



2024-2025
Handbook

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2024-2025 KDA Calendar and Important Dates

Saturday, August 3	Fall Semester starts
Monday, September 2	Labor Day: CLASSES HELD
Mon, Sept 9 - Sun, Sept 15	CLOSED for <i>Vivaldi's Seasons</i>
Sunday, September 15	KDT's production of <i>Vivaldi's Seasons</i>
Monday, October 14	Discoverers' Day: CLASSES HELD
Thursday, October 31	CLOSED for Halloween (makeup classes held on Jan 9)
Tuesday, November 5	Election Day: CLASSES HELD
Monday, November 11	Veterans Day: CLASSES HELD
Monday, Nov 25 - Sunday, Dec 1	CLOSED for Thanksgiving
Saturday, December 7	Laulima Day (Upper School only)
Sunday, December 8	KDA Holiday Recital (Lower School only)
Saturday, Dec 21 - Friday, Jan 10	CLOSED for Winter Break
Sunday, January 5	Makeup Classes held for Easter
Thursday, January 9	Makeup Classes held for Halloween
Saturday, January 11	Spring Semester starts
Monday, January 20	Martin Luther King Day: CLASSES HELD
Monday, February 17	Presidents' Day: CLASSES HELD
Mon, March 17 - Sun March 23	CLOSED for Spring Break
Friday, April 18	Good Friday: CLASSES HELD
Sunday, April 20	CLOSED for Easter (makeup classes held on Jan 5)
Saturday, May 17	Dress Rehearsal at Paliku Theatre (NO CLASSES HELD)
Sunday, May 18	KDA Annual Ballet Concert at Paliku Theatre (NO CLASSES HELD)
Monday, May 19 - Sun May 25	LAST WEEK OF CLASSES
Sunday, May 25	Keiki Recital (Sunday morning classes held)
Mon, May 26 - Sun, June 1	No classes held
Monday, June 2	Summer Session Begins

CLASS SCHEDULE 2023-2024

KEIKI BALLET GRADE PRE-K - KINDERGARTEN

CLASS	TIME
Keiki Ballet I (Preschool age 3-4)	Meets 1x per week
Monday	3:00-3:30 Studio A
Saturday	9:00-9:30 Studio A
Keiki Ballet IA (Pre-K age 4-5)	Meets 1x per week
Thursday	3:00-3:45 Studio A
Saturday	9:45-10:30 Studio A
Keiki Ballet II (Kindergarten/1st Grade)	Meets 1x per week
Monday	3:15-4:15 Studio B
Wednesday	3:00-4:00 Studio B
Sunday	9:00-10:00 Studio A

KDA DANCE ENRICHMENT Age 2 - GRADE 8

CLASS	TIME
KDA Homeschoolers: Family Yoga (all ages)	meets 1x per week
Monday	11:45-1:00 Studio A (non-performing class)
Dance With Me (age 2-4 w/caregiver)	meets 1x per week
Monday	10:00-10:45 Studio A (non-performing class)
Wednesday (SPRING ONLY)	9:30-10:15 Studio A (non-performing class)
KDA Homeschoolers: Keiki Dance (age 5-10)	meets 1x per week
Wednesday (SPRING ONLY)	10:30-11:30 Studio A (non-performing class)
KDA Homeschoolers: Ballet (age 7-10)	meets 1x per week
Monday	10:45-11:45 Studio A (non-performing class)
Discover Dance (Grade 2-6)	meets 1x per week
Wednesday	3:15-4:15 Studio A
Beginning Ballet (Grade 6-8)	meets 1x per week
Wednesday	4:30-5:30 Studio B

