

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. 9. We always begin the Monday after Labor Day and Recital this year will be May 16 (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 also get information on our website, www.khdanceworks.com.

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.

INSTAGRAM: We also have an Instagram page!

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.

Deb Ray is 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!

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, AMEX 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 great attendance with a ribbon and name recognition in the recital program. Dancers may miss up to 2 classes and still be recognized as a Dedicated Dancer!

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 must notify us to cancel a class.

Recital:

Dress rehearsal: Friday, May 15

Recital will be Saturday, May 16

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

RECITAL FEE:

Each family will be charged a recital fee. This fee will include a video of our 24th annual recital, a recital program and a finale t-shirt.

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 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. Competition dancers please abide by the dress code in your competition team newsletter.

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 may 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. If you have a concern bring it to us directly, do not post it on social media.

The pews in the hallway are for the dancers to wait to go into class. Parents please do not line up in the hallway, 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 (competition 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, DANCERS WILL NEED TAP TIES ON THEIR TAP SHOES, AVAILABLE IN RHYTHM-N-SHOES. All dancers must have a bag with their name on it.

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 2 WEEKS OF DANCE MONDAY-THURSDAY FROM 4-8.

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

Hours will be Monday 5:30-8, Tuesday 4-6:30 and Thursday from 6-8 for your dance needs.

If you have any questions 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 24th year with you!

Sincerely,
Kim

**KIM HOHMAN'S DANCEWORKS
2019-2020
IMPORTANT DATES**

Sept. 1	Tuition and 1 st costume deposits due by your first class
Sept. 9	Classes begin
Sept. 23-26	BRING A FRIEND WEEK
Oct. 1	Tuition and 1 st competition deposits due
Oct. 5-6	Liana Blackburn Shining Stars master class
Oct. 11-13	Barry YoungBlood Master Classes (all competition dancers)
Oct. 18-20	Showstoppers Dance Convention Sandusky, OH
Oct. 28-31	Dress up week/costumes
Nov. 1	Tuition and 2 nd costume deposits due
Nov. 11-14	Crazy sock week
Nov. 25-28	Thanksgiving Break
Dec. 1	Tuition and 2 nd competition deposits due
Dec. 9-12	Parent week
Dec.16-19	Holiday parties (during the end of class times)
Dec. 23-Jan. 5	Winter Break
Jan. 1	Tuition due
Jan. 6	Classes resume
Jan. 20-23	Pajama week
Feb. 1	Tuition and costume balances due
Feb. 10-13	Share the Love week/ TIGHT ORDERS DUE THIS WEEK
Feb. 14-16	Hollywood Dance Jamz Lawrenceburg, IN
Feb. 26	Competition dress rehearsal at the PAC
March 1	Tuition and competition balances due
March 9-12	Spirit week wear pink, black and white
March 16-20	Spring Break
March 21-22	Dance competition in Columbus
Mar. 30-Apr 2	Picture Week
April 1	Tuition due/2020/21 Registration open/Recital fee due
April 11	Dance Competition in Van Wert
April 20-23	Bring a friend week
May 1	Tuition due
May 4-7	Throwback costume week
May 9-10	Dance Competition Dayton
May 14	Last day of classes
May 15	Dress Rehearsal
May 16	24th Annual Recital
June 11-14	Nationals

