



KP3 Information Checklist Spring 2021

KP3 Spring 2021 will include access to 14 weeks of programming including:

- One two-week choreography intensive
- Online group training classes
- Weekly **private** or **semi-private in-person or online lessons**, depending on student level placement (Value: \$45 to \$100 per lesson)
- Access to online recordings of group KP3 training classes
- Access to additional Keshet Community Classes of appropriate age (available in real time only)
- Student Attendance Self-Tracking
- Weekly one-on-one mentorship from a Keshet faculty member
- Group projects / presentations developed with fellow KP3 students and a Keshet faculty mentor

Documents included in this Packet:

- KP3 Spring Handbook
- KP3 Spring 2021 Calendar
- KP3 Class Requirement Breakdown and Class Schedule by Level Spring 2021
- KP3 Bottom Line Spring 2021
- KP3 Scholarship Hours Information Sheet Spring 2021

To join the Spring 2021 KP3 Program, KP3 Students and Families must submit the following:

STEP 1 : Due Date : January 8, 2021

- [KP3 Spring 2021 Registration Form \(Online\)](#)
- Submit KP3 Spring 2021 Audition Videos to Ana (ana@keshetarts.org)
 - 30-seconds of contemporary
 - 30-seconds of ballet
 - 30-seconds of student's choice

STEP 2 : Due Date : January 15, 2021

After STEP 1 is submitted, you will receive a Level Placement email as well as:

- KP3 Class Registration Spring 2021 (Online)*
**If you are unaware of your school schedule by Monday, January 15, 2021, please contact Ana (ana@keshetarts.org)*
- KP3 Financial Agreement Spring 2021 (PDF)
- [KP3 Scholarship Hours Agreement Spring 2021 \(Online\)](#)
- KP3 In-Person Programming Agreement – *only for anyone planning to participate in programming in the Keshet building in Spring 2021 - not necessary if completed in Fall 2020*

These documents must ALL be returned to Ana (ana@keshetarts.org) by Monday, January 15, 2021.

Registration fees and first payments are due by January 15, 2021. KP3 Spring 2021 will begin on Monday, January 18, 2021. Students will not be allowed to participate in classes until all required documents and payments are made.



KP3 HANDBOOK

Spring 2021

Revised December 18, 2020

Shira Greenberg

Founder and Artistic Director
Keshet Dance and Center for the Arts
Shira@KeshetArts.org

Sarah Gonzales

Pre-Professional Education Director
KP3 Director
Sarah@KeshetArts.org

Keshet Dance and Center for the Arts

4121 Cutler Ave NE
Albuquerque, NM 87110
Phone 505-224-9808
Fax 505-842-0309
www.KeshetArts.org



*Thank you to the City of Albuquerque and the CABQ Cultural Services Department
for supporting Keshet's Pre Professional Program.*

Contact Information

Shira Greenberg
Founder and Artistic Director, Keshet Dance and Center for the Arts
shira@keshetarts.org

Sarah Gonzales
Pre-Professional Education Director, KP3 Director
All things curriculum related within KP3 –level placements, student progress, conferences, etc.
sarah@keshetarts.org

Ana Lopes Arechiga
Director of Programming
All things administrative within KP3 – payments, etc.
ana@keshetarts.org

Marissa Reynolds
Community Resource Manager
All things volunteering relating to KP3
marissa@keshetarts.org

About Keshet's Pre-Professional Program

Keshet's Pre-Professional Program (KP3) is a comprehensive dance training program, focusing on the development of the mind, body, and heart of a dancer. Participation in this program requires a serious commitment from both the student and their family. KP3 combines rigorous training in contemporary dance and ballet enhanced through the study of hip hop, jazz, pointe, improvisation, and a variety of other techniques to create a well-rounded and versatile dancer. KP3 students work with experienced teachers and guest artists from around the world, exposing them to varied teaching and choreographic styles. The program cultivates serious-minded individuals, equipping them with the technique, strength, consistency, refinement, artistry, knowledge, and professionalism that will be necessary to pursue a professional career.

Application

In the 2020-2021 school year, KP3 will be a semester-long commitment, Fall and Spring. Students and their families will register for the full semester, with the Spring Semester running from January through May 2021, and should be prepared to commit to the program for an entire semester. Students may not join KP3 mid-session without prior approval from Keshet's Artistic Director and the KP3 Director.

December: KP3 Spring 2021 Forms for the upcoming semester are made available.

January: KP3 registration forms, fees, and first payments are due BEFORE the student's first KP3 class begins. Students who have not submitted all required materials will not be allowed to participate in classes until all materials have been submitted.

KP3 Spring 2021 Programming

Keshet's programming is based on the core values of inclusion, authenticity, excellence, opportunity, fluidity, and personal growth. With these in mind, KP3 Spring 2021 will include access to 14 weeks of programming including:

1. **Two-week Choreographic Immersion:** As pre-professional students in contemporary dance, KP3 students will begin the Spring 2021 semester with an intensive immersion in choreography. Through learning repertory, choreography classes, and time to work with peers in groups, students will build the skills necessary to form their own choreographic foundation. These classes may only be taken in real time and will not be recorded.
2. **Online Group Training Classes:** Due to current health concerns, in Spring 2021, KP3 will provide online group training classes to train the mind, body, and heart of a pre-professional dancer through a combination of technique and theory classes. KP3 sizes will be minimal to allow for individualized student corrections. KP3 students are required to fulfill minimum class requirements in all disciplines for their appropriate level.
3. **Weekly Private or Semi-Private Lessons:** Private Lessons are an incredible opportunity for KP3 students to accelerate learning, master details, and get the individual attention and immediate feedback from a professional instructor. Depending on student level placement and intensity selection, students may be eligible to access weekly semi-private (online only) or private lessons (online or in-person) in Spring 2021. Semi-Private / Private Class Offerings (in-person or online) will include: Contemporary, Ballet and Pre-Pointe/Pointe, and Jazz or a combination of these techniques. When registering for

classes, KP3 students will indicate their preference for technique and preferred method of instruction (in-person or online), and Keshet will do our best to accommodate preferences. The preferred method of instruction, in-person or online, should be a KP3 family decision, conscious of what it means during this time.

The opportunity to have a private lesson is of incredible value, and as with any privilege, it may be taken away if KP3 students do not live up to the high standards of the KP3 program.

