

# **2019-2020 School Year Parent/Student Handbook**



***It's about more  
than dance...***

# **2019-2020 STUDIO CALENDAR**

Sept 3	First day of classes
Sept 20	Parade practice for students dancing in parade – 4:30-5:30 PM
Sept 21	Heritage Festival Parade (No dance classes held)
Sept 28	Deadline to register for Flo 40 Dance Convention
<b>Oct 7</b>	<b>Deposit #1 due for Recital Costume/Tights -\$27/per costume</b>
Oct 12-13	Flo 40 Dance Convention at In Motion
<b>Nov 7</b>	<b>Deposit #2 due for Recital Costume/Tights - \$27/costume</b>
Nov 26- Dec 1	Thanksgiving Break- No classes held (Classes resume on Dec. 2 <sup>nd</sup> )
<b>Dec 7</b>	<b>Final Costume/Tights Payment Due - \$27 <u>OR LESS</u>/costume</b>
Dec 22- Jan 3	Christmas Break- No classes held (Classes resume on Jan. 3 <sup>rd</sup> )
Feb 3-8	Parents may video the recital dance the last 5 minutes of class
Mar 30- April 4	Parents may video the recital dance the last 5 minutes of class
April 8-14	Easter Break- No classes held (Classes resume on April 15 <sup>th</sup> )
May 1-3	Recital Pictures @ Studio
<b>May 22</b>	<b>Class Rehearsals at Ritz -No classes at studio</b>
May 25	Memorial Day - No classes
<b>May 26-29</b>	<b>Class Rehearsals at Ritz - No classes at studio</b>
<b>June 1-2</b>	<b>Class Rehearsals at Ritz- No classes at studio</b>
<b>June 3</b>	<b>Dress Rehearsal for Recital #1 - at Ritz @ 5:30 PM</b>
<b>June 4</b>	<b>Dress Rehearsal for Recital #2 - at Ritz @ 5:30 PM</b>
<b>June 5</b>	<b>Recital #1 -Friday Night at 6:30 PM</b>
<b>June 6</b>	<b>Recital #1 @ 1:30 PM <u>AND</u> Recital #2 @ 6:30 PM</b>
<b>June 7</b>	<b>Recital #2 -Sunday Afternoon at 1:30 PM</b>



*\*Schedule is subject to change\**

# About Our Studio

Our goal is to build confidence and self-esteem in each of our students through dance classes that are positive, inspiring, and *fun!!!* Our instructors are passionate about the art of dance, and are dedicated to helping students grow *individually*, to achieve their personal best.

In Motion Dance Studio offers dance classes to students ages 3 & up, in a variety of styles and levels. In Motion is under the direction of Jennifer Karl and the studio is going into its' 21<sup>st</sup> season.

## Class Placement and Changes to Classes

### Determining Class Placement:

- We reserve the right to place students in classes according to their age, ability, and dance experience.
- Some classes require pre-requisites or the permission of an instructor
- Often a child is placed in a particular group or class where he/she will feel confident, in order to promote the development of self-esteem.
- Placement is highly individual, and the factors that go into the decision are complex. Avoid comparing your child's placement with others and encourage them to focus on their own individual accomplishments.

### Insufficient Registration or Instructor Change:

- We reserve the right to cancel any class with insufficient registration.
- All faculty members are subject to change.
- In the event of a change, we will always substitute with an equally qualified instructor.

## Tuition, Fees, Discounts, & Payment Information

Registration Fee: \$20 per student or \$30 per family.

- The annual registration fee covers non-tuition essentials such as insurance, postage, music licenses, studio communication, administration, and helps keep your monthly tuition costs lower.

### Tuition Pricing per Month:

30 min class - \$38/month

40 min class - \$40/month

55 min class - \$42/month

1 hr 10 min class - \$44/month

1 hr 25 min class - \$46/month

1 hr 40 min class - \$48/month

**\*Acro 2B and up- \$46/month**

### How Tuition is Calculated:

The school year will consist of 35 weekly lessons from Sept-May. Your tuition amount will be the same each month with the exception of May. **Your final payment in May will be discounted one lesson less than your normal tuition amount due to having 35 lessons this year, instead of 36.** Some months will have as few as 2 weeks, others have as many as 5. You are not paying for scheduled holiday breaks.

