

**2022-2023 School Year  
Parent/Student  
Handbook**



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



2022-2023

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## IN MOTION STUDIO CALENDAR

<b>Sept 6</b>	<b>Fall classes begin</b>
<b>Sept 16</b>	<b>Heritage Festival Parade Practice from 4:30-5:30 pm (not for little ones on trailer)</b>
<b>Sept 17</b>	<b>Heritage Festival Parade – No classes held</b>
<b>Oct 7</b>	<b>Costume Deposit #1 due for Recital Costume -\$28/per costume</b>
<b>Nov 7</b>	<b>Costume Deposit #2 due for Recital Costume - \$28/per costume</b>
<b>Nov 22-27</b>	<b>Thanksgiving Break – No classes</b>
<b>Dec 7</b>	<b>Costume Deposit #3 due for Recital Costume - \$28 OR LESS!</b>
<b>Dec 20- Jan 6</b>	<b>Christmas Break - No classes</b>
<b>Apr 6-12</b>	<b>Easter Break- No Classes</b>
<b>May 5-7</b>	<b>Recital Picture Weekend @ Studio</b>
<b>May 19 &amp; 22-26</b>	<b>Individual Class Rehearsals at Ritz (Schedule TBA in April)</b>
<b>May 29</b>	<b>Memorial Day - No classes</b>
<b>May 30-31, June 1</b>	<b>Dress Rehearsals at Ritz</b>
<b>June 2-4</b>	<b>Recital Weekend</b>

*Schedule is subject to change*

# **2022-2023 Dress Code Requirements and Where To Purchase Dancewear**

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

<b>Class/s:</b>	<b>Dress Code Requirements:</b>
<b>Tiny Toes 1 Pre-Ballet</b>	Girls: Pink leotard (No Skirt please), pink tights, pink leather ballet shoes. Wear hair in clean bun. Secure long bangs back with bobby pins/barrettes  Boys: black spandex fitted pants/shorts, black or white shirt/tank. Black ballet slippers.
<b>Tiny Toes 2 Combo Pre-Bal/K-Tap Combo</b>	Girls: Pink leotard (No Skirt please), pink tights, pink leather ballet shoes AND black patent tap shoes. Wear hair in clean bun. Secure long bangs back with bobby pins/barrettes  Boys: Black spandex fitted pants/shorts, black or white shirt/tank. Black ballet slippers and black jazz taps.
<b>Ballet Classes (Levels 1A- 5) Ballet 1A/Tap 1A Combo</b>	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 need Pointe shoes also. Wear hair up in clean bun w/ long bangs secured back (Ballet 3A-5 levels are allowed to wear solid black nylon/spandex dancer shorts- NO GYMN SHORTS)
<b>Pre-Jazz Jazz (1A-4B) Musical Theatre Pom Pom Dance</b>	Any color leotard, tan tights (wear pink tights if ballet class is back to back), tan jazz shoes (boys wear black jazz shoes). Dancer shorts, skirts, jazz pants, or leggings are ok. Hair up in at least a pony-tail w/ long bangs secured back.
<b>Tap Classes (1A-4B)</b>	Any color leotard, tan tights (pink tights ok if back to back with ballet class.) Kinder-tap levels wear black patent tap shoes. Tap 1A-4 levels wear black Jazz-Taps. Level 4 recommended in Advanced tap jazz -tap shoe Dance shorts, skirts, jazz pants, or leggings are ok. Wear hair up in at least a pony-tail w/ long bangs secured back.
<b>Hippity Hop Jr Hip Hop Hip Hop Classes (1-4)</b>	Wear dancewear or clothing you can comfortably move in. (No jeans, t-shirts, or sweatshirts please.) Hippity Hop - Jr Hip Hop wear Black Balera Dance Sneakers Hip Hop 1 - Hip Hop 4 wear NEW black canvas high top hip hop shoe Wear hair up in at least a pony-tail w/ long bangs secured back.
<b>Pre-Lyrical Lyrical Classes (1-4)</b>	Any color leotard, tan or pink footless/convertible tights, Lyrical half-sole shoe for Pre-Lyrical – Lyrical 4 levels. Hair up in clean bun or pony-tail w/ long bangs secured back.
<b>Tumble Tots 1 &amp; 2 Pre-Acro Acro Classes (1A-3B)</b>	Any color leotard or bike-tard. Fitted dancer shorts ok. Tan footless tights (pink tights ok if back to back with ballet class). White acrobatic shoes for girls/Black acrobatic shoes for boys are required. *Acro3 - Bare foot (no shoes) Hair up in at least a pony-tail w/ long bangs secured back.

