



# STUDENT HANDBOOK

## 2024-2025



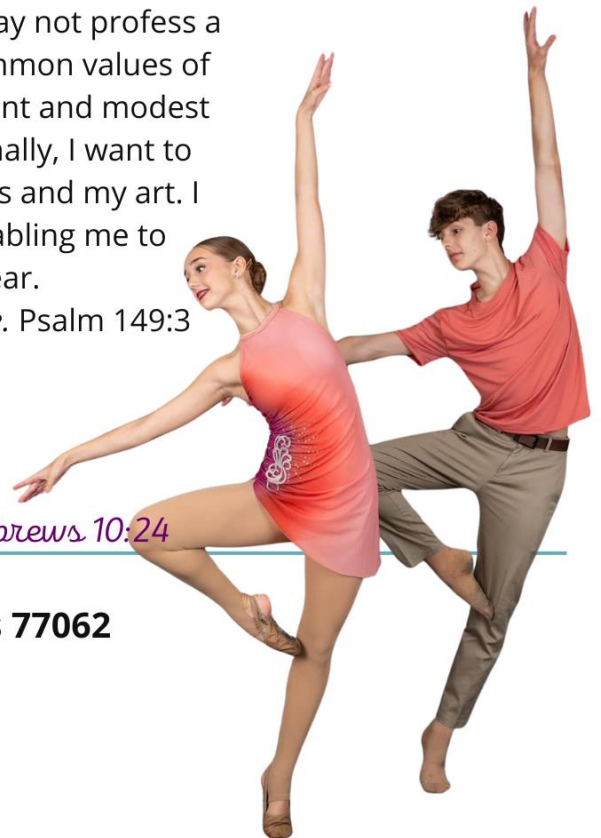
*At Kennedy Dance Theatre we believe in the importance of exposing all children and adults to the arts and nurturing this as a lifelong appreciation. We are dedicated to offering classes with a high standard of technique, style, and performance. Our mission at KDT is teaching excellence in dance and instilling values for life.*



### Statement from Mary Lee Kennedy; President

I want to emphasize that KDT is a Christian based Dance School. While everyone may not profess a Christian faith, we share the common values of age appropriate music, movement and modest costuming for students. Personally, I want to honor God through my business and my art. I give Jesus all the glory for enabling me to celebrate my 51st year.

*Let us praise the Lord with dance. Psalm 149:3*



*Let us encourage one another to love and good works. Hebrews 10:24*

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KDT wants to ensure we meet all of your expectations. This handbook includes our policies, calendar, classes, events and performances. We will communicate with you through e-mails, monthly e-newsletters, phone, memos and our website, [www.kennedydance.com](http://www.kennedydance.com). Coupons, discounts and sales on our Facebook page & Instagram are posted regularly; so follow us! Parent amenities at KDT include friendly family atmosphere, classroom viewing via close circuit TV, wireless Internet and complimentary coffee. Office hours are 10am - 8:00pm (Mon-Fri) and 9:00am - 1:00pm (Sat).

If you have any questions or concerns on these, do not hesitate to contact us at [office@kennedydance.com](mailto:office@kennedydance.com).

