

SOUTHGATE STUDIO & OFFICE
208 EVERGREEN AVENUE
SOUTHGATE, KY 41071
859.781.0061 · FAX 859.781.6461

www.manyetdance.com



HIGHLAND HEIGHTS STUDIO
2411 ALEXANDRIA PIKE · HIGHLAND HEIGHTS, KY 41076
859.781.7061

WILDER STUDIO
1018 TOWN DRIVE · WILDER, KY 41076

WELCOME BACK!

Welcome to our 2016-2017 season of dance and our 32nd continuous year in the Dance Business as Manyet Dance. We thank you for your past support and look forward to a successful and exciting future. We would like to commend all our students on their terrific performances in our May 2016 recitals. My staff and I were very proud of the students' progress and are looking forward to working with everyone again this year.

Much time has been spent placing students in what we feel is the proper class for them. The first few weeks will be spent observing each student to be sure of proper placement. If we feel a change needs to be made we will contact you, as we want our students to be happy and also to achieve at their highest capability. If you have any questions or concerns about your child's placement, please discuss with the teacher before or after class.

NEWSLETTERS

Each month throughout the dance season you will receive a newsletter. In the newsletters you will find:

- Important information regarding studio policies
- Upcoming events and dates
- Payment reminders
- Studio announcements
- And more!

Please be sure to read each newsletter thoroughly, including all attachments, and keep them for your reference. Should you misplace your newsletter, you can always find the most current one on our website.

ATTACHMENTS TO THIS NEWSLETTER

- Payment policy and information
- Important dates
- Dance Troupe auditions
- Additional classes being offered.

WEBSITE

Visit our website at www.manyetdance.com where we will post important dates, announcements and up-to-date information that you may refer to. Important forms and newsletters can also be found here. Student pictures (no names) may appear on our web site or in advertising. *If you do **not** want you or your child's picture to appear on our web site or in advertising, please notify the office in writing.*

DANCE ATTIRE – See Web Site, under Policies and Procedures link. We sell dancewear and shoes at competitive prices at our Southgate office.

OFFICE – SOUTHGATE LOCATION

Our secretary is Gayle Thiem. Our website designer is Becki Jean. The office is located upstairs, near Studio B at our Southgate location. Correspondence with the office can be done through one of the following three ways:

1. Phone: 859.781.0061
2. Email: manyetdance@gmail.com
3. Mail: 208 Evergreen Ave
Southgate, KY 41071

We do not have an office at our Highland Heights location, but we do have a white drop box for payments in the hallway. No payments or correspondence is accepted at our Wilder location. *For all questions and concerns please direct your phone calls to the Southgate location.*

OFFICE HOURS

Monday: 12:00 PM – 7:00 PM

Tuesday: 5:30 PM – 7:30 PM

Wednesday: 4:30 PM – 7:00 PM

Thursday: 4:00 PM – 7:00 PM

2nd Saturday of Month: 9:30 AM – 12:00 PM

DANCE INSTRUCTORS & ASSISTANTS

Becky Agard, Isabel Besse, Holly Burwig, Emily Clark, Maggie Comer, Olivia Cooney, Claire Crowley, Megan Crowley, Lisa Davis, Lin DeGraaf, Maggie Finn, Megan Franzen, Amy Geiman, Crystal George, Roan Gustin-Lyle, Jennifer Hilvert, Corinne Holmes, Sarah Hungler, Becki Jean, Taylor Kennedy, Kayle Kyle, Samantha Lubbers, Angela Combs, Abby Paolucci, Carly Peterson, Lizzy Roeding, Liz Sampson, Maddie Schweitzer, Amber Smith, Claire Snider, Kelsey Taylor, Taylor Anne Walz, Emily White, Jeanette Yeager.

Our teachers will introduce themselves at the first watch week and you will receive a letter explaining their experience and qualifications at the first class.

BRAVO! We have a special section in our newsletter listing student accomplishments or interesting news. Feel free to call our office or send a note about your special star.

WAITING ROOM AND PARKING

General Rules for Waiting Rooms:

- Students are to wait in the waiting room until their teacher escorts them into their dance room.
- While in the waiting rooms, students and any other children should be supervised by their parent. Teachers are not responsible for the actions of the students while in the waiting areas.
- Children should not be running in the hallways or climbing on the furniture.
- Please keep noise level to a minimum as to not disrupt any ongoing classes.
- **Students should arrive no sooner than five minutes before class time.**
- Parents choosing to leave during the class time are expected to promptly pick up the students at the end of class.