4. **KP3 Online Portal:** Keshet will be recording KP3 class sessions for the purposes of sharing with attendees asynchronously for a limited time after the session. Each KP3 student will receive access to an online portal with recordings of KP3 online group training classes, resources, training materials, and sources of inspiration to access at their convenience.
5. **Access to Additional Keshet Community Classes:** In addition to accessing KP3 classes, KP3 tuition includes access to unlimited Keshet community classes of an appropriate level and age restriction. Students are encouraged to take extra Keshet community classes to advance their training. *Keshet Community classes are not recorded and may only be taken in real time.*
6. **Student Attendance Self-Tracking:** Students will register for classes and set individual goals at the beginning of the semester. Like the timesheet that they will eventually need to turn in to their future jobs, KP3 students will self-monitor their Spring 2021 attendance, teaching them to self-manage and self-assess their progress before recording the results. Students will record the weekly number of hours they are training and provide insights to their learning, which will be discussed and analyzed in Weekly One-on-One Mentorship sessions with a Keshet Faculty Member (see below).

As Keshet will not be tracking class attendance for students, there is **not** a system of excused or unexcused absences for the Spring 2021 semester. Students will commit to taking a minimum number of classes per week and the expectation is that the students at least meet if not exceed those expectations. Teachers will help students to self-reflect to make sure they are taking the classes they committed to taking at the beginning of the semester. Teachers will verify if students are living up to that commitment or not and help point out how students' actions impact their goals. The student, supported by their family and their teachers, is ultimately responsible for their success in KP3.

If a KP3 student finds throughout the semester that they are not able to consistently attend their classes, they should set up a time to meet with the KP3 Director to find a solution.

7. **Weekly One-on-One Mentorship from a Keshet Faculty Member:** Each KP3 student will be assigned a KP3 Faculty Mentor and work consistently with this teacher to

achieve greater progress. Every week, KP3 students will track their attendance in classes and share their attendance record with their KP3 Faculty Mentor, making the KP3 student responsible for their training and progress. The KP3 Faculty Mentor will provide guidance to help the KP3 student continually reflect on and work towards achieving their goal(s).

Parents are invited to attend some or all of these weekly meetings, but this is not a requirement. These one-on-one meetings will replace KP3 Mid-Year and End-of-Year conferences. At any time during the semester, parents, students and/or instructors may request an additional conference with their Faculty Mentor and/or the KP3 Director.

8. **Group Projects / Presentations:** In Spring 2021, KP3 students will be placed into groups who will work together as a cohort to develop a group project presentation. These projects may be research investigations or artistic undertakings, with parameters and presentation medium set by KP3 students, guided by a Keshet faculty mentor. Groups will have a set time in their schedule to work on this project. Further guidelines will be given in January 2021.

Setting Up a Safe Space for At Home Pre-Professional Training

Dedicate a space to your dancing with minimal distractions.

- Ideal Temperature: 72-78°F
- Ceiling height: at least 10"
- Combination of artificial and natural lighting preferred
- Avoid backlighting if possible so instructor can see students as clearly as possible
- Professional floor preferred but often not possible
 - **KP3 Spring 2021 students will have the option to checkout dance flooring for the semester.**
 - In lieu of professional floor:
 - Avoid concrete, linoleum
 - Wood, thin carpet are better options
- Clean your space: pre-professional students cannot train safely with dirty clothing or toys on the floor

Barre

- Sturdy (heavy chair, countertop, solid table etc.)
- Children: "Waist height" and preferably adjustable as children grow
- Adult: 40" to 42" above the floor

Set up / direction facing

- Set your camera up far enough away to have your full body in view, from head to toes
- Teachers may indicate their preferred angle for instruction (i.e. sideways, front)
- Minimize time facing away from instructor
- In view of a full mirror, if possible; BUT not having a mirror is also beneficial for training

Have water quickly accessible

- Bring a filled water bottle with you to class

KP3 Zoom Class Etiquette

Keep Your Video "On" At All Times

You must make your full body visible to your teacher all times throughout all technique class. You must make your face visible throughout all theory classes.

Come to Class Prepared

Before class, make sure you have a safe space to move that is free from distractions. Make sure you have your technology charged and ready to support your training. Clean your space. Ask someone for help if this includes moving furniture so that your full body can be seen in the camera. Always make sure you have your charger before class begins.

Arrive on Time, Which Means Early

Make sure to log on to Zoom early and use the time to make sure your technology is set up properly, warm up your body, and start getting into the training mindset. Logging on to Zoom at or after the time the class is scheduled to begin is unacceptable for a KP3 student, and KP3 students will not be allowed to take class if they arrive after the class has begun.

Treat Your Zoom Classes Like Any Other Class

Come to Zoom classes present, focused, and ready to work hard. What you put into your classes, you will get out of them. Excellence remains a Keshet core value and training goal for KP3 students. Students may not use their phones for anything other than Zoom during classes. Petting your pets in class is not appropriate. Please ask permission to use the restroom. Please choose a setting from which you can concentrate. For instance, taking any KP3 class or group project meeting from a car is not only disrespectful, but also will mean you won't be able to focus as you would if you were in a studio.

Ask Your Family and Pets for Privacy

If possible, train in a private space. Not all of us have the luxury of private space right now, students and teachers alike. If your situation means true privacy is impossible, ask family members to be respectful of your teacher and classmates by staying quiet and out of the way. Part of preparing for class may mean putting your pets in another room.

Technology

Technology issues are bound to happen. If your technology fails, try to come back to class as soon as possible in a respectful, non-disruptive, and quiet manner. If you miss one side of the combination, even yourself out by making sure that you are performing all combinations on both sides. If you have missed more than 15 minutes of class, return to the class, but take notes as it is not safe to jump back into combinations.

Keep Your Audio Off

Muting your audio will prevent the background noises in your home from distracting the class and keep potential echoes to a minimum. If your teacher asks you a question that requires more than a yes or no answer, unmute yourself as quickly as possible to respond.

Make the Most of Nonverbal Communication

By now, most Zoom-using dance teachers have figured out the usefulness of communicating via nonverbal cues ("Thumbs-up if you want me to go over that again!"). Make sure you respond to these prompts quickly and visibly.

Limit Your Use of the Chat Feature

Nobody can dance and type simultaneously. Please limit your use of the "Chat" feature during class.

Please Provide Feedback

If you're having trouble with an element of your Zoom education—the sound quality is poor, or the instructor keeps moving out of frame while demonstrating—politely communicate your concerns to your teacher. It's helpful for teachers to know what is and isn't working so they can make adjustments.

Be Kind

This is a new and complicated scenario for everyone involved. And there are a *lot* of people involved in a Zoom dance class: you, your teacher, your classmates, plus the people with whom you're all social distancing. If (when) glitches or miscommunications occur, please be compassionate. We're all in this together!