### **KDT Policies and Procedures**

1. A yearly registration fee applies to all students. Tuition payments are based on a 39-week calendar year with 9 equal payments (Sept – May) and 2 weeks in August. There is no reduction in tuition for holidays. The number of weeks in a month varies, additional tuition is **not** charged for months with 5 weeks.
2. **Tuition is auto drafted on the 1st of each month. All accounts must keep a current credit card on file.** Accounts will be notified via email if tuition payments cannot be processed. **Payments made after the 10<sup>th</sup> will include a \$20 late fee.**
3. **For accounts 30 days past due, a \$25 per month will be charged and classes discontinued.**
4. If a student must discontinue classes, KDT office must receive a **30 day written notice** before the 1st of the month to avoid billing for that month. Customers are responsible for all tuition until notification is received. There is no pro-rating for unused classes. Informing only the teacher is not an acceptable form of notification; you must notify the office.
5. Classes are billed monthly, regardless of attendance. **Missed classes or cancelled classes due to inclement weather or circumstances beyond our control are not pro-rated or refunded.** Holiday breaks are not included in billing cycles; however, students may attend a make-up class within 30 days of the missed class.
6. Attendance is important to the learning process in dance class! Advancement is contingent upon consistent instruction. Frequent absences even in one student delay progress of an entire class. Poor attendance will result in poor training. Please contact us if the dancer will be absent to discuss make-up class options. Make-up classes are available and need to be done as soon as possible after the absence. **Two make-up classes are permitted for illness or family emergency per semester.** If a student is temporarily out for an *extended illness or travel*, notify the office so billing does not continue during that time. Excessive absences may affect class placement for the following year and/or being able to participate in performances.
7. **ALL FEES** (registration fee, tuition, recital, costumes, graded fee, competition, etc.) paid to KDT, are **NON-REFUNDABLE.**
8. KDT has a **required dress code** to attend classes (see page 6).
9. A minimum enrollment is required for classes to be maintained and wait lists are kept current for new classes.
10. Students are placed according to age, years of study and ability. All class placements are based on teacher recommendation. KDT instructors have the authority to change a student's class placement if they determine that it is in the child's best interest to be moved. Students are evaluated continuously throughout the year.
11. **Any concerns/complaints** about KDT will be brought directly to Mary Lee Kennedy, not to other staff, parents, students or social media. Non-compliance of this policy will result in dismissal from the dance school.
12. KDT emphasizes the dignity of each student and, in turn, students are expected to conduct themselves as ladies and gentlemen and to treat faculty and fellow classmates with respect and courtesy. Behavior that is a distraction to fellow students or threatens the safety of others is unacceptable. Parents will be consulted if a problem arises. If inappropriate behavior persists, the studio may ask students or parents to leave the facility at any time with no refund of fees. KDT reserves the **right to dismiss** any student/parent from the studio who is continuously disruptive.
13. Graded student phone policy: Phones should be kept put away in student's bags while in class, during breaks, rehearsals, performances, and other studio events unless they are being used for: homework, necessary communication with parents, finding subs for assisting last minute, choreography video review, playing music within the dance rooms for working on choreography, videoing solos/choreography. There should be NO videos or photos taken in the green room or bathrooms while at the studio. NO social media should be accessed at KDT (Tik Tok, Snap Chat, Instagram, Facebook etc..). No Tik Tok videos should be made at the studio or any KDT events unless approved or coordinated by a staff member.
14. KDT requests that you keep us updated on appropriate contact information including email addresses, phone numbers and physical addresses so that information may be received in a timely manner.
15. Posting of choreography and dances on social media must be properly credited with the dance title, studio name and choreographer's name and should not be posted until after the routine has been performed for the last time of the season.
16. I knowingly and freely assume all risks related to illness and infectious diseases even if arising from the negligence or fault of the Released Parties.

## 2024-2025 Tuition and Fees

Tuition is auto drafted on the first of each month and if not paid by the 10<sup>th</sup> a \$20 late fee will be assessed to the account.

Hours per week	Cost per month
30 min	\$70
45 min	\$75
1 hr	\$80
1 hr 15 min	\$95
1 hr 30 min	\$110
1 hr 45 min	\$125
2 hrs	\$140
2hrs 15 min	\$150
2 hrs 30 min	\$160
2 hrs 45 min	\$170
3 hrs	\$180
3 hrs 15 min	\$190
3 hrs 30 min	\$200
3 hrs 45 min	\$210
4 hrs	\$220
4 hrs 15 min	\$230
4 hrs 30 min	\$240

Request the additional Tuition Chart for more than 4.5 Hours per week

### Multiple Student tuition discount as follows:

**2<sup>nd</sup> student minus \$5**

**3<sup>rd</sup> student minus \$10**

**4<sup>th</sup> student minus \$15**

**Fee Requirements:** In addition to monthly tuition, fees are assessed to cover costs of event participation, insurance, office staff time, and account processing. 2024-2025 fees include:

- Annual Registration Fee (1 student) \$65
- Discounted Annual Family Registration Fee (for more than one student) \$80
- Graded Division and Performing Groups require additional fees. (Graded Fee is \$90) Refer to performing group contracts for specific group requirements.
- Every student participating in recital will be charged a recital fee as well as a costume fee.

