

# Devotion In Motion®



Keeping dance totally current, totally creative  
& totally Christ-focused

POLICIES AND PROCEDURES

HANDBOOK

2011-2012 SEASON

## **DEVOTION IN MOTION® POLICIES AND PROCEDURES**

**REGISTRATION** – A non-refundable \$20 registration fee is required when registering, each student. Students are not admitted to class until paperwork is on file, and registration fee and first tuition installment is paid.

**TUITION** – ¾ hour \$35, 1 hour \$40, 1 ½ hours \$45, 2 hours \$55, 3 hours \$70, 4 hours \$85, 5 hours \$100 per month

Family discounts are available – a 10% discount for each additional family member.

1. Installments are due on or before the 10<sup>th</sup> in advance of the approaching month. Should this due date conflict with your monthly budgeting, please consult with Miss Stacey or Miss Amanda.
2. Tuition is a flat rate every month. Some months have more than 5 class meetings and some months less. Tuition will remain the same regardless. We are saving space in the class for the student(s). Please do not ask us for refunds, regardless of the students' attendance. No refunds are given unless you have paid for the entire year and give written notice prior to.
3. Tuition for the month of November, March and May will remain the same. There is no class the month of December.
4. Payments received after the **15<sup>th</sup>** will be charged a \$10 late fee. This applies during holidays, over weekends and if your child is absent from class.
5. A \$30 fee will be charged for all checks returned NSF.

### **PAYMENTS**

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1. Tuition payment can either be given to the teacher in an envelope, mailed in or paid via PayPal. **DO NOT** payments to students to give to the instructor.
2. The last tuition payment **MUST** be paid **BEFORE** student participates in the spring celebration recital.
3. **PLEASE WRITE THE FIRST AND LAST NAME ON PAYMENTS, AS WELL AS WHAT PAYMENT IS FOR.**
4. Keep your returned check as your receipt.
5. If you have a question about your payment, please speak with either Miss Amanda or Miss Stacey. The teachers do not have any billing information. \*[devotioninmotiondance@gmail.com](mailto:devotioninmotiondance@gmail.com) or Stacey@devotioninmotion.com

**SCHOLARSHIPS** Please speak with Miss Stacey regarding any financial needs.

**FAMILY DISCOUNT** – A 10% discount on lesser dance tuition for each additional family member enrolled in classes. (Students must live in the same house.)

## **CLASS INFORMATION**

### **WITHDRAWAL/CLASS CHANGES**

1. If you should need to withdraw from class, you must submit a written notice via email or regular mail prior to the first of the month listing which class that you are wishing to drop.
2. Students and/or parents **are responsible** for **ALL** tuition until we receive a written notice.
3. Tuition is non-refundable for previous month paid if a 2 week notice has not been given.
4. A student who withdraws and then wished to return will be required to pay the registration fee again.
5. Any student may change a class as long as Miss Stacey or Miss Amanda are notified of the change in writing and the instructor approves the change.

**CANCELLATION** \_From time to time, due to conditions beyond our control, it may be necessary to cancel classes. We reserve the right to cancel while making our best efforts to notify those students involved. In the event of inclement weather, DiM will coincide with Fort Worth ISD. If severe weather conditions threaten, please call Miss Stacey @ 817-793-6938 to see if classes are cancelled.

### **MAKING-UP MISSED DANCE CLASSES**

1. A make-up class may be substituted only if the cause has been sickness, injury or family emergency. (Females – missing class because of normal monthly chycle is not excused, in fact, it is proven that exercise actually helps to decrease these symptoms.)
2. Class must be made-up within 30 days from the date of absence, as long as tuition is current. Refunds are **NOT** given due to absences.

### **ARRIVAL AND DEPARTURE**

1. Lower school students must be accompanied by an adult and arrive no earlier than 5 minutes before class time. Students must be picked up promptly after class. Please remember, we ask that you come **INTO** the building to pick up your child.
2. Upper school students (ages 8 & up) can be delivered up to one half hour before their class begins. **Students are asked not to wear their dance shoes outside the building.** Oil and dirt from the parking lot and sidewalk are hazardous when tracked into the dance rooms and may make the floor slippery. We don't want to risk injury to our students.

