



MOTION ARTS
DANCE ACADEMY

Studio Handbook

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Base Class (Combination) Breakdown

Little Movers - Music, movement, balance, and the basic dance steps and tumbling skills are introduced in a fun, friendly, and positive manner. Activities constantly change to hold onto those short attention spans! They will perform one dance in the spring recital.

Tiny Tots – Students will learn the basics of dance in ballet, tap, and tumbling. They will perform two dances in the spring recital. Proper technique is taught through creative dances and imagination, helping them grow in developmentally appropriate skills. They will perform two dances in the spring

Minis – Students will review the basics in ballet and tap, as well as learning jazz and a few more advanced steps. They will perform three dances in the spring recital.

Beginners – Students will review basics of tap while learning new technique for tap, expand their jazz technique, be introduced to musical theatre, and transition from ballet to lyrical. Musical Theatre will be taught to students to show the students how portray different characters and emotions while dancing. They will be performing three dances in the spring recital.

Intermediate – Students will review technique for Lyrical, Tap, Jazz/Musical Theatre, while learn new technique in all forms of dance. Musical Theatre will be taught to students to show the students how to portray different characters and emotions while dancing. They will perform three dances in the spring recital.

Advance – Students will review skills and technique from past classes, as well as learn more advanced steps and movement. The students in this class will be introduced to a new style of dance called, modern. They will perform three dances in the spring recitals.

Elite - Students will review skills and technique from past classes, as well as learn more advanced steps and movement in a fast-paced environment. They will perform three dances in the spring recitals.

**** parents:** It is important to know that although classes are broken down by age, age is not the only determination of class placement. Ability and experience may be a factor in which class your child will be placed.

Extra Classes Breakdown

Ballet I – This class will build off the basic techniques learned in Tiny Tots and Minis classes. Ballet is the basis for all other dance forms, so having a strong base in ballet will help a student to accelerate in other styles of dance. Classes will consist of core strength development, barre work, center combos, and dance choreography. Those enrolled in this class will perform an additional dance in the spring recital.

Ballet II – It will build off the techniques learned from the Ballet/Pre-Pointe class, teach more advanced technique, as well as the use of point shoes. At least two years of Ballet I class will be required for those who were not previously in a pointe class. Classes will consist of core strength development, barre work, center combos, and dance choreography. Those enrolled in this class will perform an additional dance in the spring recital.

Hip Hop I, II, and III – Hip Hop classes will focus on teaching students basic rhythm and coordination in an energized class environment combining different styles of dance, while allowing each dancer to put their own personality into the dance choreography. Hip Hop I will start with the basics of hip hop steps and each level will add more advanced steps and choreography.

Contemporary – This class will combine technique learned from jazz, ballet, and modern, as well as challenging the students to connect emotionally with the music and tell a story with their body. This class will require approval from the instructor for enrollment.

Tumbling I, II, and III – These classes will focus on teaching student’s importance of technique and strive to improve each child’s flexibility, coordination, strength, and tumbling skills. Each class level will work on all of the basic skills, as well as focus on specific skills specific to that class level. Students must achieve specific skills, before moving to the next level of tumbling. Class Placement is provided by the instructors.

Class Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
BEGINNERS/ TUMBLING I 4:00 – 5:00			LITTLE MOVERS 4:00 – 4:45
CONTEMPORARY 5:00 – 6:00	MINIS/ TUMBLING II 5:00 – 6:00	TINY TOTS 5:00 – 6:00	HIP HOP II 5:00 – 6:00
BALLET I/ BALLET II 6:00 – 7:00	HIP HOP I 6:00 – 7:00	INTERMEDIATE 6:00 – 7:00	HIP HOP 3 6:00 – 7:00
POINTE SHOES 7:00 – 7:30	HIP HOP III 7:00 – 8:00	ADVANCE 7:00 – 8:00	ELITE 7:00 – 8:00

Pricing and Fees

Registration Fee

***This fee must be paid at the time of registration.**

- Single Child..... \$ 50
- Family of 2 \$ 75
- Family of 3+ \$ 90

Monthly Tuition (per student)

Tuition is due the 1st of each month. After the 5th of every month a \$15 late fee is added to the account.

