

Next Step Dance Kodiak Parent and Student Handbook

A GUIDE FOR STUDENTS AND PARENTS

As a condition of enrollment at Next Step Dance Kodiak (NSDK) students and their parents or guardians agree to abide by all the policies set forth by NSDK, its director, faculty, and staff. NSDK reserves the right to terminate any student's enrollment at any time for misconduct or inappropriate actions by either the student or his or her parent(s).

Welcome to Next Step Dance Kodiak!

It's our absolute pleasure to warmly welcome you into our family at Next Step Dance Kodiak. Our team is thrilled to see many familiar faces return to the studio and even more excited to see some new faces join our community. We take our roles as a mentors and teachers in your child's life very seriously. In the process, we strive to set the right example and help your child (and you) create memories that will last a lifetime.

We have created this one-stop handbook to hopefully shed some light on how things will run throughout the year as well as answer a lot of queries you may have before the year begins. We believe that our success comes as a result of providing solid training and quality service, as well as our underlying belief in the strength of our organization. We have created this handbook to offer our students and their parents a clear understanding of their commitments and responsibility to the school. This handbook will serve as your guide to NSDK and its philosophy of dance education.

While we would love you to take the time to read this information carefully and keep your handbook in a safe place to refer to as you need, don't forget that our friendly staff are always here to help and will happily answer any queries you may have. Nothing is too big or too small, we promise! ☺

QUICK REFERENCE STUDIO INFORMATION

Address: 1220 E Rezanof Dr

Phone Number: 907-654-5722

Email: dance@nextstepdancekodiak.com

Website: www.nextstepdancekodiak.com

Owner/Director: Mary Beth Loewen

STUDIO PHILOSOPHY

To start us off, it's important to us at Next Step Dance Kodiak that all members of our teams share our vision, our purpose, and the philosophy that encompasses everything we do both in and outside of our classes. This is a vision that is shared and demonstrated by the directors, teachers and staff members at our studio and it is the driving force behind every interaction with our students and their families.

***NSDK MISSION STATEMENT:** At Next Step Dance, we believe that artistic expression has the capacity to inspire and enrich the lives of people of all ages. We provide high-quality instruction to all ages, taught with enthusiasm, and provide students with a safe, accepting, and motivating environment in which to learn and grow. Our instruction emphasizes the importance of correct technique, having fun while building self-esteem and a positive sense of self, experiencing the discipline and freedom of movement, and working as an individual within a group. We expect and encourage kindness and respect to ourselves, our classmates, our teachers, and our dance families. Our staff leads by positive example, facilitates dance among all ages of people, and encourages our students to strive for excellence both within and outside the dance studio.*

NSDK is committed to providing high-quality dance classes to enhance the overall development of the child. We believe that dance training encourages young people to develop a positive self-image as they increase awareness of their physical being. Along with improving coordination skills and developing muscular awareness, dance classes give children the freedom to express themselves through movement.

The highest educational standards are expected from all NSDK faculty members. They are lifelong learners who continue to educate themselves through certification programs, teacher-training schools, conferences, and other learning opportunities.

KEY EVENT DATES FOR NEXT STEP DANCE KODIAK:

IMPORTANT DATES

We understand wholeheartedly how busy the lives and schedules of our dance families can get as the year rolls on, so we have tried to get many of our important dates organized and ready for you so you can plan other commitments. Below we have listed some of our most important “Save the Dates” with more information (including times, costumes, requirements, etc.) to be communicated via email and written handouts as we get closer to the events. **If you know ahead of time that your family will be unable to attend these events due to planned holidays or existing commitments, please let us know at your earliest convenience.** Please note that excessive absence from class or rehearsals may prevent your dancer from performing in the annual recital.