Keshet COVID-19 Protocols for Studio Use, Privates, and Rentals

Individual studio use at Keshet for KP3 use is based on State of New Mexico public health orders and may or may not be open. If a KP3 student needs an additional safe space in which to train, they should contact the KP3 Director, as there may be limited opportunities for a rotation of Keshet studio usage in Spring 2021.

If KP3 students plan to use studios in-person during the semester, KP3 students will need to submit a Keshet In-Person Programming Agreement, signed by parent/guardian and KP3 student. Additional information will be provided when this option becomes available.

Timeliness

It is essential that KP3 students come to class on time. Late arrival does not allow a student sufficient time to warm-up, may cause injuries, and disrupts class concentration. "On-time" to class means that the KP3 student is in the studio or on Zoom prior to the start of class, preparing physically and mentally for class. Each student is expected to warm-up and focus before class begins. KP3 classes will start on-time. KP3 students may not take class if they arrive after the class has already begun. Class time is very limited, and tardiness is unsafe and disrespectful. Both the student and the parent are responsible for making sure that the student arrives on-time for class.

The parent is also expected to pick up the student up from any in-person programming in a timely manner after class. If a parent picks up his or her student more than 15 minutes after the student's class, that student may lose the privilege of being able to train in-person.

Illness and Injury

KP3 students who are sick and cannot participate in class should inform the KP3 Director, stay home, and recover. If an injury requires a KP3 student to sit out of classes, a doctor's note must be given to the KP3 Director. While injured, KP3 students are expected to attend and observe all classes on their schedule. Dancers observing a class should remain quiet and attentive during the full class. A report detailing class notes must be shown to the KP3 faculty member after each class in which a dancer sits out for a dancer to receive credit for having attended class.

KP3 Level Placement

Before beginning the Spring 2021 semester, KP3 students are required to submit an audition video complete with:

1. 30-seconds of contemporary
2. 30-seconds of ballet
3. 30-seconds of student's choice (could be improvisation, more contemporary or ballet, hip hop, jazz, up to you!)

Based on these video submissions, KP3 dancers will be placed in levels based on where KP3 Faculty members feel students will make the most progress at the beginning of each semester. KP3 Level Placements are not based on age or height or how long the student has been dancing. Class placement is based on the dancer's level of proper technique, mentorship, maturity, and ability to apply corrections. KP3 students are **NOT** automatically moved into the next level at the end of the semester. Appropriate timing for a student to move from one level to the next will be determined by on-going evaluation of each student by the instructors and the KP3 Director. Progression from one level to the next is based on, but not limited to, a variety of criteria both objective and subjective. The first four weeks of KP3 Spring 2021 will be used to verify student level placement. KP3 students are evaluated for level placement and advancement in two general categories:

Physical Development (Body)

Development and grasp of technique
Muscle development and strength
Physical stamina / Overall fitness and flexibility
Abdominal/core strength

Focus/Dedication (Mind and Heart)

Attention span in class and rehearsal setting
Attitude in and out of the classroom setting
Level of receptiveness to direction and correction by instructors
Attendance history
Consistency in dance training

Level Descriptions

Level A: Students will demonstrate the ability to:

- Develop and maintain focus and attention span during classes
- Develop receptive and respectful attitude in a professional class setting
- Understand mentorship role in rehearsal and class setting
- Build a solid technical foundation of basic dance concepts and body awareness
- Develop an understanding of abdominal/core muscles
- Begin to develop precise footwork
- Develop independent thinking and problem solving
- Developing stage presence and performance quality of dance technique

Level B: Students will demonstrate the ability to:
 Expand application of all goals and techniques listed under Level A
 Begin to mentor younger students
 Collaborate with other students to create original choreography
 Build and understand how to maintain core/abdominal strength
 Expand knowledge of the body
 Increase overall fitness, total body strength and flexibility
 Increase precision in footwork

Level B/C: Students will demonstrate the ability to:
 Expand application of all goals and techniques listed under previous levels
 Increase professionalism and take on mentorship roles in rehearsal and class settings
 Maintain core/abdominal strength
 Increase total body strength, overall fitness and flexibility
 Understand rhythm and tempo and how it relates to the timing of music
 Utilize knowledge of the body towards dance technique
 Independently practice technique and choreography
 Explore dynamic performance qualities within class, rehearsal and performance

Level C: Students will demonstrate the ability to:
 Expand application of all goals and techniques listed under previous levels
 Increase and maintain a professional disposition and take on mentorship roles in rehearsal and class settings
 Sustain strong and accurate dance technique in class, rehearsal and performance
 Prepare and build strength for Pointe work or sustained total body strength for partnering
 Maintain core/abdominal strength
 Increase total body strength, overall fitness and flexibility
 Identify rhythm and tempo and how it connects to the timing of music
 Independently practice technique and choreography
 Implement dynamic performance qualities in class, rehearsal and performance

KP3 Dress Code

The purpose of Dress Code is to prepare KP3 students to train in a safe and pre-professional manner. In all technique classes, KP3 dancers are expected to be attired appropriately. No bootie shorts, lowriders, gaucho pants, crop tops or bare midriffs are allowed. Students not adhering to the dress code will not be allowed to take class. All students must be fully dressed in more than leotard and tights when entering or exiting the Keshet building. Dancewear is not appropriate attire for the street and students must wear street clothing over their leotards and tights. Each KP3 Faculty member may specify specific dress code preferences. KP3 students are required to be in Dress Code for all KP3 classes as well as Keshet Community Classes. Please label your shoes and other personal items with your name.

