

## 2021-2022 Class Schedule

\*Updated 9/1/21\*

STAGE LEFT			CENTER STAGE			STAGE RIGHT		
<b>MONDAY</b>								
4:30-5:15	Hip Hop 1 (7-9 yrs.)	Taylor	4:30 - 5:15	3-4 yr. old Combo	Amanda	4:15-5:00	Team - Hip Hop	Kristen
5:15-6:00	Hip Hop 2 (10-12 yrs.)	Taylor	5:15 - 6:15	5-6 yr. old Combo	Amanda	5:00-6:00	Team - Musical Theater	Kristen/Ashlyn
6:00-6:45	Hip Hop 3 (13+ yrs.)	Taylor	6:15-7:00	Beginner Tap	Amanda	6:00-7:00	Team - Lyrical/Modern 1	Kristen
6:45-7:45	Team - Lyrical/Modern 2	Ashlyn				7:00 - 7:45	Teen Tap	Kari
						7:45-8:45	Jazz 3	Kari
<b>TUESDAY</b>								
4:30 - 5:30	Lyrical 3	Kristen	4:15 - 4:45	2 yr. old Combo	Bethany	4:30 - 5:30	Modern 1/2	Maranda
5:30 - 6:30	Lyrical 1	Ashlyn	4:45 - 5:30	3-4 yr. old Combo	Bethany	5:30 - 6:30	Beginner Pointe	Maranda
6:30 - 7:30	Lyrical 2	Ashlyn	5:30 - 6:30	5-6 yr. old Combo	Bethany	6:30 - 7:30	Pointe	Maranda
			6:30 - 7:30	7-10 yr. old Combo	Bethany	7:30 - 8:30	Modern 3/4	Maranda
<b>WEDNESDAY</b>								
4:30 - 5:15	Hip Hop 1 (7-9 yrs.)	Aubry	4:30 - 5:30	5-6 yr. old Combo	Bethany	4:30 - 5:15	Jazz 1 A	Alexis
5:30 - 6:15	Jr. Hip Hop (5-6 yrs.)	Aubry	5:30 - 6:00	2 yr. old Combo	Bethany	5:15 - 6:15	7-10 yr. old Combo	Alexis
			6:00 - 6:45	3-4 yr. old Combo	Bethany	6:15 - 6:45	Mini Lyrical (5-8 yrs.)	Alexis
<b>THURSDAY</b>								
4:30 - 5:30	Jazz 2	Ashlyn	5:15-6:00	Jazz 1 B	Kari	4:30 - 5:45	Ballet 5/6	Ashley
5:30 - 6:15	3-4 yr. old Combo	Ashlyn	6:00-7:00	Jazz 3 B - Musical Theatre	Kari	5:45 - 7:00	Ballet 2	Ashley
6:15 - 7:30	Ballet 1	Ashlyn				7:00 - 8:15	Ballet 3/4	Ashley
<b>FRIDAY</b>								
						5:00-5:45	Aerial Silks (10-16 yrs.)	Kamrynn
						6:00-7:00	Aerial Silks (17 yrs. - Adult)	Kamrynn

\*Ballet is required for Modern & Lyrical classes

\* Placement in level classes is based on age & experience, please see us for help with placement

### Enrollment Fee

- Non-refundable
- One time fee; due at time of enrollment
- One student: \$40
- Multiple students: \$60  
\*Multiple student fees only apply to students living in the same household

### Costume Fee

- Non-refundable after orders are made
- One time fee; due in full by November 10th, 2021
- Costumes will be chosen per class and notice of fees will be sent home in October
- This fee is to cover all costumes, accessories, order fees, etc.

### Spring Show Fee

- Non-refundable after February 10th
- One time fee; due in full by February 10th, 2022
- One student: \$75
- Multiple students: \$100  
\*Multiple student fees only apply to students living in the same household
- This fee covers rental of the PAC, hired workers, backdrop, props, programs, music licenses, etc.

**A \$15 late fee will be incurred on tuition installments, Costume Fees, and Spring Show Fees that are past due, with an additional late fee being added for fees not paid by the beginning of the following month. There will also be a \$15 late fee charged to all accounts that have an outstanding balance at the end of December.**

### Monthly Tuition Installments

- Tuition is due by the 10th of each month (Sept. - May)
- Tuition is based on the number of weeks per dance year, NOT the number of weeks in the month. Therefore, holidays and ½ months are not subject to partial tuition.
- You MUST let us know before the 1st of the month if you do not plan on continuing classes, otherwise you will still be responsible for ½ of the month's tuition installment.

