

ARTS IN MOTION DANCE CENTER HANDBOOK/GUIDELINES

Mission Statement: *Arts In Motion Dance Center is committed to providing dancers of all ages an encouraging environment where they are given the opportunity to grow and excel in their dance education.*

ABOUT US

Arts In Motion Dance Center offers a variety of dance classes for every age, skill level, and interest. We nurture each student's unique gift of talent and creativity while helping them to develop into well rounded individuals. Our program includes training in Ballet, Tap, Jazz, Hip Hop, Contemporary, Lyrical, Modern, and Musical Theater- all while continuing to hold classes for even the tiniest dancers in our Creative Movement levels. We encourage all of our students to strive for excellence while enjoying the journey along the way. Our goal is to provide quality dance instruction through caring, friendly, and professional staff in a family oriented environment. Within our facility we hope that we are able to motivate, educate, and help students develop a passion for dance. Arts In Motion Dance Center plans to take our dance program as far as our young dancers can dream.

CLASS PLACEMENT

Our Creative Movement classes are introductory dance classes for students between the ages of 2-4. The Split Class level offers both Ballet and Tap for students in grades K-1 and our Combo Class is for students in grades 1-6 where they are offered 30 min combo classes from our program. From grades 7-12 we provide beginner through advanced training in Ballet, Tap, Jazz, Hip Hop, Lyrical and Contemporary, Musical Theater, as well as Technique and Conditioning classes. Ballet is recommended for any technique based classes. Please be advised that placement for these classes is solely at the discretion of the instructor and classes are subject to change. We encourage each student to stay in a level for at least two years. If a child is moved up too soon he or she could miss valuable training. Class placement is always decided with each student's best interest in mind. Most classes will be split by grades K-12.

POLICIES & PROCEDURES

Students at the Arts In Motion Dance Center are expected to adhere to the rules and regulations listed in this handbook in addition to their training. We reserve the right to dismiss any student or family whose attitude, attendance, or conduct is found to be unsatisfactory. These policies are enforced to ensure the safety of our students and to maintain the respect of our facility.

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• FOOD & BEVERAGES

No food or beverages are allowed inside the dance studio. All snacks must be eaten in the lobby and all food must be thrown away in the garbage cans or recycling bins provided. NO GUM will be allowed in the studio. Water bottles with a closed lid are acceptable inside the dance studio.

• LOST PROPERTY

Items left behind will be collected at the end of each day and placed in the lost and found bin in the lobby- frequently checking this bin is advised. We are not responsible for the loss or damage of personal property.

• CELL PHONE & ELECTRONIC DEVICES

Students may NOT use their cell phones during classes or rehearsals and all phones should be silenced during class. No Apple Watches should be worn during class times. Students may have their phones in the event of an emergency.

• ATTENDANCE

Regular attendance is critical to consistent progression in each student. Poor attendance will jeopardize a student's class placement and participation in the year end performance. After THREE unexcused absences, the instructor holds the right to remove the student from a class. School functions and illness are excused absences and will not count against the student.

• SICKNESS & INJURIES

Dancers should not come to class if they are sick, displaying signs of illness, or have a fever. Please email the studio to let us know your dancer will not be in class. If a dancer is injured they should still attend class to stay current with class materials and to hold their spot. Tuition still must be paid.

HOURS OF OPERATION

Arts In Motion Dance Center will be open Monday through Thursday, as well as Saturday's for class times ONLY. AIM is Closed Friday's & Sunday's. Please check our studio calendar for any breaks and closings. We will follow the Auburn School District schedule for any snow days or after school closings due to inclement weather. We will always take into account students traveling from surrounding districts as well.

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PAYMENTS & TUITION

Tuition is due by the 1st of every month from September through June. A \$25 late fee will automatically be charged to each account that is past due. Students with outstanding balances will not be able to participate in their classes until their account is current. There will be a \$35 fee for any and all returned checks. Please contact us for tuition prices. There is a discount for siblings. If you choose to withdraw from a class you must do so before the end of the month, otherwise you will be charged for the following month's tuition in full. There is no refund given for paid tuition. No refunds will be issued when paying in full and dropping a class.

