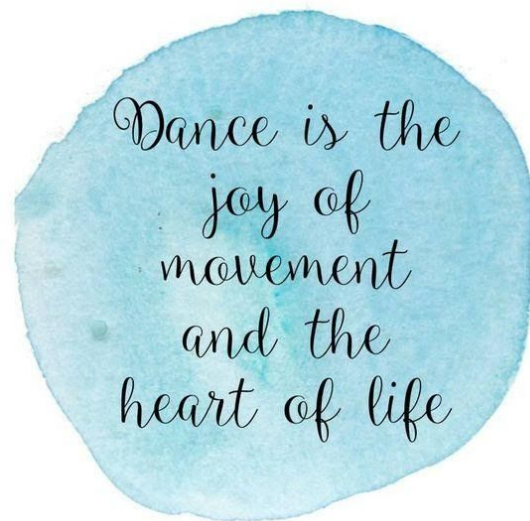
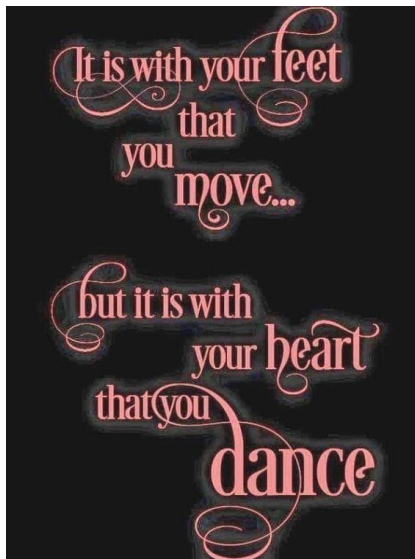




2020-2021 Company Handbook

Welcome back! We can't wait to start Kristy's Dance Academy Dance 3rd Season! We are so excited that you have chosen us to educate your child in the art of dance. Our mission is to empower students by providing guidance and structure, personal friendly relationships, while building self-esteem and strength in the art of dance.



Competition is a fun and exciting experience for dancers. Not only is it rewarding for students, but also promotes teamwork, improves skill, and provides dancers a chance to perform and highlight their talent. However, it requires a lot of time, hard work, dedication, and should be taken seriously. KDA strives to stand out among other studios and bring THE BEST to competition, and in order to do so, we demand THE BEST from our students. This handbook is designed to outline our Company dancer policies, as well as to assist in answering questions that you may have about competition.

Company Rules/Regulations:

All the general rules and regulations that are seen on the "Rules and Regulations" apply to all Company Dancers. In addition, KDA Staff cannot stress the importance of following the rules set in place.

- No Cell phones during class or practice. Cell phones are a huge distraction while trying to conduct practice, thus it is best to leave them in your dance bag.
- All dancers must bring their dance shoes in class. We cannot be productive and it is not beneficial in preparing the dancer for competition if we do not have our shoes.
- Attitude – Your demeanor and charisma towards the art of dance speaks volumes! Attitude is everything! All staff members, students, parents, and guests (especially when advertising or wearing KDA logo) should act in accordance to KDA Policies and treat others with respect and courtesy. We are a team and want to set a great example, while being sportsmanlike and promoting excellence!

Attendance Policy

- Attendance is a must for any successful competition group. Tardiness will not be tolerated.
- The schedule is set early enough in the year that you should be able to plan your absences accordingly. Ultimately, the dancer's spot in a group performance is at the discretion of the choreographers to be left in or removed from completely if they have missed in abundance.
- If you are ill for any class/practice and NOT CONTAGIOUS, you must still attend class to watch. If you ARE CONTAGIOUS and miss rehearsal, you must make up any missed choreography/cleaning with that particular instructor and pay the makeup fee agreed upon. It is also your responsibility to call/text or email and let the studio know when you will not be able to attend class.
- Additional rehearsals may be scheduled at the discretion of the choreographer. These will be free of charge if called by us. If you request, the cost is TBD at that time.
- Performance and Competition attendance is mandatory. This is a TEAM commitment. Dancers who miss any competition will be removed for the rest of the season and incur the drop fee.