Ballet	Please wear:
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	<ul style="list-style-type: none"> • Solid-color leotard with pink or skin-colored tights OR black tights with a tight-fitting solid-color shirt, tank top, or leotard • Ballet slippers with elastic(s) or pointe shoes (**by level - ONLY) with elastics and ribbon are <u>required</u>; elastics must be sewn inside of shoes • Ballet skirt may be worn • All hair <u>must</u> be secured out of the face in a <u>neat</u> bun • Appropriate undergarments (sports bras, dance belt/supporter)
Contemporary and Jazz	<p>Please wear:</p> <ul style="list-style-type: none"> • Solid-color leotard with pink, skin-colored, or black tights OR black tights with a tight-fitting solid-color shirt, tank top, or leotard; Black leggings or tight dance pants may be worn • Contemporary: Bare feet are <u>required</u>, unless specified by instructor • Jazz: Jazz shoes are <u>required</u> • All hair <u>must</u> be secured out of the face • Appropriate undergarments (sports bras, dance belt/supporter)
Hip Hop	Rehearsal dance clothing is acceptable, but no street clothes. Pants and sneakers are preferred.
Rehearsal	No street clothes. Form fitting dance clothes, t-shirts, warm-ups, leotards, leggings, and bare feet are acceptable, but may be asked to be removed in the course of the rehearsal. Appropriate rehearsal clothing should correspond with the style of piece being rehearsed.
Performance	All tattoos must be covered for all KP3 performances. Glasses may be worn only if the choreographer allows it as part of the costume. No nail polish should be worn during performances. If a dancer dramatically changes their hair immediately before the performance without informing their choreographers and the KP3 Director, the dancer may be removed from the production. Men must wear dance belts. Undergarments, including bras, must be skin-colored and neatly concealed. Dance belts and undergarments must be washed daily. These are standards in the field of professional dance.
Jewelry	No loose jewelry should be worn during classes, rehearsals, or performances. For performances, small piercings may be pancaked. However, if they are still visibly distracting to the audience or pose a risk of costume damage or injury to the dancer or others, choreographers may ask dancers to remove them.
Warm-Up Clothes	Instructor permission required. Any warm-up clothing must be form-fitting.
Recommended/Not Required	Undergarments matching the dancers' skin color; Medium-strength Theraband; foam roller; dance marley mat

Any questions about proper attire may be discussed with instructors or the KP3 Director. Preparation and presentation of your physical instrument are the dancer's responsibility and part of your training. If you have questions and or alterations needed related to gender identity,

please contact the KP3 Director so that an appropriate alternative may be identified. When representing Keshet at special events such as galas, fundraisers, performances, etc., students should dress appropriately for the situation. Please ask the KP3 Director if you are unsure if your dress will be appropriate for the event in question.

KP3 Email List

KP3 students and families must keep a watchful eye on their emails. Announcements will constantly be posted regarding KP3 attendance, Keshet Productions, KP3 schedule changes, new opportunities, and required events.

Other KP3 Opportunities

KP3 affords unique opportunities for students in the program. Some workshops will be mandatory, others will be optional. These opportunities will continue and supplement the training our instructors provide. Throughout the semester, KP3 students may be given written assignments related to their development as a dancer.

Financial Information

In Spring 2021, KP3 families may select the flat KP3 tuition monthly fee that works best for their family. This financial commitment is up to each family, based on whatever is the best financial fit for your family. Please note that each tuition fee includes a scale of scholarship/work-study volunteer hours to complete. Please refer to the "KP3: The Bottom Line" document for detailed tuition information. Payment options for the KP3 program are included in the KP3 Financial Agreement, distributed to KP3 students and families following receipt of KP3 Online Registration Form. KP3 Registration Fees are \$25 for students returning to KP3 from Fall 2020 OR \$55 for new KP3 students, due to Keshet on or before January 15, 2021. KP3 registration fees and first payments are due BEFORE the student's first KP3 class begins. Students without any of the required materials will not be allowed to participate in class.

In Spring 2021, KP3 payment may only be made through auto-draft credit card payments. At Keshet, we all understand the changes that this pandemic has made to everyone's lives. We acknowledge the need for some families to make changes to their payment plans and promise to do our best to accommodate every person and family who communicates with us. If changes need to be made to KP3 tuition at any time throughout the semester, please contact Keshet's Programming Director.

Expected Behavior and Disciplinary Actions

Students in KP3 are expected to lead by example as positive mentors and role models for others at Keshet. Respect and kindness are expected both in and out of the class and rehearsal setting. Abusive, profane, or disrespectful language or gestures are not acceptable at any time. Inappropriate behavior which is disrespectful and distracting from the purpose and goals of KP3 is not tolerated. If a student's behavior becomes inappropriate, they will be asked to leave the class rather than participate. If this behavior persists, the student will be put on KP3 probation and potentially removed from the program.

KP3 students are representatives of KP3 and Keshet both inside the studio and out. As such, any student whose actions tarnish the reputation of KP3 and Keshet, jeopardizes the safety, order, and discipline, or social cohesion of the community, regardless of where or when those actions occur, including on social media websites, may be subject to disciplinary actions.

Respect for the law as well as a genuine concern for the physical, psychological, and emotional well-being of all its students motivates Keshet policies in this crucial area. Major school infractions typically require thoughtful consideration of all issues; therefore, decisions regarding infractions may not be immediate.

If a KP3 student uses, possesses, or is under the influence of controlled substances, unauthorized prescription drugs, abuse of prescriptions drugs, illegal drugs, or alcohol, or possesses drug/alcohol paraphernalia at Keshet, in locations within sight of Keshet, during on or off-campus Keshet-sponsored activities or programs, or while representing Keshet in any capacity, the student may be suspended from the KP3 program.

Parental support in KP3 is essential. Keshet does our best to have parents or guardians present for any talks in regard to conduct with students under 13 years old.

It is important to address actions that will be taken if a student is not adhering to the expectations of KP3. These expectations, outlined above, range from behavior to attendance to dress code. If a student consistently demonstrates low results or falls behind in any of the expectation areas at any time, the following disciplinary actions will occur in this order:

1. Two verbal warnings will be given by a teacher and/or Keshet staff member
2. A written warning will be emailed, to be acknowledged by the parent within one week.
3. A personal conference will be called with the parent(s), teachers and student(s).
4. The student will be put on temporary probation, which may consist of removal from a performing role in an upcoming production, and a zero-tolerance policy for absences and/or inappropriate behavior.
5. The student will be removed from the program.

Depending on the severity of the situation, Keshet Dance reserves the right to remove a student from the program without completing steps 1-4.

Removal from KP3

If a student is asked to leave KP3 for any reason, **the KP3 family is still responsible for FULL payment for KP3 as previously described.** If a student is removed from the program and enrolls in community classes, KP3 tuition fees CANNOT be applied to community classes. If a student leaves KP3 for financial or programmatic reasons, KP3 tuition fees may be applied to community classes during the same session. This will be determined on a case-by-case basis by the KP3 Director.

Bullying Will Not Be Tolerated

Bullying is the use of force or coercion to abuse or to intimidate others, which can happen in many ways: in-person, through cell phones or social media, etc. The behavior can be habitual

and involve an imbalance of social or physical power. It can include verbal harassment or threat, physical assault or coercion and may be directed repeatedly towards particular victims, perhaps on grounds of class, race, religion, gender, sexuality, appearance, behavior, or ability.

