



KBT Policies & Procedures

1. Students must present themselves with good behavior and manners. Discipline will be enforced. Please refrain from making personal comments. Talking negatively about other students is prohibited. This behavior is not tolerated and the student may be asked to leave the Academy.
2. Be kind and helpful to others while at the studio.
3. Students are responsible for cleaning up after themselves in bathrooms, dressing rooms and studios. **Please recycle all plastic water bottles in the recycle bin.**
4. No running or screaming at any time. Parents should keep their youngsters calm and quiet while in the waiting areas.
5. Water bottles (no open cups) are permitted in the studios. Gum, food, or drinks (other than water) are not allowed in the studios.
6. Students must be ready 5-10 minutes before class starts. Students constantly arriving five or more minutes late may be asked to observe class and take notes (if applicable).
7. If a student must be absent from class, a voicemail, email, or written message is required to be excused.
8. It is the student's responsibility to make up missed classes. Make ups are permitted within the student's level or the level below.
9. Students must adhere to the dress and hair code. Girls must have hair neatly pulled back and securely supported in a bun and wrapped with a hair net. The KBT uniforms can be purchased only at the Dance Biz store. Dance Biz will place the mandatory KBT logo on the dancewear. Tights should be clean and without holes. Approved warm-ups must be removed in the beginning of class.
10. Students must wear street clothes or cover-ups over their dancewear when arriving and leaving the studios or performance venues.
11. All jewelry must be removed before class. Only small earrings are allowed.
12. KBT is not responsible for lost items. If a student finds a lost item, he or she should put it in the lost/found box or bring it to the office immediately. Please make sure that shoes, leotards and tights have the student name written on the garment tag.
13. Students may be moved from one level to another if necessary. When considering a level change, the staff will not only evaluate the student's technical capabilities and improvements, but also their behavior, commitment, and reliability. Age is used only as a placement guide, but does not solely determine a student's level.
14. Students who participate in academy and/or company performances must attend at least 95% of rehearsals. If a student must miss a rehearsal, it's his/her responsibility to catch up and learn choreography on his/her own. A student who misses more than 5% of rehearsals without notice or permission may be removed from the performance. This rule will be strictly enforced to ensure the quality of our Academy and Company performances.

15. Students are required to wear skin color camisole leotards and/or appropriate undergarments under all performance costumes.
16. KBT does not send invoices. Please make your payments on time.
17. Refunds are given for serious medical conditions only with documentation from physician.
18. There will be a \$10 late fee after the due date when paying on the semester plan; and \$5 late fee after the due date when paying on the mid-semester plan. A \$35 fee will be charged for a bounced check.
19. Students may not be dropped off more than 15 minutes before their class time unless permission has been granted.
20. All students must be picked up on time, which is within 15 minutes after their class is over. A babysitting fee of \$30 per half hour will be charged after that. If parents are 30+ minutes late and cannot be reached, we may call the police, as this is considered child neglect.
21. Observation Week is required for parents or any member of the family. Students will be evaluated once each semester. The teacher will provide the parents with an evaluation form, and a parent-teacher conference can be scheduled. If you need to schedule a conference at any other time, please call or email kbtoffice736@gmail.com to schedule. Refrain from asking to meet with the teacher or the academy director before class or rehearsal.