



Parent Handbook

Welcome to KU Studios, Home of Kids Unlimited. We are glad you have chosen KU Studios, Home of Kids Unlimited, and we hope your entire family will enjoy our studio. This handbook has been written to describe our program, goals, policies and the details that go into making each lesson and performance as enjoyable and successful as possible. Please take the time to read it over and keep it for future reference, as it will answer many of your questions.

Program Objective

Kids Unlimited is a non-profit 501 (c)(3) performing group for children and teens that has been a part of the Tucson community for 25 years. With the primary purpose of providing Tucson youth with an opportunity to exhibit their individualism through the performing arts, Kids Unlimited is committed to providing a safe stage for all of those who love to perform. The goal of Kids Unlimited is to build confidence and self-esteem in all of our performers. Kids Unlimited gives them the chance to express their creativity as they blossom into inspired and successful young adults.

Our lessons are planned so that performers and dancers will:

- be safe
- feel secure
- receive individual attention and encouragement
- develop self-discipline
- experience success in order to develop a positive self-image
- develop song and dance skills

Statement of Philosophy

- We believe in the value of fair treatment of all people.
- We believe teaching the art of performance and dance is an honor.
- We believe each student is an individual and should be treated with respect and encouragement.
- We believe that bringing out the best in each performer and dancer is important.
- We believe that each child has different talents and it's our job to develop them to their fullest.
- We believe that performance/dance are tools which can help children develop a positive self-image.
- We believe that children deserve to have teachers who are capable and caring and whose values enable them to be excellent role models.
- Children are always accepted to our studio regardless of race, creed, nationality origin or sex.

Mentorships and Community Service Philosophy. As a nonprofit organization, KU Studios promotes mentoring as an important part of our group. Many of our K-Star members are teachers for our younger performing groups. Sharing their experience both on stage and in class inspires the performer as well as the teacher. Additionally, community service is a large part of the KU experience. The group performs for the Salvation Army annually at the Thanksgiving and Christmas dinners for the homeless. Smaller performances at various organizations and nursing homes also make a considerable impact on the community.

Volunteering. Volunteering is vital to the success of this nonprofit organization. As a parent of performing group members, it is important that each family plan to volunteer at least 20 hours per semester. More information on parent volunteer positions will be discussed at class meetings.

Registration. There is a yearly membership fee of \$35.00 per new student (a maximum of \$65 per new family) required and due with the registration form in order to reserve your class space. (This fee is nontransferable and nonrefundable.) Class availability is on a first come basis. Registration is not complete until the studio has received all of the signed paperwork and payment. Please note, membership fees renew every January.

Tuition Policy. Tuition and dues are due by the 1st class of each month (to be paid no later than the 5th of each month). We accept cash, checks, Visa, Master Card and Discover. All checks should be made payable to KU Studios. Tuition and dues are the same amount each month regardless if it a 3 or 5 week month. No monies will be returned for missed classes. Account statements will not be sent out unless your account is overdue. There is a \$15.00 processing fee for all past due accounts. After the 5th of the month a \$15.00 late fee will be added to your account and a past due invoice will be mailed out to you. There is a \$25.00 charge on all returned checks. If your account falls behind more than 2 months, you will be asked to pay your balance or your child's enrollment is subject to cancellation.

Scholarship. KU Studios offers assistance to students in need of financial support to aid in covering the cost of classes and performance instruction. Please contact KU directors if you should wish to apply for a scholarship. Please note scholarships do not cover show fees, costume fees or voice instruction unless otherwise agreed upon. Also note, parents of scholarship students are expected to be involved with the studio and in volunteer opportunities.

Class Attire

Performance Classes

Jr. Company students must wear "KU Studios" wear or dance attire to all classes. Street clothes and jeans are not permitted. Sr. Company students must wear company leos or shirts (boys) and black bottoms.

