



*Ohanas*

School of Performing Arts

*Welcome Packet*

**2021-2022 DANCE SEASON**

41 Sheridan Street, Chicopee, MA 01020

(413) 539-9996

[info@ohanaperformingarts.com](mailto:info@ohanaperformingarts.com)

# Welcome to our family!

Thank you for joining us at Ohana for our 6th year of dance! I'm looking forward to another life-enriching, inspirational, exciting year filled with dance and performance at Ohana, shared with YOU and your dancer! I am lucky to share a passion for creativity, self-expression, love, and dance with every dancer and member of our faculty. Each and every human being deserves the chance to experience dance and performance. Our hope for each student is that they will experience all-inclusive dance classes that will inspire them to express themselves through movement, dream big, and change the world! I am so excited for you to be on this journey with us!

As we venture into our 6th dance season, we want to present to you important dates and information on policies and procedures for our studio! **When registering for classes, you are acknowledging receipt and adherence to the information in this packet.** If you have any questions, please call us at (413) 539-9996, or email [info@ohanaperformingarts.com](mailto:info@ohanaperformingarts.com).



Ashley Kohl  
*Owner & Creative Director*



# Policies



## "MĀLAMA OUR HOME & EACH OTHER"

*Mālama is a Hawaiian word that means, "to take care of, respect, care for & preserve"!*

We take great pride in offering professional, inspiring dance instruction and hope to motivate students to appreciate the art of dance! The following are policies and procedures we expect all of our students and their families to follow. Please read through them all! Signing the form in the back of this packet acknowledges receipt of these policies and willingness and promise to follow each.

## CONNECT WITH US

Throughout the year we give our dancers & their families a LOT of information. Sometimes, it's hard to keep track of it all! That's why we post ALL of the information in our newsletters we send out to families via email & on our website! Quick emails will be sent out often as reminders of what is going on at the studio, so please be sure that we have the current updated email address for your family. You may update this address on your Dance Studio Pro parent portal. We post the most up-to-date information and news on our Facebook page. Information regarding your account can be found on Dance Studio Pro. We also post information on the bulletin board (our "Good Vibes Guide") at the studio, located in the 1st floor waiting room. If the information you're looking for is not found anywhere listed above... please email us!

Ohana's Office Manager, Laura Bourque, will be at the front desk and will be happy to answer any question you may have via email.

**Important Note:** Please do not interrupt your dancer's class to speak with the instructor! If time permits, instructors may be available to have a quick conversation before or after their classes. You may also leave a note for them at the office desk and they will contact you as soon as possible.

We kindly ask all parents to refrain from sending messages regarding Ohana to our personal Facebook pages or by text message through our personal cell phones. Instead, please send us an email (listed below) or a message through Ohana's facebook page. It is much easier for us to keep track of Ohana business through our business social media pages and email. Thank you for your understanding and cooperation.



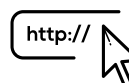
Ohana School of Performing Arts



info@ohanaperformingarts.com



@Ohanaperformingarts



http://www.ohanaperformingarts.com



# STUDIO ETIQUETTE

At Ohana, we are proud to offer inclusive, exciting classes where dancers can learn, enjoy themselves and show kindness & compassion towards others! In order to provide a wonderful learning environment for all, we ask that all who enter our doors abide by the following policies:

1. We have NO TOLERANCE FOR GOSSIP, RUMORS, PROFANITY or NEGATIVE ATTITUDES! We want everyone to enjoy the dance season, including our faculty, dancers & their families!
2. We respect everyone! Treat each other as you wish to be treated. Spread GOOD vibes only! This rule will be strictly enforced.
3. Do not enter the dance studio unless you are a dancer or have been asked to come in by their instructor.
4. For everyone's safety, we do not allow running or excessive horseplay through our dance studios, waiting rooms or lounge. Any person not following this rule will be asked to leave the studio.
5. We do not allow gum to be chewed in class.
6. We ask that EVERYONE pick up after themselves when they are in the studios, bathrooms, or waiting rooms. If you bring it in... take it out!
7. Ohana School of Performing Arts is a professional dance studio, and we expect good conduct and attitudes from parents and dancers. Good sportsmanship and good manners should be used by ALL dancers and their families at the studio and at events we attend representing Ohana. Inappropriate behavior will not be tolerated and disciplinary or legal action will be taken if issues present themselves. If an issue arises, please email [info@ohanaperformingarts.com](mailto:info@ohanaperformingarts.com).