Verbal bullying includes: Teasing, Name-calling, Inappropriate sexual comments, Taunting, Threatening to cause harm

Social bullying includes: Leaving someone out on purpose, Telling Other Children not to be Friends with Someone, Spreading Rumors about Someone, Embarrassing someone in public

Physical bullying includes: Hitting/Kicking/Pinching, Spitting, Tripping/Pushing, Taking or Breaking Someone's Things, Making Mean or Rude Hand Gestures, None of the Above or other Similar Behaviors will be Tolerated.

Leaving Keshet's Pre-Professional Training Program Programmatic

If a student chooses to leave the KP3 program at any time, they should notify their instructors and KP3 Director in advance. An exit conference is recommended.

Financial

The semester-based KP3 program has a monthly payment schedule, which the family commits to an agreed upon semester-based full tuition. If a student chooses to leave the program:

- | | |
|--|--|
| Before the first day of classes, | 100% of any tuition paid is fully refundable (not including the registration fee) |
| Within the first four weeks of classes, | 40% of the agreed-upon semester-based full tuition will still be owed to Keshet. |
| After the first four weeks of classes, | 100% of the agreed-upon semester-based full tuition will still be owed to Keshet. However, this tuition can be applicable towards Spring 2021 Keshet Community Classes. |

Withdrawal Due to Injury or Illness

Many injuries sustained in the context of pre-professional training are minor and can be managed with appropriate care. In the case of a significant, prolonged injury or illness, students may apply for withdrawal from the KP3 program with an exception to the registration commitment policy. Exceptions are only considered in the case of significant injury or illness that prevents a student from dancing for an extended part of the semester. A doctor's note and/or other supporting documentation as well as an exit interview are required as part of an application for exception. Requests for exceptions are evaluated on a case-by-case basis and are not guaranteed.



KP3 Spring 2021 Calendar

All dates are subject to change.

Please be sure to keep an eye on your email!

CHOREOGRAPHIC IMMERSION (JANUARY 18 THROUGH 30)

December 2020: KP3 Spring 2021 Paperwork Distribution
 January 8, 2021: All KP3 Spring 2021 Registration Forms Due; KP3 Audition Videos Due
 January 15: KP3 Class Registration Spring 2021 is Due; KP3 Financial Agreement Spring 2021 is Due; KP3 Scholarship Hours Agreement Spring 2021 is Due; First KP3 Payment Due (Registration Fee + First Month Tuition)
 January 18: Keshet Community Class Fall Session Begins
 January 18 – 30: KP3 Spring 2021 Two-Week Choreographic Immersion

TRAINING BLOCK #1 (FEBRUARY 1 THROUGH MARCH 13)

February 1 – March 6: Training Block #1 KP3 Classes
Keshet Community Classes continuous through March 13; KP3 Privates can be scheduled through March 13 if student chooses
 February 6: KP3 Group Projects Proposals are due to Sarah (sarah@keshetarts.org)
 March 8 – 13: KP3 Group Project Work-In-Progress Showing Week: No KP3 training classes; Students prepare Group Projects
 March 12 (4:30 - 6:30 pm): All KP3 Groups present their Group Works-In-Progress

KP3 SPRING BREAK (MARCH 14 THROUGH 28)

TRAINING BLOCK #2 (MARCH 29 THROUGH MAY 8)

March 29 – May 1: Training Block #2 Classes
Keshet Community Classes run March 29 through May 8; KP3 Privates can be scheduled through May 8 if student chooses
 May 2 – 8: No KP3 training classes
 May 3: KP3 Students Finalize and Submit Group Projects for Keshet Virtual Spring Concert
 May 8 (2 pm): Final presentation of Group Projects in Keshet Virtual Spring Concert; End of KP3 Spring 2021 Semester

YES KP3 WORKSHOP! (SATURDAYS, 2 - 3 PM)	NO KP3 WORKSHOP
February 6 February 20 March 6 (End of Training Block #1) March 13 (Post Work-In-Progress Discussion) April 10 April 24 May 1 May 8 (Spring Concert - Required)	January 23 (follow Choreographic Immersion schedule) January 30 (follow Choreographic Immersion schedule) February 13 February 27 March 20 (Spring Break) March 27 (Spring Break) April 3 April 17



KP3 Spring 2021 Calendar

All dates are subject to change.

Please be sure to keep an eye on your email!

CHOREOGRAPHIC IMMERSION SCHEDULE (JANUARY 18 THROUGH 30)

	Block A REQUIRED FOR LEVELS A & B		Block B REQUIRED FOR LEVELS B/C & C		Block AB REQUIRED FOR ALL KP3 SPRING 2021 STUDENTS	
WEEK 1	Monday 1/18	Wednesday 1/20	Tuesday 1/19	Thursday 1/21	Friday 1/22	Saturday 1/23
	5 – 5:30 pm KP3 Welcome (Back) + Warm-Up 5:30 – 7 pm Repertory		5 – 5:30 pm KP3 Welcome (Back) + Warm-Up 5:30 – 7 pm Repertory		4:30 – 6 pm Group Icebreaker + Choreography Class 6 – 7:30 pm Group Project* *Set Saturday Times for 1/23 & 1/30	<i>Work with your group for one hour on your Group Project</i>
WEEK 2	Monday 1/25	Wednesday 1/27	Tuesday 1/26	Thursday 1/28	Friday 1/29	Saturday 1/30
	5 – 5:30 pm Warm-Up 5:30 – 7 pm Repertory		5 – 5:30 pm Warm-Up 5:30 – 7 pm Repertory		4:30 – 5:30 pm Choreography Class 5:30 – 7:30 pm Group Project*	<i>Work with your group for one hour on your Group Project</i>

Choreographic Immersion classes will **NOT**
be recorded and **MUST** be taken in real time.

Contact Ana (ana@keshetarts.org) with any conflicts.

What does "Repertory" mean?

Repertory (noun, Latin repertorium: "storehouse"): set choreography from the past

The focus of a Repertory class is for KP3 students to have the opportunity to dig deeply into choreography with Keshet Faculty. Please plan to wear KP3 Contemporary dress code throughout the Spring 2021 Choreographic Immersion.



