



# Parent Information Booklet

KidSing Headquarters

221 Hampton Road

Quispamsis, NB

E2E 4L8

***2018/19 School Year***

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## 1. Registration

### 1.1 How to Register

- KidSing offers classes in Musical Theatre, Vocals, Acting, Dance and Acro. We also have “Little KidSing” and “Little Dancers” classes for 3 and 4 year olds. All classes are once per week. We also hold summer camps during July and August. Not all programs are available in all locations.
- KidSing offers two methods of registration:
  - Online registration
  - Manual registration
- Regardless of which method is used, registration is not complete until payment is made. We cannot hold a space for incomplete registrations.
- For online registration, visit [www.kidsing.ca](http://www.kidsing.ca) and click on “Register”. You will be directed to our Parent Portal. You will be asked to log in or create an account if this is your first visit. From there you can register for classes or summer camps. **Visa, Debit/Visa, or MasterCard is required for online registrations**. The Parent Portal will indicate that a class or camp is OPEN or WAIT which means that that the class or camp is full but you can register for the waiting list.
- If you prefer to pay by cheque or post-dated cheques, you can download our manual registration form and send it with the required cheques to our head office. Be sure to check with our office first to ensure that space is available.

### 1.2 Pricing

- Registration in KidSing classes is for the full school year (unless you cancel) and is broken out into three billing periods: payment 1 is due upon registration, payment 2 is due December 1<sup>st</sup> and payment 3 is due April 1<sup>st</sup>. Our pricing is tiered depending on how many classes you register for (ex: if your child is registered in Musical Theatre **and** Acting, this is two classes per week). All prices include tax.

#### Price:

- **One Class per week:** \$230 each billing period
  - **Two Classes per week:** \$373.75 each billing period
  - **Unlimited Classes per week:** \$500.25 each billing period
  - **Competitive Dance Level 3 and up:** \$500.25 each billing period
  - **Little KidSing & Little Dancers (for 3&4 year olds):** \$125 each billing period
  - **Costume** – KidSing T-shirts are required for performances; they are typically \$20 plus HST; students in recreational and competitive dance will have additional costume requirements.
- Pricing for our summer camps can be found in section 6.2

### 1.3 Methods of Payment

- For online registration for our classes, you will be charged for the first of three billings using your Visa or MasterCard. Your credit card information will be saved securely, and you will automatically be charged again for the second and third billing periods as indicated in section 1.2 unless you cancel your registration in writing.
- Online enrolment in summer camps requires full payment with credit card upon registration.

- Cheques and post-dated cheques are acceptable by using our manual registration forms. For camps, full payment is required; however, the cheque can be post-dated to one full week before the first day of camp. For classes, post-dated cheques must be submitted for the entire school year. Post-dated cheque options are included on the manual registration form.

#### **1.4 Refunds**

- If a student decides to drop a class, it must be done immediately after the second class to be eligible for a refund. Parents MUST notify the office in writing at [info@kidsing.ca](mailto:info@kidsing.ca) to let us know of the cancellation. After the second week of classes, no refunds are offered for the current period; however, no further charges will be processed for any remaining billing periods.
- Summer camp cancellations require two weeks' notice (14 days) prior to the first day of camp to be eligible for a refund.

## **2. Scheduling**

### **2.1 Class Schedules**

- Class Schedules for each location are posted on the website at [www.kidsing.ca](http://www.kidsing.ca).
- Any updates or changes in the schedule during the year will be communicated by email.
- KidSing classes run for the entire school year leading up to a year end show which typically takes place in late May or early June. The students also perform a showcase for parents during the holiday season in early December. We then take a break from classes until students return in January.

### **2.2 Class Times**

- Class times vary depending on the program and range from 1 to 1.5 hours long. Please refer to the schedules on the website for details. Our Little KidSing classes for 3&4 year olds are 45 minutes long.
- Classes break for water, but not for a snack. Please send your child with water to every class.

### **2.3 School Calendar and Holidays**

- The KidSing school year typically runs from late September to late May or early June. The calendar for the school year is issued to all students at the beginning of the year and will also be posted on our website.
- Typically, there will be no classes on any statutory holidays including Good Friday, Easter Monday, Victoria Day, Thanksgiving, and Remembrance Day. This will be noted on the school calendar and you will also be informed by email during the year.
- KidSing may also choose to not hold classes held on days near a holiday that are part of long weekends.
- The KidSing calendar will also include an extended break during the holiday season and a break during March in line with the school board's March break.

## 2.4 Weather Cancellations

- Classes will typically be cancelled whenever there are school closures in the district due to inclement weather. Any exceptions to this will be communicated via email. KidSing Classes will also be cancelled if schools close early.
- If there is school throughout the day and snow conditions worsen into the evening we will make the call to cancel our classes by 4:30pm.
- If classes are canceled due to weather, we will send everyone in that class an email and post it on social media. Please check your email prior to heading to class.
- For classes held on the weekend, please check your emails about an hour before your class start time for information on possible cancellations.
- Due to limited time and location availability, if there is a cancellation due to weather we cannot guarantee that we will reschedule.

