THIS IS HOW WE DO IT- Belvidere Just for Kix

Kimberly Robertson – director – 815-494-2672

Belvidere\_il@justforkix.com

WHEN TO ARRIVE:

to be early (5-10min before) is to be on time and to be on time is to be late. We start classes exactly on time and let them out on time. Please have dancers ready (bathroom, shoes, hair up, jewelry off) before entering the room.

Please be on time to pick up your dancer from class! If you have a dancer in 1st grade or younger please come inside building to pick them up.

WHAT TO WEAR TO CLASS:

We would like all dancers to wear tight fitting clothing to class. This ensures the instructor can see the lines of the body and if dancers are doing the technique properly. Leotards, jazz shorts, jazz pants, sports bras, yoga pants, etc. Clothing that the dancer can freely move in is important. Jeans or jean shorts are not allowed. Please also make sure that if you send your dancer to class with leggings that they are super stretchy and not jeggings.

Hair needs to be pulled up at all times. Dancers that come to class with their hair down will be sent out to the parent to have them pull it up. Buns are preferred over ponytails but both are expectable.

Please DO NOT wear your jazz shoes outside. Change into jazz shoes when you arrive and take them off when you leave.

\*\*\*Helpful tip\*\*\* get a duffle bag that is for dance only. Keep all shoes, hair ties, costume pieces together so they never get lost and label your items with your name.

TREATMENT TO OUR FACILITY:

Please have all children (dancers or siblings) supervised at all times! Do not allow them to wander around the parking lot. Respect to our facility is greatly appreciated.

ATTENDANCE:

Please make it a priority to make it to as many classes as possible. Dancers that don't come regularly do not know the routine as well as the other dancers. Dance is a team sport and not coming to class effects the whole group.

PARENT COMMUNICATIONS:

Email is the primary form of communication parents will receive from Belvidere JFK. Kimberly will be sending 1 to 2 emails regularly a week reminding you of things happening in the program. Please, “like” our Facebook page (just for Kix Belvidere) and sign up for text reminders as well. All paper handouts can be found in PDF form online through your dancer account as well as music of the routines you are currently working on.

Classes run back to back for all instructors. This unfortunately does not leave any time in between classes for parents to ask questions. If you have a quick question that requires a YES or NO answer that is fine otherwise, please call or email Kimberly with all your questions or concerns and she will be happy to address your needs.

PLEASE **DO NOT** **TEXT** KIMBERLY! There are to many parents and dancers to keep track of and her phone going off with messages all the time is not convenient. Please call and ALWAYS LEAVE A MESSAGE. If you do not leave a voice message, you will not get a call back.

NO INTERRUPTION POLICY:

We cover a lot of material in our short time in class. To ensure we get things done without distraction we do not allow siblings or parents to stand by our windows or doors.

If we have a young dancer that is not adjusting well with the separation from the parent or caregiver, the instructor will allow the parent to step inside the room for a short time or have the dancer exit the room to their parent.

DISCIPLINE:

If instructors are having trouble in class with a dancer this is how we will handle it:

For our youngest dancers (3yrs-1st grade); if dancers are being very disruptive and holding the class back due to negative behavior we will send the dancer out to their parents or caregiver for a couple minutes. The parent/caregiver will then send them back to class when they see fit.

For our older dancers (2nd grade and up); if dancers are being disrespectful, talking back, disruptive or just not expressing the want to be in class or participate the dancer will be asked to either: leave the room for a few minutes until the instructor comes and gets them, sit down off to the side for a few minutes or told to leave the class completely and go home (extreme scenario).

No matter the age of the dancer, the parent will be informed of any discipline that happens in class, either during class or after.

CLASS CANCELATIONS:

Classes only get cancelled if District 100 cancels school due to **weather** or an instructor gets sick. Parents will be notified by email, Facebook and text message reminder if classes get cancelled. Classes that get canceled will be rescheduled that week or will be made up at another time before the end of the season.

**If school is not in session due to holidays or breaks we WILL still have class unless you have been notified otherwise.**

PAYMENTS:

JFK offers parents the option of paying tuition monthly, ½ or full season. All class tuition payments and uniform payments and/or ordering is done through your dancers online account.

**Classes.justforkix.com or www.justforkix.com/danceclasses** – absolutely everything is done through this site!

**Class tuition payments are due on the 1st of the month!** You can only pay online through your dancer account or by phone to the home office: 218-829-7107

There is a $10.00 late fee that will be charged to your account after the 10th of the month if, you’re not paid up.

ALL ACCOUNTS NEED TO HAVE A $0.00 BALANCE IN ORDER TO PARTICIPATE IN ANY PERFORMANCES. If your dancer account gets behind by 1 month your dancer will not be allowed to come to class again until your account is paid in full. For example: if you did not pay for September classes and October 1st comes and you still did not pay for both September and October, your dancer will not be allowed in class.

UNIFORM/COSTUME PIECES AND PAYMENT: All uniforms need to be paid for IN THE MONTH OF SEPTEMBER! If you choose to order your uniform after September 30th you risk not having it for our first show in December. Uniforms can take up to 10 weeks to arrive. Please make sure you order ALL THE PIECES! Some classes have pants and shirts or two pairs of shoes, extra accessories for hair, hands or feet. If you have a question on a uniform item, please ask Kimberly.

UNIFORM/COSTUME RETURNS OR EXCHANGES:

All uniform pieces can be returned for a full refund if the dancer never wore them to a performance.

\*Tights cannot be returned if the packaging was opened.\*

If a uniform piece does not fit properly, **parents will be responsible** for returning the uniform piece and filling out the form that comes with the uniform for exchange. The director can no longer take uniform pieces and send them back for you.