**KP3 Class Requirement Breakdown and
Class Schedule by Level
Spring 2021
SUBJECT TO CHANGE AT ANY TIME**

KP3 LEVEL A

Minimum Classes: 4

Choose from Zoom group classes and/or 1 optional 45-minute semi-private or private

1 x Contemporary Technique Class

1 x Ballet Technique Class

1 x KP3 Group Project

1 x KP3 Workshop (Schedule varies - See KP3 Spring 2021 Calendar)

Optional:

1 x Hip Hop, Jazz, Afro-Brazilian, Improvisation, or Dance Party

1 x KP3 Theory Class

KP3 LEVEL A CLASS OPTIONS

DAY	KP3 OR COMMUNITY	CLASS NAME	OPEN TO	TIME
Monday	KP3	Ballet Level A, B	All Levels	4:30 – 5:15 pm
Monday	KP3	Contemporary Level A, B	All Levels	5:30 – 6:15 pm
Tuesday	Community	Improvisation	All levels	4:30 – 5:00 pm
Tuesday	KP3	Theory	All Levels	5:00 – 5:25 pm
Tuesday	Community	Hip Hop Ages 9 – 12	All Levels, Age Restriction	5:30 – 6:15 pm
Tuesday	Community	Hip Hop 13+	All Levels, Age Restriction	6:30 – 7:30 pm
Wednesday	Community	Ballet Ages 9 – 12	All Levels, Age Restriction	4:00 – 4:45 pm
Wednesday	KP3	KP3 Project Group Time	Required for All KP3 Level A Dancers	5:00 – 6:00 pm
Wednesday	Community	Ballet 13+ Level 1	All Levels, Age Restriction	6:00 – 7:00 pm
Thursday	Community	Dance Party	All Levels	4:30 – 5:00 pm
Thursday	Community	Afro-Brazilian and Samba	All Levels	6:00 – 7:00 pm
Saturday	Community	Ballet & Contemporary Ages 6 – 9	All Levels, Age Restriction	9:30 – 10:15 am
Saturday	Community	Contemporary Ages 9 – 12	All Levels, Age Restriction	10:30 – 11:15 am
Saturday	Community	Contemporary 13+ Level 1	All Levels, Age Restriction	11:30 am – 12:30 pm
Saturday	KP3	Workshop* *See KP3 Spring 2021 Calendar for Schedule	Required for All KP3 Dancers	2:00 – 3:00 pm

Semi-Private / Private Class Offerings (in-person or online):
Contemporary, Ballet and Pre-Pointe, Jazz



**KP3 Class Requirement Breakdown and
Class Schedule by Level
Spring 2021
SUBJECT TO CHANGE AT ANY TIME**

KP3 LEVEL B

Minimum Classes: 5

Choose Zoom group classes and/or 1 optional 45-minute semi-private or private

1 x Contemporary Technique Class

1 x Ballet Technique Class

1 x KP3 Theory Class

1 x KP3 Group Project

1 x KP3 Workshop (Schedule varies - See KP3 Spring 2021 Calendar)

Optional:

1 x Hip Hop, Jazz, Afro-Brazilian, Improvisation, or Dance Party

KP3 LEVEL B CLASS OPTIONS

DAY	KP3 OR COMMUNITY	CLASS NAME	OPEN TO	TIME
Monday	KP3	Ballet Level A, B	All Levels	4:30 – 5:15 pm
Monday	KP3	Contemporary Level A, B	All Levels	5:30 – 6:15 pm
Tuesday	Community	Improvisation	All levels	4:30 – 5:00 pm
Tuesday	KP3	Theory	All Levels	5:00 – 5:25 pm
Tuesday	Community	Hip Hop Ages 9 – 12	All Levels, Age Restriction	5:30 – 6:15 pm
Tuesday	Community	Hip Hop 13+	All Levels, Age Restriction	6:30 – 7:30 pm
Wednesday	Community	Ballet Ages 9 – 12	All Levels, Age Restriction	4:00 – 4:45 pm
Wednesday	KP3	KP3 Project Group Time	Required for All KP3 Level B Dancers	5:00 – 6:00 pm
Wednesday	Community	Ballet 13+ Level 1	All Levels, Age Restriction	6:00 – 7:00 pm
Thursday	Community	Dance Party	All Levels	4:30 – 5:00 pm
Thursday	KP3	Contemporary B, B/C	B, B/C, C	5:00 – 6:00 pm
Thursday	Community	Afro-Brazilian and Samba	All Levels	6:00 – 7:00 pm
Friday	KP3	Ballet B, B/C	B, B/C, C	4:30 – 5:30 pm
Saturday	Community	Ballet & Contemporary Ages 6 – 9	All Levels, Age Restriction	9:30 – 10:15 am
Saturday	Community	Contemporary Ages 9 – 12	All Levels, Age Restriction	10:30 – 11:15 am
Saturday	Community	Contemporary 13+ Level 1	All Levels, Age Restriction	11:30 am – 12:30 pm
Saturday	KP3	Workshop* *See KP3 Spring 2021 Calendar for Schedule	Required for All KP3 Dancers	2:00 – 3:00 pm

Semi-Private / Private Class Offerings (in-person or online):
Contemporary, Ballet and Pre-Pointe, Jazz



**KP3 Class Requirement Breakdown and
Class Schedule by Level
Spring 2021
SUBJECT TO CHANGE AT ANY TIME**

KP3 LEVEL B/C

Minimum Classes: 7

Choose Zoom group classes, up to 2 x 45-minute privates, and/or semi-private training
 3 x Contemporary and Ballet Technique Classes (at least one of each, student chooses how many)
 1 x Hip Hop, Jazz, Afro-Brazilian, Improvisation, or Dance Party
 1 x KP3 Theory Class
 1 x KP3 Group Project
 1 x KP3 Workshop (Schedule varies - See KP3 Spring 2021 Calendar)

