



Dear Dance Families,

Welcome to Art in Motion School of Dance. We are glad you've decided to join our studio. We have a lot of exciting events throughout the year so be sure to check our Facebook page & website often to stay current on studio happenings. Reminders are also posted on bulletin boards located in the studio, so be sure to check those as well. You will also receive a monthly newsletter via email. Please review these guidelines below to help ensure your dancer gets the most out of their Art in Motion experience and if you have any questions or feedback, we can be reached via email, phone or just stop by the studio and we will be happy to help! **THANK YOU FOR CHOOSING ART IN MOTION SCHOOL OF DANCE!**

Andrea Dotson – Owner, Artistic Director

PARENT LOGIN

We try to make it easy for you to make your payment and view all transactions through our parent portal called "Dance Studio Pro". You can also visit our website at www.aim-schoolofdance.com and at the top of the page you will see "Parent Login".

To login to our Customer Portal go to <https://dancestudio-pro.com/online/aimschoolofdance>. Your Login ID is your Email Address. You can request a new password by clicking the "Forgot your Password" link. Be sure to change your password once you have logged in to keep from being locked out again.

COMMUNICATION

We use email, text, printed handouts, studio bulletin board, social media and our website to relay information. We send all information by email so it is important to have an active email address on file. We text quick reminders. Parents and students can check the bulletin boards on our entryway bulletin board or our Facebook page. We will also put together handouts for very important information to remind you of dates, recital tickets and more.

PAYMENT INFORMATION

We accept Credit Card (Visa, Mastercard, Discover and American Express) Check, and Cash.

- Tuition is due the 1st of each month.
- Tuition is the same each month (based on 4 weeks each month).
- Tuition is not adjusted because of holidays, missed lessons or inclement weather.
- All tuition and registration fees are non-refundable, and a \$15.00 late fee will be added to the balance due on all accounts paid after the 5th of the month.
- If paying by check, a \$35.00 fee will be added to all returned checks. If you are paying by check or cash we have a drop box on the front desk in the studio where you can drop your payment.
- We do have an auto payment option. You can sign up for that in your account online or you can stop by the desk.

If you have any additional questions about your tuition please contact our office.. Contact us if that is something you are interested in!

ATTENDANCE

Attendance is taken for each class. Your dancer's attendance is imperative, as absences and tardiness can prohibit the development of your dancer's and the class. If your child is going to be absent, please call the studio and leave a message so we can inform the instructor. **No credit or refund** will be given for missed classes.

MAKEUP CLASSES

When we can, AIM offers a makeup option for recreational classes. Students have the opportunity to make up a missed class if multiple classes in the style and level are offered at our studio. However, a class may only be made up within the current session in which the student is enrolled. Some enrollment classes do not have a makeup option.

INCLEMENT WEATHER

Please check our Website or Facebook page for any cancellations. We do **not necessarily** follow local school closings.

PARENT VIEWING

Parents may view their child's class through our viewing windows. We invite parents in the classroom on select occasions.

PERFORMANCES

We conduct two recitals each dance year. Our Winter Recital is in December and our Spring Recital in May. Dancers enrolled in the September-June sessions participate in recitals. We do not have a recital for our Summer Session. Dancers also have the choice to participate in other Art in Motion local activities that are offered to us.

WITHDRAWAL FROM CLASSES

Cancellations: An email notice (dance@aim-schoolofdance.com) of cancellation is required 2 weeks prior to the end of the month to allow new students to take your child's spot. Please note if a 2 week notice is not received via email before the current month ends, you will be charged for 2 weeks of tuition.

REMOVAL FROM CLASSES

Your dancer will be automatically removed after 3 consecutive absences without notifying our office. If you are removed from classes, you will be charged a \$50 removal fee + any current tuition balance. This fee is charged as you are holding a spot in a class and teachers will need to rechoreograph any routines.

COMMENTS & SUGGESTIONS

We welcome and respect your comments and suggestions. There is a comment/suggestions box located on the front desk. For more serious issues, please make an appointment to speak personally with our Director or Instructor.

LOST & FOUND

Art in Motion is not responsible for lost or stolen valuables. If your item has been misplaced please check our lost and found bin located by the back room door. Approximately every 30 days, any unclaimed items will be donated to a local charity.

COSTUMES

Students who participate in the recitals (Fall & Spring Registration Dancers Only) will be required to purchase costumes.

- Costume is estimated \$55.00 per costume (additional charge for extra sizing in youth or adult).
- Winter Recital all classes will only have (1) costume.
- For the Spring Recital Creative Movement Class will have (1) costume - All other classes will have (2) costumes, (1) per dance. Tights are included in the price.
- Acro Classes do not participate in either recital.

If your child is ***not*** participating in the recitals please let the director know 60 days before the recital dates. ***Once a costume has been ordered, there is no refund or cancellation.***

<i>Winter Recital</i> <i>All Classes will only have (1) Costume</i>
October 15th - \$55.00 Costume Deposit Due

<i>Spring Recital</i> <i>Creative Movement / All other classes 1st Deposit</i>	<i>Spring Recital</i> <i>All classes 2nd Deposit (except Creative Movement)</i>
February 15th - \$55.00 Costume Deposit Due	March 15th - \$55.00 Costume Deposit Due

RECREATIONAL DANCE DRESS CODE

Dancewear is required for all dance classes for visibility, safety, and comfort. Students who are not dressed appropriately (jeans, baggy clothing, etc.) will not be allowed to participate in class. Dance wear is available in the studio for purchase.

- **Ballet / Tap / Jazz / Creative Movement** dancers should wear leotard and tights or a unitard (biker length or long) and tights. Dance shorts, ballet skirts, sports bras, or form fitting athletic clothing may also be worn. Warm-up attire must be removed before entering the classroom.
- **Hip Hop** dancers are permitted to wear layered and baggy clothing for freedom of movement. Sweatpants or basketball shorts with tanks and hoodie sweatshirts are a big trend.
- **Acro** dancers should wear a leotard. Dance shorts or Pants are permitted. Must be form fitting. Hair must be secured in a low ponytail or low bun.

HAIR

Hair must be pulled back away from the face. (bun, ponytail, etc.)

DANCE SHOES

All dance shoes are available in the studio for purchase. If we do not have your size you can place your order with our front desk. Dancewear takes approximately 7-10 days to arrive once the items are paid for. Any order cancellation will result in a \$10 restocking fee.

Ballet Shoes - \$15

Lyrical Shoes - \$17

Tap Shoes - \$25

Jazz Shoes - \$25

(You are welcome to purchase shoes from other stores as long as they match the dress code.)

SHOE REQUIREMENTS FOR CLASS

Creative Movement	<u>Pink</u> leather or canvas ballet shoes (No slippers from Target or Walmart)
Ballet & Tap	<u>Pink</u> leather or canvas ballet shoes and traditional <u>black</u> patent leather tap shoe (Tie or Buckle).
Lyrical & Jazz	<u>Pink</u> Lyrical Canvas Shoe and <u>Black</u> Leather Jazz Shoe
Hip-Hop & Jazz	Sneakers & <u>Black</u> Leather Jazz Shoe (Tie or Slip On)
Hip-Hop	Sneakers
Acro	No Shoes

Keep up with Art in Motion studio news & information on Social Media!

Facebook - <https://www.facebook.com/aimschoolofdance> | **Instagram** - @danceaim | **Twitter** - @AIM_Dance

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