



## 2020-2021 NEXT STEP DANCE KODIAK PARENT/STUDENT HANDBOOK

*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 a positive 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 questions you may have as the year begins. 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 teacher and admin staff are always here to help and will happily answer any queries you may have. Nothing is too big or too small, we promise!

This handbook also contains updates on our protocols for maintaining a safe and healthy studio in the time of Covid-19.

### QUICK REFERENCE STUDIO INFORMATION

**Address: 1220 E Rezanof Dr**

**Phone Number: 907-654-5722**

**Email: [dance@nextstepdancekodiak.com](mailto:dance@nextstepdancekodiak.com) (best form of communication)**

**Website: [www.nextstepdancekodiak.com](http://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 team 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.

*We believe a teacher's influence on a student's future, regardless of their age, extends far beyond what goes on in the classroom. Our teaching philosophy is centered on instilling a passion for dance, healthy movement, the performing arts and challenging ourselves while building self-esteem and confidence in every student.*

**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, 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 student, regardless of age. We believe that dance training encourages 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 students 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.

### Core Values:

<p><b>Kindness:</b> to each other, our teachers and other families, ourselves, and our studio</p>	<p><b>Respect:</b> to each other, our teachers, other families, ourselves, and our studio</p>	<p><b>Positivity:</b> <i>with each other, in our classes, from our teachers, confidence and vice versa!</i> "I can't give up!" especially to ourselves</p>	<p>for my own work; pushing myself to improve, even when it's not easy</p>
<p><b>Resilience:</b> developing and exercising the mental and emotional capacity to recover quickly from difficulties</p>	<p><b>Excellence &amp; Work Ethic:</b> to be better today than I was yesterday; working hard even when no one is watching; being self-directed and responsible</p>	<p><b>Community:</b> caring about our fellow students, teachers, and families, and spreading the joy of dance and tumbling to others</p>	

## 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.

Try new styles- you may find you absolutely *love* a different type of dance, and every student deserves the opportunity to find what they love.

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

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. Additionally, your child's presence at classes is imperative. The spirit of teamwork and the lesson of dedication are a big part of our studio'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, and to have an activity that helps them grow while truly having an enjoyable experience. 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.

One of the primary goals of NSDK 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 resilience, experiencing the spirit of working as an individual within a team, and discovering what they can accomplish through consistent hard work- teaching them many of the skills needed for a successful life, whether or not they stay involved in dance.

## COVID-19 UPDATES FOR THE 2020-2021 DANCE YEAR

We know that it is so important for our students to be back in the studio, moving their bodies, interacting with other students, and being able to follow their passion for dance. Now, even more than before, it's important that our students are inspired and creative and feel part of something bigger than themselves.

We are committed to bringing our students back into the studio as safely as we possibly can, and therefore have implemented the following safety and hygiene protocols. Adherence to these protocols is required to participate in classes or events at NSDK.

### **PINPOINT HEALTH APP**

NSDK is partnering with Pinpoint Health to create a Covid-19 symptom screening app that students and teachers must complete before joining classes.

Completing the check in must be completed within 3 hours of beginning your class, and can be done via phone or email.

### **ENTERING AND EXITING THE BUILDING**

- We are implementing 1-way traffic flow within the building. Parents should drop students off near the appropriate entrance for their classroom, and pick up students promptly at the front entrance when class ends. The gate on the side of the parking lot will be open to ease vehicle traffic flow.

### **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. Typically, we would offer closed-circuit viewing in our waiting rooms during class. However, due to safety protocols, our waiting rooms will be closed.

- All parents are welcome to connect to their child's class through Zoom in order to watch class in real time. We ask that you name yourself, mute yourself, and do not have your video on.

### **PLEASE HAVE YOUR STUDENT ARRIVE IN THEIR DANCE ATTIRE**

The dressing rooms will be closed except for student who are changing between classes.

### **MASKS**

Breathable athletic masks have been successfully worn in dance intensives all over the country this summer, and allow our students to model positive behavior protecting themselves and others from infection. While not as comfortable as *not* wearing a mask, we know that masks help reduce the spread of infection.

- Students 10 and older will be required to wear a mask in class. Students with asthma or special medical or sensory exceptions will be handled on an individual basis, and no “mask shaming” will be permitted in the studio. Teachers will allow “breathe breaks” for students within class to stretch and rest, especially as students are getting used to working athletically in masks.

Students younger than 10 are not required to wear masks, but are encouraged to wear them, and should bring masks for stretching and non-exertion times in class.

