



## Artistic Motion School of Arts - AMSA

### Artistic Motion Preparatory Academy - AMPA

#### Artistic Motion Dance Company

## Policies for Students and Parents

(Unless noted separately, all policies apply to AMSA, AMPA, and Company participants.)

### Standard Code of Conduct – Ballet Etiquette

Studio etiquette is very important. It is the expectation that everyone will demonstrate esteem for the art form, the teachers, and other students. All guests, students, and teachers are expected to be courteous and treat one another with respect and dignity.

**Be On Time:** Arriving late is disruptive to the overall flow of the class, other students and the teacher. Teachers carefully plan class lessons to build on the exercises done at the beginning of each class. If you must be late it is very important that you not enter the class unobserved after attendance has been taken. If your presence is not noted your attendance record will be incorrect and can affect advancement to the next level.

**Be Neat:** Keep your hair pulled back off your face and neck and firmly secured. Hair flying about can be distracting, get in the eyes and cause problems with spotting freely during pirouettes. Ponytails and braids can be dangerous, hitting you or someone else during class. Do not wear jewelry to the studio or during class. Necklaces, bracelets, and dangling earrings can fly off and hit someone, become caught during partnering class and ripped out or cut your partner, or break into pieces on the floor creating hazardous dancing conditions. We do allow small earrings.

**Be Clean:** Being respectful to others means wearing clean clothes and clean smelling shoes. Attend to your personal hygiene. Shower and use antiperspirant or deodorant (keep some in your dance bag) before coming to class. Avoid strong perfumes or colognes. Expression of the hands is very important in dance. Please keep them clean, with no chipped fingernail polish. Show others you have respect for yourself by coming to class clean, neat, and well put together.

**Dress Like a Dancer:** Follow the dress code policy. The dress code allows the teacher to see your physical movement and make the proper corrections. Being properly dressed shows the teacher you are serious about your art form. You will feel more confident and dance better when properly dressed for class. Wear proper street shoes when arriving and leaving the studio. Dance shoes should never be worn outside on concrete or asphalt surfaces, as it will ruin them very quickly.

**Our Manners:** Dancers are polite ladies and gentlemen. They should not lean against the wall, barre, or piano. Sitting down unless directed to do so is not acceptable; and dancers should never chew gum during class. Students should stand when teachers enter the studio or dressing room. Students should never rest arms on the barre during class or stare at the clock. Rudeness to instructors and peers is absolutely unacceptable in ballet, for which you may be dismissed from class or even expelled from the school. Yawning, talking, whispering, or having private giggle sessions with your friends is considered rude behavior.

**Our Attention:** Dancers are in class to work, watch and listen, especially when combinations are being demonstrated. At higher levels students are expected to know the proper vocabulary and be able to pick up steps quickly and correctly. Attention is important. Teachers may not show the combination more than once.

**Perform Entire Combinations as Given:** It is not only distracting but is also incredibly rude and disrespectful to your teacher to do combinations other than the way the combination was given. Any physical problems should be discussed with the teacher before the class begins so the teacher understands why you may not be doing a step to your fullest potential. Finish every combination no matter what. Even if you are having difficulty, ballet discipline requires that you finish a combination to the best of your abilities and with as much grace as you can. Stomping your feet, making faces, making rude verbal noises or comments, **or showing your frustration or other negative emotions is considered inappropriate.**

**Where to Stand:** If you are new in class, notice whether the other dancers have a set place at the barre. Ask the teacher to suggest a spot for you to stand. Otherwise, find an empty place or ask your fellow classmates if there is room for you to stand next to them. Make sure you have enough room to extend your legs fully in front and behind yourself without hitting the person standing next to you. When class moves to the center the teacher may find a place for you in line. In most schools lines rotate when repeating combinations so all students get the opportunity to check their technique in the mirror. In class, no one is allowed to hide in the back and become a habitual follower. All must take a turn at being in front and on their own.

**Drinking Water During Class:** It is good to drink water before and after class ends. Drinking water between barre exercises or center exercises is generally not allowed unless the instructor gives the class permission to do so. It is inappropriate to drink water while the teacher is giving a combination. Only bottles with secure lids are allowed in the studio.

