



The Academy of KRD
Moving Possibilities to Performance

Student/Parent Handbook

The purpose of this handbook is to provide guidelines for parents and students of The Academy of KRD in order to facilitate the best learning experience for all. Please read each section carefully. If you have questions regarding any information contained herein, a KRD Staff member or an academy instructor will be happy to assist you with clarification.

PHILOSOPHY

The Academy of KRD endeavors to train dancers in sound dance technique and artistry. The director and staff at the academy view dance as an art form. As such, they strive to promote dance as an outlet for creative and artistic expression rather than as a competitive activity. It is the goal of the academy to provide an atmosphere where students will be nurtured and supported while simultaneously receiving strong technical training and instruction in personal responsibility and appropriate classroom and rehearsal etiquette. This foundational training in substantive dance technique and personal accountability provides the means to developing successful performing artists and strong performance works. The Academy of KRD offers the unique opportunity for students to receive serious training in all major forms of classical dance equally—Modern, Ballet, Pointe, Jazz, Lyrical and Tap—without having to join a competitive team. In addition, KRD offers multiple performance opportunities for students each year so that dancers may develop their performance skills in conjunction with the training they are receiving in their academy classes. Every student, whether recreational or pre-professional, will receive serious and solid dance training to aid them in their personal dance aspirations.

DRESS CODE

It is recommended that all students be dressed in the proper dancewear for each of the classes they are attending, according to the dress codes listed below for each dance discipline.

Dance Attire – Ladies

Modern

Leotards – any style

Every student should have a black leotard and one other solid color leotard.

Please avoid patterns and excessive embellishments.

Tights – All ages

Style: stirrup, footless or convertible

Color: black or nude

Other – black or solid color biker or spandex shorts may be worn over tights and leotard

Black stretch leggings or form fitting dance pants may also be worn over tights and leotard

Shoes – none required; bare feet or foot “undeez”

Hair – tightly secured pony tail or bun

Ballet

Leotards – any style

Every student should have a black leotard and one other solid color leotard.

Please avoid patterns and excessive embellishments.

Tights – All ages

Style: footed or convertible

Color: pink, white or nude

Other – with teacher’s permission: chiffon short ballet skirts; no tutus in class except for designated “tutu day” for Children and Young Dancers Program

Shoes – canvas or leather ballet shoes with elastic; pink for ladies

Secondary option – Footies may be worn until ballet shoes are purchased

Pointe Shoes – Please consult with instructors before purchasing any pointe shoes

Hair – bun required

Jazz

Leotards – any style

Every student should have a black leotard and one other solid color leotard.

Please avoid patterns and excessive embellishments.

Tights – All ages

Style: stirrup, footless, convertible or with feet

Color: black, pink or nude

Other – black or solid color biker or spandex shorts may be worn over tights and leotard

Form fitting solid color top may be worn over leotard

Black stretch leggings or form fitting jazz dance pants may also be worn over tights and leotard

Shoes –jazz shoes – leather any style (slip on or tie); tan or black preferred

Hair – tightly secured pony tail or bun

Tap

Leotards – any style

Every student should have a black leotard and one other solid color leotard.

Please avoid patterns and excessive embellishments.

Tights – All ages

Style: Convertible or with feet. May also wear socks with tap shoes. No bare feet with tap shoes.

Color: black, pink or nude

Other – black or solid color biker or spandex shorts may be worn over tights and leotard

Form fitting solid color top may be worn over leotard

Black stretch leggings or dance pants may also be worn over tights and leotard

Shoes –Tap shoes

Styles preferred:

Children – black patent style (as sold in most dancewear shops)

Young Dancers –Jazz or rhythm tap shoe, (not high heel tap/character shoe), leather oxford lace up or slip-on with flexible soles.

Teen and Pre-Professional – Jazz or rhythm tap shoe, (not high heel tap/character shoe), leather oxford lace up or slip-on with flexible soles

*High heel taps may be required for some performances but jazz/flat tap shoes are preferred for technique class.

All Levels/Ages-Tap shoes with screws on taps are preferable to those with nails or rivets

Hair – tightly secured pony tail or bun

Hip Hop

Clothing as described in the Jazz section above may be worn.

Additionally, students may wear comfortable clothing which allows for freedom of movement and stretching, such as dance sweats.

No blue jeans.

T-shirts or sweat shirts are acceptable.

