

Just for Kicks

School of Dance

NEW STUDENT HANDBOOK

(Web Edition)



***“Tomorrow’s success
Begins today”***

This handbook is for the new student and parents. We hope it answers a lot of your questions.

Welcome to **Just for Kicks School of Dance!**

Just for Kicks School of Dance has been in operation for fifteen years. This is our going into our fifth year in our new studio and we just added studio four 2 years ago.

Whether you love to dance and want to dance forever or you and your child are trying it for the first time to see if it's something you'd like, **Our goal is to have fun while learning and to have it be a wonderful experience**

Just for Kicks Philosophy

We want to encourage our students to be “the best they can be” as dancers and as individuals.

Dance education is designed to train dancers to:

- Gain poise in being with others
- Display grace in their actions
- Foster creativity
- Have confidence in performing for an audience
- Improve their physical fitness.

Enrollment

- Enrollment is for the entire year (**September** through the end of **June**). **If for any reason you won't be able to continue classes** (moving, illness, schedule conflict) please let us know right away by a note or phone call. We may be able to work out some problems. You must call 871-3333 **not rely on the teacher to tell us. It is not only courteous but also imperative that we be informed of the student's desire to discontinue any class.**
- **Tuition will continue to be charged unless we are informed.**

Attendance

- It is essential that students come to class on time. Arrive so that dancers have sufficient time to be properly attired for class.
- Absences may be made up by arranging participation in another class if it is the same level and not recital time.
- Late arrivals disrupt class concentration and make younger students feel they have missed something. In addition, they need a proper warm-up so they won't get injured.
- **Dance is a commitment** just like team sports. The class is a team and without all the players things don't work out the same. Many routines interact and dancers need their partners to work with. A student who misses a lot of classes misses out on new steps, etc. It is hard to have the time to re-teach a student and we don't want them to lose confidence by feeling they aren't sure of what they are doing. Sometimes it helps to arrange with another student in the class to show you what was missed. **From Jan-June only 4 unexcused absences are allowed to be able to perform in the June recital.** You may have privates to catch up.
- **ILLNESS** If your child will miss more than one week of class please call so that the teacher is aware of it.

Classroom Attire

- Students must provide their own dance apparel, footwear and needed hair supplies.
- Students with shoulder length hair or longer must wear their hair up in back and secured.
- Dance bags are recommended to organize the student's belongings with **all dance apparel and footwear clearly labeled with the dancer's name. This is a must to prevent lost articles.**
- Dancers should be in leotards/leos with shirts, or dance clothes so the teacher can see their moves. Shorts and t-shirts are too baggy and get in their way.
- **PINK leather BALLET**- shoes for girls
- **Black ballet**-shoes for boys-ties tucked in
- **BLACK TAP shoes**- put a small black elastic in place of the ribbon. Older girls wear lace up tap shoes.
- **Jazz shoes**
- **Lyrical shoes**- for some dances or performances
- **Toe shoes**-need to be properly fitted.

Class Moms

- Each class has to have at least two class moms. They help to get information to the whole class. Whether it is about class being cancelled, recitals, practices, costumes etc. They are essential to keeping everyone in the class aware of what is going on.
- The teachers can't call 450+ students with information so she relies on calling a class mom to forward messages to 8 or 10 parents. If there are two class moms each can call four. The more people that help the easier it is on everyone.
- If the parents in a class can't get a class mom the teacher may have to hire a person for that class. Each parent will then have to pay a certain amount. Recitals, especially, have so much information and to know what is going on you have to have communication.

- **Just for Kicks appreciates the class moms and volunteers so much. They provide invaluable support for our school and students.** They are such an important part of everything running smoothly and people not getting left out or uninformed. Thank you so much for any time you can put in to help.

