

KINESICS

DANCE

DYNAMICS

FAMILY VADE MECUM

2022 - 2023

A DIRECTORY OF AGREEMENTS & INFORMATION
FOR DANCERS & VILLAGE MEMBERS OF THE
KINESICS DANCE DYNAMICS FAMILY



Email: kdd@kinesicsdance.com

Address: 5427 Germantown Ave, Philadelphia, PA 19144

/KƏ'NĒSIKS/

kinesics

NOUN

The study of the way in which certain body movements and gestures serve as a form of nonverbal communication.

\ 'DAN(T)S , 'DÄN(T)S \

dance

INTRANSITIVE VERB

to move one's body rhythmically usually to music

\ DĪ-'NA-MIKS

dynamics

NOUN, PLURAL IN FORM BUT SINGULAR OR PLURAL IN CONSTRUCTION

1: physics : a branch of mechanics that deals with forces and their relation primarily to the motion but sometimes also to the equilibrium of bodies

2: a pattern or process of change, growth, or activity

3: variation and contrast in force or intensity (as in music)



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It's our absolute pleasure to warmly welcome you into our Kinesics Dance Dynamics (KDD) family. Our team is thrilled to see many familiar faces return to the studio and even more excited to see some new faces join our community. We have created this one-stop handbook to hopefully shed some light on how things will run throughout the year as well as answer a lot of queries you may have before the year begins. Please take the time to read this information carefully and keep your handbook in a safe place to refer to as needed. Our leadership team is also here to help and we will happily answer any questions you may have.

To start us off, it's important to us at KDD that all members of our team share our vision, our purpose and the philosophy that encompasses everything we do both in and outside of our classes. This is a vision that is shared and demonstrated by the directors, instructors, and staff members at our studio, and it is the driving force behind every interaction with our students and their families.

KDD is place where people of all ages shapes and sizes learn to dance and perform. This is a dance studio where creativity, individuality and self-expression are encouraged and has a community of teachers, students and families who are passionate about performing arts. Our goal is to create a positive and happy experience for all our students. We strive to nurture and develop talent, celebrate the achievements of all students, and inspire a love and appreciation of all styles of dance and the arts. We are committed to providing a safe and positive environment in which all students can feel empowered, comfortable, and free to express themselves.

Shanice Willisford



METHOD OF COMMUNICATION

Our primary means of communication is via email and/or text. You will receive regular newsletters and important information via email so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. Don't forget to add our email address (kdd@kinesicsdance.com) to your contacts so we don't end up in the dreaded Spam folder! In the case of urgent information (for example, unexpected class cancellations or performance changes), we will send an SMS text message to all families. So, for this reason, please make sure the mobile phone number you have provided to the studio is correct and up to date.

You are ultimately responsible for reading and reviewing all texts and emails sent by Kinesics Dance Dynamics. Your online payment accounts will also house all email and text communications sent to you so you can refer to any prior communications sent. It is your responsibility to ensure that KDD has your updated information on file.

KINESICS DANCE DYNAMICS

LOCATED IN

THE KDD THEATRE

5427 GERMANTOWN AVE

PHILADELPHIA, PA 19144

****PLEASE SAVE OUR SMS NUMBER: 215-584-4849****

267-331-9236

KDD@KINESICSDANCE.COM

WWW.KINESICSDANCE.COM



LEADERSHIP

SHANICE WILLIFORD she/her FOUNDER, DIRECTOR OF OPERATIONS

KRISTEN CLARK she/her FOUNDER, CREATIVE DIRECTOR

KATRINA LAMBERT she/her FOUNDER, ARTISTIC DIRECTOR

LAUREN WALTON she/her FOUNDER, STAFF COORDINATOR

TAMEKIA WILLIAMS she/her FAMILY COORDINATOR

FACULTY

LYRIC HALTON she/her

JORDAN MCKNIGHT she/her

MADELINE STEVENOSKY she/her

ELICIA CLAYTON she/her

DA' VON DOANE he/him



TUITION & AUTOPAY

When registering for classes, the dancer will be enrolled for the entire dance year. Therefore, tuition payments are broken down into monthly installments. Auto draft/auto pay of dance fees (tuition/recital/costumes) is the only method of payment at Kinesics Dance Dynamics. Monthly installment tuition payments are completed using an automatic recurring payment system (found in your online payment portal). Upon registering, you must create a payment account AND upload a credit card/checking account to keep on file for every dancer. Monthly tuition fees will be charged to your credit/debit card and/or checking account on the first day of each month. If tuition has not been paid, you will not be allowed to take classes.

