

Welcome to CKDS

CKDS Family is grateful that you have chosen our studio to share our love of dance with your child and hope that your dancers and family will enjoy what we have to offer. We know that you have many choices when it comes to selecting dance studios and we want to make sure we are always your best choice. We are dedicated to the enjoyable task of not only teaching you dance, but also to witnessing the development of your mental and physical growth, coordination, poise, grace and personality. To the parents, we hope that by enrolling your child at CKDS you intend to take an active part in helping maintain an enthusiastic attitude in dancing for your child at all times. You must place your trust in us to make proper decisions in your child's best interest. We trust that your dance experience with us will be a meaningful one. We are here to teach your child the Art of Dance.

HOLIDAYS:

Fall Semester Starts	August 21
Labor Day Closed	September 4
Halloween	October 31
Thanksgiving Break	November 20-24
Winter Break	December 22 – January 5
Spring Break	March 12-16
Memorial Day	May 28

ON-LINE REGISTRATION: FOLLOW THE STEP-BY-STEP PROCESS:

1. Log onto www.cindyksdancestudio.com & click on the parent portal.
- 2 Sign in with email and create password. If first time logging in select forgot password and create your own special password that you can remember.
3. Enter all of the required information. Most of the information has been put in the system by the office staff. Please make sure everything is correct. (Account: is the Parents name)
4. All accounts must have a credit card on file and a signed waiver. **Make sure and complete this section and complete the waiver.**
5. Select the New Registration class and your child will be put in the proper class.

TUITION: Is to be paid the first of each month based on the number of classes taken during the week. It will be considered late after the 10th and a \$15.00 late fee will be automatically added. After the 25th of the month, if balance is due on account it will automatically be charged to the credit card on file. There will be a 5% discount given to account if paid in Full for the entire year Aug- June and received in the office by August 28. To received discount you must pay with check, cash or quick pay. CKDS accepts payments by check, cash, credit cards (a 4% percentage fee will be charged), and quick pay through the bank.

Fees

\$20.00	Registration Fee for New Students
\$50.00	Monthly for 1 class a week
\$20.00	Monthly for each additional class
\$200.00	Unlimited Classes

** There is a sibling discount.

ONLINE PAYMENT – NEW!!

You can now pay your accounts online. If you feel like you are going to be late paying tuition this might be the solution. Remember there will be a 4% charge for payment with credit card online. If you do not add while paying the fee it will be charged to the next months fee. This fee is a credit card fee that we are charged.

NO REFUDS for registration, fees, tuition, recital fees or costumes, etc will be issued due to withdrawing from classes. Costumes will be property of CKDS.

RECITAL AND COSTUME FEE

Recital Fee \$80 per student will automatically be charged to your account on October 15 2017. Recital Fees are non-refundable and non-transferrable. Charges for recital costumes are as follows

1 st charge \$80 per student	October 15
2 nd charge \$80 per student	November 15
3 rd charge \$80 per student	Feb 1
5 year students \$80 per student	March 1
Finale students \$80 per student	April 1

If your payment for costumes is not paid on time their will be a \$25.00 fee attached to the costumes to pay for rush fees on costumes.

*Adult size costumes are more so if you child is an adult size the cost will be more so any extra expense parent understands they are responsible for the total due.

*If you child is in more than 1 class a week there will be more charges for costumes. All costume balances will be due by March 1,2018.

*Dancers will be responsible for any extra charges incurred for recital costumes, 5 year costumes or finale costumes.

*if the student leaves the studio for any reason, the costumes and fees paid will remain the property of Cindy K's Dance Studio. All balances must be paid in full at the time of withdrawing.

AFTER SCHOOL PICKUP

We do offer pickup for after school. We do not pick up on ½ days or early dismissals. Tuition for after school pickup is \$70 a week and child must be picked up by 5:30. After 5:30 a class fee will be added on. There is sibling discounts for after school pickup if the child is at the same school. You can do the unlimited tuition option with after school pickup added as well.

