

# ATTENDANCE POLICIES

## ARRIVAL/DISMISSAL

Students should be dropped off no more than 15 minutes prior to class and should be picked up within 15 minutes of their final class. KCBS personnel cannot be held responsible for students left beyond 15 minutes after their class has ended.

## ATTENDANCE

Students in Level 1 and above are required to attend all classes listed for their level. If a student will not be in class, the School Staff should be notified by 2:00pm so that the teacher can be informed of the absence. The reason for the absence as well as the student's class level should be included. Daytime students should notify staff by 8:30am.

Bolender Center contact: [school@kcballet.org](mailto:school@kcballet.org) or 816-931-2299 x2  
Johnson County contact: [school@kcballet.org](mailto:school@kcballet.org) or 816-931-2299 x3

Regular attendance is essential to improving the skills and strength required for advancement. Students who have poor attendance may be asked to leave the school. Attendance will be taken into consideration when determining eligibility for level advancement and for any KCB Company production casting.

## TARDINESS

Tardiness in classes is not permitted. Students must be in class, ready to dance at the designated class time. Warming up before the beginning of class is crucial to injury prevention. Please notify KCBS Faculty by 2:00pm for evening students if tardiness is expected and by 8:30am for Daytime students. For unexpected tardiness please notify KCBS Faculty asap. Dancers arriving more than 10 minutes late may be asked by the teacher to observe. Classes are designed for the development of technique. Students should arrive a few minutes before class to stretch and warm up.