

Welcome to  
ICE STUDIOS SCHOOL OF DANCE



Parent Handbook

Hosted at:

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Kansas City, Missouri, 64132

(816) 500-4140

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# *Welcome to ICE Studios School of Dance*

We have an electrifying dance year planned for you! This handbook is filled with information you should know covering your dance studio experiences. If you have any questions or concerns, please speak to an ICE STUDIOS staff person at your earliest convenience.

We request that you arrive at the studio with adequate time to prepare for class, parking, changing, restroom, etc. Parents, for your children's safety, please be available after class to receive students when dismissed from class. Please make sure when dropping off your child that you sign them in. We also ask that you please respect the activities of others and the classes in session. We welcome your comments and suggestions and will make every effort to have you enjoy your time at ICE Studios. If any parent/student wishes a private conference concerning your individual dance goals or financial concerns, please do not hesitate to ask. We are happy to work with you to insure that your school year will be one of pleasure and growth.

## **MISSION STATEMENT**

We exist to teach performing arts to youth and build healthy lifestyles in a Faith-Based environment

## **VISION STATEMENT**

Our Vision at ICE STUDIOS SCHOOL OF DANCE is to provide a creative space using dance, theatre and physical fitness with inspired themes music and curriculum.

We strive to condition the bodies and minds of young people to live a healthy and balanced lifestyle.

## **THE CLASSROOM**

Ice Studios is a ministry outreaching through the arts, giving students an opportunity to honor God in praise through dance. Students are encouraged to live a positive and healthy lifestyle and we teach them how to express themselves artistically in a rewarding way. Students learn fun dance moves and routines to gospel or inspirational music that incorporates ballet, jazz, lyrical, mime, hip hop, modern and creative movement to help students with coordination, gracefulness, poise, style, self-expression and being creative. Students can take what they learn as a tool for ministry, fun activities, skill building, positive activity, artistic exploration, mentorship or skill for life.

## ATTENDANCE

Attendance will be taken at the start of each class. Good attendance is essential as absences can hold back an entire class, and the studio cannot jeopardize its responsibility for the rest of the class because of one dancer. We do ask that dancers try to arrive 10 minutes before their class time to prepare for class. When dancers arrive late to class it is extremely distracting to both the teachers and the dancers. If a dancer must miss class for any reason please call 816-500-4140 or email us at [info@icestudiosdance.org](mailto:info@icestudiosdance.org) prior to the scheduled class so that we may notify the teacher. If a student knows in advance that they will be absent from class, let the instructor know before the day of the class. When you enroll in a class, the position is reserved for your child (ren) and must be paid for regardless of attending the class or not.

***Please sign students in and out. Parents are expected to pick up their children immediately following class. If a child must remain later, please notify the studio in advance.***

## STUDIO UPDATES AND INFORMATION

At ICE STUDIOS SCHOOL OF DANCE, we keep our dancers and their families informed. Although we try to speak to everyone about important information or updates, it is impossible to know if everyone has received all the latest information. For this reason it is the responsibility of the parent/guardians to stay informed. If you drop your dancer off or participate in a carpool, we encourage you to come in on a regular basis. We post new or updated information on the information table.

**Parent's Responsibility to be Aware of Dates and Events:** It is the responsibility of the parents to be aware of all dance studio activities, such as recitals, opening or closings, and picture days. Notices are sent through e-mail as well. *Please notify the front desk in writing if your address, e-mail address, or telephone number has changed.*

## HEALTHY EATING

At ICE Studios we promote healthy eating and healthy habits. We are asking that you be mindful of what students eat and drink. This is up to your discretion but understand the better they eat the better they dance. More information will be provided.

## ANNUAL RECITALS/CONCERTS

ICE Studios hosts annual Dance Recital or showcases. This is a great opportunity to showcase what the students have learned during the dance class semester (s). Participation is optional but is strongly encouraged as a part of the whole performing arts education experience. Times, dates and rehearsals will be announced.

A Non-Refundable Dance Concert Fee of **\$65.00 will be due before students can participate in show.** This Recital Fee covers rental of Performing Arts Center, Technical Staff, Recital

Programs, etc. This can be taken care through fundraising or paid 45 days prior to recital.

**COSTUMES:**

**\*Half of First Costume Deposit is due: SEE COSTUME SHEET**

**\*Second Half Costume Deposit is due: SEE COSTUME SHEET**

(We cannot under any circumstances, refund money for costumes once they are ordered)

**\*CLASS ATTIRE & REGULATIONS**

Please see dress code on website.

Students must be in proper dancewear.

Students WILL NOT PARTICIPATE IN CLASS IF NOT IN PROPER Dancewear or dance shoes.