COMMUNICATION: Check out our CKDS Dance App. (cindy ks) Make sure and accept notifications. The app is available on I Phone and Android or visit our website at cindyksdancestudio.com. You can also Contact us at 832-517-4855 (Call or text), Email us at ckdancer@sbcglobal.net

DANCE CLASSES: We offer Ballet, Tap, Jazz, Acro/Gymnastics, Hip-hop, Lyrical, Contemporary, Modern, Stretch & Flexibility, Technique, Leaps & Turns

ATTIRE: Please read through the following dress code completely. For the safety & benefit of our dancers, we ask that all students dress accordingly for each class. Students will not be allowed to participate in class if the proper shoes and attire is not worn to class. Thank you in advance for helping us run a successful & disciplined classroom.

FOR ALL CLASSES:

- *BRING DANCE BAG WITH APPROPRIATE SHOES.
- *MAKE SURE EVERYTHING IS LABELED.
- *NO SHORTS !! OR NO SHIRTS!! FOR DANCE CLASSES
- *NO GUM OR JEWELRY !!!!!
- *STUDENTS MUST WEAR COVER UP TO AND FROM CKDS AT ALL TIMES
- *DO NOT WEAR DANCE SHOES OUTSIDE !!!

HAIR: ALL HAIR MUST BE PULLED INTO PONY TAIL OR BUN. BALLET CLASS A BUN IS MANDATORY !!!

Combo Classes – any style of dance wear or leotard and tights/ballet shoes/tap shoes

Ballet/Pre-Pointe (All Levels): Black leotard, pink tights & pink Ballet shoes / Hair in bun

Jazz (All Levels): Any style of dance wear/ Jazz shoes, ft undies, or turners

Contemporary/Lyrical/Modern (All Levels): any style of dance wear/ ft undies or turners

Tap (All Levels): ay style of dancewear/ tap shoes

Leaps & Turns (All Levels): any style of dancewear/ turners, ft undies, jazz or ballet shoes

Hip Hop: any appropriate clothing that can be moved in/ tennis shoes (clean on bottom)

Tumbling/Acro: any style of dance wear/ barefeet

STUDIO RULES

- All students must wear proper dancewear to class.
- **There is absolutely no talking about other dancers!!!! Will not be tolerated!!!**
- Dance shoes should not be worn outside of the building.
- There will be no food, drinks or gum permitted in the dance studio.
- Please do not leave any children unattended in the studio that is not in dance class.
- No horseplay will be permitted in the lobby, restrooms or studio.
- Dancers should arrive five minutes before scheduled class time and be picked up promptly after class.
- If you must pick your dancer up early from class, please let the dance office know and they will get the student out of dance class. No parents allowed to disrupt the class at any time.
- Teachers reserve the right to dismiss any student from class who continuously disrupts.
- No smoking on premises.
- Parents and children must keep talking to minimum in viewing room.

CLASS RULE

- SMILE!
- All students should arrive to class on time.
- If a student arrives late, please check in with the office to receive access to class. No one will be allowed to enter class after 30 minutes of class.
- Students should come into class fully prepared
- All students must follow the dress and hair code policy. Strictly enforced!!
- No jewelry may be worn to class other than small earrings.
- There will be no food, drinks or gum permitted in the dance room.
- No T-shirts or sweats during class except Hip Hop.

GENERAL POLICIES

- Registration fees and tuition payments are non-refundable and non-transferable.
- There will be no prorating or refunds given due to missed classes.
- You are allowed to make up missed classes in another appropriate leveled class for illnesses, school activities or emergencies. Schedule in dance office.
- Withdrawing Policy: You must complete a drop form thirty-days prior to your upcoming tuition payment. You will be responsible for the next payment if you do not give a thirty-day written notice. Please be aware that no prorating or refunds will be issued due to withdrawing from classes.
- Inclement Weather: CKDS will cancel classes due to inclement weather. Call the studio or 24 hour dance line for cancellation of classes during inclement weather. You can always check the website too at **ckdancestudio.net**

It is the parent's responsibility to be aware of all activities, such as recitals, extra classes, and dates the studio is open or closed. The studio will post all such notices on the bulletin board, & website as well as sending texts, notifications on app and newsletters via email. Always check the bulletin board located in the viewing room. It is the responsibility of the parents or adult students to inform the studio of any address, telephone, or email address change at 832-517-4855 or email us at ckdancer@sbcglobal.net.

As owner and director Cindy K's Dance Studio for 35 years, I would like to say Thank You. The studio would not be where it is today without the staff, parents, dancers, families, and friends present and past. Thank you once again for choosing CKDS as your dance family.