B A C K T O D A N C E

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.

SEASON BEGINS TUESDAY, SEPTEMBER 8TH -- If your dancer is in a *Monday* class, those classes will begin the following week. 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 because it is very concerning to dancers when their parent or guardian is not visible when being picked up. If you have not arrived within five minutes we will begin calling your contact numbers.

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

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

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

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.**

REMIND -- We use a free text messaging system for communicating with our dance families. 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 @dfstudio 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]]

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

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!

If you have a Yahoo!, MSN, HOTMAIL or AOL email account, emails from small businesses, like ours, are likely going to your junk mail. Please report our emails as "not spam"

CONCERT DATES -- IMPORTANT DATES TO SAVE

- Winter Showcase - Friday, December 4th, 2025 @ 6pm - Topeka Performing Arts Center

  - Studio Dancers (3 Year Olds - High School + Performance Company)
  - This performance is optional for our studio dancers with more information to come in October!

- Company Concert - Saturday, January 9th, 2027 @ 6pm - Topeka Performing Arts Center

  - Competition Company, Performance Company and Mini Company Dancers - This performance is mandatory for all Company dancers. Dancers will rehearse ALL day for this show prior to show time.

- June Concert Dates:

  - Friday, June 11th, 2027 - Competition Company, Performance Company and Mini Company Dancers and Graduating Seniors
  - Saturday, June 12th, 2027 - Entire Studio (This will be a two-show day 🙂 Please plan to block off the entire day with show times officially announced in early April)

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! Our office hours are hit and miss until classes begin so email is the best way to reach us! We are ready for a FUN season ahead and cannot wait to see your dancers soon!

Kind Regards,
The Dance Factory Faculty

the Dance factory