Students

- Have your child go to the bathroom or get a drink of water before class. Let them know if they have to go during class it is ok to ask the teacher to be excused. Please tell us if there is any problem.
- If they will need water let them take a water bottle into the classroom so they aren't leaving to get a drink.
- ***Let your child know that for the 45 minutes to one hour that they are in class they aren't to leave to come and see you. Tell them unless something is wrong you can talk about it when their lesson is over. This way they don't get into the habit of trying to come and talk to you and miss something or disrupt the class.
- ***A lot of times if a new or younger child is having trouble or keeps wanting to come out of the classroom, they do much better if you leave. We don't know why but we have seen it work over and over. They stop looking for their parents and start to enjoy class. If you are having trouble, please give this a try before you feel they may not be ready for dance.
- It is good to ask them what they learned in class that day or to have them show you. This will let you help them work on something they may have had trouble learning and also help them remember it for the next class.
- ***Having them **PRACTICE** what they learned really helps to build their confidence.
- The teacher only has the student a short time in class. If you can see your child is struggling, encouraging them to practice, and talk to the teacher to see if maybe they are in too high of a level for them.
- We want them to be challenged but we don't want it to be so hard that they are really having trouble. Sometimes just learning some basics they may have missed makes all the difference.

Days When There is No Dance

- **Most** all **school holidays** are also dance holidays unless the teacher has told you differently for an extra practice or a make up class. On **long weekends** we have found so many people go out of town, etc., that the classes sometimes only had one or two people in them. That is why the dance school takes these days off.
- If the school is closed for **snow** there will not be dance class. If it starts to snow **after school** you can call and there will be a message if dance will be cancelled because of conditions.
- Sometimes if its windy we **lose power** and dance will be cancelled.
- If the teacher is **sick** and there isn't a substitute for that level of class. Make sure the school has a number you can be reached at. If you can't be reached you'll find out by a note posted on the door
- For cancelled classes you will be told to either take a credit or you will have a make-up class. Sometimes make-ups will be scheduled closer to the recital when dances need more polishing.
- **To avoid confusion and wasted trips make sure and be aware of the dance schools scheduled days off.**
- We are sorry if there are sometimes emergencies that make a class be cancelled.
- **We don't take off school in-service days**

Leaving the School Without Permission

Remind your child/teen they are not to leave the studio when they have been dropped off for a dance class.

In the past, students have been observed leaving with friends after being dropped off by their parents. **For your child's safety, this cannot be allowed.**

In the Waiting Room

Please limit your food in the studio and pick up any of your trash. For spills there are paper towels and a vacuum in the supply closet.

- We know that younger children get tired waiting for class to be over for bothers and sisters. Please bring them activities to keep them occupied. A lot of parents love to watch the classes and sometimes the noise level gets very bad.
- **Do not bring** lots of kids/ bothers and sisters/ friends to class and leave them while you run errands. Even if you tell them to sit quietly and watch we have learned from past experiences that isn't what happens. It gets very disruptive.
- **Make sure to look at the calendar** and see if there are any important notices. Especially at recital time there is a lot of information and sometimes it gets overwhelming. Dates that there are no dance classes will be on the main calendar. Make sure and mark them on yours at home.

Picking Up Your Student

- **Pick up your child promptly after class.** Teachers often have other commitments or just need to go home at the end of a day. Children have been left for as long as two hours after their class/slumber party was over. If you can't pick them up promptly, please make arrangements with another parent to do so. We will be charging a fee for non- emergency situations like this from now on.
- *****FOR THEIR SAFETY**: Make sure your child/teen knows **to stay inside the school** to wait for you. Make sure they know who is picking them up.
- If you **car pool** make sure to get any information that was given out in that class from the driver. This has been a problem in the past when things are posted and not passed on to the other parents

How to Pay

- Pay the **first class of the month**. Payments received after the 15th are subject to a late fee of **\$5.00**
- **Do not give any money to the teachers.** Put it in the tuition box. This ensures arrival to its destination. They are too busy teaching and it is likely to get lost or misplaced.
- **Do not take money off for a canceled class.** You will probably have a make up class and if not you will be told to take a credit on the next month. Wait to see how it will be handled.
- **Do not deduct for a class you have been absent to.** For an illness (broken arm etc.) call and we will note when your student will return to class and advise you what to pay.
- If you can't get to the studio to pay you can mail your check to:

Just for Kicks, Attn: Pennie
3743 SE Pine Tree Drive
Port Orchard WA 98366-3436

- **Pay with a check or money order.** This way you will have proof of a payment to check back on if there is any question.
- **Just For Kicks can no longer be responsible for cash that is pinned on cards.** Over the years when it hasn't made it way to the bookkeeper there is no way to prove it was paid and it is just safer all around to have a receipt.
- **Pin your check to your tuition card** and write the **month** you are paying for in the *memo. **Put it in the tuition box.**
- **If the name** on the check is different from the student please note that too, so you receive proper credit.
- **Keep tuition separate from other dance-related things. Do not add** merchandise, recital costumes, or CDs to it. They all go separate places. **Tuition payments only please.**
- If you have a problem making tuition, please call **promptly** and we will work out a payment plan.