**Silks drop-in class rate      \$20.00/class (for 1 hr. class)  
\$15.00/class (for 45 min. class)**

\*See monthly rates below

**30 minute class      \$59.00/month**

2 yr. combo class, Mini Lyrical\*, Mini Musical Theater/Tap\*  
(\*if not taking another class)

**30 minute Mini class discount      \$30.00/month**

\*If you take a combo class in addition to Mini Lyrical or Mini Musical Theater, the Mini class will only be \$30 a month (not subject to multi-class discount)

**45 minute class      \$64.00/month**

3-4 yr. combo class, Tap, Hip Hop, Jazz 1, Silks (10-12 yrs.)

**60 minute class      \$69.00/month**

5-6 yr. combo class, 7-10 yr. combo class, Jazz, Lyrical, Modern, Silks

**75 minute class      \$75.00/month**

Ballet (including Ballet 3/4 & 5/6 if not taking pointe)

**Pointe/Beginner Pointe      \$140.00/month**

2 classes per week (Pointe class and weekly ballet class) are REQUIRED if dancing en pointe

**Maximum Family Tuition      \$400.00/month**

\*Applies to students in the same household only

**Multi-Class Discount Policy - Pay full price for 1st class (higher priced) and take 20% off total of all other classes. Applies to tuition of students in the same household only.**

## Autocharge 2021-2022 Enrollment Form

\*Tuition will be charged by the 5<sup>th</sup> of each month

**Please check here if you would like either of the additional fees run automatically on your card:**

**Costume Fee (run with Nov. tuition)**

**Spring Show Fee (run with Feb. tuition)**

\*We will send a courtesy email reminder before charging these additional fees to your card.

Student name: \_\_\_\_\_

Name as displayed on card: \_\_\_\_\_

Credit card #: \_\_\_\_\_ CVC: \_\_\_\_\_

Expiration date: \_\_\_\_\_ Billing zip code: \_\_\_\_\_

I, \_\_\_\_\_, authorize K & Co. Dance Studio to charge my scheduled monthly tuition installment to my debit/credit card by the 5th of each month, as well as the Costume Fee & Spring Show Fee (if marked above). I understand that **I must notify K & Co. Dance Studio at least 5 days before the 1st of the month** if my child will not be continuing, or my card may still be run and I will be responsible for ½ of the tuition payment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OPEN HOUSE & ENROLLMENT DAYS:**

- \* **Tuesday, May 18 from 4:00-7:00pm (Block Party & Enrollment)**
- \* **Tuesday, August 3 from 4:00-7:00pm (Open house & Meet the Teacher)**

\*\*\* Enroll anytime by phone, email, or stopping by during office hours. \*\*\*

**FALL REGISTRATION, TUITION & FEES:**

Enrollment in classes can be done over the phone, through email, through the mail, or at the studio. Our enrollment forms are available online to download.

- Enrollment Fee:** \$40 one student or \$60 multiple students (due at enrollment - NON REFUNDABLE)
- Monthly Tuition:** September - May... **Due by the 10th of each month.** Payments are considered late if received after the 10th of the month. Tuition installment rates are based on the number of weeks in the dance season (September-May, including holidays), not by the number of classes per month. Tuition is non-refundable if student has attended one or more classes during the month.
- Installments:**
- Costume Fees:** One Time Fee...**Due by November 10th, 2021.**  
Costume Fees will be paid in full per costume ordered (1 per class). Recital costumes will be chosen by Fall Break. Notice of fees for each costume will be sent home and then due by November 10th. Costume fees are non-refundable after costumes have been ordered.  
\*This fee is to cover all costumes, accessories, order fees, alterations, etc.  
Parents may also be asked to purchase clothing items or accessories to be used as a costume in performance in addition to their one costume. Certain color tights will also be REQUIRED for each costume to be worn in the show. These can be purchased from us or other stores as long as they match our requirements.
- Show Fees:** \$75 for one student or \$100 for multiple students. **Due by February 10th, 2022.**  
This fee helps to cover the cost of Performing Arts Center rental charges, technicians (lights, sound, etc.), security officers, recital programs, props, backdrops, etc.
- Late Fees:** If tuition is not paid by the 10th of the month, a fee of \$15.00 will apply. Other fees (Costume Fee & Spring Show Fee) are also eligible for a \$15 late fee if not paid by the due date. Any fees that are not paid by the beginning of the following month will incur an additional \$15 late fee. There will also be an additional late fee charged to any accounts that have a balance going into Christmas break.
- NSF Fees:** If checks, debit, or charge payments incur an NSF charge, your account will be charged a fee of \$28.00.

