



Kallie Fox Dance Academy, LLC
17134 Hwy. 44, Prairieville, LA 70769
(225) 400 - 5790 // kfoxdance.com

HANDBOOK/POLICIES

(Please visit www.kfoxdance.com for updates & additional information)

If you register for and take a space in a class, you are committed to, and agree to pay tuition for that class.

REGISTRATION FEES:

Each client, (dancer) new or returning, will be charged a NON-REFUNDABLE annual registration fee payable upon registration. Registration fees are not prorated. Payment of registration fees allows for enrollment of students and to begin payment of monthly tuition.

TUITION:

Tuition for classes is to be paid by the 1st day of each month for that month of dance. Monthly tuition charges for school year sessions are based on the session beginning in August and ending in June. Tuition may be paid in advance. However, there are **NO REFUNDS** on pre-paid amounts of any kind. Classes not cancelled by midnight on the last calendar day of the month (no matter what day of the week he/she takes class) will be automatically charged for the full next month's tuition. See Class Cancellation Policy herein.

HOLIDAYS & CLOSURES:

NO CREDITS or REFUNDS will be given for school vacations or holidays. Monthly tuition rates are not affected by holidays or school vacations. The studio is closed for the following holidays – Mardi Gras (all week), Easter (all week), Labor Day (Monday), Halloween, Thanksgiving (all week), Christmas (all week) and New Year (all week). Please see our calendar for more details.

If KFDA's physical location is closed by state or local government authorities the KFDA season will continue by virtual classes through its ONLINE ACADEMY at the same tuition and fees and all cancellation policies will be in effect.

PAYMENT:

For your convenience, KFDA has an online registration and payment management system call KFDA Jackrabbit Parent Portal. This system allows you to register, view account balances, invoices, schedule payments, as well as manage classes, schedules, view announcements and other cool features.

A valid credit card is required to be kept on file in the KFDA Jackrabbit system for automatic payments. **The credit card will automatically be charged on the 1st of each month.** Cash and or personal checks payment will be accepted at the front desk prior to the 25th of the month to allow for processing in KFDA Jackrabbit prior to the 1st. If payment is made by cash or personal check prior to the 25th of the month, the credit card on file will not be charged. Published registration and tuition fees include the costs for credit card service transaction processing.

If a credit card is declined, your account will be charged a **\$40** Non-Sufficient Funds (NSF) Fee. Declined cards must be resolved within 5 business days. Similarly, there will be a **\$40** NSF Fee for any returned personal checks. Students will not be permitted to take class until the delinquent account balance is paid in full.

OTHER FEE POLICIES:

All fees (tuition, registration fees, recital performance fees, costume fee, and recital tickets) are NON-REFUNDABLE. KFDA reserves the right to have dancers sit out of classes, without make-ups, for ANY outstanding account balances. All outstanding balances must be paid in full before (i) costumes are hands out, (ii) any dancer can perform in the RECITAL, and/or (iii) registering for any other classes. Accounts with a history of non-payment or non-compliance with studio policies may be barred from registration and may be asked to leave the studio. Please note the KFDA Online Store return/exchange policy. **Tuition bills will not be emailed or mailed to student's homes.** An additional servicing fee of \$10.00 may be applied if KFDA staff mails or emails more than one delinquent account statement per session.

DROPPING A CLASS:

It is your responsibility to contact the front desk either in person, email kfoxdance@gmail.com, or by phone (225) 400 - 5790 to drop any class and stop further payment for that class. This also removes your spot from the end of year recital for that class.

If a class is not dropped on or before the last calendar day of the month (not the first class meeting of the month), you will be charged for the full next month's tuition. **NON-ATTENDANCE IN A CLASS IS NOT CONSIDERED NOTICE THAT YOU WANT TO DROP A CLASS.** Class drop notifications will be accepted by phone (225) - 400 - 5790, email kfoxdance@gmail.com, or in person from a parent/caregiver on file in the KFDA Jackrabbit Parent Portal. No class drop notifications will be accepted by social media or other methods. There will be no class drops allowed after February 1 in order to allow adequate time to prepare for the recital. *****Please note your account will continue to be charged until you contact KFDA.*****

ADDING A CLASS:

In order to add a specialty class to your schedule, a parent/caregiver who is on file in the KFDA Jackrabbit Parent Portal must provide notification by phone (225) 400-5790, email kfoxdance@gmail.com, or in person. This enables the studio to add you to the class roster and add the appropriate tuition, and or additional recital and costumes fees to the account. Any class added will be effective immediately. This means The Primary Contact/Billing Account Holder is responsible for tuition payments, account charges, and/or recital and costume fees associated with the addition of the class. No class add-ins notifications will be accepted by social media or other methods. There will be no class add-ins allowed after November 1st in order to allow adequate time to prepare for the recital.