### **Where to purchase dance shoes/ dancewear:**

For your convenience, we sell dance shoes and dancewear year round at our studio boutique inside the office entrance. Appointments can be made for dancewear/ shoe fittings by calling 419 447 7028 between 4-8 PM Monday-Thursday. To ensure a proper fit, students should be present when trying on dance shoes.

# 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' 24th 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:

40 min class - \$40/month

50 min class -\$42/month

1 hour -\$44/month

1 hr 10 min class - \$46/month

1 hr 20 min class -\$48/month

1 hr 30 min class - \$50/month

**\*Acro 2B-3 Levels- \$46/month**

### How Tuition is Calculated:

The school year will consist of 34 weekly lessons between Sept 6- June 4. Your tuition amount will be the same each month with the exception of May. **Your first payment for September's tuition is withdrawn automatically on September 7th. Your final payment in May will be discounted two lessons less than your normal tuition amount on May 7.** Some months will have as few as 2 lessons, others have as many as 5. You are not paying for scheduled holiday breaks.

### Payment Policy

- Sept-May's 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. If you pay with check, please write your child's name and classes on the memo line. Returned check fee is \$25.
- Returned bank draft fee will result in a \$10 charge.
- We offer a 5% discount on annual tuition that is paid in full by Sept.5.

#### 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 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 questionable weather. 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 first be required and will need to be turned in to the studio office before a credit or refund will be given.
- In any class, 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 or more is 20% off. 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.)
- In the event you are eligible for both discounts, you will automatically receive the discount giving you the most value. Discounts cannot be combined.

## **Covid-19 Safety Protocols & Procedures**

#### How we are creating a safe space for our dancers:

- Classes spaced 10 minutes apart to help alleviate congestion in wait areas when transitioning from one class to another.
- Cleanings and sanitization performed before each day of classes.
- Hand sanitizer available in each waiting area for students and parents to sanitize hands upon entering and exiting the classroom.
- No-touch digital thermometers are on hand if staff suspects a student is ill.
- Face masks available in waiting areas
- Staff is required to self monitor temperature and health before reporting to work.
- 3 different entrances into the building will be utilized. Classroom A & B use Office entrance, classroom C uses middle entrance and classroom D uses far right entrance.

### When not to come to dance class:

- Students should not come to class if they have a fever PERIOD! Or if they are showing cold/flu-like symptoms, loss of taste/smell, dry cough, or any signs of illness.
- Our staff is allowed to take temperatures using no touch digital thermometers if they suspect a child may be ill.
- If your child has tested positive for Covid, she/he will be required to stay home and quarantine.

### Face Masks:

- Currently the use of face masks is optional.
- The CDC recommends wearing a face mask in public indoor settings with counties experiencing high or substantial levels of community transmission.
- For the time being, we trust every parent to do what's best for their child.

### Guidelines in Returning to Class Once Testing Positive For Covid

- In Motion will follow [general isolation procedures from the CDC](#) for confirmed cases. **If students or staff feel sick or suspect they might have COVID, they should stay home and take a rapid test. If positive, students and staff should stay home for at least 5 days and longer if necessary, until fever-free for 24 hours (without the use of fever-reducing medication) and symptoms are improving.**
- If you still have fever or your other symptoms have not improved, continue to isolate until they improve.
- Additionally, after isolation ends, students and staff should continue to take precautions as they resume normal activities **by wearing a mask for 5 days (or after two negative tests 48 hours apart).**

### Guidelines if exposed to Covid:

- Students and staff exposed to Covid should take precaution by wearing a high quality face mask for up to 10 days.
- Monitor symptoms before attending class. Watch for fever, cough, any cold/flu like symptoms, etc.
- If you develop symptoms, isolate immediately and get tested. Do not come to class!

### Virtual Option for students in quarantine or showing symptoms of illness:

IMDS is equipped for any student who may need to quarantine and/or are showing symptoms of being ill, the opportunity to attend dance class virtually. In the event your child tests positive for Covid and must quarantine, or is showing cold/flu like symptoms, we are happy to have this virtual option for times such as this. Note the virtual option is not to be used for other reasons such as sports conflicts, vacations, or simply out of convenience. If your child will need to zoom in for class, be sure to notify the office 4-6 hours early so we can get the zoom link to you.

Note if we are required to shut down due to county or state wide mandates, we will plan to transfer to the virtual learning module until it is safe to re-open.

