



MANYET DANCE

2026-2027

STUDIO HANDBOOK



Welcome to the ManDan Fam!

Page 2

MEET MS. LISA



Lisa Davis

STUDIO OWNER

“

Here at Manyet we are a family. We value a dance education that incorporates a fun and positive learning environment.

”

I would like to introduce myself as the owner and director of Manyet Dance since September 2010. I am truly blessed to have the opportunity to share my love of dance and creative energy with the Manyet Dance family. Ms. Amy Manyet Geiman started Manyet Dance in 1984. In 1985, at the age of two, I began taking ballet, tap and tumbling classes from Ms. Amy. At the age of eleven, I became a demonstrator and from there progressed to teaching and choreographing dances on my own. I also danced on the Manyet Dance Troupe for five years. Besides taking classes at Manyet, I have attended numerous dance conventions throughout the United States where I was taught by professional dancers and choreographers. At two of the conventions my dancing ability was rewarded with scholarships to attend national dance seminars. I was also on Northern Kentucky University's Dance Team during my four years of college where I performed at basketball games, campus events and national competitions and was a captain for two of those years. In May of 2005, I graduated from NKU with a Bachelor's degree in Elementary Education. From August 2005 through May 2010 I taught 2nd grade at Southgate Elementary School while continuing to teach at Manyet. Once I took over ownership, I decided to focus solely on the studio and therefore no longer teach school. I love teaching and being with kids every day. It is a joy to see each student learning and growing as the year progresses. My passion for helping others allowed me to excel in my profession and truly enjoy what I did every day, both in the school classroom and the dance classroom. I love dance, and to be able to share that love with others, now as my full time job, brings me great joy and pleasure. Not only are the students learning dance steps and technique, they are also learning poise and confidence and are making new friends. I continue to attend local dance workshops as well as national conventions and seminars to further my dance education and keep up with the latest styles and dance trends. Ms. Amy built Manyet into a positive, loving and educational dance environment. As the current owner, I will continue to expand on what Ms. Amy created and share my love of dance with others. If you have any questions for me, feel free to email me at dancelisag@gmail.com



Studio Location

Page 3

Cold Spring Studio & Office

345 Crossroads Boulevard Cold Spring, KY 41076

Studio Phone # 859.441.0400

Coded as CS1/CS2

Office is located at the Cold Spring Studio

Office Phone: 859.250.5042

Office Hours: Tues 7p-8:30p, Thur 6:30p-8:15p

Office Administrator: Abby Rubright

Email: manyetdance@gmail.com

Tuition & Billing Administrator: Shanel Dean

Email: manyetbilling@gmail.com



Registration

Registration is completed online through our website and/or our Manyet Dance Parent Portal. In the Fall, a one-time registration fee is required to be paid in full prior to registering. **Registration fees are non-refundable and non-transferable.**

Enrollment

Enrollment is considered active until the end of each session unless **written notice of withdrawal is received by the office.** Manyet Dance's 2026-2027 Dance Year runs from September 14, 2026 through recitals in May 2027. At the conclusion of the season, all students will become inactive unless they register for the next Summer, Winter, or dance year. There is no pro-rating for missing classes or withdrawing prior to the end of a session. Manyet Dance reserves the right to cancel or combine classes with another appropriate class when enrollment is low.

Absences, Make-Ups, & Cancellations

Absences can be recorded by the parent via the Parent Portal. Please utilize this method vs emailing the office so that your instructor will have an instant and clear picture of your dancer's absence. See pg. 7 for instructions on how to submit an absence in the Portal.

In case of illness, makeup classes are offered as an option for missed dance classes, with the exception of specialty classes that are only offered once during the week. Arrangements must be made ahead of time for makeup classes with the office. Manyet Dance reserves the right to deny a makeup class during certain times of the year or when other classes are full. To request a makeup, please email the office with student name, makeup class time requested, and makeup date requested.

If a class is canceled due to inclement weather or other extraneous circumstances, you will be notified via email and our social media pages and the studio will notify you if there are class make-up options.

Tuition

Tuition is paid by session. The full dance year consists of 4 sessions.

No refunds or reduction in tuition will be given for missed classes or failure to drop a class prior to the specified drop deadline. Because we have the Parent Portal, we do not send statements. Tuition is due at each date listed below. A \$20 late fee will be charged to any past due accounts one week after tuition due dates.

September 1, 2026 Session 1 Tuition Due

November 9, 2026 Session 2 + 1st Installment Recital Bundle Fee Due

January 25, 2027 Session 3 + 2nd Installment Recital Bundle Fee Due

March 22, 2027 Session 4 + 3rd Installment Recital Bundle Fee Due

Payments

Each family is required to have a valid credit card or bank account on file. Tuition and recital bundle charges are payable by auto draft or prepayment. Payment is accepted in the form of credit, debit, cash, check, or bank draft. Manyet Dance reserves the right to apply any unpaid balance to the card or bank account on file. A \$30 return fee will be applied to any account with returned, rejected, or dishonored form of payment or to any account in arrears more than 7 days past a due date.

