

# Table of Contents

<b>Welcome.....</b>	<b>2</b>
<i>CDK Mission Statement</i>	
<b>Class Descriptions &amp; Attire.....</b>	<b>3-4</b>
<b>Enrollment.....</b>	<b>5</b>
<i>Scheduling</i>	
<i>Attendance</i>	
<i>Class Withdrawals &amp; Class Changes</i>	
<i>Class Cancellations</i>	
<i>Dismissal</i>	
<b>Tuition.....</b>	<b>6-7</b>
<i>Financial Responsibility</i>	
<i>Monthly Payments</i>	
<i>CDK Discounts</i>	
<i>Late Fees</i>	
<b>Private &amp; Semi-Private Instruction.....</b>	<b>7</b>
<b>Studio Policies.....</b>	<b>8-9</b>
<b>Communication Policy.....</b>	<b>10-11</b>
<b>CDK Code of Conduct &amp; Behavioral Expectation.....</b>	<b>12</b>

# Welcome!

*The Captivation Staff and Artistic Director, Kaleigh Schmidt, would like to welcome you to our CDK family! Captivation Dance offers high quality instruction in all areas of dance. We employ only the finest instructors, provide a nice, clean facility, and workable class sizes so that students receive personal instruction at a reasonable cost.*

At Captivation, our classes are designed to stimulate the enjoyment of dance while laying an important foundation for further training. As the student advances, the variety and intensity of class work increases. Many of our students dedicate themselves to succeed in their technical abilities, while other students participate in dance for the exercise and pure enjoyment of the art form. We offer classes for beginners through advanced students, ages two through adult.

Throughout this Handbook are our policies and rules that have been established to make the entire season run smoothly and efficiently. ALL POLICIES AND RULES WILL BE STRICTLY ENFORCED THROUGHOUT THE YEAR.

***All parents and students must agree, abide, and commit to Captivation's policies and rules, through a written-online agreement, following the reading and understanding of the studio's guidelines.***

***\*Please access your Parent Portal to make your commitment.***

## 1 CDK Mission Statement

*Captivation Dance strives to bring out the best in each dancer, as well as develop each individual's personal talents. We give great effort in advancing our dancers to the next level by improving their personal technique, while building strong characters through positive reinforcement. Our highly respected and well-trained teaching staff will offer many different methods of dance training for our students. We will strive to assist students in building a strong foundation in dedication, motivation, respect, maturity, personal responsibility, pride, technique and performance.*

# Class Descriptions & Attire

All students **must** have their hair secured, shoes on and tied, and the appropriate clothing on prior to beginning class. **Students will be dismissed from class if they do not have the proper shoe, leotard, or clothing attire.**

## 1 Ballet

*Little Bitty Ballet, Tiny Toes Ballet, Beginner Ballet (A) & (B), Level 1 Ballet, Level 2 Ballet, Level 3 Ballet*

Ballet is the foundation of all dance training. The Ballet curriculum is designed to help dancers create a strong pedagogical foundation through repetitive movement, ballet vocabulary, discussion, and exploration. With focus on creativity, discipline and technical development, dancers work in a nurturing, pre-professional atmosphere to build confidence and life and dance skills.

Attire: Pink or white tights, leotard, pink ballet shoes

\*A skirt may be attached to the leotard

\*Tutus and/or skirts are optional

## 2 Tap

*Tiny Toes Tap, Beginner Ballet (A) & (B), Level 1, Level 2-3*

Tap classes are designed to develop rhythm, style and sound. Exercises focus on building flexibility of the knee and ankles, coordination, and speed of movement. The class emphasis is on developing proper tap technique, producing clear tap sounds, and having fun. As students progress through each level, curriculum will become increasingly more complex and intricate

Attire: Pink or white tights, leotard, black-tie tap shoes

\*A skirt may be attached to the leotard

\*Tutus and/or skirts are optional

## 3 Hip-Hop

*Tots Hip-Hop, Beginner Hip-Hop (A) & (B), Level 1 Hip-Hop, Level 2-3 Hip-Hop*

This upbeat class combines basic hip-hop technique and choreography. In this fast-paced and fun class students will use hip-hop to develop their coordination, rhythm, flexibility and self-expression. As students advance in age and dance ability, they will articulate movement textures, techniques, and hip-hop tricks and skills.

