



Program Policy

2011 - 2012

TAKE HOME PACKET

Parents,

This packet contains information for KCFAA program participants. Included are program descriptions, program policy and procedures, class schedules/calendars and copies of the 2011-2012 enrollment forms for your reference.

Please refer to this packet for questions and concerns; or call 816.471.6003 Michael Joy x20/Jessica Thompson x13.

STUDENT CLASS PLACEMENT WILL BE DETERMINED BY PLACEMENT AUDITIONS
PLACEMENT AUDITION DATE TBA



Program Description

STUDENT CLASS PLACEMENT WILL BE DETERMINED BY PLACEMENT AUDITIONS.

Second through Fourth Grade Program

Second through Fourth Grade Program includes elements of classical ballet, modern dance, jazz dance, African dance, social dance, nutrition and fitness.

Students will work on developing proper placement, posture, carriage, alignment, strength, flexibility, and style of arms, legs, and torso. Students will also learn stretches, plies, hops, skips, leaps, axial movements, turns, isolations, coordination and combinations.

Competence is based upon students developing a sense of their bodies and how to be in control of their bodies. Rhythm, tempo, design and dynamics are an important part of their awareness of movement, music, shape, space and teamwork.

Students will also meet quarterly to talk about fitness, sports and nutrition. The goal is to give students a greater awareness of how lifestyle (diet and exercise) impacts their health.

Fifth and Sixth Grade Program

Fifth and Sixth Grade Program includes ballet, jazz dance and percussion.

Students will begin to develop a basic understanding of ballet techniques, which includes placement, posture, carriage, alignment, strength, flexibility, and style of arms, legs and torso. Students will also learn stretches, plies, leaps, turns and combinations in the Classical Ballet Class.

Students will gain an appreciation for the physical & mental discipline necessary for proper execution of ballet technique, mood expression, and the art of story telling through ballet, the importance of line, and the ability to portray ease and grace.

The instructor will begin the class facing the barre where students will work on placement or body alignment. They will progress from simple to more complicated barre exercises. After completing the barre, students will then move to the center after which the class will then progress across the floor in combinations relating to their barre work. The first session will give the basic framework of each subsequent day.

Jazz dancing can be traced to the movement that accompanied jazz music, which can be traced to New Orleans, St. Louis, Chicago, and Kansas City. The roots of jazz are derived from African rhythms. Unique influences in America helped in the development of jazz music, and subsequently jazz dance. These are truly American art forms. Jazz dancing is as likely to be found in the movies, theater, the disco, or the café, and practitioners might be professional dancers or highly experienced amateurs. Jazz incorporates many styles of dance (Ballet, Modern, African, Hip hop and Social); it is the fusion of these disciplines that make up this exciting art form. They will explore not only the movement and technique, but they will also be taught to approach the dance from an actor's point of view. Students will dance to a wide variety of music.

OBJECTIVES:

Students will learn to develop and strengthen performance skills to transfer emotion into motion within a choreographic framework; to develop the posture, carriage, and stature of jazz dancers.

- Work on isolations
- Develop coordination
- Work on the dynamic range of the dancer

Jazz style includes jazz hands, jazz walks, jazz runs, leaps, and jazz slides. This will help students build the stamina required for the presentation. Students will be able to use plies, tendus, jetés, battements, and pas de bourrée, with feet both parallel and turned out and with different arm positions.

A typical jazz class includes work in the center, starting with a warm up that includes isolations, extensions and stretches. The dancers will learn dance combinations and choreography.

In percussion class students will learn the fundamentals of rhythm and polyrhythmic sounds that complement dance classes using djembes, congas and other percussive instruments.



Program Description

AileyCamp The Group

The Group is an after camp program for AileyCamp graduates which they may attend until graduation from high school. AileyCamp the Group members participate in a year-round program of dance classes, presentation opportunities, personal development and field trips.

The mission of AileyCamp The Group is to:

- Offer movement instruction for AileyCamp Alumni.
- Create innovative and traditional choreography.
- Expose students to varied dance techniques and performances.
- Offer students opportunities to explore our diverse cultural institutions.
- Deliver personal development instruction through rap sessions and forums.

Programs activities include instruction and choreography by professional guest dance artist, performances of Ailey II, the Ailey Trio, and *Setting The Stage*, field trips that include performances at the Lied Center and community service opportunities.

Each year for a minimal fee, KCFAA provides an opportunity for AileyCamp The Group members to explore American culture with a weekend trip to an American city where members learn about the city's history, visit points of interest, attends a performance and take a master dance class.

