

Art In Motion academy of dance

SCHOOL POLICIES AND GENERAL INFORMATION

- I. REGISTRATION AND TUITION:
 - a. Registration: You may register as soon as schedule is published.
 - i. Existing Families
 1. Login to the customer portal, enter login info, and register for desired class(es).
 - ii. New Families
 1. Go to customer portal, click on "Forgot password or New to Portal", fill out required information, and choose desired class(es)
 - iii. Once you have registered, you will receive a confirmation email.
 - iv. A.I.M staff will send along a statement within 48 hours of registration reflecting any discounts.
 1. You will be able to pay directly through the portal, or you may send in cash or a check.
 - v. If a class does not meet the minimum requirement of Five (5) students/class, the class will be cancelled, and we will make every effort to place the students in another well fit class.
 1. If payments have been made, a refund or a credit to the account will be entered.
 - b. Tuition:
 - i. Tuition is due in full at the time of enrollment. The tuition will cover the length of the semester (Fall and Spring 20 weeks, Summer 6 weeks)
 1. Pro-rating
 - a. We offer on-going registration, so tuition will be pro-rated from the time you begin classes.
 - ii. Payment plans are available, in either 2, 3 or 4 payments.
 - a. All payments must be paid on the first of every month.
 - b. All balances must be paid up with one month remaining in the semester, for instance: in the fall semester all balances must be paid by 12/1, and in the spring all balances must be paid by 5/1.
 - iii. Payments can be made either by check, cash, or charge.
 1. We accept Visa, Mastercard, Discover and AMEX.
 2. Should your check be returned for insufficient funds a \$35.00 charge will be assessed to your account for payment with new check.
 - a. If this occurs more than once, we will not accept a check as a form of payment.
- II. MAKE UP POLICY:
 - a. If a dancer misses a class for whatever reason, they may make up the class at any time as long as you are registered in the semester.
 - b. Make-up classes can be done in ANY other age appropriate class, regardless of style.
- III. WITHDRAWALS:
 - a. If you withdraw from a class for any reason we will be happy to issue you a refund less the amount/classes used and a \$25.00 administration fee.
 - b. If you withdraw from a performance you will also receive a full refund, less the costume fee and a \$25.00 administration fee.
- IV. Dress Code:
 - a. Clothes: all classes require a informal dress code in order to maintain safety
 - i. Please check the Dress Code for each classes specific requirements
 - ii. Students must also have their hair tied back securely off their face PRIOR to entering the classroom.
 - iii. Street Clothes, Jeans, Baggy Sweatshirts, and street shoes are not permitted in the classroom.
 - b. DANCE SHOES:
 - i. Please wear your dance shoes in the studio building only and not outside
 - c. Shoe Recycling:
 - i. Art in motion will take your dance shoes once you grow out of them.
 1. We can either try to exchange them for a larger size OR keep them as a donation.
 - d. STREET SHOES: Please put any shoes have worn outside either on the shoe shelf in the classroom or under the benches in the lobby.
- V. WAITING ROOM: Parents and guardians, you are welcome to use the waiting room.
 - a. Parents and guardians of students ages 2-4 wait in the waiting room prior to class start.

- b. Students 5yr and up can wait in the Dancer Waiting area outside the studio prior to class start and will be taken to the studio by their teacher.
 - i. They will be brought out to the lobby after class.
- VI. PICK UP/DROP OFF:
 - a. Please be punctual when picking up your student especially if they are in the last class of the evening.
 - b. Please only use the Art In Motion parking lot for your pick-ups and drop-off's
 - c. Please drive at 5 M.P.H. and do not make U-Turns in the parking lot
- VII. LOST AND FOUND:
 - a. Lost and found is located on the coat hooks in the lobby,
 - i. At the end of each semester, whatever has not been claimed will be donated to a local charity.
 - b. Please place your name on the inside of your items so it will be easier to locate in case it is lost.
 - i. LABEL ALL DANCE SHOES WITH STUDENTS NAME
 - c. Any valuables found will be kept in the office.
 - d. Art In Motion is not responsible for any lost or stolen items and we recommend that you take your valuables into the studio with you.
- VIII. CALENDAR:
 - a. The school year runs from Sep. 9- Jun. 15
 - i. Fall Semester 9/9/2013-2/1/2014
 - ii. Spring Semester 2/3/2014-6/15/2014
 - b. There will be an extended break for the winter holidays which is not counted in your tuition so do not need to be made up.
 - c. There will also be 2 small breaks around Thanksgiving and Easter and are permitted to be made up.
 - i. Please check the calendar located on the website, resource page, under events, for important dates and other closings.
- IX. Bring a Friend to Class week: Please check the calendar for specific dates. Your dancer may bring a friend to try the class out that week
- X. Class Parties:
 - a. Art In Motion will have 2 class parties for the year.
 - i. The week leading up to Halloween
 - ii. The week prior to the winter break
 - b. The parties are also "bring a friend" and "Bring a Snack" to share with the class.
 - c. If your child has a food allergy, please let the teacher and office know please send them with a "safe" snack to share
- XI. SNOW DAYS: The Studio will close due to inclement weather when Morris Plains schools are closed and/or the roads are predicted to be icy in the evening hours. We will do our best to let you know we are closed. There will be an email sent to the studio, there will be a message on the customer portal, there will be an outgoing message on the voicemail, and there will be a message posted on our website and Facebook page.