Open House: August 25

Start of classes: September 3

Shop the Rock Flashmob (open to all students and public): Sept 22

NUVO Convention in Anchorage: Sept 28-30

Nicolas Santocino hip hop workshop: October 10

Come in costume & bring a buddy week: Oct 24-31:

Thrill the World (open to all students and public): October 31

Bodyvox workshop: October 31

“Winter Showcase” show dress rehearsal: Nov 30 (Friday)

“Winter Showcase” performance: Dec 1

Auditions for solos/ensembles for spring production: Dec 8

“Share the love week”: Feb 11th -16th:

Weekend rehearsals for Spring Recital: April 13, 20, 27, May 5

Photo day in recital costumes (in place of Saturday rehearsal): May 4th

Annual Spring Recital: May 11

Kodiak Arts Council Crab Festival public performance with Artist in Residence:
May 20-25th:

Closures:

October 31: Halloween- morning classes, but no afternoon classes – BODYVOX workshop

Nov 1: Dance classes will be rescheduled for BodyVox performance

Nov. 22-25: Thanksgiving Holiday, no classes

Dec 17-Jan 1: KIBSD Winter break, no regular classes. Specialty classes may be offered March 11-15: KIBSD Spring Break, no classes

Please note: NSDK holds dance classes on KIBSD inservice days

FOR OUR STUDENTS

The first step to becoming a successful dancer is making a solid commitment to your classes. Strong technique is a key ingredient and class is where you develop that technique. Come to each class prepared to learn and without personal distractions. Class time is your chance to focus on yourself, so try to leave your concerns or worries at the studio door. True progress is made when you look at each class as an opportunity to become better at what you love to do. Dance full-out, stretch a little further, become more aware of your technique, and make the most of every class.

Respect for the teachers is essential. Listen to each correction given, whether it's directed at you or another dancer. A correction is an honor; it shows you how much a teacher cares about your progress as a dancer. Always say thank you when a teacher or choreographer offers you constructive criticism. Nothing can stop those students who apply themselves in every class and appreciate their teachers' knowledge and experience.

FOR THE PARENTS: "WE'RE IN THIS TOGETHER"

We believe that children's success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to be a part of your child's dance education.

Our programs rely on a positive atmosphere and educational experience for our faculty and students and their parents. Cooperation between all parents is expected. Showing respect—for other parents, the students, and the faculty—makes an important impression on the children. You are a role model for your child on how to interact with others in a professional setting. We welcome your feedback and suggestions on how we can improve our offerings to both our students and our studio families... please tell us how we can be better!

Your child's presence at all classes is imperative. The spirit of teamwork and the lesson of dedication are a big part of our school's educational process.

Parents and teachers may look at a child's learning from different perspectives. However, we believe they share a common goal: to ensure that every child receives the best possible training, both physically and mentally. Mutual respect among our faculty and our students' parents provides the children with the ultimate care and education.

CLASSROOM OBSERVATION

The dance classroom is an incredible space for individual growth in students, and for teachers and students to develop important bonds of trust and respect. You are welcome to attend the first class of the year with your child, especially since the teacher may be passing on important information, such as hair or clothing notes. And, although it is fun to be involved with dance classes, having parents in the studio can distract a child, make them self-conscious, or lead to confusion about who the authority figure is during class.

time. Therefore, after the first week, we respectfully ask that parents do not enter the classroom with their child except in extreme circumstances, which will be decided after a meeting between the parent and director. Instead, NSDK will offer in-class observations at various times through the year. This is the chance for you to see firsthand what the classroom experience is like for your child.

Never disrupt class. During the in-class observation week (or at any time if the door to the classroom is open), please refrain from distracting your child. When classes begin to learn choreography for performance, we may invite parents in during the last 10 minutes of class to record their dancer, in order to have video footage to practice with at home.

SPECIAL INFORMATION FOR PARENTS OF PRESCHOOL STUDENTS

Our purpose is to provide the highest-quality preschool education in a secure, nurturing, and stimulating environment. NSDK serves the physical, emotional, and intellectual needs of the preschool students. We meet these goals with our age-appropriate curriculum and ongoing communication with parents.

The first few weeks of classes serve as an introductory phase to help students become comfortable with the overall dance experience, the classroom, their teacher, and their classmates. You are welcome to be in the studio room with your dancer the first class, but after that it is important for parents to remain outside the dance room while your child is dancing.

Right from the beginning we focus on your child's coordination, listening skills, musical awareness, and developing imagination. We accomplish this through age-appropriate music and song, simple stretching exercises, ballet and tumbling basics, and games in an environment of creativity. Some preschool students will incorporate simple tap-dance movement at ages 5 and 6.