## 2024-2025 Fall/Spring Classes and Events

### Class Descriptions (All classes are available for Boys & Girls)

- **Pre-Dance**—30 minute class (ages 2-3) - A learning readiness program designed to develop motor skills and body awareness. Basic gross motor development, simple tap, and ballet routines are taught.
- **Creative Dance Levels (CD)**
  - CD Level 1 (ages 3-4) An introductory, 45 minutes class in the basics of Tap and Ballet. Twenty minutes are devoted to each activity in order to stimulate, yet not overextend a young child's limited attention span.
  - CD Level 1 /2, CD 2 -1 hour class that includes a progression of Ballet, Tap and introduction to jazz and conditioning. Placement based on age and ability.
  - CD 2/3, Cd 3- 1 hour class for children with experience in dance that includes a progression of Ballet, Tap and Jazz technique. (Teacher recommendation required)
- **School-Age Dance Program**
  - School Age Combination Levels 1 & 2 (ages 7 and up) - A combination class of tap, ballet, and jazz designed to give the older student with limited experience a broad foundation of dance.
  - Intermediate Levels 1 & 2 (ages 7 and up) A combination of ballet, tap and jazz technique designed for the experienced school age student wishing to pursue more advanced training.
- **Teen Classes** (ages 12 -16) Combination of Ballet, Jazz, Contemporary and Lyrical specifically designed for teens new to dance or for recreational students.
- **Graded Program Classes** (invitation or audition only) Offerings include Ballet, Tap, Jazz, Contemporary, Hip Hop, Pre-pointe (level 2) and Pointe (levels 3+). Classes are designed as an intense program for the serious student. Classes are held 2 to 5 days per week based on age and ability. Graded program classes are designed to challenge the students technically, as well as provide a disciplined environment. Dress code is mandatory and regular attendance and dedication is required. Students are required to take tap, ballet and jazz for the first 3 levels in graded unless approved by faculty for an exemption. All students are highly encouraged to attend classes in all disciplines, as each class compliments the others. Conditioning and stretching classes will be built into tap, ballet and jazz on designated days. Contemporary classes will periodically include acro tricks and flexibility. Dancers are placed on a probationary basis according to age, years of study, and ability. At the discretion of the faculty, changes in placement may be necessary to fit the best interest of the student.
- **Open Advanced Classes-** These classes are available for advanced high school and college aged students wishing to pursue high level technique classes with a limited commitment. Class offerings include ballet, jazz and contemporary and may be taken as drop in or regular enrollment
- **Ballet Partnering** - Partnering class focuses on understanding how girls and boys dance together. The curriculum focuses on technique, support, balance, coordination and lifting while incorporating Pas de Deux into instruction. This class is by teacher approval only.
- **Young Lyrical** (ages 6 and up) A modern dance form that fuses jazz and ballet while utilizing the interpretation of a song's meaning. Class focus is increasing body awareness, emotional connection to music and progressing in understanding movement quality and artistic expression. Must be enrolled in CD 3, SAC, or Intermediate.
- **Young Jazz** (ages 6 and up) A technique class for students interested in growing jazz skills and increasing flexibility without extra performance commitment besides recital. Students must be enrolled in a core class that includes ballet (CD, SAC or Int).
- **Hippity Hop** (ages 4-6) A high energy Hip Hop, fitness and motor skills class. No pre-requisite.
- **Hip Hop** (ages 7 thru teen/adult) Students learn Jazz-Funk style hip hop; grouped according to age and experience. No pre-requisite.
- **Just for BOYS** (ages 5-8) - This class will include hip hop, tap and conditioning structured for boys to improve strength and coordination. No prerequisite.
- **Teen/Adult Tap** - An older teen/adult tap group for all ages and ability levels.
- **Teen/Adult Variety-** A class designed for older teens and adults (beginner through Intermediate levels) that includes ballet, jazz, contemporary and more!
- **Shining Stars Program** (ages 5 & up) - This dance program is available to children with various special needs and is free of charge after an annual registration fee (costume and performance fees

apply). Head of the Shining Stars Program, Jennifer Holbert, has many years of experience in teaching dancers of all abilities.