**LATE ARRIVALS** Tardiness is a detriment to the child and a disruption to the class. However, it is sometimes unavoidable.

1. A student who is more than 10 minutes late should enter quietly and wait at the door for their instructor to acknowledge them.
2. It is at the discretion of the teacher as to whether the student may participate. Note: This policy is not a disciplinary measure but rather one of safety, especially at the upper dance levels. A student who misses the first few class exercises runs the risk of injury by not being properly warmed up.

## **SPECIAL GUIDELINES FOR OUR PARENTS**

### **ARRIVAL**

1. We expect our students to be prompt for class
2. Parents of Lower school students, please arrive in time to help your child dress for class, as the faculty will not have time to help.
3. Parents of Upper school students, please see that your child has ample time to dress, arrange their hair, and stretch before class.
4. Should you be late bringing your child to class, DO NOT interrupt the class to give the instructor an explanation. The instructor will call you should one be necessary.

### **DANCE ROOMS**

1. No one is allowed in the dance rooms without an instructor's permission. Parents may **not** give their children permission to enter a dance room without the instructor's consent.
2. Students arriving early should be completely prepared for class, then wait in the area designated by the instructor until their class begins. Students are **NOT** allowed to wander. No running is allowed in the foyer or dance rooms. Parents, please help enforce this.
3. All students should use the restroom before class. NOTE: Being excused before class is a distraction for that student as well as for the class as a whole. Be conservative with the amount of fluids you give your child immediately before class.

### **DANCE SHOES AND ATTIRE**

1. Students may wear any color leotard and tights to class. Jazz pants with a leotard is also acceptable except for in ballet class.
2. **ABSOLUTELY** no street clothes or bare midriff outfits.
3. **Hair must be pulled up and out of student's face.**
4. Ballet students must wear a leotard and tights.
5. No jewelry or chewing of gum in class.

**SHOES – Ages 2 ½ - 5** Black tap shoes and pink ballet shoes

**Ages 5 – 6** Black tap shoes and pink ballet shoes

***Ages 7 and up and enrolled in the following classes:***

**Combo tap/ballet/jazz class and Sr. and Jr. Ministry Team**

Black oxford tap shoes, tan jazz shoes, pink ballet

### **FAMILIES OF STUDENTS**

1. Parents, we take responsibility to teach your children very seriously. For this reason, we ask that you and your family NOT congregate directly outside the class room during dance time. The crowding and noise interfere with classes and our staff carrying out their duties. NOTE: We want to do the job you are paying us to do. Should it be necessary for you to remain during class, please keep all children under control. Running and horseplay can cause injuries and excessive noise is a disturbance to our classes in session.
2. We must also remember that we are in a church and want to be respectful of that. Please keep track of your non-dancers at all times.
3. If you need to speak with a staff member or instructor, please call or set up an appointment. **NOTE: often our instructors only have a maximum of 10 minutes between classes, so please be considerate of this request.**  
**We do care!**

**STUDENTS ARE NOT ALLOWED TO HAVE GUM ON THE PREMISES.**

**NO FOOD OR DRINK ARE ALLOWED IN THE DANCE ROOMS.**

## **COSTUMES**

Costumes are essential for our Spring Celebration Recital, therefore they must be ordered early. There is a Costume deposit of **\$30 per class** for all students due by October 15<sup>th</sup>. **(NO EXCEPTIONS)** This fee is non-refundable after December 15<sup>th</sup>. The **second** Costume deposit fee is due by November 15<sup>th</sup> for **upper school students. Final balance on costumes is due by January 15<sup>th</sup> for ALL students.** Costumes are distributed before picture day as long as your account is paid up to date. Please try on your costume(s) to check for any alterations that may need to be made. Alterations are the responsibility of parents.

## **PRODUCTION**

At the end of the dance season in May, Devotion in Motion® holds its annual Spring Celebration Recital. A production fee is charged to cover several costs involved with putting on such a production. For example, the sanctuary rental, the technician fees, janitorial, sound, etc... By charging this fee, DiM is able to present the concert free of charge and students are encouraged to invite as many guests as they wish, also at no charge. This fee will be due with the first costume payment by October 15<sup>th</sup>. The fees are as follows: 1 student \$10, 2 students \$20, 3 or more students \$30.