Preschool dance is about helping children learn to tap into their imaginations and express themselves creatively, not necessarily about learning steps (although they do get introduced to some basic steps). So don't be disappointed if your child doesn't pirouette around the house or look like a professional ballerina right away.

Separation From the Parent

We love welcoming new students into our dance family! Your child's first dance lesson is an exciting day. We recognize though, that for some children, letting go of mom's hand and stepping into our studio can be a difficult moment. The process of separating from the parent as the child attends dance class is an important accomplishment of preschool children.

As children mature, they begin to identify themselves as independent personalities. In separating from you, the parent, your child is learning

- to develop an interest in the activities of the dance class;
- to feel comfortable with other children in the class;
- to understand that his/her parent will come back and pick him/her up;
- to understand that all parents leave their children and come back for them.

It is important to know that at times young children will explore the limits of attending dance class and say they don't want to go. This period may occur anytime, but it is usually short-lived. Here are some tried, tested, and true tips to help make your child's first dance lesson a success:

1. Talk about your child's first lesson in advance – About a week in advance start talking to your child about their first dance lesson. Tell them how excited the teachers and other students will be to welcome them, and remind them how proud of them you are for trying something new.
2. Come visit the studio – We love to meet our new students in advance. Dropping by the studio to take a look around and meet our staff will calm your nerves and theirs.
3. Dress your child for success – Come prepared for your child's first dance lesson. Not sure what to dress your child in? Reference our dress code later in this handbook, or call our studio to get all of the details. Please remember, that although beautiful, the Elsa dress and other “costumes” shouldn't be worn to dance class!
4. Reassure your child that you will be watching them during the lesson, and right there to give them a big hug when they're done.
5. Emphasize what the child is doing at the dance class rather than what you do while he/she is in class.
6. Talk about how the dancer will go into the dance room themselves, without a caregiver, and once at class, avoid prolonged good-byes.
7. Ask the teacher for help in separation. We expect the crying (and usually the tears are for the parent's benefit).

Still have concerns? Call the studio to discuss them so everyone can rest at ease!

FOR ALL PARENTS AND STUDENTS

UNDERSTANDING DANCE EDUCATION

As a parent, you play an important role in supporting your student financially, but your emotional support is of equal—and perhaps even greater—value. Encourage your child to be the best that he or she can be regardless of what others may achieve. Dance is an individual art form and children need to be allowed to achieve at a pace that's comfortable. No two students will progress at the same rate, even if they experience the

exact same training. It's important to encourage children to focus on themselves, give their all, and be satisfied with their own accomplishments.

Although NSDK faculty have trained several professional dancers, not all children will develop into professional dancers- and that's ok! **One of the primary goals of our faculty is to teach life lessons and skills that offer children the best chance for success. Dance education encompasses far more than technique and the steps your children learn. We believe the discipline of dance training gives young people a better understanding of commitment through learning, experiencing the spirit of teamwork, and discovering what they can accomplish through hard work. Our goal is to educate the minds, bodies, and souls of our students, teaching them the skills needed for a successful life, whether or not they stay involved in dance.**

CLASS PLACEMENT

The school faculty meets regularly to discuss the students' progress and/or placement. It is our policy to offer appropriate opportunities to every child.

Placement is highly individual and the factors that go into the decision are complex. Placement decisions are derived from many years of teaching experience. Often a child is placed in a particular group or class where he or she will feel confident, in order to promote the development of self-esteem. Some students who are placed in a higher level become discouraged, only to lose their passion for dance. Others respond to the challenge of being in a class with students who are more proficient by pushing themselves to work harder. Most students will stay in a level for 2-3 years of training before moving up a level.

ON TO THE "NUTS AND BOLTS" OF NSDK!

GENERAL POLICIES

To ensure the smooth, safe running of NSDK and an enjoyable experience by all, below you will find our code of conduct. As always, we are open to feedback, so if any of the requirements outlined below are unclear or concerning, please give us a call to discuss further. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's code of conduct.

Parents are asked to remain outside the classroom while their students are dancing or tumbling. Viewing windows and CCTV are provided in the studio, and parents will be invited to come into the classroom and observe class periodically through the dance year. No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class and if messages or food/drink/medication needs to be passed on to a student, it must be done through an NSDK staff member. All parents must wait in the waiting areas or outside of the studios until classes have been dismissed.