- **Aerial Fabric** ages 7 through adult- "Silks" is a specialty fabric that students use to climb, wrap, twist, bend, and drop in a variety of positions and movements. Fabrics can spin, swing, or remain static depending on how the student manipulates the silks. This is a fun way to add fitness into your schedule! We have two different levels offered based on experience.
- **Workshops** (graded level, invitation, or similar experience) These workshops are held periodically throughout the year for the more serious student within KDT or for outside visitors to gain further training and experience with a variety of styles of dance in the fast-moving environment of a workshop with exciting Guest Teachers as well as KDT instructors. Some workshop styles include contemporary, ballet, modern, tap, hip hop, Fosse, ballroom and more! See updated scheduling for active Workshop months.
- **Acro Dance 1,2,3** (ages 3-12 split by age) – This acrobatics class combines both the gymnastics and dancing disciplines to condition students' flexibility, strength and agility. We will work to perfect balances, into to contortion tricks and how to eventually incorporate acrobatic skills into dance without a mat. Students must be enrolled in a core class that includes ballet (CD, SAC, Int or graded division).
- **MannersPro Etiquette Classes** (all ages) Executive etiquette seminars, college workshops, and children's manners classes offered by Manners Pro at KDT and throughout greater Houston for ages 5 through adult. Custom seminars are available for small groups, universities, organizations and professionals. Privates are available upon request. See separate flier or visit [www.mannerspro.com](http://www.mannerspro.com).



## Event Descriptions

- **Year End Recital** As in other extra-curricular activities, the end of the year program is a culmination of the year's work for most KDT classes. Participation in the recital is encouraged for all but is not mandatory. The Recital does require **additional fees** that are **non-refundable**. A recital fee is charged and costume fees vary according to the number of dances performed. (Detailed information provided separately.) Your Recital/Costume Fee includes a complete costume, downloadable Training Video (for non graded classes) downloadable Recital link. Payment plans are available. **All accounts must be paid in full prior to recital participation.**
- **Special Performances** These performances will occur throughout the year and we will inform students about all applicable performance opportunities. Some fees may apply for additional performances. See also information in our performing and competition groups.

**School Festivals**  
**Retirement Communities**  
**Sports Half Time Performance**  
**Nutcracker**  
**Christmas Performances**  
**Kennedy & Co. Showcase**  
**Ballet Jete Tea**



**Kennedy Dance Theatre is an affiliate of Dance Tree, Inc.** - Our teachers travel outside the KDT studio to teach at many of the finer private and parochial schools throughout the Houston area. If your child attends a day school that does not have a Dance Tree program, please contact the office to schedule free demonstration classes. To learn more about the benefits of Dance Tree for schools and students please go to [www.dancetree.com](http://www.dancetree.com).

## 2024-2025 Dress Code for Select Classes and Groups

*With few exceptions, all supplies MUST be purchased through the KDT Sparkle Boutique.*

**Pre-Dance and Creative Dance 1 and 1/2:** Girls - KDT pink skirted leotard, Prima pink tights, black patent leather tap shoes, and pink leather ballet shoes, hair out of face Boys - KDT white t-shirt, black shorts, black tap shoes, black leather ballet shoes, and black socks.

**Creative Dance 2 and 2/3:** Girls - KDT blue skirted leotard, Prima pink tights, black patent leather tap shoes, and pink leather ballet shoes, hair out of face Boys - KDT white t-shirt, black shorts, black tap shoes, black leather ballet shoes, and black socks.

