

Welcome to Kim Hohman's DanceWorks!

We are glad you have chosen to dance with us! We have some important information to pass along before our season begins. Don't be scared! We know this looks like a lot to take in, but we will get through it together. Below is some helpful information to help you through the dance season.

Dance Season:

Our classes will begin the week of Sept. 10. We always begin the Monday after Labor Day and Recital this year will be May 18 (always the weekend before Memorial Day weekend). Classes meet once a week at your scheduled time.

Parent Portal:

You can access your dance account anytime via computer or your phone. Visit our website www.khdanceworks.com and click on the "already a member, sign in here" button on the main page. From here you will enter your email as your username, and your password. If you don't remember your password, click the "forgot my password" button and we will send you a new one. Once you log in you can make a payment, update personal information (please update grade level), and register for classes or camps. If you have trouble logging on, please stop by the front desk to verify that we have the correct information for you. If you log into your portal you will see your class schedule for our upcoming season!

Information: Good communication will equal a successful dance season for your family! **Our primary mode of communication is email!** Please be sure we have your current email on file. You can log into your portal and verify your email anytime. We email important dates and deadlines, tuition reminders, studio newsletter and studio updates throughout the season. You can sign up for texting:

FROM YOUR PHONE:

Send a text message to **(855)886-2519**

In the body of the message: **JOIN dance64,your name**

Or scan this code



You can also get information on our website, www.khdanceworks.com.

- Special note for Gmail users. Some of our clients find that the studio emails are routed to their promotions folder. We have also had an issue with Metalink clients receiving their emails.

FACEBOOK: We do have a Facebook page for students, parents and alumni

to get information and see upcoming events. Please be sure to follow our page Kim Hohman's Danceworks.

Email, Phone number and studio times: Our email is khdanceworks@yahoo.com and our phone number is 419-232-6505. Normal studio hours are Monday-Thursday 4-9 p.m. If you call the studio outside of these times, leave a message and we will call you back as soon as we can.

Moving? Changing email? New phone number?

Log in to your portal and change your information at any time at www.khdanceworks.com.

Front Desk Staff: Please feel free to ask our wonderful front desk staff any questions that you may have. If you are new to our dance family it can feel overwhelming at times, but we are here to help you navigate through it.

WELCOME DEB RAY!!! Deb will be our office manager and will be at the studio 4 days a week! If you have any questions regarding your account, payments, etc. please reach out to Deb. We are excited to have her and her energetic personality!

After 22 years with KHDW Mary has officially retired! We wish Mary much happiness!!!

Registration Fees: Each student is charged a non-refundable annual registration fee payable upon class registration. *Please note your registration fee must be paid in order for your dancer to participate in classes.*

Tuition: Tuition is accepted by cash, check or credit card (VISA, MasterCard and Discover). ALL FEES CAN NOW BE PAID THROUGH OUR WEBSITE. Tuition is due the first of every month. Dance is a 36-week season, tuition is broken down by month, therefore it remains the same whether it is a long (5-week) or short (3-week) month, regardless of absences, sickness, and cancellations due to inclement weather. You will be charged until written notice of class cancellation is received. No refunds or credits will be given for classes missed. The studio reserves the right to modify class schedule as deemed necessary. Please note a \$10 late fee will be strictly enforced if tuition is not paid by the first of the month. You can sign up for auto pay (forms available at the front desk), tuition will then be taken out on the 1st (unless it falls on the weekend then it will be done the following Monday). In the event of a check being returned, there will be a \$25.00 bookkeeping charge.

Payment options as follows:

- a) Annual, at the first lesson in September, with a 5% discount.
- b) Tri-Annual, at the first full week in September, December, and March with a 4% discount.
- c) Monthly, due the first of each month.

*If you are in multiple classes or receive a family discount the discounted tuition will show up when your tuition is posted each month.

*If you are interested in paying yearly or tri-annually for a discount please email us back and we will figure that for you.

We highly recommend filling out an auto pay form! This form must be filled out each year. If we had one on file from last year a new one must be filled out and turned in at the front desk.

Good attendance is imperative because absences can hold back the entire class. Please make every effort to have your dancer at every class. We do recognize students with perfect attendance with a ribbon and name recognition in the recital program. Dancers may miss up to 2 classes and still be recognized.

If you wish to withdraw from a class: We understand that sometimes life has other plans and your child may need to withdraw from class. You must email or come into the studio in person to notify us of the cancellation. The cancellation will be effective as of the next calendar month. Refunds will not be given for a partial month. Please note – non attendance in a class is NOT considered notice you want to cancel a class.

Recital:

Petite rehearsal (ages 2 through 1st grade): Thursday, May 16

Grande Dress rehearsal: Friday, May 17

Recital will be Saturday, May 18

More information and a complete recital packet will be sent out in the spring.

Costume deposits: There are two \$35 costume deposits per class that your child is in (combo classes have one costume). These deposits are due with your September and November tuition. The costume balance with sales tax will be posted in December and due by February 1. We try our best to keep your recital costume cost between \$65-\$75 per class. We know this can appear high, but this truly is a very low price in the dance world for costumes. We strive to keep costs modest. Costs may go slightly higher for competitive dancers. You will also need to purchase tights for your costume, a list of required tights will be in the February newsletter. If you drop a class after costumes are ordered you will be required to pay the costume balance. They are not returnable.