Commitment/Consent Form (CCF)

Dedication is an absolute necessity to be a KDA Company Dancer. Therefore, we ask every dancer and their family to sign the KDA Company Commitment and Consent Form. This contract outlines the number of routines and competitions your dancer will be participating in, as well as the time, financial, and personal obligations of being a company member. It is due at the beginning of the dance season. This form can be found on the last page of this handbook.

Social Media Policy

First and foremost, students are encouraged to exercise the utmost caution when participating in any form of social media or online communications, both with the KDA community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire KDA Company and, as such, are subject to the same behavioral standards set forth in our rules and regulations.

In addition, students are expected to abide by the following:

- Students may not use social media sites to publish disparaging or harassing remarks about KDA members (whether recreational or competitive) including, but not limited to faculty, staff, parents, or students.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the studio and anyone of its members, including, but not limited to faculty, staff, parents, or students.

Failure to abide by this Policy, as with other policies, may result in disciplinary action or immediate dismissal from the studio, or as determined by the Director.

I have read and agree to abide by the above social media policy and understand that failure to do so may result in immediate dismissal from the company, as determined by the Director.

Dancer Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Weekly Rehearsals

We understand that you may have other obligations throughout the year, so we request that you consider your availability before submitting your Commitment form. We expect every family to take this commitment seriously.

All choreography will be completed as soon as possible, thus it is crucial that everyone attend. The KDA staff is aware that many company dancers choose to also be involved in Cheer, Gymnastics, School Sports, etc. However, we strongly encourage that before committing to being a Company dancer, you consider the demanding schedule and financial obligation. Scheduling conflicts among multiple extracurricular activities is almost unavoidable, and the attendance policy will be strictly enforced.

PLEASE NOTE: We do not prorate our tuition, thus if a dancer has an after-school event or activity (game, practice, etc), or is sick and cannot make it to a scheduled class, that does not mean that your tuition will be prorated. It is up to the dancer to ensure that they get caught up from missed classes. Any extra practices needed due to absences are at the expense of the dancer.

Financial Obligations

Your commitment to KDA includes keeping your balances current. If your account falls behind and you have not set up a payment plan, then it will be at the discretion of the director if you continue to remain on team or participate in competitions.

Tuition

Tuition is due by the 1st of each month and is considered late on the 15th. All classes must be paid for in advance, or your child will NOT dance, non-negotiable. You may pay by method of cash, check, or auto-pay via the studio website/parent portal. There are NO refunds for missed or dropped classes – tuition is based on enrollment, not attendance.

Choreography

The faculty at KDA does the majority of the choreography, but it is beneficial at times to bring in guest choreographers to offer our dancers additional learning opportunities and training. To assist with the cost of travel, lodging, and hourly work, a small choreography fee will be applied to those accounts with whom this affects. The total amount is dependent upon the cost of the choreographer.

Competition

This year we are requiring that the entire company attend 4 regional events and 1 National Event. However, we will still have many optional competitions and conventions to choose from if the dancer or group of dancers choose to attend. We will send out the schedule once they have been created by the competition company.

All entry fees must be paid by the required deadlines to avoid a late penalty. For any competition (depending on location), travel and lodging expenses will be the responsibility of

each family. Keep in mind if we travel and your dancer competes on more than one day, the cost of hotels, gas, and food should be budgeted for.

Competition Payments

We will no longer be able to offer the monthly payment plans for competition fees. ALL competition fees will be due 45 days prior each of the competitions. You are more than welcome to pay ahead as these will be listed on the accounts with the due dates. Competition fees do not include class fees, as you will continue to pay for monthly classes by how many classes you are enrolled in. Each dancer's competition costs vary based on their age, the size of the group performing each dance, and the number of dances the dancer is participating in. Deadlines will be clearly defined and must be paid timely! If you do not pay on time, a late charge will be added and it is possible the dancer will not be allowed to compete. In addition, transportation to and from the competition is not provided or arranged nor are any hotel fees for competitions too far away to commute. Every effort is made to select competitions that will provide our dancers and their families with the best experience possible

Group: \$75 for each group that your child is in.

Example: if your child is in 3 groups you would pay \$225 per competition. This would be due 45 days before the competition.

