



## **KALAVARIDHI POLICIES effective Sept 2019**

**Please take a moment to read the policy handbook before contacting Kalavaridhi with any questions or concerns. We will be happy to answer any questions that are outside the scope of this handbook. Please return the last page with your signature. The Policies are subject to change.**

### **Your Contact Information**

Please provide current email address and phone number you can be reached at.

Prompt responses to emails are necessary. Specified response deadlines will not be extended.

Kalavaridhi will not be responsible for non-receipt of email or phone messages.

**Classes** are held at:

**IAACM**

**UNIT U( to the rear of the building)**

**14240 Sullyfield Cir**

**Chantilly, VA**

**If classes at held at my residence (3120 Harrision Hollow Ln, Herndon, VA 20171), follow – CARPOOL Only policy**

Please Note that we are governed under zoning Regulations that do not allow more than 3 cars to come in and out of the neighborhood as the classes operate in a residential area. Therefore, Carpool is mandated.

**Fees \*\*(\$120 per month from Sept till May, \$60 for June)**

- Fee will be collected via ACH (Automatic Debit).
- A nominal Mandatory Annual Recital fee (\$35 per student/ \$50 for siblings) will be debited in Sept of every year (to cover the expenses of conducting the recital).
- Incomplete payments or insufficient funds will be treated as delinquent payments and will be subject to late fee penalties.

\*\*\* **Fees are subject to change.**

\*\*\* **Fee is paid for the entire curriculum year**, not on per class basis and with no effect on the fee if a student misses a class/classes. Although some months have more than 4 classes, the fee remains the same.

**Annual Performance rehearsals are essentially classes**

### **Compensatory Class**

- **NO** separate compensatory class will be offered if a student misses the class/classes irrespective of the number of classes missed. The student is encouraged to contact her batch mates to procure any notes, video lessons thus covered.
- If the class is called off due to unavoidable circumstances (**other than weather related cancellation**), a compensatory class will be scheduled with sufficient advance notice. No make up class will be offered if there is an inclement weather cancellation.



### Holidays

Kalavaridhi will be closed on all major holidays with no effect on the fee. Please refer to the HOLIDAY CALENDAR posted on the Website.

### Inclement Weather

- Classes will be called off in case of inclement weather conditions. Such correspondence will be sent via email.
- If a class is canceled, parents/students will be informed within 24 hours of scheduled class time.
- NO compensatory class will be offered for cancellation due to inclement weather.

### Class Etiquette

- Students are expected to be regular to class and their practice at home. If a student exhibits tardiness or lack of interest in dance, the parents will be contacted for discussion.
- Disruptive students will be allowed to only observe, not participate in the class.
- Shoes must be arranged in an orderly fashion in the shelf by the door. Leaving shoes strewn around can cause tripping accidents.

### Attendance

- Attendance is taken at every class. **If the student is unable to attend the scheduled class, please inform the teacher in advance.** This is also a safety measure.
- Students should be on time for their scheduled class. Arrivals later than 15 minutes will be allowed only to observe the class.
- Students are discouraged from missing classes.

### Dress Code

- Dress code is **mandatory** or the student will be asked to sit and only observe the class.
- Hair should always be pulled neatly back from face.
- The attire (Indian Salwar) should allow the instructor to see the student's posture. **Students are expected come to class in Salwar-kameez.**
- If possible, please assign two or three salwars just for dance class. Please ensure simple outfits without beads, mirrors or other embellishments. When these embellishments often come loose, they can cause injury to the dancers.
- Dance is a vigorous activity, so please make sure the student is dressed appropriately and comfortably.
- A **duppatta** (of non-slippery material) is **essential**; it helps with good posture.
- Jewelry tends to get in the way while dancing. During classes students should not wear jewelry (small stud earrings are ok). No dangling earrings, necklaces, bracelets, etc.
- Students are expected to dance barefoot. In cold weather, socks may be worn only at the beginning of class **only during warm-up.**
- Chewing gum in class is strictly prohibited.



### Students' Notes

- Students are responsible for bringing their notebooks, pencils, and folders regularly to the class. Handouts of theory will be distributed to them as and when necessary. The students should bring the folder/notes applicable to every class.
- Practice sheets if assigned should bear a parent's signature.

