

KONA DANCE & PERFORMING ARTS

2025-2026 Family Handbook

Aloha!

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. The fastest way to reach Kona Dance Staff is through email. We look forward to dancing with you!

Contact Us:

Telephone: (808) 657-4473 (Call or text)

Email: konadanceandperformingarts@gmail.com

Website: www.konadanceandperformingarts.org

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

Office Hours:

Monday through Friday, 2:30 PM – 7:30 PM

Saturday, 9:00AM – 12:00PM

Sunday, Closed

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Studio Philosophy, Mission, and Core Values

Studio Philosophy

- **Mission Statement:** 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:** To see 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.

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 or Director with any questions or concerns.

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2025/2026 Season Calendar

August 8, 2025	First Day of Classes
August 18-23, 2025	Bring a Buddy Week!
August 2025 - TBD	Competition Auditions
September 1, 2025	Labor Day, No Classes
October 6-11, 2025	Fall Break, No Classes
October 31, 2025	Halloween, No Classes
November 2, 2025	4th Annual Golf Tournament Fundraiser
November 11, 2025	Veteran's Day, No Classes
November 26-29, 2025	Thanksgiving Break, No Classes
December 14th 2025	Winter Showcase
December 19, 2025	Last Day Classes, Fall Session
January 19, 2026	First Day Classes, Spring Session
March 16-27, 2026	Spring Break, No Classes
May 25th, 2026	Memorial Day, CLASS IN SESSION
June 13-14, 2026	Spring Dance Concert
June 12, 2026	Last Day of Spring Session

***All Dates are subject to change**

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2025/2026 Tuition Rates

** Please Note: The Spring Session runs longer than the Fall Session*

	Fall Session	5 Installments	Spring Session	5 Installments
45 mins	\$272	\$54	\$304	\$61
1 - 1.15 Hours	\$289	\$58	\$323	\$64
1.5 Hours	\$544	\$109	\$608	\$122
1.45 - 2 hours	\$578	\$116	\$646	\$129
3 Keiki Level Classes	\$714	\$143	\$836	\$167
4 Keiki Level Clases	\$952	\$190	\$1083	\$217
2.5 - 3 Hours	\$799	\$160	\$893	\$179
3.5 - 4 Hours	\$1054	\$211	\$1116	\$236
4.5 - 5 Hours	\$1275	\$255	\$1425	\$285
5.5 - 6 Hours	\$1479	\$296	\$1653	\$332
6.5 - 7 Hours	\$1734	\$347	\$1938	\$388
7.5 - 8 Hours	\$1972	\$394	\$2204	\$441
8.5 - 9 Hours	\$2210	\$442	\$2470	\$494

Additional Fees	Fall 2025	Spring 2026
Costume Fee (Per Student, Per Class)	\$0.00	\$50.00
Performance Fee (Per Student (Max \$100 per family)	\$35.00	\$35.00
Season Registration Fee (Per Family)*	\$30.00	\$30.00
Company Package (Invitation Only)	Details included on Invitation	

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Fee Information and Tuition Policies

Additional Fees

Registration Fee: A \$30 (per session) registration fee is required per family in order to reserve your child(ren)'s spot for the session, fee is reduced to \$30.00 for the full ten-month season for registering for both sessions in the fall. Please note that registration fees are applied per family and are **non-refundable** per registration.

Performance Fee: A \$35.00 Performance Fee (per session) is required per student for all students participating in the Annual Winter and Spring Productions. Max fee not to exceed \$100. Performance fees are due the first week of each session.

Costume Fee: Students are responsible for a \$50.00 Costume Fee, for each class they will perform with at the Annual Spring Dance Concert. **Costume fees are due February 20, 2026.**

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 Policies

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 \$20 late fee. Accounts more than 2 months past due may be subject to unenrollment.

Payment Methods: A credit card is required to be on file unless alternative arrangements are made with the staff. Payments may be made through the Parent Portal or at the front desk. ACH and Klarna are also available.

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.

Payment Processing: Auto-pay accounts will be run on the 1st of the month. Accounts not on auto-pay, but with a card on file will be processed by the 5th of the month.

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

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Class Requirements, Expectations, and Private Lessons

Attendance and Makeup Classes: All registered season classes require regular attendance and students must commit to the entire season, it is highly recommended 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 a 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 or may not be able to participate in the end of session performance.

Student Injury: If a student becomes seriously injured and is forced to sit out of class for 3 or more weeks, the teacher and Artistic Director or 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.

Makeup Classes: 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 and is set by the teaching artist.

Early Withdrawal and Class Changes: 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 session/season and discourage withdrawing early, unless absolutely necessary. **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, may 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.

