



KINETIC REVELATION ACADEMY OF DANCE POLICIES

OUR POLICIES: *Read this before signing the line on the registration form stating that you have read, understand and are willing to abide by our policies.*

I. TUITION is due on the 1st of the month.

A. Itemized tuition checks may be mailed to 2144 Dodge Avenue, Fort Wayne, IN 46805, or dropped in our payment boxes in each classroom.

B. By using a check for payment you agree to the following terms: in the event that your check is dishonored or returned for any reason, you authorize *ReSubmitIt* to electronically (or by paper draft) represent the check to your bank account for collection for the amount of the check, plus any applicable fees as permissible by state law.

C. Tuition is for a three, four or five week month, but will be prorated if there are less than three lessons in a month due to scheduling (not absences).

D. There will be a \$15 late fee on any payment not made by the 5th.

E. Tuition is not refundable unless paid more than 30 days in advance.

F. There will be a non-refundable registration fee each year in the amount of \$15 for an individual, and \$5 for each additional student, not to exceed a maximum of \$25 per family.

II. STUDENT ABSENCES & MAKE UPS:

When you notify us in advance of a student absence, up to two make up lessons per year are available by coming to another existing class at a similar level. Refunds can't be given for missed classes.

III. INSTRUCTOR CANCELED MAKE UP CLASSES:

Any instructor-canceled lesson will be made up by our scheduling an additional class or attending another existing class.

IV. WEATHER CANCELATIONS: Classes MAY be canceled at Kinetic Revelation if Fort Wayne Community Schools close for weather, except fog. We e-mail to notify. If you don't receive it, please check our voicemail or website home page. If more than two weather cancellations occur in a school year, a make up option will be provided.

THE DETAILS: *Read for the details behind our policies.*

I. Tuition is late if postmarked or paid on or after the 6th.

A. Kinetic Revelation accepts personal checks. These policies will govern such acceptance:

1. In order to insure that your payments are properly posted and applied, please do not attempt to give instructors tuition payments. Place them in payment boxes or mail.

2. When paying by check, please **itemize what it is for**.

3. Please make checks payable to Kinetic Revelation.

B. Kinetic Revelation was automatically enrolled in a program with Star Bank that handles any checks returned for insufficient funds. If a check is returned for insufficient funds, it is automatically forwarded to "ReSubmitIt" for processing. Once a check is deposited, it cannot be intercepted. ReSubmitIt charges \$30, plus any fees your bank charges for a returned check.

C. Tuition is a monthly fee, and is not based on the number of lessons in a month. Some months have breaks built into them and others have an extra week. For your budgeting convenience, the monthly payment stays the same, as long as there are 3 or more lesson-weeks (weeks in which lessons are being held) in a month. If a month occurs in which there are not at least 3 lesson-weeks scheduled, we will prorate the tuition based on the average of four lesson-weeks in a month.

D. Payments deposited in the boxes or postmarked on or after the 6th are considered late and the \$15 late fee will be applied.

E. Tuition payments cannot be refunded once paid unless you are paid ahead more than 30 days, since we require a 30 day notice of withdraw.

F. The registration fee secures your place in a class, and is not refundable unless we cancel a class within 2 weeks of beginning.

II. We require notification in advance of absences as a courtesy to the instructor. The lesson structure may need to be adjusted for the number of students who will be attending, or a teacher may not be called in if all students in a class will be absent on a given day.

A. In the event of certain emergencies that preclude an advance call, we may make an exception and allow a make up class for an unexcused absence.

B. Please e-mail kineticrevelation77@gmail.com or call 446-7279 to notify us of absences in advance.

C. Please contact your instructor to determine which class is best for your make up.

IV. If FWCS cancels due to weather, we will send an e-mail to all students to notify you of weather cancelations. If you do not receive an e-mail, please check our website or call 446-7279 for information. If there is a tornado WARNING, do not attempt to come to class.