STUDIO WITHDRAWAL:

Withdrawing from the studio indicates you no longer desire to participate in any and all classes at KFDA. To withdraw from the studio, a parent/caregiver on file in the KFDA Jackrabbit Parent Portal must notify the studio by phone (225) 400-5790, email kfoxdance@gmail.com, or in person. If a studio withdrawal notice is not submitted on or before the last calendar day of the month (not the first class meeting of the month), you will be charged for the full next month's tuition. **NON-ATTENDANCE IN A CLASS IS NOT CONSIDERED NOTICE THAT YOU WANT TO WITHDRAW FROM THE STUDIO.** No studio withdrawal notifications will be accepted by social media or other methods. *****Please note your account will continue to be charged until you contact KFDA.*****

WEATHER/EMERGENCY CLASS CANCELATIONS:

We will follow Ascension Parish public school closures for inclement weather, unless notified otherwise. Closure notifications will be made via text message and social media posts. Please be sure to follow Kallie Fox Dance Academy on Facebook and/or Instagram. Make-up classes due to weather closures will be scheduled some time prior to the end of year recital.

RECITAL:

All dancers are AUTOMATICALLY enrolled in the KFDA end of year recital unless you opt-out. If you do not opt-out of the recital you are committing to attend class and pay tuition and recital charges through June. **TO OPT-OUT OF THE RECITAL, A PARENT/CAREGIVER WHO IS ON FILE IN THE KFDA JACKRABBIT PARENT PORTAL MUST PROVIDE NOTIFICATION BY PHONE (225) 400-5790, EMAIL KFOXDANCE@GMAIL.COM, OR IN PERSON BEFORE OCTOBER 1.** No recital opt-outs will be accepted by social media or other methods.

Costume fees will be separated into monthly installments, the first installment is to be paid in October and the final in November, or December if needed. This is so we can order costumes over the Thanksgiving/Winter holidays. Recital fees, if the dancer is participating, will be paid by monthly installments beginning in January and ending in April. If a recital opt-out notification is not received, the client will be responsible for paying monthly tuition until the dance recital and all fees (costume, pictures, video, recital, etc.) associated with the recital.

It is the discretion of the studio owner whether a dancer is allowed to perform in the end of the year recital if the dancer is not able to perform the dance to an acceptable level.

ATTENDANCE & TARDINENS:

Attendance will be taken by the instructor in every class. **No dancer will be admitted to class if they arrive 10 or more minutes after the class start time.** If your child has not attended his/her class for 3 consecutive weeks without a notification to the studio from parent/caregiver, your child will be dropped from his/her spot in the class to allow others to participate. No refund or credit for tuition will be provided. Please note that you will be continued to be charged for the class until a proper drop notification is received. Students are required to attend all classes in April, May, and June due to recital preparation. If a class or classes are missed at this time, the dancer forfeits their rights to perform in the recital. It is the discretion of the studio owner whether the dancer will be allowed to perform in the recital.

MAKE-UP POLICY:

No adjustments, credits, or transfers will be made for missed classes. **NO CREDITS OR REFUNDS ARE GIVEN FOR MISSED CLASSES.** Make-up lessons are NOT available for missed classes. Make-up classes due to weather closures will be scheduled prior to the end of year recital.

LOST AND FOUND:

Any items found at the studio are placed in the lost and found bin at the studio. KFDA is not responsible for any items which are damaged, left, lost or stolen at or from the studio. We ask that you return to the studio immediately to retrieve any forgotten item. Items in Lost and Found that are not picked up by the last day of each month will be donated to a charity. To avoid losses, we recommend that all belongs are clearly labeled. All dancers must have their names on all shoes, water bottles and dance bags.

RESTROOMS:

Dancers should use the restroom BEFORE leaving home and/or before class begins. This is very important especially for our younger dancers as it ensures that your child will not miss out on valuable instruction time, minimizes distraction and lessens the potty train effect. Dancers are also allowed to use the restroom when shoes are changed during class time.

INJUREIES, HEALTH BEHAVIORAL ISSUES:

If your child has any health concerns (allergies, injuries), behavioral issues or special needs, please indicate on registration form and advise the Front Desk of any changes. If your child has an injury/illness that a physician has advised that he/she be limited from physical activity, KFDA can hold your child's class space without billing only with a doctor's note. Your child must be cleared by the same physician in writing to

return to dance class or the recital. If your child has a cast, crutches, brace, etc., your child will not be allowed to participate in dance class or recital without written clearance from a physician. No refunds or credits will be given for injuries after the child is authorized to return to class. If your child reports not feeling well in class, we will take their temperature and contact you to pick them up as soon as possible.

