

KINNER & CO. DANCE STUDIO



**Kinner & Co. Dance Studio, Inc.  
Studio Handbook  
2018-2019 Season**

## A Guide for Students and Parents

*As a condition of enrollment at Kinner & Co. Dance Studio, students and their parents or guardians agree to abide by all the policies set forth by Kinner & Co. Dance Studio, its director, faculty, and staff. Kinner & Co. Dance Studio 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 *Kinner & Co. Dance Studio!*

This handbook will serve as your guide to *Kinner & Co. Dance Studio* and its philosophy of dance education.

We take our roles as mentors and teachers in your child's life very seriously. It is our objective to inspire a passion for the art of dance in every child who passes through our doors. In the process, we strive to set the right example and help your child (and you) create memories that will last a lifetime.

### **Philosophy**

*Kinner & Co. Dance Studio* is committed to providing high-quality dance classes to enhance the overall development of the child. We provide a safe and child-centered environment to encourage our students to explore dance with qualified, nurturing teachers.

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 *Kinner & Co. Dance Studio* faculty members. They are lifelong learners who continue to educate themselves through Teacher training schools, certification, conferences, and other learning opportunities.

**ABOUT THIS HANDBOOK**

FOR MORE THAN 30 years our school has been a leader in dance education. 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.

Dates and/or expenses listed in this handbook are subject to change. Please check the website and Facebook for updates.

**Contact information for Kinner & Co. Dance Studio Inc:**

4120 E. State Route 54  
Springfield, Il. 62707  
Studio Line: (217) 522-1200  
Email: [dkinner@casscomm.com](mailto:dkinner@casscomm.com)  
Website: [www.kinnerandcodance.com](http://www.kinnerandcodance.com)  
Kathy Kinner, Owner/Director

**Closure Dates:**

Halloween: October 31, 2018  
Thanksgiving: November 19 - 25, 2018  
Christmas: December 22 - January 4, 2019  
Easter Vacation: TBD  
Memorial Day: May 27, 2019

## KINNER & CO. DANCE STUDIO

### **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 about how to interact with others in a professional setting.

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.

### **Special Information for Parents of Preschool Students**

Our purpose is to provide the highest-quality preschool education in a secure, nurturing, and stimulating environment. Kinner & Co 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.

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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, tap, ballet and tumbling basics, and games in an environment of creativity.

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 budding ballerina right away.

Preschool students perform one dance routine in our annual recital.

### **Separation from the Parent**

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 suggestions that might help you handle the situation:

- Emphasize what the child is doing at the dance class rather than what you do while he/she is in class.
- Before you leave, see that the child is involved in an activity or is in the hands of a teacher.
- Avoid prolonged good-byes.
- Ask the teacher for help in separation. We expect the crying (and usually the tears are for the parent's benefit).

### **It May Not Be the Right Time**

If your child cries or does not want to take class, don't panic. If we push children and create more stress than they are already experiencing, they may come to perceive dance class as a bad experience. That kind of negativity could make them apprehensive about dance for a long time, which isn't good for anyone involved. Never force your child into the classroom.

We recommend that children be encouraged to practice at home but not forced to do so.

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Repetition is one of the key elements for success with preschool dance students; the more they practice, the more confident they will feel. Practicing with your child allows you to join in the dance experience.

### 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.

Not all children will develop into professional dancers. 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.

You play an important role in supporting your student financially, but your emotional support is of equal—and perhaps even greater—value.

#### 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 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. Placement is highly individual and the factors that go into the decision are complex.

#### Classroom Observation

Kinner & Co. has regularly scheduled observation in all of our studios. This is the chance for you to see firsthand what the classroom experience is like for your child. We also have cameras so you can monitor what goes on in the classroom between observations.

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Never disrupt class. If you are observing class (or at any time if the door to the classroom is open), please refrain from shouting instructions or distracting your child in any way.

### **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 Kinner & Co. Dance Studio. 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.

### **Dos and Don'ts**

Some parents may compare their child's progress or class placement to another child's. Watch for this behavior in your children as well and encourage them to focus instead on their own accomplishments.

