



STUDENT HANDBOOK

Welcome to Kimberton Dance Academy!

This handbook contains information on the traditions and expectations of dance training as well as the studio policies of Kimberton Dance Academy. Please read thoroughly prior to the start of classes, as it will explain what is expected of you as a student. We'll see you in class!

Sincerely,
Brittany Flaherty-Ryan
Director, Kimberton Dance Academy, LLC

STUDIO RULES

- Young children are not allowed to enter the classroom before the teacher is present. Advanced students are encouraged to go in and warm up if the studio is available.
- Talking in class is not allowed. Hands should be raised when there is a question for the teacher.
- Gum is not allowed in class.
- Please allow for time before class for students to use the restroom. Requests during class are a distraction to both the student and other classmates.
- If a student needs to leave class early please warn the teacher before class with a note provided by the student. At the given time the student should thank the teacher & quietly leave.
- Each teacher may also have additional classroom rules, which they will discuss with students at the beginning of the session.
- Corrections from teachers are important for the development of a student. These corrections should be reflected upon and worked on by all dancers. While some young dancers may feel that they are being picked on, the teacher's comments should not be construed as criticism, but as the only means of progression.
- Corrections are frequently "hands on." Manual adjustment of a student's body to correct alignment and technique is standard practice.

BEFORE AND AFTER CLASS

- Parents and guardians are responsible for students' behavior and safety before and after class. Siblings must stay with parents; young children may not be left in the waiting room unattended.
- For those with young students, we strongly suggest you park your car in the adjacent parking lot and walk with your child into the waiting room.
- We also suggest that you come into the waiting room to pick up your child after class. If you drop off your child or arrange for your child to wait for you outside, you are assuming full responsibility for their safety.
- Please arrange to pick up your dancer promptly at the end of their class or rehearsal.
- We understand that delays in picking up your child and emergency situations happen. An office staff member will wait until all students have left our studio, so that there is access to a phone when these occasions arise.
- Students should not leave the studio in their dance clothing alone. Dancers also should not wear dance shoes outdoors in order to preserve the life of the shoes and the dance floors. All dancers should plan to change clothes in the bathroom, or wear appropriate cover-ups such as shorts, t-shirts, sweaters, pants, and/or dresses.

PROMPTNESS AND ATTENDANCE

- It can be extremely distracting to students (particularly younger dancers) when a student comes in late. We understand that running late is sometimes unavoidable, however, please do not let this become a habit.
- If you are finding it difficult to make it to a particular class, please think about moving your child to a class at a different time.
- It is not safe to dance without warming up. Any dancer arriving more than fifteen minutes late will not be allowed to participate in class. She/he will be allowed to watch class and then make it up at a later date.

MISSED CLASSES AND MAKE-UP POLICY

- Consistent attendance is important. However, if you must miss a class, [absences can be made up with a class of equal level or below within 30 calendar days after the missed class.](#)
- Please keep track of your missed classes.
- When you go to a make-up class, please arrive a little early and check in at the office desk. Please let them know what class date you are making up as well as the style & level.

CLASS TRANSFERS

- Students may transfer from one class to another only with permission from their teacher and the office. Please consider such changes thoughtfully.
- Class transfers will only be permitted as long as there is room in the class.

STUDIO GUIDELINES

- No pets are allowed in the building at any time.
- No food is allowed in the studios at any time. Please dispose of any food containers in the waiting room trash bins.
- Lost and found items left unclaimed one week after the end of the semester will be given to charity.

WINTER WEATHER CLOSING PROCEDURES

- School closing announcements will be posted on our website home page at: www.kimbertondance.com and on our KDA Facebook page.
- If you are not able to access the internet, you may call the office for information.
- In the event of an unusual closing (for an electrical outage or other unforeseen circumstance), we will email you to alert you to the closing. Please be sure to supply a valid email address on your registration form.
- Please use your own judgment when deciding to drive in inclement weather. Missed classes can be made up at a later date.
- Snow days can be made up at your convenience. No additional days will be added to the calendar.

OTHER NOTES

- We communicate frequently via email to save on printing and environmental impact. Please be sure to supply a valid email address on your registration form.
- We also communicate with you by way of handouts. We will most likely put all forms on the website, but please check with your child to see if anything was handed out in class.
- If your child feels ill or has a fever, please do not bring her/him to class.
- Please label all of your child's dance clothing, particularly shoes. Kimberton Dance Academy, LLC is not responsible for any lost or stolen articles.

