



**keeping dance current, creative, and totally Christ focused**

*Psalm 149:3*

**ENROLLMENT FORM**  
**&**  
**POLICIES AND PROCEDURES**  
**HANDBOOK**

**Devotion in Motion®, LLC**

## **REGISTRATION**

A non-refundable \$20 registration fee per student is required when registering. Students are not admitted to class until paperwork is on file, and registration fee(s) and first tuition installment is paid.

## **TUITION**

¾ hour \$40, 1 hour \$45, 1 ½ \$50, 2 hours \$60, 3 hours \$75, 4 hours \$90, 5 hours \$105 per month

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

Junior and Senior Ministry members have a slightly different tuition fee. Please see a Devotion in Motion® Director for fee schedule. It is also available on the website: [www.devotioninmotion.com](http://www.devotioninmotion.com)

1. Installments are due on or before the 15<sup>th</sup> of the month in advance of the approaching month. Should this due date conflict with your monthly budgeting,
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 your 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> of the month will be charged a \$15 late fee. This applies during holidays, over weekends, and if your child is absent from class. No discount or refund is given for student absences, however, your student *may* make up the class at one of the other times listed on the schedule.
5. A \$30 fee will be charged for all checks returned NSF.

## **SCHOLARSHIPS**

Please speak with a Devotion in Motion® director regarding any financial needs.

## **FAMILY DISCOUNT**

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

## PAYMENTS

1. Tuition payment can either be given to the teacher in an envelope with the payment receipt or mailed in. DO NOT give payments to students to give to the instructor.
2. The last tuition payment MUST be paid BEFORE your student participates in the spring celebration recital.
3. Make check payable to:
  - a. DEVOTION IN MOTION – Warwick location
  - b. SOUTHCLIFF BAPTIST CHURCH – Fort Worth location
4. PLEASE WRITE THE FIRST AND LAST NAME ON PAYMENTS, AS WELL AS WHAT THE PAYMENT IS FOR.
5. Please use a payment receipt with every payment.
6. If you have a question about the payment, please speak with a Devotion in Motion® director. The teachers do not have any billing information.

[\\*stacey@devotioninmotion.com](mailto:stacey@devotioninmotion.com) – Warwick location

[\\*devoinmotioncreative@gmail.com](mailto:devoinmotioncreative@gmail.com) – Fort Worth location

## 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 *2 weeks* prior to the first of the month, listing which class you desire to drop.  
*Example: If you need to withdraw from a class in the beginning of March, you need to submit the withdrawal request by February 15<sup>th</sup>.*  
  
*If the request is submitted after February 15, you will still be responsible for March's tuition.*
2. Students and/or parents **are responsible** for **ALL** tuition until we receive a written notice.
3. Tuition is non-refundable for the previous month paid if a 2 week notice has not been given in writing.
4. A student who withdraws and then wishes to return will be required to pay the registration fee again.
5. Any student may change a class as long as a Devotion in Motion® director is 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, Devotion in Motion® will coincide with the school district where classes are held. We will post on our Facebook page, as well as the website [www.devotioninmotion.com](http://www.devotioninmotion.com). If severe weather threatens, please call a Devotion in Motion® director to see if classes are canceled. There will not be a makeup class if class is canceled. If the class in question is after school hours, please contact a Devotion in Motion® director if there is a cause for concern.

## **MAKING UP MISSED DANCE CLASSES**

1. A makeup class may be substituted only if the cause has been sickness, injury, or family emergency. (Females – missing class because of normal monthly cycle 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**

Tardiness is a detriment to the child and a disruption to the class. However, we know that 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 is not able to help. Please make sure that your child has used the restroom prior to class.
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, please 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 class begins. Students are NOT allowed to wander. No running is allowed in the waiting area or dance rooms.

\*Parents, please help us enforce this. Our building is a church and a multi-use space. Others are using the building while we are having our classes. It is important that we do not disrupt their activities.

3. All students should use the restroom before class.

NOTE: Being excused during class is a distraction for that student as well as for the class as a whole. Be conservative with the amount of fluids that 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 leotard are also acceptable except for in ballet class.
2. **ABSOLUTELY** no street clothes or bare midriffs are acceptable dance clothes.
3. **Hair must be pulled up and out of student's face.**
4. Ballet students must wear a leotard and tights. A ballet skirt is optional.
5. No jewelry or chewing of gum in class.