Looking to other students for inspiration is good; however, making negative comparisons distracts children from focusing on becoming stronger dancers. In addition, speaking negatively about your child's teachers, fellow students, or other parents in front of your child—or other students—could result in problems far beyond your original concerns. Often children will imitate a parent's behavior with other adults or authority figures.

Children learn important lessons from their teachers and parents, acquiring behavior patterns through their example. Our school's faculty takes that responsibility seriously. It's our philosophy to encourage our students to feel, think, and act respectfully toward their peers, the adults in their lives, and themselves.

If you have questions or concerns about your child's dance education (such as progress or class placement), please discuss them with your child's teacher or the director. Talking only to other parents can lead to misinformation and confusion. Please contact the school office to set up an appointment; do not approach your child's teacher or the director between or during classes or make contact outside of the school.

If you do request a conference, please listen carefully to what your child's teachers have to say. They spend a significant amount of time with your child and offer expertise in the field of dance education.

**Class placement of students is highly individual and the factors that go into the decision are complex.**

## STAYING INFORMED

We work hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. Handouts and important updates are printed, emailed, and available on our bulletin board every month. **Please read all handouts and other school information.**

If you have any questions regarding the information distributed, we encourage you to contact the office at (217) 522-1200 during open Studio hours or email questions to [dkinner@casscomm.com](mailto:dkinner@casscomm.com).

**Website:** [www.kinnerandcodance.com](http://www.kinnerandcodance.com)

We are constantly updating our website. News, important parent and student information, contact information, and more are available online 24 hours a day.

**Facebook Page:** [www.facebook.com/kinnerandcodance](http://www.facebook.com/kinnerandcodance)

“Like” the Kinner & Co. Dance Studio page on Facebook to make sure you are up to date as to studio happenings and exciting events. Please invite your family and friends to “like” the school.

Please do not post questions on the school’s Facebook page. Instead, please email them directly to [dkinner@casscomm.com](mailto:dkinner@casscomm.com) or [abby.damm88@gmail.com](mailto:abby.damm88@gmail.com), otherwise they might not be responded to in a timely manner.

## Weather Cancellations

If the studio must cancel classes due to extreme weather or events beyond our control such as power outages, the missed lessons will not be made up unless they become excessive. Notifications of weather cancellations will be emailed and posted on the website and the Facebook page.

## Dress Code Requirements

Kinner & Co. Dance Studio 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.

- Students should carry their dancewear, shoes, and other belongings in a dance bag.
- Please make sure to mark their name on all belongings.
- Dancewear is to be kept in good repair and laundered on a regular basis.

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- Watches, jewelry, and safety pins should not be worn to class.
- Dance shoes should never be worn outside.
- Female students should wear their hair tightly secured and styled away from the face; in a neat bun.
- Students are expected to observe good personal hygiene habits. Deodorant is required for students age 10 and older.
- Kinner & Co. Dance Studio offers dancewear and shoes for individual purchase. We submit orders on the 1st of every month. You must order and pay for order during the month prior to the 1st you will receive your order between the 5th & 10th of the month.

| <b>Class</b>         | <b>Boys</b>   | <b>Girls</b>  |
|----------------------|---|---|
| Ballet               | Black sweatpants (or tights for ages 10 and up), white T-shirt, black ballet shoes. | A leotard and tights with pink ballet shoes. For students in level 1 and higher, a black (preferred) or solid color leotard and pink, black or suntan tights. Pink ballet shoes must have elastic straps sewn in. |
| Jazz & Tap           | Sweatpants or shorts, T-shirt, black jazz shoes.                                    | Leotard with tights, dance shorts or leggings. Required shoes based on class.   |
| Lyrical/Contemporary | Sweatpants or shorts, T-shirt, turning shoes or bare feet.                          | Leotard with tights, dance shorts or leggings. Lyrical Half Shoe.   |
| Hip-hop              | Comfortable clothes (not jeans) and clean sneakers.                                 | Comfortable clothes (not jeans) and clean sneakers.   |
| Creative Movement    | Sweatpants or shorts and t-shirt, black ballet shoes.                               | A solid color leotard and tights. Black patent (Mary Jane style) tap shoes & Pink leather ballet shoes. They may wear a skirt with their leotard.   |
| Combination          | Sweatpants or shorts and t-shirt, black tie tap shoes & black ballet shoes.         | A solid color leotard and tights. Black patent (Mary Jane style) tap shoes & Pink leather ballet shoes. They may wear a skirt with their leotard.   |

### **Registration Fee**

An annual registration fee of \$15 per family is charged. Registration fees are non-refundable, with the exception of a student who is determined by us to be unready for dance and may receive a credit for the following season. If your registration fee is paid before the Recital date, you will receive a \$5 discount.