Class Placement

Much time has been spent placing students in what we feel is the appropriate class for them. The first few weeks of the new dance year 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 thrive and achieve their highest abilities. If you have any questions or concerns about your child's class placement, please discuss with your teacher via the contact method provided in their welcome letter or before or after your child's class. Teacher letters can be accessed by clicking on the staff photos at the end of this handbook.

Class Drop Requests

In the full dance year, students are automatically enrolled in the same class from session to session. Any withdrawal from a class, must be done so **THREE WEEKS prior to the start of a new session via Drop Request in the Parent Portal**. Verbal drop to the teacher will not be accepted as the office needs to update the account. If you do not drop the class three weeks prior, you will be responsible for the full tuition for the upcoming session as well as any recital bundle payments.

To submit a drop request: Log into your Parent Portal/Scroll down to the "My Schedule" section of the dashboard/Click the three dots in the top left corner of the class you wish to drop/Click on Request Drop/Provide the last day your student will attend class and your drop explanation. Upon approval, you will receive a confirmation email from the office.

Family Discounts

Family discounts are offered at 10% off one class per dancer for families with multiple active registrations. This discount is applied by the office at the time of registration. Please verify that you have received your discount prior to the start of the session. In the event of class withdrawal leaving only one registered household member, the discount will be removed.

Drop Off & Pick Up

The 4 spots immediately in front of the building should be used for quick drop off and pick up. If you plan to wait in the lobby, please park elsewhere in the lot. All students will enter and exit through the front entry doors. Teachers will retrieve their classes from the lobby. For extra room, there is an additional lobby in the back of the studio for those in CS2. All students should arrive to class no earlier than 5 minutes prior to class time. Young students should be supervised. If you are running late to pick up your child, please contact the STUDIO PHONE number so that it reaches an instructor.

Dance Attire

Each dance class has required dance attire according to the style(s) of dance. All dancers should arrive to class with: Hair secured back away from face and up off of neck No jewelry other than small pierced earrings The proper footwear for their class. Street shoes are not permitted to be worn on the dance floors with the exception of hip hop and/or cardio students who may wear shoes that have not been worn outside. Students ARE permitted to wear street shoes into the building and change once inside the lobby. In this same regard, students should change into street shoes before exiting the building to avoid additional wear and tear. Below you will find the specific needs for each class.

1, 1.25, & 1.5 Hr Combo Classes

- Plain black leotard
- Pink tights
- Pink ballet shoes
- Tan tap shoes (buckle or velcro, Mary Jane style)

1.75 Hr Classes

- Any color leotard
- Tights or leggings worn below the knees
- Pink ballet shoes
- Tan tap shoes
- Jazz shoes may be required for recital.

2 Hr Classes

- Any color leotard
- Tights or leggings worn below the knees
- Pink ballet shoes
- Tan jazz Shoes
- Black tap shoes

*Students may also be required to purchase tan taps, tan heel taps, or half soles. They may wear tan jazz shoes or half soles for their ballet dance in recital depending on style and costume.

Male Students

- Black stretch shorts
- White t-shirt
- Black ballet shoes
- Black tie taps

Tiny Tunes/Dance Buddies

- Dance or play clothes
- Clean gym shoes or pink ballet shoes

Junior Jazz/Musical Theater

- Any color leotard and tights
- Tan jazz shoes

Tumbling

- Leotard
- Tights optional, stretch shorts with leotard are acceptable
- Bare feet

Girls Hip Hop

- Fitted top or leotard
- Exercise pants, capris or long shorts(dancers often do floor work)
- Gym shoes (not worn outside)

Boys Hip Hop

- T-shirt
- Basketball shorts or sweats
- Gym shoes (not worn outside)

Adult Students

- Comfortable dance or exercise wear
- Proper shoes

Dance attire can be purchased at the annual dancewear presale, from the preowned bins at the Cold Spring studio, or through the office at anytime during in person office hours and/or by filling out this form.

Preowned items are sold by Manyet families. Please bring cash or check to be made out directly to the Manyet family if you wish to purchase. PREOWNED ITEMS WILL ONLY BE HELD FOR ONE DANCE SEASON. At the end of the season you may retrieve your items or the dance studio will donate or distribute them as we see fit.

Watch Weeks

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 may be left open at the teacher's discretion. Please review the dance year calendar for watch week dates. There will be no make-ups for watch weeks. Manyet Dance reserves the right to change a watch week date if conflict arises.

Recital

Recital dates are **TBD-May 2027** at Highlands High School in Fort Thomas, KY. A schedule communicating the recital dates and show schedules will be communicated as soon as we receive confirmation of our bid (typically late Fall).