**FAMILY & MULTI CLASS DISCOUNTS:**

\* **Family & Multi Class Discount:** available for students living in the same household (NO EXCEPTIONS). You will pay full price for the 1st class (highest price), then we will take 20% off the total of all other classes. Does not apply to Enrollment Fee, Spring Show Fee, or Costume Fees.

\* **Max Tuition Policy:** available for students living in the same household (NO EXCEPTIONS). Tuition will be figured with our regular policy taking 20% off all classes except the 1st class. If the tuition amount is higher than \$400 you will qualify. You will pay a max of \$400 per month in tuition no matter how many classes you take. Full price of costumes and other fees will still be charged.

**STUDENT MISCONDUCT POLICY (including: dress code & studio misconduct):**

PLEASE DISCUSS THIS POLICY WITH YOUR CHILDREN! It will also be discussed in each class at the beginning of the dance year. K & Co. Dance Studio will be enforcing a "3 strikes & you're out" policy. Any student that refuses to follow the classroom or studio rules will be given 2 warnings. 1st offense will be a verbal warning between the student and teacher, 2nd offense will result in a written warning sent home for the parent to sign and return the following week. 3rd offense will result in the student being excused from the classroom to wait in the lobby for the parent. The parent(s) will then be contacted to set up a meeting with Kristen, the instructor, and the student to discuss the issue and what can be done to correct it. Refusing to follow dress code for students in technique levels 1-6 is considered a rule violation. Combo class students are expected to follow dress code, however we understand dress is not usually up to them - accidents happen and parents forget clothes and shoes! With this being said, please be sure to dress your student in dress code, but know that we will not punish our little combo class students for not being properly dressed.

**CANCELED CLASSES, REFUNDS, RESCHEDULING & SUBSTITUTION:**

Refunds will be issued for any fees paid towards the class if K & Co. cancels a class due to low enrollment.

K & Co. reserves the right to provide a substitute teacher if the regular teacher is ill or is otherwise unable to teach.

K & Co. reserves the right to reschedule or combine classes if a substitute is not able to be found.

**ATTENDANCE / MAKEUP POLICY:**

Regular attendance is vital to student progress and group choreography. Please make every effort to attend each class. Students may make up missed classes until April 1st. If you miss more than two of the final eight classes before recital you may be dismissed from participating in the recital routine at the discretion of the teacher OR you may be required to take private lessons at an additional cost to tuition, to get caught up before the performance. To make up a class, please contact the office to find a similar class to attend at no extra charge.

**INCLEMENT WEATHER POLICY:**

If Claremore Public Schools are closed due to weather conditions, we are closed as well. However, in the event school is in session and the weather conditions become questionable, we will make the call on classes by 3:00pm. We will email, text, and/or call affected classes, and we will also post any closings on our Facebook page. We will offer only one day of make-up classes (regardless of how many we missed due to weather) in the Spring. K & Co. reserves the right to combine classes during the makeup day scheduled.

**CLASS PLACEMENT:**

Students are placed in class first according to age and then by observation of a combination of years danced and level of technique. Please see Kristen for help on class placement. The number assigned to classes (ex. Ballet 1 or Ballet 2) is not necessarily based on level of students in class, but on the number of classes required to accommodate the size of enrollment that year. If one class is too large we will add another one and number it accordingly to create a comfortable student/teacher ratio.

**WITHDRAWAL & REFUNDS:**

If a student must drop from a class PLEASE NOTIFY the studio as soon as possible. We will then notify the child's instructor and email you a drop form to be filled out. If we are not notified your account may continue to be charged monthly tuition installments and fees. You must notify us by the first day of the month if your student has decided to drop or you will still be responsible for half of the tuition installment for the month. If you are on autocharge, you must notify us 5 days before the first of the month to avoid a charge to your card.

**PAST DUE ACCOUNTS & COSTUME HOLD POLICY:**

If any and all late tuition and fees are not caught up and paid by April 1st, any and all costumes for students on that account will be held and not sent home until the account is paid in full. Please note this will result in possible missed opportunity for picture week as well as performance.

**STUDIO COMMUNICATIONS:**

**Studio Emails:** Emails are a very important method of communication employed by the dance studio. Therefore, it is vital that we have an accurate email on file for you that is checked on a regular basis. If we do not have your email or you do not check it on a regular basis, you may miss important studio information.

**Studio Calls/Texts:** While our main method of communication is emails, we do sometimes call or text classes (especially in the event of a last minute cancellation/change in class time). Therefore, please make sure that we have an accurate phone number for you, and please let us know if you do not receive texts so we can be sure to call you if necessary.

**Classroom Notes:** While we try to keep most of our communication via email, we do occasionally send out notes in the classroom. Please be sure to check your child's dance bag so no important information is missed.