For members who are interested in paying tuition for the entire year in 1-3 installments, please email kdd@kinesicsdance.com to inform us of your request so we can adjust your account accordingly.

REFUND POLICY

Registration, tuition, recital fee and costume deposits/fees are non-refundable and non-transferable. Once payments are processed, no refunds will be issued under any circumstances.

EARLY TERMINATION/DROP FEE

If for any reason, you decide to terminate your Kinesics Dance Dynamics dance contract after November 1 but before June 30, you must provide written notice 2 weeks in advance. A \$250 early termination fee will be applied to any student who drops out or terminates their contract prior to the end of the dance season.



EARLY TERMINATION/DROP FEE CONT.

Early terminations are disruptive to the remaining students in the class as well as the teacher as we prepare for our Annual Recital Production. No refunds (tuition, costume fees, or recital fees) will be provided for any member who terminates the contract early.

ELECTRONIC PAYMENT AUTHORIZATION

Upon registering, the party responsible for payment will be required to attest to and authorize their financial institution to initiate auto pay/auto debit monthly for tuition and dance fees (including recital fees and costumes upon due date), for the credit card and/or checking/savings account listed in the payment portal. You will also be required to agree to keep your credit card/checking/savings account on file to be automatically charged monthly for dance fees due. Any purchase of additional studio equipment, attire, and/or resources will be charged to the account on file at the time of sale. This is including but is not limited to emergency tights required for class participation.

If your credit card does not process for any reason, you have until the 10th of that month to correct your information and pay. After the 10th, there is a \$25 late charge. If your account has two (2) or more declines for “insufficient funds”, you will be assessed an additional \$50 processing fee each time it declines for insufficient funds. The processing system notifies you for any transactions made, so you are informed immediately if the card is declined for insufficient funds. Please contact us via email should you have any concerns about a pending/late payment.



CLASS OBSERVATION

To ensure an effective learning atmosphere and environment where our students can concentrate without distraction, visitors (non-enrolled students) are not allowed to observe dancers while in class.

ATTENDANCE POLICY

To best support training, **CONSISTENT ATTENDANCE IS REQUIRED**. Dancer attendance in class is very important. It is a commitment for you to ensure attendance and participation on time each week. Not only do absences impact the quality of our annual productions, but it also impacts the social and confidence-building principles we work hard to foster throughout the year. If you know ahead of time your dancer will be absent due to outside circumstances or commitments, please let us know as soon as possible. If your dancer is sick and not feeling well, please keep them home. The health and safety of our dancers are always a priority.

We do not allow dancers to “make up” missed classes due to capacity limitations. Monthly payments will continue on schedule and in full, regardless of dancer class attendance. Please call or email us if your dancer will be absent.

There will be additional required hours for dancers as we prepare for upcoming productions. These extra rehearsals will be at no additional charge to you and will often offset any missed classes due to inclement weather and holidays. There may also be mandatory meetings or events that dancers must attend. For this, we will notify each dancer and/or guardian with ample time to prepare.



INCLEMENT WEATHER

Kinesics Dance Dynamics will close for inclement weather in accordance with the Philadelphia School District policy. If Philadelphia public schools are closed for inclement weather, Kinesics Dance Dynamics will also be closed unless otherwise expressed. Members will receive an email and/or text alert regarding studio closures due to inclement weather.

FOOD & DRINKS

Please ensure dancers are adequately fed prior to attending dance classes as food is not allowed in the dance studio. Bottled water or a beverage is allowed and must be stored securely in the student's bag.

HEALTH & MEDICAL

You are responsible for making sure that your dancer has all medications, supplements, and devices necessary for their specific medical conditions (ex. Inhalers). Please notify KDD if a dancer has a medical history that could potentially impact their ability to dance. Staff must be made aware of any medical conditions or injuries that any student may have or previously had (i.e diagnosed conditions, broken bones, sprains, breathing problems, eyesight issues etc).

ILLNESSES, COVID 19 AND OTHER HIGHLY CONTAGIOUS ILLNESSES

Please stay home if you or your dancer are exhibiting ANY signs of illness (coughing, running nose, sneezing, fever).



ILLNESSES, COVID 19 AND OTHER HIGHLY CONTAGIOUS ILLNESSES CONT.