A. We will attempt to hold classes whenever possible; however, we will definitely cancel classes during a Snow Emergency.

B. If two or more lessons are canceled due to weather during the school year, we may hold make up lessons in one of two ways: by scheduling an additional lesson or by having students attend another existing class.

C. In the event that a make up lesson is necessary, a sign up sheet for make up classes will be provided. If less than 4 students sign up for weather make ups in a particular class, all make ups for that class will be accomplished through attendance in another existing class.





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V. WITHDRAW POLICY: We require a 30 day written notice of withdraw from classes, or charges continue to apply.

VI. DANCE CONCERT AND COSTUMES: Participation is strongly encouraged but not required.

- A.** The dance concert will occur in the spring of each year. Participation requires a costume purchase, dress code dance shoes, and consistent attendance.
- B.** Participation Agreement must be signed. See details: VI, B.
- C.** There will be an admission fee and/or offering taken to cover costs.
- D.** Costume deadlines are set early by the companies we order from, and are out of our control.
- E.** Costume fees will be kept as low as possible. Most are under \$42, with some adult sized costumes costing slightly more.
- F.** \$25 deposit due by the last class of November, balance due by the last class of December.

- 1.** If either the costume deposit or balance due is late, a late fee of \$7.50 will be assessed to each payment due.
- 2.** All costumes must be paid in full prior to the order being placed.

VII. SHOES AND DANCEWEAR:

- A.** All shoes in a given class must match for the dance concert. Please order early!
- B.** Please be sure your student adheres to the dress code for dance wear, hair styles and accessories in class.
- C.** We offer the purchase of shoes, tights and some dance wear on premises for your convenience.
- D.** Without exception, all orders must be paid for in full prior to the order being placed.
- E.** Our dress code can be found online at www.kineticrevelation.org.
- F.** No returns or exchanges are possible on most items we order for you. Please see page 4 for details.

THE DETAILS: *Read for the details behind our policies.*

- V. A.** If a student must withdraw from classes after the registration fee and tuition has been paid, we require at least a 30 day written notice. Tuition charges continue to apply until we receive this notice, and will apply for 30 days from the time of the notice.
- B.** The notice may be e-mailed and a confirmation will be e-mailed to you upon receipt.
- VI.** The dance concert will usually be held in early June and is open to the public.
 - A.** A costume will be chosen for each class and each student must purchase a costume in order to participate. Shoes must be to dress code, and tights will be ordered for you by the studio to ensure that everyone matches.
 - B.** Prior to our ordering costumes, you will be asked to sign a Dance Concert Participation Agreement, committing to participating and to consistent attendance. This is so we know how many costumes to order and how many to choreograph the class' piece for. You may miss no more than 4 classes from January to the dance concert, and not more than 2 classes within 8 weeks of the concert and still dance in it.
 - C.** The exact amount of the admission fee will be announced at least one month prior to the concert.
 - D.** Costume deadlines: We must have full payment on costumes prior to our deadline to place the order.
 - E.** The exact cost of the costumes will be announced by December 1, and pictures of the costumes are shown in class prior to Christmas Break.
 - F.** Exact dates for the costume deposit and balance will be stated on the Participation Agreement.
 - 1.** The \$7.50 late fee will apply to each payment if each payment is not received on time.
 - 2.** No costume will be ordered if it is not paid in full. If the order is placed prior to receiving the full amount due, all additional shipping and handling charges must be paid for by the family it is being ordered for, including rush delivery if necessary.
- VII. A.** Purchasing the shoes listed in the dress code will ensure that your student's shoes match their class. If you have other dance shoes, they must be instructor approved and used only in class. Please order the required shoes at least one month in advance of the concert, and be certain your student has broken them in prior to going on stage.
- B.** Two of the most important reasons for students to be dressed alike are that it reduces distraction to the teacher's eye, helping her see the lines of the body and it helps the class appear as a cohesive unit. It is important for hair to be secured off the face and neck so that does not hit a student in the face. Accessories may not be worn in class as they may interfere with a dancer's performance and/or cause injury.
- C.** You may purchase certain items on premises if you wish. Please let us know what item you wish to purchase and we will provide options for you.
- D.** No order will be placed for dance wear that is not paid in full.