### Curriculum

- The training in Bharatanatyam (or any fine art) is not modularized. It may vary between schools and teachers.
- The quantity of lessons learned in each class varies. Factors affecting the amount covered in a class are continuity, assimilation levels, and complexity of lessons. Some classes may be devoted to reviewing old lessons, for better comprehension. **No new lesson is taught, if the student/class exhibits lack of practice or preparedness.** In case a student has missed lessons, time is also devoted to helping to catch up with the rest of the class.
- Learning is not limited to only attending classes. The importance of attending performances is emphasized. Observation complements a student's learning.

### Monitoring Progress

- Students are evaluated in every class, based on several aspects that are fundamental and essential to the art form.
- Parents are offered periodical feedback on the students' progress upon request, or if there is a drastic change in the student's performance.
- If a student fails to show progress despite repeated warnings, the parent(s) will be contacted for discussion.
- **If required, they may be moved to a batch more suited to their level of learning, based on the teacher's discretion.**

### Special/Private Classes

Private classes can be scheduled depending upon the teacher's availability. The fees for private classes vary.

### Performances

- Students must **attend all rehearsals.** **All rehearsals are essentially classes, as they involve extensive review and corrections.** They also give the students an **opportunity to observe other batches.**
- If a student misses more than one rehearsal (for non-emergency reasons), the teacher reserves the right to pull that student from the performance. For dances choreographed for a group, every student's presence is critical. The teacher reserves the right to cancel that dance, if a student fails to show up for the practice.
- The opportunity to perform is in itself a privilege. The teacher reserves the right to decide whether or not the student is ready to perform. She also reserves the right to select students to include in any performance/production, as representing Kalavaridhi is a responsibility.



- For annual and other performances, the participants' families will share expenses towards hall rental and other amenities for the participants equally.
- Please refer the Recital Policy (which will be sent out to you) for more details on Annual Performance.

### **Dance Competitions**

- Students deemed eligible by the teacher are encouraged to participate in dance competitions. Test will be conducted to judge the student's eligibility to participate in the competition.
- Others are encouraged to attend the event to get an idea of the level of expectation.

### **For Parents**

- Parents/Sibling/Friends will not be allowed to observe classes.
- If the student is unable to attend the scheduled class, please inform the teacher in advance. This is also a safety measure.
- When dropping off the student, please make sure the child has entered the class before you leave.
- Students will only be allowed to leave the class only if accompanied by a parent or responsible adult previously reported to the instructor.
- **Please pick up your children on time.** Kalavaridhi is not responsible for children once they leave the class.
- Please show respect for the teacher and students by not entering during a class time. Also, the teacher cannot stay on class schedule if she talks to parents and/or students between classes. If you have questions or concerns, please email the teacher. Your message will be responded to in a timely manner.
- We also ask all parents to reinforce our expectations to the children about respecting the decorum of the classroom.
- You are welcome to e-mail (kalavaridhidance@gmail.com) with any questions. If you prefer to call or meet with the teacher and vice versa, a mutually convenient time can be arranged. This way, no class will be disrupted.

### **Hair&Make-up Demonstrations**

- Please refer to the video demonstration document mailed to you.
- Parents/students are encouraged to practice makeup and hair techniques well ahead of a recital.
- All performers should arrive for recitals in full costume, hair and makeup, as directed by the teacher prior to the performance. The teacher will not be available to fix costume or makeup issues at the recital.

### **Arangetram:**

Arangetram is an important milestone in a dancer's journey as an artist. Kalavaridhi does not mandate a student to do the Arangetram. However, if parents indicate interest in having their child/children perform Arangetram, an assessment of the student is made to determine if the student is ready to train for the same, in which case, the parents can set up a time to discuss with the teacher to go over all the details such as what to expect in the training



process, the duration of training and the details pertaining to the event.

**Termination of Enrollment from Kalavaridhi**

To terminate enrollment from Kalavaridhi, please provide **at least 1 month's (30 Days) advance notice**. Failure to provide timely notice will result in partial refund of 50% of the fee for that month.

**Disclaimer**

Kalavaridhi will not be responsible for loss of personal belongings or injuries incurred in class or at performance venues. Kalavaridhi reserves all the Rights to Video and Audio Recordings pertaining to the school. Permission is required prior to posting any video online that is accessible by public.



**Agreement of Terms and Conditions of Kalavaridhi Policies**  
**effective Sept 2016**

I hereby abide with the terms and conditions stated in the Policy.  
I have authorized the ACH payment of the Dance Fee and of the Annual Recital Fee  
as mentioned in the policy.

Parent's Full Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_