Dance Tennis shoes, (not regular street tennis shoes, as these damage marley floor), or jazz shoes

Dance Attire – GentlemenModern

White or black fitted t-shirt

Black stretch dance pants or sweat pants (not overly baggy), black biker shorts mid-thigh length

Bare feet

Ballet

White or black fitted t-shirt, white or black fitted tank style T-shirt or men's leotard

Black or white tights may be worn; black biker shorts mid-thigh length; black stretch dance pants

Black or white ballet shoes

Jazz

White or black fitted t-shirt

Black stretch dance pants or sweat pants (not overly baggy), black biker shorts mid-thigh length

Jazz shoes; black or tan

Tap

White or black fitted t-shirt

Black stretch dance pants or sweat pants (not overly baggy), black biker shorts mid-thigh length

Tap shoes. Tap shoes with screws on taps are preferable to those with nails or rivets. Flexible soles preferred.

Hip Hop

Clothing as described in the Jazz section above may be worn.

Additionally, students may wear comfortable clothing which allows for freedom of movement and stretching, such as dance sweats.

No blue jeans.

T-shirts or sweat shirts.

Tennis shoes that are not regular street tennis shoes (as these damage marley floor) or jazz tennis shoes or jazz shoes.

Adult Students

Adults may follow dance attire guidelines as outlined above for students or may wear the following:

Sweat pants, warm-ups, T-shirts.

Plain colors preferred.

No blue jeans.

Hair should still be secured out of face.

All Dance Styles - Gentlemen

Dance belt required for ages 12 and older

Please see Doctor Dance Belt web site for information.

Hair must be out of the face. If hair is long or has a cut which falls into the face, it must be pinned, tied, or otherwise secured back neatly.

Warmups – Ladies and Gentlemen

In colder weather dancers may wear warm up pants and tops for the first 10-15 minutes of classes but must be prepared to remove outer layers as class progresses so that faculty members are able to see and correct alignment and posture.

General Appearance

All Students are expected to dress neatly with hair out of their faces and long hair pulled back. Buns are required for ballet (to include pointe and variations) and acceptable for modern, jazz or other dance forms. A pony tail may be worn for modern, jazz and other dance forms but is not acceptable for ballet classes. Dancers should have hair properly secured prior to joining class.

Dancers should wear dance attire in good condition. Leotards, tights, and shoes with holes are not acceptable.

We recommend all dancewear is laundered after each use.

Please be cognizant of personal hygiene.

No necklaces, watches, rings, dangling earrings, wrist ties, ankle bracelets, etc.

Street Attire

When entering and exiting the building and when not in dance classes, a complete set of street clothes should be worn. Dressing rooms are provided on the premises so that dancers may change into, and out of, their dance attire before and after classes.

Dance shoes should not be worn outside. It is preferred that dancers not wear dance clothes in and out of the building without cover up clothing.

All street clothes, bags, personal items, etc. should be placed in the appropriate dressing room assigned to the student's level. Please do not leave personal items sitting out in the lobby area.

Purchasing Dance Attire

KRD has a limited number of shoes and tights available at discounted prices and a few articles of dance wear. Please inquire with a staff member. If you are seeking assistance in purchasing dance attire, we recommend the following dancewear stores:

Penny Robin Dancewear (Preferred for all pointe shoe fittings)
2600 West Main Street Littleton, CO 80120
(303) 795-1873
www.penny-robin.com

Assemble Dancewear, LLC (Not for pointe shoe fittings, please)
931 Park St, Castle Rock, CO 80109
(303) 663-2066
www.assembledancewear.com

Online Dancewear providers (For dancewear only, please. Not shoes): **Discount Dance** (www.discountdance.com); **Dancewear Solutions** (www.dancewearsolutions.com);

Other: Walmart, Target, Sears, Kmart and JC Penney may also carry items that are acceptable for modern, tap, ballet and jazz classes. Please speak to a KRD Staff member or instructor for more information.

REGISTRATION AND TUITION

All students must be registered at the academy prior to attending classes. In order to register, a student must have completed and turned in a registration form, a \$15.00 annual registration fee per student, as well as a tuition payment for at least one month of their program of classes.

Tuition is due on or before the 1st of each month. After the 10th of the month, a late fee of \$10.00 will be added to the past due amount. If checks are returned, a \$25.00 fee will be added to the amount due. Once paid, tuition is non-refundable.