## DANCE ATTIRE

Our goal is to make sure every dancer is comfortable in class! Every dancer must wear appropriate clothing that does not hinder movement.

**Ballet & Pointe:** Leotard, tights, dance shorts, dance pants, t-shirt, leggings, ballet shoes, dance paws.

**Contemporary:** Leotard, tights, dance shorts, dance pants, t-shirt, leggings, ballet shoes, dance paws, foot undeez.

**Jazz, Tap, Musical Theater & Hip Hop:** Leotards & tights, t-shirts, leggings, sweatpants, dance pants or shorts. Jazz shoes, dance paws, or barefoot. Tap shoes for tap class and sneakers for Hip Hop (clean sneakers used for dance classes only!)



**Creative Movement, Parent & Pookie & Adult Classes:** Anything that's comfortable and allows free movement!

Your favorite jeans, comfy pajama pants, large jewelry, and dirty sneakers should stay safe at home! Please direct questions for specific classes to your child's instructor.

## CLASS PLACEMENT

During the first few weeks of dance class, we'll be evaluating students to make sure they are placed in the proper classes suited to their ability. The age classifications listed for each class are a general guideline that our faculty uses to help our students choose their classes! If there's a class your dancer is interested in, but doesn't fit in the age category, we are happy to discuss your dancer's options in order to find the best fit! Our goal is for each dancer to find their "home" in classes best suited to their interests and level, and most importantly to be happy while dancing. Please encourage your dancer to talk to you about their experiences in the studio! You can send us an email or give us a call to chat.

## CLASSROOM BEHAVIOR

Students attend dance class for many reasons, but most important is to learn while having fun! When behavior issues have to be addressed, it disrupts the class and uses up time that should be spent on instruction! Please review the following codes of conduct with your dancer before attending class. Our goal is for each and every dancer to have FUN, be respectful, and learn!

We do not allow: gum, foul language, disrespect towards oneself, other students, faculty, on our property, or dangerous behavior. We follow a strike policy! After your child has been spoken to about their behavior (3) times, your dancer will be asked to leave the classroom (if parent is in the waiting room) and parents will be notified of the occurrence. We are a family at Ohana and live by the motto, "Good Vibes Always!". We appreciate you and your dancer cooperating with our mission!

## TUITION

### **Membership Fee (Formerly the Registration Fee):**

When you join an Ohana dance class, you are a MEMBER of our family! Each dancer is required to pay an annual, non-refundable \$25 Membership Fee (or \$50 per family) upon registering for classes to secure your dancer's spot in their class(es). Membership for 2021-2022 is valid from the day you register and pay the fee until June 30, 2021. To be enrolled in a class, dancers' must pay this fee. Members of Ohana will receive discounts on events, camps, birthday parties, merchandise,



and more! Drop-in students who have not paid the membership fee are not members. You do not have to be a dancer at Ohana to become a member! This membership fee is due immediately upon registering for classes, regardless of time of year.

### **Costume Payments and Costume Deposits:**

A \$25 costume deposit, PER CLASS, is due with October tuition. The additional payments will be added to your statement at the end of September. Please do not forget to pay for these deposits! The deposit will be subtracted from the total price of all costumes: you will receive your total costume bill in December 2021. The remainder of the costume balance is due by January 15, 2022.

If a dancer joins a class after October 1, 2021, the \$25 costume deposit per class is due immediately upon registration. If a dancer joins a class after January 15, 2022, the entire costume balance for their class(es) is due immediately upon registration.

## **TUITION: FREQUENTLY ASKED QUESTIONS**

### **What time frame constitutes the "Dance Year"?**

The dance year runs from the week of September 13, 2021 through the end of June 2022.