Small Shows: May 2027

- Students in this show will perform in ONE of 3 show times at 1:30p, 4p, or 6:30p
- Students who participate in this recital are: Tiny Tunes, Toddler Combo, 1.25 hour combo, 1.5 hour combo, Junior Jazz, Rec Hip Hop, Adult Beginner Classes, and Dance Troupes.
- There is full dress rehearsal the morning of these shows.

Large Shows: May 2027

- Students in this show will perform in BOTH showtimes on their recital date.
- Students who participate in this recital are: 1.75 hour combo, 2 hour combo, Lyrical, Pointe, Advanced Hip Hop, Advanced Adult, and Dance Troupe Classes.
- Full dress rehearsal takes place the evening BEFORE the recital date.

Recital Ticketing

Manyet Dance will utilize TuTuTix to sell electronic recital tickets for the 2027 Recital Season. A link will be provided closer to recital.

Recital Bundle

Recital bundle payments are due with your Sessions 2, 3, and 4 tuition payments. To hopefully ease the burden of this cost, the total payment is broken down into three with half due at the time of Session 2 tuition, and the other two quarters of payment due in Sessions 3 and 4. To view your recital bundle total cost and breakdown, please see pg. 9 of this handbook.

The recital bundle includes your recital costume(s), a pair of recital tights, a recital t-shirt, and access to download the professional recording of your recital performance. Tickets are sold separately.

Recital Opt Out: Any dancer wishing to opt out of recital must inform the office via email no later than **October 15** to avoid being charged the FULL bundle payment. Please do not just tell your instructor as the office needs to make adjustments to the account to ensure you are not charged.

Parent Portal

All enrollment, emails, and account transactions take place in the Jackrabbit Dance system. Here are some helpful tools to acquaint you with the software:

- [Parent Portal Link](#)
- [Jackrabbit Parent Portal Intro Video](#)
- View your Statement: Log into your Parent Portal>Billings & Payments>Quick Links>Full Transaction History
 - To see full details of a charge simply click on the charge.
 - You can also filter the list by student, date, or transaction type
- Pay Your Bill: Log into your Parent Portal>Billings & Payments>Current Balance: Hit Pay Now>Select which fees you'd like to pay (You may also apply credits at this time)
 - Please note that all families will be on **AUTO PAY** this dance year and must have a card on file. If you would like to pay your bill with an alternative card or checking account, please do so prior to the due date.
- View all emails sent from the Jackrabbit system to you: **Log into Parent Portal> Click the 3 lines in the top right corner> Click on Messages**
- **Schedule an Absence: Log into Parent Portal> Click on the 3 lines in top right corner>Absences & Makeups> Submit an Absence**

Other Useful Parent Resources

Subscribe to our [Calendar](#)

Scroll down to **Subscribe to Calendar** and choose the calendar that works best with your device.

Follow our social media pages

We utilize both of these spaces to post important dates, announcements, and up-to-date information for your reference.

Facebook: @manyetdance Instagram: @manyetdance

Order Dancewear

Dancewear can be purchased prior to the start of the dance year during our Dancewear sales and at other designated times during the dance year. The dance studio carries limited shoes and leotards throughout the dance year so we highly recommend participating in the preorder. Other useful places to get shoes and leotards are Amazon, NKY Dancewear in Cold Spring, and/or Discount Dance.

Spiritwear Sales

Spiritwear is available to order in the Fall and Spring. An order form will be emailed to all current dance families. You will need to order within the specified window and payment will be auto drafted from your account.

Use of Likeness

Please note that student pictures (no names) may appear on our website, social media, and/or in advertisements. If you do NOT want you or your child's picture to appear in any of these media forms, please notify the office via email at manyetdance@gmail.com.

Use of Name/Logo

Without the prior written consent of our studio owner(s), no person may use the Manyet Dance name or logo.

