

KDA 2024-2025

FALL SEMESTER: AUGUST 3 - DECEMBER 20

SPRING SEMESTER: JANUARY 11 - MAY 16



STUDIO POLICIES PAGE 1

PERFORMANCE OPPORTUNITIES & COMMITMENT

COMMITMENT: PERFORMING CLASSES (Keiki Ballet & Dance Enrichment)

Registering for any KEIKI BALLET CLASS or PERFORMING DANCE ENRICHMENT CLASS at Kailua Dance Academy demonstrates a commitment to the semester, and an intention of commitment for the full school year. All withdrawals must be submitted in writing in order for us to release your dancer's place in class, along with any future tuition obligations, including any withdrawals made between the Fall and Spring Semesters.

COMMITMENT: PERFORMING CLASSES (Children's Classical Ballet Program)

Registering for any class in KDA's CHILDREN'S CLASSICAL BALLET PROGRAM demonstrates a commitment to the full school year. All withdrawals must be submitted in writing in order for us to release your dancer's place in class, along with any future tuition obligations, including any withdrawals made between the Fall and Spring Semesters.

COMMITMENT: NON-PERFORMING CLASSES (Dance Enrichment)

Registering for any NON-PERFORMING CLASS demonstrates an intention of commitment to the class. All withdrawals must be submitted in writing in order for us to release your dancer's place in class, along with any future tuition obligations, including any withdrawals made between the Fall and Spring Semesters. Non-performing classes have the option of **registering for a single class(es)**, which demonstrates a commitment to said individual class(es), and tuition for missed class is not refundable for any reason.

Class	Performance Opportunities	Commitment Expectation
Keiki Ballet I, IA, II	Holiday Recital & Keiki Recital	Semester: Fall and/or Spring Withdrawals made between the Fall and Spring Semesters must be submitted in writing
Discover Dance, Contemporary, Beginning Ballet	Holiday Recital & Keiki Recital	Semester: Fall and/or Spring Withdrawals made between the Fall and Spring Semesters must be submitted in writing
Ballet I, IA, II, IIA	Holiday Recital & Annual Ballet Performance	Full School Year: August to May
Ballet III, IIIA, IV, IVA, V, KDA Company	Annual Ballet Performance	Full School Year: August to May
Dance With Me, Homeschool Keiki Dance, Homeschool Ballet, Family Yoga	Non-performing classes	Semester (Fall and/or Spring) OR Individual Classes Withdrawals made between the Fall and Spring Semesters must be submitted in writing

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TUITION & PAYMENT OPTIONS

TUITION POLICIES: Tuition is non-adjustable, non-negotiable, and purchases a child's place in class for the entire school year from August to May. Registration is not considered complete until a tuition payment has been made. Tuition is not refundable after the first class. Families are encouraged to take advantage of one of KDA's many Payment Plans to find the financial commitment that best suits their family. Unpaid tuition, or refusal to pay tuition, may result in dismissal from the school.

REFUND POLICIES: Tuition is not refundable for any reason after the first week of classes. There are no refunds or tuition credits for missed classes. Families are encouraged to take advantage of KDA's Makeup Class Policy and/or sign up for a payment plan instead.

WITHDRAWALS FROM THE PROGRAM: ALL WITHDRAWALS FROM ANY KAILUA DANCE ACADEMY CLASS OR PROGRAM MUST BE SUBMITTED IN WRITING. Upon receipt of this notification, KDA will release a dancer's place in class, along with any remaining tuition obligation(s).

TUITION DEPOSITS (\$25/class): Registration is not considered complete until a tuition payment has been made. Registration with a \$25 deposit will hold a dancer's place in class until the first day of class, after which all unpaid spots will be released. Tuition deposits are not refundable for any reason.

TUITION INCLUDES: Hawaii State Tax and processing fees, as well as applicable performance fees**. For intermediate and advanced dancers, tuition also includes Guest Artist Fees.

PAYMENT OPTIONS:

Full Tuition: Tuition paid upfront at the beginning of the school year receives a 10% discount.

Per Semester: Two payments due August 1 and January 1.

Per Quarter: Four payments due on the 1st of August, October, January, and March. Please note that quarterly payments represent 1/4th of total tuition due, and the same amount is due regardless of the number of classes held in that quarter.

Bi-Monthly: Five payments made every two months due on the 1st of August, October, December, February, and April. Please note that bi-monthly payments represent 1/5th of total tuition due, and the same amount is due regardless of the number of classes held in the two months held in that quarter.

Monthly: Ten payments made every month due on the 1st of August, September, October, November, December, January, February, March, April, and May. Please note that monthly payments represent 1/10th of total tuition due, and the same amount is due regardless of the number of classes held that month.

Single Class: Non-performing classes have the option of booking individual classes (\$35/class).