**Please mark student's name on belongings.** Every student should have a dance bag with their name clearly marked. Please do not leave belongings scattered in the restroom or dance studio.

**Do not wear jewelry in class.** Very small stud earrings are the only jewelry allowed in dance class. Please do not bring jewelry to the studio. Jewelry can be a distraction.

**DANCE SHOES ARE TO BE WORN ONLY IN THE STUDIO.**

Please do not allow your child to wear their ballet shoes on a dirty floor or outside. If the bottoms of the shoes are turning black and dirty, then the studio floor will be damaged.

**All students are required to pick up after themselves and to leave the waiting area, studio, and restroom neat and orderly.** ICE STUDIOS encourages healthy snacks after school. Please be aware that a snack consisting of **sugars and caffeine** can make it very difficult for the student to concentrate while in class. Please do not bring foods that leave odors or grease such as hamburger or popcorn.

**Please only water or tightly covered drinks. No food is allowed in the dance studio or gym.**

**Please bring a water bottle from home as it is important to be hydrated while dancing. However, please do not bring any other beverage to the studio.**

**Students should arrive and be ready to dance at least 10 minutes prior to their scheduled class time. It is very important not to be late for class.**

**If a student is unable to attend class, please call ICE STUDIOS (816-500-4140).**

All students are encouraged not to leave the room once class has begun. Please allow for appropriate restroom use prior to class. Very young children will be treated sensitively as the

need arises. Younger children may need a parent's attention from time to time for various reasons including bathroom or behavior issues. During class if a student complains of being ill, or sustains an injury and cannot participate, the instructor will sit student aside and have an ICE STUDIOS staff person notified parent if the parent is not on the premises.

Only students with a pre-existing sickness/injury are allowed to observe class. The parents must notify ICE STUDIOS if a student is to observe class.

**LATE FEE PICK UP IS CHARGED ON ANY CHILD THAT IS NOT PICKED UP WITHIN 10 MINUTES OF THEIR CLASS ENDING. \$7.00 LATE FEE CHARGE.**

## **STUDIO GUIDELINES**

- Students must be signed in and out.
- Arrive 10 minutes prior to class ending.
- Students cannot be left alone if not in class.
- Late fee will be enforced if students are left more than 10 min after class. (Please call if you are going to be late).
- Parents are NOT allowed to be in class during class time (Only during Watch Week).
- NO CELL PHONES during class time. Turn them off and store them away. The dance studio is not responsible for lost or stolen items.
- Parents should take children between the ages 4 to 7 to the restroom before class begins.
- No rough play or running.
- No foul language.
- No food, drink, gum, or candy permitted in classrooms.
- No hanging on the wall or studio equipment.
- Do not criticize fellow dancers.
- Have respect towards teacher, students, volunteers and parents.
- NO talking and playing while teacher is instructing the class.
- Parents cannot record class sessions/rehearsals. Only private session can be recorded.
- Students must wear proper undergarments under dance attire.

**·Videotaping:** Recording (including but not limited to audio recordings and video recordings) class in whole or part is not permitted without the expressed written permission of the Director. All choreography is the property of the studio and may not be posted to any external website without the expressed written permission of the Director. Families are given the opportunity to purchase souvenir copies of the Recital.

## TUITION PAYMENTS

**Registration:** In order to be registered, you must complete the online registration, and pay the registration fee and the first month's tuition payment.

You have the option of paying monthly for the entire school year or tuition can be paid in full. Sometimes ICE STUDIOS offers semester specials. You are not paying for scheduled school vacations and holidays. **Payments are due on the 1st of each month and a late fee of \$10.00 will be charged after the 5th of each month. Registration Fees of \$25.00 per year is non-refundable.**

**Late Fee Policy:** \*\*If your payment is received after the 5th day of each month regardless of absence or illness, a late fee of **\$10.00** will be added to your account and a late fee notice will be E-MAILED to your email address on file. **Students who fall behind on payments will not be allowed to take dance class, until the account is paid in full with cash or credit card, including late fees.** Please speak to management if other payment arrangements are necessary.

**Tuition can be paid by cash, credit, check, money order and or debit card.  
Change is not available at the studio. Please bring exact amount.**

Please make checks payable to **ICE STUDIOS**.

If you are paying tuition with a check, **please write the student's name on the memo line.** Tuition will be the same whether there are 4 weeks or 5 weeks in a month. There are no pro-rated fees for missed classes. There will be no refunds for missed classes.

A **\$25.00** dollar processing fee will be charged for all checks returned and you will not be able to write checks to ICE STUDIOS for a year.

You WILL NOT be receiving a monthly bill/statement from ICE STUDIOS for your monthly tuition. If at any time you would like a printed statement of your account you may request one. You will be notified if your account is overdue.