**Social Media:** Like our Facebook page and follow us on Instagram to see reminders of important events, closings, etc.!

**2021-2022 Enrollment Form**

kristen@kcodancestudio.com

**Student(s) Last Name:** \_\_\_\_\_

**Contact Information:**

Primary Contact _____	Relationship to student _____
Address _____	City _____ Zip _____
Email _____	Phone _____
Employer _____	Work Phone _____

How did you hear about K & Co.? \_\_\_\_\_

Secondary Contact _____	Relationship to student _____
Address _____	City _____ Zip _____
Email _____	Phone _____
Employer _____	Work Phone _____

**Emergency Contact (person other than Primary or Secondary):**

Name _____	Relationship to student _____
Phone _____	

**Student Information:**

**Student #1**

Name _____	Class 1: _____
Age _____ Date of Birth _____ Gender ____ F ____ M	Class 2: _____
Cell phone _____ Email _____	Class 3: _____
School _____	Class 4: _____

Other information (allergies, disabilities, medications, etc.) _____	Class 5: _____
_____	Class 6: _____

**Student #2**

Name _____	Class 1: _____
Age _____ Date of Birth _____ Gender ____ F ____ M	Class 2: _____
Cell phone _____ Email _____	Class 3: _____
School _____	Class 4: _____

Other information (allergies, disabilities, medications, etc.) _____	Class 5: _____
_____	Class 6: _____

**Student #3**

Name _____	Class 1: _____
Age _____ Date of Birth _____ Gender ____ F ____ M	Class 2: _____
Cell phone _____ Email _____	Class 3: _____
School _____	Class 4: _____

Other information (allergies, disabilities, medications, etc.) _____	Class 5: _____
_____	Class 6: _____

## 2021-2022 Enrollment Form

kristen@kcodancestudio.com

### Person Responsible for Tuition (if other than primary & secondary contact):

Name _____	Relationship to student _____
Address _____	City _____ Zip _____
Email _____	Phone _____
Employer _____	Work Phone _____

**POLICIES & LATE TUITION:** I have read and understand all articles presented in the policy form. I understand that tuition paid after the 10th of the month will incur a \$15 late fee, as well as all fees not paid by the deadline. I also understand that an additional late fee will be applied to my account if there is an unpaid balance at the end of December. Costumes will only be handed out and students will be allowed to perform once all tuition and fees are paid.

I have read the above and agree to these terms. Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**CARE OF STUDENTS, ILLNESSES, & INJURIES:** K & Co. Dance Studio, LLC, its instructors and assistants are not responsible for providing before or after care for students. Parents with children under the age of 6 must stay with the child until class begins and pick up the child inside the building when class is over. Students are not to be left at the school for excessive time before or after class. Parents, legal guardians of minor students or adult students hereby waive the right to any legal action to any sickness, disease, or injury sustained or contracted on school property resulting from normal dance activity or any other activity conducted before, during, or after class time.

I have read the above and agree to these terms. Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**PHOTO & VIDEO RELEASE:** K & Co. Dance Studio, LLC. is hereby granted permission to take a photograph OR video of the student(s) to use for any advertising material including the website, social media, print media, etc.

I have read the above and agree to these terms. Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

### OFFICE USE ONLY - Charges to Account:

Summer Enrollment Fee _____	<ul style="list-style-type: none"><li>● One time fee of \$20 for one student; \$30 for multiple students on one account.</li><li>● Due at time of summer enrollment, NON-REFUNDABLE</li></ul>
Fall Enrollment Fee _____	<ul style="list-style-type: none"><li>● One time fee of \$40 for one student; \$60 for multiple students on one account (summer enrollment fee will count towards fall enrollment)</li><li>● Due at time of fall enrollment, NON-REFUNDABLE</li></ul>
Monthly Tuition Installments _____	<ul style="list-style-type: none"><li>● Tuition is based on number of weeks in dance season; not by number of classes per month; therefore tuition will not change due to holidays, short months or extreme weather.</li><li>● Due by 10th of each month (June &amp; July for Summer; September - May in Fall)</li></ul>
Recital/Show Fees _____	<ul style="list-style-type: none"><li>● One time fee of \$75 for one student or \$100 for multiple students on one account.</li><li>● Due By February 10th, NON-REFUNDABLE after due date</li></ul>
Recital Costume Fee _____	<ul style="list-style-type: none"><li>● Will be paid in full based on the costume chosen for each class. Costumes will be chosen by Fall Break, and notes with cost will be sent home then.</li><li>● Due November 10th, NON-REFUNDABLE after orders are placed</li></ul>