Jr. Company black jazz shoes (with laces or slip-ons)

Sr. Company black or tan jazz shoes, or character shoes as required

Minis and Kids Classes

Students must wear "KU Studios" wear or dance attire to all classes. Pink, tan or black tights are to be worn.

Tap black tap shoes (must have laces, buckles or elastic bands)

Ballet pink ballet slippers (canvas or leather, no house slippers)

Jazz/Hip Hop black jazz shoes (with laces or slip-ons)

Level I-V Classes

Students must wear "KU Studios" wear or dance attire to all classes. Pink, tan or black tights are to be worn.

Tap black tap shoes (must have laces, buckles or elastic bands)

Ballet pink ballet slippers. (canvas or leather, no house slippers)

Lyrical tan lyrical shoe or "foot undies"

Jazz black jazz shoe (with laces or slip-ons)

Hip-Hop black hip hop sneaker (may also wear black dance pants)

Dress Code Policy. All short hair must be secured back off the face. All long hair must be secured in a ponytail, bun, or braid. No jeans permitted. All cami tops and shorts must be form fitting. No soccer shorts or jean shorts. Proper shoes must be worn to all classes. Jewelry should not be worn to class.

Attendance. Attendance is taken at the beginning of each class. It is important that your child attends their class every week. Good attendance is imperative, as absences and tardiness can hold back an entire class. If a student misses more than 4 lessons they may fall behind the rest of the class and may not be eligible to perform in the shows. A "Perfect Attendance" award will be given to those students who do not miss a single lesson all year. An "Attendance Merit" Award will be given to those students who only miss one lesson all year. (Classes cannot be made up for these awards).

Missed Class Policy. If a student must miss class, we ask that a parent call the studio to report that the student will miss class. Refunds will not be given for missed classes. In the event your teacher is sick and we do not have a substitute to teach the class, you will be contacted by the studio about the canceled class. Classes that are canceled by the studio will be rescheduled.

Private Lessons. Private lessons are available at an additional charge. These may be used for extra practice if you have missed several lessons and need to catch up. Enrollment is very limited and is on a first come basis.

Studio Bulletin and Newsletter. A bulletin board is available in the studio lobby with announcements for you to view and read. Please take the time to scan the Parent Board regularly to keep informed of studio happenings and/or announcements. Newsletters will be e-mailed to all parents/guardians and students. If an e-mail address is not provided a newsletter can be picked up at the studio. You can also view the newsletter on our web site www.kustars.com. Please read over the newsletters carefully, as they will contain important information.

Parking. KU Studios main parking is located in front of the studio. There is also a large parking area around the back of the building.

Small Shows. Small shows are such an essential part of Kids Unlimited. First and foremost it gives our children the opportunity to give back to the community. Please encourage your children to participate in these shows. It is a great time to work with children of other classes. Great fun and friendship is always encouraged! Also remember volunteering to run the shows, to assist at shows and to help keep an eye on all of our children, are all things that make these shows run smoothly.

LET'S TALK ABOUT SMALL SHOWS!!- Giselle Hayes, Mother of Montana and Austin:

"KU has been a part of my family's life for 5 years now. From the beginning my children have participated in as many small shows as possible. It is hard to express the amount of experience and advantages doing small shows has given my children. They have gained many things including self esteem, coordination, and friends.

Each small show brings something different because each show the stage, performers, audience etc change. The kids have learned to think on their feet because of this, and that is a great life lesson! The small shows have also taught my children how the arts make other people happy. The most grateful of audiences are often the retirement homes. After each of these shows the children often have several audience members come up grab them by the hand and thank them for coming, some of them even cry. This has been a great experience for my children. They have learned how to take the time after each show to talk with the people. How can I express the amount of manners my children have learned from this!

We cannot always see the kids in class, so as a parent, to be able to watch them perform several times a month is not only an honor to me but makes me so proud of them. They love to show off what new things they have learned and the old things they have to remember from the big show. Getting to watch them perform a couple times a year is not enough! The small shows make up for that!

