

# Motion Studio, LLC

3211 Grant Line Rd. #13, New Albany, IN 47150  
812.207.4434

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## *Motion Studio Family Handbook*

Throughout the year please stay informed about policies and events. We communicate primarily through email, so please make sure that we have a working email on file. Follow us on Facebook and join our Motion Studio Parents' Facebook page, make sure that you read any notes sent home with your students, and check the marker board in the main lobby often for info and updates.

We welcome your comments and suggestions. If any parent/student wishes a private conference concerning your individual goals, financial concerns, or any other questions or concerns, please do not hesitate to ask. We are happy to work with you to ensure that your year will be one of learning and growth. The entire faculty and staff wish you a fantastic experience at Motion Studio!

Thanks so much!

Motion Studio

# Studio Policies

NOTE- Motion Studio reserves the right to permanently dismiss students or families that fail to observe the etiquette guidelines listed below **with no refund**. **Please read carefully.**

## Students

- We require that students carefully observe our dress code outlined in this booklet.
- Any student arriving more than 15 minutes late may not be admitted to 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. Please do not leave the waiting room when very young children are in class without informing the office or having another parent responsible during your absence. We make every effort to have all children feel safe and cared for in a loving and inspiring learning environment.
- Students are not to be socializing in a disruptive manner during class. 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 adjusting well to the classroom environment.
- Students are encouraged to bring a water bottle for every class and a **healthy** snack if they will be participating in more than 1.5 hours of class. Water ONLY is permitted in studio. **NO SODA, juice or sugary drinks on the premises please.** Snacks should be enjoyed in the student lounge area. Students are expected to clean up after themselves.
- **Students are asked to maintain a reasonable level of quiet in halls and lounge areas as to not disturb classes.** Use the cubbies and garment rack provided to store belongings during class. Keep walk ways clear and clutter free. All students are expected to be kind, courteous and respectful at all times while on the premises.
- Dance class is educational and fun, however, an important part of class work is developing an attitude of discipline and respect for one's self, teachers and fellow students. We trust that following our classroom etiquette will provide an environment whereby classes at Motion Studio will be a pleasure for all concerned.

## Illness/ Injury

- 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 sickness/injury are allowed to observe class. The parents must notify the office if a student is to observe class.

## Absences

- Tuition for absences and inclement weather cancelations will not be refunded or credited. Missed classes must be made up within 30 days of absence. You may use a different style of class as a makeup. Private lessons must be rescheduled within 30 days of absence. Tuition for classes/ private lessons that are not made up within 30 days will be forfeited.
- Missed recital choreography/content will not be retaught for absentees. Motion Studio reserves the right to dismiss students with excessive absences if we feel that there will be a negative effect on the performance.

## Parents

- **Parents and siblings are asked to maintain a reasonable level of quiet in halls and lounge areas as to not disturb classes.** Clean up after your children. Children not in class must be supervised at all times. Do not allow them to run, climb, or otherwise disrupt classes or damage the facility. Keep walk ways clear and clutter free. All students and accompanying family members are expected to be kind, courteous and respectful while on the premises.
- It's a great idea to arrive 10-15 minutes before your dance class begins. This allows time to stretch quietly and prepare to focus on the dance class(es) ahead. **However, children under 7 should not be dropped off any more than 15 minutes early.**

- Please pick up children on time. A charge of \$2.00 p/minute, p/child will be assessed for childcare after the first 10 minutes that you are late picking up your child/children. *Be available in the waiting area* to receive students when dismissed from class. Students under 12 years of age will not be permitted to meet you in the parking lot.

### ***Guests/ Observation***

- Out of town guests may request to visit at any time throughout the year. No one else is allowed to sit in the class and watch during regular class time except on Observation Days.

### ***Class Schedules/ Cancelations***

- Class schedules are subject to change at any time. Classes with fewer than 5 participants may be canceled. If a class has to be canceled, Motion Studio will do it's best to transfer students to a suitable class.

### ***Lost and Found***

- Lost items will be placed in the lost and found basket by the bathroom door. Please check for missing items. All remaining items will be donated to the Goodwill at the end of each semester.

### ***Inclement Weather Cancelations***

- If Motion Studio cancels a class, students will be responsible for arranging their own make-up classes at a time that is convenient for them. No credit or refunds will be given for missed classes.
- Email notifications will be sent in the case of cancelations due to inclement weather.
- Cancelations will also be posted on the homepage of the website at [www.motionstudioonline.com](http://www.motionstudioonline.com) and on the Motion Studio Face Book page.
- We will hold classes except under exceptionally dangerous driving conditions. Use your own discretion regarding attendance if the driving is difficult from your area.