### **Tuition and Expense Policy**

Full monthly tuition is due by the 1st of the month except for September which is due at the first class. We will accept cash, checks, money orders, or credit cards for tuition payments. You may also sign up for our online portal to pay your tuition and costume fees.

All students in group classes are assumed to participate in the recital unless they have given advance notice stating otherwise before December 1st or a late fee of \$60 will apply. Private lessons are not included in the recital.

Please note: tuition is based on the season regardless of how many weeks are in a given month.

### **Discipline Policy**

In order to maintain a happy, healthy, professional environment, students are taught the importance of being a part of the group. We encourage students to have respect for other students, the teachers and staff, and studio property, and we foster the development of good habits and compliance with rules of conduct.

Our staff and faculty are trained to use constructive techniques of discipline to maintain class control and handle individual misbehavior.

- Children who exhibit unacceptable behavior or attitudes are told what is wrong and directed to a positive alternative approach or behavior.
- If a child strikes another child, the two are respectfully separated and each is asked to explain what happened. They are then asked to help solve the problem, talk to each other, and reconcile with one another.
- Children who are disruptive will be respectfully asked to stop the behavior. If the behavior is repeated, they will be reminded of it and told how it affects others. If the disruption continues, the children involved will be asked to sit down for a short period of time (usually three to five minutes) before rejoining the class.
- If a child's misbehavior continues to disrupt the class, the parent or guardian will be called to pick up the child.

## **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 Kinner & Co. Dance Studio to meet the child's needs
- Talking negatively about the dance studio on a public forum

## **Arrival and Departure**

We encourage students to arrive 15 minutes before class starts.

Please pick up your children promptly when class is finished. A parent or guardian should come into the studio to pick up dancers. Please do not ask your child to navigate the parking lot alone. If it is the last class of the night, it causes someone to remain after hours if you do not arrive on time.

## **Attendance**

All students are expected to attend their regularly scheduled classes. 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 January through May, choreography for the recital will be taught and rehearsed. It is important for children to feel completely confident with the choreography at the year-end performance. Missing class during this period could result in frustration for the students and their teachers and classmates.

## **Tardiness**

Dance is a physical activity 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.

## **Class Visitors**

Safety issues and legal responsibilities make it impossible for us to allow students to bring visitors into the classroom. Students should not invite siblings, other relatives, or friends to their classes with the exception of special events such as "Bring a Friend Week" and in-school performances. We will have scheduled observations occasionally thru out the year for the parent to observe their child's progress in class.

## **Lost and Found**

**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.

## **Illness**

Colds, flu, and other contagious diseases occur frequently and spread easily among children. To help protect your own child's health and to minimize the possibility of contagion at school, please keep your child at home if you observe any of the following symptoms:

- Nasal discharge that is green or yellow
- Complaints of ear pain
- Consistent cough
- Severe sore throat
- Eyes that are pink, burning, itching, or producing discharge
- Diarrhea or vomiting
- Fever

If these symptoms or other conditions deemed contagious are observed in your child during a class, you will be called to pick up your child immediately.

When your child has a fever, please keep him/her at home until the temperature returns to normal. If there are any lingering signs of illness, such as glassy or watery eyes, listlessness, and drowsiness, please keep your child at home. 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.

## **Emergency Evacuation**

Although we have never experienced an emergency evacuation at the school, we are prepared for such a circumstance. All staff is aware that if severe weather is eminent they will take all children to the lower level in the building and remain there until the severe weather has past.

## **Parking Lot Safety**

The school is home to children of all ages. Please enter and exit our parking lot with extreme caution. Please park efficiently to utilize all of our parking space. Please come in to pick up young children. We will not let them go out in the parking lot unattended. Please do not allow siblings to play in the parking lot.