Southgate: The waiting room for all Southgate classes is downstairs. Allow time for parking as there are limited nearby spaces in front of the Southgate building. We do, however, have permission from St. Therese to use their northwest parking lot which is directly behind our studio building. **We highly suggest using St. Therese's lot!** To use St. Therese's lot please enter in front of the church from Temple Avenue and go to the far end of their lot near a tan shed. There is a lit walkway from this parking area to the front of our building. Parking is available to us weekdays 4:00 PM and after and on Saturdays. While using the St. Therese parking lot, be cautious of their after-school program which is sometimes using the corner of the parking lot. **Please be courteous to our neighbors and do not park in or in front of their driveways or at any yellow curbs.**

Highland Heights: The front lobby is the designated waiting area for both Highland Heights studio classrooms. There is ample parking at this location in our parking lot. When dropping off dancers, please do not stop at the doors but instead pull around the building and drop off near the front sidewalk or pull into a parking space.

Wilder: There is also a lobby in the Wilder studio in which students and parents are to wait. There is ample parking in the Town & Country parking lot.

2016-2017 PAYMENT POLICY

**For a more detailed description, please refer to our website or request a copy from the office.*

Tuition: Annual tuition is paid in four sessions. Below are the due dates for each session. Bills are handed out two weeks prior to the start of each session. Fees may be paid for by cash, check, debit or credit card. *If you have chosen to automatically have payments charged to your credit card, charges will be made up to 10 days prior to the start of each session.*

- **Session 1: Payment due by Sept 1, 2016**
- **Session 2: Payment Due by Nov 2, 2016**
- **Session 3: Payment Due by Jan 16, 2017**
- **Session 4: Payment Due by Mar 13, 2017**

Payments should be mailed to the Southgate studio or put in the drop box at SG or HH by the due date listed above. Do not mail payments to the Highland Heights studio. No payments are accepted at the Wilder studio. Please enclose payment along with indication of the dancer(s) to whom the payment should be applied.

There will be no refunds on registration fees or tuition payments. *There will be a \$25 charge on all checks returned from the bank.* Session payments must be made in full. Students will not be permitted to advance to the next session if their previous session is not paid. Late payments will incur a \$15 late fee charge. Please keep up to date with your payments and save yourself this added fee.

Family Discounts: Family discounts are offered at 10% off of one class per child.

“Ready – Set - Recital!” Bundle: We are again implementing our bundle billing for costumes and recital needs. All dance students are invited to perform in the annual recital. You can find detailed information on the cost for your “Ready – Set – Recital!” bundle on our website under our Policies and Procedures page.

Bundles are not optional and include:

- recital costume
- recital costume accessories
- recital tights
- recital t-shirt
- recital DVD

As always, we consciously try to keep costume and recital costs to a minimum. Bundle payments will follow the same billing schedule as tuition. Late bundle payments will incur a \$15 late fee and may also result in your costume not being ordered. To earn credits towards **FREE RECITAL ITEMS** in the bundle, you may choose to participate in our Fundraiser. A fundraiser packet is given out to each dancer the first week of classes.

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IMPORTANT DATES

Watch Week

There will be **3 full watch weeks** during our dance year. At this time, **one adult per student** will be permitted to sit inside the classroom and view the class. Please arrange babysitting for other siblings as they will not be permitted inside the classroom. We do not make exceptions. Your special performer deserves your undivided attention and other children can often be a distraction. Classroom doors will be left open at the teacher's discretion.

-Southgate Studio B (SGB, Upstairs Classroom)
 -Highland Heights 2 (HH2, Back Classroom)
 -Wilder (WLD)

October 10 – 15
January 16 – 21
April 17 – 22

-Southgate Studio A (SGA, Downstairs Classroom)
 -Highland Heights 1 (HH1, Front Classroom)

October 17 - 22
January 23 - 28
April 24 - 29

Recital

Our recital dates are tentatively scheduled for the first two weekends in May. We are in the process of finalizing the contracts and will notify you with more details as soon as we have a confirmation.

Payment Sessions

Our school year begins on Wednesday, September 7, 2016, running through the recitals, and will be billed in four payment sessions. The 1st session payment due date was September 1, 2016. Each of the following session bills will be due on the first day of each session.

SESSION	DATES	TUITON DUE DATE
1	September 7 through November 1	September 1, 2016
2	November 2 through January 14	November 2, 2016
3	January 16 through March 11	January 16, 2017
4	March 13 through recital (TBA)	March 13, 2017

Holidays

Thanksgiving Off November 23 - 26 (classes resume Monday, Nov. 28)
 Winter Break Off December 22 through January 4 (classes resume Thursday, Jan. 5)
 Spring Break Off April 3 - April 8 (classes resume Monday, April 10)

Fun Weeks (A break from the normal dance routine)

Oct. 25 – 31 Students may wear old recital costumes or any other color of dancewear to this class if they wish. Fun and educational dance-related activities.
 December 15 – 21 These are our Christmas party days. More details will be in our December newsletter.

Dance Pictures

Our picture dates are scheduled for April 21-23, 2017.
Friday, April 21, will be reserved for all dance troupes. Updated information about signups will be in our March newsletter.