

# Katha Dance Theatre School of Dance



HANDBOOK  
2020 - 2021

Information, Policies and  
Procedures

*Katha Dance Theatre seeks to provide all persons with equal access to its programming, facilities, and employment, regardless of a person's race, national origin, gender, creed, or ability. Persons with special needs - financial, learning, physical, emotional, etc. - should contact the KDT Office to discuss accommodations.*

Welcome to another exciting year of Kathak dance at Katha Dance Theatre School Of Dance! We are confident that you will be both challenged and inspired to reach your potential as a dancer in our program. This handbook will provide you with helpful information regarding the operations of the school along with the services we provide. If you have any questions or concerns, please contact the Katha Dance Theatre Office.

## OFFICE CONTACT INFORMATION

Address: 5444 Orchard Ave, Crystal, MN 55429  
Office Phone: 763-533-0756  
Emergency Phone: 612-708-5217  
Email: [info@kathadance.org](mailto:info@kathadance.org)  
Website: [www.kathadance.org](http://www.kathadance.org)

## ADMINISTRATIVE STAFF

Rita Mustaphi - Artistic Director  
[rita.kathadancetheatre@gmail.com](mailto:rita.kathadancetheatre@gmail.com)  
Kalyan Mustaphi - Executive Director  
[kalyan.kathadancetheatre@gmail.com](mailto:kalyan.kathadancetheatre@gmail.com)  
Mukta Sathe - School Office Manager  
[mukta.kathadancetheatre@gmail.com](mailto:mukta.kathadancetheatre@gmail.com)  
Nina Hagen - Marketing and PR Assistant  
[nina.kathadancetheatre@gmail.com](mailto:nina.kathadancetheatre@gmail.com)

## MASTER TEACHER

Rita Mustaphi | 612-709-0138

## INSTRUCTORS

Mukta Sathe  
Sarika Haris  
Monica Singh  
Nivedita Sahni

## STUDIOS

Please note that KDT studios are temporarily closed due to the coronavirus pandemic. All classes are now offered online only.

### **St. Louis Park**

5806 W. 36th Street  
St. Louis Park, MN 55416

### **Woodbury**

Stage Left Dance Co.  
1830 Wooddale Ave., Studio B  
Woodbury, MN 55125

## FINANCIAL INFORMATION

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### TUITION PER SESSION (10 CLASSES)

\$230	(1 hour class/week/session - a total of 10 hours)
\$310	(1.5 hours class/week/session - a total of 15 hours)
\$28 per class	(1 hour class – valid for less than 8 classes a session)
\$36 per class	(1.5 hour class - valid for less than 8 classes a session)
\$20 Recital Fee	(per student performing in <i>Sadhana</i> - collected during Spring Session)

Note that purchasing ankle bells (ghungru), donation to annual Saraswati Puja, and Kathak dance costumes will incur additional costs.

### DISCOUNTS

- The second (and third, etc) registered member of a family will receive a 10% discount on tuition of equal or lesser value per session.
- Any student registered for two classes will receive a discount on tuition of equal or lesser value per session.
- Scholarships are available on a limited basis and are awarded to students who

demonstrate financial need as well as talent. Requests for financial assistance must be emailed to the Office ([info@kathadance.org](mailto:info@kathadance.org)) before the third class of session. Financial assistance is awarded at the sole discretion of Katha Dance Theatre and is subject to available funding.

