



DEVOTION IN MOTION HANDBOOK

Please read over the enclosed information carefully.
These are the rules and policies by which we run our studio.
We believe these guidelines will help to maintain a respectful,
protective and productive environment for our students, their
families and our staff members.

TABLE OF CONTENTS

Policy Over View...	1
Medical information...	1
Classroom Conduct...	2
Student Attire...	2
Staying Informed...	3
Weather Cancellations...	3
Arrival & Departure...	4
Attendance, Absence & Tardiness...	4
Leaving Early...	4
Holidays...	5
Illness...	5
Emergency Evacuation...	5
Lost & Found...	6
Annual Recital Showcase...	6
Recital Handbook...	7
Costumes...	7
Recital Tickets...	8
Recital Photo Day...	8
Registration Fee...	9
Tuition, Expense Policy & Changes...	9
Additional Fees & Comments...	9
Important Dates...	10

POLICY OVERVIEW

At Devotion in Motion Dance Studio, we value the art of dance and the dancers. We have developed rules that we feel enhance the dancer's, their family and the instructors' experience at the studio.

We believe that children's success depends on the support of their parents or guardians. Your commitment to the process makes an enormous difference, we encourage you to be a part of your child's dance education.

Our programs rely on a positive atmosphere and educational experience for our faculty, students and their parents. Cooperation between all parents is appreciated. Showing respect for other parents, the students, and the faculty makes an important impression on the children. You are a role model for your child about how to interact with others in a professional setting.

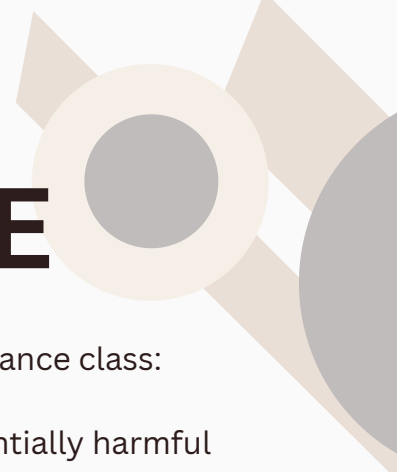
Your child's presence at all classes is imperative. The spirit of teamwork and the lesson of dedication are a big part of our studio's educational process.

MEDICAL INFORMATION

Parents must notify the director/and or teachers regarding children who use an inhaler or who may require medications during their time at Devotion in Motion. It is also important to inform the director and/or teachers about your child's existing medical conditions including allergies, autism & ADD/ADHD or learning disabilities at the time of registration and throughout the school year. All information about our students is confidential. If your child is on medical restriction and is unable to participate in P.E or sports at school, they should not participate in dance class. They should attend and observe.

If any injuries lead to a brace, cast or any support for the injury, we will need a note from the doctor saying your student may continue to dance. Devotion in Motion cannot / will not be held responsible for any injuries of any kind from participation in classes or studio activities. We do not advise participating in dance classes or activities against the recommendations of your medical professional.

CLASSROOM CONDUCT & ATTIRE



The following rules are common and accepted standards for any dance class:

- Dancers should arrive on time for class. Missing warm-ups is potentially harmful to the dancer.
- Dancers should maintain respect for other dancers and their instructors.
- If your students are not cooperating during class, we will ask them to sit in the waiting area until they are ready to participate. If the student is not ready within 10 minutes, we will call the parent and notify them.

Class:	Dress Code: *All classes are required to have hair pulled back into a ponytail or bun*
Tiny Tappers 3-6	Black velcro tap shoes, active wear shirt or leotard, leggings/yoga pants/shorts/skirt/tights/ No jeans or denim
Tiny Tutus 3-6	Ballet pink ballet shoes, active wear shirt or leotard, leggings/yoga pants/shorts/skirt/tights/ No jeans or denim
Mini Movers 3-6	Black slip on jazz shoes, active wear shirt or leotard, leggings/yoga pants/shorts/skirt/tights/ No jeans or denim
Tap 1, 2, 3, 4	Black slip on tap shoes, active wear shirt or leotard, leggings/yoga pants/shorts/skirt/tights/ No jeans or denim
Ballet 1, 2, 3, 4	Ballet pink ballet shoes, active wear shirt or leotard, leggings/yoga pants/shorts/skirt/tights/ No jeans or denim
Lyrical 1, 2, 3, 4	Half sole turners,, active wear shirt or leotard, leggings/yoga pants/shorts/skirt/tights/ No jeans or denim
Jazz 1, 2, 3, 4	Black slip on jazz shoes, active wear shirt or leotard, leggings/yoga pants/shorts/skirt/tights/ No jeans or denim
Hiphop 1, 2, 3, 4	White tie hiphop sneakers, active wear shirt or leotard, leggings/yoga pants/shorts/skirt/tights/ No jeans or denim
Cheer & Tumble 1, 2, 3, 4	White slip on acro shoes, active wear shirt or leotard, leggings/yoga pants/shorts/skirt/tights/ No jeans or denim
Tumble Tots 3-6	White slip on acro shoes, active wear shirt or leotard, leggings/yoga pants/shorts/skirt/tights/ No jeans or denim
Acro	White slip on acro shoes, active wear shirt or leotard, leggings/yoga pants/shorts/skirt/tights/ No jeans or denim
Musical Theater	Black slip on jazz shoes, active wear shirt or leotard, leggings/yoga pants/shorts/skirt/tights/ No jeans or denim

