



2023-2024
Handbook

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2023-2024 KDA Calendar and Important Dates

Monday, August 7	Fall Semester starts
Monday, September 4	Labor Day: CLASSES HELD
Monday, October 9	Discoverers' Day: CLASSES HELD
Tuesday, October 31	Halloween: NO CLASSES HELD
Tuesday, November 7	Election Day: CLASSES HELD
Friday, November 10	Veterans Day: CLASSES HELD
Monday, Nov 20 - Sunday, Nov 26	CLOSED for Thanksgiving
Sunday, December 10	KDA Holiday Recital@ WYCA (Kokokahi Branch) All Keiki & Dance Enrichment Classes, Ballet I, IA, II, IIA
Tues, Dec 19	Makeup Classes held for Halloween
Monday, Dec 18 - Friday Jan 12	CLOSED for Winter Break
Saturday, January 13	Spring Semester starts
Monday, January 15	Martin Luther King Day: CLASSES HELD
Monday, February 19	Presidents' Day: CLASSES HELD
ALL CLASSES HELD DURING THE MONTH OF MARCH	
Friday, March 29	Good Friday: CLASSES HELD
Wednesday, May 15	In-Studio Dance Enrichment Showings (Discover Dance 1 & Discover Dance 2)
Friday, May 17	Spring Semester ends: LAST DAY OF CLASSES
Saturday, May 18	Dress Rehearsal at Paliku Theatre (Ballet I, IA, II, IIA, III, IIIA, IV, IVA, V, Company)
Sunday, May 19	KDA Annual Ballet Concert at Paliku Theatre (Ballet I, IA, II, IIA, III, IIIA, IV, IVA, V, Company)
Sunday, May 26	Keiki Recital: Time & Venue TBA All Keiki Ballet & Dance Enrichment Classes
Monday, May 20 - Sunday, June 2	No classes held

Schedule and dates are subject to change. Communications regarding modifications to the schedule will be made via email. Families are responsible for staying up to date with email communications.

Class Schedule: 2023-2024

Please note that schedule is subject to change

CLASS	TIME	TUITION*
Keiki Ballet I (Pre-K age 3-4)	Meets 1x per week	\$832
Friday	3:00-3:00 Studio A	
Saturday	9:00-9:30 Studio A	
Saturday	9:45-10:15 Studio A	
Keiki Ballet IA (Pre-K age 4-5)	Meets 1x per week	\$872
Monday	3:00-3:45 Studio A	
Saturday	10:30-11:15 Studio A	
Keiki Ballet II (Kindergarten)	Meets 1x per week	\$952
Wednesday	3:00-4:00 Studio B	
Friday	3:15-4:15 Studio B	
Saturday	9:00-10:00 Studio B	
Ballet I (Grade 1-2)	meets 1x per week	\$1032
Wednesday	4:15-5:15 Studio B	
Saturday	10:15-11:15 Studio B	
Ballet IA (Grade 2-3)	meets 1x per week	\$1032
Friday	4:30-5:30 Studio B	
Saturday	11:30-12:30 Studio B	
Ballet II **	meets 2x per week	\$1704
Mon/Fri	3:30-4:30/3:30-4:30	
Ballet IIA **	meets 2x per week	\$2004
Tues/Thurs	3:30-4:45/3:30-4:45	
Ballet III **	meets 3x per week	\$2792
Mon/Tues/Thurs	4:00-5:15/4:45-6:00/3:30-4:45	
Ballet IIIA + Pre-Pointe **	meets 3x per week	\$3328
Mon/Tues/Fri	4:00-5:30/3:30-5:00/5:30-7:00	
Ballet IV + Pointe 1 **	meets 4x per week	\$3832
Mon/Tues/Thurs/Fri	4:30-6:30/3:30-5:00/4:45-6:00/4:30-6:00	
Ballet IVA + Pointe 2 **	meets 4x per week	\$4280
Mon/Wed/Fri/Sat	4:30-6:30/5:30-7:00/4:30-6:30/11:30-1:30	
Ballet V + Pointe 3 **	meets 4x per week	\$4280
Mon/Tues/Thurs/Sat	5:30-7:30/5:00-6:30/4:30-6:30/11:30-3:00	
KDA Company + Pointe 4 **	Meets 4x per week	\$4280
Mon/Tues/Thurs/Sat	5:30-7:30/5:00-6:30/4:30-6:30/1:00-2:30	

