*Welcome to Montevideo Just For Kix!*

*We are so excited to have you as part of our dance family! With the dance season comes several frequently asked questions by parents and guardians. We are here to make this experience just as fun for you as it is for your dancer. Our goal is to provide you with great communication in advance so there is less stress later.*

*Thank you for trusting us to give your dancer the ultimate dance experience!*

*With Kix, Coach McKenzie*

***Monte JFK Vision: To educate young athletes, empower them, and teach life lessons they will utilize and appreciate long after their dance years. To create an atmosphere and culture that is a positive outlet, and encourage our athletes to embrace the sport of dance with passion.***

**Parking and Facility Respect:**

The Cornerstone Chiropractic office often has patients until after the 6:00 hour, and the water station which is open 24 hours. We are very blessed to be able to practice in the Cornerstone Chiropractic space. With this in mind, we must be respectful to Sam and Jennie Gunlogson's Chiropractic practice, the owners of our beautiful building. If we all help to follow these simple guidelines, and it will help to make everyone's experience enjoyable. *\*\*With COVID - Entrance and Exits will be different this season, and a work in progress to see what the best solution is. Please be flexible with these changes!\*\**

**To make this a great experience for all of us, here is a reminder of our facility guidelines:**

* **Please Park in the NORTH parking lot, when dropping off and picking up your dancers**
	+ **The front spaces and loop in the front lot should NEVER be used.**
	+ **Please if you have a dancer that dances late park and come by the EXIT Door to pick them up.**
* **The waiting area in the front of the building will be closed to parents, and dancers until further notice.**
	+ **Parents are welcome to run errands during their dancers class time**
	+ **One (MASKED) Parent will be permitted to enter the building with children under the age of 6 to bring them to their dance spot, but then must exit once their child is settled.**
		- ***We know watching your dancer is important to you. It is to Us as well. We WILL be having several opportunities for parents to watch their children dance. We are weighing different options for different performance opportunities.***
* **Dancers can ONLY arrive within 5 minutes of their class time. Early drop-offs Will NOT be Permitted this season.**
* **An assistant, head-instructor, or the director will come out 5 minutes before the start of the next class.**
* **Young dancers and children should never be left unattended.**
* **NO horseplay in any part of the building. This includes: No feet on the chairs or Walls, No Gymnastics, Screaming, or vandalism of any kind. A parent or guardian will be contacted if this becomes an issue.**
* **PLEASE No Food or Beverages - *If you must eat due to medical issues please let the coach know in advance.***
	+ **LABELED WATER BOTTLES ARE ALLOWED and SHOULD COME TO CLASS!**
	+ **Meals should be eaten at home before or after your dancers class.**
	+ **Do your best to help us keep things clean! We want this to be a facility where everyone feels welcome**

**COVID**

If your child was registered prior to 8/15/2020 please log back into your JFK family account and complete the COVID waiver online. Dancers without a signed waiver will not be permitted into class until you have done so.

Please see the Roadmap to Reopening attachment for further details.

*Please know through the fluidly changing circumstances with COVID-19 we are working closely with the home office to provide you, our staff and dancers with the best and safest dance experience. This will take lots of flexibility and understanding from all parties this season. We appreciate your grace and understanding as we attempt to navigate through these uncertain times.*

**What to wear to class:**

Dancers should come to class looking like a dancer! Appropriate practice apparel is jazz shorts, jazz pants or leggings, leotards, unitards or biketards, old dance uniforms, jazz or ballet shoes or tennis shoes for Hip Hop, and hair pulled back in a ponytail with a headband to keep hair out of their faces, or a better yet a BUN (Competition Teams require buns). If your dance shoes are not yet in please wear a pair of tennis shoes to class. You can order dance apparel at <http://www.justforkix.com/>

**Uniform Orders and arrivals:**

Uniform orders will need to be placed online no later than **October 1st**  in order to ensure they arrive in time for the Winter performances. Please use the measurement chart through your JFK website.

*NOTE: Uniforms take approximately 8-10 weeks to arrive, so ordering in the summer is a great way to get your uniform pieces EARLY. They will be delivered to Coach McKenzie and she will distribute them to dancers.* ***ALL UNIFORM PIECES ARE REQUIRED*** *- unless you already have a designated piece: i.e. high waisted leggings, shoes, etc from the previous year.*

***Should a uniform piece arrive that does not fit:*** *Parents should make sure their dancer tries on their uniform IMMEDIATELY upon arrival of dancer bringing the uniform home. If a piece does NOT fit, or there is damage to the uniform the back of the BLUE receipt (which is received with your dancers uniform) should be filled out by the dancer's parent, and returned IMMEDIATELY to Coach. Uniform pieces will NOT be able to be returned without a BLUE receipt. Coach McKenzie will then exchange/return the items to the home office for the dancer.*

