

Motion Studio, LLC

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

Motion Studio Family Handbook 2023-2024

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 NEW 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 handbook.
- 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 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 walkways 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 oneself, 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 walkways 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

- Parents and guests are welcome to observe class from the lobby through the observation windows.

Class Schedules/ Cancellations

- Class schedules are subject to change at any time. Classes with fewer than 5 participants may be canceled. If a class must 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 Cancellations

- 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 case of cancellations due to inclement weather.
- We will hold classes except under exceptionally dangerous driving conditions. Use your own discretion regarding attendance if 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 and music education and we want all 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 must 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

September 1	October 1	February 1	March 1	April 1
Recital fee \$55 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 \$55 p/student (Performance class and private music students)	Costume deposit \$30 p/costume (Performance classes)	Costume balance \$35-\$75 p/costume (Performance classes)

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.

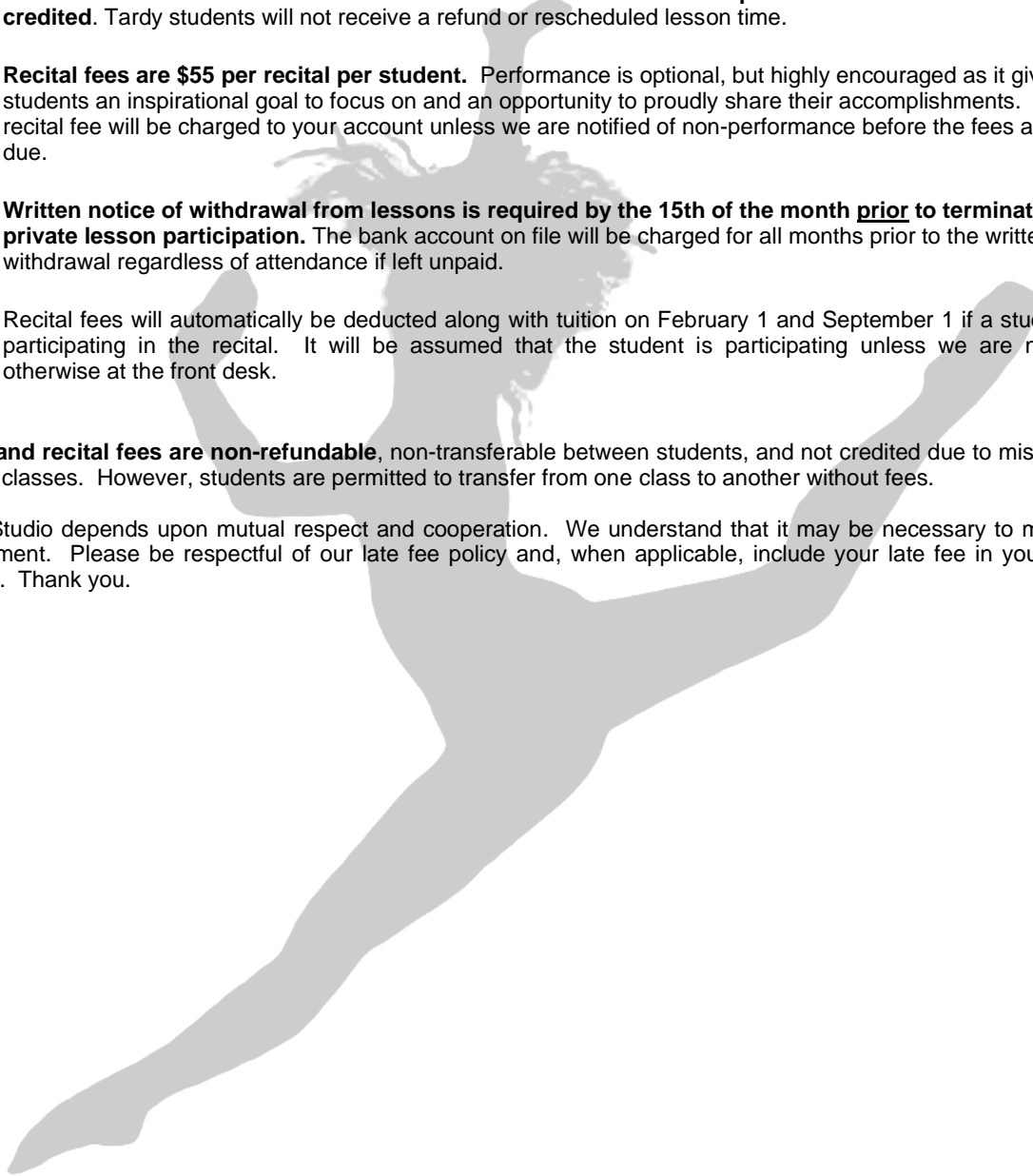
Private Music Lessons

Music students that enroll in a specific weekly time slot will be paying for all of the lessons for a given month on by the 1st of that month. The lesson price is \$24.00 per half hour as, and the monthly payment will vary depending on how many lessons fall in each 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 \$30.00 per half hour.**

- **Arrangements for schedule changes must be made at least 24 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 \$55 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 non-performance 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 September 1 if a student is participating in the recital. It will be assumed that the student is participating unless we are notified otherwise at the front desk.

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 made available for bathroom use. Changing clothes should take place in the changing stalls. 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, teachers, and the art of dance.
- Teachers must be able to see the dancer's body outline clearly 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. No hoop earrings.
- 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 Kinder Ballet/ Tap 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 Kinder Ballet/ Tap Combo. Please avoid ballet shoes with drawstrings and wrap around skirts that need to be tied.

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 4

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 5 and 6/ 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 7

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 warmups 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.

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, leggings or jazz shorts and bare feet. Hair in a or low ponytail.

Tumbling and Acro

Girls wear a leotard or biketard with or without jazz shorts and/ footless/convertible tights and bare feet. No skirts please. Hair must be secured. Boys wear close fitting athletic clothes.

Special 4 Week Recreational Class Dress Code

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.

MARK YOUR CALENDAR

IMPORTANT DATES 2023-2024:

July 10: 2023-2024 classes begin

September 4: Closed for Labor Day

September 11-16: In class sizing for costumes

October 7: Harvest Homecoming Parade- all are welcome to march with us. (Participation TBD)

October 9-14: Closed for Fall Break

October 23-28: Halloween Dress Up Week- Wear your costume to class (Optional)

October 31: CLOSED for Halloween

November 17-18: Picture Days for December Showcase

November 23-25: Closed for Thanksgiving

December 14-16: DRESS REHEARSAL AND DECEMBER SHOWCASE

December 17 -January 7: Winter Break- No classes.

January 8-13: Open House/ Free Trial Week

January 8: Classes resume

January 22: Spring Recital Theme Reveal

February 12-17: In class sizing for costumes

March 25-29: Closed for Spring Break

April 15-20: Priority VIP Registration

May 10-11: Picture Days for June Gala Showcase (TENTATIVE)

May 25: All non-recital classes end

May 27: Closed for Memorial Day

June 7-8: DRESS REHEARSAL AND JUNE GALA SHOWCASE (TENTATIVE)

NOTE: Closed dates may not apply to private lessons. Check with your teacher.

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

Motion Studio
3211 Grant Line Rd. #13
New Albany, IN 47150
812-207-4434

motionstudioinfo@gmail.com

www.motionstudioonline.com

@ilikemotionstudio on Facebook

#motionstudioin on Instagram