Families who do not comply with their fee or costume payment obligations may be charged a late fee, and/or excluded from performances. External debt collection may occur when fees remain overdue and this will be at the expense of the client. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class fees.

We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected. We love babies and young children and appreciate the chance to meet our students' siblings. However, our priority is the safety of every child on the school premises. Children must be supervised at all times and are not free to run around the lobby or classroom areas.

NSDK management reserves the right to change teachers or schedules when necessary at any time throughout the year.

Only water is allowed in the dance rooms. No food, drinks, or gum. No street shoes in the studios.

No cell phones or computers may be used during class time. (This means no emailing, Internet use, or text messaging.)

All students and parents must show respect for NSDK staff, teachers, students and other families at all times. In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at the discretion of the principal. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

COMMUNICATION

Phone and email: By now you have probably noticed that we are BIG on communication here at NSDK. Our office can be contacted at 907-654-5722 between 10:00-12:00, and between 2:00-4:00 pm. For convenience, our primary means of communication is via **email**. You will receive regular newsletters and important information via email so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. Don't forget to add our email address **dance@nextstepdancekodiak.com** to your contacts so we don't end up in the dreaded Spam folder!

In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will send a text message and/or telephone to all families. So, for this reason, please make sure the mobile phone number you have provided to the

studio is correct and up-to-date.

Facebook Page: www.facebook.com/nextstepdancekodiak

Facebook is a great way for us to keep in touch with a large number of people at once, so we encourage all families to join our Next Step Dance Kodiak Facebook group. “Like” the NSDK page on Facebook to receive daily updates on school events. Please invite your family and friends to “like” the school.

Please do not post questions on the school’s Facebook page, because it may take us a while to respond there. Instead, please email them directly to dance@nextstepdancekodiak.com

Website: www.nextstepdancekodiak.com News, important parent and student information, contact information, and more are available online 24 hours a day

In studio noticeboard and handouts: We always display important information, dates and studio details on our noticeboard in reception so please have a quick look when dropping off and picking up in case there is anything you may have missed. We are happy to chat in more detail about communications you may receive from the studio, so if you need any clarification please don’t hesitate to call us at 907-654-5722.

Newsletters and important updates are printed and handed out to our students at the conclusion of class. The same newsletters and updates are emailed to you and posted on the NSDK website and Facebook page.

REGISTRATION AND TUITION

Before lacing up those jazz shoes, it’s important that all students and/or parents – whether returning or new - fill out and sign your registration paperwork so we can ensure we have the most up-to-date contact details for you. This information includes your registration form, media release form (so we can show off photos and videos of our amazing dancers in and around the studios), and liability contract.

NSDK does require a credit or debit card on file for registration. Our annual registration fee is \$20 per student and covers the cost of our online registration system, email server, website, insurance, and so on. Registration fees are not refundable with the exception of preschool students who are determined to be unready for dance and may receive a credit for the following season. Make sure you get your payment in via Credit Card, Cash or Check as failure to pay your registration fee in time may result in losing your place in the class.

We encourage all of our students and families to try a variety of dance styles and we are more than happy to accommodate trial classes for existing students who are wanting to try something a bit different. Please contact us if you would like to try a new class and we will happily schedule a quick meeting and fit you in for a trial (provided the class has not reached capacity).

Tuition and Expense Policy

Tuition is based on the season regardless of how many weeks are in a given month, and includes rehearsal and performance times as recital approaches. Tuition payments average out to four classes each month. We offer discounts for multiple family members enrolled at NSDK, as well as decreased tuition rates for students taking 3 or more hours of dance or tumbling per week.

We offer the following options for fee payment:

Automatic monthly billing – This is our most popular and simple payment method, in which your credit card or bank card will be charged in automatic monthly installments. All families will receive an email notification one week prior to billing, and your card on file will be charged on the 1st of each month (or 2nd if the 1st is a Sunday). If you prefer a weekly payment plan, please check with the school office. We will also accept cash or checks for tuition payment if received by the 2nd of the month. Please write your child's name in the memo portion of the check. If you pay with cash, please ask for a receipt.