PLEASE NOTE THE FOLLOWING ADDITIONAL INFORMATION:

- **REGISTRATION FEE:** A non-refundable \$20 Registration Fee is due at the first class for all new students
- **TRIAL CLASSES:** There is a \$25 Trial Class Fee for all dancers participating in a Trial Class. This payment can be credited towards tuition upon signing up for the class.
- **ADDITIONAL WORKSHOPS, PERFORMANCES, OR EVENTS:** Participation fees may be charged for additional Performances, Workshops, or Special Events as applicable during the course of the school year. Tuition covers the Holiday Recital, Keiki Recital, and KDA's annual Ballet Performance.
- **ACCEPTED FORMS OF PAYMENT:** KDA accepts cash, check, and most major credit cards.

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TUITION DISCOUNTS AND KDA SCHOLARSHIP PROGRAM

TUITION DISCOUNTS

- **Full Tuition Payment:** Tuition paid upfront in full at the beginning of the school year is eligible for a 10% discount. Please select the applicable purchase option at checkout to use this discount. Can be combined with KDA's Multiclass Discount
- **Private Lessons:** Dancers currently enrolled in a KDA technique class receive discounted rates on private lessons: \$60/hour (\$75 standard rate) and \$30/half hour (\$40 standard rate)
- **Multi-Class Discounts:** For families registering for two technique classes, use the code MULTICLASS2 to receive 5% off your tuition purchase. For families registering for three or more technique classes, use the code MULTICLASS3 for 10% 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.

KDA SCHOLARSHIPS

KDA Volunteer Scholarships are available on a limited basis. These scholarships provide a tuition discount for families who donate their time to help at KDA on a weekly basis, or who are able to be a host family for KDA's guest teaching artists. Scholarships are awarded based on the following criteria:

- **Availability To Volunteer at the Studio:** Scholarship recipient families must be available for a minimum of 1 hour/week to help at the studio.
- **Demonstration of Financial Need:** Families in need of financial aid receive priority in determining scholarship recipients
- **Previous Enrollment:** Students must be enrolled for one full school year to be considered for a scholarship
- **Ambassador of Excellence:** KDA students who embody the KDA mission, Achieving Excellence Through Dance, will receive priority in determining scholarship recipients. This includes but is not limited to: Coming to class prepared and on time, notifying the studio of absence or tardiness, and demonstrating a positive attitude and work ethic during class.

Scholarship applications are accepted during the spring and summer for the upcoming school year. Applications are due July 1, with notifications sent out July 15.

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DRESS CODE & STUDIO CONDUCT

DRESS CODE

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. **Dancers are welcome to dress in the manner of the gender of which they identify.**

- **DRESS CODE FOR GIRLS**

- KEIKI BALLET: 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+: Pink footed ballet tights*, ballet shoes, solid color leotard*, hair in a ballet bun, no jewelry (stud earrings OK)

- **DRESS CODE FOR BOYS**

- KEIKI BALLET, DANCE ENRICHMENT, BALLET I, IA: Dark, solid colored athletic pants or shorts, light solid colored fitted T-shirt, ballet shoes, long hair secured back
- Ballet II+: Black boys ballet tights, dance belt, white fitted T-shirt, ballet shoes, white socks, long hair secured back

*In order for all students to look and feel appropriately clothed and covered, KDA does not allow skin-colored leotards or tights in our children's classes. For tights and shoes, dancers are welcome and encouraged to choose a shade of pink that best suits their needs and comfort levels.

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.

REFUSAL TO COMPLY WITH KDA'S STUDIO CONDUCT POLICIES MAY RESULT IN DISMISSAL FROM THE SCHOOL.

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MISSED CLASSES, MAKEUP CLASSES, & PERFORMANCE POLICIES

MISSED CLASSES: There are no tuition credits or refunds for Missed Classes. Students are welcome and encouraged to attend a makeup class (see policies below).

MAKEUP CLASSES: Students are allowed to make up ONE WEEK'S WORTH of classes per quarter. Makeup classes must be scheduled in advance, and must be made up within a week of the missed class. Dancers in Keiki Ballet, Ballet I, and Ballet IA must make up their classes within their level. Dancers in Ballet II and above must take their makeup class in the level directly below unless otherwise specified and approved by a KDA teacher. All makeup classes must be scheduled and confirmed prior to the class.

- **Honor Society Students:** To meet NHSDA attendance requirements, all unexcused absences must be made up! Please email info@kailuadanceacademy.com to report absences and/or schedule makeups.

CANCELED CLASSES: In the event of illness or emergency, Kailua Dance Academy reserves the right to cancel or postpone any class. 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 studio closure during times of natural disaster. Makeup classes for the missed class(es) may be scheduled 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 our school schedule. Please note that KDA does not offer any additional makeup classes for these days unless otherwise specified.

PERFORMANCES: Kailua Dance Academy acknowledges the importance of performance as an essential component of dance education. Performance opportunities include, but are not limited to, the KDA Holiday Recital, Keiki Recital, and Ballet Concert.

PERFORMANCE FEES: 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, labor costs, and other necessities specific to the performance. Performance Fees for the Holiday Recital, Keiki Recital, and Ballet Concert are all included in tuition. Additional performance fees for additional performance opportunities may be charged as necessary.

COSTUMES: KDA does NOT require performers to purchase and keep their costumes. A \$50 purchase 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.