

# *Hosanna Dance Studio*

*Parent Handbook/Manual 2015-2016*



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## Important Dates

- **Open House:** 5:00-7:00pm Friday, September 11, 2015.
- **Classes Begin:** Monday, September 14, 2015.
- **Thanksgiving Break:** No classes November 26-28, 2015.
- **Last Day to Register For Most Classes:** December 11, 2015.  
(Except My Buddy & Me and HD Fit)
- **December 15, 2015:** FINAL DEADLINE FOR ORDERING COSTUMES.
- **Christmas Break:** No classes December 21-January 3, 2016.  
Classes resume January 4, 2016.
- **Spring Break:** March 21-26, 2016. Classes resume March 28, 2016.
- **Recital Week:** May 16-22, 2016. Dress rehearsals Monday & Friday,  
Performances Saturday & Sunday.
- **Memorial Day Weekend:** No classes May 28 & 30, 2016.
- **Community Performances:** May 31-June 11, 2016  
(in lieu of class at the studio).
- **Last Day for 2015-16 Season:** June 11, 2016.
- **Summer Session Begins:** Late June 2016.

## Note about our schedule

We do NOT cancel class for school in-service days, conferences,  
or holidays not listed above.

### **Important Dates- My Buddy and Me Classes**

Session I September 26 - November 14, 2015.

Session II January 23 – March 12, 2016.

Session III April 16-June 11 (no class Memorial Day Weekend, May 28, 2016)

\*Session III includes recital performance and requires additional rehearsal time, purchase of recital costume, and administrative recital fee of approximately \$50.00

### **Important Dates- HD Fit Classes**

Session I September 14 – December 5, 2015

Session II December 7, 2015 – March 12, 2016(Includes 2 weeks off for Christmas break)

Session III March 14 - June 11, 2016

## *Welcome to Hosanna Dance Studio*

Welcome to the 2015-2016 Hosanna Dance season. God has been very good to Hosanna, and I am so grateful for the opportunity to spend this season of dance with your wonderful children. Thank you for choosing Hosanna Dance. It is my heart's prayer that your time with us will be encouraging, informative, and uplifting.

Our theme for this year is *In His Name*. I have challenged the teachers to find inspiration for their choreography in one of the names found in scripture that is used to illuminate a particular aspect of God's character. I look forward to seeing the fruit that comes out of this project, and I hope you will too.

By His grace,  
Tiese Morgan

P.S. On behalf of the Hosanna Performing Arts Foundation (HPAF), I would like to extend an invitation to the 13th annual Adventures in Narnia. It is a beautifully crafted ballet based on C.S. Lewis' "The Lion, the Witch and the Wardrobe" and many of our studio dancers are performing in the program. Mark your calendars for December 12 and 13, 2015. Hope to see you there!

## Policies

### Basic Studio Dress Codes

(Note: please label all belongings with your name)

While these general guidelines apply to all classes, please refer to the handout provided by your teacher(s) for specific requirements.

Hair –

For all classes hair should be SECURELY pulled back from the face. Please No hair touching the face or neck.

- **Ballet (applies to girls; boys should see instructor)**

#### Ages 3-Level I

Students should wear appropriate and modest **dance** clothing (simple, solid colored leotards and tights) with pink, leather-soled, ballet shoes (no bedroom slippers). A simple dance skirt is optional. Please NO street clothes.

#### Ballet II and Above

Dancers should wear a modest black leotard and pink tights.

A skirt may be worn for center work, but not at the barre.

- **Tap/Jazz/Hip Hop/Modern/Lyrical/Adult Fitness Track**

Students should wear modest, close fitting dance/exercise pants or shorts and shoes with either leotard or appropriate shirt. Please NO Jeans or Booty-shorts. Tap shoes for tap, black jazz shoes or ballet slippers are appropriate for jazz; clean-soled tennis shoes may be worn for hip-hop. Feet are bare for modern.

Check with instructor for preferred lyrical jazz footwear. Modesty is a non-negotiable in our classes.

### Studio Etiquette

- To keep our schedule running smoothly we ask that students arrive and are ready for class five minutes **prior** to the beginning class time.
- Parents and guests should observe class from the provided viewing area in Studio B or the Parent Observation Room for viewing classes in Studio A. We ask that parents do not enter the studio during lessons.
- No chewing gum in the studio.
- Studio acoustics require that our lobby and hallways be kept quiet. Please keep voices low
- The area outside the studio is not supervised and may be dangerous. If siblings or friends wait outside they **must** be under direct (line of site) adult supervision. The playground area behind studio A is not ours and must be avoided!
- Students who are not picked up promptly at the end of class may be charged up to \$10/for every 5 minute late. In some cases students may have to be transported off site to wait with an available studio staff member.

## Lost and Found

The lost and found is emptied on the 5<sup>th</sup> of each month. We will keep the previous month's items for one month; they will then be donated to a local charitable organization.

## Absenteeism

Missed classes may be compensated through attendance at another class of the student's choice. We do not give refunds for missed classes. Some teachers request notice if your student will be absent. It is also a good idea to call ahead if you are planning to attend a make-up class.