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- **A non-refundable \$25.00 registration fee per child is required at the time of enrollment (\$40.00 for families with two or more children registering for the program.) This fee applies to the 2011 – 2012 program year and may be waived based on family income.**
 - **Parents/Guardians of program participants are required to sign a program policy agreement, stating they fully understand and agree to the rules and regulations set forth by KCFAA Programs. Failure to adhere to Programs policy may result in dismissal.**
 - **In order to participate in KCFAA Studio programs all registration fees must be paid enrollment forms completed and returned.**
 - **Dress code for all KCFAA program participants is: Female-regulation leotard, tights, ballet slippers, proper fitting support bra / Male-regulation shorts, tank, ballet slippers, dance belt, athletic supporter, or briefs-boxer shorts are not permitted. These items will be available for purchase through KCFAA and available for purchase at local vendors (list provided upon request). Participants will not be allowed to participate if not in the regulated attire.**
 - **All program participants (Second through Sixth Grade Program & AileyCamp The Group) have the opportunity to perform in KCFAA's Annual Spring Concert.**



Program Policy

KCFAA Mission

The mission of Kansas City Friends of Alvin Ailey (KCFAA) is making dance accessible to all people by presenting the Alvin Ailey American Dance Theater and Ailey II, teaching young people critical life skills through dance, and modeling interracial and multi-cultural community partnerships.

KCFAA Vision

A diverse community united by dance to inspire and change lives.

Enrollment / Registration

A registration form must be completed for each student and submitted with the registration fee by the enrollment deadline. Enrollment is on a first-come, first-served basis. For full classes, a waiting list will be maintained to accommodate other students, if and when space becomes available. Classes are limited in size and students are grouped according to age. A separate registration form must be completed for each student.

Registration Fee

A non-refundable \$25.00 registration fee per child is required at the time of enrollment (\$40.00 for families with two or more children registering for the program.) This fee helps defer the costs of administration, accounting and scheduling and is nonrefundable. The registration fee can be waived based on family income. A Request To Waive Registration Fee form can be requested; proof of income required.

Returned Check Policy

A \$30.00 fee will be charged for all returned checks.

Attendance

Our studio requires all students to arrive to class regularly and on time. KCFAA should be notified if a student will be missing classes for an extended period due to illness. Three classes missed will result in probation and a parent conference. Classes can't be made up.

Withdrawals

The studio requires written notice prior to discontinuing classes. Students are responsible for letting the instructor know if they will not be returning to a class.

Student Supervision/Pick Up/Drop Off

KCFAA is not responsible for providing before or after class care for students. Parents with students under the age of 10 are asked to remain in the building until the beginning of their child's class. Students should not be left at KCFAA for an excessive amount of time before or after class. Small children should be taken to the bathroom prior to class to help minimize frequent restroom breaks. In the interest of the children's safety, students arriving more than 15 minutes late into a class will observe only. If a student is running late, KCFAA should be notified as soon as possible. After two late pick-ups a fee will be assessed for pick-ups more than 15 minutes past the end of class. (\$5.00 for every 15 minutes)



Program Policy

Attire

Dress code for all KCFAA Studio participants is: **Female**-regulation leotard, tights, ballet slippers, proper fitting support bra / **Male**-regulation shorts, tank, ballet slippers, dance belt, athletic supporter, or briefs - [boxer shorts are not permitted]. These items will be available for purchase through KCFAA and available for purchase at local vendors (list provided upon request). **Participants will not be allowed to participate if not in the regulated attire.** Street shoes are not permitted in the studio.

Insurance

All students are required to be covered by their own insurance policies. If an injury occurs, it is understood that the student's own policy is the only source of coverage. KCFAA is not responsible for loss of any personal belongings.

School Closing

KCFAA follows the Kansas City Missouri School District holiday and inclement weather closing schedule. Please see the KCFAA Programs Schedule for scheduled dates. If a family celebrates religious holidays when classes are scheduled, KCFAA should be called to arrange for an excused absence.

Studio Closing

For information regarding KCFAA studio closings due to weather please call 816.471.6003 x22.

Messages and Notices

It is the responsibility of the parent to be aware of activities such as Open House, presentations and dates the studio is open and closed. Notices will be sent home with students. It is the parent's responsibility to regularly check to ensure they are informed.

Observation and Video Taping

Parents are not allowed access into the classroom except on scheduled Open House dates. Video taping or taking of photographs during class is not permitted unless special arrangements have been made.