**Permission to Leave Class:** Dancers should always ask permission to leave the studio while class is in progress, even if ill. To disappear from class without permission is unacceptable. If you must leave class early, quietly catch the teacher's attention at the end of a combination, wave thank you or curtsy and silently leave. Always try to speak with the teacher before class begins to let them know you will have to leave early. This will cause less distraction and not disrupt the flow of class when you leave.

## Rules and Regulations

- Students are expected to be **ON TIME** for every class. This means the student should be in the classroom before the music begins.
- Students are expected to stay in a class until the end and should not leave the class without permission.
  - Use the restroom, get a drink of water, and secure hair, etc., before entering the classroom.
- Students are required to wear proper attire and will not be permitted to enter class without the proper attire. (Refer to Dress Code Policy)
- Students are expected to be respectful and courteous towards all instructors, staff members, and guests of the school, as well as fellow classmates.
- Students are expected not to talk while in class.
  - If a student has a question, he/she should raise his/her hand and ask the instructor.
- Students are not allowed to use cell phones in the studio.
  - Students with cell phones are requested to **TURN OFF** phones and leave their phones in the dressing room.
  - Students are not allowed to take photographs with cell phones in the facility (including during class or in the dressing rooms) without permission.
- Students are **ABSOLUTELY NOT ALLOWED** to chew gum, eat, or bring soda/juice or any open bottles in to the studio.
- Students are expected to keep the noise level to a minimum in the hallway and dressing rooms at all times.
- Students are expected to have respect for the property of the school and other students. An individual found guilty of stealing will be immediately dismissed from the school.
- AMSA cannot assume responsibility for the loss of students' valuables.
- Arrival and departure from classes and rehearsals are expected to be punctual.
- With permission, students may use AMSA phone to contact parents in the event of illness, time change, or early closing of the school.
- **Students and their parents are responsible for reading all posted notices regarding class and rehearsal schedules.**
- It is highly recommended that parents attend all meetings to keep informed and gather important information regarding the school and performances.
- Parents and students should discuss all rules and regulations!
  - If any clarification is needed, please feel free to call the studio for more information
  - Proper understanding of the rules will lead to a more positive experience for all.

**Students who do not comply with the STANDARD CODE OF CONDUCT and the Rules and Regulations MAY be suspended and /or dismissed entirely from the school without a refund of tuition, and payment of outstanding tuition will be required.**

## Dress Code Policy

AMSA:

Girls: Class leotard, pink tights, pink ballet shoes appropriately sewn, hair in a secure bun, and no jewelry.

Boys: Black tights, white T-Shirt, black ballet shoes appropriately sewn, no jewelry, and long hair must be pulled back.

AMPA (All Levels)

Girls: Class level leotard, pink tights, pink ballet shoes appropriately sewn, hair in a secure bun, and no jewelry.

Boys: Black tights, white T-Shirt, black ballet shoes appropriately sewn, no jewelry, and long hair must be pulled back.

### Additional Apparel Items:

All Levels: White waist belt

AMPA (all levels): Black Character shoes, black character skirt, tap shoes, jazz shoes, and black jazz pants

## Attendance and Commitment to Class

We expect our students to attend every class in which the student is registered. Dance is a disciplined art form that requires a student to be completely committed. Students who do not attend class on a regular basis will fall behind and not build the necessary skills and strength needed to succeed and advance to higher levels. When students miss class, time is taken from other students when the instructor must re-teach choreography/skills to students who have been absent.

Students are expected to notify the school if they will be absent from class.

The **ONLY** acceptable absences where students will be excused include: illness, observance of a religious holiday, family emergency, or school function. Documentation may be required for illness and school functions. Students with injuries are expected to attend and observe class.

We expect all classroom work, in all forms of dance offered, to be taken seriously. The accumulation of class absences and tardiness to class will be strongly considered and will hinder a student's eligibility to be promoted to the next level of training, go on to Pointe, or may impact a student's ability to perform in productions. Consistency and focus during classroom training are the most important components in the progress of our students.

Students at the higher levels are required to attend all warm-up classes scheduled before rehearsals and performances. **NOT** attending warm-up classes may hinder the student's eligibility to be cast in different pieces or in a particular role. The teacher reserves the right to ask the student to sit and observe the rehearsals only. This is for the safety of our students. It is very important for students to warm up their muscles properly to prevent potential injury. If a student must absolutely miss a warm-up class, it is the responsibility of the student to inform the teacher and to arrive as early as possible to properly warm up before being allowed to dance.

