

## LOBBY RULES

1. Students must wait inside the building to be picked up.
2. No student is permitted to leave the building without an adult.
3. All students must use the restroom before they enter class.
4. Please try to keep the lobby as quiet and clean as possible.
5. Students must use the cubbies to store belongings, please do not set them on the lobby chairs.
6. Please do not interrupt the teacher while the class is in session.
7. If you need to speak to the teacher, please do so before or after the class.
8. If necessary, you may need to make an appointment.
9. Running and Tapping on the tile floor are not permitted in the lobby.
10. Please do not let children bang on the vending machines!
11. No tapping or knocking on the windows or studio doors!
12. We are not responsible for unsupervised children!

## CLASSROOM RULES

1. No food or drinks of any kind are permitted in the dance rooms. You must keep all food and drinks in the lobby, excluding water! Students are not permitted to chew gum in the dance room!!
2. Dance shoes are not to be worn outside for any reason!! They are to be worn inside only!!
4. All students must be in proper dress code while attending class. Appropriate shoes must also be worn to all classes.
5. All tap shoes must be double knotted
6. Parents are not permitted to walk their children into the dance room. The teacher will greet them at the door and bring them into the classroom. Please do not go into the classroom to pick them up. After the class is over the teacher will bring them out to the lobby.
8. Class will be conducted with the doors closed. This will avoid any distraction from the lobby. Enjoy the viewing television!!!
9. Please make sure you arrive 10 minutes early to class. 3 tardies will result in consequence of sitting out.
10. Children should not touch the mirrors or the viewing windows.
11. Absolutely no running in the classroom.

## CHRONIC DISRUPTIVE BEHAVIOR POLICY

We will make every effort to work with the parents of children having difficulties in child care. We are here to serve and protect all of our children, although; children displaying chronic disruptive behavior which has been determined to be upsetting to the physical or emotional well being of any other child, or teacher, may require the following actions:

### Initial Consultation

The director may require the parent(s) of any child who attends the studio to meet for a conference. The problem will be defined on paper. Goals will be established and the parent will be involved in creating approaches towards solving the problem.

### Second Consultation

If the initial plan for helping the child fails, the parent(s) will again be required to meet with the director. Another attempt will be made to identify the problem outlining new approaches to the problem, and discuss the consequences if progress is not apparent.

### Suspension

When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from the studio indefinitely. The studio may immediately suspend a child at anytime he/she exhibits a behavior, which is harmful to him/herself or others. A parent may be called at anytime the child exhibits uncontrollable behavior that cannot be modified by the instructor. That parent may be asked to take the child home immediately without refund for the time paid but not used.

### Discard Policy

The studio reserves the right to cancel the enrollment of a child for the following reasons:

1. Non-payment or excessive late payment of fees.
2. Not observing the rules of the studio.
3. Child has special needs which we cannot adequately meet with our current staffing patterns.
4. Physical and/or verbal abuse of staff or children, by a parent or child.

### HEALTH

You are the best judge of your child's health and we trust you will not bring a sick child to the studio. However, if in the opinion of the teaching staff your child is sick, we will call you to come and pick-up your child

### INSURANCE

All IMPAC students/parents must sign our liability form at registration before participating in classes.



IMPAC

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PARENT HANDBOOK

# Welcome to In Motion Performing Arts Center

We are glad you have chosen our studio. This handbook has been written to describe our program, goals, policies and the details that go into making each lesson as happy and successful as possible. Please study it and keep it for reference, as it will answer many of your questions.

**PROGRAM OBJECTIVE:** Our lessons are planned so that dancers will:

1. be safe.
2. feel secure.
3. receive individual attention and encouragement.
4. develop self-discipline.
5. experience success in order to develop a positive self-image.
6. develop dance skills.

## STATEMENT OF PHILOSOPHY

1. We believe in the value of fair treatment of all people.
2. We believe teaching the art of dance is an honor.
3. We believe each student is an individual and should be treated with respect and encouragement.
4. We believe bringing out the best in each dancer is important.
5. We believe that each child has different talents and it's our job to develop them to the fullest.
6. We believe that dance is a tool which can help children develop a positive self-image.
7. We believe that children deserve to have teachers who are capable and caring and whose values enable them to be excellent role models.
8. Children are always accepted to our studio regardless of race, creed, national origin, sex or religion.



## COMMON COURTESY

The staff and management of In Motion works hard to bring you a neat & clean studio. Please respect the property and its belongings.

## MONTHLY TUITION POLICY

A credit card number and imprint is required to remain on file in order to process non-refundable registration and tuition fees as well as many other fees for uniforms, costumes, recital tickets, recital fees, and/or other supplies required. A copy of your receipt will be on file at In Motion for pick up. Amex cards: additional processing fees will be added (approx: \$5.00-\$10.00 per transaction)

## REGISTRATION

A registration fee of \$55.00 or a family registration of \$75 is due every year.

## MISSED CLASS MAKE UP POLICY

If a student misses a class it can be made up during the month in which they were absent. No refund will be given for missed classes.

## PRIVATE LESSONS

Private lessons are available at an extra charge. These may be used for extra practice if you have missed several lessons and need to catch up. Enrollment is very limited.

1 hr- \$75 or 30 min- \$45

## STUDIO BULLETIN BOARD

A bulletin board is available with announcements for you to view and read. Please take the time to scan the Parent Board regularly to keep informed of studio happenings and/or announcements.

## DRESS CODE POLICY

Hair must be secured back off the face in a bun for ALL classes excluding HipHop. **Ballet** classes must wear required color leotard, pink tights over feet, pink split sole ballet shoes and skirt (if part of class uniform). **Jazz** classes must wear required color leotard, black in motion jazz shorts or pants, black in motion jazz boots. **Tap Jazz** classes must wear required color leotard, black in motion jazz shorts or pants, black in motion tap shoes (team member tap: "leos" brand spectator black and white tap)

## DRESS REHEARSAL POLICY

A mandatory dress rehearsal will be held. All students must rehearse all of their numbers at the dress rehearsal or they will not be permitted to perform in the recital. Students must bring their entire costume including tights, make-up, and shoes on the day of the recital.

## DANCE BOUTIQUE

All your In Motion uniform needs are available in our Dance Boutique including: Leotards, Tights, Jazz Shorts, Jazz Pants, Flamenco Skirts, Ballet Skirts, Ballet Shoes, Tap Shoes, Jazz Shoes, Lyrical Foot Undies, and Professional Performance Earrings!

No refunds and/or exchanges on worn dancewear