### **What is the yearly tuition? What am I paying per month?**

The yearly tuition for a dancer taking 1 class per week is \$550 for the entire year. Payments are broken into 10 monthly increments of \$55! Discounts apply for families taking multiple classes.

### **When is monthly tuition due?**

Monthly tuition is due by the 1st of each month and no later than the 5th of each month! This is REGARDLESS of what day of the week the 5th falls on. If payment is not received by the 5th of the month, a \$10 late fee will be added to your account. If payment is not received by the 10th of the month, **an additional \$5 late fee** will be added to your account. These fees cannot be waived and must be paid with your monthly tuition payment before your child can participate in classes! Thank you for your cooperation and understanding.

### **What about months with less weeks in them than others?**

Families do not pay per class each week. payments are divided evenly to cover the entire year of tuition. Monthly tuition payments do not change due to the number of classes in any given month - holidays & school vacations are already accounted for in the tuition amount.

### **What happens if I miss a class?**

Credit will not be given for any missed classes due to illness or personal commitments. You are welcome to make up any class missed.

### **When I register my dancer, what is the commitment?**

When registering, dancers commit to the entire season and are required to pay every monthly payment unless the student chooses to un-enroll from classes by December 31, 2021. If a dancer un-enrolls after December 31, 2021, **the dancer is required to pay for the remainder of the year of dance.**



### What if my dancer takes more than 1 class? Is there a discount?

Please refer to the payment chart below class pricing when taking more than 1 class! These discounts apply to classes per family. For example, if one family has two children each taking 1 class, the family will be \$105 per month. The same goes for one child taking 2 classes and so forth.

Number of Classes	Monthly Payment
1	\$55.00
2	\$105.00
3	\$150.00
4	\$190.00
5	\$225.00
6	\$255.00
7	\$280.00
8	\$300.00
9	\$320.00
10	\$340.00
11	\$360.00
12	\$380.00
13	\$400.00
14	\$420.00
15	\$440.00

### How will I be notified about payment? What forms of payment do you accept?

Statements will be sent via email through Dance Studio Pro prior to the start of each month. You may pay for tuition at any time prior to the due date (even months in advance!). Tuition payments may be paid by credit/debit card on Dance Studio Pro, our studio management software, or be received by mail in the form of a check or cash. Additionally, you may enroll in auto-pay through your parent portal. You may place cash or check payment in the locked mailbox outside our front door (white box) or in the locked drop box in our 1st floor waiting room (grey box) next to our front desk. Please refrain from giving payment to our instructors! If we are closed due to a holiday you may mail your payment or pay online through your parent portal.

*No exceptions will be made for families who are late to pay due to holidays or inclement weather days. If payment is not received by the end of the month, your child will not be allowed to participate in class until the account is paid. Returned checks will be charged \$25.*

<http://dancestudio-pro.com/online/ohanaperformingarts>

Please visit the above website to log into your account, make payments, and view your statement! Email us with any questions about this.





### **Do you offer an auto-pay option?**

Yes! You may enroll in auto-pay through your parent portal! Please note that when enrolling in auto-pay, **your FULL BALANCE DUE** (including tuition, costume deposits, costume balances, etc.) will be charged on the 1st of every month.

### **Are there any additional payments to be made throughout the dance year?**

Yes! Each dancer, if participating in the 2022 recital, is required to pay for a class costume & pair of tights and pair of shoes, if applicable. Costumes will be ordered by Ohana and given to each dancer in the spring. Costumes **MUST** be paid for in full prior to receiving them! Tights may be ordered by families or purchased at Studio D in the first floor waiting room of Ohana.

## CLASS ABSENCES

As with any hobby, skill or class, attendance is vital to mastering and enjoying dance to the fullest! At Ohana, you are a part of a team with your classmates and it's important to be there for your team barring emergencies or extenuating circumstances. Please make every effort to attend class! Dancers may even sit out but watch their class from the side in order to watch new choreography being learned!

Classes that are missed in-person may be made up during another scheduled class held in the same week. Ask your instructor for the times of other classes that would be appropriate for you. If you dancer misses beyond 3 classes, there will be an evaluation between teacher, student, and parent.