Upfront Semester or Full-year Payment – You also have an option to pay fees in full. We offer a 5 percent discount on annual tuition that is paid in full by October 6. Payment options include cash, check, or credit card.

Reimbursement from AKTeach and other home school programs: Families will be billed monthly to the credit or debit card on file. We are happy to provide invoices as needed for your reimbursement for Alaskan home school programs.

Overdue fees will accrue a late fee of 10% per week that it is past due and if fees remain unpaid in week 4 of classes students will not be permitted to participate in their lessons.

Please note: All students are invoiced based on a monthly basis so your invoice will be the same each term unless you change classes. If you decide to withdraw from classes mid-term for any reason, you will still be charged for the entire month.

Refunds will not be issued for missed classes due to cancellation due to weather or public holiday –we will always endeavour to arrange make-up lessons for classes cancelled by NSDK or will offer an alternative class

CLASS LENGTH (PER WEEK)	Tuition (Automatic payment on the 1st or 2nd of each month, September–May)
45 minutes	\$50/month
1 hour	\$56/month
2 hours	\$112/month
4.5 hours	\$243/month
6 hours	\$312/month
6 week short session (ballroom)	\$96

Withdrawing from classes

If you wish to withdraw from classes at NSDK, it is a requirement that you notify the studio in writing, and complete our studio exit survey so that we can learn from your experience and improve our offerings for other students.

Termination of Enrollment

In certain circumstances, when it is in the best interest of one or more students, it may be necessary for the school owner or director to terminate a student's enrollment. Every effort will be made to correct a problematic situation before terminating enrollment.

Reasons for termination of enrollment include the following:

- Disruptive or dangerous behavior by students or their parents
- Abuse of other children, staff, or property
- Inability of NSDK to meet the child's needs

Additional Fees

Tuition does not include the registration fee, dancewear, shoes, costumes, recital tickets, private lessons, or special events.

ATTENDANCE

Your child's attendance in class is very important to their peers and our teaching staff. As a member of the team, it is a commitment for you to ensure your child attends their classes on time each week and attends all lessons planned for them. Each class offers a step forward in the educational process. A missed class could leave a child one step behind the other students. During the months of February through April, choreography for the recital will be taught and rehearsed. It is important for children to feel completely confident with the choreography and the year-end performance. Not only do absences impact the concert routines we create, it also impacts the social and confidence-building principals we work hard to foster in each age group.

If you know ahead of time that your child will be absent due to holidays/vacations, commitments or school trips, please let us know ahead of time so the class impact is minimal. If your child is too unwell to attend class, we ask that you inform our admin team as soon as you can so they can let the teachers know and preparations can be made to catch up on any missed work.

Tardiness

Dance and tumbling are physical activities that requires the body to be warmed up in order to execute movement safely. Late students miss the proper warm-up and/or barre and therefore may sustain injury. Students who arrive more than 10 minutes late may be asked to observe class for reasons of personal safety.

Weather Cancellations

NSDK follows KIBSD school closures in most instances. School closures due to severe weather conditions will be announced by noon on that day. Notifications of weather cancellations will be emailed, posted on the website and the Facebook page, and announced on the school's outgoing voicemail message.

Makeup Classes

Students who miss a class will have the opportunity to make it up with another similar class. Please check with the office to determine the best makeup class for your child.

Illness

We all know it- colds, flu, and other contagious diseases occur frequently and spread easily among children. If your child isn't feeling well, we still encourage them to come to class and observe, especially when choreography is being taught. However, to help protect your own child's health and to minimize the possibility of contagion at NSDK, please use common sense keep your child at home if they aren't feeling healthy.

When your child has a fever, please keep him/her at home until the temperature returns to normal. This will help to ensure that the illness has passed and that your child will be well enough to resume class activities the following week. Also, please let us know that your child is sick (via phone or email), so we don't pester you about why little Susie wasn't in class on Tuesday!

DRESS CODE REQUIREMENTS

NSDK maintains a dress code to encourage concentration and a sense of inclusiveness (variations in attire can be distracting and contribute to feelings of inequality).

