

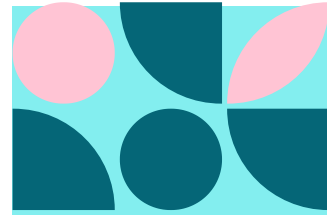
HKSD

HEIDI KNIGHT SCHOOL OF DANCE



Studio
Handbook

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Welcome



Thank you for choosing Heidi Knight School of Dance!
We are honored to be a part of your child's dance education!

At Heidi Knight School of Dance, we believe dance is more than technique. It is a journey of self-expression, confidence, and joy. Our mission is to provide an encouraging and supportive space where children and teens can grow as dancers and as individuals.

Since 2003, HKSD has proudly served Monrovia and surrounding communities of North Alabama, becoming a place where thousands of dancers discover their love for dance while developing life skills that reach far beyond the dance floor. Our instructors are passionate about helping each dancer reach their fullest potential through high-quality instruction, positive reinforcement, and a genuine love for the art of movement. We are honored to share the HKSD legacy and love of dance with your family.

Whether this is your dancer's very first class or their final season before graduation, we are here to guide, encourage, and cheer them on every step of the way! Our caring and experienced staff is committed to creating a warm, professional, and uplifting environment where each dancer can shine.

In this Studio Handbook, you will find important information including our studio calendar, contact details, studio policies, and more. Please refer to it throughout the season as needed. We are excited to watch your dancer grow this year!

Our team is here to help guide you and answer your questions. Call/text 256-430-4315 or email us at office@heidiknightdance.com. We do our best to respond within 48 hours.

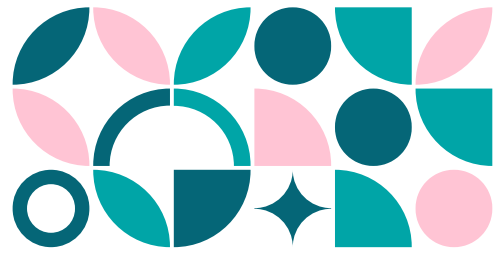
Thank you for being part of the HKSD family!

Heidi Knight

Founder - Director



Meet Our Team



Mrs. HannahGrace

Company Assistant Director
Faculty Coordinator
Instructor



Mrs. Nikki

Twirl & Kindergarten Director
Instructor



Ms. Ashira

Instructor



Miss Maria

Company Assistant
Instructor



Miss Bailey

Instructor



Mrs. Kari

Instructor



Miss Kayla

Social Media Assistant
Instructor



Miss Ella

Instructor



Mr. Ben

Instructor



Miss Brittany

Instructor



Mrs. Cathy

Office Manager



Mrs. Nikki

Office Assistant

The HKSD Difference

HEIDI KNIGHT SCHOOL OF DANCE

At Heidi Knight School of Dance, we are more than a dance studio. We are a community built on encouragement, inclusion, and support. Our dancers learn not only dance skills but also how to believe in themselves, work as a team, and express their unique personalities through dance. We are dedicated to providing a safe and welcoming space for all children. We understand the potential influence we have on a student and strive to make sure each child leaves our studio more enriched than when they entered it.

Decades of Dedication

Established in 2003, we have shared our passion for dance with North Alabama youth for more than 20 years! We continuously evolve and refine our approach to dance education, ensuring our commitment and dedication is focused on our students growth and well-being.

Caring & Experienced Staff

We have curated a team of passionate, caring individuals who are dedicated to helping every dancer succeed. Each instructor is experienced and committed to providing personalized attention and support to each student to help them reach their full potential at every level.

Extensive Class Offerings

We prioritize providing dancers with a well-rounded education, which is why we offer more than 100 classes per week. From classical ballet to hip hop, our diverse range of classes caters to dancers of various ages and skill levels, which allows each child to explore different styles and discover their passion.