If a student is injured during a dance class, he/she should notify the instructor immediately. The student will be allowed to sit out and observe for the remainder of the class. If the injury requires immediate care, first aid may be administered, a parent or emergency contact will be notified, and or emergency transport to a medical facility will be arranged. All students suffering an injury in class will be sent home with an incident/injury report detailing the injury, and actions taken thereafter.

PERSONAL INFORMATION UPDATES:

Personal information updates are to be made via the KFDA Jackrabbit Parent Portal.

EATING AND DRINKING IN STUDIO:

No food drinks, or gum is allowed on studio premises. Water is the only drink permitted. Students may bring their own water from home in a container with a screw lid or leak proof top. Bottled water may be purchased at the KFDA Front Desk.

ARRIVAL & DISMISSAL:

Please arrive on time or a few minutes early for class, but no more than 10 minutes in advance. Parents/guardians are responsible to make sure their child arrives and leaves the studio SAFELY. Please walk your dancer with his/her dance bag (including all necessary items such as shoes, water bottle, etc.) to the entrance door of the studio. Please be mindful of your dancer's class end time and pick them up promptly. Parents should meet their child at the door upon dismissal. Students should be picked up no later than 10 minutes after his/her class is over.

CLASS PLACEMENT:

KFDA solely determines class level and placement of every student. Students' class placement will be determined according to the age, ability, and maturity of the child. Placement decision is based on the instructor/studio owner and all final decisions are made by the studio owner. Evaluations are constantly ongoing. Dancers may be moved to the appropriate level(s) at any time during the dance session. KFDA'S age cutoff is based on the dancer's age on September 30th of the current session. This is similar to how school classes are handled, where students generally are not allowed to skip a grade.

SAFETY:

KFDA strives to create a safe environment for all clients. Dancers are required to wear appropriate clothing and shoes for classes. Should you see anything that is a safety concern, please immediately report it to the class instructor, faculty, front desk and/or the owner. Safety guidelines will be made known to students through email or announcements in KFDA Jackrabbit Parent Portal as well as posted in the studio.

Dancers and their families should stay home if they are sick. All dancers and families should be fever free for at least 72 hours without fever reducing medication before returning to dance class. Dancers and their families should practice good hygiene, washing hands and using provided hand sanitizer before and after class. IF A DANCER, ANY FAMILY AND/OR MEMBER OF THE HOUSEHOLD HAS A COMMUNICABLE INFECTION OR INFESTATION (ex. Lice, COVID-19, stomach virus, etc.), PLEASE DO NOT SEND YOUR DANCER TO CLASS.

For their safety, dancers are not allowed to wait in the parking lot or outside the studio for pick-up after dismissal from class.

BRAND, ARTWORK & LOGO:

The studio brand, artwork, and logo are the property of KFDA. Any dancers or their family wearing or having merchandise bearing studio brand, artwork or logo that was not created by KFDA, may be dismissed from the studio. Making merchandise using the studio brand, artwork, or logo without prior authorization by the studio own, may be constituted as theft. KFDA has the right of complete control and sales of its merchandise. Please let the front desk know if there is a specific piece of studio merchandise desired.

SOCIAL MEDIA:

Please follow KFDA on Facebook and or Instagram to keep up to date on the latest studio information.

Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards KFDA staff, students or families may cause to the owner to take disciplinary or legal action. Any content revealing or referring to sensitive studio information is not allowed to be shared online.

All matters pertaining to the studio, whether it is fees, scheduling, placements or performance opportunities should NOT be communicated via Social Media. We encourage all communication and feedback to be communicated to the owner of KFDA directly, via phone, email, text or in-person. Any video or photos taken in studio and posted on social media should be tagged with #kalliefoxdanceacademy. In order to tag the studio, you must first "follow" the studio. Taking photos and short snippet videos are fine, but we ask you not post entire dance routines on social media. Please do not post any recital dances on social media until the recital is over.

When photographing and posting any pictures taken at the studio, please be mindful of other people's privacy. If other students are in your pictures, please practice common courtesy and obtain consent from their parents/caregiver prior to posting.

STUDIO COMMUNICATION:

KFDA communicates primarily by phone, email or text based on the information provided at registration. Email notifications may be received for announcement posted on the KFDA Jackrabbit Parent Portal. Monthly newsletters and other studio-wide information is sent by email ONLY. Our newsletters are also available on the KFDA website. If you are NOT receiving our studio-wide information, please first check your spam folder for an email from kfoxdance.com or kfoxdance@gmail.com and if you are still not receiving the information then contact the Front Desk right away. Please note that if you UNSUBSCRIBE to our email service, we cannot add you back on our email list and it is your responsibility to speak to the Front Desk to re-subscribe. Leaving a voicemail or sending an email will not re-subscribe you. All communication about classes, enrollment, policies or billing must be done through KFDA's Front Desk, KFDA Jackrabbit Parent Portal, and NOT THROUGH INSTRUCTORS. A calendar of important dates in maintained on the KFDA's website.