If an alternate monthly due date is needed due to financial circumstances, please discuss this with KRD Staff and an alternate due date will be set up with a written agreement.

Classes that do not meet minimum enrollment may be rescheduled or cancelled. If a class is rescheduled or cancelled, parents and students will be notified.

ATTENDANCE

All students should attend all classes for which they are registered. Progress in class depends on consistent and attentive participation. Consistency is vital in developing muscle strength, memorization skills, and levels of mastery. Excessive absence will slow the advancement of the student and hinder progress toward completion of levels.

All students should attend all rehearsals for all performances in which they intend to participate. Teachers and choreographers must have every dancer present in order to create a new work or set pre-existing choreography effectively, and other students must be able to rehearse in conjunction with the full cast of a piece. It is critical that attendance is consistent in order to reach the level necessary for public performance.

Punctuality

Students should arrive **early** to dress and warm up **prior** to class. For younger students, it is the responsibility of the parent to ensure that their student visits the restroom prior to the start of class. All participants in class must be ready to begin class when the instructor enters the studio at the scheduled time. Students who arrive late, (up to 10 minutes after class begins), must receive the instructor's approval before they may participate in that day's class. Instructors have the right to ask a student who arrives late to observe the remainder of the day's class. Students generally will not be allowed to take class if they are more than 15 minutes late.

If students are in more than one class consecutively, time in between is for a quick restroom break and to change shoes for the next class. No more than 5 minutes will be allowed. Students should not be lingering in the foyers or dressing rooms between class transitions. Students are expected to make this transition between classes quickly and independently and should not expect the instructor for the next class to have to come find them. They are expected to be in the next class on time. Students should not be on cell phones between classes if classes are back to back, unless there is a need to call a parent. However, an instructor or KRD staff member should be notified by the student if this is the situation.

Proper dance etiquette for late arrival is for the student to wait until a class exercise in progress has finished before approaching the instructor to request permission to enter class. If a student knows they will be late on a particular upcoming class date, please speak with the instructor ahead of time regarding this situation.

Excused Absence Notification

If a student must miss a class due to illness, school requirements, or family commitments, please notify the academy via phone or email at least 48 hours in advance if possible. No refund or proration will be given for missed classes. Make-up classes can be scheduled. Attendance at a make-up class should be scheduled with the academy staff or teacher within three weeks of the missed class.

If a student misses 25% or more of their weekly classes this may preclude them from participation in the showcases.

Cancellations

In the event that the academy cancels a class, a credit towards the following session will be issued or the instructor may schedule a make-up class.

Severe weather is common in Colorado, and it may become necessary for the academy to cancel classes if travel conditions become too dangerous. If classes are cancelled, staff or teachers will call and/or email students affected by the cancellation. We take guidance from weather reports and the school districts, but please be aware that we will not always close when the schools close. We do generally make decisions on the side of caution.

If classes are cancelled due to weather, a separate make-up class may be scheduled for the missed class or classes; or student may attend another equivalent class during the same session; or a credit will be issued for the subsequent session if the academy is unable to schedule a make-up.

If the academy does not cancel classes but travel conditions are dangerous for you personally due to your location, please contact KRD Staff so that they can excuse the dancer for the day. In the event a student misses class due to weather or other personal reasons, (illness, family travel, school function, etc.), please email KRDSchoo@KimRobardsDance.org.

The student may then schedule, with The KRD staff, a time to attend another KRD class of appropriate level as a make-up class. The student must attend this make-up class within three weeks of the absence. No credit will be issued for missed classes in these circumstances.

Student Injuries

If an injury occurs, the injured dancer should immediately inform the director, all instructors, and/or the appropriate KRD staff member. Messages regarding injuries should not be conveyed through a third party. If an injury precludes a student from participation in classes a note from a qualified doctor and/or from a parent must be provided. The letter must include the nature of the injury and specify in what movements and/or dance activities the student may or may not participate.

PLACEMENT

Placement in classes is at the discretion of the faculty and is based on age and ability. Any change of level placement may happen only with the approval of the students' instructors. The first two to three weeks of each session are considered placement classes to confirm correct placement. However, a change of level placement may occur at any time with approval of the pertinent instructor as well as KRD Staff. The faculty and staff always have the best interest of the student in mind in determining placement. The KRD faculty members are less concerned with the "level" of class the student is in and most concerned with the student being in the appropriate level class for skill development.