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Class Placements: 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 Artistic Director or 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.

Private Lessons

Private Lessons: may be scheduled in the studio anytime between the hours of 8:00 AM- 9:00 PM, as long as the studio is available on the calendar. To reserve the time, check availability with the Director. The teacher must make sure the student is aware of the cancellation policy as the teacher will be liable for the rent in the event the student cancels outside of the approved cancellation timeline.

Teachers should discuss with the Director the purpose of the student's private lessons, whether for technique or performance, the Director must approve the plan as being in the best interest of both student and studio. Dance style for performance must also be approved.

Student Duet/Trios: Students hoping to perform a non-registration class piece in the end of year performance must take a minimum of 12 hours of private lessons for one routine. Students do not have to perform to take private lessons. Private Duets and trios are permitted, but must be approved by the artistic director within the first four weeks of each session. Students may only perform in one private lesson piece at the Kona Dance and Performing Arts Annual Winter and Spring Performances. Only Registered Students will be permitted to perform a Duet/Trio.

Student Solo: Only High School Seniors may perform Solos at Kona Dance Annual Winter and Spring Performances. High School Seniors are permitted one solo and may also perform in 1 additional duet or trio. Seniors may choreograph their own piece but must work with a teaching artist in a Mentor/Mentee Capacity. The number of private instruction time required will be decided by the teaching artist and approved by the Director or Artistic Director. Only Registered Students will be permitted to perform a Solo.

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Studio Etiquette

Class Observation: To maintain a focused and distraction-free learning environment, we do not allow class observation during regular weekly classes for any student level. Please do not pull chairs up to the doors or stand in the doorway, as it is a distraction to our students and teachers. However, we warmly invite families to attend our designated Family Watch Weeks, held twice per season. For your comfort while waiting, a family waiting area is available at the front of the studio. We kindly ask that all families use this space respectfully while classes are in session.

Noise Levels: To support a focused and respectful learning environment, please keep noise to a minimum in all waiting areas. Conversations should remain quiet and respectful. Refrain from using noisy devices or allowing disruptive behavior while classes are in session.

Water Bottles: Dancers are expected to bring a refillable water bottle with them to all classes. We have a refillable water station. If your child does forget to bring one, we have bottles for purchase and plastic cups available to rent. They will have to sign out the cup, take it home to wash, and return to us at the front desk.

Food and Snacks: Dancers, especially those who have multiple back to back classes should bring food and snacks with them to stay energized and alert for class. Food and snacks are not permitted to be eaten inside the building and must be taken to the Family Waiting Area for consumption.

Entering the Studio:

- All students should enter through the front side door of studio
- All students should check in with the front desk upon arrival.
- NO entry should be made through Studio A roll up door or Studio B double doors.
- For the safety and concentration of our dancers, parents and guardians should not enter the studio during class time unless specifically invited by the instructor. This policy helps reduce distractions and supports a productive class atmosphere.
- If invited into the studio during class time, all street footwear should be removed to protect our specialized dance flooring.

Photography/Videography: To respect the privacy and focus of all students, please do not take photos or videos during class unless you have received prior permission from the instructor or studio staff. We will notify families when media is allowed (e.g., during Family Watch Weeks or performances).

Studio Parking:

Area #1: Kona Dance & Performing Arts parking lot. Reserved for Staff ,Teachers and our neighbors. One stall reserved for Accessible Parking designated for those with disabilities. A valid Hawai'i Disability Placard is required to use this space.

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Area #2: Front Drop-Off / Pick-Up Zone (Halekii St.) Located directly in front of the building along Halekii Street, is designated for Drop-Off and Pick-Up only. Please do not leave your vehicle unattended.

Area #3: Street Parking (South Side of Halekii St.) A curbside parking stretch is available along the south side of Halekii Street, directly across from Kona Dance and Performing Arts. This area is best for longer stays. Please remember to use caution when crossing the street, and be aware of any "No Parking" signs posted in the area.

Area #4: Additional Parking Across the Street

There is ample parking available across the street from the studio, near Korner Pocket, just a short walk. Please use caution & traffic flags provided when crossing the street.

Studio Communication

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, 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 Konadanceandperformingarts@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 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.

Family and Teacher Communication: Teachers are expected to establish a professional relationship with their students and parents by keeping clear, friendly, communication. The Artistic Director or Director will be included in all communication from teacher to parents and students.

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 Director or Artistic Director will be happy to set up an appointment for you.

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 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 Artistic Director on communications. Preferred method of communication between parties is via email.

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Family Involvement and Support

Support Kona Dance: 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 are greatly appreciated!