STAYING INFORMED

We work hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. Please read all newsletters and other studio information.

Newsletters come out every month and updates are posted on our Facebook, Instagram and through text messages. If you have any questions regarding the information distributed, we encourage you to contact the office.

We answer emails on a regular basis, except on weekends and holiday breaks. Feel free to email questions to the office at danceatdim@gmail.com. News, important parent and student information, contact information, and more are available online 24 hours a day.

WEATHER CANCELLATIONS

When the weather outside is frightful, as a general rule, if school has been canceled due to winter weather and / or roads conditions are hazardous, dance classes will be canceled. However if you are in doubt, call the studio office ahead of time.

Studio closures due to severe weather conditions will be announced as soon as possible. Notifications of weather cancellations will be emailed, posted on Facebook, Instagram & through text message reminders.





ARRIVAL AND DEPARTURE

We encourage students to arrive 10 minutes before class starts to be prepared to start on time. For their safety, children under age 8 should be picked up immediately after class. Students ages 8 and older must be picked up no more than 15 minutes after their class is completed.

ATTENDANCE, ABSENSE & TARDINESS

All students are expected to attend their regularly scheduled classes. Each class offers a step forward in the educational process. A missed class could leave a child one step behind the other students. During the months of September through January, we are working on our technique and growing our abilities as dancers. During the months of October through May, choreography for the recitals will be taught and rehearsed in addition to continuing technical training. It is important for children to feel completely confident with their technique and the choreography at the year-end.

Dance is a physical activity that requires the body to be warmed up to execute movement safely. Late students miss the proper warm-up and/or barre and therefore may sustain an injury.



LEAVING EARLY

If you will be leaving class early, inform your instructor before class begins. When it is time for you to leave, signal your instructor and exit quietly. 4

HOLIDAYS

Studio holidays DO NOT necessarily reflect school holidays. Therefore, unless a studio holiday or break is noted, classes are in session (refer to your calendar included in this newsletter). Dancers will be reminded of holidays and breaks in class and notice will be posted.

● **Illness**

Colds, flu, and other contagious illnesses occur frequently and spread easily among children. To help protect your own child's health and to minimize the possibility of contagion at school, please keep your child at home if you observe any of the following symptoms: • Nasal discharge that is green or yellow • Complaints of ear pain • Consistent cough • Severe sore throat • Eyes that are pink, burning, itching, or producing discharge • Diarrhea or vomiting • Fever If these symptoms or other conditions are observed in your child during a class, you will be called to pick up your child immediately. When your child has a fever, please keep him/her at home until the temperature returns to normal. If there are any lingering signs of illness, such as glassy or watery eyes, listlessness, and drowsiness, please keep your child at home. This will help to ensure that the illness has passed and that your child will be well enough to resume class activities the following week.

● **Emergency Evacuation**

Although we have never experienced an emergency evacuation at the studio, we are prepared for such a circumstance. The faculty & staff are well rehearsed in the emergency evacuation routes. Students are to evacuate quietly and walk in single file as quickly as possible to the designated area, where teachers will check roll. Students and teachers are to return to classrooms and buildings when the all-clear signal is given.

LOST & FOUND

Please mark all dancewear, shoes, and personal items with your child's name. We will make every effort to locate and return lost items; however, we cannot be responsible for any items that your child brings to class.

PARKING LOT SAFETY

The studio is home to children of all ages. Please enter and exit our parking lot with extreme caution. If you park in a space that is very close to the building or its doors, please do not leave your car idling. Do not allow children to play in the parking lot or close to the curbs.



