



Aloha and Welcome to Kona Dance & Performing Arts! This handbook was created to help familiarize families with our organization and to answer many frequently asked questions about the studio. Please feel free to contact us at any time with any questions or concerns. We look forward to having you!

WAYS TO CONTACT THE STUDIO:

81-973 Haleki'i St., Kealahou, HI 96750

Tel. (808) 657-4473

Email: konadanceandperformingarts@gmail.com

www.konadanceandperformingarts.org

OFFICE HOURS

MONDAY – THURSDAY 2:30 PM – 6:30 PM

FRIDAY CLOSED

SATURDAY 9:00AM – 12:00PM

SUNDAY CLOSED

STUDIO PHILOSOPHY

MISSION

Kona Dance & Performing Arts is a 501(c)3 nonprofit arts organization striving to provide high quality education and instruction in dance and performing arts to the local youth and the Big Island community.

VISION

Every Big Island family empowered through dance and performing arts opportunities.

CORE VALUES

RESPECT

Treat others the way you wish to be treated. **Fair** regard for the feelings, rights, and traditions of others is expected at all times.

INTEGRITY

We operate **professionally** and **ethically** at all times with **sincerity** in our actions.

POSITIVITY

We choose to be positive. We believe in creating a **supportive environment** where **joy and happiness** is cultivated and shared between all students, staff, teachers and families.

DIVERSITY

We commit to offering an **inclusive** and **accessible multi-genre** dance education, while providing dance and performing arts growth opportunities for all.

COMMUNITY

The community serves as our foundation and we serve our community.

Collaboration is at the heart of creating a positive and meaningful **social impact** for our dance families and in our community.

2023-2024 SEASON CALENDAR

All Dates are subject to change.

2023-2024 Season August 14, 2023 - May 31, 2024

August 14th - 19th, 2023	First Week of Classes, Fall Session
September 4th, 2023	Labor Day - No Classes
October 9th - 14th, 2023	Fall Break - No Classes
October 31st, 2023	Halloween - No Classes
November 22nd - 24th, 2023	Thanksgiving Break - No Classes
December 11th - 16th, 2023	Last Week of Fall Session
December 17, 2023 - January 7th, 2024	Winter Break - No Classes
January 8th - January 13th, 2024	First Week of Classes, Spring Session
March 18th - March 22nd, 2024	Spring Break - No Classes
May 26th (All day)	Showcase Kahilu Theatre
May 27th - May 31st, 2024	Last Week of Spring Session

2023 - 2024 TUITION RATES (TUITION RATE PER STUDENT)

*Season Registration Fee of \$20, and Performance Fee are non-refundable after 8/14
\$40/per class Costume Fee is non-refundable after January 8th

Hours	Monthly Installment	Season
45 Minutes	\$54.00	\$540.00
1 - 1.25 Hours	\$58.00	\$580.00
1.5 Hours	\$118	\$1180
1.75 - 2 Hours	\$123	\$1,230
2.5 - 3 Hours	\$169	\$1,690
3.5 - 4 Hours	\$223	\$2,230
4.5 - 5 Hours	\$270	\$2,700
5.5 - 6 Hours	\$328	\$3,280
6.5 - 7 Hours	\$367	\$3,670

\$40 Costume Fee	Per Student, Per Class
\$50 Performance Fee	Per Student (Max \$100 per family)
\$20 Season Registration Fee	Per Family

Company Package (Invite Only)	Details included in the invite
Pre-Company Package	\$225/mo 4 high level classes (additional classes charged rate of \$15/class)

***** ALL TUITION PAYMENTS WILL BE NON-REFUNDABLE ***** (TAX INCLUDED)

REGISTRATION FEE

A **\$20 non-refundable registration fee** is required per family in order to reserve your child(ren)'s spot for **the season**. Please note that registration fees are applied per family and are non-refundable per registration.

PERFORMANCE FEE

A **\$50 non-refundable performance fee** is required per student for all students participating in the end of season show. Max fee not to exceed \$100. Performance fees are due the first week of Fall Session (August).

COSTUME FEE

Students are responsible for a **\$40.00 Costume Fee**, for each class they will perform with at the end of season show. Costume fees are due at the beginning of the Spring Session (January).

SIBLING DISCOUNT

For families looking to enroll multiple children, we offer a **10% sibling discount** that is applied to each sibling after the student with the most registered classes.

TUITION POLICY

1. Tuition Balance is due on the 1st of the month. Costume Fees must be paid by January 15th, 2024.
2. Payment Methods: A credit card is required to be on file unless alternative arrangements are made with the Managing Director. Payments may be made through the Parent Portal or at the front desk. ACH and Klarna are also available.