CHILDREN'S CLASSICAL BALLET GR 1-12

CLASS	TIME
Ballet I (Grade 1+)	meets 1x per week
Monday	3:30-4:30 Studio A
Sunday	10:15-11:15 Studio A
Ballet IA (Grade 2+)	meets 1x per week
Monday	4:30-5:30 Studio A
Tuesday	3:30-4:30 Studio B
Ballet II **	meets 2x per week
Wed/Fri	4:15-5:15/3:45-4:45
Ballet IIA **	meets 2x per week
Tues/Fri	5:00-6:15/3:45-5:00
Ballet III **	meets 3x per week
Mon/Tues/Thurs	4:15-5:30/5:00-6:15/3:45-5:15
Ballet IIIA + Pre-Pointe **	meets 3x per week
Mon/Thurs/Fri	5:30-7:00/3:45-5:15/5:00-6:30
Ballet IV + Pointe 1 **	meets 4x per week
Tues/Wed/Thurs/Fri	3:45-5:15/5:15-6:45/5:15-6:45/5:00-7:00
Ballet IVA + Pointe 2 **	meets 4x per week
Tues/Wed/Thurs/Fri	3:45-5:15/5:15-7:15/5:15-6:45/5:00-7:00
Ballet V + Pointe 3 **	meets 4x per week
Mon/Tues/Thurs/Sat	5:30-7:30/4:30-6:45/5:15-7:30/10:30-12:30
KDA Company + Pointe 4 **	meets 4x per week
Mon/Tues/Thurs/Sat	5:30-7:30/4:30-6:45/5:15-7:30/10:30-1:00

**Admittance to Ballet II and above is by audition only. Please submit audition videos to info@kailuadanceacademy.com for assessment and placement into KDA's program.

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.

TUITION RATES 2024-2025 SCHOOL YEAR

		PAYMENT OPTIONS				
CLASS	TOTAL	Pay in Full (includes 10% discount)	Pay Per Semester	Pay Per Quarter	Pay Bi-Monthly	Pay Monthly
KEIKI BALLET PROGRAM						
Keiki Ballet I**	\$921	\$829.90	\$460.50	\$230.25	\$184.20	\$92.10
Keiki Ballet IA**	\$1000	\$900.00	\$500.00	\$250.00	\$200.00	\$100.00
Keiki Ballet II**	\$1040	\$936.00	\$520.00	\$260.00	\$208.00	\$104.00
CHILDREN'S CLASSICAL BALLET PROGRAM						
Ballet I**	\$1090	\$981.00	\$545	\$272.50	\$218.00	\$109.00
Ballet IA**	\$1090	\$981.00	\$545	\$272.50	\$218.00	\$109.00
Ballet II**	\$1842	\$1657.80	\$921.00	\$460.50	\$368.40	\$184.20
Ballet IIA**	\$2278	\$2050.20	\$1139.00	\$569.50	\$455.60	\$277.80
Ballet III**	\$3110	\$2799.00	\$1555.00	\$777.50	\$622.00	\$311.00
Ballet IIIA**	\$3486	\$3137.40	\$1743.00	\$871.50	\$697.20	\$348.60
Ballet IV**	\$4218	\$3796.20	2109.00	\$1054.50	\$843.60	\$421.80
Ballet IVA**	\$4535	\$4081.50	\$2267.50	\$1133.75	\$907.00	\$453.50
Ballet V**	\$4812	\$4330.80	\$2406.00	\$1203.00	\$962.40	\$481.20
KDA Company**	\$4911	\$4419.90	\$2455.50	\$1227.75	\$982.20	\$491.10
DANCE ENRICHMENT PROGRAM						
HS Dance Package	\$285/10 Classes: Can be used for any Non-Performing Homeschool Dance Class during the school year					
Family Yoga NP (\$35/class)	\$990	\$891.00	\$495.00	\$247.50	\$198.00	\$99.00
Dance with Me NP (\$35/class)	\$950	\$855.00	\$475.00	\$237.50	\$190.00	\$95.00
HS Ballet NP (\$35/class)	\$990	\$891.00	\$495.00	\$247.50	\$198.00	\$99.00
Tap, Jazz, Contemporary, Discover Dance, Beginning Ballet (performing classes)**	\$1040	\$936.00	\$520.00	\$260.00	\$208.00	\$104.00

****PERFORMING CLASSES:** Tuition for performing classes includes all performance and costume fees. Please note that Dance With Me, Keiki Dance, Homeschool Ballet, and Family Yoga are non-performing (NP) classes.