Class Schedule Continued:

CLASS	TIME	TUITION *
Discover Dance 1 (Grade 2-5) Wednesday	meets 1x per week 3:15-4:15 Studio A	\$912
Discover Dance 2 (Grade 6-8) Wednesday	meets 1x per week 4:15-5:15 Studio B	\$912
Beginning Ballet (Grade 6-8) Wednesday	meets 1x per week 5:30-6:30 Studio B	\$912
Contemporary (Grade 6-8) Tuesday	meets 1x per week 6:00-7:00 Studio B	\$912

*Tuition includes Hawaii State Tax and processing fees, as well as applicable performance fees for the season. Tuition is non-adjustable and purchases a child's place in class for the entire 2023-2024 school year. Tuition is not refundable after the first class. Tuition is payable in 5 installments, paid every 2 months. Tuition paid in full at the beginning of the school year receives a 10% discount.

IMPORTANT INFORMATION:

MISSED CLASSES: Students are allowed one in-person makeup class per quarter. Please refer to the KDA Handbook for more information on KDA's Makeup Class Policies.

CLOSED FOR HALLOWEEN: KDA will be CLOSED on Tuesday October 31 for Halloween. Makeup classes will be held on Tuesday, December 19.

CLOSED FOR THANKSGIVING: KDA will be CLOSED from Monday November 20 to Sunday November 26.

CLOSED FOR WINTER: KDA will be CLOSED from Monday, December 18 to Friday, January 12. There will be no classes held during this time, with the exception of Tuesday, December 19, when we will hold our makeup classes for Halloween.

KDA Performance Information and Policies: Annual Ballet Concert

ABOUT THE SHOW: Every year, KDA presents a ballet concert at Paliku Theatre. Students begin by working on technique and learning new skills in their fall classes. In the winter, dancers begin work on phrasing, musicality, and spatial skills. Performance work begins in early spring, and culminates in an original production that showcases the students' work throughout the year.

DRESS REHEARSAL: Saturday May 18, 2024
Schedule TBA

PERFORMANCE: Sunday May 19, 2024
12:00-1:15 pm 1st Performance
3:30-4:45 pm 2nd Performance

TICKET PRICING: \$20 Standard Seat
\$30 Premium Seat

PARKING INFORMATION:

Upon entering Windward Community College, turn right. Follow the signs to Paliku Theatre, and park in the large student parking lot on the right hand side. Paliku Theatre is located across the street in the Hale Palanakila Building.

PALIKU THEATRE ENTRANCE:

The entrance to Paliku Theatre is located on the makai** side of the Hale Palanakila building, on the left hand side. There is a courtyard in front of the theater entrance, with several tables and benches.