3. Credit Card on File/Auto-Pay Option: To simplify payments, you can opt for "auto-pay" in the parent portal. Follow the provided instructions to securely save your credit card information. Once set up, you can choose to disable auto-pay at any time. Feel free to reach out to the front desk if you have any questions.

4. Monthly Tuition Due Date: Tuition Installments are due on the 1st of the month. All monthly tuition payments are considered past due if not received by the 5th of the month and will then be subject to a \$10 late fee, per week the installment payment is past due. Accounts more than 2 months past due may be subject to unenrollment.

5. Payment Processing: Auto-pay accounts will be run on the 1st of the month. Any accounts not paid by the 5th will be charged a late fee and the credit card/electronic debit will be run on the 6th.

Thank you,
Kona Dance and Performing Arts

Students whose accounts are past due at the end of the Spring Session may be in jeopardy of not performing in the end of season show. Students with a past due account from a previous Season will need to settle that debt prior to enrolling.

CLASS REQUIREMENTS & EXPECTATIONS

ATTENDANCE & MAKEUP CLASSES

All registered season classes require regular attendance and students must commit to the entire season, it is highly recommended and preferred as each session is meant to build onto the next.

Excused absences include illness, doctor appointments, birth or death in the family, family weddings, required school functions, etc. with prior discussion with the studio. If the studio is not notified of an absence beforehand, the absence will be marked as unexcused. If Student misses 2 classes in a row that are unaccounted for, families will be contacted by the teacher. Students are asked to miss no more than 3 classes in one Session.

If a student becomes seriously injured and is forced to sit out of class for 3 or more weeks, the teacher and Managing Director will discuss solutions with the family on how to re-incorporate the student into class in a safe and productive way. These situations will be addressed on a case by case basis.

Students may be asked by the teacher to take a makeup private lesson to catch up with the class. It is the teacher's prerogative to decide if that is needed, and is not determined by the number of classes the student missed. Makeup private lessons are not mandatory. **Private Lesson Fee will apply.**

EARLY WITHDRAWAL/CHANGE OF CLASS

Decisions the studio makes about our class schedule are greatly influenced by the number of students enrolled in our classes. Class sizes are limited, and once a class is full we close it to new students. We do require a commitment to the entire dance season and discourage withdrawing early, unless absolutely necessary. Below are our policies on early withdrawal/change of class: To withdraw without being responsible for tuition for the entire dance season, a student must notify the studio of their withdrawal in writing. They will be charged for classes up until the written notification is received and dated no less than one week prior to their last class even if they did not attend classes prior to the notice. A student who stops attending, but never informs the studio in writing of their official withdrawal, will be charged a one time cancellation fee of \$200.00.

CANCELLATIONS

In the event that the studio must cancel a class due to circumstances beyond our control, such as inclement weather, natural disaster, etc., Kona Dance and Performing Arts will work with the teacher to find a time that will allow for a makeup class at no additional cost to the student, but we will not provide refunds in the event that the teacher or students are unable to attend or provide a makeup class.

CLASS PLACEMENT

It is the sole discretion of Kona Dance and Performing Arts and its teachers to decide the correct placement for each student. There are many reasons a student may be moved to a higher level class or kept in the same level. We make every effort to base our decisions on what will be best for the student and the class as a whole. Parents and students who feel that the level the student is at is incorrect are encouraged to discuss this with the Managing Director in a private meeting

CLASS REQUIREMENTS

As dancers advance in their training, it is important that they establish healthy habits to protect their bodies from injury. Classes become more technical and physically demanding as students move out of Intro levels and through a genre track. Therefore, there are certain requirements set forth by our teaching staff to ensure all of our students are receiving healthy training. Class Placement will be decided on a case by case basis. Open Level classes may be available to drop in students at a \$20.00/Hr Rate.

OTHER STUDIO INFO

COMMUNICATION

The Dance Studio Pro will be utilized as an important source of communication throughout the season. The Parent Portal will allow families to register and enroll students, make payments and update billing information, notify of absences and view attendance, es, view latest announcements and changes to policies, and directly send messages to us.

Email/Text Messaging will also be used as a main source of communication for important information and correspondences. Please respond to all messages and emails in a timely manner and add Konadance@performingarts@gmail.com to your address book to ensure emails do not go to spam.