Uniformity in dancewear allows the teachers to assess how well the students are implementing the technique being taught, problems with alignment, and other important aspects of dance training. **Please ensure all parts of your child's dance attire are clearly labelled - individual shoes, socks, underpants...you'll be amazed at the amount of lost property we generate!**

- Students should carry their dancewear, shoes, and other belongings in a dance bag. Please print your child's name on the bag as well as on all of its contents.
- Dancewear is to be kept in good repair and washed on a regular basis.
- Watches, jewelry, and safety pins should not be worn to class.
- Dance shoes should never be worn outside.
- Girls should wear their hair tightly secured and styled away from the face; a neat bun is required for ages 5 and up in Intro and Ballet classes, and a bun is preferred for tap, jazz, and contemporary classes. A bun, ponytail or braids is good for hip hop and tumbling.
- Students are expected to observe good personal hygiene habits.
- Students should wear cover-ups (sweatpants or knit cover ups) to and from the parking lot to keep their muscles warm and protected before and after dance and tumbling classes.

Further style-specific requirements are as follows:

Rhythm and movement classes and Intro to ballet/tap- Girls: pink tights, leotard and skirt or dance shorts, pink ballet shoes. Boys: shorts or pants (cotton athletic pants are best), t-shirt tucked into pants, white or black ballet slippers. Costumes or “fancy dresses” are not appropriate for dance class, because it can distract other dancers. Having dance attire also helps our youngest students prepare mentally for class, and makes them feel part of the group.

Tap shoes: non-patent leather shoes are best for young feet. We prefer tan colored soft leather shoes, with a single opening so elastic can be used instead of laces.

Ballet- Ballet students ages 6 and older must have pink (girls) or black ballet shoes. They will also need pink ballet tights, and a leotard. Skirts are optional. Older ballet students (Ballet 2 and up) may wear warm-up sweaters and tights, but must remove them after tendus at the barre.

Jazz and Tap- Students require black or tan jazz or tap shoes with socks. Students may wear any combination of close-fitting shirts, leotards, tank tops, shorts, pants, or leggings, as long as their ankles, knees, and feet are clearly visible to the teacher.

Hip Hop- Students require clean sneakers (never worn outside) or jazz shoes, along with any combination of shirts, crop tops, shorts or pants. Some tricks may require floorwork, so pants or leggings are recommended. Although hip hop originated on sidewalks and street corners, wearing normal street clothes is not acceptable for dance class. Please be sure you have dance clothes (such as stretchy jeans) specifically for class.

Lyrical/Modern/contemporary- Students can wear bare feet or ballet shoes for this class. As they get more advanced we suggest getting some foot undeez. Jazz shoes or tan ballet shoes may be required for performance.

Acrobatics/ Gymnastics- Students do not need footwear for this class. They must wear tight fitting clothing (unitard or leggings and leotard) with their hair tied back so that they cannot get it caught or tangled in any way when they are doing their tricks.

Musical Theatre- Students should wear black jazz shoes, and any combination of close-fitting shirts, leotards, tank tops, shorts, pants, or leggings, as long as their ankles, knees, and feet are clearly visible to the teacher. Baggy street clothes are not acceptable. Tap or character shoes may be required at various points in the year, but we will do our best to find “loaner” shoes if needed.

We have “borrow bins” for both shoes and clothes at the studio. **If your child forgets their dance clothes**, they will be able to borrow appropriate clothing or shoes and parents will be notified. If a child forgets appropriate dance clothes two classes in a row, they will be asked to sit and observe class.

***SAFETY ***

With the safety of our families a number one priority, NSDK is very serious about upholding Child Protection laws and policies within the studio as well as at public performances and in the online arena (website and social media).

As part of your registration, you will have read and signed a media waiver allowing us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please see our reception staff who will happily assist you.

We have a number of CCTV cameras and viewing windows within the studio rehearsal space which can be checked by parents and family members.

The directors and staff at NSDK are educated in the negative impact of inappropriate music and costume selection when it comes to performing dance routines and are wholeheartedly committed to ensuring children in all of our dance routines are not subjected to any inappropriate songs or costuming. We recognise that songs with sexist, explicit, violent, racist, homophobic or criminal content may influence our dancers and/or audience and will strive to avoid using such music. We are committed to restricting costumes that project sexuality, contain explicit graphic or textual content.