#### FORMS OF PAYMENT

- Tuition may be paid [online](#) via PayPal. Note the additional handling fees for online processing.
- Tuition can also be paid via check to the KDT office. Be sure to include a note identifying the student's full name & class time/location. Mail to:

Katha Dance Theatre  
5444 Orchard Ave  
Crystal, MN 55429

#### PAYMENT GUIDELINES

- Each session's tuition is due in full before the first class of the session. This payment is non-refundable and non-transferable.
- Payments made beyond two weeks after the start of each session will incur a **\$10 late fee**. If you're unable to make a payment on time, you must email the office ([info@kathadance.org](mailto:info@kathadance.org)) and request to make alternative arrangements. To avoid the late fee, requests must be submitted before the first class. Requests will only be granted in unique cases, at the discretion of Katha Dance Theatre.
- If your account becomes past due, and you have not made alternative arrangements, participation in class/performances will not be allowed and enrollment may be terminated.
- You are obligated to pay the session tuition unless your child has officially withdrawn from the program by emailing the office ([info@kathadance.org](mailto:info@kathadance.org)). You will be obligated for tuition until the withdrawal procedure is complete.
- Tuition refunds will be given only in cases of serious injury or prolonged illness. Requests must be emailed to the office ([info@kathadance.org](mailto:info@kathadance.org)) and include a doctor's note.

# REGISTRATION

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Students must register prior to each fall session via the online registration form found on the Katha Dance Theatre [website](#).

- Teachers reserve the right to determine class placement for each student.
- Any changes made mid-session (adding classes, switching classes/locations, dropping classes) must be communicated to all involved teacher(s) and the Office ([info@kathadance.org](mailto:info@kathadance.org)).
- To officially drop a class, students should email a withdrawal notice to the Office ([info@kathadance.org](mailto:info@kathadance.org)) 2 weeks prior to the actual withdrawal date.
- If a students' contact info changes mid session (new phone number, new email address, etc.) it is the student's responsibility to inform the Office via email ([info@kathadance.org](mailto:info@kathadance.org)).

## COMMUNICATION

- To contact the Office, please email ([info@kathadance.org](mailto:info@kathadance.org)) or call (763-533-0756). In case of emergency, consult the website ([www.kathadance.org](http://www.kathadance.org)) or call the emergency phone number (612-708-5217).
- Katha Dance Theatre's primary means of communication is email, utilizing the email address provided by the student during registration. Note that only one email per student will be included on the official school distribution list. Please check your inbox regularly for important school messages. Be sure to mark Katha Dance Theatre as a contact, not spam.

## SCHEDULE

- Pay close attention to Katha Dance Theatre's academic calendar, available online via our [website](#).
- Changes in scheduling will occur 2 weeks in advance of the original planned date.
- Katha Dance Theatre reserves the right to cancel or reschedule class due to inclement weather, low enrollment numbers, or other constraints. In the event of extreme weather conditions, please check for an email from the office. The first and second

classes canceled in a session due to an emergency will not be rescheduled or refunded, but any classes cancelled beyond that will be rescheduled and refunded by KDT.

## CLASS POLICIES

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Kathak dance is an age-old art form of great beauty and complexity. Many years of training are necessary in order to develop a thorough Kathak technique. Katha Dance Theatre (KDT) is fortunate to have Rita Mustaphi, a direct disciple of Guru Birju Maharaj, as its Artistic Director and Master Teacher. Members of the performing company trained under Mrs. Mustaphi to teach beginning and intermediate Kathak technique, allowing the school to offer more classes and levels to students across the metro area. All students are expected to take their dance studies very seriously. Students are expected to:

- ◆ Show respect to their teacher and be courteous to all students, teachers and staff.
- ◆ Approach learning with sincerity and enthusiasm, practicing at home and during breaks.

### ATTENDANCE

- Students are expected to attend the class regularly. If a student will miss a class, the KDT Office must be notified via email ([info@kathadance.org](mailto:info@kathadance.org)). Include the date/time of absence. Any communicated absence is eligible for a makeup class.
- It is very important to have dancers arrive **on time** for class. Children should not be left unattended in the lobby, restroom or hallway. Please remind dancers to use the restroom before class. Shoes should be left outside the studio. Arrive 15 minutes early to allow time for changing street clothes, using the restroom, and tying ankle bells. Students should be ready to begin class at the scheduled time.
- Extra rehearsals for *Sadhana* are scheduled weeks in advance, and students should arrange their schedules accordingly. The only excuse for missing a *Sadhana* rehearsal is illness - other lessons, sports, homework, etc. are not considered legitimate excuses. Missed rehearsals may result in the removal of the student from the performance.
- Students must attend at least two sessions in order to perform in *Sadhana*,

although attendance to all three sessions is encouraged in order for students to fully participate. Students who have only attended two sessions may participate in *Sadhana* at the discretion of their instructor.