Safe Learning Environment

The doors to the main lobby and Studio D lobbies are equipped with magnetic locks which remain locked unless we open them. The main entrance (at our main lobby) is unlocked 15 minutes before our first class of the day until 7pm.

Our dance studios and property are equipped with closed-circuit cameras that record 24/7, providing us with real time and replay monitoring of classes and property.

HKSD is proud to be a More Than Just Great Dancing affiliate and certified through Dance Masters of America, Acrobatic Arts, and Youth Protection Association For Dance (YPAD).

Inclusive Classes

We believe everyone deserves the chance to experience the joy and benefits of dance. At HKSD we offer a class to fit every child ages 2 -18. We are a proud Darby's Dancers affiliate studio where children with disabilities are welcome. Adaptive to their individual needs, our Darby's Dancers program partners each DD-HKSD dancer with a volunteer student partner to assist them whenever needed or to just be a buddy to enrich their dance experience.

We are proud of the growth our program has seen and are excited for what the future holds. Contact our office if you are interested in more information, volunteer opportunities, or sponsorship.



Studio Overview

At HKSD, we are committed to creating a positive, encouraging, and enriching environment where every dancer can thrive. We take pride in providing excellent customer service and maintaining clear and consistent communication with our families. We are grateful for the partnership of our families and guests in helping us keep HKSD a welcoming and wonderful place for everyone. By working together to encourage focus, preparation, and support, we can help ensure every dancer has the best possible experience.

Snacks & Beverages

- Please send only water to class with students. Sugary drinks must remain in the snack room or held in the office.
- Water bottles are available for purchase from our office. Your account will be charged \$1.00 for each water purchased by your dancer.
- Studio D Lobby has a bottle filling station available for Studio D students using a reusable cup or bottle.
- A vending machine is available in the snack room for the purchase of assorted snacks.
- Snacks should be enjoyed in the snack room rather than the lobby. NO food or gum is allowed in the classrooms.
- Please do not sit or stand on the snack room counter or shake / climb on the vending machine.

Restrooms

- The main lobby restroom is available for male students & guests. We ask that female students utilize restrooms in the girls' dressing room whenever possible.
- Please have students use restroom before class to minimize class disruptions and delays.
- Studio C has two unisex restrooms and a dressing room inside the class room.
- Studio D has one unisex restroom and a dressing room in the lobby.
- Please utilize the Girls' Dressing Room for changing into dancewear whenever needed.

Absences

- You may schedule absences in your portal anytime your child will be absent.
- Make-up classes are available, but not required, for recreational dancers
- Contact our office by call/text/email to schedule a make-up class within 30 days of your dancer's absence.

Jackrabbit Portal

We use Jackrabbit for communication, storing account/student information and payment processing.

(Login [here](#) or click "Client Login" on our website).

Here you can:

- See your child's schedule, teacher, the classroom they dance in, and previously sent emails.
- View your account, studio policies, contact us, and schedule absences.
- Opt in to receive text messages from us. Under CONTACT click "Edit" and then click on "Allow text messaging?". We will only use text messaging for quick reminders, times when we close due to severe weather, etc.

Communication

- We communicate primarily by email.
- Please mark our email address(es) as "not spam"/safe.
- We require the primary account holder to Opt-IN to mass communication to ensure you receive all important HKSD communication.
- office@heidiknightdance.com
- noreply@jackrabbittech.com
- Opt-IN to receive text messages.

Unexpected Closures

- Weather closure announcements will be sent via text/email to affected families no later than 2pm of the day of the closure whenever possible.
- For safety, it is our policy to shelter in place with students in the event an unforecasted weather event occurs during class hours. Parents may choose to pick children up or shelter in place with us.

Comprehensive Support

- If you ever have questions, concerns, or additional needs, please don't hesitate to reach out.
- Call/text the office M-F 10am-7pm at 256-430-4315.
- Email office@heidiknightdance.com any time.
- We do our best to respond within 48 hours to every message.