**Families will receive a 15% discount from total family tuition*

- 45 Min - \$45**
- 1 Hour - \$55**
- 2 Hours - \$70**
- 3 Hours - \$85**
- 4+ Hours - \$100**

Solo/ Duet Fees

- Solo\$200
- Duet\$100 per person
- Trio\$5 per person
- 4 +\$50 per person

Spring Recital Fee

Recital fee is due by February 23 . After this date, there will be a \$15 late fee added to the account. All accounts must have a zero balance to be allowed on stage for the annual spring recital. Includes: 2 tickets per family, 1 program book per family, 1 recital DVD per family

- First Child..... \$ 150
- Each Additional Child..... \$ 50

Costume Fee

\$65 per costume

Costume Fees are due by November 17 and are nonrefundable or transferable. If you do not pay for your child's/children's costume by this due date, you are responsible to not only pay for the costume but the shipping and handling. The due date is set to assist all parents, while ordering in bulk will lower the prices of the costumes for your convenience. We understand the importance of keeping costumes as affordable as possible, but we cannot control the rising prices of both costumes and shipping.

**Costume fees will vary between students, depending on the number of dances the child will perform.*

Class Attire

Combo Classes:

Students are required to wear black or burgundy leotards with black/ burgundy dance shorts or capris. Hair must be pulled up out of the face and off the neck in a ponytail or bun. Students are required to have all dance shoes for class. If students do not have their hair up or proper dance attire, they will not be allowed to participate in class, but will sit and observe for that class time.

- **Little Movers:** black leotard, pink tights, pink ballet shoes
- **Tiny Tots:** black dress leotard, or black leotard and skirt, pink tights; ballets and tap shoes
- **Minis:** black dress leotard, or black leotard and skirt, pink tights; ballets and tap shoes
- **Beginners:** black/burgundy leotard, black/burgundy shorts or capris, tan tights, jazz shoes, tap shoes
- **Intermediate:** black/burgundy leotards; black/burgundy shorts or capris, tan tights; jazz shoes, tap shoes
- **Advance:** burgundy leotards, black capris, convertible tan tights; tan jazz shoes

Ballet/Pointe:

Students are required to wear black/ burgundy leotards with black/ burgundy ballet skirts and tan tights. Hair must be pulled up out of the face and off the neck in a ponytail or bun. Teachers need to see student's full alignment to make proper corrections. Students must have their ballet flats for class for both the ballet and Pointe classes. Those students participating in Pointe should bring pointe shoes to class after speaking with the teacher. If students do not have their hair up or proper dance attire, they will not be allowed to participate in class, but will sit and observe for that class time.

Hip Hop I, II, and III:

Students are required to wear class leotard and class shorts or capris. T-shirts are allowed over leotards for hip hop classes only. Tennis Shoes are required to participate in Hip Hop class. Absolutely no flipflops, sandals, or slip on shoes allowed. Hair must be pulled up out of the face and off the neck in a ponytail or bun. If students do not have their hair up or proper dance attire, they will not be allowed to participate in class, but will sit and observe for that class time.

Contemporary:

Students are required to wear black or burgundy leotards with black/burgundy dance shorts or capris. Hair must be pulled up out of the face and off the neck in a ponytail or bun. Only toe shoes are to be used, as bare feet are common for this dance style. If students do not have their hair up or proper dance attire, they will not fully participate in class, but will sit and observe for that class time.

Tumbling I, II, and III:

Students are required to wear class leotard and class shorts or capris with bare feet, no dance shoes, socks, or tights. **T-shirts are not allowed.** Hair must be pulled up out of the face and off the neck in a ponytail or bun. If students do not have their hair up or proper dance attire, they will not be allowed to participate in class, but will sit and observe for that class time.

Attendance Policy

Weekly Classes

Students are expected to attend class on a weekly basis. Instructors will take class attendance each week and your child's presence in class is very important for not only their ability to learn, but also for other students and the instructors. When one child is missing it is very difficult to teach choreography. If your child needs to miss for any reason, please let the instructors know a head of time. If your child is in Intermediate or up, please try your best to have them learn the material missed from another student before coming to class the next week. Your child is allowed 8 sick/emergency absences before the instructor has the right to pull your child from specific parts of the dance. Instructors will not have time to catch up those with excessive absences. Our staff will do all that we can to have your child learn and participate in the full dance choreography, and we ask that you please help us to do the same.

Mandatory/Recital Week Practices

Students are required to attend all mandatory practices. These are crucial parts of the dance year. These practices are made to put last minute touches on all dances for every student and to allow students to have final preparation for the annual dance recitals. Failure to attend these practices can result in altering of your child's performance or removal from the spring recital as a whole.