## **Student and Parent Use of Social Media**

Use of Facebook, Twitter, LinkedIn, blogging, and other online social-media vehicles is commonplace. This policy is intended to provide Kinner & Co. Dance Studio students and parents with guidelines to eliminate any confusion concerning the use of social media.

- You DO NOT have permission to reveal any information that compromises Kinner & Co. Dance Studio Inc. By that we mean you are forbidden to share personal information about the director, other students or their families, or anything that is proprietary and/or confidential to them or Kinner & Co.
- Students and parents should neither claim nor imply that they are speaking on behalf of Kinner & Co.
- Never post anything that could compromise the self-esteem of students who attend Kinner & Co. Dance Studio.
- If you post videos of class or rehearsals, don't post any choreography in its entirety; Kinner & Co. owns the copyright to all choreography taught at the school.
- Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use. As stated in this handbook, parents and students should never post negative comments about other schools or teachers. Also, please do not post negative comments about school activities such as competitions, conventions, and performances or about the directors of those events.
- Ensure that your social networking conduct is consistent with all of the policies contained in this handbook.

## **General Policies**

- Parent and students should not feel free to enter file cabinets or desks without permission or direction from a teacher.
- Use of the school telephone is limited to emergencies only.
- Parents and students should never interrupt a class in session.
- Only water is allowed in the studios. Please keep food and drinks in the waiting room.
- 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 waiting rooms or classrooms.
- Please do not dispose of dirty diapers inside the school.
- Students are not allowed to use cell phones or computers during class time. (This means no emailing, internet use, or text messaging.)
- Never speak negatively about teachers, students, or parents from other schools.
- Never recruit students from other schools.
- All students must show respect for their teachers at all times. Inappropriate behavior could result in dismissal from the school.

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## Annual Recital

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

| Date | Activity                 | Location                 |
|------|--------------------------|--------------------------|
| TBD  | Recital Photo Shoot      | Picture This Photography |
| TBD  | Opening Number Rehearsal | Dance Studio             |
| TBD  | Technical Rehearsal      | Springfield High School  |
| TBD  | Technical Rehearsal      | Springfield High School  |
| TBD  | Dress Rehearsal          | Springfield High School  |
| TBD  | Recital                  | Springfield High School  |

All students participate in our annual recital to be held at the **Springfield High School Auditorium**. Please note that all students must participate in the dress rehearsal in order to perform in the recital. 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.

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.

## Recital Handbook

In the Spring 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. Please make sure to read this thoroughly once received.

## Costumes

We spend many hours determining the correct costumes for each class. They are always age appropriate and of the highest quality possible.

In an effort to ensure that costumes are delivered in time for school photographs and an organized distribution to our students, costume orders are placed during the December holiday break. Plan on \$80.00 to \$90.00 cost per costume. We order 2 in 1 costumes whenever possible. You can make payments on your costume(s) in September, October and November and the full amount will be due no later than December 17th. Just note on your check or tell Dave that is what you want to do.

**Costumes are always age appropriate and of the highest quality possible.**

### **Recital Photos**

Class photos are typically taken mid-April at Picture This Photography in Lincoln. Dates and times are to be announced. As a courtesy to the other dancers in your class, please plan on attending the photo session regardless of your intention to purchase photographs.

There is no obligation to purchase photos, however we try to accommodate all budgets. Please arrive early for your child's scheduled time since photo shoots tend to run ahead of schedule.

### **ADDITIONAL INFORMATION AND ACTIVITIES**

#### **Bring-a-Friend Week**

Students may bring a friend (similar in age) to the school to experience a fun class designed for them and their guests. Students' friends attend class free of charge during this week.

#### **Summer Program and Camps**

Each summer Kinner & Co. offers summer programs and camps for both current and new students. Summer activities are for children ages 3 to Adult. A complete listing of all summer programs will be distributed in the Spring. We suggest early registration as these programs do sell out, especially the camps.

#### **Birthday Parties**

We offer several birthday party options for both boys and girls. Most birthday parties are scheduled for Saturday afternoons or on Sundays because of limited space available during the week. Please contact the office for more information.

### **A FINAL NOTE**

WELCOME to Kinner & Co.! We look forward to an exciting, rewarding season!



Dance to live.... Live to Dance...