Duets and Trios: \$100 for each duet/trio your child is in.

This fee includes everything for Regional Competition. The competition fees do not include any costumes/accessories, convention fees, travel expenses, or national fees.

We will have a Mock Competition in the first part of February. We will be competing against one or two other smaller studios from outside the Elkin area. This will be held in Elkin as a training day for the Dance Machine staff. Cost will be determined once details have been put in place. This will be to cover for the images that you will be receiving. KDA will notify you of the additional cost as soon as possible.

Additional Fees

Team wear (new dancers or if you need new items)– \$150-\$250 Jackets, tanks, earring, tights, and makeup.

Costumes: Costume costs vary greatly with some costumes being around \$50 and other costing \$120.00+. Parents and students may be asked to assist in the preparation of costumes, including Rhine stoning or altering. Again, costume costs will vary on the number of dances each dancer is dancing in. If you quit or are asked to leave a team, you are required to leave your costumes at the studio for another person to fill your spot. **This is not negotiable.** Your costume will be returned to you at the end of the season. If you do not leave your costumes, for each costume needed, your account will be charged a replacement cost.

Drop/Dismissal Fee: If you choose to leave the KDA Company after August and prior to January 1, you will incur a \$250.00 Drop Fee. After January 1st, the Drop Fee will increase to \$500. This includes dismissal, relocation, and a reason a dancer may not be able to fulfill their commitments to the KDA Company. When we lose a company member, it affects not only the choreography, but also the entire group. This will be used for choreography, re-blocking, costumes, etc.

Solo Competition Payments

All solos must be choreographed by a KDA Instructor or guest instructor approved by Kristy.

The \$150.00 solo fee must be PAID before you can start learning the routine. This includes choreography, music editing, 2 copies of your music, and 2 hours with an instructor to learn the routine.

After two hours, if additional time is needed to learn the routine payment will be due to the instructor at time of practice at \$35 an hour; you do need to practice with your instructor at least once a month to keep the solo polished and rehearsed. Of course, you can work with them more if you wish for better results. It is your responsibility to schedule practices with your Instructors. Privates are \$35 an hour, due at the time of the private.

Studio space can be rented for \$15 an hour to allow you practice time on your own. Your time must be scheduled with Kristy and \$15 must be paid in advance or at time of practice.

You are responsible for your costume, this means you may choose from a catalog we order from or purchase an approved costume on your own.

Solo Payments must be paid within 45 days of the competition. If payment is not received the solo will not compete.

Solos are \$130 for each competition you are attending.

If you would like to participate in Titles at the Regional level you will pay a \$155. At the National competition, the charge will be \$130 for solo and then \$175 for title. Nationals is usually held in June. This does not include the solo fee for a mock competition.

Fundraising

KDA may have fundraisers for the 2020-2021 year. If fundraisers are decided upon, it is NOT the responsibility of the Owners/Instructors to oversee. Fundraisers are solely the responsibility of those who are directing them. Please do not rely on the fundraisers to pay your account.