Withdrawal

In the event that your child will be withdrawn from class, a "Withdrawal Form" must be completed and turned in before the 1st of the month. Failure to do so will result in a charge for the next month's tuition as is. We encourage parents to keep their child enrolled at Motion Arts Dance Academy for at least the full year, as choreography can be hindered by the removal of your child, although we do understand that there are circumstances that require unenrollment.

Studio Policies

Registration & Tuition

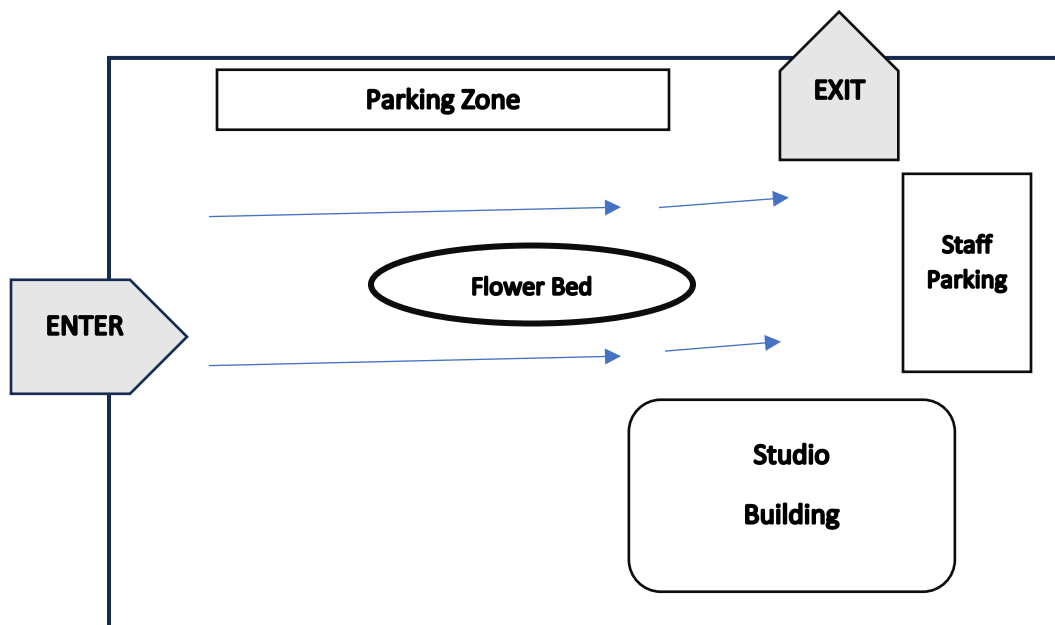
- The Registration fees are due at the time the form is submitted and are nonrefundable.
- Tuition is due at the first of every month and will remain the same whether it is a five-week month or shortened with holiday breaks. A \$15 late fee will be charged to any accounts that are not paid in full by the 5th of every month.
- There are no refunds for any classes missed by the student, planned vacations, or unexpected cancellation due to severe weather conditions.
- Monthly Tuition, Recital Fee, and Costume Fees are nonrefundable or transferable.
- Payments can be made by cash, check, PayPal/ Venmo or Parent Online Portal. A \$35 return fee will be charged to any account with a returned check.

- A “Drop/Withdrawal Form” must be completed and turned in before the 1st of the month, failure to do so will result in the continuation of tuition charges until the form is received.

Drop Off & Pick Up

- Dance shoes are not to be worn outside of the studio, so that they do not get damaged. We require all students to arrive a pair of street shoes and change into dance shoes once they enter the studio. They will change out of shoes before leaving, and if they did not bring a pair of street shoes to change into, they will leave barefooted.
- Students should arrive 10 minutes before class, but no earlier than 15 minutes and picked up no later than 10 minutes after the class is over. If you arrive earlier than the ending of class time, please use the parking area not to block the flow of drop off. If there is an extreme circumstance, please call the office and inform someone before class so arrangements can be made.
- The studio lobby will be used for students to wait for their classes to begin, begin stretching, or review material from the practice before if needed. This is where all students will wait for Parent Pick Up after class.
- No parents/guardians are allowed to wait in the studio or lobby during practice or pick up. This is to ensure that the door is able to remain locked between classes and ensure someone is with the children at all times. Doors will lock 5 minutes after class begins. If you are dropping off and the door is locked, please call the studio office and someone will let your student in.
- Students will be escorted by staff members to the vehicles during Pick Up to ensure safety of students.
- Students should only enter and exit the vehicles at the front of the line, unless escorted by a parent or guardian.
- Please use the driveway closest to SHS as the entrance and exit through the driveway that leads to E Washington Street.