Doing small shows has also made the kids feel like they are a part of something important in the community. These small shows give our children many advantages and life lessons that other recreational activities cannot give. If you have not been attending small shows, come give it a try; not only will your kids love it but as a parent you will be so proud!"

Class Picture Day. Class photos are optional, but most students choose to participate. Class photos will be taken at the dance studio and you will be notified of the date via the hotline, newsletter or class handout. You may purchase packages/cd's. Even if you are not going to purchase pictures, please make sure that your child is present so they will appear in the group picture for the program. Photo cd's are generally available for pick up at the studio one month later.

Winter Show and Spring Recital. In the winter, KU Studios showcases it performing classes in their yearly performance. In the spring, all dance, voice, and acting students will showcase their skills in the yearly recital. Both shows will be held in a hired theater. Students are not required to participate in either show. If students choose to participate in the one or both shows, they will need to purchase a costume for each of the dances/performances that they are to perform in. All studio fees must be paid in full prior to show week, or the student will not be permitted to participate in the show.

Show and Recital Ticket Policy. Tickets will go on sale a month prior to each performance. All students participating in the show will receive 2 free complimentary tickets. For families with more than one student, you will receive two tickets for the first student and one ticket for each additional student. Additional tickets can be pre-purchased at the studio and during show week or can be purchased at the door. Seating is first come, first serve; there is no saving of seats.

Costume Payment Policy for Show and Recital. All costume fees are due one month prior to the show. All final balances must be paid so that costume orders can be made. The studio reserves the right to increase this fee if costumes prices increase from the previous year. All accessories, including tights, headpieces, gloves, etc. will be an additional charge. Costumes will not be ordered if they are not paid in full. No refunds can be given after one month prior to performance. Performing group members are expected to purchase a formal costume that will be used for 1-2 years.

Projected Costs for One Semester of Classes, Show Fees and Costume Fees

Fees	Sparkling	Twinkling	Shining	Starlight	K-Star	Dance
Dues for 5 months	\$225	\$250	\$275	\$325	\$350	\$200
Show Fee	\$60	\$60	\$60	\$60	\$60	\$60
Show Costume Fee	\$30	\$40	\$40	\$50	\$50	\$55***
Formal Costume	\$65	\$65	\$65	*	*	n/a
Informal Costume	\$45	\$45	\$45	\$50	\$50	n/a
Tights (2 Pair)	\$22	\$22	\$22	\$26	\$26	\$26
Totals	\$447	\$482	\$507	\$511**	\$536**	\$341

* Please see costume department for details and pricing.

** Semester Total does not reflect formal costume fees

*** Costume fees vary depending on the classes taken, fees will vary

These prices are an estimate of total costs for one semester at KU Studios and may change as the semester progresses. Final costume fees will be confirmed 6 weeks prior to the show. Please note that there are additional fees associated with the show that are optional i.e. good luck lines, program ads, raffle tickets, dessert bar and roses.

Dress Rehearsal Policy. Dress rehearsals are mandatory if you are performing in either the winter performance or the spring recital. Mandatory dress rehearsals will be held at the theater. All students must rehearse all of their numbers at the dress rehearsals or they will not be permitted to perform in the show or recital. Students must bring their entire costume including tights, make-up, and shoes.

End of the Year Awards. All students who have not missed a single class all year will receive a "Perfect Attendance Award". An "Attendance Merit" Award will be given to those students who only miss one lesson all year. (Classes cannot be made up for these awards). If a student has been registered with Kids Unlimited for 4 years, they will receive a four year black shirt, which upon receiving they may wear to all small shows and KU events. If a student has been with the studio for 8 years, they will receive a 8 year shirt. We will also be giving out Community Service awards and Scholarship Awards. Shirts, Community Service, and Scholarships will be awarded at the end of the Sunday performance. All other awards will be handed out during dress rehearsal.