Code of Conduct:

Students and parents will dress and conduct themselves in an appropriate manner while at KCFAA. We will teach each student to work hard and encourage each other. Politeness and generosity are highly valued. Proper respect for the staff and fellow students is expected of all students, parents and siblings. Every student and parent/guardian should behave in a disciplined, responsible manner both on and off site. KCFAA reserves the right to suspend or dismiss any student or parent/guardian whose attitude, attendance or conduct is found to be unsatisfactory. Any student or parent/guardian who disrupts class or approaches a teacher, staff member, another student or parent/guardian with the intent to disrupt, cause dissent or contravene the policies and procedures of KCFAA will be dismissed immediately. Parents wishing to speak to an instructor must first make an appointment with the Director of Artistic and Educational Programs.

No Food or Drink

No food or drink is allowed in the dance studio. Food and drinks are allowed in the lobby; however, any damages are the responsibility of the child and parent. Students are responsible for the studio's tidiness.



Program Policy

Misconduct Policy

KCFAA strives to offer a place of fun and learning in a minimally restrictive environment. However, if disciplinary action is required, the following steps will be followed:

1st Occurrence: The instructor will talk with the student about their misbehavior.

2nd Occurrence: The parent/Guardian of the student will be called in with the child, instructor and the Director of Artistic and Educational Programs for a conference.

3rd Occurrence: The Director of Artistic and Educational Programs will place the student on probation.

4th Occurrence: The Executive Director and the Director of Artistic and Educational Programs will review the student's misbehavior and the student is subject to dismissal from all classes for the remainder of the year. Depending on the severity of the infraction, KCFAA reserves the right to accelerate this process and expel the student without intermediary steps. Should a student be expelled, the student is welcome to re-enroll during the next term.

Parents' Responsibilities

During times of discouragement parental support is vital. In these days of instant gratification, dance is one art form that requires good old hard work. The discipline required by dance comes not only from the dancer, but from his/her parents. Regular attendance, willing participation and eagerness to take what he/she is given and make it her own, are qualities that carry youngsters through many lessons in life.

Reference Copy



Program Policy

Consent and Release

I hereby waive and release KCFAA and its officers, agents, volunteers and employees from all acts or omissions resulting in any physical injuries, medical treatment, or other damages to myself or any minors of whom I am parent or legal guardian, resulting from participation in KCFAA programs. I further waive and release KCFAA and its officers, agents, volunteers, and employees from any damages sustained by the aforementioned or any guests of the aforementioned as a result of any condition, act, omission or accident on or at 1714 East 18th Street, Kansas City, MO 64108 or any other premises upon which any activity related to KCFAA takes place.

This release is granted in perpetuity. I agree to the above and have read the policies and procedures and agree to abide by the terms and conditions therein including the "CODE OF CONDUCT."

Child's Name (print): _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Date: _____

How did you hear about our programs?



Program Policy Arrival & Dismissal Procedures

Name of Child: _____

D.O.B.: ____/____/____ Age: _____

My child will arrive at KCFAA via: (please check the approved method)

- Public Transportation
- Unsupervised walk
- Car-Parent/Guardian/Other: _____
- Supervised walk: Escorted by:

_____/_____
(Name of escort) (Relationship to child)

Other: (please describe)

At dismissal time, my child will depart from KCFAA via: (please check the approved method)

- Public Transportation
- Unsupervised walk
- Car-Parent/Guardian/Other: _____
- Supervised walk: Escorted by:

_____/_____
(Name of escort) (Relationship to child)

Other: (please describe)

Individuals authorized for pick-up

1. _____/
(Name) (Relationship to child)

2. _____/
(Name) (Relationship to child)

3. _____/
(Name) (Relationship to child)



**Program Policy
STANDING ORDER FOR HEALTH CARE
AND
FIRST AID EMERGENCIES**

Care plan for mildly ill children:

If a child arrives sick or becomes sick during the class session, she/he will be placed in a quiet area in the program facility to rest. Depending on the seriousness of the symptoms, the child's parent/guardian may be called to pick her/him up from the studio. For the protection of other children and staff, children must be kept at home if any of the following symptoms are present:

- Temperature of over 100 degrees orally.
- Intestinal illness accompanied by diarrhea or vomiting.
- Any medically undiagnosed rash.
- Discharge from eyes or ears, or profuse nasal discharge.
- Open, non-treated wounds or sores.
- Sore throat or persistent cough.

Infection Control:

To prevent illness from spreading, KCFAA will adhere to the following procedures:

- Children will be encouraged to cough/sneeze into their upper sleeve or elbow or cough/sneeze into a tissue.
- Staff and children will wash their hands before beginning the day, before preparing, handling, or eating food, after using a tissue or after contact with any body secretions.
- Children will not share cups, spoons, etc. Disposable eating utensils will be used for meals and snacks.
- Children will not share personal items such as hats, hair combs, etc.
- All staff and children will learn and follow the hand-washing procedure of using liquid, powder, or bar soap under running water with friction. Hands will be dried with disposable paper towels.