Regarding COVID19 and any other highly contagious illnesses and variants, if you (parent/student), your child(ren), or anyone who resides in your home, tests positive or if you/your child(ren)/anyone who resides in your home, comes into contact with anyone who has tested positive, you agree to inform Kinesics Dance Dynamics IMMEDIATELY and you will only be allowed to return upon proof of a negative diagnosis. This will allow KDD staff to determine if there has been additional exposure to other students & staff at KDD.

SAFETY

As part of your registration, you will have read and signed a media waiver allowing us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please see our reception staff who will happily assist you.

The directors and staff at KDD are educated on the negative impact of inappropriate music and costume selection when it comes to performing dance routines and is wholeheartedly committed to ensuring children in all our dance routines are not subjected to any inappropriate songs or costuming. We recognize that songs with sexist, explicit, violent, racist, homophobic, or criminal content may influence our dancers and/or audience and will strive to avoid using such music. We are committed to restricting costumes that project sexuality, and contain explicit graphic or textual content.



CODE OF CONDUCT

- No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. If a dancer needs to leave before the end of the class, please notify the family coordinator or the instructor before class begins. Students may not leave the studio space without first receiving permission from the instructor. All parents must wait outside of the studio until classes have been dismissed.
- In addition to arriving to class in a timely fashion (not more than 10 minutes prior to the start of the class), students must also be picked up in a timely fashion. In the case of an emergency or unavoidable delay in arriving for pick up, please contact the studio immediately to inform us of the situation so that we can make arrangements until you arrive. After a 10-minute grace period, a late fee of \$1 per minute will be assessed and added to payment accounts.
- All questions/issues/concerns should be directed to kdd@kinesicsdance.com.
- In the rare case of a dancer or affiliate showing disrespect or defamation to any parent, staff member, or student, a meeting will be called immediately, and dismissal may be considered at the discretion of KDD Directors. Physical, mental, or emotional abuse nor disrespect, or cyberbullying by members, staff or dancers, or affiliated entities will not be tolerated and may result in dismissal from the studio at the discretion of the owners.
- Inappropriate dress or behavior will not be allowed. No gum or food will be permitted inside the dance studio during class or rehearsals.



CODE OF CONDUCT

- KDD takes no responsibility for any stolen or misplaced property or jewelry on the studio premises, and we encourage our families to avoid bringing valuable items into the studio.
- Choreography, costuming, and studio policies remain the intellectual property of KDD and may not be reproduced or sold by any dancer, parent, family, or staff without the permission of KDD owners.
- Students should arrive at class with their dance attire already on. Any students who will be arriving late to class must give proper notice. Students who arrive more than 15 minutes after the scheduled class time are welcome to observe the class; however, they may not be permitted to participate unless there is an extenuating circumstance.
- KDD instructors have the responsibility to ensure that their class is under control, and they have the authority to dismiss any student who will not cooperate and/or is a disruption to the rest of the class.
- Participation of all members within the program is a requirement. Dancers are expected to show up, adhere to class and studio agreements, and contribute to the overall advancement of the studio through fundraising, volunteer activities, class assignments, and rehearsals, as well as show/performance sales for the studio.



DRESS CODE

We enforce a mandatory dress code for each level division and specialty classes and feel strongly that this will promote discipline and proper classroom etiquette. You can purchase your dance attire (leotard, tights, and dance masks) through KDD. We have also partnered exclusively with Swan Dancewear (234 Haverford Ave, Narberth, PA 19072) to provide all student dance attire needs including shoes.

Students who are not wearing proper attire may not be allowed to take the class. In addition, we ask that all students arrive with their dance attire already on. Hair must be pulled back away from the face and off the neck (no beads, ballies, or barrettes). Jewelry is not permitted. Headscarves and headbands must be black in color. Leotards and tights must be clean and free of holes and runs. Underwear should not be worn with your leotard and tights; proper dance tights with a center crotch act as underwear while dancing. Each age level division and specialty classes have a mandatory dress code. Masks must be worn during class. Students who arrive to class with dance attire that is inappropriate (incorrect leotard or tights, attire that is not clean, etc.) will be provided with new attire and your payment account will be billed for the cost of the appropriate attire.

Please Note:

- Dance tights – proper dance tights should have a crotch center. Dance tights are not the same as regular everyday wear tights.
- Ballet, Jazz & Tap shoes – are specific to class (see KDD Attire list at the end of this handbook)
- Hip hop shoes – sneakers should be exclusive to the dance studio
- Pointe shoes – should be custom fitted to the dancer. We recommend Swan Dancewear for all pointe shoe fittings.