### ***Referral Program***

- When a friend that you have referred to Motion Studio signs up for classes you will receive a credit of \$20 to your account. Be sure to tell your friends to let the office know that *you* sent them.

### ***Recital Information***

- Performing is an integral part of dance, music, and theatre education and we want all of our students to have a chance to shine.
- All students participating in the recital are expected to have good class attendance. A great recital number is a team effort; everyone has to do their part by having good attendance and working hard in class. If class attendance is poor, a student may be asked to sit out of their recital piece. **NO RECITAL FEES OR COSTUME FEES WILL BE REFUNDED.** If you know that your child will not be able to participate in a recital, please let us know at the beginning of the year, or as soon as possible.
- Detailed recital information, including details about pictures, rehearsals, and programs will be emailed approximately 2 months prior to the performance. Please read all information thoroughly.

### ***Photography/ Video Policy***

- For the safety of our dancers, absolutely no photography or video recording of any kind, with any device is allowed during rehearsals or performances from the audience or backstage. (Dressing room photography is acceptable within privacy policy outlined below.) **Cameras, phones and other devices ALL put off some amount of light which causes a dangerous distraction to performers.** We reserve the right to escort audience members that don't respect this policy to the lobby for the duration of the rehearsal or performance. Motion Studio may designate a staff member or photographer to take non-flash photos during performances and rehearsals and will make them available to you to download and share on the Motion Studio Parents Facebook page.
- While we enjoy exposure through social media, we respect the privacy of our students and their families. We ask that you respect the privacy of others by getting permission from other parents before sharing images, videos, or information of or about their children. Please ask permission before taking a photo during a regular class or observation day class at the studio.

## Open Door Policy

- The staff, faculty, and Director of Motion Studio maintain an open-door communication policy and strongly encourage you to contact them directly with any questions or concerns. Please understand that you must make arrangements to speak with teachers outside of their teaching hours.

# Tuition and Payment Information

- Tuition and any other fees due will be collected on the first of each month via ACH withdrawal from checking or savings account or from a credit or debit card. You are welcome pay in advance with check, or cash. A credit card processing fee of \$5 per month will be collected for accounts using a credit or debit card for monthly automatic payments. **Payment information on file is required unless the semester is paid in full up front.** A \$25 fee will be collected on all returned checks and on all declined automatic monthly payments. Recital fees and costume fees are nonrefundable and nontransferable. Tuition is nonrefundable, but may be applied to class switches that are within same billing month. Tuition for any given month will not be refunded after the month begins.
- Tuition for absences will not be refunded.
- Written notice of withdrawal from class(s) is required by the 15th of the month prior to termination of any monthly tuition class(s) and private lesson participation. The bank account on file will be charged for all billing months prior to the written submission of Withdrawal Exit Survey Form regardless of attendance.
- Any student with an overdue balance of more than 30 days will not be allowed into class until payment in full is received.
- Any student with a balance at the end of the semester will not be allowed to participate in the recital.**

## Payment Explanation for Monthly Tuition Classes

Each year you will be paying for approximately 41 weeks of classes. The cost is averaged out over the 12-months to create a convenient payment plan for you. **You will pay the same amount each month.** You are always welcome to pay ahead of schedule if you prefer.

Recital fees and costume fees will automatically be deducted along with tuition on the dates below. All monthly tuition classes participate in recitals unless noted on class schedule. Recital participation is encouraged for all private music students.

### Schedule of Automatic Payments In Addition to Tuition for Performance Classes and Private Music Students

August 1	September 1	February 1	March 1	April 1
Recital fee \$50 p/ student. (Performance class and private music students)	Costume rental fee \$25 p/costume (Performance classes) We save your money with our costume rental program for the winter showcase!	Recital fee \$50 p/student (Performance class and private music students)	Costume deposit \$25 p/costume (Performance classes)	Costume balance \$35-\$55 p/costume (Performance classes) Costume totals for spring showcase will be \$60-\$80

**Tuition, costume, and recital fees are non-refundable**, non-transferable between students, and not credited due to missed or dropped classes. However, students are permitted to transfer from one class to another without fees.

## ***Private Music Lessons***

Music students that enroll in specific weekly time slot will be paying for all of the lessons for a given month on by the 1<sup>st</sup> of that month. The lesson price is \$22.00 per half hour as, and the monthly payment will vary depending on how many lessons fall in a given month. **If you do not wish to enroll in a weekly time slot but prefer to schedule and pay as you go, the lesson price is \$27.00 per half hour.**

