

Art In Motion Dance Center

2011-2012 Rules & Regulations

PLEASE READ CAREFULLY! YOU & YOUR DANCER ARE RESPONSIBLE FOR ADHERING TO ALL OF THESE POLICIES!

Classroom Policies

- ◆ **Class placement is made at the discretion of director and instructor. Dancers will be placed according to age, experience, ability and maturity. The studio reserves the right to deny admittance to a class that is an inappropriate level for a dancer.**
- ◆ A dancer who arrives more than 10 minutes late may not be permitted to participate in class. Warming up is crucial to a dancer's safety.
- ◆ Dancers are expected to respect their instructors at all times. Poor behavior disrupts class and the dancer may be asked to sit out or leave class.
- ◆ **NO GUM, FOOD OR BEVERAGES** are allowed in the studios. Students should bring a water bottle or plastic cup for water.
- ◆ **Adherence to the Dress Code is required.** Students may not be allowed to participate in class if they are not properly attired.
- ◆ Large jewelry is not permitted in class.
- ◆ Please do not address your dancer during class. In an emergency, ask the instructor's permission to interrupt class.
- ◆ **If you have a concern about your child's instruction, please see Jessica or Emily, not the instructor, to discuss it.**

Waiting Room Policies

- ◆ The studio doors are kept closed to avoid classroom disruption! Please KNOCK before opening door!
- ◆ **Parents are not permitted to observe class in the studio. Windows are available.**
- ◆ Parents must supervise and control young children in the waiting room. For your children's safety, empty studios MAY NOT be used as playgrounds! Please respect our facility, floors and equipment.
- ◆ The studio provides books, crayons, etc. as a courtesy. Please instruct children to pick up after themselves in the waiting room!
- ◆ To avoid classroom disruption, please keep the waiting room quiet.
- ◆ Please do not dispose of dirty diapers at the studio.

Attendance Policies

- ◆ Attendance in class is to be a priority. Remember, dancing is a "team" sport. If your child is not progressing with his or her classmates, it disrupts the advancement of the entire class.
- ◆ **If your dancer is NOT performing in the recital, the studio must be notified by December 1, 2011. You will be financially responsible for any costume ordered for your dancer after this date.**
- ◆ ALL ABSENCES IN MAY AND JUNE MUST BE EXCUSED BEFOREHAND.
- ◆ **Attendance during recital week is MANDATORY.**

General Policies

- ◆ The studio is not responsible for lost or stolen items.
- ◆ Smoking is not prohibited at the studio. This includes outside of open windows.
- ◆ Instructors have precious few minutes between classes. If you have an issue you would like to discuss, please make an appointment to speak to Jessica or Emily.
- ◆ Please let your instructor or office staff know if someone other than a parent will be picking up your child.
- ◆ All dancers must wait for their ride INSIDE the building.
- ◆ Dancers may leave the building with parental permission IN WRITING only.
- ◆ Please LABEL all shoes, skirts, etc.
- ◆ Please have young dancers use the restroom BEFORE class. Using the restroom during class can be "contagious"!
- ◆ **Class cancellations due to weather will be added to our voicemail message after 2:00 pm on that day. (One hour prior to class for morning classes.) We DO NOT follow a particular school system's cancellations. You WILL NOT receive a phone call for a cancelled class.**

Tuition Policies

- ◆ **A registration fee is due upon beginning classes. \$20 per student or \$35 for families.**
- ◆ A dancer whose tuition has not been paid may not be permitted to participate in class.
- ◆ **Each month's tuition is due on or before the 15th of each month.**
- ◆ **A credit card will be kept on file and charged if payment has not been made by the 15th of the month.**
- ◆ **If this credit card payment is not authorized and no other form of payment is made by the 15th, a \$15 late fee will be assessed.**
- ◆ Invoices will not be distributed each month.
- ◆ **Tuition is due whether or not the dancer attends class. See your instructor for appropriate make-up classes.**
- ◆ **If a dancer withdraws from a class, the studio must be notified IN WRITING or tuition will continue to be charged.**
- ◆ The studio will make every effort to schedule a make-up class in the event that we must cancel class due to weather, instructor illness or other unforeseen emergencies.
- ◆ **Tuition is non refundable** with two exceptions. (1) Should a dancer withdraw from class BEFORE OCTOBER 15th, 2010 after a full year tuition has been paid, 90% of paid tuition will be refunded. (2) Remaining percentage of paid tuition will be refunded if a dancer suffers an illness or injury that prevents him or her from completing the dance year. All refunds will be made at Jessica's discretion.
- ◆ No refund of Full Year tuition will be issued after October 15th, 2011.
- ◆ A \$30.00 fee will be charged for all returned checks.
- ◆ **A dancer whose tuition is not paid in full will not be permitted to participate in the recital.**
- ◆ **Costume deposits (\$40 each) must be paid by December 1, 2011.**
- ◆ **Entire costume balance must be paid in full before any costume will be given to the dancer.**