KP3 LEVEL B/C CLASS OPTIONS

DAY	KP3 OR COMMUNITY	CLASS NAME	OPEN TO	TIME
Monday	KP3	Ballet Level A, B	All Levels	4:30 – 5:15 pm
Monday	KP3	Contemporary Level A, B	All Levels	5:30 – 6:15 pm
Monday	Community	Contemporary 12+ Level 2	B/C, C	6:00 – 7:00 pm
Tuesday	Community	Improvisation	All levels	4:30 – 5:00 pm
Tuesday	KP3	Theory	All Levels	5:00 – 5:25 pm
Tuesday	Community	Hip Hop Ages 9 – 12	All Levels, Age Restriction	5:30 – 6:15 pm
Tuesday	Community	Hip Hop 13+	All Levels, Age Restriction	6:30 – 7:30 pm
Wednesday	Community	Ballet Ages 9 – 12	All Levels, Age Restriction	4:00 – 4:45 pm
Wednesday	KP3	KP3 Project Group Time	Required for All KP3 Level B/C Dancers	5:00 – 6:00 pm
Wednesday	Community	Ballet 13+ Level 1	All Levels, Age Restriction	6:00 – 7:00 pm
Thursday	Community	Dance Party	All Levels	4:30 – 5:00 pm
Thursday	KP3	Contemporary B, B/C	B, B/C, C	5:00 – 6:00 pm
Thursday	Community	Afro-Brazilian and Samba	All Levels	6:00 – 7:00 pm
Friday	KP3	Ballet B, B/C	B, B/C	4:30 – 5:30 pm
Saturday	Community	Ballet & Contemporary Ages 6 – 9	All Levels, Age Restriction	9:30 – 10:15 am
Saturday	Community	Contemporary Ages 9 – 12	All Levels, Age Restriction	10:30 – 11:15 am
Saturday	Community	Contemporary 13+ Level 1	All Levels, Age Restriction	11:30 am – 12:30 pm
Saturday	Community	Ballet 13+ Level 2	B/C, C	12:45 – 1:45 pm
Saturday	KP3	Workshop* *See KP3 Spring 2021 Calendar for Schedule	Required for All KP3 Dancers	2:00 – 3:00 pm

Semi-Private / Private Class Offerings (in-person or online):
Contemporary, Ballet and Pre-Pointe, Jazz



**KP3 Class Requirement Breakdown and
Class Schedule by Level
Spring 2021
SUBJECT TO CHANGE AT ANY TIME**

KP3 LEVEL C

Minimum Classes: 8

Choose Zoom group classes, up to 2 x 60-minute privates, and/or semi-private training
 4 x Contemporary and Ballet Technique Classes (at least one of each, student chooses how many)
***To train on pointe, minimum of 3 ballet classes per week required*
 1 x Hip Hop, Jazz, Afro-Brazilian, Improvisation, or Dance Party
 1 x KP3 Theory Class
 1 x KP3 Group Project
 1 x KP3 Workshop (Schedule varies - See KP3 Spring 2021 Calendar)

KP3 LEVEL C CLASS OPTIONS

DAY	KP3 OR COMMUNITY	CLASS NAME	OPEN TO	TIME
Monday	KP3	Ballet Level A, B	All Levels	4:30 – 5:15 pm
Monday	KP3	Contemporary Level A, B	All Levels	5:30 – 6:15 pm
Monday	Community	Contemporary 12+ Level 2	B/C, C	6:00 – 7:00 pm
Tuesday	Community	Improvisation	All levels	4:30 – 5:00 pm
Tuesday	KP3	Theory	All Levels	5:00 – 5:25 pm
Tuesday	Community	Hip Hop Ages 9 – 12	All Levels, Age Restriction	5:30 – 6:15 pm
Tuesday	Community	Hip Hop 13+	All Levels, Age Restriction	6:30 – 7:30 pm
Wednesday	KP3	Ballet Level C	C	4:30 – 5:45 pm
Wednesday	KP3	Contemporary Level C	C	6:00 – 7:00 pm
Thursday	Community	Dance Party	All Levels	4:30 – 5:00 pm
Thursday	KP3	Contemporary Levels B, B/C	B, B/C, C	5:00 – 6:00 pm
Thursday	Community	Afro-Brazilian and Samba	All Levels	6:00 – 7:00 pm
Friday	KP3	Ballet B, B/C	B, B/C, C	4:30 – 5:30 pm
Friday	KP3	KP3 Project Group Time	Required for All KP3 Level C Dancers	5:30 – 6:30 pm
Saturday	Community	Ballet & Contemporary Ages 6 – 9	All Levels, Age Restriction	9:30 – 10:15 am
Saturday	Community	Contemporary Ages 9 – 12	All Levels, Age Restriction	10:30 – 11:15 am
Saturday	Community	Contemporary 13+ Level 1	All Levels, Age Restriction	11:30 am – 12:30 pm
Saturday	Community	Ballet 13+ Level 2	B/C, C	12:45 – 1:45 pm
Saturday	KP3	Workshop* *See KP3 Spring 2021 Calendar for Schedule	Required for All KP3 Dancers	2:00 – 3:00 pm

Semi-Private / Private Class Offerings (in-person or online):
 Contemporary, Ballet and Pre-Pointe/Pointe, Jazz



KP3: The Bottom Line

Spring 2021

KP3 Spring 2021 Tuition will include access to 14 weeks of programming including:

- One two-week choreography intensive
- Online group training classes
- Weekly **private** or **semi-private in-person or online lessons**, depending on student level placement (Value: \$45 to \$100 per lesson)
- Access to online recordings of group KP3 training classes
- Access to additional Keshet Community Classes of appropriate age (available in real time only)
- Student Attendance Self-Tracking
- Weekly one-on-one mentorship from a Keshet faculty member
- Group projects / presentations developed with fellow KP3 students and a Keshet faculty mentor

Level	Minimum Classes per Week
Level A	4
Level B	5
Level B/C	7
Level C	8
SPRING 2021 <i>January - May</i> 15 weeks	KP3 Spring 2021 Tuition Options to be Selected by Family
	4 Monthly Payments of \$450 + 1.5 hours Community Support OR 2 video submissions
	4 Monthly Payments of \$350 + 1.5 hours Community Support + 2 video submissions
	4 Monthly Payments of \$250 + 4 hours of Community Support + 2 video submissions
	4 Monthly Payments of \$150 + 9 hours of Community Support + 2 video submissions
	4 Monthly Payments of \$50 + 14 hours of Community Support + 2 video submissions

*Scholarship Hours are to be completed by the KP3 Student or someone on their behalf by May 15, 2021; Keshet's Community Resource Manager will track Scholarship Hours and offer opportunities for KP3 Students to complete these scholarship hours. Scholarship Hours for Spring 2021 were set in response to COVID-19 restrictions and are subject to change in 2021.

Let's add it up:

YOUR TOTAL KP3 SPRING 2021 TUITION OPTION	_____ X 4 months =
ONE-TIME REGISTRATION FEE (Required for all -- \$55 for new KP3 students; \$25 for KP3 students returning from Fall 2020)	+
YOUR TOTAL KP3 SPRING 2021 TUITION AMOUNT	_____



KP3 Scholarship Hours Information Sheet Spring 2021

Keshet’s mission is to inspire and unite community by fostering unlimited possibilities through dance, mentorship, and a creative space for the arts.