**Class fees and payments must be paid before students can start class.**

## POLICY FOR PAYMENTS

\*Method of Payments will be MasterCard, Visa, Debit Cards, Checks and Cash. For all Debit and Credit Cards, there is a service charge fee. There will be no change available at the time of payment.

\*Monthly fees are to be paid in full. If registration fees, monthly class fees, or recital fees are not paid, the child will not be able to practice or perform in any recital, outside performances and or engagements.

\*All Fees are required to be paid in full for the entire months of September – December and January - May. The date of performances and recitals does not prorate a monthly payment rate in that month. Registration is paid at the beginning of each session.

\*Accounts must be in good standing to receive monthly, family or semester discounted rates for classes. (Please see treasurer for more information).

## PRIVATE LESSONS

ICE STUDIOS offers private lessons to help students improve on their technique or perfect on dance routines. During recital rehearsals, if students miss more than three classes and would like to perform, students must pay for private lessons to get caught up. Please contact ICE STUDIOS for rates.

## FUNDRAISERS

Every student is required to do fundraisers. This will help keep ICE Studios costs affordable and also support recitals, purchase of supplies, equipment, costumes and class fees. (You have the option of paying fees to make up fundraiser cost if you do not want to participate in fundraisers).

## INCLEMENT WEATHER

ICE STUDIOS DANCE will closely follow the Kansas City Public School District decision for canceling school and classes. If Kansas City Public School District calls for an early dismissal due to weather and/or cancels their evening classes and activities, we will be closed. If roads are not clear to access facility then classes will be canceled. If there is a late opening or delay our classes will meet as scheduled. If you have questions or if you are uncertain about whether classes will be held please call #816-500-4140. We do not pro-rate or deduct from Tuition due to weather, however, we will do our best to have make-up classes.

## SAFETY

The safety of our students is a priority. If a student is injured during class, all activity will be stopped and the incident will be documented. In case of a serious injury, the parents will be notified and 911 will be called immediately. For the safety of our dancers we ask that a parent or guardian walk students into the studio as well as be present at the end of class to pick them up. Students are to remain inside the building while waiting to be picked up. We will not be responsible for students leaving the building. Students should not wait longer than 15 minutes to be picked up once class has ended.

**Dance Area:** Parents, siblings or visitors are not permitted in the dance rooms unless invited in by or on special occasions. When it is time for class, the Instructor will bring the students into



the classroom in an orderly manner. No chewing gum, candy, food and/or drinks are allowed in the dance rooms. Water is allowed in non-spill plastic water bottles or containers only.

**Visitors/Observation:** Absolutely no parents or siblings are allowed in the dance rooms except on special occasions. Please ensure that any siblings waiting for a student remain seated and quiet.

\* Please do not allow children to rough-house, horse-play, or to run up/down in the dance studio or waiting area. Please do not allow young children to go to the restrooms alone. Absolutely no children should be left unattended. **ICE STUDIOS SCHOOL OF DANCE is only responsible for the students in class.**

**Lobby/Waiting Area:** For the comfort and well-being of our students and their families, we ask that you limit the food and drinks that you bring into the Lobby. We know that many of you may be coming directly from activities, daycare or work and may need to eat quickly before going into class.

\*Please **DO NOT BRING PEANUTS** or anything containing peanuts of any kind into the Studio. Several of our students or their family members are severely allergic to peanuts. \*Do not allow children to walk around with food. Please be responsible for cleaning up after your child (ren). If any area of the studio needs our attention, please let a member of our staff know immediately.

## **PARENT CONDUCT**

Please drop off students in time for class. Late students must ask permission to participate in class.

Please pick up students promptly. Dancers must remain in the lobby/dance studio until their ride arrives. There will be no loitering in the parking lot waiting for rides. ICE STUDIOS SCHOOL OF DANCE is not responsible for children who have left the building.

Unless invited by the instructor, parents are not allowed in the dance studio area. In order to keep classes on time and uninterrupted, parents with a concern or question for an Instructor may leave a message or schedule an appointment to meet with Instructor. Please do not stop a teacher in between classes to ask a question as this might cause them to start their class late.

Gossiping and extreme negativity about teachers, studio, parents, other dancers, **WILL NOT BE TOLERATED.**

Please do not communicate with your child during class. Please make sure they have everything they need before starting class.

**Concerns? Questions?**

**Please call #816-500-4140 or email at [info@icestudiosdance.org](mailto:info@icestudiosdance.org)**

**ICE STUDIOS SCHOOL OF DANCE**

**Mailing address:**

P.O. BOX 9963

KCMO 64134

**Contact info:**

Phone: 816-500-4140

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**Website:**

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