### Payment Policy

- Full monthly tuition is due by the 7<sup>th</sup> of each month. Cash, checks or money orders will be accepted if paid by the 5th of the month. Otherwise, tuition will be automatically charged to the credit card or debit card on file, or withdrawn from a bank account, on the 7th.
- **All parents will be required to have a payment method on file in their studio account. This can be a credit card, debit card or bank routing/account number. We will use this method to charge monthly tuition and costume/tights payments if not paid by the required date. This information can be updated via your parent portal account or by through the studio office.**
- If you choose to pay with cash or check by the 5th of each month, you can make these payments in our studio office or place them in the payment box. If you pay with check, please write your child's name and classes on the memo line. Returned check fee is \$25. If you pay with cash, please write your child's name on the payment envelope before placing it in the payment box
- Returned bank draft fee will result in a \$10 charge.
- We offer a 5% percent discount on annual tuition that is paid in full by Sept. 5th.

### Billing and Unpaid Balances:

- You will not be receiving a statement from our office for your monthly tuition. If at any time you would like a printed statement of your account you may print one off via your parent portal account, or request one through the studio office.
- You will receive a call, email, or notice if there is a past due amount after the 15th of every month.
- Any student with an overdue balance of more than 60 days will not be allowed into class until payment in full is received or payment arrangements have been made.
- If for any reason you decide to discontinue lessons, you are not obligated to pay for the balance of the remaining school year, however you will be responsible for any current balance due, including the current month's tuition.

### Credits and Refunds:

- Registration fees are non-refundable.
- Credit will not be given for classes missed due to illness, personal commitments, or snow days. Students are welcome to make up any class missed in an appropriate class of their choice at any time within the school year.
- If a student sustains an injury which does not permit them to participate over an extended period (3 consecutive classes or more), a credit or refund will be issued. A doctor's note will be required and will need to be turned in to the studio office before a credit or refund will be given.
- In Tiny Toes 1, if a student is not ready or willing to participate after several visits, a refund of tuition will be given.
- If a class is cancelled due to insufficient registration, a full refund will be given.

### Studio Discounts Offered:

- A family discount is offered for families with multiple children taking dance classes concurrently. First child is regular rate, second child is 10% off, third child is 20% off, etc. Discount is not applicable for extended family relations (i.e. Cousins).
- The Multiple Class Discount is for students enrolled in 3 or more classes concurrently.  
3 classes - 10% off, 4 classes - 15 % off, 5 classes or more - 20% off.  
(Note: Ballet 3B-5 students will receive 10% off tuition as they require three classes per week.)

# Dress Code Requirements and Where To Purchase Dancewear

Studio Dress Code: We request that students carefully observe and follow our dress code outlined below:

Class/s:	Dress Code Requirements:
<b>Tiny Toes 1 Pre-Ballet</b>	<p>Girls: Pink leotard (<u>no skirt please</u>), pink tights, pink leather ballet shoes. Wear hair in clean bun. Secure long bangs back with bobby pins/barettes.</p> <p>Boys: Black spandex fitted pants/shorts, black or white shirt/tank. Black ballet slippers.</p>
<b>Tiny Toes 2 (combo class)</b>	<p>Girls: Pink leotard (<u>no skirt please</u>), pink tights, pink leather ballet shoes, AND black patent tap shoes. Hair worn up in clean bun. Secure long bangs back with bobby pins/barrettes.</p> <p>Boys: Black spandex fitted pants/shorts, black or white shirt/tank. Black ballet slippers and black jazz taps.</p>
<b>Ballet Classes (Levels 1A - 5) &amp; Beg. Teen Ballet</b>	<p>Black leotard (no skirt please) and pink tights. Levels 1A-2A wear pink leather, full-sole ballet shoes. Levels 2B-5 wear split-sole canvas ballet shoes. Levels 3B-up will also need pointe shoes. Wear hair up in clean bun with long bangs secured back. Ballet 3A-5 levels are allowed to wear solid black nylon/spandex dance shorts- NO GYM SHORTS)</p> <p>Boys: Black spandex fitted pants/shorts, black or white shirt/tank. Black ballet slippers.</p>
<b>Pre-Jazz Jazz (all levels) Musical Theatre</b>	<p>Any color leotard, tan tights (wear pink tights if ballet class is back to back), tan jazz shoes for girls. Dance shorts, skirts, jazz pants, or leggings are ok. Wear hair up in at least a clean ponytail with long bangs secured back.</p> <p>Boys: Black spandex fitted pants/shorts, black or white shirt/tank. Black jazz shoes.</p>
<b>Kinder-Tap Tap Classes (all levels)</b>	<p>Any color leotard, tan tights (pink tights ok if coming from Ballet class.) Kinder-tap levels wear black patent tap shoes (<b>boys wear jazz-taps</b>). Tap 1A-3B levels wear black Capezio Fluid taps. Tap 4A-4B in Capezio Tap Flex shoes. Dance shorts, skirts, jazz pants, or leggings are ok. Wear hair up in at least a clean ponytail with long bangs secured back.</p>
<b>Hippity-Hop Jr Hip Hop Hip Hop (all levels)</b>	<p>Wear dancewear or exercise apparel you can comfortably move in. No jeans, t-shirts, or sweatshirts. Hippity Hop- Hip Hop 1 wear Balera Dance Sneakers Hip Hop 2-Hip Hop 4 wear black Pastry Hip Hop Sneakers. Wear hair up in at least a ponytail with long bangs secured back</p>
<b>Pre-Lyrical Lyrical (all levels)</b>	<p>Any color leotard, tan or pink footless/convertible tights. Pre-Lyrical-Lyrical 2 wear nude lyrical foot mitten/dance paws. Lyrical 2-4 wear 1/2 sole lyrical shoe Wear hair up in a clean bun or ponytail with long bangs secured back.</p>
<b>Tumble Tots Pre-Acro Acro Classes (all levels)</b>	<p>Any color leotard/biketard. Fitted dance shorts ok. Tan footless tights (if coming from ballet class, wear pink footless tights). White acrobatic shoes for girls/Black acrobatic shoes for boys are required. Acro 3A-3B will wear tan jazz shoes. Hair up in clean bun or ponytail with long bangs secured back.</p>