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VIII. COMMUNICATION: We do most of our communication via e-mail. Please check your e-mail regularly. If you do not have e-mail, please notify us and we will make hard copies of the information available to you. Please be certain we have your updated e-mail and contact information at all times.

IX. EXTRA MINISTRY OPPORTUNITIES: There will be a small fee for participation in optional ministry opportunities if they require additional rehearsals or lessons.

X. PARENTAL INVOLVEMENT: The last 5 minutes of lessons will be opened to parents and observers.

A. Our guidelines for last 5 minutes:

1. Please wait to be invited before entering classroom.
2. Please be sure that each person who comes to observe understands and follows our behavioral guidelines.
3. Please stand where instructors request you to while observing.
4. No conversations during observation time.
5. No unattended children in the waiting room.

B. Please communicate with instructors by e-mail or phone, not between classes.

XI. STUDENT ASSESSMENTS:

A. Each student will be assessed at the end of each year for proper class placement.

1. This may include a written exam.
2. Each student should have a notebook for class.

B. We are committed to communicating with parents if we have any concerns prior to this assessment being administered, and want to discuss any concerns you might have. Please e-mail or phone us if you have concerns.

C. It may take two years to master a level. Each student's safety and confidence are of top priority to us.

THE DETAILS: *Read for the details behind our policies..*

VIII. Please check your e-mail regularly to ensure that you receive the information you need, or request hard copies.

IX. We occasionally offer students the opportunity to minister in the community if they desire to participate. In order to keep tuition as low as possible for all students throughout the year, participation in additional opportunities that require extra rehearsals or lessons will require a small participation fee to cover added expenses.

X. We want you to know what is going on in your student's classes. In order to facilitate involvement, so that we get to know each other, and so that you know what your student should be practicing, we open the classroom to you for the last 5 minutes of each lesson.

A. Please adhere to the following guidelines to extend courtesy to instructors & a positive educational environment for students:

1. Our watches and clocks may not all be synchronized, so please do not enter the classroom until the instructor invites you. We'd like all parents to enter at about the same time, when the instructor has gotten to an appropriate point in the lesson to minimize distractions, but if you are late, come in!
2. All siblings/friends accompanying parents must be able to quietly watch the lesson next to the parent. If they are not able to do so, please remove them from the classroom. No running around the classroom or disrupting the class in any way is permitted. If your child or other observer is able to understand, please explain to them what is expected prior to coming into the classroom.
3. Please stand where the instructors designate for you to stand. Unfortunately, our space for observers is limited.
4. Please do not have conversations while in the classroom.
5. Please do not leave children unattended in the lobby. May we suggest rotating a designated parent to stay with young siblings in the lobby if there is either not enough room for them all, or it is not possible for them to quietly observe?

B. We have no breaks between our classes, so please limit anything more than brief communication with the instructors to e-mail or the phone so our next class can begin on time.

XI. A. We employ a graded technique system with assessments at the end of each year will ensure that every student is placed in the correct class and has mastered the skills needed to progress to the next level.

1. All concepts and terminology will be presented in advance of the exam and questions are welcome.
2. Please be sure your student has a notebook to write new terms in. Your students will be provided with a terminology sheet which we encourage them to keep with their notebook and bring to class regularly for reference during the year.

C. We don't want any student or parent to perceive taking more than one year to master a level as a negative. It is important that a student possess the prerequisite technical skills and physical ability necessary in one level before they embark on the next.

1. The acquisition of new skills is dependent on successfully mastering previous skills.
2. A student's ability to pass to the next level is dependent on many factors, including previous training, personal ability and level of motivation.





