

2024-2025 School Year Parent/Student Handbook



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



2024-2025

In Motion Dance Studio Calendar

Aug 5-7	Fall Open House/Shoe Fitting - 5:30-7:30 pm
Aug 15	Deadline to sign up for Heritage Festival Parade & order 2024 Parade shirt
Sept 3	Fall classes begin!
Sept 7	First tuition payment is withdrawn (for September) or pay with cash/check by 9/5
Sept 20	Parade practice for students in Heritage Festival Parade- 4:30-5:30 pm
Sept 21	Heritage Festival Parade @ 10 am– No classes held this day.
Oct 7	Costume Deposit #1 due for Recital Costume - \$29/per costume
Nov 7	Costume Deposit #2 due for Recital Costume - \$29/per costume
Nov 26 - Dec 1	Thanksgiving Break – No classes held
Dec 7	Costume Deposit #3 due for Recital Costume - \$29 <u>OR LESS!</u>
Dec 22- Jan 3	Christmas Break - No classes (Classes resume Saturday, Jan. 4)
April 17-23	Easter Break- No classes held
May 2-4	Recital Picture Weekend @ Studio
May 16, 19-23	Class Rehearsals at Ritz (Schedule TBA in April)
May 17 & 24	Saturday classes held at studio as normal
May 26	Memorial Day - No classes held
May 27-29	Dress Rehearsals at Ritz (Schedule TBA in April)
May 30-31, June 1	Recital Weekend - 26th Annual Recital!

Schedule is subject to change!

In Motion's Phone #: 419 447 7028
In Motion's Website: www.inmotiondancestudio.net
Email: jkinmotion@sbcglobal.net
Facebook: In Motion Dance Studio
Instagram: [inmotiondancestudio](https://www.instagram.com/inmotiondancestudio)
Download our app on Google Play or Apple App Store

In Motion Dress Code Requirements

Class/s:	Dress Code Requirements:
Tiny Toes 1 Pre-Ballet	Girls: Pink leotard (No Skirt please), pink tights, pink leather ballet shoes. Wear hair in bun. Secure long bangs back with bobby pins/barrettes Boys: black spandex pants/shorts, black or white solid shirt/tank. Black ballet slippers.
Tiny Toes 2 Combo Pre-Ballet/K-Tap Combo	Girls: Pink leotard (No Skirt please), pink tights, pink leather no-tie ballet slippers AND black patent tap shoes. Wear hair in bun. Secure long bangs back with bobby pins/barrettes Boys: Black spandex pants/shorts, black or white solid shirt/tank. Black ballet slippers and black jazz-taps (Capezio Fluid Tap Shoe).
Ballet Classes (Levels 1A- 5) Ballet 1A/Tap 1A Combo	Black leotard (no skirt please) and Pink tights. <i>*Tap combo will need black fluid tap shoes also</i> Levels 1A-2A wear pink leather full-sole ballet shoes (Capezio Daisy Ballet). Levels 2B-5 wear split-sole canvas ballet shoes (Juliet Canvas Ballet). Levels 3B-up will need Pointe shoes also (purchase on own) 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 BAGGY SHORTS PLEASE)
Pre-Jazz Jazz (1A-4B) Musical Theatre Pom Pom	Any color leotard, tan footed 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 over leotard. Hair up in at least a pony-tail w/ long bangs secured back.
Tap Classes (Levels 1A-4)	Any color leotard, tan tights (pink tights ok if back to back with ballet class.) Tap 1A-2 Levels wear black Capezio Fluid Tap shoe. Tap 3-4 Levels recommended in black Bloch Respect 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.
Hippity Hop Jr Hip Hop Pre-Teen Hip Hop Teen Hip Hop	Wear dancewear or exercise-apparel you can comfortably move in. (No jeans, T-shirts, or sweatshirts please.) Hippity Hop - Jr Hip Hop -Black Balera or Revolution Dance Sneakers Pre-Teen & Teen Hip Hop - Supply own Converse style shoe (all black w/ white sole) (only to be worn in class) OR purchase Pastry Dance Sneaker from studio store. Wear hair up in at least a pony-tail w/ long bangs secured back.
Pre-Lyrical Lyrical Classes (1-4) Contemporary	Any color leotard, tan footless or pink convertible tights, Capezio Lyrical half-sole shoe for Pre-Lyrical - Lyrical 4 levels. If back to back with ballet, wear pink conv tights & black leotard). Solid black dance shorts/leggings ok over leotard/tights. Hair up in clean bun or pony-tail w/ long bangs secured back.
Tumble Tots 1 & 2 Pre-Acro Acro Classes (1A-3)	Any color leotard or biketard. Fitted dancer shorts ok over leotard. Tan footed/footless tights (pink tights ok if back to back with ballet class). White acrobatic shoes for girls/Black acrobatic shoes for boys are required. <i>*Acro 2B/3 wears Tan jazz shoes</i> 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, located inside the office entrance. Our dance store and office are open between 4:00-8:00 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' 26th 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: \$25 per student or \$35 per family.

- The annual registration fee covers non-tuition essentials such as insurance, postage, music licenses, studio communication, printing costs, administration, and helps keep your monthly tuition costs lower.

Tuition Pricing per Month:

30 min class - \$42

40 min class - \$44/month

50 min class - \$46/month

1 hour - \$48/month

1 hr 10 min class - \$50/month

1 hr 20 min class - \$52/month

1 hr 30 min class - \$54/month

***Acro 2-3 Levels- \$48/month**

How Tuition is Calculated:

The school year will consist of 34 weekly lessons between September 3 through June 1. 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 7th 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 3% 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.