### Studio Drop Off Procedures:

1. Students should arrive no earlier than 5 minutes before class time. Please do not arrive late to class.
2. We recommend students be dressed for class prior to arriving (with exception of dance shoes). Students should also use the restroom before coming to the studio to limit the amount of people using the restroom.
3. We have 3 main entrances. Students dancing in Classroom A or B will enter through the "Office Entrance". Dancers in classroom C will enter through the middle entrance. Dancers in classroom D will use the far door labeled Classroom D. Each entrance will be labeled with a sign to help dancers identify which door they should enter through.
4. Students under the age of 11 should not walk through the studio parking lot without a parent.
5. We would appreciate students and parents sanitizing hands when entering the building.

### Pick Up Procedures:

1. Teachers will dismiss students, back to wait area to change into street shoes.
2. Before exiting building, we recommend dancer sanitize hands once again.
3. Dancers and parents will then exit the building, using the same entrance they entered (or assigned to their classroom).
4. Students ages 11-under will need escorted by parent back to vehicle or through the studio parking lot.

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

### Observing Classes

For the time being we are allowing parents to observe class in our waiting areas under the following conditions:

- When our local community is showing higher transition rates for Covid, we recommend parents observe sparingly or 1-2 times per month.
- We appreciate parents sanitizing their hands when entering the building (especially when Covid rates are up).
- Space is limited in our waiting areas. Please do not bring your entire family to observe. We would appreciate one parent per dancer
- Do not observe or enter building if you are showing any signs of illness/Covid symptoms, and/or have recently been in close contact with anyone who has tested positive for Covid.

### Snow and Bad Weather:

- If schools are closed due to bad weather, it doesn't necessarily mean the studio will be.
- 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.
- 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.
- If we know well in advanced we are cancelling we sometimes post a notice on our Facebook or Instagram page. We try to email families if ample time.

## **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 arriving to the studio. Very young children will be treated sensitively as the need arises.
- 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 recovering from an 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 before and after class. No gossip, yelling, 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, 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.
- Each year our staff chooses a different recital theme which we reveal to our dancers the week before Thanksgiving Break.

### Recital Information:

- This year's recital is scheduled for June 2-4, 2023. We have these dates reserved with The Ritz Theatre and we are moving forward as planned unless statewide restrictions avoid us from doing so.
- Our recital theme and your child's costume/song will be announced November 14-19, at class.

- As it was last year, we have made adjustments with our recital shows to ensure we can provide a safe, end of the year performance opportunity for our students and families.
- This year's recital includes 6 small recital shows and one Awards show to conclude the weekend. Each recital show will last approximately 1 hour in length. Class levels 1B and below will perform in one single recital performance. Class levels 2A and higher will perform in two recital performances. Our complete recital listing can be found on our website: [inmotiondancestudio.net](http://inmotiondancestudio.net).

#### Rehearsals:

- If we are able allowed to safely hold rehearsals and dress rehearsals, students will be required to attend.
- Individual class rehearsals are planned for the following dates: May 19 & 22-26. Each class usually has 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.
- Dress Rehearsals are required and are held May 30-31, and June 1. Students dress in full costume for the dress rehearsals.

#### Recital Photos:

- Recital pictures are held on May 5-7 (Friday-Sunday) for all of our classes. Students will get an individual picture taken if the parent wishes to order one. A group class picture will also be taken for our program.

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 - \$28 per costume/class

**Deposit #2** on November 7 - \$28 per costume/class

**Deposit #3** on December 7 - \$28 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 late December.
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## **Helpful Tips for Dance Class**

- Dancers should bring a small dance bag to store shoes. Label bag with dancer's name.
- Older dancers may bring a water bottle with lid to keep in their dance bag.
- Slip-on shoes are helpful and easiest when dancers are changing in and out of street shoes.
- Dancers should arrive in their dancewear and no earlier than 5 minutes before class. Dancers with ballet and jazz back to back can bring their dance shorts in their dance bag to slip on for jazz if need.
- Restrooms are open to our dancers. It is best however to have your child visits the restroom before arriving to class.
- Please label your dance shoes with dancer's name to avoid shoes getting mixed up by accident.
- We like our neighbors and want to respect their property. We would greatly appreciate your efforts to avoid parking at the Tiffin Eye Center if possible. Thank you in advance for not parking on their grass lot (in front of our building) or congregating on their property.
- Please sanitize hands when entering the building. If your child is has two classes back to back, please re-sanitize hands before changing to the second class.
- *Come to dance class with a positive attitude and good willingness to learn!*

*Thank you for taking the time to read through this information*

*Please call or email us with further questions. You can reach us by phone at 419-447-7028 or email us at [jkinmotion@sbcglobal.net](mailto:jkinmotion@sbcglobal.net)*



**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](https://www.instagram.com/inmotiondancestudio)