

Katha Dance Theatre School of Dance



HANDBOOK
2018 - 2019

Information, Policies and
Procedures

Katha Dance Theatre seeks to provide all persons with equal access to its programming, facilities, and employment, regardless of a person's race, national origin, gender, creed, or ability. Persons with special needs - financial, learning, physical, emotional, etc. - should contact the KDT Office to discuss accommodations.

Welcome to another exciting year of Kathak dance at Katha Dance Theatre School Of Dance! We are confident that you will be both challenged and inspired to reach your potential as a dancer in our program. This handbook will provide you with helpful information regarding the operations of the school along with the services we provide. If you have any questions or concerns, please contact the Katha Dance Theatre Office.

OFFICE CONTACT INFORMATION

Address: 5444 Orchard Ave, Crystal, MN 55429
Office Phone: 763-533-0756
Emergency Phone: 612-708-5217
Email: info@kathadance.org
Website: www.kathadance.org

ADMINISTRATIVE STAFF

Rita Mustaphi - Artistic Director
rita.kathadancetheatre@gmail.com
Kalyan Mustaphi - Executive Director
kalyan.kathadancetheatre@gmail.com
Sreedevi Vengalil - School Office Manager
sreedevi.kathadancetheatre@gmail.com

MASTER TEACHER

Rita Mustaphi | 612-709-0138

INSTRUCTORS

Mukta Sathe
Anurag Sharma
Rupa Nair
Sarika Haris

STUDIOS

Hopkins

Hopkins High School
2400 Lindbergh Drive
Minnetonka, MN 55305

Edina

DanceXchange
6885 Washington Ave S
Edina MN 55439

FINANCIAL INFORMATION

TUITION PER SESSION (10 CLASSES)

\$220	(1 hour class/week/session - a total of 10 hours)
\$300	(1.5 hours class/week/session - a total of 15 hours)
\$30 per class	(1 hour class – valid for less than 8 classes a session)
\$40 per class	(1.5 hour class - valid for less than 8 classes a session)

\$15 Recital Fee (per student performing in *Sadhana* - collected during Spring Session)

Note that purchasing ankle bells (ghungru), donation to annual Saraswati Puja, and Kathak dance costumes will incur additional costs.

DISCOUNTS

- The second registered member of a family will receive a 10% discount on tuition of equal or lesser value per session.
- Any student registered for two classes will receive a 50% discount on tuition of equal or lesser value per session.
- Scholarships are available on a limited basis and are awarded to students who demonstrate financial need as well as talent. Requests for financial assistance must be emailed the Office (info@kathadance.org) before the third class of session. Financial assistance is awarded at the sole discretion of Katha Dance Theatre and is subject to available funding.

FORMS OF PAYMENT

- Tuition can now be paid [online](#) via PayPal. Note the additional handling fees for online processing.
- Tuition can also be paid in class via check (address to Katha Dance Theatre) or cash. Please put it in an envelope. Always note the student's full name on the payment.
- Checks can also be mailed to the Office. Be sure to include a note identifying the transaction and the student's full name & class time/location. Mail to:

Katha Dance Theatre
5444 Orchard Ave
Crystal, MN 55429

PAYMENT GUIDELINES

- Each session's tuition is due in full at the first class of the session. This payment is non-refundable and non-transferable.
- Payments made after the second class will incur a \$10 late fee. If you're unable to make a payment on time, you must email the Office (info@kathadance.org) and request to make alternative arrangements. To avoid the late fee, requests must be submitted before the second class. Requests will only be granted in unique cases, at the discretion of Katha Dance Theatre.
- If your account becomes past due, and you have not made alternative arrangements, participation in class/performances will not be allowed and enrollment may be terminated.
- You are obligated to pay the session tuition unless your child has officially withdrawn from the program by emailing the Office (info@kathadance.org). You will be obligated for tuition until the withdrawal procedure is complete.
- Tuition refunds will be given only in cases of serious injury or prolonged illness. Requests must be emailed to the Office (info@kathadance.org) and include a doctor's note.

REGISTRATION

Students need to register once in a year, not for each session for class via the online registration form found on the Katha Dance Theatre website (<http://www.kathadance.org/the-school/registration/>).

- Registration closes after the first class of each session. Late registration will incur a \$10 late fee.
- Teachers reserve the right to determine class placement for each student.
- Any changes made mid-session (adding classes, switching classes/locations, dropping classes) must be communicated to all involved teacher(s) and the Office (info@kathadance.org).
- To officially drop a class, student should email a withdrawal notice to the Office (info@kathadance.org) 2 weeks prior to the actual withdrawal date.
- If a students' contact info changes mid session (new phone number, new email, etc.) it is the student's responsibility to inform the Office via email (info@kathadance.org).