Drop Off/ Pick Up Diagram:



Class & Studio Expectations

- Students must be in proper dance attire for each class, with hair pulled completely away from the face and neck. See “Class Attire” section for more information. Any students not in class attire will observe class that day.
- No gum/ candy, toys, or hanging jewelry of any kind is allowed in class for the safety of all students.
- No cell phones allowed during class. Photo/Video not allowed without permission from instructor.
- No disrespectful or vulgar language allowed in the studio. Any bullying will not be tolerated.
- Any reoccurring disrespectful or vulgar attitude to a **Staff Member or Student** at Motion Arts Dance Academy, from **another student or parent** could result in Involuntary Removal from a specific class or studio as a whole. We love all of our students and their families and will do our part in avoiding this issue, we ask that all students and parents provide the same effort in keeping our studio a happy safe space for all.
- Students are required to attend all mandatory practices, especially during recital week. Failure to do so could cause your child to miss out on learning something important for the performance, or result in removal from the performance number.

****PARENTS:** it is especially important to review these policies with your children prior to attending class

Recital Requirements & Policies

Picture Weekend

- Recital Pictures occur during a full weekend. Groups and Individuals for all classes, not including Little Movers, are taken on separate days. This allows for us to move as quick as possible and allow students and parents to choose their own hair for Individual images. Weekend and times will be confirmed at a later date.
- Pricing and Payment are made through the photographer and not Motion Arts Dance Academy.
- All students are required to attend group pictures, which are to be included in the Program Book.
- Individuals Images are not required, but encouraged for students to look back on for memories.
- Only props provided by Motion Arts are allowed to be used in group or individual pictures. No outside props are allowed unless approved by Mrs. Ciera.
- NO PARENTS are allowed in the area that students take their images. This is to prevent distraction for your students, as well as , other students and the photographer herself.
- Students are to arrive no earlier than scheduled time, door remain locked until the specific time slot for each class.
- Students should arrive fully dressed, ready for pictures.
- No disrespectful or vulgar language to staff members, other students and parents, or the photographer will be tolerated. Remember this is a day for your child to feel special. Please help the staff to make sure your student has the best picture weekend possible.
- Picture Weekend Handbook will be given at Costume Pick Up.

Program Book

- Each year we put together a Recital Program Book for students to keep for memories each year. One is included with recital fee for each family to keep for years to come. Additional books will be available for purchase on Recital Day.
- Includes Recital Program Order, Class Images, Personal Family Shout Outs and Ads for students, as well as Business Ads from our Sponsors.
- Personal Family Ads are not required, but encouraged as students love looking through the book to find their pictures. These can vary in size from ¼ or a page to a Full page. (Prices will be included on form received at later date)
- All Images used in the program book of Motion Arts students must be taken by the photographer during Picture Weekend. No outside images are allowed.
- Any and all program ads are designed by Motion Arts. No submitted ad designs will be used. Business Ad logos or student image numbers are the only thing that should be submitted to Motion Arts.
- Any ads not submitted by the deadline WILL NOT BE INCLUDED in the program book. Please be sure to submit ads before the deadline to ensure they are able to be inserted into the program book.

Recital Week

- Participation is MANDATORY for all students performing in the Spring Recital. This allows for final touches on stage and for all students to learn their spacing and formations on the performance stage. Missing not only affects your student but the entire class.
- Anyone who does not attend may have been removed from pieces of dance choreograph or from the Spring Recital as a whole.
- Students are to be in full class attire for practice. Anyone without their required class attire (including tights and shoes) will not be able to enter stage. See “Class Attire” for more details.
- Account Balances must be at \$0.00 to enter for practice the first day of Recital Week.
- Recital Week officially begins the weekend before the Spring Recital date.
- Only students are allowed in the building, No Parents are allowed to wait in the auditorium or lobby area.

Dress Rehearsals

- Participation is MANDATORY for all students performing in the Spring Recital. This allows for final touches on stage and for all students to learn their spacing and formations on the performance stage. Missing not only affects your student but the entire class.
- A parent or guardian is required to be with each student to dress them for Dress Rehearsals. No men or boys are allowed in the dressing area.
- Students are to be in full hair, make up, and costume.
- No parents are allowed to sit in auditorium for dress rehearsals.
- Award ceremony will occur after rehearsals and any family members are invited to attend.
- Official recital handbook will be given at a later date.