SHOES – ages 2 1/2-6 Black tap shoes for boys and girls. Pink ballet shoes for girls, black ballet shoes for boys.

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, black jazz shoes, pink ballet shoes for girls, black ballet shoes for boys.

## **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's ability to carry out their duties.

NOTE: We want to do the job that you are paying us to do. Should it be necessary for you to remain during class, please keep all children under control. Running around 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 we want to be respectful of that. Please keep track of your non-dancers at all times. Please clean up any messes that occur.
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 DRINKS ARE ALLOWED IN THE DANCE ROOMS. THE ONLY EXCEPTION IS A BOTTLE OF WATER.

## **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 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 and up to date. Please try on your costumes to check for any alterations that may need to be made. Alterations are the responsibility of the parents.

## **PRODUCTION**

At the end of the dance season in May/June, 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 lighting designer, the sound technician, pipe and drape rental, janitorial, etc...By charging this fee, Devotion in Motion® is able to present the Recital 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 \$20, 2 students \$30, 3 or more students \$40.

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

## **STUDENT GUIDELINES**

### **ARRIVAL**

Students who arrive early should wait **quietly** for their class to begin in the hallway depending on which dance room you are dancing in.

## **CONDUCT WHILE ON THE PREMISES**

1. There will be no running or excessive noise while classes are in session.
2. Students are expected to pick up food wrappers, Band-Aids, cans, drinks, etc. after themselves. Please respect our space. Remember, we share our building!
3. Students are asked to keep all food and drink in the foyer. Eating is not allowed in the dance rooms. Bottled water is allowed for upper level classes. Sufficient water breaks are also taken during lengthy classes.
4. Students are not allowed in the dance rooms until invited by an instructor.
5. Students should leave valuables at home.

## **CELL PHONE POLICY**

A student may bring a cell phone to class. The phone is to remain either turned off or on silent. The phone is to remain in the dancer's bag at all times while class is in session. If there is an emergency and the parent needs to get in touch with the student, please call a Devotion in Motion® director. If an emergency arrives where the student needs to contact his/her parent, he/she will either be permitted to use their cell phone or call from the instructor's phone.

Violations for this policy are as follows:

1<sup>st</sup> offense – warning

2<sup>nd</sup> offense - phone will be taken up until the end of class and parent conference

3<sup>rd</sup> offense – phone will be taken up, parent conference, and a \$15 fine to get the phone back.

\*All fines collected will be tithed to:

- Faith Baptist Church – Warwick location
- Southcliff Baptist Church – Fort Worth location

## **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 extra clothing is allowed in class without the 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 box. Items left in any of the rooms will be place there. We will clean it out once a month and donate those items to a local charity. We clean out the box on the last weekday of the month.

## **CLASS ETIQUETTE**

1. Hanging on the ballet 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. Student must go to the bathroom before class. They will not be allowed to leave during class.
5. If a student leaves class without permission a makeup 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 room unless invited by the instructor.
9. Do not lean on the mirrors or use them as a crutch to put your dance shoes on or your hair up.
10. No running in the studio.
11. Students should thank their instructor before leaving class as a show of respect.
12. Dance bags, water bottles, etc. should be placed in the designated area of the room in an orderly fashion to allow for maximum dance space.
13. Only water in plastic containers is allowed in the studio – no open containers or other drinks such as sodas, Slurpees, etc. Water fountains are available.
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 class instructor
17. Corrections are given to the student so that they may grow and continue to improve as a dancer – any correction given by the instructor 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 the class

Devotion in Motion® 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 cooperation 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 DANCE TEAM POLICIES**

Ministry team students are expected to maintain a high standard of etiquette. Absence from class for reasons other than sickness, emergency, or excessive homework is not acceptable.

Dress Code will be STRICTLY enforced.

Students that do not adhere to the guidelines and discipline measures will be subject to possible suspension from the program.

Parents and dancers involved in the ministry teams will need to sign the ministry team contract prior to being accepted into the ministry.

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

THANK YOU,

DEVOTION IN MOTION®