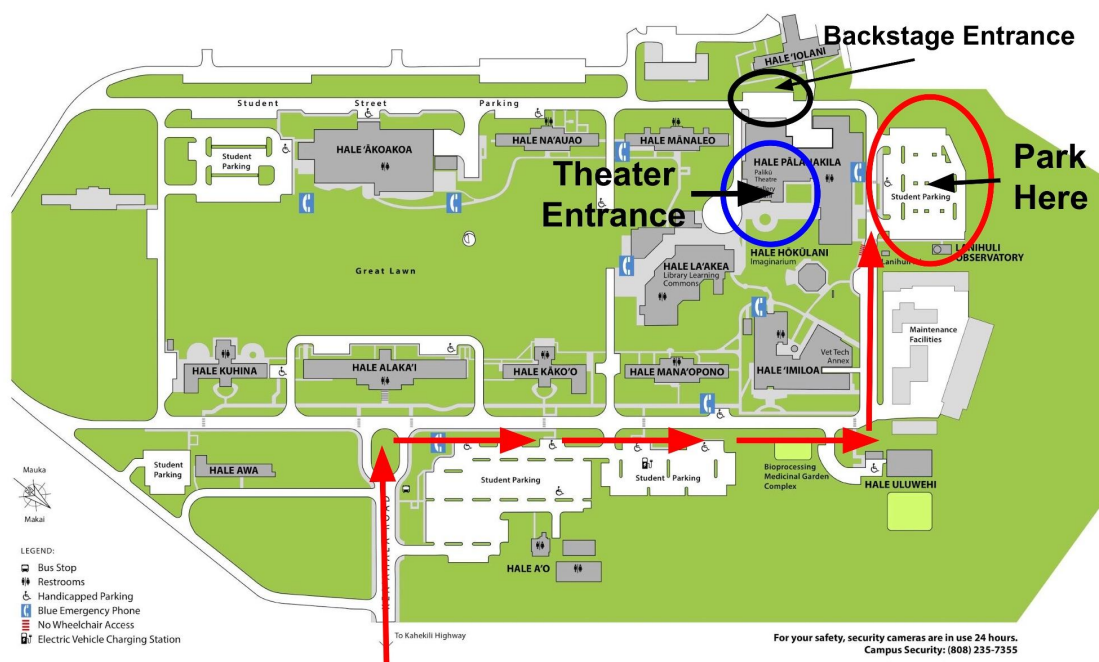
BACKSTAGE ENTRANCE:

The backstage entrance to Paliku Theatre is located on the mauka** side of the building. The doors are on the right hand side of the loading dock, in front of the faculty parking.

**Mauka and Makai are directional terms used in Hawai'i. Makai refers to the seaward side of a building, facing or heading towards the ocean, even if the ocean is not visible (as is the case with Windward Community College). Mauka refers to the inland side of a building, facing or heading towards the mountains.

WINDWARD COMMUNITY COLLEGE CAMPUS MAP AND DIRECTIONS

Mauka**



Enter here, turn right and follow
the signs to Paliku Theatre

Makai**

Parking:

Please park in the student parking lot on the right hand side.

Paliku Theatre Entrance:

The entrance to Paliku Theatre is located on the makai** side of the Hale Palanakila building, on the left hand side. There is a courtyard in front of the theater entrance, with several tables and benches.

Backstage Entrance:

The backstage entrance to Paliku Theatre is located on the mauka** side of the building. The door is on the right hand side of the loading dock, in front of the faculty parking.

**Mauka and Makai are directional terms used in Hawai'i. Makai refers to the seaward side of a building, facing or heading towards the ocean, even if the ocean is not visible (as is the case with Windward Community College).

KDA ANNUAL BALLET CONCERT PERFORMANCE POLICIES

Registration: All participants must be registered in order to participate in the performance. Photos and video of the performance will be sent to the email address provided on the registration form.

Participation Fee: Participation Fees for KDA's Ballet Concert are included in tuition.

Tickets: Audience members must purchase a ticket to view the show. Premium Seats are located in the front sections of the house, and Standard Seats are located in the rear sections of the house. KDA does not have a minimum ticket purchase requirement. Ushers and Backstage Moms may view the show without purchasing a ticket.

Costumes: KDA does not require students to purchase costumes, and therefore does not charge a costume fee. Costume rental and cleaning costs are included in tuition. Costumes do not leave the theater. Performers may keep their headpieces after the performance.

Makeup and Hair: Dancers should wear light makeup in natural colors, and hair must be secured in a ballet bun for both performance and dress rehearsal. Tutorials for making a Ballet Bun and applying Stage Makeup are available on the KDA Performance Page.

Communications: Performance Information will be communicated via email. Parents are responsible for reading their emails regularly and staying updated. Information is also available online at the KDA performance page:

<https://www.kailuadanceacademy.com/performance-information-3>

Required Dress for Performance and Dress Rehearsal: Students MUST have clean, footed pink ballet tights and clean canvas ballet shoes for the performance. Students may wear a tan or skin-colored camisole leotard underneath their costumes (recommended). KDA highly recommends labeling all items with your dancers' name.

Dressing Room: Students will be changing into costumes in the dressing rooms backstage, supervised by their Backstage Mom and KDA staff. Students are welcome and encouraged to wear a tan or skin-colored camisole leotard under their costume.