WHAT TO EXPECT

Here are a few helpful tips for seamless Drop-Off & Pick-Up!

Be Prepared

- Arrive dressed for class (check Dress Codes for proper attire/hair style). Use dressing rooms / restrooms to change if needed.
- Check your dance bag: Shoes, water, extra hairties, outfit/clothes?
- Arrive 5-10 minutes before your class starts. Please do not arrive more than 10 minutes early to help with class changes & traffic flow.
- Use restroom before class.

Main Lobby Drop Off & Pick-Up

- Studio A, B, and C students may wait for their class to start in the main lobby.
- Teachers will call students in at the beginning of class. Dancers should have dance shoes on BEFORE going into the classroom.
- We ask that students sit in available chairs to help minimize lobby congestion.
- Students may chat quietly while waiting for their class, but are asked to keep noise level low so ongoing classes are not disrupted.
- After class, students will be dismissed to the lobby & covered sidewalk area. Please see specifics according to age.

Busy, Busy, Busy!

- You'll notice our parking lot and lobby will be busy during the first few weeks as parents and students settle into their new schedules.
- Please follow our parking lot protocols and remain vigilant.
- **Thank you for your patience and grace as everyone adjusts.**

Studio D Drop Off & Pick Up

- The Studio D lobby door remains locked and must be opened by staff.
- Students may enter Studio D 15 minutes before class starts. Parents & visitors are not allowed in Studio D.
- Studio D dancers should plan to dress in the Studio D dressing room and use the Studio D restroom.
- Students arriving late should ring doorbell to be let in. If there is no response to ringing the doorbell, student should go to the main lobby and ask office staff to let them into Studio D.
- After class, students will be dismissed to the covered sidewalk area. Please see specifics according to age.
- There is a water bottle filling station located in the Studio D lobby. Students are encouraged to bring a refillable water container to class.

Reminders

- In order to maximize class time, all classes are closed to observers. We will have a special parent show-off week before the end of the first semester!
- Dancers with back to back classes will move from one class straight into the next. HKSD staff members will monitor all class changes (including moving to/from Studio D) if the student changes class rooms.
- Dancers' names should be written in all shoes. **Our lost and found is located in the main lobby dressing room.** It will be cleaned out periodically and all unclaimed items will be donated to charity.
- Cell Phone / Device Policy: In an effort to maximize class time and minimize distractions, dancers will place cell phones in pockets provided in each classroom. Phones should be set on silent. Dancers may also be asked to put other devices, such as Apple watches, in the pockets as well if causing a distraction. Parents can always call our office if you need to reach your dancer during class.

Twirl & Kindergarten GUIDELINES



Drop Off & Pick Up

- As a safety precaution, our youngest dancers are not permitted to enter/exit the main door without an adult.
- Please escort your dancer to and from the main lobby, remain with them until they enter the classroom, and escort them back to your car at pick-up.
- Help your dancer use the restroom before class to minimize disruption/delay of class.
- You may wait in our main lobby, in your car, or run an errand while your child is in class. If your child needs you, we will contact you promptly, and stay with your child until you arrive.
- Mrs. Nikki / Assistant will bring dancers back into the lobby at the end of class. Caregivers must pick dancers up inside the main lobby.
- Dancers should be picked up promptly after class. If you are running late please call / text our office.

Limiting Disruptions

- In order to maximize class time, all classes are closed to observers. We will have a special parent show-off week in November!
- Dancers with back to back classes will move from one class straight into the next. HKSD staff members will monitor all class changes.
- Please do not send toys, games, phones, drinks, snacks, etc. in your child's dance bag. Also, please do not send in coats or street shoes. Dancers will put those items on in the lobby with caregivers after class is over.

Twirl Weeks

Each month, our Twirl classes will have a Twirl Week. Students will work in their Twirl Book and class activities are themed to compliment the lesson! You don't need anything special, it will all be provided in class for your dancer!