### Where to purchase dance shoes/ dancewear:

For your convenience, we sell dance shoes and dancewear year round at our studio at the office entrance of the building. We encourage students to purchase required dance shoes and dancewear *before* the school year starts, preferably at our fall registration. To ensure a proper fit, students should be present when trying on dance shoes. Students who purchase shoes at our fall registration will receive their shoes at their first dance class.

## **Class Observation, & Cancelling Classes Due to Bad Weather**

### Snow and Bad Weather:

- If schools are closed due to bad weather, it doesn't necessarily mean the studio will be closed, as many times road conditions are clear and safe by 3:00 PM.
- If in doubt, call the studio office after 3:00 PM at 419-447-7028 to verify whether classes will be held. If we are cancelling classes, we will have a recorded message on our studio answering machine stating so.
- Cancelled classes due to bad weather will be rescheduled for a later date. We will notify parents of the rescheduled date and time by note and/or email.

### Observing Classes

- For your convenience, we have installed a video system which allow parents to view their child's class on mounted TV's in our waiting areas.
- In order to keep our student's attention at their highest potential, parents and guests will not be allowed in the classrooms to observe.

## **Attendance, Participation, & Conduct**

### Attending Classes:

- To get the most out of your dance education, a respectful attitude and regular attendance is expected at each class.
- We would greatly appreciate a call to the studio office if your child will be absent.
- Students are expected to maintain an 80% attendance rate in all classes from September through Recital.
- We encourage students to make up missed classes in a similar level.
- In the months leading up to recital, it is imperative that students attend their classes regularly to keep up on recital choreography.

### Participation:

- Any student arriving more than 15 minutes late will not be allowed to participate in class. For your safety and to receive full benefit from your class, please arrange for a make-up class if you expect to be very late.
- All students are encouraged not to leave the room once class has begun. Please allow for appropriate restroom use prior to class. Very young children will be treated sensitively as the need arises. Preschool children may need a parent's attention from time to time for various reasons including bathroom or behavior issues.

- During class, if a student complains of being ill or sustains an injury and cannot participate, the instructor will send them to the office where the parents will be notified (if not on the premises).
- Only students with a pre-existing illness/injury are allowed to observe class. The parents must notify the office if a student is to observe class or send a written note signed by the parent.

#### Student Conduct:

- School-age children and teens: *please practice respect*. Students are not to be socializing in a disruptive manner during the class with other students.
- Please be respectful in the waiting areas and do not run, gossip, use bad language, etc.
- Please honor your teacher and fellow students by giving full attention and co-operation. You will be advised if we feel any student is not well-adjusted to the classroom environment for any reason over time.
- Practice good hygiene by using hand sanitizer to avoid spreading germs and illness.

#### Parent Conduct:

- Our program relies on a positive atmosphere for our faculty, dancers, and their parents, which promotes a positive learning experience for all involved. Cooperation between all parents is expected. Showing respect for the other parents, along with the students and faculty, makes an important impression on the children. You are a role-model for your child in how to interact with others in a professional setting. Mutual respect between our faculty and our dancers' parents provides the children with the ultimate care and education.
- In order to promote a positive atmosphere for our students and others, please refrain from gossip. (We are a gossip-free environment.) If you are going to speak badly about others, please take it elsewhere.
- If you have any questions or concerns about your child's dance education, don't panic -- please don't talk only with other parents when questions arise. Make an appointment to speak directly to your child's teacher or the school's director (Jenny).
- Please conduct all communication through the main studio office rather than approaching your child's teacher or director between or during classes or calling them at home.