Backstage Etiquette: NO FOOD IS ALLOWED BACKSTAGE. Students performing in both shows are welcome and encouraged to eat a snack outside in the courtyard between performances. Water bottles are allowed backstage, and must be able to close completely. Students may bring a book or another quiet, clean activity. **For the safety and security of the children, only KDA Staff and Backstage Moms will be allowed backstage, and nobody will be allowed backstage without a KDA Backstage Pass.**

Backstage Moms and Ushers: Backstage Moms and Ushers will be able to watch the performance without having to purchase a ticket (backstage moms will watch from the wings of the stage and ushers will be able to watch from the house). Backstage Moms will be responsible for helping children change in and out of costume; escorting classes to and from the stage; and staying with children in the dressing rooms backstage. Ushers will be responsible for handing out programs and assisting audience members find their seats. Signups for both will take place in early 2023.

Photo and Video: There is to be absolutely NO personal photography or videography while in the theater. KDA will provide photographs and video of the performance, and will be available to download after the performance. Photographer and videographer fees are included in tuition.

KDA Performance Information and Policies: Keiki Recital

ABOUT THE SHOW: KDA's youngest dancers have the opportunity to practice performing in their own informal show! Students begin building their performance skills in the fall, where concepts such as musicality, spatial awareness, and social skills are introduced. In the winter, dancers start working more with different kinds of patterns. Dancers begin work on choreography in the spring, and present their dances at the KDA Keiki Recital in May.

PERFORMANCE DAY: Sunday, May 26
Performance Time and Venue TBA

PERFORMING CLASSES: All Keiki Ballet Classes
All Dance Enrichment Classes
Invited solos & group pieces from Ballet V+

TICKET PRICING: \$15/Ticket (\$12 Presale)

REGISTRATION: All students must be registered in order to participate in the performance.

PERFORMANCE FEES: Performance fees are included in tuition.

COSTUMES: Costumes are provided by KDA, and costume rental/cleaning fees are included in tuition. Dancers will change into costume at KDA, and costumes are to be returned to KDA at the end of the show. **COSTUMES ARE NOT TO LEAVE THE PERFORMANCE VENUE.**

PHOTOGRAPHY AND VIDEO: Parents are welcome to take their own pictures of their dancer. Please be respectful of audience members while taking photos/video, and anyone obstructing the view of others or causing disruption will be asked to put their phone/camera away.

KDA Performance Information and Policies: Holiday Recital- NEW THIS YEAR!

ABOUT THE SHOW: Celebrate the JOY of DANCE with us at KDA's Holiday Recital! This is an opportunity for our younger dancers to showcase the work they have done in the fall semester, as well as a chance for our Beginning Ballet students to practice being onstage in preparation for our annual Ballet Performance in May.

PERFORMANCE DAY: Monday, December 11

PERFORMANCE TIME: 3:30 pm Call Time
4:00 pm Performance

LOCATION: YWCA Kokokahi Branch
Midkiff Gym
46-035 Kaneohe Bay Drive

PERFORMING CLASSES: All Keiki Ballet Classes
All Dance Enrichment Classes
Ballet I, Ballet IA, Ballet II, Ballet IIA
Invited solos & group pieces from Ballet III+

TICKET PRICING: \$15/Ticket (\$12 Presale)

REGISTRATION: All students must be registered in order to participate in the performance.

PERFORMANCE FEES: Performance fees are included in tuition.

COSTUMES: Costumes are provided by KDA, and costume rental/cleaning fees are included in tuition. Dancers will change into costume at KDA, and costumes are to be returned to KDA at the end of the show. COSTUMES ARE NOT TO LEAVE THE PERFORMANCE VENUE.

PHOTOGRAPHY AND VIDEO: Parents are welcome to take their own pictures of their dancer. Please be respectful of audience members while taking photos/video, and anyone obstructing the view of others or causing disruption will be asked to put their phone/camera away.

Dress Code

ALL STUDENTS: All students should be neatly groomed and presentable. Clothing and shoes should be clean, without large holes or runs. Adhering to KDA Dress Code helps create an environment with minimal distractions, allowing all children to focus and present their best work. For older students, adherence to KDA Dress Code allows teachers to best view placement and alignment of the back, hips, knees, and ankles.