- **Arrangements for schedule changes due to must be made at least 4 hours before scheduled lesson time or makeup lesson opportunity will be forfeited.** Missed lessons must be made up within 30 days or tuition will be forfeited. **Tuition for missed classes that are not made up will not be refunded or credited.** Tardy students will not receive a refund or rescheduled lesson time.
- **Recital fees are \$50 per recital per student.** Performance is optional, but highly encouraged as it gives students an inspirational goal to focus on and an opportunity to proudly share their accomplishments. The recital fee will be charged to your account unless we are notified of nonperformance before the fees are due.
- **Written notice of withdrawal from lessons is required by the 15th of the month prior to termination of private lesson participation.** The bank account on file will be charged for all months prior to the written withdrawal regardless of attendance if left unpaid.
- Recital fees will automatically be deducted along with tuition on February 1 and August 1 if student is participating in the recital. It will be assumed that the student is participating unless we are notified otherwise at the front desk.
- Arrangements for schedule changes must be made at least 4 hours before scheduled lesson time. Missed lessons must be made up within 30 days or tuition will be forfeited. **Tuition for missed classes will not be refunded.**
- **Tardy students will not receive a refund or rescheduled lesson time.**

**Tuition, and recital fees are non-refundable,** non-transferable between students, and not credited due to missed or dropped classes. However, students are permitted to transfer from one class to another without fees.

Motion Studio depends upon mutual respect and cooperation. We understand that it may be necessary to make a late payment. Please be respectful of our late fee policy and, when applicable, include your late fee in your next payment. Thank you.

# Dance Class Dress Code

Please make sure that dancers are prepared when they arrive for class with proper attire and hair secured. We only have 1 bathroom. It is not a changing room. It must be kept available for bathroom use. Changing clothes should take place in the changing room. Dancers should never be outdoors in their dance attire. Dance attire should be covered up when dancers are outside of the studio. Purchase dancewear and shoes at Motion Studio to ensure quality, fit and uniformity.

Students must abide by a dress code policy for the following reasons:

- A neat and tidy appearance shows attentiveness and respect for students, teacher, and the art of dance.
- Teachers must be able to see the dancer's body outline clearly in order to make proper corrections on posture, alignment, etc.
- Hair must be properly secured and tied up off of the face and neck for all styles of dance.
- Jewelry must not be loose or dangling.
- Gum chewing is not allowed due to danger of choking.
- No loose-fitting pants, blue jeans or t-shirts, or satin house shoes!
- No costumes are allowed in class unless a dress up day is announced by the individual teacher.

## Preschool Dance and Preschool Combo

Girls wear **pink** leotard, a shear pink ballet skirt, full-sole pink ballet shoes, white socks or pink tights. **Hair must be secured in a ballet bun.** Students will use skirt to help learn arm and hand positions.

Boys wear black sweatpants (not too baggy please), black tights, or black bike shorts, snug fitting white t-shirt, full-sole black ballet shoes, white socks. Tan tap shoes are required girls and black tap shoes are required for boys in Preschool Combo.

## Ballet/Tap Combo 1 and 2

Girls wear **light blue** leotard, a shear light blue ballet skirt, full-sole pink ballet shoes, pink tights. **Hair must be secured in a bun.** Students will use skirt to help learn arm and hand positions.

Boys wear black sweatpants (not too baggy please), black tights, or black bike shorts, snug fitting white t-shirt, full-sole black ballet shoes, white socks. Tan tap shoes are required for girls and black tap shoes are required for boys.

## Combo 3 (Ballet, Tap and Jazz)

Girls wear **navy** leotard, full-sole or split sole pink ballet shoes, pink tights, tan jazz shoes and tan tap shoes, **hair secured in a bun.** NO BUN, NO CLASS. NO EXCUSES! (If hair is too short for bun, it must be secured away from face and off of neck.) Girls may put on jazz shorts for jazz and tap portion of the class.

Boys wear black tights or black bike shorts, snug fitting white t-shirt, full-sole black ballet shoes, black tap shoes and black jazz shoes, white socks.

## Ballet 2

Girls wear **navy** leotard, full-sole or split sole pink ballet shoes, pink tights, **hair secured in a bun.** NO BUN, NO CLASS. NO EXCUSES! (If hair is too short for bun, it must be secured away from face and off of neck.)

Boys wear black tights or black bike shorts, snug fitting white t-shirt, full-sole black ballet shoes, white socks.

## Ballet 3 and 4/Pre-Pointe and Pointe

Girls wear **burgundy** leotard, full-sole or split sole pink ballet shoes, pink tights, **hair secured in a bun.** NO BUN, NO CLASS. NO EXCUSES! (If hair is too short for bun, it must be secured away from face and off of neck.)

Boys wear black tights, or black bike shorts, snug fitting white t-shirt, full-sole black ballet shoes, white socks.



## ***Dance Class Dress Code (cont.)***

### **Ballet 5**

Girls wear **black** leotard, full-sole or split sole pink ballet shoes, pink tights, **hair secured in a bun**. NO BUN, NO CLASS. NO EXCUSES! (If hair is too short for bun, it must be secured away from face and off of neck.)