**REQUIRED ITEMS:** (we are aware these items are listed as optional on the site - this is due to some already having pieces from previous years, and Male dancer options)

* Jazz Shoes for Kick and Jazz - Hip Hop shoes for Hip Hop
* Uniform (Dress, Biketard, Pants, etc.)
* Tights
* Hair Piece

\*\* Due to COVID: Many of our uniforms are currently on a back order, due to the fabric manufacturer. We will continue to update on status as updates come from the home office. Please be patient through this process. Thank you.\*\*

**Payment Policy:**

It is Just for Kix policy that all dancer accounts are paid on the 1st of every month. Any dancer who is One month or more behind in payments will not be allowed to attend dance class. Class Payment reminders will be sent out via email before the 1st of the month, as well as on the 4th & 9th of every month and then weekly for late payments. **To ensure payments are made on time please set up the Auto-payment option through your JFK Family account.**

**Bookmark these pages:** *We frequently update Facebook and our website with NEWS, Announcements and Resources*

Montevideo JFK Class Page: <https://www.justforkix.com/danceclasses/montevideo-mn/>

Facebook Page - Just for Kix – Montevideo, MN : [CLICK HERE](https://www.facebook.com/Just-For-Kix-Montevideo-MN-1551085828550286/)

Class Registration and Payment website: <https://www.justforkix.com/danceclasses/montevideo-mn/>

**Communication Methods:**

Most of my communications are done via email. **Please make sure that the email address and alternative email address that you have in your dancer’s account is the most up to date.** I always pull from the accounts on our data-base when sending emails.

Please be sure to like the Just for Kix – Montevideo, MN facebook page to get additional information.

*In the case of incremental weather* the communication will go out via the KDMA Radio Station, Facebook, Montevideo Just for Kix Website, BAND App, and an email.

**Facebook Messenger Response:**

If you have tried to send us a message via Facebook messenger you may have received a canned response directing you to email us. To mainstream our communication and provide the best customer service to you and your family we are asking that all communication be done via email, or phone call.

**Class time questions:** Your questions and concerns are very important to me; however our studio time is extremely precious. This season should there be any questions or concerns please email me, or call and leave a message. Email is preferred as I can track this. I will respond back to you within 24 hours. If possible please refrain from using Facebook messenger or Text as a means of communication. These messages can easily get missed through my personal messages. Thank you.

**24 Hour Rule:** Sometimes emotional situations arise. To help defuse heated situations we have implemented the 24 hour rule. Should a concern come up that the dancer, parent or coach is upset about ALL PARTIES are asked to wait to reach out until the next day. It allows parties to reflect on the situation and approach it in a professional matter.

**Absence:** Here at Montevideo JFK we understand that “Life Happens”. If your dancer needs to be out of practice for the week due to illness, or other circumstances please communicate with us accordingly. In the event your dancer chooses that our program is not for them: Please contact coach McKenzie to have a discussion. This helps the whole team to have a better understanding of the situation.

Because we only practice once a week we encourage your dancer to try and attend all practices. If a dancer has missed several classes, but then attends the week before a performance a conversation between the dancer, coach and parent will be had. This meeting will determine if it is in the best interest of the dancer and team to have the dancer perform, or sit. ***Each circumstance is different so this will be decided on an individual basis.***

**Coach McKenzie Office Hours:**

Throughout the dance season all emails/phone messages will be responded to within 24-48 hours. If it is a weekend or Holiday please be generous. I frequently sub at the schools during the day and coach after school hours Oct.-Feb. Please know that if you leave me a message I will get back to you as soon as I’m able. Thank you!

**REMINDER: During in studio times I will not answer my phone,text or be available by email. I will be working with your dancer ☺**

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| ***Sunday*** | *OFF* | *Special Sessions Only* |
| ***Monday*** | *Office 8:00-11:00* | *AT STUDIO in class: 3:00-9:30* |
| ***Tuesday*** | *Office 11:00-3:00 (emails, calls, Admin)* | *At Studio: By Appt Only* |
| ***Wednesday*** | *Office 8:00-11:00 (email, calls, Admin)* | *AT STUDIO in class: 3:00-7:00* |
| ***Thursday*** | *Office 11:00-3:00 (email, Calls, Admin) - DELIVERY and Shipping day* | *At Studio: By Appt Only* |
| ***Friday*** | *Office 8:00-11:00 (email, Calls, Admin)* | *At Studio: By Appt Only* |
| ***Saturday*** | *OFF* | *Special Sessions Only* |