Drop off and Pick up: Please arrive 5 minutes prior to class time and have your student ready in the appropriate shoes. When the class is over the dancers will be escorted to the lobby to be picked up. For the safety of our students please do not pull up in front by the door and wait. Please park and come in to get your dancer. When dropping students off please park, do not block the driveway. This is dangerous to those waiting on the highway to turn into the parking lot.

Please do not arrive more than 10 minutes prior to class starting.

The lobby will not open until 15 minutes prior to the first class of the day.

Holidays: The studio will only be closed for Thanksgiving Break, Winter Break and Spring Break. We will not be closed for other holidays. We will close for inclement weather only when deemed necessary. Decisions will not be made until 2:00 p.m. and announced on Facebook, text, and email.

Classroom Attire: Please make sure you are dressed appropriately for dance class. We ask that all dance attire be form fitting. Combo classes and ballet classes please wear tights and leotard. You may wear shorts over the leotard. All students must wear proper shoes. Female dancers can wear a tank, shorts, leggings, or yoga pants. No extra long or baggy pants, jeans or jean shorts. Hair should be secured away from the face. Boys should wear t-shirts and athletic shorts, no jeans.

PLEASE BE SURE ALL SHOES AND DANCE BAGS ARE CLEARLY LABELED!

Parent observation: We will invite parents into class in December to observe, video, take pictures, etc... to show you what your child is learning. Parents do not accompany students into class, you are more than welcome to wait in the lobby.

Parent Code of Conduct: As parents it is important to remain positive and supportive. If you have a concern please address it with the front desk staff or schedule a time to meet with the instructor. Many concerns can be rectified with proper communication. If you have a question please go directly to Kim or the front desk instead of asking other parents who may not have the correct information. The pews in the hallway are for the dancers to wait to go into class. Parents please use the seating in the lobby or in the breakroom. We know this is a lot to take in and you may still have questions. We are here to help make your dance journey enjoyable. By working together we hope to build a sense of family and community. Welcome to the family!

SHOES

The following is a list of class shoes:

Pink Ballet Slippers (Capezio)	\$20
Black Patent Leather Tap	\$30
Black Slip on Jazz	\$40
Slip on Tap	\$68
Hip Hop/Pom Sneakers (Capezio)	\$60
Black Clogging Shoe (Capezio)	\$90
Foot Undeez (lyrical)	\$25
Half soles (competition lyrical)	\$32
Pointe (ribbon/elastic included)	\$65

Tiny Tot/Creative Movement – girls wear pink Capezio ballet slippers/boys wear black Capezio ballet or black slip on jazz

Combo class – pink Capezio ballet and black Capezio patent leather tap

Pre jazz and K/1 jazz – black Capezio slip on jazz shoe

Grade 2 and up – please have the appropriate shoe for each class you are in. If you have any questions please let us know. (Please do not get pink slippers from Target, Walmart, Payless, etc.. they are not the correct ballet shoe and the tap shoes from these stores scratch our dance floors.)

RHYTHM-N-SHOES WILL BE OPEN THE FIRST WEEK OF DANCE (SEPTEMBER 10-13) FROM 4-8.

Rhythm-n-Shoes will not be open every day.

Hours will be Tuesday's 4-6:30 and Thursday's from 6-8 for your dance needs. Otherwise, you will see in the calendar below there will be selected hours the weeks that Finale clothing, tights, competition accessory orders, etc. are due!

If you have any questions again please feel free to contact us at the studio (419.232.6505) or by email at khdanceworks@yahoo.com.

We are looking forward to celebrating our 23rd year with you!

Sincerely,
Kim

**KIM HOHMAN'S DANCEWORKS
2018-19
IMPORTANT DATES**

Sept. 1	Tuition and 1 st costume deposits due by your first class
Sept. 9	Nutcracker Auditions
Sept. 10	Classes begin
Sept. 15	Stepp Stewart Master Classes
Sept. 24-27	BRING A FRIEND WEEK
Oct. 1	Tuition and 1 st competition deposits due
Oct. 18-20	Barry Youngblood Master Classes
Oct. 21	HDJ Chicago 1 day intensive
Oct. 20	Apple Festival
Oct. 25-31	Dress up week/costumes
Nov. 1	Tuition and 2nd costume deposits due
Nov. 12-15	Crazy sock week/ Fall FINALE clothing orders due this week
Nov. 19	Fashion show at the Wassenberg
Nov. 19-22	Thanksgiving Break
Dec. 1	Tuition and 2 nd competition deposits due
Dec. 3-6	Parent week
Dec.17-20	Holiday parties (during the end of class times)
Dec. 24-Jan. 6	Winter Break
Jan. 1	Tuition due
Jan. 7	Classes resume
Jan. 14-17	Pajama week
Feb. 1	Tuition and costume balances due
Feb. 11-14	Share the Love week/ TIGHT ORDERS DUE THIS WEEK
Feb. 20	Competition dress rehearsal at the PAC
Feb. 22-24	HDJ Cincinnati
March 1	Tuition and competition balances due
March 11-14	Spirit week wear pink, black and white
March 18-21	Spring Break
March 23-24	Dance competition in Columbus
March 30	Dance Competition in Van Wert
April 1	Tuition due/2019-20 Registration open
April 1-4	Picture Week/ Spring FINALE clothing orders due this week
April 18	Keepsake ads due
April 22-25	Bring a friend week
April 27	Ticket sales 9-12
May 1	Tuition due
May 6-9	Throwback costume week
May 11-12	Dance Competition Columbus
May 15	Last day of classes
May 16	Petite Dress Rehearsal
May 17	Dress rehearsal
May 18	23 rd Annual Recital