Tuition Cards/Class Changes

Make sure the top of your card is made out completely and the information is correct. Make sure the classes you are taking are marked in the bottom.

- If you see a month you feel you have paid for isn't posted please call Pennie at 871-3333 with any questions. Cards are picked up the first week of the month and in the third week for late payers. If you have paid late and your card isn't in its slot, then it is being posted.
 - **If your payment is late (after the 15th), remember to add the \$5.00 late fee.**
 - If your card is missing /lost, please call and we will make a new one. **Do not take your cards home.** They are a record of payments.
 - Tuition is marked on the card, in a book and in the computer. It is easy to give you a read out of your payments and check numbers if there is any confusion.
 - **IMPORTANT** If you change classes, add classes, add a student, **pin a separate note to your card** with the new class times etc. This way, the bookkeeper will know why the amount is different and will make the appropriate adjustment to your tuition.
 - **If you change your address E-MAIL or phone number** make sure to write a note or call 871-3333 so we can change it on our main list. Make sure your class mom has the change also.
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PLEASE DON'T ASK THE TEACHERS TO BUY THINGS FOR FUNDRAISERS.

They have so many students that it is hard to be fair when they are asked.

Performances and Recitals

Each performance is considered to be a major production and not just a recital. These productions bring together all the dancers in our school, whether they dance once a week or daily in all forms of dance. They are designed to display what the students have learned in class and are meant to be fun and enjoyed by both the audience and student.

The performances enable our dancers to meet each other, see each other's achievements and to be inspired by each other. This allows them to see what they can achieve as a group as well as letting them feel proud of their individual efforts.

Recitals involve a great deal of effort by everybody. Teachers and students dedicate many hours to classroom instruction, additional rehearsals, and individual practice to perfect their performances. Parent volunteers coordinate ticket sales, costume deliveries and refreshments, as well as providing props and backstage help..

In December you will be able to come in the classroom to see from the front view some of the things they have learned in the younger students classes. We have found this is such a busy time of year and this has worked out well not to try to have a recital so early in the season.

WE HAVE ONE MAIN RECITAL THE END OF JUNE

The June Recital starts preparation by ordering costumes in January. The week of the recital is very busy with tech rehearsal, dress rehearsal, pictures and 2 recital nights. New students and parents make sure and read your recital handbook and come to the informative meeting so you know what's going on and don't feel overwhelmed. Ask questions.

**We want these performances to be a fun
experience, not a competition.**

Number of Dances

A lot of students come to classes 5 or 6 days a week. When they have a lot of classes you will see them in a lot of dances. This is not based on favoritism but on what they learn in class.

Experience and years of lessons, attendance, and practice are all factors that make a good dancer.

We just want you to know at recitals these are the things that contribute to the number of dances you will see a student in. Also keep in mind the more dances, the more costumes they will have. Make sure when you sign up for extra classes you realize this a commitment and what it entails in terms of cost, practices, rehearsals, time etc

PRIVATE LESSONS

The price of private lessons will be posted at the studio and is on availability of the teachers. Different teachers may have different rates. A “no show” will be charged for the lesson. Pay for the private the day you have it and write private in the memo on your check, date and teacher.

Make checks payable to:

“JUST FOR KICKS” SCHOOL OF DANCE.

Do not give the teachers any money pertaining to tuition, classes or costumes. Put it in the tuition (or costume) box so it will arrive at its destination. The teachers are busy teaching and it’s easy for checks to get mislaid. It is safest to have it go to the tuition box and be posted in the computer so that you are credited for what you pay. Check or money order is the way for you to have a record in case you aren’t credited for a payment.

Questions:

Call Pennie or Tanya
(360) 871-3333

mailing address:

3743 SE Pine Tree Dr
Port Orchard WA 98366

e-mail: Justforkicks@wavecable.com

website: **www.J4K.US**

Class Mom # _____

Phone numbers of other people in your
class

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____