**Welcome!**

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. 11. We always begin the Monday after Labor Day and Recital this year will be May 19 (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](http://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!

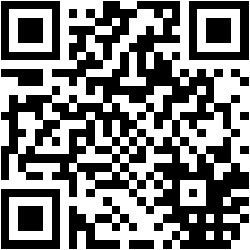
Information: Good communication will equal a successful dance season for your family! **Our primary mode of communication is email!**  Please be sure we have your current email on file. You can log into your portal and verify your email anytime. We email important dates and deadlines, tuition reminders, 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](http://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](mailto: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](http://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.

**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 Mary will figure that for you.

**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 in NOT considered notice you want to cancel a class.

**Recital Time:**

Dress rehearsal will be Friday, May 18

Recital will be Saturday, May 19

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

**Costume deposits:** There are two $30 costume deposits due per class 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 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 this with the front desk staff or schedule a time to meet with the instructor. Many concerns can be rectified with proper communication. 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

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 ON TUESDAY AND THURSDAY FROM 5-7 BEFORE CLASSES BEGIN.**

The shoppe will be open Monday-Thursday, Sept. 11-14 when classes start back. Please be sure to get your leotards, tights and shoes this week! **Rhythm-n-Shoes will not be open every day.** Thursday’s each week from 5-7 someone will be in 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!

We are having a HUGE inventory reduction sale in the dance shoppe the first week of classes! Be sure to stop in and check it out!

If you have any questions again please feel free to contact us at the studio on Tuesday’s and Thursday’s from 5-7 until classes begin (419.232.6505) or by email at khdanceworks@yahoo.com.

We are looking forward to celebrating our 22nd year with you!

Sincerely,

Kim

**KIM HOHMAN’S DANCEWORKS**

**2017-18**

**IMPORTANT DATES**

Sept. Tuition and 1st costume deposits due by your first class

Sept. 11 Classes begin

Sept. 25-28 BRING A FRIEND WEEK

Oct. 1 Tuition and 1st competition deposits due

Oct. 8 HDJ Chicago 1 day intensive

Oct. 12-15 Barry YoungBlood and Joy Spears master classes

Oct. 21 Apple Festival

Oct. 23-26 Dress up week/costumes

Nov. 1 Tuition and 2nd costume deposits due

Nov. 13-16 Crazy sock week/ Fall FINALE clothing orders due this week

Nov. 20-24 Thanksgiving Break

Nov. 22 Fashion show at the Wassenberg

Dec. 1 Tuition and 2nd competition deposits due

Dec. 4-7 Parent week

Dec.14,18-20 Holiday parties (during the end of class times)

Dec. 21-Jan. 2 Winter Break

Jan. 1 Tuition due

Jan. 3 Classes resume

Jan. 15-18 Pajama week

Feb. 1 Tuition and costume balances due

Feb.12-15 Share the Love week/ TIGHT ORDERS DUE THIS WEEK

Feb.21 Competition dress rehearsal

Feb. 23-25 HDJ Cincinnati

Feb.26-Mar. 1 Spirit week wear pink, black and white

March 1 Tuition and competition balances due

March 3-4 Dance competition in Dayton

March 17 Dance competition in Toledo

March 19-22 Spring Break

April 1 Tuition due

April 14-15 Dance competition in Dayton

April 16-19 Picture Week/ Spring FINALE clothing orders due this week

April 23-26 Bring a friend week

April 28 Ticket sales 9-12

May 1 Tuition due

May 7-10 Throwback costume week

May 17 Last day of classes

May 18 Dress rehearsal

May 19 Recital

June 28-July 1 Nationals (rehearsal schedule and groups attending to be passed out at a later date)

*CAVS PERMORMANCE DATE TBA*