ANNUAL RECITAL SHOWCASE

All students are encouraged to participate in our annual recital showcase! We host two showcases each year—one in early December and one in June. These tentative dates are listed on the studio calendar in this handbook and will be officially confirmed in our newsletter once the venue receives final approval from their governing bodies.

Our recital takes place over two days (Friday and Saturday), and every dancer performs both days. The showcase provides a professionally directed performance where students can present the results of their hard work, dedication, and growth throughout the year. Each dancer will perform one routine for every style of dance they are enrolled in.

Performance is an important part of dance education. Beyond preparing students who may pursue a future in dance, performing helps build self-esteem, confidence, teamwork, memory skills, and strong presentation abilities that support success in school, social settings, and future opportunities.

Important Reminder:

While our staff works hard to guide dancers backstage and lead them to their performances, it is ultimately the parent or guardian's responsibility to listen for cues, pay attention to the order of the show, and ensure your child is on time for their dance(s). DIM Dance Studio is not responsible if a dancer misses their performance on stage due to lack of parental awareness or attentiveness.

The rehearsal and performance experience is an invaluable part of your dancer's training, and we appreciate your partnership in helping each show run smoothly and successfully!

RECITAL HANDBOOK

We distribute a recital handbook via email with all the information parents and students need to know to make the recital experience enjoyable for all. We will also send email newsletters and reminders along the way!

COSTUMES

All students will need one costume for each dance form they train in except for non-performing classes. Costumes include all accessories (hats, gloves, etc.), but do not include required shoes. To ensure that costumes are delivered in time for recital photographs and an organized distribution to our students, costume orders are placed a month prior to recital date.

Costume manufacturers do not accept cancellations or offer refunds; therefore, the studio does not refund costume deposits.

Dancers will be measured for their recital costumes for the annual Recital Showcase. This is the first step of the costume-ordering process! Once all of the dancers have been measured, we enter the information into the database and a costume size will be chosen for them based on their “girth” measurement” (the length of the dancer’s “trunk” portion of their body.) Once everything is double checked, the costumes will be ordered and, on their way, to Devotion in Motion. Since costumes are “made to order” they will begin arriving in about 2-4 weeks.

All costume orders are final. Once the final order is placed, it cannot be changed, canceled, or refunded.

Note: Costume deposits and payments must be separate forms of payment from tuition.



RECITAL TICKETS

Tickets for the annual recital will go on sale one month before recital. Tickets are \$10.00 each in advance and also available at the door for \$15.00.

RECITAL PHOTO DAY

Recital photos will be taken at Devotion in Motion. A photo schedule will be included in the recital handbook. All students are asked to be present for their class picture.

After the group photo shoot, students may choose to have solo portraits made in any or all of their costumes.

There is no obligation to purchase photos. Please arrive at your photo session on time and ready to be photographed. More info to come in the Recital Handbook.



REGISTRATION FEE

Registration Fee An annual registration fee of \$20 per family covers the cost of mailings, insurance, handbooks, rehearsals, etc. Registration fees are non-refundable.

TUITION, EXPENSE POLICY & CHANGES

Please note: Tuition is based on the entire season (September through May) and broken into 9 equal, easy monthly installments.

It is based on how many weeks are in the month, or on how many times a class is held in a month. Tuition is due in full each month. Full monthly tuition is due by the 1st business day of each month.

Tuition is paid through automatic withdrawal from your credit or debit card account, cash, or check.

Tuition will be charged directly to your specified method of payment. If a class needs to be dropped, added, or transferred you must fill out a request form and turn it in to the front desk for review.

The form is available in this handbook, at the front desk, or can be emailed.

If your request is approved, the changes will be made to your account effective the day that it is approved by studio management.

ADDITIONAL FEES & COMMENTS

Tuition does not include the registration fee, dancewear, shoes, costumes, recital tickets, private lessons, or special events. To respect your privacy, the Office Manager and Owner are the only staff members that address account and financial matters. Please direct financial questions to them.

The front desk will be happy to take a message.





Important Dates

August 26th & 27th Registration

September 14th - Classes begin

October 18th - 23rd costume measuring week

October 29th - Costume Payments are Due

December 5th - Picture Day

December 6 Dress Rehearsal

December 11th & 12th Christmas Recital

DISCOVER THE ART
OF DANCE WITH
DEVOTION IN MOTION

Let's Dance Together