Attire: Comfortable top and bottoms, tennis shoes

\*Jeans and/or jean shorts are not permitted

## 4 Jazz

*Level 1, Level 2, Level 3*

Jazz will focus on learning proper dance technique such as isolations of the body, improving performance quality and developing complex rhythms and patterns. Students will be exposed to various styles of jazz such as Broadway, Street and Contemporary. Class curriculum is based on ballet technique layered with traditional jazz movement and includes a proper warm-up, stretches, isolations, across-the-floor.

Attire: Pink, white, tan or black tights, leotard, fitted top, or sports bra, spandex shorts or fitted leggings, tan jazz shoes

\*Spandex and/or leggings are optional

# Enrollment

All students are required to pay a one-time \$25 registration fee, at their time of enrollment. Enrollment is available online only. If assistance is needed for enrollment, please email the studio.

## 1 Scheduling

Please refer to the class schedule posted on our website. Captivation Dance reserves the right to change the schedule at any time. **All students must be registered and paid for prior to taking dance class.** Classes are scheduled by age, but there is room for advancement, only if you have prior dance experience **and** you gain written approval by Kaleigh Schmidt. **Do not ask for advancement.** This decision is solely made by Kaleigh Schmidt and the other CDK staff members.

## 2 Attendance

If you are going to be absent, you **must** contact [captivationdancebykaleigh@gmail.com](mailto:captivationdancebykaleigh@gmail.com). It is **mandatory** that your child attends our annual dance recitals. **There are no credits, refunds or make-up classes, for classes that are missed.**

## 3 Class Withdrawals & Class Changes

**The deadline to drop from any enrolled classes or to transfer to a different class is November 1st.** A drop form must be submitted at the time of withdrawal or transfer. Forms are available on our website and at the front desk. A \$25 fee will be issued to those who withdrawal or transfer to a new class. **After November 1, the dancer and/or parent must respectfully pay all outstanding and future tuition fees and costume fees that was agreed upon via signed contract, beginning the date of dismissal through June 1, 2018. Refunds are not given for any reason.**

## 4 Class Cancellations

If your instructor cancels a class due to illness or an emergency, you will receive credit for your class(s) missed that day. **No credit will be given for snow days.** If your instructor hires a substitute teacher to teach their class(s), those classes will not be credited or made up.

## 5 Dismissal

CDK reserves the right to dismiss students, with a 2-week written notice, from their class(s) for the following reasons:

- 1) Being absent for 4 consecutive classes.
- 2) Having an outstanding balance for more than 4 weeks. *Please see 'Late Fees' on page 11.*
- 3) Failure to abide by studio policies or repeated behavioral disruptions.

# Tuition

## 1 Financial Responsibility

As the parent/guardian, you accept financial responsibility of all costs associated with participating at Captivation Dance. Here at Captivation Dance we strive to keep costs reasonable and possible for all families and their dancers. You are the only person who can decide at what level you can participate in respect to time, energy, and finances.

We want the entire Captivation Dance experience to be a positive, rewarding experience. If you have any questions about the fees necessary to participate in dance and/or recital, please see Kaleigh Schmidt prior to making any commitments and she will be happy to sit down with you personally to help answer any questions or concerns. All financial matters are to be handled with Kaleigh. Please do not discuss money matters with your dancer, other staff members, or other parents.

## 2 Monthly Payments

There will be a total of 8 payments that will be made during the 2018-2019 dance season. These payments are divided throughout the 8-month season; with the 1<sup>st</sup> payment beginning August 25, 2018 and the last ending March 25, 2018. *Dancers do not have to pay tuition for the month of May. Monthly payments are due the 25th of every month.* There is also a 1-time \$25 fee issued at the time of registration. Refunds are not given for any reason.

*Regardless if it a 3-week month, or 5-week month, tuition costs remain the same.* Pro-rated tuition, credits or make-up classes will not be given for scheduled studio closings and holidays.

A transaction for Recital Costumes will be charged to your account on November's bill. This fee is also due on the 25th of October.

**In the event that a monthly payment is missed, your child will be asked to sit out during that class. Your child will still need to attend class in order to gain the visual knowledge of what was taught in class.**

Captivation accepts the following forms of payment: Cash, Check, Debit/Credit Card, PayPal, Automatic Withdraw (Auto-Pay). *To enroll in Auto-Pay as the procedure for your monthly payments, please log-in to your Parent Portal and complete the proper online enrollment.*

### 3 CDK Discounts

Captivation Dance offers a variety of student and family discounts for all dancers. Please see the following for details on student and family discounts.

- ❖ **Multi-Class Discount:** All classes are register for 1, receive \$10 off each consecutive class.
- ❖ **Family Discount:** All family members receive an additional 10% for all dance classes. Family members include siblings and step-siblings..
  
