

Monthly Information #9 March

Session Dates: 3/3 – 3/30, 2019



1. Tuition Due *Please make your payment by March 15th

March tuition is now due. **This tuition will cover 4 weeks.** Please make a payment by **Friday, March 15th.**

The tuition due is set as 15th of the month. If your credit card information is in your portal, your card will be charged on 16th without a late fee (if you have not paid). If credit card information is not in the portal, the late fee will be charged on 16th (NO EXCEPTION). If we won't be able to process the payment through the system with any reason, a late fee will be charged and will be notified to you.

1-1. Payment Policy— IMPORTANT!

Please check the payment policy. If any arrangement will be needed for the tuition payment, please make sure to contact the office **ahead of time.** Afterwards arrangement is not allowed. Even if your child is absent for the whole month, if your notification was not submitted to us, your monthly tuition will be charged, and no refund may be issued.

It is parent's responsibility to notify us your schedule and changes. We cannot assume anything about your schedule change, and adjust it for you afterwards.

****Parent's Portal, Credit Card Input Information is stated at the end of this information. If you are not familiar with this system, please check it to make sure your account is current.**

2. Make ups till May 4th, 2019

If you would have any absences during March session, please make up the classes by Saturday, May 4th, 2019. No make up portion should be carried on after this date.

If your child was not in the recital, and your class was canceled for the mandatory rehearsals, please make up by the end of the year program, June 30th, 2019.

No make up will be needed for the recital participants. If your child didn't attend the mandatory rehearsal, unfortunately, I cannot allow the make up for this portion since it was a mandatory.

2-1. Make up class Appointment requirement

It is required to contact us to schedule the make up class. This way, we can suggest the best options for your child, and all the teachers will be notified in advance. Please understand that if you just show up, you may be asked to reschedule due to the fullness of the class.

3. RAD Examination/Class Award Update **Ballet Classes Primary and above only**

All the participants are now determined. Whether Exam or Class Award, I expect all the candidates to try as hard as they can. I'm sure their improvement will be clearly showed with their effort. They will gain the confidence, and be more independent.

I hope all the parents will see the difference in your child.

The extra coaching and some privates may need for some Grade levels and specific students.



Please make sure to attend ALL the classes the students registered. Please try not to be late. Missing some exercises and warm up will become a big problem at the end.

Please make sure to inform for your possible travel during the spring break you will have with the academic schools. Long absence may affect the result of completion of the work in the candidates. So, we should plan ahead for the candidate to keep the memory during the trip.

Exam/Class Award Day 4/27, 4/28

**Mandatory Mock Examination will be announced as soon as the accompanist's schedule will be determined.

Mandatory rehearsal may become the day and time which the usual classes are held. In this case, the students who are not in the Exam/Class Award will be asked to make up the classes.

If the payment has not been done for the Exam/Class Award by 3/5(Tue), the participation will not be allowed. It will be understood that the student will not participate.

4. Spring Break 4/22-4/28

Ballet Kukan will be closed for Spring Break. No regular classes will be held due to the preparation towards the Examination.

This week is not charged. So, no make up will be necessary.

ALL Examination/Class Award candidates will be required to attend the coaching during this week. It will be the last coaching before the Examination/Class Award. Please make sure to attend these last coaching.

5. Easter Weekend (4/19, 20, 21) Open as usual

Ballet Kukan will be open during Easter Weekend. If your child comes to Friday, Saturday, and Sunday, please attend the classes. If your child will be absent due to Easter Weekend, please make up the classes. If your child is in the Exam/Class Award, please try to take the classes during this time to keep up.

Team Events Update March Rehearsal Schedule

Please check the Schedule sheet on the Wall. March Schedule will be rather inconsistent due to other Exam coaching and Adv. Examination. The schedule is also sent to you separately. Please check every week.

Costume fee, Choreography fee, and the Competition fee will be in your portal. Please check.



SUMMER FUN WEEK

Apply Now!!!

July 15(Mon)-19(Fri)

1 week (5 days) session



What: Dance (Ballet , Contemporary Jazz), Story Telling, Improvisation, Musical Theater, Acting, Voice, Turns & Leaps, Strengthen&Flexibility, Etc, Etc,
PLUS Games and Performance

Group & Time:

Under the Sea World

6-8 Years Old 9:00AM - 12:00PM

Mysterious World

9-11 Year Old 1:00PM-4:00PM

Adventure World

13 Years Old & up 5:00PM-8:00PM

*12 years old will be determined either Mysterious or Adventure

Requirements for the On-Line System (Parent's Portal/CC input)

• On-line Portal Information Input

On-line Parents Portal "How to Access":

1. Go to this link below. All MUST sign in to this link to see all information. (You can also find this link in Ballet Kukan's website <https://www.balletkukan.com/news---information.html>)

<https://app.thestudiodirector.com/balletkukan/portal.sd>

2. "**LOG-IN**" with the email address you provided to us. Click "**Forgot Password**". They will send you a page which you can create your own password. ***DO NOT register as new. All your info is already in that you will create two same people.**

3. **Please check your family information.** Please update your information if needed.

*P.O. Box cannot be accepted as address. If you would like us to mail to P.O. Box, please provide it in "Address 2"

4. **Please check registered class schedule and account.** If the schedule is not correct, please notify us. You should see the payments record updated. If anything is not correct or clear to you, please contact the office.

• Easy access to your portal from Ballet Kukan's Website

Go to Ballet Kukan's website (<https://www.balletkukan.com/news---information.html>) !! Go to "News and Information" Page. You will find the **PURPLE** button which leads you to go to your portal.

• Credit Card information input- Requirement

It is a **policy and requirement** for each parent to input the credit card information in their portal. This way, you can avoid the late fee in any situation. Please see below.

Security: This is like PayPal system. Ballet Kukan DOES NOT store your CC info that Administration side CANNOT see your credit card information.

Payment preference and Merit: We still accept all the payment method (cash, check, and Credit Card) However, if you forget the payment, the system will automatically charge your card without late fee ONLY IF the payment will not be done by the due date. If any chance that you will be charged incorrectly, please notify us. We will check and refund it to you.

How to input the information: It is easy. Follow the process below.

1. Go to your portal. (There's link in BKA website "Info" page)
2. Under "My Account" tab, click "Edit Payment Info On-file"
3. Click "Enter a New Payment Method"
4. Fill the info, click Next
5. Fill the credit card info, click OK
6. In next screen, click "Save"

*On-line payment incurs 2.75% process fee.