## 3. Attendance

### 3.1 Arrival

- KidSing Instructors will be on location at least 10 minutes before the start of class. Please ensure that an Instructor is present before dropping off your child.
- Please arrive on time so students can take full advantage of class time.

### 3.2 Taking Attendance

- Instructors will take attendance weekly to ensure our databases are current.
- Please let your instructor or the office know if you plan on missing a class.
- If you plan on withdrawing your child from the program, please let us know in writing by sending us an email at [info@kidsing.ca](mailto:info@kidsing.ca). Do not rely on your child telling the instructors. Our head office MUST be informed in writing of all cancellations.

## 4. Merchandise

### 4.1 Ordering Merchandise

- Merchandise orders are typically placed twice throughout the year, fall and early spring. You will be notified by email when an order is pending. If you wish to place an order, please use our online ordering process at [www.kidsing.ca](http://www.kidsing.ca) by the issued deadline.
- Merchandise may vary from one order to the next. To avoid missing out on something, make sure you place your order during the specified time.
- Merchandise is not mandatory other than the KidSing "Since" Shirt which is required for performances.

### 4.2 KidSing Shirt

- Each child needs a KidSing Shirt to wear as a costume during our shows and other performance events. We will post orders for these at the beginning of the school year to ensure color choice and sizing.
- If you do not order a shirt, we will have extras on hand for sale; however, we cannot guarantee proper size or color.

### **4.3 Returning/Refunding Merchandise**

- KidSing orders clothing and merchandise from an outside company who does not allow returns.
- KidSing will only allow returns for errors made on the merchandise such as a misspelled name, or a different size than the one indicated on the order form.
- KidSing is not responsible for clothing that does not fit if the item is the size indicated on the form. If we have items in stock, we can offer an exchange.

## **5. Shows and Performances**

### **5.1 Annual Performances**

- KidSing will have a holiday showcase in late November or early December and an end of year final show in late May or early June. These shows are typically recital formats where each class is represented.
- Every child will have the opportunity to perform in both showcases.
- Although we make every effort to feature all of our students, we cannot guarantee equal time on stage. This is because many students take several weekly classes and will therefore be included in more routines throughout the show. KidSing staff will do their best to have every student on stage as much as possible.

### **5.2 Community Performances**

- KidSing is often invited to perform in the community during festivals, holidays, and events. Students from our Vocal program and/or students from our Touring Cast are selected to perform in such events.

### **5.3 Touring Cast**

- During the last week of school in June, the KidSing Touring Cast tours local schools with a rehearsed performance that promotes our “Be the Change” theme.
- Students that are enrolled in our Touring Team program can participate. Any other participation is by invitation only. Invitations are typically offered to students who meet the following criteria:
  1. Student attends a minimum of two classes weekly in any two of the fields of singing, acting, acro, or dancing.
  2. Student displays confidence on stage.
  3. Student works hard throughout the year to improve technique and stage presence.
  4. Student has a team attitude and is kind to others.

## 6. Summer Camps

### 6.1 Summer Programs

- KidSing offers recreational Musical Theatre summer camps to children in elementary school & middle school as well as intensive training programs for our competitive dance students.
- The summer camp schedule is posted on our website in early spring and online registration is available at that time.

### 6.2 Summer Fees

- KidSing summer camp fees are separate from our class fees and are due upon registration.
- Summer Camp Prices (2019):
  - Recreational Camp Fees
    - Half Day (9:00-12:00) \$100 (discount available for early bird registration)
    - Full Day (9:00-5:00) \$175 (discount available for early bird registration)
    - Drop off begins at 7:30am and final pickup is 5:30pm
  - Competitive Dance Camps:
    - Full Day (9:00-5:00) \$200
    - KidSing for Life \$800 (unlimited camps)

### 6.3 Counselors in Training

- Any student above the age of 13 may apply to be a Camp Counselor in Training.
- This training is very valuable.
- All CIT positions are volunteer only. No volunteers are paid or receive discounts.
- KidSing students that are interested in a CIT position must notify the office to receive an application.
- Students interested in the CIT program MUST attend the Staff in Training summer camp.

# KidSing Contact Information

## **Contact:**

Office Phone: (506) 847-3363

Toll Free Number: 1-877-530-SING (7464)

Office Fax: (506) 847-7068

Email: [info@kidsing.ca](mailto:info@kidsing.ca)

Website: [www.kidsing.ca](http://www.kidsing.ca)

## **Emails:**

Casey Yerxa- Owner

[casey@kidsing.ca](mailto:casey@kidsing.ca)

Rosy Maloney- Office Manager

[rosy@kidsing.ca](mailto:rosy@kidsing.ca)

### **The Office**

Our office is located at 221 Hampton Road in Quispamsis, NB. Office hours are typically 10:00 am to 1:00 pm Monday through Friday.

### **Contacting Us**

Phones are answered during office hours and emails and messages are checked frequently. If you call and there is no answer, leave a message and we will do our best to respond within the next business day.

**creative. confident. kids.**