Adjustment Period

- New experiences can be a big step for some little ones, so it is natural to need time to adjust and feel comfortable.
- We ask that parents do not enter the classroom. Our classes are closed to help students focus on the instructor and class activities.
- If your child doesn't participate in the first few classes, that's ok!
- Your child may cry as they experience their first class(es), especially if this is their first time away from a parent. It's ok! Our staff is great at giving comforting cuddles and working with your child to calm and engage them in class activities. If your child cannot be consoled, we will bring them to you after approximately 10 minutes and try again next week.
- We recommend attending class for at least 4-6 weeks before giving up. Some children need a bit of time to adjust while others adjust quickly.
- We will partner with you to determine the best next step for your child, including whether they may benefit from a little more time before they are ready to comfortably participate in class



Twirl & Kindergarten DRESS CODE



Girls

Attire: Any style or color of dance wear (leotard, tights, dance skirts, or dresses)

Shoes: Ballet shoes – pink or skin tone

Tap shoes – white

Jazz shoes – skin tone (Kindergarten jazz only)

Tights: pink or skin tone

**Tights are suggested, but not required for Twirl & Kindergarten dancers.*

Hair: Hair should be pulled up away from the face in a bun or ponytail.

Boys

Attire: T-shirt and shorts/athletic pants

Shoes: Ballet shoes - black

Tap shoes - black

Jazz shoes - black (Kindergarten jazz only)



Shoes

- Twirl students should have BOTH ballet and tap shoes for each class. K Jazz/Tap students should have both jazz and tap shoes for each class.
- Twirl dancers start class in ballet shoes. K jazz/tap Dancers start in jazz shoes. Tap shoes should be in their dance bags. The teacher and assistant(s) will help students change shoes during class if needed.
- Please **label all shoes** with child's name or initials before their first class. This helps us return shoes to the correct bag after changing shoes.

Acro 3-5

Attire: Any style or color of dance wear (leotard, tights, dance skirts, or dresses)

Shoes: none - bare feet

Tights: none, unless convertible tights from previous class

Hair: ponytail or bun

All students should have a dance bag (small backpack/duffle) for their belongings and names should be written on all shoes.

**Please do not send a water bottle in the classroom unless your child has multiple back to back classes.*



HKSD is proud to partner with So Danca Dancewear! Visit our online [HKSD Studio Store](#) for all dancewear needs and receive a discount!

1st - 12th Grade GUIDELINES



Drop Off & Pick up

- Arrive 5-10 minutes before your dancer's class begins (no more than 10 minutes early please).
- If you are dropping off your dancer, please utilize the drop off area located at the east end of the building (Jeff Rd side). **Please do not drop off in the parking lot across the front of the building.**
- Pick-Up: 1st - 5th grade students will be dismissed to the lobby and sidewalk area, but are not permitted to enter parking areas without an adult. Please **meet them on the covered sidewalk area** along the front of the building. HKSD staff will oversee pick-up.
- Traffic happens... We understand that area traffic can be problematic. If you are running late for pick up, please call us and we will inform your dancer and keep them in the lobby until you arrive.

Lobby Etiquette

- Please remember our lobbies are shared spaces and classes are happening behind the closed studio doors.
- We ask that students sit in available seating while waiting for classes to be called in.
- Keep noise to a minimum so not to disrupt classes in session.
- No running, jumping, or flipping in lobby to ensure safety of self and other students.
- SNACK ROOM is available for students with extended breaks to do homework, relax.
- A vending machine is available in the snack room for the purchase of assorted snacks.
- Snacks should be enjoyed in the snack room rather than the lobby. NO food or gum is allowed in the class rooms.

Be Prepared

- Arrive ready to dance!
- Utilize dressing rooms & restrooms if you need to change into dance attire
- Have all items needed for class(es) labeled and in a bag.
- Please have hair up in a ponytail or bun for all classes.
- Bring water - only water is allowed in dance rooms.