NSDK takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

You will find within our enrollment paperwork a liability statement. Please read this document carefully and sign it prior to the commencement of classes so you fully understand the rights and responsibilities of your family and our studio.

Parking Lot Safety

NSDK is home to children of all ages. Please enter and exit our parking lot with extreme caution. Never park your vehicle in any area that is not a designated parking space, and please leave the area directly in front of the porch for immediate pick up and drop off. We prefer to have children wait inside while they wait for you to pick them up. If you park in a space that is very close to the building or its windows, please do not leave your car idling. Please do not allow siblings to play in the parking lot.

Emergency Evacuation

Although we have never experienced an emergency evacuation at the school, we are prepared for such a circumstance. Emergency evacuation routes are posted in all classrooms and in the lobby. Students are to evacuate quietly and walk in single file as quickly as possible to the designated area, where teachers will check roll. Students and teachers are to return to classrooms and buildings when the all-clear signal is given.

MEDICAL INFORMATION

Parents must notify the director/and or teachers regarding children who use an inhaler or who may require medications during their time at Next Step Dance Kodiak. It is also

important to inform the director and/or teachers about your child's existing medical conditions or learning disabilities at the time of registration and throughout the school year. Our teachers are trained professionals who are anxious to work with all children and personalities, and the more we know about your child, the better the dance experience will be for all involved. All information about our students is confidential.

PRIVACY

When you purchase or hire a product or service with NSDK, the information we may collect from you includes your name, address, telephone numbers, email addresses, medical information and credit card or bank details. It may also include details of the products and services we provide to you as well as the status of your enrollment. We only collect information directly from our students or their parent/guardians primarily for the purpose of providing services and products to you and to administer and manage invoicing and debt collection.

We will never sell or pass on any of your information to third parties unless required by government authorities or in the event of debt recovery. Any information passed on will be done so with appropriate privacy and confidentiality protection. Information is stored securely in paper or electronic form and is accessible only by authorised personnel.

If you would like to know what information we hold about you or wish to update the information, please contact our office at 907-654-5722.

LOST AND FOUND

It seems like we grow water bottles here at NSDK. Please mark all dancewear, shoes, and personal items with your child's name. We will make every effort to locate and return lost items; however, we cannot be responsible for any items that your child brings to class. You'd be surprised at the amount of gear we accumulate every semester, and we'd love to send it home to the correct owner! Labels help!

NO SMOKING OR ALCOHOL USE ON NSDK PROPERTY

We all want the best for our kids, and so we ask for everyone to be good role models of how to treat our bodies healthily. No smoking is allowed on our property, and please, let's not even have any other substance use even ever be an issue!

WINTER SHOWCASE

Rehearsals: Saturday November 17, Saturday November 24,
Performance: Dec 1

Each December, our advanced students are offered the opportunity to perform on stage in our Winter Showcase. This year, the Showcase will be Saturday, December 1. Students may be asked to perform solos or small group numbers, and will be given specific rehearsal information closer to the date. We will have a weekend rehearsal for all students performing on Saturday November 17, and also the Saturday after Thanksgiving, November 24. We will have only one stage rehearsal for this performance, Friday November 30.

So that all our NSDK family can be involved in our productions, younger students not performing in the show will be offered a free ticket to attend the performance.

ANNUAL RECITAL

Stage rehearsals: Saturday April 13, 20, 27, Sunday May 5.

Recital: May 10 and 11

Additional rehearsals may be scheduled for students ages 10 and older at the discretion of the teacher/choreographer. Parents and students will be notified of additional rehearsals at least two weeks in advance.

A big part of dance training includes learning through performance. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children's success in non-dance activities. The experience helps build self-esteem and confidence, which can result in better in-school presentations, improved social skills, and strong college and job interview skills. The rehearsal process is a tremendous learning experience as well. It helps the children develop retention skills, and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best end result.

Performance is not mandatory, but all students are invited to participate in our annual recital to be held at the Gerald C. Wilson Auditorium on May 10th and 11th. The recital offers our students a professionally directed performance that allows them to present to their families and friends the results of a year's hard work, dedication, and progress. Dress rehearsals will be Monday-Thursday of that day. Please note that all students must participate in the dress rehearsal in order to perform in the recital. There are no exceptions to this policy.