SOCIAL MEDIA

KDD's Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, micro-blogs, wikis, podcasts, forums, instant messaging, and geo-spatial tagging (for example, Facebook check-ins). Please see below for our regulations regarding Social Media and feel free to contact our office staff if you have any questions.

- Please remember that your anonymity on Social Media is never guaranteed and to exercise caution when posts, images or videos identify children in your presence.
- Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards KDD staff, students or families are prohibited.
- Any content revealing or referring to sensitive studio information is not allowed to be shared online.
- While affiliated with our studio, (for example, images of your child in KDD uniform) we will not tolerate any posts that are racially, sexually, physically, or religiously offensive.
- All matters pertaining directly to the studio - whether it be fees, scheduling, placements, or performance opportunities - may not be communicated via Social Media. We have an open-door policy and encourage all communication to be communicated to kdd@kinesicsdance.com only.



SOCIAL MEDIA CONT.

- You may not post photographs/videos that feature KDD dancers other than your own online without the proven consent of the other student's parent/guardian. We value privacy and if you do not have permission to post those other children, please do not do so.
- Identifying information of any featured minors - including names, ages, or location - must be removed when posting on Social Media.



CLASS LEVELING & PLACEMENT

Proper placement will ensure a good foundation and proper growth. Students will be leveled based on their age, dance history, and written and practical testing. Student placement is based on the evaluation and not solely on their prior level. All students, Beginner 1 and up, will be given a curriculum at the start of the dance year showing what each instructor anticipates will be covered for the year. Evaluations are based on what is covered and final evaluations will also include performance in the recital. All level placements provide the best progressive results for the student. We will not place students at a level they are not ready for. Please note that Kinesics Dance Dynamics is not a recreational dance school – students enrolled in our program are serious about learning proper techniques. Students will only be moved to the next level when they have mastered the curriculum of their current level according to our standards, which is at the discretion of the KDD studio directors, and the teachers - not the parent/guardian/ or student. Please also consider the fact that students may spend several years in each level (beginner, intermediate, advanced) in order to master the technique.

EVALUATIONS

As a studio that values the growth and commitment of our dancers of all ages, KDD will evaluate each student (age 7 and up only) as part of our program. Our experience shows that evaluations present a unique opportunity for the students to display and take pride in how hard they have worked and are able to progress in their classes.



PHOTOGRAPH & VIDEO RELEASE

Photographs & videos are periodically taken of students at KDD. Upon registering, you must acknowledge and agree that that any photo or video taken by KDD may be used for promotional purposes by KDD including electronic &/or social media, online advertising, website, videotaping, brochures, fliers, future advertising &/or other publications without additional prior notice, permission, or compensation.

RELEASE OF LIABILITY

Upon registering, you must acknowledge and agree to indemnify and hold harmless KDD and their instructors, agents, employees, contractors, volunteers, clients, and students, from and against all claims, costs, damages, losses, and expenses, including but not limited to attorney's fees, arising out of or resulting from dancer performance or other participation in any dance or aerial activities, regardless of whether or not such claim, cost, damage, loss or expense was caused in part by a party indemnified hereunder.

ASSUMPTION OF RISK

Upon registering, you must acknowledge and agree that you will assume the risk and responsibility for any and all illnesses, diseases, and injuries to your dancer that they may obtain or sustains while on KDD premises and/or while performing any dance activities, including any and all costs and damages that are a consequence of such illness, disease or injury whether caused in whole or in part by KDD instructors, students, teachers, volunteers or employees.



MEDICAL EMERGENCIES

Upon registering, you must acknowledge and agree to authorize KDD to contact the emergency contacts listed on your payment portal profile in the event of an emergency, when a parent/guardian is not present or cannot be reached. You are also asked to authorize KDD to use its best judgment when deciding whether to contact 911 should your dancer become injured or ill.

MANDATED REPORTING

The PA Child Protective Services Act was signed into law in 1975 and was enacted to protect children from abuse. As an organization who is in the business of providing dance instruction to students who are under the age of 18, the staff at KDD are designated as mandated reporters.

HARASSMENT

KDD must maintain a safe and professional work environment free of harassment for all its staff as well as students and their families. To that end, KDD has adopted the following policy:

Kinesics Dance Dynamics strictly prohibits harassment of any staff member and or student and/or their families. KDD strictly prohibits all forms of harassment including but not limited to harassment of any staff member and student or their family based upon that person's race, color, religion, ethnicity, national origin, age, disability, sexual orientation, or pregnancy. KDD is committed to the prevention of any and all impermissible harassment.



