a written not or a phone call excusing the student from activity. Excused students may sit and observe class. Observing class is far better than missing class altogether when a student does not feel well, as long as the student is not contagious.

## Attendance

All students are encouraged to attend class regularly. Only regular and punctual attendance can ensure the student’s maximum growth during the course of the dance year.

Excessive absences greatly hinder the individual student, as well as the rest of the class. It is not fair for the students who do attend class regularly to unnecessarily repeat things over and over in order to get the habitually absent student caught up.

***KARIZMA ELITE RESERVES THE RIGHT TO DENY PARTICIPATION IN RECITAL TO ANY STUDENT WITH EXCESSIVE ABSENCES REGARDLESS OF FEES PAID OR COSTUMES PURCHASED. NO REFUNDS WILL BE MADE IN SUCH CASES.***

## Punctuality

All students should arrive on time for each class. This does not mean they get to the facility at class time, it means they must enter the gymnasium completely ready to dance at class time. Students who are late for class should enter the classroom quietly and quickly find their place so as not to disturb the class that is already in progress. If you are having a hard time getting your child to class on time because of another activity, please notify the facility for you problem. We will do our best to work around conflicting schedules, so please let us know if you are having a problem.

## Class Observation Area

Parents are not allowed into the gymnasium during class time to prevent distraction however, observation from the office area is welcome and encouraged at all times. We want you to be a proud of what you see your child accomplish as we are.

Noise and activity in the observation area should be kept under control as it is very distraction to the dancers in the gymnasium classroom.