COMMUNICATION

- To contact the Office, please email (info@kathadance.org) or call (763-533-0756). In case of emergency, consult the website (www.kathadance.org) or call the emergency phone number (612-708-5217).
- Katha Dance Theatre's primary means of communication is email, utilizing the email address provided by the student during registration. Note that only one email per student will be included on the official school distribution list. Please check your inbox regularly for important school messages. Be sure to mark Katha Dance Theatre as a contact, not spam.

SCHEDULE

- Pay close attention to Katha Dance Theatre's academic calendar, available online via website. (<http://www.kathadance.org/calendar/>).
- Changes in scheduling will occur 2 weeks in advance of the original planned date.
- Emergency cancellations due to inclement weather, teacher illness, etc. will be communicated via email and via the homepage news slides (www.kathadance.org). Classes cancelled due to emergency (up to 2 classes) will not be rescheduled nor reimbursed.

CLASS POLICIES

Kathak dance is an age-old art form of great beauty and complexity. Many years of training are necessary in developing a thorough Kathak technique. Katha Dance Theatre (KDT) is fortunate to have Rita Mustaphi, a direct disciple of Guru Birju Maharaj, as its Artistic Director and Master Teacher. Members of the performing company trained under Mrs. Mustaphi to teach beginning and intermediate Kathak technique, allowing the school to offer more classes and levels to students across the metro area. All students are expected to take their dance studies very seriously. Etiquette expected of each student ...

- ◆ Show respect to their teacher and be courteous to all students, teachers and staff.
- ◆ Approach learning with sincerity and enthusiasm, practicing at home and during breaks.

ATTENDANCE

- Students are expected to attend the class regularly. If a student will miss a class, the KDT Office must be notified via email (info@kathadance.org). Include the date/time of absence. Makeup classes will not be offered.
- It is very important to have dancers arrive **on time** for class. Children should not be left unattended in the lobby, restroom or hallway. Please remind dancers to use the restroom before class. Shoes should be left outside the studio. Arrive 15 minutes early to allow time for changing street clothes, using the restroom, and tying ankle bells. Students should be ready to begin class at the scheduled time.
- **Sickness:** If your child is sick and will miss class, please send us an email to let us know. If class is missed due to illness, please speak to us about possible making up in another class.
- Katha Dance Theatre reserves the right to cancel or reschedule class due to weather, size, or other constraints. In the event of extreme weather conditions, please check for an email from the Office or consult the website homepage (www.kathadance.org).
- Extra rehearsals for *Sadhana* are scheduled weeks in advance, and students should arrange their schedules accordingly. The only excuse for missing a *Sadhana* rehearsal is illness - other lessons, sports, homework, etc. are not considered

legitimate excuses. Missed rehearsals may result in the removal of the student from the performance.

CLASS ATTIRE

- Students should wear salwar or churidaar and kameez along with dupatta.
- Hair must be off the face, and long hair must be neatly tied.
- Each student must wear a set of 'ghungru' or ankle bells. Ghungru is sacred to Indian dance and should not be worn with shoes. Tie the ghungru in the class, before you start. Do not wear socks while dancing; dancers need to be barefoot. Make sure ghungru are strung on a rope and are intended for Kathak dance. Children need 50 bells per foot; teens/adults need 75 - 100 per foot.

CLASSROOM PROTOCOL

- Do not eat, drink, or chew gum during class. Only water is allowed in the classroom.
- For a focused learning atmosphere, non-dancers (including parents), siblings, and friends are requested not to attend the classroom.
- Video/audio recording is strictly prohibited.

ALL MUSIC AND CHOREOGRAPHY PERFORMED OR TAUGHT BY KATHA DANCE THEATRE COMPANY AND SCHOOL IS COPYRIGHTED AND MAY NOT BE PERFORMED, RECORDED, TRANSMITTED ELECTRONICALLY OR STORED WITHOUT THE ARTIST'S KNOWLEDGE AND WRITTEN CONSENT. VIOLATIONS OF THIS POLICY MAY RESULT IN ENROLLMENT TERMINATION.

STUDENT EVALUATION

Students receive evaluation in the form of 1) attendance and review of the Fall Season show performed by Katha Dance Theatre company members, 2) technique testing, 3) written evaluation, and 4) *Sadhana* performance. Informal evaluation will be provided after each session. Teachers review these assessments for consideration of class placement the following school year.