A monthly newsletter containing information pertinent to the entire community will be sent out via email. Please be sure to check your Promotions folder as no the monthly newsletter often shows up there. Information regarding new classes, series, events, opportunities, and requests for volunteers will be posted in the monthly newsletter.

Please do not contact the teachers for studio related questions in person, phone, or text. The time before and after classes is the teacher's prep time and there is usually no time between classes for conversations. If you would like to speak to a teacher, the Managing Director is happy to set up an appointment for you.

Student/Parent/Teacher Communication

Teachers are expected to establish a professional relationship with their students and parents by keeping clear, friendly, communication.

The Managing Director will be included in all communication from teacher to parents and students.

If a student or parent approaches a teacher with a concern about the studio or other teacher, the teacher must direct them to discuss it with the Managing Director who will then bring the issue to the Board. Teachers must refrain from discussing these issues with students.

All communications to be directed to parents only. Teachers should refrain from contacting students directly. If needed include the Managing Director on communications.

Preferred method of communication between parties is via email.

FAMILY INVOLVEMENT & SUPPORT

As a nonprofit organization, we rely heavily on volunteers and community support to operate. Tuitions alone do not cover all of our operational costs such as rent, music licensing, teacher pay, and equipment. We must constantly seek financial support through fundraising, donations, sponsorships, and grants. Monetary donations or donations that can be utilized for the studio is greatly appreciated!

With limited fundraising opportunities during these times, we are aggressively seeking grants and will rely heavily on individual and corporate sponsorships. We ask that families share this endeavor with their extended communities by inviting them to support our cause through becoming a sustained contributor or Season Sponsor. One time donations (of any amount) are always appreciated as well and may be made through our website.

Please consider joining our Fundraising Committee - We will hold various fundraisers throughout the season that we highly encourage every studio family to participate in. Our fundraising efforts as a whole will ensure we are able to continue to offer high quality performing arts programs and cover operation costs. Family involvement and support in this manner will be vital in making this possible. Please contact our fundraising team at: konadancefundraising@gmail.com.

It is always our goal to cultivate an inclusive environment where everyone feels welcome to offer a helping hand. We ask that families participate in studio upkeep and outreach when you are able. At times smaller tasks and projects will need support, please consider offering a helping hand. Sign up sheets can be found at the Front Desk. To become more heavily involved with our team and help us with fundraising, grant opportunities, sponsorship, serve on a committee, or to oversee a project, please express your interest to our Managing Director or email us at konadancefundraising@gmail.com.

OPEN DOOR POLICY

We strive to keep an open door policy and we invite any comments, suggestions, concerns, and constructive feedback as this is the only way we can address matters quickly. Please contact the Managing Director with any questions or concerns.

DRESS CODE

Students are required to follow dress code at all times and step onto the dance floor in proper dancewear, unless a teacher or staff states otherwise. Families are recommended to order approved dancewear through the studio in order to ensure the proper brand, style, size, and fit. If you have any questions, please contact Front Desk. Families may order directly through vendors, but please ensure the dancewear abides by the dress code.

Please understand the importance for students to abide by our dress code policy. A neat and tidy appearance sets an attitude of attentiveness and respect for students, teachers, and the art of dance. Dress code allows teachers to clearly see the dancer's body outline in order to make proper corrections on posture, alignment, and form. Additionally, having all students in uniform allows teachers to easily see if one student is in need of attention. **We also implement our dress code policy for safety reasons to prevent injury and distractions.** Please note the following:

- All dance shoes are to be worn **ONLY** on the dance floor and changed into once inside the studio.
- Baggy tops, hoods, or cowl necks will **NOT** be allowed on the dance floor. Warm ups should fit the body tightly and must not cover the wrists.
- Bras are only to be worn, if necessary, for support and should follow the line of the leotard or tank worn.
- We recommend students to not wear underwear under tights and leotards for ballet. If necessary, please ensure underwear is non-visible.
- Wearing jewelry during class will **NOT** be allowed, unless approved by a teacher. Approved jewelry must not be loose or dangling.
- Gum chewing will **NOT** be allowed during class

Once a student is enrolled and begins instruction, a 3 week grace period will be given for students to follow dress code.

After these 3 weeks, students are expected and required to be in proper dancewear. **If a student is not dressed accordingly, the following will occur:**

- 1st Violation – Student will fill out *Dress Code Violation Log* that includes an action plan
- 2nd Violation – Student will out *Dress Code Violation Log* again and notice to parent/guardian will be made
- 3rd Violation – Student may be asked to observe class and not participate

Please refer to the Dress Code Chart on the website to find the appropriate attire for your child(ren).