

# KENNER PARKS AND RECREATION DANCE PROGRAM POLICY AND PROCEDURES 2017-2018

The following POLICIES AND PROCEDURES have been adapted in an effort to give your child the best training possible. We ask your cooperation in maintaining the quality standards of this program.

1. **NO ONE OTHER THAN CLASS STUDENTS ARE ALLOWED IN CLASS.**  
Including parents, brothers, sisters, other family members, friends, etc.
2. Be conscious of class time as teachers are not responsible for any child before or after class time. All downstairs studio A dance students must be picked up at the middle door.
3. **ATTENDANCE** - Students with eight (8) unexcused absences will not receive credit for the year. Student must have a doctor's note for an excused absence.

**PERFECT ATTENDANCE AWARDS** – Students with a perfect attendance record (NO ABSENCES) will receive an award at the end of the program.

**THREE (3) CONSECUTIVE ABSENCES** (absent (3) times in a row) will be considered an automatic drop from the class.

**IF LEAVING A CLASS EARLY** A student must present a signed note to their instructor from their parent.

4. **PROPER ATTIRE:** Specified dance uniform for students age group must be worn to all dance classes or any other practices for the dance program. No outer clothes on top while dancing. Student will not be allowed in class if not in their proper dance uniform. **ALL HAIR MUST BE PULLED BACK OUT OF FACE.** (see attached uniform sheet).
5. **DANCE REVUE:** All students are required to dance in the dance revue in order to stay enrolled in the dance program. The Dance Revue and will be held at the Pontchartrain Center on June 8, 2018 and rehearsal June 7, 2018. **A \$25.00 REVUE FEE FOR EACH FAMILY WILL BE DUE February 1, 2018.**
6. **COSTUMES:** All costumes will be paid for this year at Humbug Costumes, Inc., located at 2707 Williams Blvd. **Costumes** will be in the price range of \$75.00 – \$110.00 each. **TWO PAYMENTS** will be allowed with the **FIRST PAYMENT due OCTOBER 14, 2017. SECOND AND FINAL PAYMENT** will be DUE **NOVEMBER. 19, 2017.** All costumes must be paid in full by this date! Late payments of \$25.00 if first or second payment is paid past due dates. Late payments are to be paid to KPRD. NO refunds on any costume payments.. Costumes are not custom fit. Any alterations needed are to be made by the parent. **COSTUME PAYMENTS TAKEN AT DANCE STUDIO (check only). No cash.**
7. **DANCE CREDITS:** Student transferring from another accredited dance studio from the age of 3 years and up must furnish proof of years on school's letterhead stationary, certificate, or program book that states years attended. All students will receive credit for year completed at the end of the program.

- 8. STUDENT CONDUCT: Any student displaying unbecoming conduct such as:**
- Bullying students or faculty**
  - Disrupting dance class.**
  - Being disrespectful to dance instructors.**
  - To hit or cause deliberate injury to another To take anything that belongs to another student or from the dance studio.**
  - The use of vulgar or abusive language.**
  - Leaving the facility without authority from teacher, parent or guardian.**
  - Behaving inappropriate in public while representing the K.P.R.D.**

**Dance Academy the following disciplinary action will be taken:**

- 1. WRITTEN UP BY INSTRUCTOR AND PARENT CONSULTATION.**
  - 2. PROBATION OR SUSPENSION FROM DANCE PROGRAM.**
  - 3. EXPULSION FROM THE DANCE PROGRAM.**
- 9. Kenner Parks & Recreation reserves the right to cancel, combine, or divide class; change day, time; change instructors; make any other revisions as deem necessary.**

**FOR ADDITIONAL INFORMATION OR QUESTIONS CONCERNING THE DANCE PROGRAM PLEASE CONTACT DEBBIE REESE, DANCE SUPERVISOR AT 471-2158 OR [dreese@kenner.la.us](mailto:dreese@kenner.la.us).**

**Kenner**  
**Dance Academy**