## CLASS ATTIRE

### *What should one wear in Kathak class?*

Kathak is a classical dance form, therefore the word 'discipline' is deeply rooted within it. Dancers need to groom themselves before attending a Kathak dance class. At KDT, we emphasize a sense of discipline, comfort and respect for the art form.

- Make sure that you tie your hair off of your face, either in a ponytail or braid. If you have short hair, use secure clips. Don't wear a headband, as may fall out during vigorous movement. Bangs worn out are fine for younger dancers, but as they progress and begin doing more vigorous movements, they should pin their bangs back.
- Make sure that you wear clothing that is breathable and comfortable. Your clothes should allow you to achieve maximum range of motion and see your own body line in the mirror. It should also respect the Indian dance etiquette regarding hemlines and sleeve length. Recommended attire includes Indian salwar/Kameez or churidar/Kameez and/or dupatta. Kameez and kurta are tops that go down to the knee--not too much above or below. They can have short sleeves or 3/4 sleeves, but not sleeveless. Churidar or Salwar are recommended to be worn on bottom. A churidar is tight at the shin and ankle--literally creating "churis" or bracelets with material around the ankles. Salwar are wider pants. Older students must tie their dupatta. Tank tops, shorts and jeans are not permitted.
- Make sure that you own a set of ankle bells or 'Ghungru' and tie them properly and securely before each class so that you will not hurt yourself. Ghungru are sacred to Indian dance and should not be worn with shoes. Dancers must be barefoot - socks are not allowed. Make sure ghungru are strung on a rope as intended for Kathak dance. Children need 50 bells per foot; teens/adults need 75 - 100 per foot. KDT has ankle bells for sale.

## CLASSROOM PROTOCOL

- Do not eat, drink, or chew gum during class. Only water is allowed in the classroom.
- For a focused learning atmosphere, non-dancers (including parents), siblings, and friends are requested not to attend the classroom.

- Video/audio recording of the class is strictly prohibited. **We strongly encourage students to rely on memory rather than technology. Regular home practice will aid in this process. All audio and video are the intellectual property of Katha Dance Theatre.**

ALL MUSIC AND CHOREOGRAPHY PERFORMED OR TAUGHT BY KATHA DANCE THEATRE COMPANY AND SCHOOL IS COPYRIGHTED AND MAY NOT BE PERFORMED, RECORDED, TRANSMITTED ELECTRONICALLY OR STORED WITHOUT THE ARTIST'S KNOWLEDGE AND WRITTEN CONSENT. VIOLATIONS OF THIS POLICY MAY RESULT IN ENROLLMENT TERMINATION.

### STUDENT EVALUATION

Students receive evaluation in the form of 1) attendance and review of the Fall Season show performed by Katha Dance Theatre company members, 2) technique testing, 3) written evaluation, and 4) *Sadhana* performance. Informal evaluations will be provided after each session. Teachers review these assessments for consideration of class placement the following school year.

### PARENT INVOLVEMENT

Katha Dance Theatre School of Dance is a non-profit arts organization. This means that all income, including tuition, grants and gifts go directly to the operation of its performances and programs. Tuition is annually drafted to cover the cost of classes, rental of the studio spaces, maintenance of the Company, and administrative costs. Performances and programs extending beyond these classes must come from additional resources.

The quality of our program has a direct relationship to the quality of involvement from our families. Please watch for emails from the KDT Office requesting volunteers throughout the year. Consider donating some of your time and talent to our activities this year. It is a great way to meet other parents and learn more about the organization!