**CD 3, School Age Combo and Intermediate:** Girls – black tank leotard (purchased through KDT Sparkle Boutique), Prima pink tights, black tap shoes, and pink leather ballet shoes, hair in a bun (Optional solid black skirt or shorts) Boys - black jazz pants, white KDT t-shirt, black oxford tap shoes, black leather ballet shoes, and black socks.

### **Graded Classes:**

Girls – Black oxford tap shoes (hard box), tan slip-on leather jazz shoes, pink canvas ballet shoes, black leotard, Prima pink tights, optional solid black booty shorts, black ballet skirt or solid black leggings, hair in a bun

Boys - Black biker shorts or tights, fitted white KDT t-shirt, dance belt, black tap shoes, black leather ballet shoes, black jazz pants, black jazz shoes, black socks. (see graded supply list for more details)

**Lyrical and Contemporary:** Any solid color leotard, solid color dance shorts, leggings or tights, half-sole shoes

**Diva's:** Black tank leotard, black booty shorts, tan tights and tan jazz shoes

**Funky Feet:** Regular class uniform and tap shoes

**Rockin' Tappers:** Regular class uniform and tap shoes

**Petite Jete':** pink canvas or leather ballet shoes, navy blue leotard, pink tights, optional black ballet skirt, hair in a bun

**Hippity Hop, Hip Hop and Just for BOYS class:** KDT shirt, comfortable clothing and tennis shoes (leggings, sweatpants etc.) NO jeans, skirts, or flip flop sandals. Hair out of face.

**Teen/Adult Classes:** No required uniform. Wear appropriate shoes, comfortable and modest clothing.

**Aerial and Acro:** Any leotard, leggings, body suit or fitted shirt. Hair needs to be pulled back and out of the face. No zippers, metal jewelry or large earrings.

**Young Jazz:** Black tank leotard, black booty shorts, tan tights and tan jazz shoes

**MannersPro:** Girls - a dress. Boys - slacks with a button-down shirt (no jeans)

# 2024-2025 Performing and Competition Groups

## By audition or invitation only

**Kennedy & Company** - Kennedy and Company is KDT's Competitive Performance Team. Dancers ages 4+ are able to audition for Kennedy & Company as a whole. Dancers are placed in the appropriate competitive group(s) based on the company directors' decision. Their division(s) may depend on age, core class, stylistic strength and skills and attendance record. Dancers in the graded division may be in multiple groups within Kennedy & Co. They participate in several competitions, conventions and additional community performance events and service projects throughout the year.

### **Spirit in Motion**

Spirit in Motion serves as a pathway for dancers wanting to focus on choreography in jazz, contemporary, ballet and lyrical at an advanced technical level. This group is designed to strengthen the dancer's passion for movement and to use dance as an expression of faith to glorify God and share His love with others through being examples of discipline and excellence. Spirit in Motion is directed by Ms. Kyra Davis

### **Rhythm and Moves**

Rhythm & Moves serves as a pathway for dancers wanting to focus on choreography in tap, hip hop or musical theatre at an advanced technical level. This group is designed to strengthen the dancer's passion and knowledge within those disciplines as well as explore musicality and rhythm and character portrayal. R&M is directed by Ms. Brandi Garza.

### **Kennedy & Company Apprentices**

The apprentice level is a combined style level, and reserved for those graded dancers who are training to become a part of Spirit in Motion and/or Rhythm and Moves. They will experience a combination of all dance styles and will be cast in pieces based on the teachers' decisions, stylistic strengths, number of dancers within the level and choreographer's visions. Apprentices will have the opportunity to work with a variety of choreographers. Apprentice Company is directed by Ms. Heather Reyna.

### **Jazz Company Minis & Juniors**

All non-graded levels (Creative Dance, School age and Intermediate classes) will have the opportunity to audition for Jazz Company. These dancers will be placed on either the Mini's or Junior's team based on age, skill set, core class, number of dancers, and teacher decision. Choreography will be set in a variety of different genre's. Ms. Jennifer Holbert and Ms. Kelsey Mueller will lead and direct these groups together.