DANCE YEAR 26-27

IMPORTANT DATES

SEPTEMBER 1, 2026	SESSION 1 TUITION DUE
SEPTEMBER 14, 2026	FIRST DAY OF CLASSES: SESSION 1 BEGINS
OCTOBER 12-17, 2026	WATCH WEEK: CS2 CLASSES
OCTOBER 15, 2026	LAST DAY TO OPT OUT OF RECITAL
OCTOBER 19-24, 2026	WATCH WEEK: CS1 CLASSES
OCTOBER 26-31, 2026	HALLOWEEN FUN WEEK
NOVEMBER 9, 2026	SESSION 2 BEGINS: TUITION + 1 ST BUNDLE INSTALLMENT DUE
NOVEMBER 23-28, 2026	THANKSGIVING BREAK: NO CLASSES OR OFFICE HOURS
DECEMBER 14-19, 2026	CHRISTMAS/HOLIDAY PARTY WEEK
DECEMBER 21, 2026-JANUARY 2, 2027	CHRISTMAS BREAK: NO CLASSES OR OFFICE HOURS
JANUARY 25, 2027	SESSION 3 BEGINS: TUITION + 2 ND BUNDLE INSTALLMENT DUE
JANUARY 25-30, 2027	WATCH WEEK: CS2 CLASSES
FEBRUARY 1-6, 2027	WATCH WEEK: CS1 CLASSES
MARCH 21, 2027	SESSION 4 BEGINS: FINAL TUITION & BUNDLE INSTALLMENT DUE
MARCH 29-APRIL 3, 2027	MANYET SPIRIT WEEK
APRIL 5-10, 2027	SPRING BREAK: NO CLASSES OR OFFICE HOURS
APRIL 19-24, 2027	WATCH WEEK: CS2 CLASSES
APRIL 26-MAY 1, 2027	WATCH WEEK: CS1 CLASSES
MAY 8, 2027*	TENTATIVE SMALL SHOW RECITAL DATE
MAY 15, 2027*	TENTATIVE BIG SHOW RECITAL DATE

***NOT CONFIRMED DATES**

Recital Bundle Breakdown

2026-2027

CLASS	TOTAL BUNDLE COST	DUE NOV 9	DUE JAN 25	DUE MAR 22
Tiny Tunes	\$101	\$50.50	\$25.25	\$25.25
1 Hour	\$110	\$55	\$27.50	\$27.50
1.25 Hour	\$110	\$55	\$27.50	\$27.50
1.5 Hour	\$115	\$57.50	\$28.75	\$28.75
1.75 Hour	\$147	\$73.50	\$36.75	\$36.75
2 Hour	\$199	\$99.50	\$49.75	\$49.75
Hip Hop (only class)	\$120	\$60	\$30	\$30
Hip Hop (secondary class)	\$77	\$38.50	\$19.25	\$19.25
Junior Jazz (only class)	\$120	\$60	\$30	\$30
Junior Jazz (secondary class)	\$77	\$38.50	\$19.25	\$19.25
Lyrical/Contemporary	\$77	\$38.50	\$19.25	\$19.25
Pointe	\$86	\$43	\$21.50	\$21.50
Adult Tap	\$111	\$55.50	\$27.75	\$27.75
Adult Jazz	\$111	\$55.50	\$27.75	\$27.75
Adult Ballet	\$131	\$65.50	\$32.75	\$32.75
Adult Ballet & Jazz	\$137	\$68.50	\$34.25	\$34.25
Adult Advanced Combo	\$147	\$73.50	\$36.75	\$36.75

Bundle costs include recital costume(s), recital tights, recital tee shirt, and access to download the professionally videographed recital. If you have siblings participating in the same recital, you will receive a discount on the second, lesser bundle minus the cost of the video.

INDEX

<u>ABSENCES.....</u>	<u>PG. 3</u>
<u>CALENDAR OF EVENTS.....</u>	<u>PG. 8</u>
<u>CANCELLATIONS.....</u>	<u>PG. 3</u>
<u>CLASS PLACEMENT.....</u>	<u>PG. 4</u>
<u>DANCE ATTIRE.....</u>	<u>PG. 5</u>
<u>DANCEWEAR.....</u>	<u>PG. 7</u>
<u>DROP OFF PROCEDURES.....</u>	<u>PG. 4</u>
<u>ENROLLMENT.....</u>	<u>PG. 3</u>
<u>FAMILY DISCOUNTS.....</u>	<u>PG. 4</u>
<u>MAKEUP CLASSES.....</u>	<u>PG. 3</u>
<u>PARENT PORTAL.....</u>	<u>PG. 7</u>
<u>PAYMENT POLICY.....</u>	<u>PG. 4</u>
<u>PICK UP PROCEDURES.....</u>	<u>PG. 4</u>
<u>RECITAL BUNDLE BREAKDOWN.....</u>	<u>PG.9</u>
<u>RECITAL OVERVIEW.....</u>	<u>PG. 6</u>
<u>RECITAL TICKETING.....</u>	<u>PG. 6</u>
<u>REGISTRATION.....</u>	<u>PG. 3</u>
<u>SOCIAL MEDIA.....</u>	<u>PG. 7</u>
<u>SPIRITWEAR.....</u>	<u>PG. 7</u>
<u>STUDIO LOCATIONS.....</u>	<u>PG. 3</u>
<u>TUITION.....</u>	<u>PG. 4</u>
<u>WATCH WEEKS.....</u>	<u>PG. 6</u>
<u>WITHDRAWAL POLICY.....</u>	<u>PG. 4</u>



THIS INDEX IS HYPERLINKED FOR YOUR CONVENIENCE.
CLICK TO VIEW THE NECESSARY PAGE