Health. You are the best judge of your child's health and we trust you will not bring a sick child to the studio or to rehearsals in the theatre. However, if in the opinion of the teaching staff your child is sick, we will call you to come and pick-up your child. The following criteria will be considered in determining if your child must go home:

- fever of 100 degrees or more
- inflammation of the eyes
- vomiting
- an incidence of diarrhea
- communicable disease
- limping
- inconsolable child

Insurance. The KU Studios does not carry medical insurance for its students. It is required that all performance and dance students be covered by their own family insurance policies. Parents, legal guardians of minor, students and adult students waive the right to legal action for injury sustained on studio property resulting from normal dance activity or any other activity conducted by the students before, during or after class time.

Lobby Rules

- Students must wait inside the building to be picked up.
- No student is permitted to leave the building without an adult.
- All students are to use the restroom before they enter class.
- Please try to keep the lobby as quiet and clean as possible
- Students must use the cubbies for their belongings, please do not set them on the lobby chairs
- Please do not interrupt the teacher while the class is in session
- No running and tapping on the floors in the lobby
- No tapping or knocking on the viewing windows

Classroom Rules

- No food or drinks of any kind are permitted in the dance rooms; you may keep water in the lobby.
- Students are not permitted to chew gum in the studio or the dance rooms.
- Absolutely no street shoes on the dance floor; street shoes are what you wear into the building.
- Dance shoes are not to be worn outside; they are to be worn inside only.
- All students must be in proper dress code while attending class.
- Appropriate shoes must also be worn to all classes.
- Short hair must be secured off of the face. Long hair must be in a ponytail, a bun, or a braid.
- Parents are not permitted to walk their children into the dance room; the teacher will greet them at the door and bring them into the classroom.
- Parents are not permitted to enter classroom to pick-up their children; after the class is over the teacher will bring them out to the lobby.
- Class will be conducted with the doors closed; this will avoid any distraction from the lobby.
- Please make sure you arrive 5 to 10 minutes early to class.
- Children are not to touch the mirrors or the viewing windows.
- Absolutely no running in the classroom.

Chronic Disruptive Behavior Policy. We will make every effort to work with the parents of children having difficulties in child care. We are here to serve and protect all of our children, although; children displaying chronic disruptive behavior which has been determined to be upsetting to the physical or emotional well being to themselves, or any other child, or teacher, may require the following actions:

Initial Consultation. The director may require the parent(s) of any child who attends the studio to meet for a conference. The problem will be defined on paper. Goals will be established and the parent will be involved in creating an approach towards solving the problem.

Second Consultation. If the initial plan for helping the child fails, the parent(s) will again be required to meet with the director. Another attempt will be made to identify the problem outlining new approaches to the problem, and discuss the consequences if progress is not apparent.

Suspension. When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from the studio indefinitely. The studio may immediately suspend a child at anytime he/she exhibits a behavior, which is harmful to himself/herself or others. A parent may be called at anytime the child exhibits uncontrollable behavior that cannot be modified by the instructor. That parent may be asked to take the child home immediately.

Discard Policy

The studio reserves the right to cancel the enrollment of a child for the following reasons:

- non-payment or excessive late payment of fees
- not observing the rules of the studio.
- child has special needs which we cannot adequately meet with our current staffing patterns
- physical and/or verbal abuse of staff or children, by a parent or child

Drop-Off and Pick-up. The safety of your children is paramount. Please be aware that we require adults to walk students into the studio for drop-off as well as to pick them up after class. Students will not be released to leave the premises without adult supervision. Your cooperation with this important safety policy is much appreciated. Please help us and explain to your children that they should never be outside by themselves, especially after dark. Though the courtyard is an inviting area, it is still a public area where people, mostly strangers, are coming and going all day. Let's all stay safe.

Common Courtesy. The staff, management and volunteers of KU Studios spend countless hours bringing you the nicest and cleanest studio in the area. Please respect the property and its belongings.

KU Studios

Home of Kids Unlimited

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