

Kaukauna Recreation Department

Dance Program

2021-2022 Information

Welcome to the **Kaukauna Recreation Department Dance Program**. This year's theme is titled: **"Make the Magic Happen!"** We look 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
Tammy Nieuwenhuis, Office Assistant	766-6337	tnieuwenhuis@kaukauna-wi.org

Cancellation Hotline: 766-6377

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. Parent –KRD Dance Program Informational (Emailed to dance parents)
- D. Emails- please provide your current email address to the Recreation Department.
- E. Office Telephone Number: 766-6335
- F. Information & Cancellation Hotline: 766-6377 – updated at 3:00 pm, weekdays.
- G. Bulletin Boards located in the Lobby area outside the Dance Studios.
- H. Dance At A Glance Newsletter
- I. Flyer Boxes located in Lobby area outside the Dance Studios
- J. Website: www.cityofkaukauna.com
- K. Facebook (Search for “Kaukauna Recreation Department” and “Like” us).
- L. Envelopes (Shoe Order and Costume Order) used to insert payment
- M. 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 lobby/hallways before and after class.
- Dance Attire*** Dancers are expected to dress appropriately for their specific genre.
Ballet/Lyrical/Jazz/Tap/Tumbling/Musical Theater/Kick/Pom Classes: should wear form fitting attire such as: a leotard, leggings, yoga or jazz capris, shorts, black lycra pants, form fitting tops covering mid drift. *Hip Hop Classes:* should wear comfortable, loose, baggy clothes, tank-tops, t-shirts, sweat pants, leggings, and shorts. Jeans and pajama bottoms are not appropriate dance attire and will not be allowed in class. Dancers should come ready to dance, with their hair pulled back away from their face. For safety reasons, we ask that dancers wear minimal to no jewelry. Long dangling earrings can be unsafe. Recommended attire should be flexible and comfortable to allow movement.
- Dance Shoes*** Reference the required dance shoes for your specific genre noted below.
- Be Ready For Class*** Dance shoes must be on before dancers enter the dance studio. Street shoes/boots are to remain in the lobby area cubicles located outside of the Dance Studios. Dancers should be dressed, stretched and ready to dance before entering the Dance Studio. Class time is short and very valuable! Please be prompt!
- Restrooms*** **Please take your child to the restroom before class!** Class time is limited. No restroom breaks will be taken during classes.
- Studio Doors*** 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 dancers to enter, as well as when it is time to leave. We are fortunate to have added Studio A & B viewing monitors to watch your dancers. We ask that no one touch our monitors.
- Note:*** 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 studios.

Shoe Sizing and Order Placement (September 13-16)

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.

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, Kick, Pom	Jazz Boot - Color: Tan
Hip Hop	Dance Sneaker - Color: Black
Lyrical	Pirouette Half Sole -Color: Tan
Musical Theatre	Jazz Boot- Color: Black

Costume Sizing and Order Placement (October 11-14)

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 \$80.00 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 by November 3.

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. KRD will provide on-line store opening and closing dates. The deadline for the retail apparel order is **September 30.**

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 television monitors in our dance lobby so that parents can view their child without distracting the dancers.

Pictures

The KRD brings in a professional photographer to take individual and class pictures. Pictures are scheduled for **March 7-10** 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 Pre-Sale: Feb 23; Family Sale: March 16; Public Sale: March 23

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 costs. Fundraiser information will be distributed to dancers/parents. Fundraising is optional.