- ❖ **Yearly Tuition:** Families who wish to pay the full balance for the 8-month dance season will receive a 5% discount off their total tuition at the time of transaction, plus a waived \$25 registration fee. Payments in full must be submitted at the time of registration.

### 4 Late Fees

A late fee of \$10 will be applied to all outstanding accounts on the 1st of every month.

**If you fail to pay your outstanding balance, including the \$10 late fee, by the 2<sup>nd</sup>, your account will continue to be charged \$5 per day until your account is paid in full.**

\*Students cannot participate in class until all outstanding balances are paid in full.

\*Students will be dropped from their enrolled classes if outstanding balances are not paid within a month's time-span.

## Private & Semi-Private Instruction

All private lessons are taught by Kaleigh Schmidt, Emily Sauber or Stephanie Christopher, in an one-on-one setting. Private lessons are customized to each individual's specific goals and dance interests. Private lessons are a great way to improve technique, increase flexibility, and advanced dancers to the next

level! They are also a great way for dancers to gain additional knowledge and confidence for junior high or high school dance team tryouts.

## 1 Scheduling

To schedule a private or semi-private lesson, you must call (309) 657-1278. Once you finalize a time that works best for you and your designated instructor, you will not be able to change your lesson time. If lessons are cancelled by the instructor, they will be made up at a different time. Lessons cancelled by the student or parent, will not be rescheduled. Parents may watch their child's lesson from the waiting area only. They are not allowed to give constructive criticism, or unauthorized dance instruction.

## 2 Tuition

All payments must be made at the time of lesson, or private lessons will be discontinued.

**Private rates:** \$40/hour

**Semi-private rates:** \$25/hour per dancer

\*If dancers and/or parents fail to notify the studio within a 12-hour time period, there will be a \$10 cancellation fee charged to all accounts for cancellations made.

# Studio Policies

- ❖ Only staff members are allowed to be behind the desks, or in the staff only areas at the facility. In addition, only staff member bags or goods are allowed to be in these areas.
- ❖ Students are not permitted to touch the teacher's' belongings. This includes turning on/off the lights, changing music on the Tablet, and using any props available in the dance room without given permission.
- ❖ Parents may wait, **quietly**, in either of the designated waiting areas. Family and friends are not allowed to watch their children inside of the dance room at any time. You may watch your child through the curtains.
- ❖ Toys are available in the waiting area for siblings and friends. If toys are not picked up after being used, they will be taken away for the remainder of the dance season.
- ❖ **Absolutely NO picture taking and/or videotaping while your child is in class, unless instructed to do so by the instructor.**

- ❖ Parents may not speak to their children, or their designated dance instructor, once they have entered the dance floor and/or class has begun.
- ❖ Students ages 4+ will **not** be allowed to use the restroom during class. We encourage parents to take their children to the restroom **prior** to class starting.
- ❖ Students ages 3 and under will be led and helped to the bathroom by a teacher assistant. If restroom usage becomes excessive, your child will be dismissed from class. We, too, encourage parents to take children 3 and under to the restroom **prior** to class starting.
- ❖ No gum is allowed inside the dance floor or while dancing.
- ❖ The ballet barres are **not** meant to support a child's body weight. Children are prohibited to hang, pull, or jump on the barres, because they **will** become disengaged and unusable.
- ❖ The mirrors are **not** meant to be touched, leaned up against, or kicked. Children are prohibited to touch the mirrors, because they **will** fall off the wall if done so.
- ❖ **Only bottled water with a re-sealable lid is allowed on the dance floor; food, sports drinks, and/or soda are not permitted.**
- ❖ Dancers must clean up after themselves with regard to food, snack wrappers, and drink. If this becomes a problem, Captivation will prohibit all food and drinks, except for water.
- ❖ Snacks are available for \$.50. Beverages are available for \$1. Snacks and beverages are not to be purchased while a class is in session; only during the transition between dance classes.
- ❖ **Any and all damage made to the CDK facility, by a student or parent, will be in the hands of that legal guardian to pay and replace damage costs. Damages include but are not limited to the dance floor, mirrors, ballet barres, dumbbells, yoga mats, shoe racks, and electronic equipment.**
- ❖ Dancers attend Captivation at their own risk. CDK is not responsible for injury, loss or theft at the studio or any premises as part of any Captivation performance, competition, or event. In the case of a medical emergency, CDK has permission to treat students with the appropriate actions. Parents will be notified immediately via primary phone number and email address at the time of injury, if appropriate.
- ❖ Dancers are expected to display behaviors consistent with school expectations. Dancers should expect to remain quiet and raise their hand if they need assistance in class.

