

Kaukauna Recreation Department

Dance Program

2016-2017 Information

Welcome to the 2016-2017 Kaukauna Recreation Department Dance Program, "*Dance Like No One is Watching.*" We are looking forward to working with you to make this a fantastic Dance year!

Important Recreation Department Contacts

Recreation Department Office	766-6335	
Jeff Malloy, Recreation Director	766-6376	jeff@kaukauna-wi.org
Michelle Mielke, Office Assistant	766-6335	michellem@kaukauna-wi.org
Christina Hartjes, Office Assistant	766-6335	chartjes@kaukauna-wi.org

Cancellation Hotline: 766-6377

Dance Studio: **Please Do Not Call The Dance Studio!** We No Longer Require Parents To Call In When Their Dancer Is Unable To Attend.

Our Program Vision

Kids should have an opportunity to explore dance as a performance art with the guidance of a qualified instructor in classes that are appropriate for their age, experience and ability level. Kids should have an opportunity to participate in a professionally run dance performance in order to showcase skills and routines learned in class.

Communication

The KRD communicates important information with Dance program families in a number of ways. Each has its advantages and drawbacks. To make sure your family is always up to date on what is going on in the program, please make sure to utilize as many of these as possible:

- A. Pre-Registration and Registration Materials (Available Online)
- B. Calendar of Events (Available Online)
- C. Pre-Season Parent Meeting (See Calendar)
- D. Direct Mailings
- E. Emails- please provide your current email address to the Recreation Department.
- F. Office Telephone Number: 766-6335
- G. Information & Cancellation Hotline - 766-6377 – updated at 3:00 pm, weekdays.
- H. Bulletin Boards located inside and outside of Dance Studio
- I. Dance At A Glance Newsletter
- J. Flyer Boxes outside Dance Studio
- K. Website: www.cityofkaukauna.com
- L. Facebook (Search for “Kaukauna Recreation Department” and “Like” us).
- M. Envelopes (Shoe Order, Costume Order, Retail Apparel Order)
- N. End of the Season Dance Celebration (See Calendar)

Class Rules & Policies

- Attendance*** Attendance is mandatory!!! A successful dance performance takes a team effort. Dancers count on one another to know their routines, and class is where the routines are learned. Four (4) absences may result in removal from the program. Only absences with doctor's excuse will be allowed as exceptions. **NO REFUNDS WILL BE GIVEN.**
- Arrival/Departure*** Please be prompt when arriving and picking up your child. Class must start on time. It is not acceptable to be late. There is no one to supervise your child in the hallway before and after class.
- Dance Apparel*** Dance students need to be flexible and comfortable in order to dance. Dancers must wear appropriate dance attire (leggings, shorts, sweats, black lycra pants, etc.) Jeans and pajama bottoms are not appropriate dance attire and will not be allowed in class. Ballet students are required to wear tights and leotards.
- Be Ready For Class*** Dance shoes must be on before dancers enter the dance studio. Street shoes/boots are to remain in the hallway/outside of the Dance Studio. Dancers should be dressed, stretched and ready to dance before entering the Dance Studio. Class time is short and very valuable!
- Restrooms*** **Please take your child to the restroom before class!** Class time is limited. No restroom breaks will be taken during classes.
- Studio Door*** Please respect the times when the door to the Dance Studio is open/closed. The instructor will open the door when she is ready for your child to enter, as well as when it is time to leave. We ask that parents refrain from standing in front of the window and keep siblings and dancers waiting for the next class away as well. This is a distraction for the children. The window is kept open for safety and security reasons not for casual observation. Instructors plan for open houses and sneak peek nights when parents are invited in to see the progress the dancers are making.
- Note:*** Due to construction taking place in the building our dance studio is located, all dance classes will be temporarily held in the former library building located at 111 Main Ave. There will be a designated parent waiting area. We ask that you please keep noise levels and disruptions to a minimum during class instruction times to prevent interruptions to the Dance Class lessons. If you have any questions and need to speak with an Instructor, please phone the KRD office and we can arrange for the Dance Instructor to contact you. We appreciate your cooperation!
- Cell Phones*** Absolutely no cell phones will be allowed in the dance studio.