## Adding/Dropping Classes or Making Changes to Registration, Address or Other Information.

- **Go Online.** You can access your account through Studio Director and Add classes, you must contact the office to Drop any classes.
- **Use the Change Request Form** Forms are located in the Business Office. If you wish for us to update your information fill out this form and leave it in the office.
- **When dropping classes, tuition continues to accrue until the change request form is received in the business office or you update your account online.** If you withdraw in the middle of a tuition cycle the tuition for that month will not be refunded to you. When dropping a class or making changes that impact your monthly tuition, it is your responsibility to change your payments (auto or monthly) to reflect the change.

## Business Office Staffing

- The business office will be staffed only during specified hours. Complicated business questions should be handled during these times. Hours are posted on the web site, in the outside information boxes and on the office door.

## Unattended Children

When waiting for a ride we must ask that students quietly wait inside the studio. It is against our policy to have unattended children waiting in the parking lot. You will be charged \$10/for every 5 minute late if your tardiness requires staff to wait with your child. See Financial Policies section for details.

## Parking Issues

The large field just south of the Red Barn Automotive Repair is our designated overflow parking lot. Please park **INSIDE** the fenced area only. It has a gravel base and should not be muddy. No parent parking or driving in the alley. Please be patient, courteous and safety conscious when dropping off and picking up students. The congestion in the parking lot can be considerable during class transitions. No double parking!

## Wifi Policy

There is no public access to the Hosanna Wifi available.

## Emergencies

In the event of an emergency necessitating evacuation of our facility, we have designated the overflow parking lot, the lot on the far side of the Red Barn Automotive shop, as our gathering point. Teachers and staff will lead students to the lot and stay with them until you arrive.

## Recital Costumes

Due to unforeseen circumstances we are not going to be able to use Costume Manager for ordering recital costumes this year. Instead you will be paying Hosanna directly and then we will be ordering the costumes for you. You will still be in charge of picking the appropriate size for your child. The deadline for ordering is December 15, 2015. Teachers will provide more information in early October. If a student orders a costume and is unable to use the costume, **there is no refund** but costumes become your property. **Budget about \$75 per class for costumes (\$85 for Jazz/Hip Hop).**

## Weather Closures

In the event of inclement weather we will update our web-site, our Facebook page and will send out mass emails with closure information. We usually make decisions for afternoon & evening classes by 1pm. We do not refund for missed classes due to weather, however the standard make-up policies apply and families are encouraged to make up the classes through attendance at another class of their choosing.

## Financial Policies

- Tuition payments are due on the 1st of each month, Sept.-May, and are late if not paid by the 10th of each month. A \$10 late fee will be charged for each month a payment is delinquent. **Returned checks** incur a \$25 fee. Checks are processed electronically.
- Monthly tuition is based on 9 equal payments (September-May) for the year. See tuition calendar for breakdown and further explanation.

# • Tuition Calendar Breakdown

- Tuition Due Date Includes lessons between:

September 1	September 14 - October 10 (weeks 1-4)
October 1	October 12 - November 7 (weeks 5-8)
November 1	November 9 – December 5 (weeks 9-12)
December 1	December 7 - January 16 (weeks 13-16) includes Christmas Break
January 1	January 18 – February 13 (weeks 17-20)
February 1	February 15 - March 12 (weeks 21-24)
March 1	March 14 - April 16 (weeks 25-28) includes Spring Break
April 1	April 18 - May 14 (weeks 29-32)
May 1	May 16 - June 11 (weeks 33-36)

- The lowest registration fee is offered to families who take advantage of our automatic payment plan. This requires completion of an authorization form.
- Payment by check or cash may be placed in the business office, located in studio B. Cash must be placed in a sealed envelope labeled with the dancer's name and the amount enclosed.
- Registration changes or withdrawals must be made **in writing**. Tuition accrues until the first of the month following receipt of this notice. Changes to automatic payments (dropping/adding classes) are your responsibility to arrange with the office.
- Tuition is not reduced for missed or canceled lessons. Make-up lessons are available.
- Costumes must be ordered by December 15, 2015. Alterations to the costume are the responsibility of the family not the studio.
- Account must be current for participation in any performance or recital. Recital participation for Level III and above requires minimum attendance. See teacher for specifics.
- Any student whose account is not paid by the 20<sup>th</sup> of the month will be suspended from classes until account is paid in full. Hosanna may charge a \$10 reinstatement fee.
- Notify the office **in writing** by Nov. 1<sup>st</sup> if any dancer is not participating in the spring recital.
- Payments can be made by Visa, Mastercard, Discover, Cash or Check.
- Students who are not picked up promptly (within 10 minutes of end of class) may be charged up to \$10/for every 5 minutes late. If students may have to be transported off site to wait with available studio staff, we will leave messages with the emergency contact numbers you have given us on your registration forms. Charges incurred for providing supervision to your child will be billed directly to your Hosanna Dance account, and will be subject to all normal Hosanna Dance policies.
- **Automatic/Recurring Payment Plan** ~You authorize regularly scheduled payments to be made. Your payments will be made automatically each session throughout the class season. Proof of payment will appear on your account. If we have an e-mail address for you, you'll receive an e-mail notification any time a payment is processed. The authority you give to automatically charge your payment information on-file will remain in effect until you notify us in writing to terminate the authorization. If for whatever reason, payments cannot be processed to your payment information on-file and your account balance remains overdue, your enrollment in classes will be cancelled.
- **PLEASE NOTE:** The May tuition payment is your final payment of the year. Recital costumes are not released until your final payment is made.

## *Contact Information*

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