# Communication Policy

*Captivation Dance makes every effort to keep all parents well-informed regarding all issues of recreational dance classes. Our primary sources of communication will be through email, website, Facebook page, and 'Remind' text-notification system.*

Captivation Dance by Kaleigh  
2133 S. Main Street, Morton, IL. 61550  
309.321.8157  
www.captivation-dance.com

Studio Office Hours -  
Monday through Thursday 4:00 pm – 8:00 pm

## 1 Email

When the dance season begins, we encourage parents to check their email **at least once a week**. Email is often the easiest and most timely way for the CDK Staff to communicate with all classes and students. If you would like our emails to be sent to multiple family members, please provide us with a primary and secondary email address during registration. If your child is going to be absent, you **must** email the studio and let us know.

**\*Please save the following addresses to your email list:**

**Melissa Bollenbach (Studio Manager): thebbach4@icloud.com**

*Melissa is in charge of all customer relations, registration, and outstanding account balances.*

Sandy Patterson (Administrative Assistant): [spattersoncdk@gmail.com](mailto:spattersoncdk@gmail.com)

Michelle White (Administrative Assistant): [mwhitecdk@gmail.com](mailto:mwhitecdk@gmail.com)

## 2 Facebook

Facebook is the most reliable way for us to post studio events, advertise dance specials, and notify the studio of weather-related cancellations. Make sure to 'like' our page to stay up-to-date on our newest workshops and discounts. **Facebook messages will not be accepted in order to maintain consistent communication. If you need to message the studio please use our email address listed above.**

**\*Our Facebook page can found under the name 'Captivation Dance by Kaleigh'.**

## 3 Website

Our studio website is great to check when looking for hand-outs, studio calendars, recital information, and handbooks. We'll update links throughout the year with calendars, special events, and recital tickets. **Plan on checking the website once a month for updates.**

**\*Our studio website is: [www.captivation-dance.com](http://www.captivation-dance.com)**

## 4 'Remind'

Remind is a free, safe, and simple messaging tool that helps teachers share important updates and reminders with students and parents. Subscribe by text, email or using the Remind app. All personal information is kept private. Teachers will never see your phone number, nor will you see theirs.

CDK has many 'Remind' codes. Be sure to check the website for specific instructions and codes to subscribe to.

**We will use 'Remind' for class cancellations and reminders. We highly recommend that all parents subscribe to their appropriate codes.**

## 5 Phone Calls/Texts

Phone calls are the least effective way of communication at the studio, unless it is an absolute emergency or question of concern for the Director.

If you call the studio during class hours, it is likely that we will not receive your message or be able to reply until the following day. Please give us at least 24 hours to respond to all phone calls and voicemails received.

Again, email is the best way of communication because a staff member will be able to assist you much faster.

\*Our phone number is: 309.321.8157

## CDK Code of Conduct & Behavioral Expectations

At Captivation Dance it is **required** and **expected** that all students and parents act in a professional and mature manner that reflects that of the studio, as a whole. All must be respectful to the director, instructors and fellow dancers, as well as the staff, students and parents of other dance studios. **Behavior that disrupts or damages the CDK reputation will not be tolerated and will result in immediate dismissal from the studio.** At any time the director may terminate a student who does not follow the rules stated in the *CDK Code of Conduct & Behavioral Expectations*.

- ❖ We, at Captivation Dance, believe in creating a positive learning environment for all of our students. Understand that first and foremost this is a business, and not a parent run organization. Please be respectful of our policies, students, staff and parents.
- ❖ All must be supportive towards fellow students and offer words of encouragement to promote friendships and strong bonds.
- ❖ Students and parents are to not complain or badmouth our studio, instructors or students in our waiting room or amongst other parents and/or students. **This also applies to other dance studios, their instructors, and their students.**
- ❖ **At all times, you are representing Captivation Dance.** Students and parents are prohibited to gossip or post to social media, pictures or videos that reflect gang-related affiliations, swearing, or poor sportsmanship, words of disrespect towards others at CDK or another studio, badmouthing CDK, our instructors, or students. Social media includes, but is not limited to Facebook, Twitter, Instagram, Snapchat, Tumblr, Pinterest, YouTube, and/or Musical.ly.
- ❖ All concerns need to be addressed in an appropriate, tasteful and mature manner. Our director and staff are professionals in what they do; telling them how to run CDK or ridiculing them because of your disagreement with their choreography, music choices, teaching styles, disciplinary approaches, policies, or decisions will not be tolerated.