IT IS THE PARENT/ACCOUNT HOLDER'S RESPONSIBILITY TO KEEP INFORMED OF ALL STUDIO POLICIES, REQUIREMENTS AND DEADLINES. All parents and students are expected to read and comply with all studio policies, procedures, newsletters, recital information etc. available via email, on the website, and in the studio.

KFDA's WEBSITE ADDRESS: www.kfoxdance.com

STUDIO EMAIL ADDRESS: kfoxdance@gmail.com

STUDIO PHONE: (225) 400-5790

DRESS CODE:

Dress Code Policy along with individual class attire requirements can be found on the KFDA Dress Code & Online Store page (see KFDA website).

GENERAL EXPECTATIONS & INFORMATION:

- For the safety of our students, no one is allowed in the studio dance room without a teacher present. Students may line up outside of the dance room door. When it is time for class to begin, the instructor will greet students at the door and allow the class to enter the dance room.
- Please clearly label all belongings clearly with the student's name. Items such as shoes can easily get lost or confused with a classmates' when everyone is wearing the same thing.
- No running or playing is allowed anywhere in the facility.
- All children who are not participating in a class in the dance room must be supervised by an adult when in the lobby or restrooms.
- For your safety and security KFDA has installed security cameras throughout the studio.
- Please arrive on time, students will not be allowed into the dance room 10 minutes past class time.

- Classes may be cancelled or merged due to low enrollment.
- A minimum of 5 dancers is generally required to have a scheduled class.
- Any choreography learned by a student is the sole property of Kallie Fox Dance Academy and may not be copied or used for any activity outside of the KFDA Studio. Permission from the studio owner must be granted in order for any student to use KFDA choreography at any venue where the student is not performing with the studio or acting on behalf of KFDA.
- If there are any issues or concerns please contact the KFDA owner/director.

CODE OF CONDUCT/STUDENT AND FAMILY EXPECTATIONS:

Students and parents will respect one another, the KFDA faculty and staff, and the studio and its property. Please care for the studio by picking up after yourself, disposing of trash properly and not scattering belongings throughout the studio.

- Students are to respect their instructor and the art form of dance by being dressed properly, and being prepared to learn.
- Students should never sit down while in dance class unless told to do so by an instructor.
- Dancers should listen when the teacher speaks and not talk when he/she is talking.
- Students should always ask permission before leaving the dance room for any reason.
- Students show respect to the studio by not eating, drinking, or chewing gum in any area of the dance studio.
- No toys or other distractions are allowed in dance classes.
- For their safety, dancers should use the ballet barres only as instructed, hanging and playing on ballet barres is never allowed. .
- Trash is to be disposed of properly and should be placed in the correct receptacle.
- For everyone's safety, studio mirrors should never be touched or hit.
- No cell phone use is allowed in the dance room and dancers must have phones on silent.
- If a class is in progress, - knock on the door before entering the dance room for emergencies only etc.
- Parents should not block any observation window as this causes distractions for dancers and blocks others from viewing.
- Parents should arrive on time and pick up dancers promptly after class. Parents, friends and younger siblings are NOT allowed in classrooms during class, this helps keep the students focused without distraction.
- Parents should make appointments if necessarily to speak with an instructor for more than a few minutes.

HELPFUL HINTS FOR YOUNG DANCERS:

- Arriving on time or even a few minutes early, no more than 10 minutes, is necessary for our younger dancers. They may need time to adjust from their previous activity to the dance studio environment.

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- Please adhere to the dress code and keep dance bags prepared with all necessary items such as shoes and or class props if needed. Young dancers get quite upset if they see classmates with items and attire they do not currently have.
- Please label all of your dancers belongings clearly with their name as mix-up of items can easily occur.
- Please give your young dancer snacks and beverages before coming to dance class. No food or drinks are allowed in the studio.
- Please take care of water and bathroom needs prior to class.
- Do not force young dancers to participate in class, especially if they have fallen asleep on the drive to the studio, or if they are just having a bad day. Young dancers may just need to go home and try again for the next class.
- For their safety, please do not allow young dancers to play or hang on the ballet barres or touch the mirrors.
- Please give your child the space and freedom to explore dance on his or her own. If your child has trouble separating from you, this may be indicated that they may not be ready for dance classes. You may want to wait 6 months to a year before enrolling again.
- No cell phone use is allowed in the dance room, all dancers must have phones on silent.
- When class is over please exit the dance room immediately so that the next class will be able to enter and begin on time.