DRESS CODE FOR GIRLS*

Keiki Ballet I, IA, and II: Any solid color leotard (no prints), pink tights, canvas or leather ballet shoes, hair secured back (ponytail, bun, or braid), ballet skirt optional. No jewelry (stud earrings OK).

Ballet I, IA, II, and IIA: Any solid color leotard (no prints), pink tights, canvas or leather ballet shoes, hair secured in a ballet bun, solid color ballet skirt optional. No jewelry (stud or small earrings OK).

Ballet III, IIIA, IV, IVA, V, Company: Any solid color leotard (no prints), pink tights, canvas ballet shoes, hair secured in a ballet bun. No jewelry (small earrings OK).

KDA Dance Enrichment: Any solid color leotard; dance pants, leggings, or tights. **SHOE RECOMMENDATIONS:** Jazz shoes, socks, or ballet shoes for Jazz and Musical Theatre; Tap shoes or clean sneakers for Tap, Ballet shoes or socks for Ballet.

DRESS CODE FOR BOYS*

Keiki Ballet I and II, Ballet I and IA: Any solid color T-shirt (no prints or pictures), solid black or dark color athletic pants or shorts (no prints), canvas or leather ballet shoes. No jeans or baggy clothes.

Ballet II, IIA, III, IIIA, IV, IVA, V, Company: Solid black boys' tights, dance belt, fitted white T-shirt, white socks, canvas or leather ballet shoes.

KDA Dance Enrichment: Any solid color T-shirt (no prints or pictures), solid color athletic or dance pants (no prints). **SHOE RECOMMENDATIONS:** Jazz shoes, socks, or ballet shoes for Jazz and Musical Theatre; Tap shoes or clean sneakers for Tap, Ballet shoes or socks for Ballet.

*Students are welcome to dress in the manner of the gender they identify with, in adherence with KDA Dress Code

Studio Policies

TUITION, FEES, AND DISCOUNTS

❖ TUITION

- a. Tuition is a flat rate and is non-adjustable and non-negotiable.
- b. Tuition is payable in 5 installments made every two months through the school year, or in full at the beginning of the school year. Tuition paid in full includes a 10% discount.
- c. Tuition includes: weekly technique class; Hawai'i state tax and processing fees; applicable performance fees; and applicable guest artist fees.
- d. Tuition is due at the first class of the session, and may be paid online or in the studio.
- e. Tuition pays for a child's place in class for the entire school year. Late tuition may result in being moved to the waitlist. Refusing to pay tuition may result in dismissal from the school.
- f. Tuition is not refundable after the first class.
- g. Individual classes are not for sale. The school year is a set of classes, building on knowledge gained in previous lessons.
- h. KDA accepts cash, personal check, or most major credit cards.

❖ FEES

- a. A \$20 non-refundable New Student Registration Fee is due at the first class for all new students.
- b. Participation fees may be charged for Performances, Workshops, or Special Events as applicable during the course of the session. Tuition includes performance fees for the KDA Ballet Concert, KDA Keiki Recital, and the KDA Holiday Recital.
- c. All students taking a Trial Class must pay a \$25 participation fee, which is credited toward their account should they sign up for the class.

❖ DISCOUNTS

- a. Tuition paid in full includes a 10% discount.
- b. Dancers currently enrolled in a KDA technique class receive discounted rates on private lessons:
 - \$60/hour (\$75 standard rate)
 - \$30/half hour (\$40 standard rate)
- c. Multi-Class Discount: For families registering for more than one technique class, use the code MULTICLASS to receive 5% off your tuition purchase. This can either be siblings registering for their own separate classes, or a single student registering for more than one technique class. Students must be members of the same household to qualify for this discount. Incorrect use of the discount code may result in dismissal from the school.