### **IN CLASS**

Hand sanitizers have been installed in each studio. Students should enter the room, obtain hand sanitizer, then stow their outside clothes and shoes in a cubby in the studio.

During class, students will adhere to socially distanced markers within the studio.

Teachers will facilitate social distancing.

- Younger students must stay in their taped boxes on the floor, at marked spots on the barre, and when going across the floor should stay on dots.
- Older students may need verbal reminding to maintain distancing.

Class will end after 50 or 80 minutes, so that students can gather their belongings and teachers can clean the studio space before the next class begins. Students should use hand sanitizer on the way out of the studio.

Water breaks are not permitted, unless students are released one at a time to fill water bottles.

- For younger children: if a child is having difficulty maintaining distance or misbehaving in class in a way that puts the teacher or other students at risk of Covid-19 spread, parents will be called after the first incident (after class is complete). If the child repeats the behavior a second class, they will be asked to attend class from home on zoom. No refunds will be given.

No props will be shared in class. Rhythm&Movement students will be required to purchase a \$20 prop bag for class participation.

Students in each studio will have a designated bathroom, and one student at a time may be allowed to use the restroom.

### **STUDIO SPACES CLEANING:**

**Before and after each class**, touchpoints will be wiped down with an approved cleaning wipe or cleaner. After each class, touchpoints will again be cleaned, and floors will be mopped with a CDC approved virucide.

During classes, staff will wipe down banisters and common area touchpoints.

High capacity air filters with UltraHEPA filtration to 0.003 micron have been placed in each studio and will run continuously.

### **TRAVEL PROTOCOLS**

If you travel out of state, you will need attend class via zoom for 14 days.

### **IN THE EVENT OF A POSITIVE TEST OF COVID-19 AMONG STAFF or STUDENTS**

Mask wearing, limiting your exposure to large groups or people, and hand washing and sanitizing will help limit our exposure to and spread of Covid-19. The asymptomatic nature of many Covid-19 cases is especially worrisome, as the infection can be spread without people realizing they are ill.

A “close contact” is (as of August 5, 2020) considered as someone who has spent 10 minutes of consecutive time within 6 feet of an infected person. All students within a class at NSDK will be considered close contacts of other students within their class, as well as the teacher, and NSDK staff. Students in one class will not be considered close contacts of other classes in the building.

#### If a student in a class tests positive:

The teacher will be required to get a Covid-19 test as soon as possible.

All studio classes will move online for 72 hours, with staff teaching from the studio and students at home. The studio will be deep-sanitized during this time, and protocols reviewed with staff for updating and/or modifying.

All students in that class will be encouraged to get Covid-19 testing, and the class will move online for 14 days.

#### If a close contact of a student or teacher in a class tests positive:

That student will be asked to participate in class via zoom for 14 days, and the teacher will teach from home (with students in the studio) via zoom for 14 days.

# SPECIAL INFORMATION FOR PARENTS OF PRESCHOOL STUDENTS

Our purpose is to provide the highest-quality pre-school 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.

Pre-school aged 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). 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.

## **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!

## 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. 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 should be done through an NSDK staff member. All parents must wait outside of the studio building 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.

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.

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:** 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!

**Remind app:** we ask that all NSDK families join the texting service "Remind". This is how we will effectively text updates, schedule changes, and other important, text-appropriate information.

If you are on facebook, please join our Next Step Dance Kodiak **Current Students** page for updates and announcements.

In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will post on facebook, send emails, and try to 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](http://www.facebook.com/nextstepdancekodiak)**

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

While you are welcome to post questions on the studio’s Facebook page, it may take us a while to respond there. Instead, please email them directly to [dance@nextstepdancekodiak.com](mailto:dance@nextstepdancekodiak.com)

**Website: [www.nextstepdancekodiak.com](http://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 tap 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.

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 1<sup>st</sup> of each month (or 2<sup>nd</sup> if the 1<sup>st</sup> 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 2<sup>nd</sup> 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. If a class is missed, we offer makeup classes for that absence via zoom.

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

<b>CLASS LENGTH (PER WEEK)</b>	<b>Tuition (Automatic payment on the 1<sup>st</sup> or 2<sup>nd</sup> of each month, September–May)</b>
45 minutes	\$50/month
1 hour	\$56/month
2 hours	\$112/month
4.5 hours	\$252/month
5+ per week	Tuition discounts apply to all hours taken
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.