CLASSROOM BEHAVIOR AND PROTOCOL

Students will end class in all dance disciplines with a reverence as directed by the instructor. Standard dance etiquette will be observed, which includes dancers' applause at the end of the class and students personally thanking the instructor at the conclusion of class.

Students should not leave the classroom during class time unless permission has been asked of and given by the instructor. If a student is given permission to leave class, it is expected that the student return within 5 minutes. In the event a student does not return within this reasonable time period, the student may be required to sit and observe the remainder of class.

Any student not exhibiting correct classroom behavior or protocol may be asked by the instructor to stop participation until they are prepared to follow behavioral guidelines and the instructor invites them to resume participation in class. Continued disruptive behavior may result in student not being allowed to participate in future classes as disruptive behavior is unfair to the other students in class.

Cell phones may not be brought into class or the studio and must be turned off and left in the dressing room. In the event a parent needs to reach a student, please call the Academy phone at 303-825-4847.

PARENT OBSERVATION

Only students are allowed in the studios during class time. Parents and other people associated with students may wait in the front lobby in the seating area to the left of the front door. Parent Observation days will be available on designated dates during program sessions and parents will be informed of these dates.

Parents and visitors are **not** permitted to take pictures or video during classes or during performances unless special permission is granted in writing. This has to do with student privacy policies as well as professional work copyrights. Parents or visitors attempting to take pictures or videos during classes or performances will be asked to put away their phones or cameras.

The academy requests that parents manage their students and their additional children, who may not be in class, to behave appropriately so as not to disrupt any classes or matters of academy business in or outside of the building. This includes during arrival and departure.

Parents are expected to drop off and pick up students within a reasonable time frame before and after class. . In the event someone other than a parent or guardian is picking up a student, please inform KRD staff so that the student may be released to this person if the party is unknown to the Academy faculty and staff. Students, regardless of weather, are requested to wait inside, rather than outside, for their ride.

STUDIOS AND DRESSING ROOMS

No food items or drinks are allowed in the studios, except bottled water. Please no glass. All food should be kept in personal bags, lunch boxes or coolers in the dressing room. All food should be eaten at the appropriate table provided in the lobby. All students are expected to clean up their trash at tables and in the dressing rooms and place in proper trash receptacles. In the event a student needs something refrigerated please speak with a KRD staff member.

The academy is not responsible for any lost or stolen items. Please leave all valuables at home.

Students should keep all of their coats, bags, shoes, etc. in the appropriate dressing room designated for the student's program level. Students are responsible for cleaning up after themselves in the dressing room, studio, and restrooms. This involves hanging or folding their clothes neatly, gathering their belongings, and putting away any props they may have used.

Please do not go behind the front desk to enter the dressing rooms. Enter from the front of the staff desk to the end nearest your dressing room door. Students are expected to use the appropriate dressing rooms for their age group and gender.

COMPANY PERFORMANCE ATTENDANCE

It is an expectation and is recommended that all KRD students attend at least one of KRD's professional company performances per year. All of our teachers are or were professional company members and/or professional dancers. The academy therefore feels it is an important part of each student's education to observe and understand the level of training they are receiving, the level to which they are aspiring, and witness a formal performance setting. You will be kept informed of all major KRD performances and events throughout the year so that you can attend. All KRD Students receive 10% off their student ticket price for all KRD professional company performances.

KIM ROBARDS DANCE CALENDAR OF EVENTS (2015/2016)

- **KRD Company Performances/Events-To Be Announced**
- Fall Parent Observation Week of October 19th
- Auditions for Winter Production Saturday, September 12th
- Thanksgiving Break – No classes Week of November 23rd
- Holiday Showcase December 12th
- Spring Parent Observation Week of February 22nd
- Spring Break – No classes Week of March 28th
- Winter Production Saturday, February 27th
- (Includes "Aurora's Wedding" Ballet & New Original Robards Modern Piece)
- Spring Showcase May 21st

Student and Parent Agreement and Signature Page

Please complete the form below, sign and date, and return this to a KRD staff member.

I, _____ am the parent or guardian of the following Academy student(s):

Please list your student(s) name(s) below:

- 1. _____
- 2. _____
- 3. _____

I have read and reviewed with my student the full Academy handbook and understand and agree to abide by all items contained herein.

Print Parent or Guardian Name: _____

Signature: _____

Date: _____

Student Name, (Ages 12 and older): _____

Signature: _____

Date: _____