PARENT INVOLVEMENT

Katha Dance Theatre School of Dance is a non-profit arts organization. This means that

all income, including tuition, grants and gifts goes directly to the operation of its performances and programs. Tuition is annually drafted to cover the cost of classes, rental of the studio spaces, maintenance of the Company, and administrative costs. Performances and programs extending beyond these classes must come from additional resources.

The quality of our program has a direct relationship to the quality of involvement from our families. Please watch for emails from the KDT Office requesting volunteers throughout the year. Consider donating some of your time and talent to our activities this year. It is a great way to meet other parents and learn more about the organization!

STUDENT SECURITY

Kathak classes by Katha Dance Theatre are held at Hopkins High School in Minnetonka and DanceXchange at Edina. The venues are open to the public, and it's imperative that parents and students understand the specific safety issues for each area.

- Please pick up your student within 10 minutes of the end of class. Late pickups are an inconvenience to the staff, and Katha Dance Theatre does not provide childcare.
- If an emergency makes it impossible for parents to pick up their child, parents should make other arrangements and inform their child's teacher:

Rita Mustaphi | 612-709-0138
Mukta Sathe | 952-403-1685
Anurag Sharma | 612-655-1778
Rupa Nair | 573-202-9290
Sarika Haris | 612-220-4985

- Katha Dance Theatre and all other locations are not responsible for lost items. Please do not bring valuables to the studios.

EMERGENCIES

Katha Dance Theatre, its teachers, dance studios and performance premises are not responsible for injuries sustained during class, rehearsal and/or performances.

In the event of an injury or illness, we will contact the designated emergency contact from the student's registration form. If we cannot reach anyone and medical treatment is needed immediately, we will call 911 and transport the student to the nearest medical emergency service. If you would prefer an alternative arrangement, you must inform Katha Dance Theatre via email (info@kathadance.org).

PERFORMANCES

Performance is a crucial part of an education in Kathak, equal in value to classroom instruction.

- Katha Dance Theatre company members perform in Season show/s; eligible company apprentices may also be invited to perform at the show. All KDT students need to attend KDT professional performance/s and complete an online review of the show, as part of their yearly evaluation.
- Students are encouraged to attend all three school year sessions, as performance in *Sadhana* is dependent on attendance and Master Teacher Mustaphi's discretion. All students who completed 3 sessions (Fall, Winter and Spring) or at least 2 sessions in KDT fiscal year will be allowed to perform in annual school recital, *Sadhana*, as part of their yearly evaluation. Students who join at spring session will have limited performance in *Sadhana*.
- Students may be requested to perform at various community festivals and celebrations throughout the year. These performances are not mandatory but highly encouraged.

COSTUMES

All Kathak dancers need at least one costume, plus one set of jewelry, hair items and ghungru.

Female Dancers

Lahenga Set – the Hindu period costume includes a long skirt (lahenga), a blouse (choli), a veil (aanchal ordni), pants (churidaar), and a belt.

Male and Female Dancers

Anrakha Set – the Muslim period costume includes a below-the-knee-length dress (anrakha), a jacket, pants (churidaar) and a veil (dupatta) for female dancers and a belt-like tie (patta).

ACCESSORIES (Female Dancers Only)

Jewelry

Lahenga Set - Traditionally composed of a gold and pearl set composed of short and long necklaces, earrings, tika (forehead piece with a string of pearls or gold chain) and bangles. A belt (preferably rope kind or cloth-lined) is needed for the Lahenga set. Be sure to wear a bindi.

Angrakha - Composed of a Kundan set (a necklace, a set of earrings and a tika for forehead). You may also use a nose ring.

Note that earrings must have a hook and a back to prevent earrings flying out during performances.

Hair

Dancers with short hair need a fake hair bun and a white fake flower garland around the bun.

Makeup

Children need only moisturizer, powder, blush, eyeliner, mascara and lipstick.

Youth/adults need:

1. Moisturizer
2. Foundation (liquid or cake)
3. Blush with brush
4. Loose powder with puff
5. Eye brow pencil (black)
6. Eye shadow
7. Eye liner (black)
8. Mascara (black)
9. Lip liner (dark red or deep maroon)
10. Lipstick (maroon)

Katha Dance Theatre reserves the right to update, remove, and otherwise modify the policies of the 2018 - 2019 Student Handbook without notice at anytime. Updated versions will be labeled on the title page (ie. Version 1.1) and uploaded to the Katha Dance Theatre website for students' reference at all times.