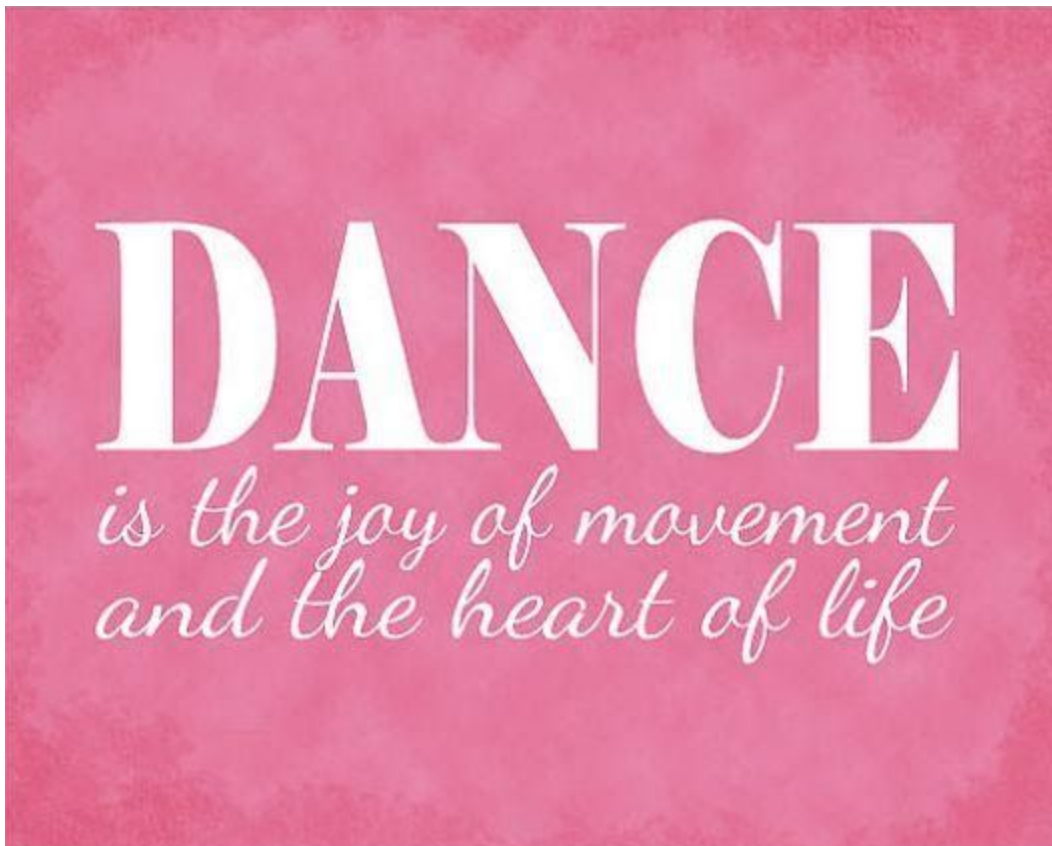
Miscellaneous Expenses

Often throughout the year expenses may come up that may not have been originally planned or budgeted for. We always try our best to keep our parents informed as best we can, but

sometimes these things happen. Furthermore, please be aware that additional miscellaneous and often “one-time” fees or expenses may occur.

Props

A choreographer may choose to have the dancers perform with props during a routine. If so, this fee will be divided equally amongst all participating dancers in this routine. Prices may vary depending on the size of the prop, as well as construction materials. The KDA staff will do our best to help keep these costs (if decided) to a minimum. Transport for group props will be the responsibility of the studio. However for any props used for solos, duets, or trios, that will remain the responsibility of the dancer’s family.



**Friendly Reminder – Dance teaches many lessons – courage, discipline, respect, strength, and confidence to name a few. We love each and every one of you – parents and dancers alike. Remember that YOU chose US to be your leaders. We research constantly and make all of our decisions on what we feel is the absolute best for both your dancer and the team as a whole. Please trust us! We always have the best intentions at heart and want to do everything we can in our power to better your children as both dancers and young people. **

Competitions

The KDA Company will be attending several mandatory regional competitions each dance year. Additional competitions are optional. The regional competitions will usually last an entire weekend and the Nation Competition can last up to 4 days. Dancers who are competing with solos, duets, or trios must attend the duration of the competition, however dancers only participating in groups may arrive later. Once these dates are decided upon, please make immediate plans to attend.