## **Termination of Enrollment and Discipline Policy**

#### Reasons for Terminating a Student's Enrollment:

In certain circumstances, when it is in the best interest for all, it may be necessary for the school owner/director to terminate a student's enrollment. Every effort will be made to correct a problematic situation before terminating enrollment. Reasons for termination include the following:

- Disruptive or dangerous behavior by students or their parents.
- Abuse of other children, staff, or property.
- Inability of In Motion Dance Studio to meet the child's or parent's needs.
- Any derogatory comments made on any social media network related to In Motion Dance Studio, Inc.

#### Discipline Policy:

- If a child strikes another child, the two are respectfully separated and each is asked to explain what happened. They are then asked to help solve the problem, talk to each other, and reconcile with one another.
- Children who are disruptive will be respectfully asked to stop the behavior. If the behavior is repeated, they will be reminded of it and told how it affects others. If the disruption continues, the children involved will be asked to sit down for a short period of time (usually 3-5 minutes) before rejoining the class. If the students are still being disruptive, then the students will be escorted to the studio office and we will contact the parents to retrieve their child/children.

# Recital & Costume Information

## Why a Recital?

- The recital offers our students a fun and professional performance opportunity to present to their family and friends. Recital is the result of a year's hard work, dedication, and progress. All classes will perform in two of the Recital performances. Ballet 5 and Seniors will perform in all four performances.

## Recital Information:

- All students participate in our annual recital, which will be held at The Ritz Theatre in Tiffin, on Friday, June 5, Saturday, June 6, and Sunday, June 7. We have a total of 4 performances and there are 2 separate recital shows. Students dancing in recital #1, dance Friday night and Saturday afternoon. Students dancing in recital #2, dance Saturday night and Sunday afternoon.
- In early March, we will hand out the Recital Packet, which includes all of the information you will need to know about recital. Esp.: Recital pictures, recital tickets, rehearsal schedules, recital order, etc.
- If a dancer is not able to participate in the annual recital, the parent is expected to contact the studio office by October 1, to let us know.

## Rehearsals:

- **All students must participate in their individual class rehearsal/s and dress rehearsal/s at the Ritz Theatre.**
- Individual class rehearsals are held at The Ritz Theatre on the following dates: May 22, 26-29, and June 1-2. Each class will have a 25-30 minute class rehearsal on stage to help students familiarize themselves with the stage space, formations, entrances, exits, etc. All students are expected to attend their class rehearsals and students should wear regular practice clothes.
- The Dress Rehearsal is an actual run through of the recital in full costume and is mandatory. Students wear their costumes to ensure there will be no costume malfunctions on stage. The dress rehearsal also gives those students in multiple dances a good sense of how much time they will have between their dances to change and prepare. Dress Rehearsal for Recital #1 is held Wednesday June 3<sup>rd</sup> at 5:30 P.M. at the Ritz. The Dress Rehearsal for Recital #2 is held on Thursday, June 4<sup>th</sup> at 5:30 P.M.

## Recital Photos:

- Recital pictures are held on May 1-3 (Friday-Sunday) for all of our classes. Group photos will be taken of each class and will be featured in our Recital Souvenir Program Book along with student's names.

## Recital Costume:

- Students will need a recital costume and recital tights for each class they are in for the recital (Ballet 4A, 4B, & 5 will require two). We are combining the cost of your costume and tights together, into one lump sum. Parents will make 3 costume deposits over a 3-month period to pay for these items.

**Deposit #1** on October 7 - \$27 per costume/class

**Deposit #2** on November 7 - \$27 per costume/class

**Deposit #3** on December 7 - \$27 or less, per costume/class

- **Costume/tights payments will be automatically withdrawn from your credit card, debit card, or bank account on the dates listed above. We will accept cash, check, or money orders for costume deposits if paid by the 5th of these months. If unpaid after the 5th, then In Motion will automatically withdraw your costume deposits on the 7th.**
- There are no refunds for costumes once ordered. Costumes are ordered mid-December.



For the Parents: "We're in this together"

We believe that children's success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to be a part of your child's dance education.

***Thank you for reading this handbook  
and we are excited to have you part  
of our studio family!***

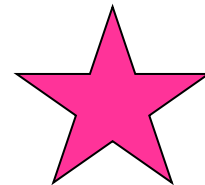


**STUDIO ADDRESS**

42 Ashwood Rd.  
Tiffin, OH 44883

**STUDIO OFFICE PHONE #**

419-447-7028



**STUDIO WEBSITE**

[www.inmotiondancestudio.net](http://www.inmotiondancestudio.net)

**E-MAIL:**

[jkinmotion@sbcglobal.net](mailto:jkinmotion@sbcglobal.net)



**FACEBOOK:**

In Motion Dance Studio

**INSTAGRAM:**

inmotiondancestudio