Recital Handbook

In January of each year we distribute a recital handbook with all the information parents and students need to know to make the recital experience enjoyable for all.

Costumes

We spend many hours determining the correct costumes for each class. They are always age appropriate and of the highest quality possible. Costumes for younger students average approximately \$55/dancer, while costumes for older students tend to be more expensive, around \$65/dancer, not including shipping. Costumes for soloists or small groups may be more expensive. Costume orders include all accessories (hats, gloves, etc.), but do not include tights or shoes.

In an effort to ensure that costumes are delivered in time for photographs and an organized distribution to our students, costume orders are placed during the December holiday break. Costume manufacturers do not accept cancellations or offer refunds; therefore the school does not refund costume deposits.

To aid in budgeting, NSDK will charge costume deposits in November-January. If your dancer chooses not to perform, please let us know no later than **December 15**. We will

not order a costume, and your costume deposit will be refunded. Newly enrolled students after December 15 will have the opportunity to purchase a costume until March 10, if the costume is available, and payment will be due in full at time of ordering.

Costume Payment Schedule

Size	November 1	December 1	January 15
Child (\$55/per costume)	\$20	\$20	\$15
Teen/Adult (\$65/per costume)	\$25	\$20	\$20 or remaining balance if >\$20

Costumes will not be distributed until they are paid for in full. Parents or guardians accept full responsibility for all expenses, including surcharges and postage for costumes that are ordered late. NSDK is not responsible if costumes are not received in time for the recital due to late payments. Costume payments are the sole responsibility of the parent or guardian. If a costume or additional shipping charges mean that the total cost is greater than \$55 for children or \$65 for teens/adults, that additional charge will be conveyed to families and charged in January.

Recital Tickets

Tickets for the annual recital will go on sale at NSDK in April to studio families first for one week, then open to public purchases. Tickets are usually \$10-\$14 each for general admission and the performance is reserved seating.

Recital Photos

Class photos will be taken on Saturday May 4 at NSDK. All students are required to be present for their class picture. There are no exceptions.

After the group photo shoot, students may choose to have solo portraits made in any or all of their costumes. There is no obligation to purchase photos. Please arrive at twenty minutes before your child's scheduled time since photo shoots tend to run ahead of schedule.

Important Recital Dates

When registering your child at NSDK, you commit yourself and/or your child to the following dates and events.

Date	Activity	Location
November 1	Costume deposit #1	
December 1	Costume deposit #2	
January 15	Costume deposit #3	
April 1 (one week to studio families only)	Recital tickets go on sale	Online and at NSDK
May 4	Recital photo shoot	NSDK
April 13, 20, 27, May 5	Rehearsals	Gerald C. Wilson stage
May 10 and 11	Recital performance	Gerald C. Wilson stage

ADDITIONAL INFORMATION AND ACTIVITIES

Bring-a-buddy weeks, Sleepovers, Banana “Splits” Celebration, and Movie nights

To encourage a sense of community and family amongst our dancers, and to celebrate achievements, NSDK offers various fun evening or weekend activities throughout the year. Information on specific events will be sent home with your student.

SUMMER PROGRAM AND CAMPS

Each summer NSDK offers summer programs and camps for both current and new students. Summer activities are for children ages 3 through adults. A complete brochure of all summer programs will be distributed in March. We suggest early registration as these programs do sell out, especially the camps.

Studio Rental

The studios are available for rental for meetings, rehearsals, and other activities. Tables, chairs, sound systems, and microphones are available. Whether you’re planning a one-time, weekly, or monthly event, give us a call to determine whether we can accommodate your group or activity.

A FINAL NOTE OF SINCERE THANKS

WELCOME TO NSDK! We believe in kindness, respect, and creating a place where all our students are accepted, challenged, loved, respected, and nurtured. Please help us to create a wonderful space for everyone in our studio family and our larger community, through feedback, suggestions, help, and enthusiasm. We *know* that dance lessons are life lessons, and we look forward to learning with you! Thank you for choosing to be part of our studio family. We feel lucky to have you with us, and we look forward to an exciting, rewarding season!