DRESS CODE

❖ DRESS CODE FOR GIRLS

- KEIKI BALLET I/KEIKI BALLET II: Pink footed ballet tights, ballet shoes, solid color leotard, hair secured back, optional ballet skirt, no jewelry (stud earrings OK)
- BALLET I, IA, II, IIA: Pink footed ballet tights, ballet shoes, solid color leotard, hair in a ballet bun, optional ballet skirt, no jewelry (stud earrings OK)
- Ballet III, IIIA, IV, IVA, V: Pink footed ballet tights, ballet shoes, solid color leotard, hair in a ballet bun, no jewelry (stud earrings OK)
- DANCE ENRICHMENT: Solid color leotard, tights/leggings/dance pants, jazz shoes (jazz), tap shoes (tap), bare feet (creative dance), long hair secured back.

❖ DRESS CODE FOR BOYS

- KEIKI BALLET I, KEIKI BALLET II, BALLET I, IA, DANCE ENRICHMENT: Dark, solid colored athletic pants or shorts, light solid colored fitted T-shirt, ballet shoes (ballet), tap shoes (tap), jazz shoes (jazz), bare feet (creative dance), long hair secured back
- Ballet II, IIA, III, IIIA, IV, IVA, V: Black boys ballet tights, dance belt, white fitted T-shirt, ballet shoes, white socks, long hair secured back

STUDIO CONDUCT

❖ STUDENT CONDUCT

- Please come on time and be prepared for class. Phones and other electronics should be turned off or set to silent. Only water is allowed on the dance floor; no food or non-water beverages.

❖ PARENT CONDUCT

- Please allow your child to participate with minimal interruption. Phone conversations and loud electronics should stay outside the studio. Please supervise young children in the waiting area, and understand that KDA is not responsible for children dropped off early or picked up late. Only water is allowed on the dance floor; no food or non-water beverages. Please treat the KDA studio, staff, and volunteers with respect.

MISSED CLASSES

❖ MAKEUP CLASSES

- Students are allowed ONE makeup class for every weekly technique class per quarter, and class(es) must be made up within one week of the missed class and within the quarter. Students in Keiki Ballet I - Ballet IA must take their makeup class in their level, and students in Ballet II-Company may take their makeup class(es) in either the level directly above or directly below. Makeup classes must be scheduled and confirmed prior to the class. No exceptions will be made.

❖ CANCELED CLASSES

- In the event of illness or emergency, Kailua Dance Academy reserves the right to cancel or postpone any class. Makeup classes for the missed class(es) may be scheduled or offered as necessary.
- In the event of natural disaster or national emergency (e.g. hurricane or flash flood), Kailua Dance Academy reserves the right to cancel or postpone any class as advised by the State of Hawaii. Please check your email for communications regarding closure of the studio during times of natural disaster, or call the studio at 808-888-9369. Makeup classes for the missed class(es) may be scheduled or offered as necessary. Tuition policies will remain in effect unless otherwise specified.

❖ HOLIDAYS

- Kailua Dance Academy will remain open for most minor holidays, and closure for major holidays will be posted on the schedule for the session. Please note that KDA does not offer makeup classes for these days unless otherwise specified.

PERFORMANCES

❖ PERFORMANCE OPPORTUNITIES

- Kailua Dance Academy acknowledges the importance of performing as an essential part of dance education. Performance opportunities include, but are not limited to, the KDA Keiki Recital and the KDA Ballet Concert.

❖ COSTUME FEES AND POLICIES

- PERFORMANCE FEE: The performance fee helps to cover the cost of the venue, the rental and cleaning of a performer's costume, the purchase or construction of a headpiece, and other necessities specific to the performance. The performance fee may vary depending on the venue and nature of the performance. The performance fee is included in tuition for the Keiki Ballet and Children's Classical Ballet programs.
- COSTUMES: KDA does NOT require performers to purchase and keep their costumes. A \$50 fee will be charged for lost or soiled costumes. Performers are allowed to keep their headpieces used in the performance unless otherwise specified.
- PERFORMANCES HELD ON CLASS DAYS: In the event that a dress rehearsal or performance is held during the time of a regularly scheduled class, no makeup classes will be offered unless otherwise specified. Performance is a valuable and necessary component of a dance education and is unable to be replicated inside a classroom.

Kailua Dance Academy is not liable for injury or illness acquired at any time while on the KDA premises.

Kailua Dance Academy reserves the right to refuse service to anyone who violates KDA's Studio Policies.