## **\*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.

## **\*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:

**R&M and Intro to Ballet/tap:** leotards or skirted leotards in pink, lilac, or light blue. Skirts must be attached to leotard if you would like your dancer to wear a skirt. Fluffy or sparkly tutus are not appropriate, as they can be very distracting. Pink tights, pink ballet shoes. Hair in bun and no bangs.

**BALLET:**

For all ballet classes, warmups may be worn in cooler months from the start of class through tendus. Warm ups include dance sweaters, leg warmers or knit body warmers, “trash bag” shorts or pants. Please no t-shirts or baggy tank tops in class.

\*Dancers may wear any color leotard or skirt for rehearsals, private lessons, workshops, etc. \*

**Beginning Ballet 1&2:** lavender leotards, lavender skirt if desired. Pink tights, pink ballet slippers. Hair in bun and no bangs.

**Ballet 1&2:** marine blue leotards and marine blue or white skirt if desired. Pink tights, pink ballet shoes. Hair in bun and no bangs.

**Ballet 3&4:** Plum leotards and plum or black skirt if desired. Pink convertible tights, pink ballet shoes. Hair in bun and no bangs.

**Ballet 5&6:** black leotards and any color skirt if desired. Pink convertible tights, pink ballet shoes and pointe shoes if on pointe. Hair in bun and no bangs. Black skirt needed for performances.

**Ballet Boys:** black dance pants or tights, and white shirts, tucked in.

**Hip Hop and Boys Funk/Jazz class:** any color: dance tops such as tank tops or fitted t-shirts, with dance pants, dance shorts, or leggings. No shorts or jeans. Shoes worn for Hip Hop must be clean, dance class only “tennis shoes” or jazz shoes which are not worn outside or for normal everyday use. Black jazz shoes for Boys funk/jazz classes. Hair in ponytail or bun or braids (girls). **Jeans, sweats, and regular street clothes are not appropriate for tap class.**

**Tap:** black leggings, dance pants or shorts, with any color leotard (preferred) or racer-back style tanktop for girls, plain t-shirt for boys. **Jeans, sweats, and regular street clothes are not appropriate for tap class.**

Teeny Tappers-Tap 1A tan shoes, Tap 1B-adults black shoes. Hair in ponytail or bun or braids (girls).

**Musical Theatre:** black leggings, dance pants or shorts, with any color tanktop, leotard or t-shirt for girls, t-shirt for boys. Black jazz shoes. Hair in ponytail or bun or braids (girls).

**Contemporary:** black leggings, dance pants, or shorts, with a leotard (preferred) or racer-back style tanktop for girls, plain t-shirt tucked in for boys, and foot undies or bare foot (no socks). Tan convertible or footless tights, or bare legs. Pink convertible tights are fine if coming directly from ballet class. Hair in ponytail or bun or braids.

**Jazz:** black leggings, dance pants or shorts, with a leotard (preferred) or racer-back style tanktop for girls, plain t-shirt tucked in for boys, and black slip-on jazz shoes. Tan convertible or footless tights, or bare legs. Pink convertible tights are fine if coming directly from ballet class. Hair in ponytail or bun or braids.

**Acro and tumbling:** Girls: shorty-style unitards (biketard) or leotard and dance shorts. Boys: fitted tank top or t-shirt tucked into shorts. No long leggings or long pants. Bare feet. T-shirts must be fitted and able to be tucked in to shorts for safety in spotting

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.

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 studio, 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. The studio is located above the 100' tsunami inundation zone, so in the event of a tsunami warning, students and staff will remain at the studio until checked out by a parents.

### **\*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 authorized 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!

#### **\*PERFORMANCE OPPORTUNITIES\***

In the best case scenario, this year we will have a "Scene from Frozen" for our 2020 students who did not get to perform onstage, and we will offer a Winter Showcase for our older students, a performance at Harbor Lights for some classes, and a grand spring recital for all students. In the event that we are not able to use the Gerald C. Wilson auditorium for in-person performance, we will seek innovative and creative solutions to keep our students dancing and performing.

A big part of dance training includes learning through performance. Dance is a performance-based art, and we strive to give our students as many opportunities to perform in public and in the studio as possible. 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

#### **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 \$65/dancer, while costumes for older students tend to be more expensive, around \$75-\$95/dancer, not including shipping. Costumes for soloists or small

groups may be more expensive. Costume orders include all accessories (hats, gloves, etc.).

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 December-January. If your dancer chooses not to perform, please let us know no later than **December 1**. 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**

<b>Size</b>	<b>December 1</b>	<b>January 2</b>
Child	\$20	Remaining balance
Teen/Adult	\$20	Remaining balance

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.

## **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!