### STUDENT SECURITY

Kathak classes by Katha Dance Theatre are held at its home base studio in St. Louis Park and its satellite location in Woodbury. The venues are open to the public, and it's imperative that parents and students understand the specific safety issues for each area.



- Please pick up your student within 10 minutes of the end of class. Late pickups are an inconvenience to the staff, and Katha Dance Theatre does not provide childcare.
- If an emergency makes it impossible for parents to pick up their child, parents should make other arrangements and inform their child's teacher:

Rita Mustaphi | 612-709-0138  
 Mukta Sathe | 612-345-0564  
 Monica Singh | 763-234-9647  
 Sarika Haris | 612-220-4985  
 Nivedita Sahni | 763-732-9592

- Katha Dance Theatre and all other locations are not responsible for lost items. Please do not bring valuables to the studios.

## EMERGENCIES

Katha Dance Theatre, its teachers, dance studios and performance premises are not responsible for injuries sustained during class, rehearsal and/or performances.

In the event of an injury or illness, we will contact the designated emergency contact from the student's registration form. If we cannot reach anyone and medical treatment is needed immediately, we will call 911 and transport the student to the nearest medical emergency service. If you would prefer an alternative arrangement, you must inform Katha Dance Theatre via email ([info@kathadance.org](mailto:info@kathadance.org)).

## PERFORMANCES

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Performance is a crucial part of an education in Kathak, equal in value to classroom instruction.

- Katha Dance Theatre company members perform in Season show/s; eligible company apprentices may also be invited to perform at the show. *All KDT students need to attend KDT professional performance/s and complete an online review of the show, as part of their yearly evaluation.*
- Students may be requested to perform at various community festivals and celebrations throughout the year. These performances are not mandatory but highly encouraged.

## COSTUMES

All Kathak dancers need at least one costume, plus one set of jewelry, hair items and ghungru.

**Ghungru or Ankle Bells:** This is a functional element as well as a decoration of Kathak dancers. It should be balanced to the height of the dancer. Kathak dancers use ghungru that are bound in white cotton rope and in order to make a good sound it needs to be loosely bound.

Children:                25 - 50 on each foot  
Youth and adult:      75 - 100 on each foot

Note: as supply lasts, you may buy from KDT.

### **Female Dancers**

Lahenga Set – the Hindu period costume includes a long skirt (lahenga), a blouse (choli), a veil (aanchal ordni), pants (churidaar), and a belt.

### **Male and Female Dancers**

Angrakha Set – the Muslim period costume includes a below-the-knee-length dress (angrakha), a jacket, pants (churidaar) and a veil (dupatta) for female dancers and a belt-like tie (patta).

## ACCESSORIES (Female Dancers Only)

### **Jewelry**

Lahenga Set - Traditionally composed of a gold and pearl set composed of short and long necklaces, earrings, tika (forehead piece with a string of pearls or gold chain) and bangles. A belt (preferably rope kind or cloth-lined) is needed for the Lahenga set. Be sure to wear a bindi.

Angrakha - Composed of a Kundan set (a necklace, a set of earrings and a tika for forehead). You may also use a nose ring.

Note that earrings must have a hook and a back to prevent earrings flying out during performances.

**Hair**

Dancers with short hair need a fake hair bun and a white fake flower garland around the bun.

**Makeup**

Children need only moisturizer, powder, blush, eyeliner, mascara and lipstick.

Youth/adults need:

1. Moisturizer
2. Foundation (liquid or cake)
3. Blush with brush
4. Loose powder with puff
5. Eyebrow pencil (black)
6. Eye shadow
7. Eye liner (black)
8. Mascara (black)
9. Lip liner (dark red or deep maroon)
10. Lipstick (maroon)

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*Katha Dance Theatre reserves the right to update, remove, and otherwise modify the policies of the 2018 - 2019 Student Handbook without notice at anytime. Updated versions will be labeled on the title page (ie. Version 1.1) and uploaded to the Katha Dance Theatre website for students' reference at all times.*