### **Ballet Jete**

Our Pre-Professional Company, Ballet Jete', is designed to further the student's education in Ballet training. Pre-requisite to audition is 3 or more years of ballet training in the graded ballet program (or the equivalent of). Students perform throughout the year in classical and contemporary styles and are showcased in KDT's annual presentation of "The Nutcracker". Jete' is directed by Ballet Mistress, Yuka Omori.

### **Petite Jete**

Petite Jete is a performing group with the focus on ballet. This group will be by audition only for Intermediate classes and graded 1 & 2. It will be an extra ballet class once a week where students will work on technique and learn additional choreography for various community performances and they'll get to perform at the Jete Tea. Ms. Erica Carmona is excited to be able to lead this performing group.

### **Divas**

There are 3 levels of the Divas, Jazz Performing Groups. These students work on jazz skills and technique and perform in the Jazz Company Showcase performance along with recital. Additional performance opportunities may be available. Pre-requisite: enrolled CD 1 or higher and are nominated by teachers according to their attendance and class participation. Directed by Jennifer Holbert and Kelsey Mueller.

### **Funky Feet**

A performing tap group for Level CD ½, CD 2 & CD 2/3 taught by Erica Carmona. This group performs throughout the year for community events as well as KDT and Dance Tree Recitals. By invitation or class audition only. (pre-requisite: enrolled in a current tap class).

### **Rockin' Tappers**

A performing tap group for Level CD 3, Int. 1, Int. 2, SAC 1, SAC 2 and Graded 1 taught by Jeremy Carmona. This group performs throughout the year for community events as well as KDT and Dance Tree Recitals. By Invitation or class audition only. (pre-requisite: enrolled in a current tap class).

Kennedy Dance Theatre  
**\*Tentative 2024-2025 Schedule**

August 19 Monday	Classes Begin
August 31-September 2 Sat-Mon	CLOSED - Labor Day Weekend
September 7 Saturday	Shining Stars Class Starts
September 6-7 Fri-Sat	Nutcracker Auditions- Graded & Non-Graded
October 15 Tuesday	Recital Costume Payment Plan Begin
October 31 Thursday	CLOSED - Halloween
November 8-10 Fri-Sun	Dance Revolution Dallas (SIM)
Fall - TBA	Ballet Jete' Tea
November 15 Friday	Recital Costume Payment Due (in full)
November 21-25	KDT Disney Trip/Performance
November 25-December 1 Mon-Sun	CLOSED - Thanksgiving Holidays
November 30 Saturday	Rice University Halftime Performance (Divas)
Dec 14 Saturday TENTATIVE	Nutcracker Performances
December 23-January 5	CLOSED - Christmas Break
January 6 Monday	Classes Resume
TBA February	YAGP - Houston (Ballet Jete')
February 15 Saturday	Costume Payment Plan Deadline Late Charge \$20 applies
Spring - TBA	Kennedy & Co. Showcase
Spring - TBA	Kennedy & Company Competition
Spring - TBA	Kennedy & Company Competition
Spring - TBA	Kennedy & Company Competition
Spring - TBA	Jete Spring Show
March 17-22 Mon-Sat	CLOSED - Spring Break
March 24 Monday	Summer Registration Begins
April 1	Order Tickets, Flowers, & Personal Ads for Recital
April 18-20 Fri-Sun	CLOSED - Good Friday/ Easter Weekend
April 25-27	Universal Ballet Competition (Ballet Jete')
May 10 Saturday	KDT Graded Award Ceremony (Gloria Dei)
April 28-May 3 <b>OR</b> May 5-10	Dress Rehearsal at Studio & Pictures at KDT
May 24-26 Sat-Mon	CLOSED – Memorial Day
May 20-23 <b>OR</b> May 27-30	Recital Blocking
May 24-25 <b>OR</b> May 31-June 1	Recital Shows