Boys wear black tights, or black bike shorts, snug fitting white t-shirt, full-sole black ballet shoes, white socks.

**Acceptable warm-up clothing for ballet class-** Legwarmers, tight wrap ballet sweaters, tight knit ballet shorts or leggings. Instructors may ask that warm ups be removed at any time during class.

### **Tap and Jazz**

Girls wear a solid color leotard, black, pink or tan tights, or "jazz pants or shorts", and tan jazz shoes/ tan tap shoes. Hair must be secured away from face. Boys wear black sweatpants (not too baggy please), jazz pants or shorts, snug fitting solid color t-shirt, and black jazz shoes/ tap shoes. **Broadway Dance requires both jazz and tap shoes.**

### **Hip Hop**

Girls and boys, wear athletic clothing or dance wear. Black hip hop sneakers (or jazz shoes in Happy Hip Hop only). **Absolutely no street shoes, street/school clothes, jeans or skirts.**

### **Contemporary**

Girls wear a leotard and footless/convertible tights, capri leggings or jazz shorts and bare feet. Hair in a high pony tail.

### **Tumbling and Acro**

Girls wear a leotard or biketard with or without jazz shorts and/ footless/convertible tights and bare feet. Hair must be secured. Boys wear close fitting athletic clothes.

### **Musical Theatre**

Girls and boys wear athletic clothing or dance wear. Girls wear tan character shoes. Boys wear black jazz shoes.

## ***Special 4 Week Recreational Class Dress Code***

### **Baby Steps**

Students should wear comfortable clothing that allows a full range of motion. A leotard or dance outfit is welcome but not required. Bare feet are preferable for Baby Steps.

### **Preschool Dance**

Students should wear comfortable clothing that allows a full range of motion. A leotard or dance outfit is welcome but not required. Students can wear ballet slippers or be barefoot.

### **Ballet/Tap Combo**

Girls wear leotard (any color), ballet shoes and tap shoes, tights or socks, hair secured in a bun. Boys wear sweatpants (not too baggy please), black tights, or bike shorts, snug fitting t-shirt, full-sole ballet shoes and tap shoes.

### **Parent and Tot Tumble Time, Preschool Tumbling, and Beginning Tumbling**

Students should wear comfortable clothing that allows for a full range of motion or a leotard or biketard. Clothing should be close fitting to allow for safe and effective spotting from the instructor. Students should be barefoot. No skirts please.

### **Important Dates 2019-2020:**

July 13: OPEN HOUSE  
July 15: Classes begin  
July 23: Teacher in Training Workshop  
August 26-31: Crazy Class Week- Students try classes they are not currently enrolled in and get prizes.  
September 2: Closed for Memorial Day  
September 16-21: In class sizing for costumes  
September 23-28: Peek Week- Family and friends are invited into the studio to watch class.  
October 1: Deadline to enroll for classes that are performing in December recital  
October 5: Harvest Homecoming Parade  
October 7-12: Closed for Fall Break  
October 14-19: Try on recital costumes in class  
October 21-26: Halloween Dress Up Week- Wear your costume to class and bring a friend (Optional)  
October 31: Closed for Halloween  
November 15-16: Picture Days  
November 23: Nutcracker Tea Party Company Fundraising Event (TENTATIVE)  
November 28-30: Closed for Thanksgiving  
November 30: Holiday Fest Company Performance plus other classes.  
December 2-7: Open House Week: Watch classes put finishing touches on recital dances.  
December 13-14: DRESS REHEARSAL AND RECITAL (TENTATIVE)  
December 16- January 4: Winter Break- No classes.  
January 4- OPEN HOUSE  
January 6: Classes resume  
February 10-15: Crazy Class Week- Students try classes they are not currently enrolled in and get prizes.  
February 17-22: In class costume sizing  
March 2-7: Peek Week- Family and friends are invited into the studio to watch class.  
March 2-7: Recital Theme Reveal Week  
March 7: Ballerina Ball Daddy Daughter Dance Company fundraiser (TENTATIVE)  
March 23-28: Closed for Spring Break  
March 31: Class recommendations due  
April 13-18: Progress Reports and End of Year Surveys handed out  
April 20-25: VIP Enrollment Week  
May 8-9: Picture Days  
May 15: Open House  
May 18-23: Open House Week: Watch classes put finishing touches on recital dances.  
May 25: Closed for Memorial Day  
May 31: All non-recital classes end  
June 5-6: TENTATIVE DRESS REHEARSAL AND RECITAL DATES

Thank you for making Motion Studio a great place to learn and grow!

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@ilikemotionstudio on Facebook

#motionstudioin on Instagram