Class Time

- No cell phones - please place your phone in the cell phone pockets provided in each classroom.
- Respect the HKSD Staff and other students.
- Stay focused in class without talking out of turn.
- Do your best! It's Ok to not get it perfect on the first try. We only ask that you keep trying!
- Teachers are available for meetings and/or private lessons. Email the office to schedule.

Additional Opportunities

- All eligible students are invited try out for one of our competition teams beginning at age 8.
- Selections are held each spring for the following year's teams. Ask at the front desk or email Mrs. Heidi for more information and to learn the requirements.
- Dancers ages 12 & up: Interested in being a Student Assistant? Email the office for more information.

Tell Us!

Get a glowing report card? In the school play? Get a new pet? Maybe it's been a rough day..... TELL US! We love to celebrate with our dancers and are happy to give some extra attention when they may feel down or overwhelmed.

We are here for YOU!

1st - 12th Grade DRESS CODE



Girls

Ballet

Attire: solid color leotard (no skirt)

Shoes: pink or skin tone split-sole ballet shoes. (must match tight color)

Tights: pink or skin tone.

*Convertible tights encouraged for children taking multiple classes on the same day.

Hair: bun

Jazz

Attire: leotard or fitted dance top, leggings or fitted dance shorts

Shoes: slip-on jazz shoes (suggested color: skin tone)

Hair: ponytail or bun

Tap

Attire: leotard or fitted dance top, leggings or fitted dance shorts

Shoes: oxford-style tap shoes (suggested color: black)

Hair: ponytail or bun

Lyrical/Contemporary & Acro

Attire: leotard or fitted dance top, leggings or fitted dance shorts

Shoes: none - bare feet

Tights: none, unless convertible tights from previous class

Hair: ponytail or bun

Hip Hop

Attire: comfortable clothing

Shoes: clean sneakers (worn only for dance)

Hair: ponytail or bun

Pointe

Attire: solid color leotard (skirt optional)

Shoes: (must match tight color)

Pointe Prep: pink or skin tone split-sole ballet shoes.