Plan for emergency treatment of illness or injury:

If a child appears to be seriously ill or injured and needs immediate medical attention, the KCFAA staff will contact 911 emergency services and the parent/guardian. If it is determined that the child does not need to be seen immediately at the hospital, the child's parent/guardian shall pick up the child and transport her/him to a physician/hospital for follow-up examination at a later time.



Program Policy MEDICAL AUTHORIZATION FORM

I am the parent or legal guardian of _____.

I give permission for him/her to engage in all KCFAA Program activities except as noted in writing by me or a licensed physician.

I give permission for a physician selected by KCFAA Staff to examine, order x-rays, perform routine tests, and perform treatment for the health of this child.

In the event I cannot be reached in an emergency, I give permission for a physician selected by a KCFAA Staff to hospitalize, secure proper treatment for, and to order injection and/or anesthesia and/or surgery for this child.

I authorize any hospital, physician, medical practitioner, clinic, or related facility to furnish to any interested insurance company, or anyone acting on its behalf, all information concerning medical, dental, and hospital records concerning this child, to be used for the purpose of evaluating claims for benefits.

Signature of Parent/Guardian

Date of Signature

EMERGENCY INFORMATION FORM

This information is critical and will enable KCFAA Staff to contact someone in case of an emergency. Please fill out completely and accurately.

IN CASE OF AN EMERGENCY, PLEASE CONTACT:

Name of emergency contact

Phone

Relationship to child

Name of emergency contact

Phone

Relationship to child

Insurance

Insurance Policy Holder

Insurance Company/Policy #



**Program Policy
Authorization to Administer Medication to Campers
(To be completed by parent/guardian)**

Name: _____

Date of birth: _____ Age: _____

Parent/Guardian Name _____ Relationship to participant _____

Business Phone _____ Home Telephone _____ Cell Phone _____

Emergency Contact Name _____ Relationship to participant _____

Business Phone _____ Home Telephone _____ Cell Phone _____

Please list **all** food/drug/environmental allergies: _____

Name of medication: _____ Dosage: _____

Expiration date: _____

How often must medication be taken? _____

Is your child authorized to self-medicate? Yes No

Amount to be given: _____

Describe any special storage requirements: _____

Describe any specific directions or special precautions for administering medication (e.g. "take on empty stomach/with food"): _____

Describe any possible side effects/adverse reactions: _____

List other medications the participant may take (at parent's discretion, e.g. Tylenol for minor headaches):

Doctor/Physician's name: _____ Phone: _____

Parent/Guardian Signature

Date



Program Policy

Photograph Release Form

I understand that signing this student photograph release form allows my child, _____, (print name) who is a KCFAA program participant to be photographed and/or videotaped by the KCFAA staff, volunteers and the media for the purpose of media coverage, promotional activities, or documentation.

I understand that this release form does not guarantee the use of my child's quotes, photograph or videotape appearance in any publication, broadcast, or release.

I hereby grant my permission to members of the media and staff or assigns of Kansas City Friends of Alvin Ailey to use my child's quotes, photographs and/or videotape prior to use of publication.

Parent or Guardian Signature

Date of Signature

Field Trip Acknowledgement and Permission Form

I am the parent or guardian of _____
(Please print your child's name)

I agree that he/she can participate in programs sponsored by the Kansas City Friends of Alvin Ailey, Inc. In addition, I agree that he or she can participate in all KCFAA scheduled fieldtrips. Please check with the Director of Artistic and Educational Programs for fieldtrip schedule.

I have read and understand this form. I agree that if I have any questions about this form or these plans, I will contact the Michael Joy, Director of Artistic and Educational Programs at (471-6003 x20) to get more information before signing it. I agree to instruct my child to obey the directions of Michael Joy, KCFAA staff, and the KCFAA chaperones, follow all safety rules, and to use their best behavior at all times.

In return for these special activities, I agree on my behalf, and on behalf of the above-named student, not to sue Kansas City Friends of Alvin Ailey, Inc., its officers, agents, servants, and employees for any amount in excess of the valid and collectible insurance in force and effect with respect to KCFAA Programs. I also agree to hold harmless Kansas City Friends of Alvin Ailey, Inc., and its officers, agents, servants, and employees, from any and all liability in excess of said insurance coverage.

This is not intended to and shall not be construed to release any insurance company or any third party from any obligation to pay any liability insurance or other benefit.

This permission slip is valid for the period of two years after the date of signature.

Parent or Guardian (print)

(_____) _____
Phone Number

Date of Signature

Parent or Guardian (signature)