DANCE ATTIRE OVERVIEW

GIRLS AND YOUNG WOMEN

LEOTARDS:

- Please see "Dance Class Attire" document for full details on which classes require a leotard to be worn.

TIGHTS:

- Please see "Dance Class Attire by Style" descriptions below for full details on which classes require tights to be worn.
- Tights belong under the leotard, not over. Please do not roll tights up either.

SKIRTS: Skirts are allowed in class, however individual instructors may request for no skirts to be worn if she/he so chooses.

HAIR:

- Hair must be pulled back neatly away from the face.
- Girls with very short hair can use combinations of barrettes and headbands in order for them to pull back their hair.
- For ballet class, younger students may purchase barrettes at a dance apparel store that allow you to insert a ponytail into a net for a quick and simple bun.
- All intermediate and advanced students must put their hair into a neat bun for ballet classes. For all other styles, a ponytail is sufficient.

SHOES: Shoes are denoting by each different style. Please visit your dance apparel store for purchase. Ballet shoes divide into two types. More definitions:

1. **BALLET SHOES** are worn by both sexes. Girls should purchase pink, boys should buy black. They should be reputable brands and be purchased at your nearest dance apparel store. Payless shoes are actually sometimes more expensive and are also lesser quality leather.

- Canvas or leather? It's up to you. Leather lasts a little longer, but canvas breathes a little better. Buy whichever is more comfortable.
- What about those little strings at the top? You are supposed to use these to pull the shoe snug on the dancer's foot. Then tie them in a square knot. You can then cut off some of the excess. The little strings are not supposed to be tied in bows and left on top of the shoe— they are to be tucked neatly into the shoe.
- What about elastic? Yes, all dancers should wear elastic on their shoes. Your dance-wear supplier will show you how it is to be sewn (by you, but very simple to do and some even come pre-sewn now)
- Some shoes come with two elastics already half-sewn on to the shoe. These are to be completed in a criss-cross pattern. Please do not tie these elastics to each other, but sew them to the shoe.

2. **POINTE SHOE:** The second type of shoe worn by ballet dancers is the pointe shoe. This shoe is only worn by females, and only after several years of intensive training. Dancers will be told by their teachers when they are allowed to begin taking pointe classes and will discuss the various types and details of pointe shoes to the student and parent at that time.

BOYS

- Boys who are just starting the study of ballet are encouraged to wear any loose, comfortable clothing, such as sweatpants or bike shorts, a solid color T-shirt, & ballet shoes.
- Boys in intermediate and advanced classes should wear a white, form-fitting T-shirt tucked into a Dance belt (a type of athletic supporter for dancers), worn with black footed tights and black ballet shoes

DANCE ATTIRE BY LEVEL

Early Dance (Creative Movement & Pre-Ballet): Black Leotard (can have attached skirt), Bloch pink tights, Pink Ballet Shoes (Bloch S0205G or Capezio Daisy 205) & Black Tap shoes (Bloch N625C or So Danca TA35). Hair must be pulled back off the face and secured in a bun. Clips w/ bun holders are suggested - easier for parents (available at dance stores)

Ballet – Beginning Ballet through Level 5: Black Leotard, Bloch Salmon Tights, Pink Ballet Shoes. Hair must be pulled back off the face and secured in a bun

Jazz /Latin Jazz Fusion : Black Leotard, Black "jazz" pants, tight fitting shorts or capris. Tights: Bloch Light Tan (preferably convertible). Hair in ponytail. Shoes: So Danca J243 Carmel or Bloch S0499 Tan.

Modern & Lyrical: Black Leotard, Black "jazz" pants, tight fitting shorts or capris. Hair in ponytail. Shoes: none, barefoot. Students may wear nude foot undies if they wish

Tap: Comfortable top. Black "jazz" pants, tight fitting shorts or capris. Hair in ponytail. Shoes (all should be full sole): Levels 1-3 can wear Bloch Black TA04/TA05 or Bloch SO301. Tap 4 should wear Bloch SO381L Full sole.

Hip Hop: Comfortable top and pants. Shoes: Can wear Black Trimfoot JS200 OR Regular sneakers that are bought and used SOLEY for dance class – **DO NOT WEAR OUTSIDE!**

Ballroom Dress Code: Comfortable clothes. A specific shoe is not required, but dress shoes w/ a heel are recommended for women (please buy solely for class & do not wear outside)