

**Just For Kix of White Bear Lake**  
**Communication Information for 2015-2016 Dance Season**

We want to stay in contact with you as much as possible without overdoing it. Below is a listing of ways we will communicate important information with you, and how you can contact us.

The last bullet point is very important - please sign up for our texting system so you are informed if an emergency should arise.

**Communication**

I am an open person who wants to share information. I will communicate with you in many ways:

- Email
  - This will be my MAIN form of communication with you. Until an easier and more reliable method comes out, this is it! PLEASE check your email at least once a week or more, and be sure to check it on the day your dancer has class in case there are any last minute things I need to notify you of (like, for example, if the church is holding an event, like a funeral, on the same night as classes).
  - Be sure that I have your MOST USED email address on file.
  - I currently use a Google email system that is managed by Just For Kix. This system sometimes drops people from my distribution list. It has happened a handful of times over the years. If you notice that you haven't received an email from me for about two weeks, chances are you've been dropped, so please notify me by email, text or phone and I will fix it. Thanks!
  - Just For Kix is currently working on a NEW email system for us. This email system will utilize ONLY the MAIN EMAIL address you listed when you signed up at [classes.justforkix.com](http://classes.justforkix.com). If your email address changes, be sure to change it in your student account on that site.
- Newsletters
  - You will receive four bimonthly newsletters. Sept-Oct, Nov-Dec, Jan-Feb and Mar-Apr (this includes the one week into May that we will go).
  - These are usually distributed the first week of the first month for that newsletter or earlier.
- Phone
  - I will call you if I have an urgent question or need something from you quickly, but I don't typically call. This is because I usually think of things at odd hours and it is an inappropriate time to call.
  - You can call me anytime! If I'm not there, leave a message and I'll call back as quickly as I can.
- Website
  - Currently, our website is located at [www.justforkix.com/danceclasses/whitebearlake\\_mn](http://www.justforkix.com/danceclasses/whitebearlake_mn)
  - Just For Kix is working on NEW program websites that will be ready sometime yet this fall (hopefully).

- Calendars, dates, events, news and announcements will all be on the website. Until Just For Kix finishes our new site, please refer to the current one. I will send the NEW link when it is available.
- Texts
  - I don't typically text parents unless it becomes absolutely necessary.
  - Feel free to text me anytime and I will respond as soon as possible.
  - **"Remind" Texting App**
    - We would LOVE to be able to reach ALL of our dancer families by using one TEXT. There is an app that we can use called REMIND. If you could please add yourself (and your dancer, spouse, etc.) to the lists that pertain to you below, we would appreciate it!!!
    - ALL STUDENTS - text **@all-jfkwbl** to **81010**
    - Mondays - text **@mondaywbl** to **81010**
    - Tuesday AM - text **@tuesdaytk** to **81010**
    - Tuesday PM - text **@tuesdaywbl** to **81010**
    - Wednesday AM - text **@wed-wbl-tk** to **81010**
    - Thursday - text **@thurswbl** to **81010**
    - You do not need to try to bold the words - I just did that in this document to make it easier to read. :-)

We hope to cover everything that is necessary by using these methods. If you have any questions about this, please contact our Program Director at 651-653-8539 or [whitebearlake\\_mn@justforkix.com](mailto:whitebearlake_mn@justforkix.com), or our home office at 218-829-7107 or [dance@justforkix.com](mailto:dance@justforkix.com).