For Performance Teams: Per your dancers agreement to be on the team, each dancer is only allowed to miss 3 classes the entire season (from September through May). Any absences **MUST** be made known to your instructor prior to missing the class, barring any emergencies. While we are understanding of extenuating circumstances and will work with dancers to stay on the team, excessive unexcused absences may lead to removal from the team.

## INCLEMENT WEATHER, ETC.

If Ohana must close due to inclement weather or by guidance of the state, all classes for that evening/time period will be made up at a later date. We **MAY** be offering classes via ZOOM during studio closures, but will offer more information on inclement weather as the season progresses. Please check your email and our Facebook for any updates. Be sure to keep your Dance Studio Pro Parent Portal email & preferences up to date.

Weekly classes will always be held as scheduled regardless of circumstance. If there is an emergency update to this, you will be notified via email.





# ANNUAL CALENDAR

Holidays, events, vacations, and MORE! Keep these dates in mind as we head into the dance year! The annual calendar is also available on our website: <https://www.ohanaperformingarts.com/calendars>



## 2021-2022 Calendar

AUGUST 2021

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2021

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2021

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2021

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2021

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2022

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2022

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH 2022

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2022

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2022

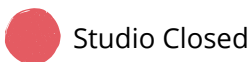
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2022

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY 2022

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



Studio Closed



Monthly Tuition Due



First Day of Classes



Performance



Picture Day



Costume Deposit Due



Costume Balances Due

December 11 - Holiday Wishes

February 11 - Spread the Love (Performance Team only)

June 17-18 - Annual Performance Showcase

\*Dates are subject to change



# Additional Information



## NEWSLETTERS

Monthly newsletters will be set out via email (the one provided to us in your parent portal) by the 1st of each month! These newsletters contain important information regarding schedule changes, cancellations, holiday closings and special events, so we ask each parent to read through it thoroughly to keep up to date! Many of your questions can be answered in them. Please let us know if you are not receiving it! You may view a copy of it at the studio in the waiting room. Each month, the newsletter will be available on our website: [ohanaperformingarts.com/newsletters](http://ohanaperformingarts.com/newsletters). You may download a copy there for your records or print it!

## HERO DISCOUNT!

Ohana is grateful for our service men and women and the many sacrifices they make. We offer a 5% discount to students of Police Officers, Firefighters, EMS & Active Duty Military Personnel. See Ashley for more information.

*\*Cannot be combined with any other discount (i.e. paid-in-full)*

## FUNDRAISERS

We know how expensive costumes and performances can get! In order to defray costs of costumes for our dancers and their families, we will be offering voluntary fundraisers in the fall for dancers to participate in. More information about these will be available in October.



# CHARITY PERFORMANCE

Holiday Wishes - December 11, 2021

*Location TBD*

Our annual holiday show benefits One Ohana, Inc. and the Make A Wish Foundation fo Massachusetts and Rhode Island! ALL students learn seasonal inspired routines in November to perform for their families at the show. We accept raffle prize donations, new toys for donations, and volunteer help! All classes perform in this show.

## PHOTOGRAPHY/VIDEO

By registering for classes, you are granting Ohana School of Performing Arts permission to record the participation of the student on video or by photograph, and to use it for promotion and public relations on the website (<http://www.ohanaperformingarts.com>), in print, and at other Ohana functions for promotional purposes only. Such recordings are the sole property of Ohana School of Performing Arts.

## WINGMAN FOR DANCE

We're so excited to have the Wingman for Dance program at Ohana! Wingman inspires empathy, compassion, kindness and most importantly acceptance of all children regardless of any perceived differences. Each more, we will be performing various Wingman for Dance activities that help us get to know and respect each other and build a stronger sense of community within the studio. We hope the dancers are willing to share some of the interesting activities they have taken part in.

How you can help: By discussing some of these ideas with your child, you will not only learn about them and their thoughts and feelings on these topics, you will also help to ensure that these behaviors and attitudes become more comfortable for them to explore and extend!