Competition Guidelines

1. Enjoy yourself! People often forget the reason why they are at competition. We are there to have fun, so do not get too caught up in how many dances you placed in, or how many trophies/medals/ribbons you have won. We may or may not win, but we will definitely take away memories that we will enjoy for many years to come!
2. Arrival: Be Early! Our policy is every dancer is to arrive 2 hours early – dressed and ready. If you perform early in the morning, arrive dressed and ready as soon as doors open to the venue. We cannot stress this enough! Oftentimes, competitions may run ahead of schedule. If you are late, you not only jeopardize the success of your group, but you also risk wasting your registration money if you miss your dance. Allow yourself plenty of time to find where our studio is, stretch, and warm-up, calm down, and practice! Look over the dance program and mark down the dances that you are in. With regard to transportation to and from the competition, KDA is not responsible for any students' transportation, unless previously discussed and agreed upon.
3. Food/Water: KDA recommend bringing your own drink (bottled-with closed lids in case of a spill). When you are in costume, drink WATER ONLY! Sodas will stain your beautiful costumes. Competitions are usually full-day affairs, and you will get hungry. Food may not be conveniently available. Thus, bring high-carb food items with you (breakfast bars, bagels, peanut butter sandwiches, bananas, etc). They all provide instant energy, and do not take much room. We recommend NOT eating spicy or greasy foods the day of competition. In addition to the already peaked anxiety and nerves, spicy/greasy foods tend to cause upset stomachs.
4. Warm-Up: We WILL stretch and warm-up prior to competing. This is VITAL! Please be completely dressed (full costume with accessories) and makeup complete. If you wait to get dressed at the location of the competition, not only do you have to fight for a spot to change in the dressing room, but you also could potentially miss rehearsing and any important information that is said regarding your dance. Warming-up makes the vibe of being at competition less stressful and makes the dancers feel more prepared. It also stretches your muscles and helps to alleviate any chance of injury.
5. Seating: Though it is sometimes difficult, KDA encourages ALL students, parents, additional family, and guests to sit together.
6. Attire: As previously stated under the warm-up section, please be dressed and ready in your first costume to compete in, by your stated arrival time. In addition, do not eat or

drink anything without protecting your outfit (either a jacket or some type of covering). Your costumes are too beautiful and expensive to mess up. A garment bag is recommended for storing costumes in between routines and transportation. A compiled list of information regarding your child's costumes, makeup, and shoes will be given closer to each competition that will contain more specifics.

7. How it works: Each competition functions differently. There are specific rules and regulations for each, which will be discussed and reviewed prior to competing. If you have any specific questions that are not addressed upon reviewing, please do not hesitate to ask.
8. Attitude: Competition is extremely fun and exciting, but it can also be very stressful if allowed. The attitude of our studio speaks volumes about the type of dancers and professional charisma we uphold.
9. Students: Please do not quarrel with your fellow dancers, parents, or instructors.
10. Parents: Please do not quarrel with your children, other parents, or instructors. Again competition can be a very stressful time, but let us not forget the reason why we are here...to have fun and to **make memories!**

KDA Company Commitment Form (CCF)

Dancer's Name (printed): _____

Members of the KDA Company Dance Team represent the best of KDA. The goal of the Company is to offer the dancers an opportunity to showcase and perform at the assigned competitions and performances we choose to attend throughout the year!

All Company members are mandated to perform at 4 regional competitions throughout the year, in addition to 1 National Event in the summer. Additional competitions are optional. The exact competition schedule will be provided to you. By signing the form, you agree to commit to your dance team practices and performances from the beginning of August through the end of the next summer (post Nationals), as well as consent to attending all the mandated scheduled competition performances.

All performances, conventions, and competitions are mandatory. It is very stressful for company dancers to relearn choreography due to absent dancers. It is also very costly and time consuming to re-choreograph. Please do not ask for special exceptions. The schedule is set early enough in the year that you should be able to plan your absences accordingly. Ultimately, the dancers' spot in a group performance is at the discretion of the choreographers to be left in or removed from completely if they have missed in abundance. From that point on, it is the discretion of the KDA staff to determine whether a dancer is allowed to continue within the company. KDA Company members are expected to take their participation in the program seriously. Dancers with poor class or rehearsal attendance WILL be asked to leave the company.

All competition dancers will be required to stretch and practice at home. Dancers will also be required to attend any and all virtual/online trainings, etc. as assigned by Kristy Neely.

In addition to tuition, all members of the Company team must also understand the financial obligations of costumes, competition fees, props, and any additional expenses. If you choose to leave KDA Company, you will incur a \$250.00 drop fee from September through December. If you choose to leave after January 1, the drop fee will increase to \$500. This includes dismissal, relocation, and any reason a dancer may not be able to fulfill their commitments to the KDA Company.

Please sign your name here to confirm you have read and understand the complete CCF. In addition, by signing your name, you have read and agreed to all rules, regulations, and standards in the KDA Company Handbook.

Parent: _____ Date: _____

Dancer: _____ Date: _____