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 17, 2025**
 Schedule TBA

PERFORMANCE: **Sunday May 18, 2025**
 12:00-1:15 pm 1st Performance
 3:30-4:45 pm 2nd Performance

TICKET PRICING: **\$25 Online pre-sale**
 \$35 At the door

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.

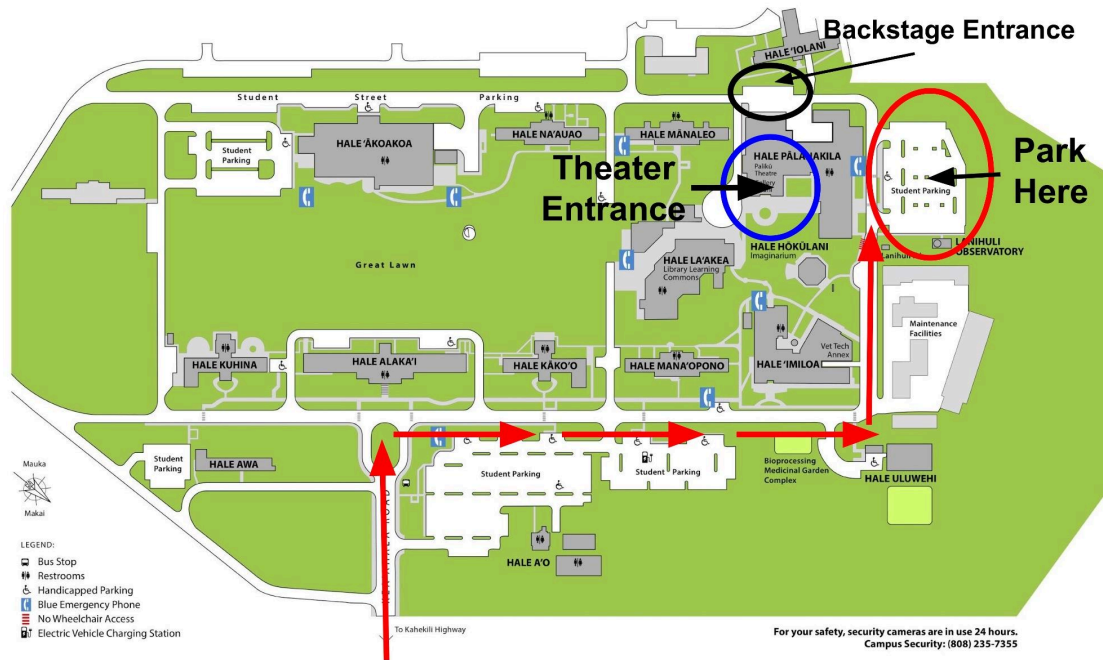
BACKSTAGE ENTRANCE:

The backstage entrance to Paliku Theatre is located on the mauka** side of the building. The 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). 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. 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 take place in the spring.

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: Holiday Recital

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: Sunday, December 8
Location TBA

PERFORMING CLASSES: All Keiki Ballet Classes
All Performing 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.

KDA Performance Information and Policies: Keiki Recital

ABOUT THE SHOW: KDA's youngest dancers have the opportunity to practice performing in their own 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 25
Location TBA

PERFORMING CLASSES: All Keiki Ballet Classes
All Performing 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.

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

STUDIO POLICIES

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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.

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.

STUDIO POLICIES PAGE 4

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 BALLETT: Pink footed ballet tights*, ballet shoes, solid color leotard*, hair secured back, optional ballet skirt, no jewelry (stud earrings OK)
- BALLETT 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 BALLETT, DANCE ENRICHMENT, BALLETT 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.

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.