PERFORMANCES & COSTUMES

There will be an end of the year performance opportunity for all students enrolled at the Arts In Motion Dance Center. You must notify us as soon as possible if a student is unable to attend. As our show nears each student will receive information on hair, makeup, performance times, and expectations. There will be a mandatory dress rehearsal for ALL students and they must attend the entire rehearsal to participate in the show. There are NO exceptions. All dances/ choreography are owned by AIM and cannot be shared on any social media platforms without consent. We do our best to keep our costume prices to a minimum for all students. Costumes must be ordered in a timely fashion to ensure arrival in time for our recital. Costume payments will be divided in half with two payments, please do your best to make sure we receive costume payments on time.

CLASS ETIQUETTE

Students are required to treat their peers and staff at Arts In Motion Dance Center with respect and a positive attitude. We have a zero tolerance policy for harassment and bullying. There should be no talking during class, as it is distracting and disrespectful to the instructor and other students. Conversations should always be appropriate to be heard by all children and adults in the facility. Gossip, vulgarity, and explicit language are NOT appropriate studio conversation. Students should arrive to class on time and should be in appropriate attire. Students should not enter the dance studio if an instructor is not present. If a student is more than 15 minutes late to a class they will not be able to participate in that class and will be asked to sit and observe. Constant tardiness will result in dismissal.

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DRESS CODE

The dress code at Arts In Motion Dance Center is designed to encourage uniform and discipline among all of our students and should complement the training offered at each level. We advise all students to follow the dress code and to set an example. Those who do not comply will be unable to participate in class. All students must have their hair pulled up and away from the face. We suggest buns or braids. There is NO jewelry to be worn in class, (necklaces, watches, earrings, etc.) this is for safety. Please label all dance shoes and dance bags, unlabeled dance wear is difficult to return.

- **CREATIVE MOVEMENT I & II-** Pink NO TIE ballet shoes. Any color dance tights, leotards, tutus are acceptable.
- **SPLIT CLASS (GRADES K-1)-** Pink NO TIE ballet shoes, Tan slip on tap shoes. Any color dance tights, leotards, tutus.
- **COMBO CLASS I + II (GRADES 1-4)-** Pink ballet shoes, Tan slip on tap shoes, Tan slip on jazz shoes. Any leotard, solid tights. Ballet skirts and spandex shorts are acceptable.
- **COMBO CLASS II (GRADES 5-6)-** Pink ballet shoes, Black or Tan slip on tap shoes, Tan slip on jazz shoes. Any leotard, solid tights. Ballet skirts and spandex shorts are acceptable.
- **BALLET CLASSES-** Pink canvas ballet shoes. (Split sole) Leotard and tights. Ballet skirts are acceptable.
- **TAP CLASSES-** Black tap shoes. Leotard, Spandex shorts or leggings are acceptable.
- **JAZZ CLASSES-** Slip on jazz shoes. Leotard, tights. Spandex shorts or leggings are acceptable.
- **LYRICAL/CONTEMPORARY CLASSES-** Lyrical turners. Leotard and tights. Other clothing may be permitted per instructor.
- **HIP HOP CLASSES-** CLEAN sneakers for indoor use ONLY.

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- **BOYS-** Black dance shoes. Gym shorts & solid T-shirts are acceptable.
- **MUSICAL THEATER-** Jazz shoes. Leotard, leggings, spandex, active wear.
- **DANCE CONDITIONING-** CLEAN sneakers for indoor use ONLY. Any athletic/work out clothing
- **TUMBLING-** No shoes. Any leotard with convertible, stirrup, or footless tights

CONTACT US

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Facebook — [@ArtsInMotionDanceCenter](https://www.facebook.com/ArtsInMotionDanceCenter)

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