Congratulations on participating in the KP3 Scholarship program! We are so excited to help facilitate the completion of your hours as part of your KP3 scholarship. **This information sheet contains details regarding the two (2) requirements needed to satisfy your KP3 Scholarship.** Please read through this information sheet carefully before signing the KP3 Scholarship Agreement. Direct all communication regarding scholarship hours and opportunities to Keshet’s Community Resource Manager, Marissa Reynolds at Marissa@KeshetArts.org or by phone at (505) 818-8087.

KP3 Fall 2020 Tuition and Scholarship Requirements
4 Monthly Payments of \$450 + 1.5 hours Community Support OR 2 video submissions
4 Monthly Payments of \$350 + 1.5 hours Community Support + 2 video submissions
4 Monthly Payments of \$250 + 4 hours of Community Support + 2 video submissions
4 Monthly Payments of \$150 + 9 hours of Community Support + 2 video submissions
4 Monthly Payments of \$50 + 14 hours of Community Support + 2 video submissions

All Community Support Time and Video Submissions must be logged weekly.

1. Community Support

At Keshet, we recognize this as a time of need for everyone. There are many ways we can unite, support each other, and cultivate richer relationships with our broader community through Keshet.

Opportunities to connect and volunteer with Keshet partners, corporate fans and sponsors, the ABQ Bio Park, and many more will be provided to you through links (pending changing statewide mandates regarding COVID-19). Opportunities within the links vary depending on the needs of the organization with whom the Keshet community volunteers.

Other forms of Community Support that will satisfy this agreement include but are not limited to:

- KP3 Buddy Check Ins! You will have the option of being assigned a KP3 peer to check in with monthly via phone call or snail mail.
- Helping a family friend/neighbor who requires assistance (needs groceries, laundry done, house cleaned, yard work)
- Help with a family business
- Childcare/babysitting
- Tutoring
- Helping at home!
- If you have an idea for how you would like to engage, just ask!

The number of hours of Community Support required is on a sliding scale and listed in the chart above. KP3 families can engage in Community Support and complete hours on behalf of their child. All opportunities listed through links are geared toward *youth* engagement and will be vetted to ensure a safe environment. They will be socially distanced, mostly outside, and sometimes virtual. The type of project the KP3er decides to be a part of is entirely up to the KP3er and family. Opportunities can be on-going or one time. Families can decide to engage in many different methods of community engagement.



KP3 Scholarship Hours Information Sheet Spring 2021

All methods of Community Support and Volunteering must be communicated with the Community Resource Manager, Marissa Reynolds, prior to the completion of the task.

- If you decide to participate in an opportunity through a link, Marissa must coordinate the opportunity for you.

- You will be given your own Google sheet to log your time. Only the KP3 student, parent/ guardian, and Marissa will have access to the time sheet.

- We encourage you to engage in at least one 15-minute Community Support activity per week. If you owe more hours, you may need 1 hour a week of Community Support (15 minutes a day for 4 days) depending on the type of opportunity in which you choose to engage.

2. Video Submissions

All KP3 students are required to submit 2 video clips by the end of the Spring Session.

These clips must be submitted to your KP3 One-on-One Check-In Mentor, who will then send it to Marissa Reynolds. These movement clips can be improvised or choreographed with or without music (feel free to even movement you learned in class). Movement clips must be a minimum of 10 seconds. If the KP3 family gives permission to share these videos via Keshet social media outlets, the KP3 student will be tagged. We encourage each student to share their video and ask friends and family to share their video, too! Let's see how many shares we can get!

Video Attire: Please dress appropriately in your videos. While street clothes are acceptable, please consider your KP3 dress code when in doubt. (No booty shorts, mid drifts, or inappropriate pictures, memes, etc.; on clothing- nothing depicting drug use, violence, sex, or imagery suggesting even indirectly anything previously stated).

Music: If you decide to use music for one or more of your videos, please make sure it is appropriate for all ages. No inappropriate language or references to drugs, sex, violence, or derogatory remarks.

Appropriate Pre-Professional Video Conduct: KP3 students are strong athletes and artists. Please conduct yourselves as such. Additionally, you are pre-professional athletes and artists representing not only Keshet, but each other. Please no Tik Tok videos or lip syncing. *****New in Spring 2021: Any video submitted by a KP3 student should be reviewed by their KP3 Mentor prior to submission.*****

Video Consent: At Keshet, we understand and respect families' decisions to not be on social media. We will still require that the clips be submitted, but we will not share the video on social media without your explicit consent to do so.

KP3 Scholarship FAQ's

1. Q: Who should I contact about my KP3 scholarship requirements?

A: Keshet's Community Resource Manager Marissa Reynolds, Marissa@KeshetArts.Org or (505) 818-8087.

2. Q: How do I know if something will count toward my Community Support requirements?

A: Just ask! We believe that community starts at home, and during this time of limited in-person volunteering opportunities, we encourage you to think outside of the box.

3. Q: Are there submission deadlines for the video clips?

A: Yes and No. You will have until the end of the Spring Session to submit your videos. However, you can submit two in one day, one at the beginning of the month and one at the end, two in one week, etc.

4. Q: What does the video clip need to include?

A: It can be improvised, a clip of choreography from class, a series of short gestures, just of your feet or hands, it can be outside or inside... get creative!

5. Q: What if I don't want my/my child's videos posted on social media?

A: That's completely fine! Just let Marissa know prior to your first video submission.

6. Q: If I don't want my video shared do I still have to submit them to you?

A: Yes! This is still a requirement for several reasons. Learning to create work and let it go is a valuable skill in the arts. Furthermore, the growing need to learn to film yourself dancing has become essential in the world of professional dance.

7. Q: Do I still need to do video submissions and Community Support if I finish my hours before the end of the KP3 Fall session?

A: That depends on you! All volunteering you do after your hours have been satisfied can carry over to the next KP3 session or can be donated to our 'bank' of hours that goes toward helping other dancers in need. We hope your Community Support efforts are on-going!

8. Q: Can I do more video submissions and/or do more Community Support activities than what is required?

A: Yes! If you need help figuring out how to do this or what you should do, just ask! Marissa is always here to help.



KP3 Scholarship Hours Information Sheet Spring 2021

9. Q: What if this is all too much for me and I feel anxious about figuring it out and getting it done?

A: We understand, and we are here to help. We can work it out. Please reach out to Marissa.

10. Q: How are my hours tracked?

A: Two ways. You will track your own hours on your google sheet. If you scroll to the right in your google sheet, you will see the breakdown of what you owe. It will automatically tally your totals for you so what you've done and what you owe are always up to date. Additionally, Marissa will also be tracking your hours in my spreadsheet. It's easiest for Marissa to have one place to find everything I need.