

Welcome back! If you are receiving this message that means you have a dancer currently enrolled at The Dance Factory! We recommend saving this important email to reference any time you may have a question.

CLASSES BEGIN SEPTEMBER 5TH -- If your dancer is in a Monday class, those classes will begin September 11th. Please make sure your dancer is prepared with the correct attire and shoes for class. Lists for shoes and attire can be found [HERE](#). You may purchase shoes and attire from anywhere you choose. If you are looking to purchase locally, we recommend [Footlights](#), located at 17th and Fairlawn. They have our selected shoes for you!

Please make sure your dancer's hair is secured and out of their face for class. It can be very distracting when their hair is in their face while they are dancing.

At class time we will let your dancer in the front door and will bring them back to the front door of the studio when they are finished. We will not let dancers out of the studio until they see a parent or guardian to pick them up at the door. We will not send dancers out in the mall or outside of Fairlawn Plaza on their own. Please make sure to arrive approximately five minutes before class ends.

*** NO FOOD OR DRINK - OTHER THAN WATER - IS PERMITTED INSIDE OF THE CLASSROOM ***

As always, if your dancer is exhibiting ANY illness symptoms, please do not bring them into the studio.

!! Parent/Toddler Classes - Dancers are allowed to bring one parent/guardian in to attend class with them. This will be strictly enforced !!

PARENT PORTAL -- To view class enrollment, transactions, and make payments on your account – please make sure you are choosing “[Parent Portal](#)” on the website’s home page. Payments will be auto-debited from your account on the 5th of each month and considered late on the 7th. Payments due on the 15th of the month will be considered late on the 17th. Late fees are \$15 per offense. If your account exceeds 60 days past due we will remove your dancer from all of their classes. You may log in at any time to make payments or pre-payments to your account. **Your login is the email you registered with and your own set password.**

WEBSITE -- We use our [NEWS](#) page to communicate our weekly updates and important dates that are sent via email each week.

REMIND -- We use a free text messaging system for communicating with our dancers. These announcements include but are not limited to: cancellation of classes for inclement weather, important studio reminders, email delivery reminders, urgent announcements, etc. With Remind, all personal information remains completely confidential. Teachers will never see your phone number, nor will you ever see theirs. We ask that each parent and dancer (if they have a personal cell phone) sign up for this alert system in order to improve communication between The Dance Factory faculty and our families.

!!! THIS IS THE BEST AND FASTEST WAY TO GET STUDIO INFORMATION !!!

To sign up for text message reminders: text @dfstudio3 to '81010'. [[If your dancer is part of our Company programs you should already be signed up in your respective Company - do not additionally sign up for this]]

URGENT/EMERGENCY COMMUNICATION

1. Please add our office number to your contacts. Many times we try to reach families in an emergency situation and contacts do not answer. Please add **785-272-4548** (The Dance Factory) so that you know to pick up when we call.
 2. Please add office@dancefactorynews.com to your “favorites” list in your email. This will ensure you receive every communication from us - we would hate for you to miss anything!
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CONCERT DATES -- IMPORTANT DATES TO SAVE

- Winter Showcase - Thursday, December 21st, 2023 @ 6pm - Studio Dancers (3 Year Olds - High School) - White Concert Hall - This performance is optional for our studio dancers.
 - Company Concert - Saturday, January 6th, 2024 - Competition Company, Performance Company and Mini Company Dancers - This performance is mandatory for all Company dancers.
 - June Concert Dates:
 - Friday, June 7th, 2024 - Competition Company, Performance Company and Mini Company Dancers and Graduating Seniors
 - Saturday June 8th, 2024 - Entire Studio
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Additional studio policies can be found [HERE](#)

As always, if you have any questions regarding this information or have questions at any time, please feel free to send a message to office@dancefactorynews.com and we will respond as soon as possible! We are ready for a FUN season ahead!

Kind Regards,
The Dance Factory Faculty