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XII. FOOD AND DRINK IN LOBBY

- A. If you bring food or drink into the lobby, we ask that you completely clean up after yourselves so we can continue to allow food & drink.
- B. Please don't bring things that spill easily or stain badly.
- C. Healthy snacks will be available for purchase.

XIII. PHYSICAL CORRECTION OF FRAME

As needed for correction of technique in class, you agree that we may appropriately and respectfully physically manipulate your student's frame.

THE DETAILS: Read for the details behind our policies.

- XII. A. We realize that some of our students and/or parents will be at the studio for extended periods and food may be needed during the evening. We ask that you completely clean up after yourselves prior to leaving the studio. Place all trash in proper receptacles and sweep up any crumbs, etc.
- B. Please do not bring things into the lobby that spill easily or would cause staining if spilling occurred (examples: strawberries or dark juice in an open container).
- C. We will have some healthy snacks available for you to purchase for a minimal fee, such as bottled water and granola bars. All proceeds from the sale of these items will be contributed to a fund to cover such things as our scholarship program, educational enrichment for dance, or items the studio needs.
- XIII. Dance instruction is a physical endeavor that requires correction of technique by physically manipulating a student's frame. All touches will be appropriate and used in a proper manner, will not be excessive, and will be done gently.

XIX. We cannot return or exchange any item that you order through us unless the company allows for it. In that event, there are additional fees that apply.

- A. **Revolution does not accept returns or exchanges.** Most shoes are ordered through Revolution.
- B. **Liberts** does accept returns and exchanges, however there are fees associated with them.
 1. They allow **exchanges for size**, with a return shipping fee and new item shipping fee.
 2. For **returns** there is an additional 10% restocking fee, in addition to the return shipping fee.
- C. Our policies regarding returns or exchanges with companies other than Revolution and Liberts will be dependent on that individual company's policy.
- D. If you purchase an item that does not fit, we will gladly send an e-mail out asking other students if they are in need of any item that you purchased that did not fit.
- E. If we were to try to absorb the cost of returning items that don't fit, we would have to substantially increase the price we charge for each item.
- F. Normal fees associated with returns or exchanges: Restocking fees: 10% of item price, shipping the item back: approximately \$3-\$8, new item shipping: \$7-\$12
- G. If you are not willing to accept this policy, please do not order items through us.

XX. KINETIC REVELATION ACADEMY OF DANCE'S COMMITMENT TO YOU:

With God's help, we are committed to the following things:

- A. We are committed to giving you the best dance instruction in a Christ-centered environment that we can possibly give, and to pursue excellence to that end.
- B. We commit to communicate information you need to know via e-mail or hand-outs and to deal with any concerns you may have in a timely and courteous manner.
- C. We, the instructors, assistants and staff at Kinetic Revelation, are committed to uphold biblical standards in our business practices and daily lives.

XXI. On your registration form, you will be asked to sign a line that states that you agree to abide by the policies detailed on this form. Please take this copy of the policy form home for your records and refer to it in the event that you have any questions. We must have the signed form in order to provide dance instruction to you or your student(s).

XXII. We sometimes use class or individual photos or videos on our website, print ads, and other forms of media. Your registration form also contains a line which we ask you to sign if you will permit us to publish a photo or video of your child in class or performance for such uses. Your student's name will never be published without your specific consent. If you would like to be notified specifically of when or if your child's photo or video might be used prior to our using it, please sign the line but indicate that you want to be notified on the form. If you object to our using a photo or video of your child, please do not sign the line.

*Our mission is to provide age-appropriate, progressive training that produces excellence in technique, as well as a positive, nurturing influence in the dancer's relationship with the Lord, equipping them to worship and inspire through dance. We design our dance concerts to be a revelation of something we believe to be on the heart of God as revealed through scripture. Our mission might be summed up in this brief statement: **TECHNICAL EXCELLENCE. ETERNAL IMPACT.** We count it a privilege to work with you and look forward to a wonderful year of training and going deeper in the Lord!*