Recital Day

- There will be two show times for the Spring Recital. All students, except for Little Movers and Tiny Tots, will participate in both shows.
- Students in combo classes, Beginners through Elite, are required to have a Backstage Mom. This person is required to work one of the two shows to fully assist students to get dressed in their costumes. Your assigned Show will be given at a later date.
- Absolutely no jewelry is allowed on stage. Earrings must be removed or covered with band aids before entering stage.
- Flash photography and videography is prohibited. Any videos posted on social media is extremely prohibited, and if seen on social media you will be asked to remove it.
- Students are required to stay in the dressing room area unless attending the restroom, or if they are accompanied by one of the Backstage Runners.
- Official Recital Handbook will be given at a later date.

Communication

Phone and Email

- **Call:** You may call the Studio Phone Number at any time, if there is no answer, please leave a voice mail and we will return you call. Someone will be available during studio office hours 5:00pm to 7:30 pm.
- **Text:** You may text the studio number at any time and we will get back to you as soon as possible. This also allows us to keep record of any and all conversations with parents/ guardians in one place, for easy access.
- **Email:** You may email us at anytime and we will get back to you as soon as possible.

Mobile App

- All families enrolled are required to download and create an account on the Studio Mobile App found on Apple and Google Play Store (*search Motion Arts Dance Academy*)
- Creating an account allows for Motion Arts Staff to send families important updates and reminders strait to your phone. If you do not create an account on the app, you will not receive these updates.
- Once you have created the account you will go to “groups” and join your students’ classes using the passwords given to you by Motion Arts. This allows you to receive updates sent specifically to that class.

Parent Portal (JackRabbit)

- Required use to see your family account balance, make payments, and enroll in special events.
- Log In using the email given at the time of your registration.
- This is not the same as the mobile app, but can be accessed through your app.



MOTION ARTS DANCE ACADEMY

Add/Drop/Withdrawal Form

Student Name: _____ Today's Date: _____

Parent/ Guardian: _____ Phone Num.: _____

****Please Note:** The Add/Drop/ Withdrawal Form must be turned in before the 1st of the month you would like to withdraw or drop from classes. Failure to turn in forms before the deadline will result in a charge of the next months or future months tuition until the form is received.

ADD:

Please add the following class(es) to my schedule.

- Combination
- Ballet (I or II)
- Hip Hop (I, II, or III)
- Contemporary
- Tumbling (I, II, or III)

DROP:

Please drop the following class(es) from my schedule.

- Combination
- Ballet (I or II)
- Hip Hop (I, II, or III)
- Contemporary
- Tumbling (I, II, or III)

WITHDRAWAL NOTICE

(to be completed if withdrawing completely from Motion Arts Dance Academy)

Please allow this form to serve as a notice that _____, will be withdrawing from **all** classes at Motion Arts Dance Academy as of _____. I am aware that I am fully responsible for tuition and fees up until the next payable month. I am also aware that all tuition and fees paid to date and not refundable or transferable.

(Parent / Guardian Signature)

(Date Signed)

Office Use Only:

Received By _____

Date Received _____



Motion Arts Dance Academy
Studio Handbook Agreement Form

I understand that tuition is due at the first of every month and will remain the same whether it is a five -week month or shortened with holiday breaks, and that if my balance is not paid by the 5th of the month a \$15 late fee will be charged to my account.

Initial: _____

I understand that there are no refunds for any classes missed by the student, planned vacations, or unexpected cancellation due to severe weather conditions. There is absolutely no refund for fees such as registration, costumes, recital/performance fees. In the event that your child will be withdrawn from class, a "Withdrawal Form" must be completed and turned in before the 1st of the month. Failure to do so will result in a charge for the next month's tuition as is, with no refunds.

Initial: _____

I understand that my student must be in proper dance attire, including class outfit, tights, shoes, and hair to be allowed to participate in class, and that missing any mandatory practices or more than 8 regular classes (unexcused) can result in altering of my child's performance or removal from the spring recital.

Initial : _____

I agree to downland and create an account on the Motion Arts app, downloadable on Apple App Store and Google Play Store, to be sure I receive all proper communication, or I am responsible for missing any important updates sent by Motion Arts Staff Members.

Initial : _____

I , _____, have read, understood, and agree to follow the MADA: Studio Handbook in it's entirety. I understand that by signing this document , myself and the students listed below are responsible to follow all of Motion Arts Dance Academy's policies and expectations. Reoccurring issues with any of the rules and policies listed in this handbook could result in involuntary removal from Motion Arts Dance Academy.

Student(s) Name: _____

Guardian's Printed Name: _____

Guardian's Signature: _____

Date: _____