Illness and When Not to Come to Class

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, cough, or any signs of illness. Students should be fever free for at least 24 hours without the use of fever reducing medication and be symptom free before coming to dance class.
- Our staff is allowed to take temperatures using no touch digital thermometers if they suspect a child may be ill.
- If you or your child has tested positive for Covid, you must follow current quarantine guidelines set by CDC and local Health Department.

How we are keeping our facility safe for our dancers:

- Cleanings take place before each day of classes
- Acro Mats are sanitized after most uses
- Ballet barres are sanitized daily
- Commonly touched surfaces are sanitized daily
- Sanitizer located in each waiting area & classroom

Good practice when coming to dance class:

- Practice good hygiene by using hand sanitizer to avoid spreading germs and illness. We have sanitizer located in each waiting area, classroom, and in the office.
- If you must sneeze, please do so in your elbow.
- Students should avoid touching their face or putting their hands in their mouth during class.
- If you need to blow your nose with a Kleenex, be sure to sanitize hands before joining the class again.

Class Observation

Observing Classes:

- Parents are allowed to observe their child's class from each of our waiting areas at the studio. For your convenience, we have a camera system installed which allows our parents the capability to watch their child's class on flat screen TV's installed in each wait area.
- We appreciate parents sanitizing their hands when illness 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 cold/flu symptoms, and/or have recently been in close contact with anyone who has tested positive for Covid.

Waiting Room Etiquette

Waiting Room Rules and Etiquette:

- The waiting area should be treated with respect at all times, including those waiting there.
- Keep noise levels down to avoid disrupting ongoing dance classes and office staff who are working.
- Young children should be monitored by parents at all times in the wait area. Children should not run wild, play ball, or yell in the wait areas. Children should not open or knock on classroom doors at any time.
- Dispose of trash properly in trash cans. Dump any liquid drinks in bathroom sink before throwing in trash can.
- Set cell phones to vibrate and use headphones/ear buds when watching videos or listening to music.
- Conversations should be kept to a minimal volume.
- Return magazines back to magazine rack or put chair back in place.

Cancelling Classes Due to Bad Weather

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 try to post a notice on our Facebook or Instagram page. Be sure to also download In Motion's app for notifications too!

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.**
- Students should not miss any more than 7 classes over the entire year.

- 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. Failure to attend class regularly may result in not being able to perform in the annual recital.

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.) Do not speak negatively about others, PERIOD.
- 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.
- Student is not coming to class often and has missed a great deal of classes.

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 fun recital theme which we reveal to our dancers the week before Thanksgiving Break.

Recital Information:

- This year's recital is scheduled for May 30-June 1, 2025.
- Our recital theme and your child's costume/song will be announced November 18-23, 2025 at class.
- 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 2024-2025 Recital Show Lists can be found on our website: inmotiondancestudio.net.**

Rehearsals:

- Students are required to attend both their Individual Class Rehearsal/s and their Dress Rehearsal/s to be part of recital.
- Individual class rehearsals are planned for the following dates: May 16, & May 19 - 23, 2025. Each class has a 25- 30 minute class rehearsal on stage to help students familiarize themselves with the stage space, formations, entrances, exits, etc. Students should wear regular practice clothes for this rehearsal.
- Dress Rehearsals are scheduled over three days, and are mandatory to participate in Recital. Dress rehearsals for Shows 1 & 4 are held Tuesday, May 27. Shows 2 & 5 Dress Rehearsals are held Wednesday, May 28. Shows 3 & 6 Dress Rehearsals are held Thursday, May 29. Students dress in full costume for their dress rehearsal.

Recital Photos:

- Recital pictures are held on May 2 - 4, 2025 (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 2025 Souvenir Recital 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 - \$29 per costume/class

Deposit #2 on November 7 - \$29 per costume/class

Deposit #3 on December 7 - \$29 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 mid December.

Helpful Tips for Dance Class

- Dancers should bring a small dance bag to carry dance shoes in.
- Dancers with multiple classes in a row should bring own water bottle to stay hydrated.
- Dancers should arrive in their dancewear and no earlier than 5-10 minutes before class. Do not arrive late to class as it disrupts our students in class.
- Dancers should have their hair up before they come into the classroom. Please be sure your child is prepared for class and is wearing the correct dancewear and shoes. (see dress code info)
- Restrooms are open to our dancers and families. It is best however to have your child visit the restroom before arriving to class to ensure they do not have to go during class!
- Please label your dance shoes with dancer's name to avoid shoes getting mixed up by accident.
- Dancers should never wear their dance shoes outside at any time. Dancers should change out of their street shoes and into their dance shoes once in the building.
- We like our neighbors and want to respect their property. **Please do not park in our neighbor's parking lots, such as Tiffin Eye Center.**
- Dancers age 11 and under should be escorted in and out of building by a parent.
- *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.



STUDIO ADDRESS

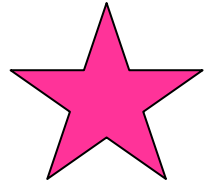
42 Ashwood Drive, Tiffin, OH 44883

STUDIO OFFICE PHONE #

419-447-7028

STUDIO WEBSITE

www.inmotiondancestudio.net



E-MAIL:

jkinmotion@sbcglobal.net



FACEBOOK:

In Motion Dance Studio

INSTAGRAM:

Inmotiondancestudio

Download our new app on Google Play or Apple app store!