**\*\*\*Fees also apply for all scholarship students.**

## **STUDENT GUIDELINES**

### **ARRIVAL**

Students who arrive early should wait quietly for their class to begin in the foyer or back hallway – depending on which dance room you are dancing in)

### **CONDUCT WHILE ON THE PREMISES**

1. There will be no running or excessive noise in the foyer. Classes are in session.
2. Students are expected to pick up food wrappers, band-aids, cans, drinks, etc. after themselves. Please respect our space.
3. Students are asked to keep all food and drink in the foyer. Eating is not allowed in the dance rooms.
4. Students are not allowed in the dance rooms until invited by an instructor.
5. Students should leave valuables at home.

### **ADHERENCE TO DRESS CODE**

1. When arriving and leaving, all students must wear something to cover BOTH top and bottom. T-shirt or blouse and shorts or pants. **NO BARE FEET.**
2. Dress code requirements will be strictly enforced. No leg warmers or other extra clothing is allowed in class without instructor's permission. Lace and/or ribbons must be securely sewn onto shoes with loose ends tucked in.
3. Stud pierced earrings are the **ONLY JEWELRY** allowed in class. We are not responsible for lost items.
4. There is a lost and found drawer in the main dance room. Items left in any of the rooms will be placed there. We will clean it out once a month and donate those items to a local charity.

### **CLASS ETTIQUETTE**

1. Hanging on the barres is NOT allowed.

2. Students are encouraged to ask questions of their instructor by raising their hand and the question being relevant to their dance work.
3. Water breaks are at the discretion of the instructor. Chewing gum is NOT permitted in class or on the premises.
4. Students must go to the bathroom before class. You will not be permitted to leave during class.
5. If a student leaves class without permission, a make-up class is not allowed.
6. No talking during class.
7. Address the instructor as Miss, Mrs., or Mr.
8. Students are not allowed in the dance rooms until invited by the instructor.
9. Do not lean on mirrors or use them as a crutch to put your dance shoes on or your hair up.
10. No running in the studios.
11. Students should thank their instructor before leaving class as a show of respect.
12. Dance bags, water bottles, etc. should be placed under the mirrors or in the corner of the room in an orderly fashion to allow for maximum dance space.
13. Water in plastic containers only allowed in the studio – no open containers or other drinks such as sodas, slurpees, etc.
14. No food allowed in dance rooms – no exceptions.
15. Hair and dress code will be strictly enforced at all times.
16. Assistant teachers should always be given the same respect as the regular instructor.
17. Corrections are given to the student so that they may grow and continue to improve – any correction given by staff should be answered by the student saying “thank you”.

**DISCIPLINE MEASURES** Those students found not adhering to dress code or other policies and procedures as outlined in this booklet will be reprimanded as follows:

1<sup>st</sup> offense – warning

2<sup>nd</sup> offense – observing class without participation

3<sup>rd</sup> offense – asked to leave class

DiM asks that all parents and students understand the necessity for discipline in the school. As we continually strive to achieve a professional atmosphere, it will take the co-operation of all involved to make things run smoothly. The result will be well worth our collective efforts. Thank you in advance for your commitment.

### **Sr. AND Jr. MINISTRY TEAM POLICIES**

Ministry team students that are expected to maintain a high standard of etiquette. Absence from class for reasons other than sickness or excessive homework is not acceptable. Dress Codes will be STRICTLY enforced. Students that do not adhere to the guidelines and discipline measures will be subject to possible suspension from the program.

Any policy printed in the Lower and Upper school booklet are also in effect.

**MINISTRY TEAM MEMBERS WILL HAVE ADDITIONAL REHEARSALS ADDED TO THEIR SCHEDULE AND WILL ATTEND THE DANCE REVOLUTION CONFERENCE IN NOVEMBER. WE WILL ALSO HAVE POSSIBLE MINISTRY OPPORTUNITIES THROUGHOUT THE DANCE YEAR.**