*Wingman for Dance is a program from Dylan's Wings of Change, a foundation dedicated to the memory of Dylan Hockley, one of the first grade victims of the shooting at Sandy Hook Elementary School on December 14, 2012. Dylan was six years old and had autism, and could be his best when those around him would be his Wingman. You can find out more at [www.wingmanleague.org](http://www.wingmanleague.org), on Facebook (Wingman for Dance) and on Instagram (@wingman4dance).*



# Recital 2021



## Ohana's 6th Annual Performance Showcase - June 2022 *Location TBD*

Dress rehearsal takes place on Friday of recital weekend. ALL students MUST attend the dress rehearsal.

More details about the recital will be released at the start of 2022. Please keep an eye on your emails for additional details and save the dates!

## RECITAL ROUTINES

Class routines for our annual performance begin rehearsals in spring 2022. Class changes or withdrawals must be made by December 31, 2021. We ask this as a courtesy to the instructor and the other students in the class. If you decide to withdraw after December 31, 2021, you are required

to pay the full yearly tuition. We do limit the number of students in each class and we stop taking new students in December, so your child's spot in class must be paid for regardless of whether or not they finish the season. By registering your student for classes, you accept this policy and agree to adhere to it.

It is imperative, as always, that your child maintain proper attendance! The dancer is responsible for learning the choreography they missed. Please speak with your instructor on the best way to make sure your dancer is up-to-speed.



# COSTUMES

Costume payments are for our recital only! Any costumes needed for Holiday Wishes can be found in your own closet or purchased separately. We do not handle costumes for these shows! They should be simple - your instructor will give you direction.

## COSTUMES FOR RECITAL 2021

\$25.00 deposits per costume are due with your October tuition! For example, if your dancer is in 1 class, you will pay an additional \$25.00 with your October tuition. If your dancer is in 4 classes, you will pay an additional \$100 with your October tuition. Adult classes are expect from this deposit and adult classes will discuss costumes separately. Photos of our recital costumes will be shown in classes & parents by January 2022 and all costume balances are due no later than January 15, 2022. Any delay in costume payment may result in having to order your dancer's costume separately, resulting in additional shipping fees! Please be prompt with payment and email us with any questions.



# Health & Safety Plan



We would like to reassure you that we will continue to follow the CDC & state guidelines as the health and wellbeing of our students, their families, and our staff are our top priority. We will continue to monitor and implement the local, state, and federal recommendations as they're announced.

## **Parents must consider the following before entering Ohana:**

1. Have they or their child experienced any of the following symptoms recently? Fever or chills, cough, shortness of breath or difficulty breathing, muscle or body aches, new loss of taste or smell, sore throat, nausea or vomiting, diarrhea? If yes, stay home.
2. In the last 14 days, have you had close contact with a confirmed or probably COVID-19 case? If yes, stay home.

## **HOW YOU CAN HELP:**

- Don't bring toys, food, or any unnecessary items from home.
- Don't send your child to the studio sick or if a family member is sick.
- Don't break any formal quarantine/government restrictions.
- Encourage your child to cough and sneeze into their arm, not in their hand.
- Alert us if your child does have COVID-19 and have been to the studio within the last 14 days so we can contact their peers.
- Please rest and seek medical assistance if symptoms (e.g. fever, chills, coughing, sneezing, shortness of breath) occur and/or the self-check suggests proper diagnosis.
- Please follow the CDC precautions if you have come in contact with someone with COVID-19.
- Please use the restroom and wash your hands thoroughly prior to entry to limit the amount of traffic in the bathrooms.



# We can't wait to dance with you!

From all of us at Ohana, we are looking forward to another amazing year of friendship, growth, possibilities, good vibes, and performance! We are so happy to share our love of dance with you. Please feel free to contact us at [info@ohanaperformingarts.com](mailto:info@ohanaperformingarts.com) if you have any questions!

Peace, love, & good vibes always,

**Owner/Creative Director:** Ashley Kohl

**Instructors:** Darlene, Loryn, Sara, Heather, Danielle, Deanna, Liz, Jennifer, Haley, Katelyn, Emily, Brenda, Carolyn

**Office Queen:** Laura Bourque

**Office Team:** Danielle, Melissa, Tanyelle & Casey