Shoe Sizing and Order Placement (September 12-15)

Dance shoes of specific types are required for participation in dance classes. Shoes do not have to be purchased from the Recreation Department as long as the type is correct. All dancers are sized using shoe sizing runs on the first night of class. It is a good idea for parents to assist their dancer(s) with this sizing to ensure the best fit. Don't forget these shoes need to last until mid-April! **Shoe Order Payment is due in full on the first night of class.** See shoe order form for more pricing and payment details. After shoe sizing is complete dancers will remain and begin their first dance class. A Dance Shoe Re-sale opportunity will be made available at our Parent Informational Meeting. More details to come.

Class	Required Shoes
Pre-Ballet /Ballet	Ballet shoes – Color: classic pink-girls; black-boys. Leather only! No satin slippers.
Tap Beginner & Beginner 2	Student Tap Shoes- Color: Black. (no ties allowed, must have strap)
Tap Intermediate & Up	Premium Jazz Tap - Color: Black.
Jazz	Jazz Boot - Color: Black
Hip Hop	Dance Sneaker - Color: Black
Lyrical (Dancer choice)	Pirouette Half Sole -Color: Tan
	Footnote - Neoprene Half Sole - Color: Tan
Irish	Ghille - Color: Black
Musical Theatre	Jazz Boot- Color: Black

Costume Sizing and Order Placement (October 10-13)

Costumes are required for participation in our end of the year Dance Recital in April. As with shoe sizing, costume sizing takes place during the first part of class and dancers remain for instruction afterward.

Please remember that costume sizing involves some measuring and a fair amount of judgment. We measure the bust, waste, hips and girth. Rarely do all four measurements fall within the same size. When there is a question of which size to choose, we place our faith in the girth measurement. All costume manufacturers recommend this. We err on the side of choosing the large size because children continue to grow and alterations can be made to make a costume smaller more easily than making them larger. We invite parents to accompany their child to costume sizing night and ask that each parent carefully review the sizes listed on their dancer's order payment form to ensure the best costume size is ordered and that no mistakes are made. **Do not be surprised if your child's costume may still require some alterations once it is received. This is common.** We post the names of any seamstresses that give us their cards on our bulletin boards.

The approximate price range of the costumes we typically choose is between \$40.00 and \$70.00 dollars. For any costume above \$70.00, the Instructor will be required to discuss the costume with the participants and parents before it is approved by the Recreation Director. A week after costume sizing is completed dancers will be given itemized order payment forms with their sizes, measurements and amounts due.

Costume order payments are due in full on November 4.

Retail Dance Apparel Order

Every year we coordinate the ordering of "KRD Dance" program apparel that our participants and their families can purchase and wear to show their love for Dance and being a part of the Kaukauna Dance Program. Order forms will be provided early in the season, and two orders will be placed. The deadlines for these two orders are **September 30** and **November 11**.

Class Observation Opportunities

We value and support the importance of parent interest and involvement in your child's dance skill development and success. KRD provides "Sneak Peek" opportunities for parents to view the last five minutes of classes during the last week of the month. We also provide "Open House" opportunities for parents to watch the entire class on scheduled dates throughout the dance program year. Open houses are listed on the seasonal calendar and in the bi-monthly "Dance-At-A-Glance" newsletter.

Bring a Friend

"Share Your Love of Dance" by inviting a friend to come dance with you! KRD provides several opportunities for dancers to bring a friend to class for free. Bring a Friend dates are listed on the seasonal calendar and in the "Dance-At-A-Glance" newsletter.

Pictures

The KRD brings in a professional photographer to take individual and class pictures. Pictures are scheduled for **March 13-16** and will be held on your scheduled dance night. All dancers are required to attend in full costume and participate in the pictures session, but purchasing pictures is optional. Picture packages are available for purchase directly from the photographer. Picture package forms will be handed out at class a few weeks before picture week.

Dance Recital Ticket Sales

Volunteer Sale: Feb 20; Family Sale: March 1; Public Sale: March 13

Reserved seating tickets are required for the end of the year Dance Recital. Each family is limited to a maximum of eight (8) tickets during pre-sales. This is to ensure that all families have an opportunity to purchase tickets. Additional tickets may be purchased once the public sale begins. Tickets are sold on a first-come, first-served basis. No refunds or exchanges after April 1.

Volunteer Rebate Program

Each family is eligible for a \$25.00 rebate when a parent attends the volunteer organizational meeting and volunteers to help during the Dance Recital. More information will be distributed as we get closer to the Dance Recital.

Fundraiser

KRD offers fundraising opportunities to help you offset some of the dance program cost. Fundraiser information will be presented at our Parent Informational Meeting.