Fundraising: With limited fundraising opportunities, 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, or sign up on the Sign Up Sheets at the studio.

Volunteering: 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.

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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 us at Konadanceandperformingarts@gmail.com, or stop by the 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. To protect our dance floors, it is imperative that dance shoes are only used on them.
- 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.
- All dance attire must cover the entirety of the chest area from one armpit across to the other armpit and have sturdy and secure straps. Leotards should fit securely and cover the entire bottom area. Thong style leotards are not permitted.
- 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
- Cell phone usage is prohibited from the studio floors during class time.
- Hair must be properly secured and tied up off the face and neck for safety and to avoid distraction. For ballet class, hair must be in a bun.

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 and parent or guardian will be asked to sign the dress code document

Please see the dress code on the next page.

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Class	Attire	Shoes
Pre Ballet & Keiki Ballet Classes (Hip Hop Below)	Girls Pastel color leotard, matching skirt optional, flesh tone or pink tights optional Boys Black opaque ballet tights/leggings or shorts, fitted white t-shirt/tank top Non-Binary & Gender Fluid Please mix and match from the above options in order to find a costume that feels comfortable and productive for you to work in.	Girls Flesh tone or pink ballet slippers Boys Black ballet slippers Non-Binary & Gender Fluid Flesh tone, pink, or black ballet slippers
Keiki Musical Theatre & Jazz Classes	Girls Pastel color leotard or tank top, matching skirt or black leggings optional, and flesh tone or pink tights optional Boys Black opaque ballet tights/leggings or shorts, fitted white t-shirt/tank top Non-Binary & Gender Fluid Please mix and match from the above options in order to find a costume that feels comfortable and productive for you to work in.	Flesh tone Jazz Shoes
Ballet Classes (Levels 3, 4, & 5)	Girls Black leotard, black skirt optional, flesh tone or pink tights Level 5 Dancers: Any color leotard Boys White fitted t-shirt/tank top, black opaque ballet tights/legging Level 5 Dancers: Any color t-shirt/tank top Non-Binary & Gender Fluid Please mix and match from the above options in order to find a costume that feels comfortable and productive for you to work in.	Girls Flesh tone or pink ballet slippers Boys Black ballet slippers Non-Binary & Gender Fluid Flesh tone, pink, or black ballet slippers

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Contemporary Classes	Girls Black leotard, black yoga pants/leggings optional Level 5 Dancers: Any color leotard Boys White fitted t-shirt/tank top, black yoga pants or leggings Level 5 Dancers: Any color t-shirt/tank top Non-Binary & Gender Fluid Please mix and match from the above options in order to find a costume that feels comfortable and productive for you to work in.	Bare Feet or Black Crew Length Socks
Jazz Classes (Levels 3, 4, & 5)	Girls Black leotard, black yoga pants/leggings optional Boys White fitted t-shirt/tank top and black yoga pants or leggings Non-Binary & Gender Fluid Please mix and match from the above options in order to find a costume that feels comfortable and productive for you to work in.	Flesh tone Jazz Shoes
Lyrical Classes	Girls Black leotard, black yoga pants/leggings optional Level 5 Dancers: Any color Leotard Boys White fitted t-shirt/tank top and black yoga pants or leggings Level 5 Dancers: Any color t-shirt/tank top Non-Binary & Gender Fluid Please mix and match from the above options in order to find a costume that feels comfortable and productive for you to work in.	Flesh Tone Half Shoes

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Musical Theatre and Vocal Classes	Black leotard, black yoga pants/leggings optional Level 5 Dancers: Any color Leotard Boys White fitted t-shirt/tank top and black yoga pants or leggings Level 5 Dancers: Any color t-shirt/tank top Non-Binary & Gender Fluid Please mix and match from the above options in order to find a costume that feels comfortable and productive for you to work in.	Level 3 Flesh tone jazz shoes Level 4 Flesh tone Character Shoes
Tap Classes	Girls Black leotard, black yoga pants/leggings optional Level 5 Dancers: Any color Leotard Boys White fitted t-shirt/tank top and black yoga pants or leggings Non-Binary & Gender Fluid Please mix and match from the above options in order to find a costume that feels comfortable and productive for you to work in.	Lace up Black tap shoes
Hip Hop Classes (Including Keiki Level)	All Students Solid color fitted tank top/t-Shirt, Solid Color Loose Style pant Kona Dance and Performing Arts logowear highly encouraged	Clean unworn, non- marking Black and White sneakers or hip hop dance shoes
Open Level Classes	All Students Clothing should honor the dancer's needs for self expression without limiting movement.	Please bring class appropriate footwear - see above