- Students should **NOT** attend class or rehearsal in the event of illness, to reduce the possibility of making others ill.
- Students who may have an injury are encouraged to observe their classes and rehearsals.
- During preparation for performances some regularly scheduled class time will be used for rehearsal.
- If a student must miss a class or rehearsal, he/she must leave a note or call the office and leave a message for the instructor or Artistic Director.
- Students receiving financial assistance must adhere to attendance policy. "Financial Assistance" refers to students receiving scholarships for tuition and boys receiving tuition waivers. Students with more than 2 unexcused absences will receive a written warning. Any additional unexcused absences will result in the loss of financial assistance and remaining tuition will be paid in full. Continued participation by the student will be at the discretion of the director.

## Punctuality Policy

Students are expected to arrive on time and be in complete uniform, including proper dance shoes and hair secured neatly before their scheduled class is ready to begin. **For students arriving more than ten minutes late** for any scheduled class, the teacher reserves the right to ask the student to sit and observe the class only. This is for the safety of our students. Exercises at the beginning of all classes at all levels are very important and designed to warm up the student's muscles properly. Missing these exercises could cause injury. Three or more unexcused tardies will be considered an unexcused absence.

Please notify the school as soon as possible if you find you will be late for class so the instructor may be notified.

## Student Class Make-up Policy

- Students may make up a missed class by attending another class of the **SAME LEVEL** OR A **LOWER LEVEL**.
- Students and or parents must call and pre-arrange a make-up class so the instructor may be prepared.
- A make-up class may be scheduled in advance of the excused absence.
- Missed classes do not accrue from one semester to the next semester.
- Missed classes not made up will be lost classes.
- Tuition will not be refunded for unattended classes or classes that are not made up.
- Students must check in and let the instructor of the class know they are attending the class as a make-up class.
- AMSA cannot add additional classes or extend the calendar school year to make up for classes missed due to inclement weather or emergency/unexpected school closings. Any classes missed due to the previously mentioned circumstances should be made up as a missed class.
- AMSA reserve the right to require a student to take a private lesson, at the posted studio fee, for having two consecutive absences in a class.

Students with prolonged absences due to illness or injury must bring a doctor's note upon returning to class stating student has recovered medically and is physically healthy enough to return to class. Student may then resume his/her regular schedule of classes.

Students should make every effort to make up all missed classes. Students missing more than 10 percent of their enrolled classes, and **NOT** making up those classes may result in the student not being promoted to the next level and/or not being able to perform.

## Class Level and Promotion Policy

AMSA, AMPA, and AM Dance Company faculty make all decisions regarding the placement and promotion of all students to a higher level. The decision to move a student to the next level of training is based on the student's own merit, understanding of vocabulary, technique, and the ability to demonstrate those skills. The student's overall strength and maturity are also considered. Students with absences totaling more than 10 percent of their enrollment who have **NOT** made up those missed classes may seriously jeopardize their eligibility for promotion to the next level of training.

## Class Observation Policy

AMSA has one scheduled parent observation week that is held during the last week of the Fall Semester. Please check the AMSA semester calendar located in the registration packet for Open Class dates. Teachers of individual classes reserve the right to open or close classroom doors and windows at all other times throughout the school year.

## Production Policy

Students at the higher levels are required to attend all warm-up classes scheduled before rehearsals and performances. **NOT** attending warm-up classes may hinder the student's eligibility to be cast in different pieces or in a particular role. The teacher reserves the right to ask the student to sit and observe the rehearsals only. This is for the safety of our students. It is very important for students to warm up their muscles properly to prevent potential injury. If a student must absolutely miss a warm-up class, it is the responsibility of the student to inform the teacher and to arrive as early as possible to properly warm up before being allowed to dance.

Students are expected to notify the school as soon as possible if you find you will be unable to attend any scheduled rehearsals. Again, the only excused absences include: illness, required school event, observance of a religious holiday, or family emergency. Students with injuries are expected to attend and observe class and rehearsals.