Pointe: pink or skin tone pointe shoes

**Note: Dancer must be approved for pointe shoes.*

Tights: pink or skin tone

Hair: bun

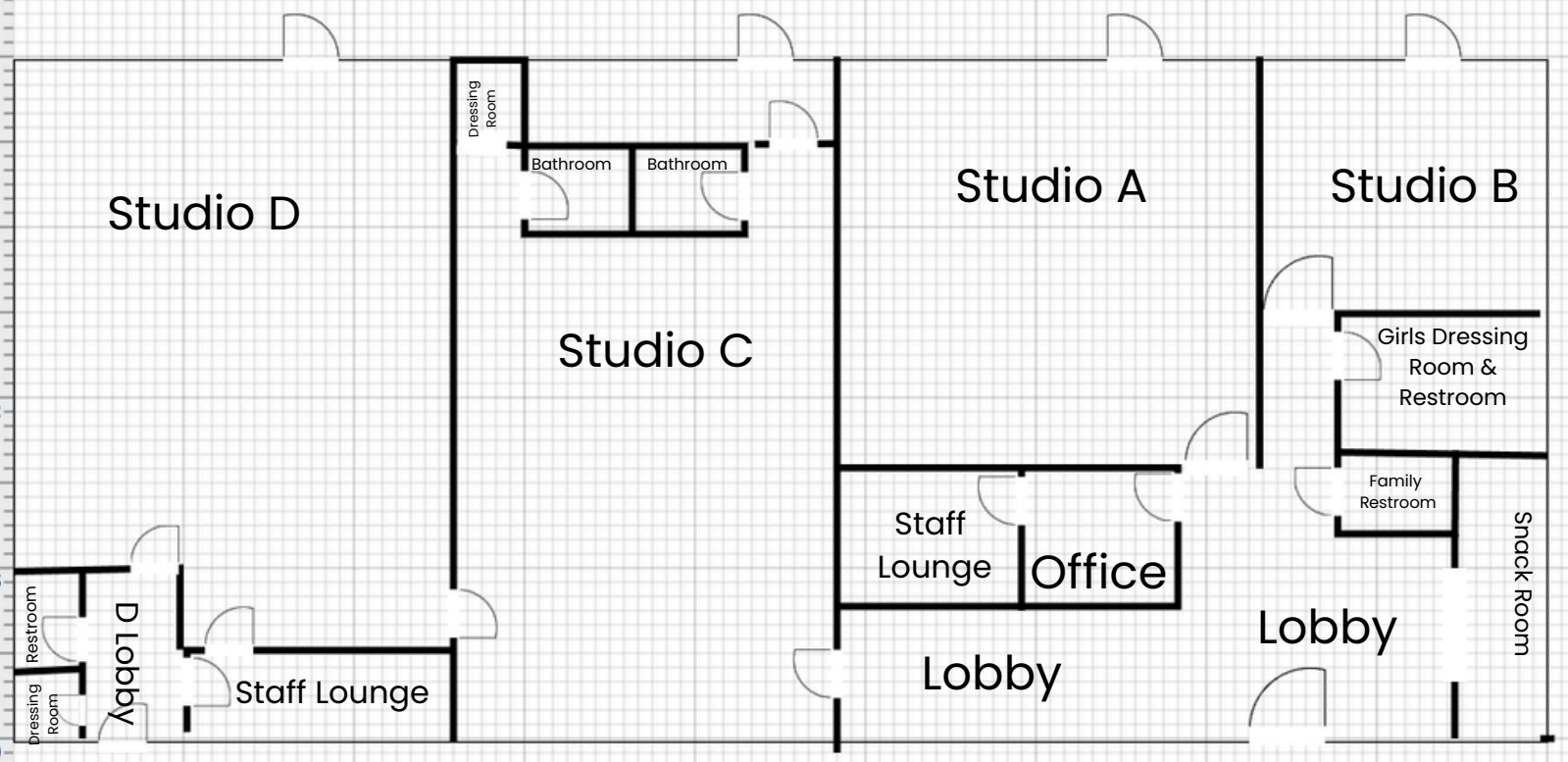
Boys

All Classes

Attire: t-shirt and shorts/athletic pants

Shoes: black ballet, jazz, or tap shoes

HKSD is proud to partner with So Danca Dancewear! Visit our online [HKSD Studio Store](#) for all dancewear needs and receive a discount!



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HEIDI KNIGHT SCHOOL OF DANCE

Season 24

2026 - 2027 Studio Calendar

IMPORTANT DATES

Aug 31: First day of classes
 Oct 26-30: Crazy Costume Week
 Nov 9-13: Studio C & D Show Offs
 Nov 16-20: Studio A & B Show Offs
 April 5-10: Picture Week
 June 4: Last Day of Classes

HKSD CLOSED

Sept 7: Labor Day
 Oct 5-9: Fall Break
 Nov 23-27: Thanksgiving Break
 Dec 21-Jan 1: Winter Break
 March 15-19: Spring Break

CELEBRATIONS

August 30: Szn 24 Kick-Off
 June 6: Showcase Celebration

IMPORTANT DATES

HKSD CLOSED

CELEBRATION

SHOWCASE 2026

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We are honored that you have chosen Heidi Knight School of Dance for your child's dance education. We do not take your trust lightly and will do our very best to ensure your child and family have the best possible experience at HKSD!

We are always available to answer questions, discuss your child's progress and goals, and address any concerns you may have.

We are so excited to dance and partner with you!



256-430-4315



www.heidiknightdance.com



office@heidiknightdance.com



111 Park Place Dr
Huntsville AL 35806



[HKSD Facebook](#)



[HKSD Instagram](#)



[HKSD Parent Portal](#)

Thank you