- The Artistic Director and AMSA/AMPA faculty make all decisions concerning casting, choreography, and costuming.
- Casting is done by auditions, class observation, and rehearsal observation.
- Students who **DO NOT** attend all assigned rehearsals will be dropped from the cast except in some cases of absence due to illness, injury, observance of religious holidays, required school functions, auditions, or family emergencies.
- A Costume Deposit of \$30.00 will be invoiced on October 1. This deposit will be deducted from total costume fees due in April.
- AMSA must receive, in writing, notification that your child will not be performing no later than **the second Monday in February**. After that time, a costume will be ordered for your child and you will be billed for that costume.
- **Students and parents are responsible for checking and noting their own rehearsal schedules, as well as any updates and changes posted.**
- Dancers in productions must pay a costume fee which will be designated as a “PURCHASE” or “RENTAL.” Both PURCHASED and RENTAL costumes do not include shoes and tights. RENTAL costume fees include maintenance, alterations, repairs, and cleaning expenses.
- RENTAL costumes must be returned or a PURCHASE fee will be added to the student’s invoice.

## Behavioral Management Policy

AMSA, AMPA, and AM Dance Company requires all students and parents to sign and verify upon registration and entrance into our school program that they have received, read, understand, and agree to the terms of the school’s Standard Code of Conduct: Rules and Regulations, Dress Code, Attendance and commitment to Class, Punctuality, Student Class Make-up, Class Level and Promotion, Class Observation, Production, Behavioral management, Tuition, and Withdrawal, and Inclement Weather Policies. Once signed, the regulations and conduct agreement is then kept on file in each student’s record.

## Tuition Policy

- Payment on accounts is due by September 1, October 1, November 1, December 1, January 1, February 1, March 1, April 1, and May 1.
- A Late Fee of \$25.00 will be assessed if payments are not received on time.
- Students may not participate in class if accounts are not current.
- Returned checks will result in a Returned Check Fee of \$25.00.
- Administrative Fee of \$40.00 will be assessed at the beginning of the fall semester.
- Performance Fee of \$50.00, for all students performing in the spring performance, will be assessed at the beginning of the spring semester.
- Administrative Fee and Performance Fee are non-refundable.
- Parents must decide on a tuition payment plan (Annual, Semester, or Monthly) and remain on this plan throughout the school year.
- No refunds are given on classes missed due to inclement weather or emergency closings of the school.
- Tuition rates will be prorated when students register for classes for a term that is already underway.
- No student will be admitted to class after the 15<sup>th</sup> of the month if his/her account is not current.
- Delinquent accounts must be settled before a student may register for a new session/semester or attend production rehearsals.
- Costumes will be given to dancers only after all fees are paid.

## Private Lesson Fees

Private lesson fees are based on one student working with one instructor per hour. All fees for private lessons are due at the time of the lesson.

Dance/Tumbling/ACRO	Voice	Piano	Pointe Shoe Fitting
Hourly Private Fee based on Instructor	.5 hour = \$30.00	.5 hour = \$30.00	1 <sup>st</sup> Fitting = No charge
	.75 hour = \$45.00	.75 hour = \$45.00	2 <sup>nd</sup> Fitting = \$25.00/student
	1 hour = \$60.00	1 hour = \$60.00	Subsequent Fittings = \$25.00/student

### ***Cancellation/No-Show for a Private Lesson***

1. So instructors have adequate time to plan, we request a 24 hour notice if a private lesson must be cancelled or changed.
2. A “No-Show” Fee of ½ the scheduled lesson rate will be assessed when student fails to arrive.
3. Cancelled lessons may be rescheduled with the instructor.

## Withdrawal Policy

Classes and staffing are established based on enrollment at the beginning of the semester. Therefore student withdrawal has an impact on the expenses of the school.

Students at or below the level of Ballet I may withdraw upon 30 days notice in writing with no penalty. Students above the level of Ballet I may withdraw but will forfeit the remaining tuition. Registration fees are **NOT** refundable.

The registration fee is **NOT** refundable or transferable, and tuition at levels Ballet II through Advanced is **NOT** refundable. Exceptions may be made only in the case of serious illness, injury, or transfer outside the Greensboro area.



I have read the **Policy Statement** for AMSA, *Artistic Motion School of Arts*, and understand that as an AMSA, AMPA, or AM Dance Company participant, I will be expected to follow all Policies regarding the Code of Conduct, Rules and Regulations, Dress Code, Commitment and Attendance to Class, Punctuality, Class Make-Up, Promotion, Observation, Production, Behavior Management, Tuition, and Withdrawal.

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(Student's Printed Name)

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(Student's Signature)

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(Date)

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(Parent's Printed Name)

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(Parent's Signature)

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(Date)

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(Parent's Printed Name)

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(Parent's Signature)

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(Date)