



## Policy

It is imperative that you read and understand all the Movement OKC policies and procedures prior to enrollment. Part of enrollment is acceptance of these policies which can be found on our website [www.movement-okc.com](http://www.movement-okc.com) under the INFO tab as well as during the enrollment process. Please contact us if you have any questions or concerns regarding these policies before registering for any classes.

## Tuition

At Movement, we strive to make things as easy as possible for busy families. One way we do this is by streamlining one-time fees like recital and costume fees into a production fee that is divided by the program year and added to class tuition, allowing you to pay one steady payment each month.

Our dance season runs like a standard school year, beginning in September. Program rates are based on the total season's program, not a specific number of classes within a month, and is conveniently divided into 9 equal payments.

## 2022-2023 Tuition

### Dance Rates:

30-45 minute class	\$70/month (Sept - May)
55-70 minute class	\$100/month (Sept - May)
Company class	\$50/ month (Aug-Dec, \$150 - Senior/\$100 - Junior (Jan - May)

### Production Fee Breakdown

Recital Fee	\$75 Costume Fee/class \$150 Student
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EXAMPLE:

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Your child takes 2 classes. Your monthly payment would be \$100/month (\$100 tuition [\$75 first class + \$65 second class] and the \$200 Production fee [150 costume + 65 Recital/9 months])

\*\*\* Save on class tuition with our "Multi" Class Discount. Save 10% on second, 20% on third, and 30% on each additional class. We offer a multi-student discount of 10% additional dancers for families with multiple students. \*\*\*

## **Full Year Payment Discount:**

Movement offers a 5% discount to families paying for the dance season in full in September. There are no refunds or credits for full year payments if you discontinue, for any reason, mid-year. We also offer a 10% military discount for active-duty families. Please send us an email to request a discount.

## **Automatic Payment Plan:**

Accounts will be set up on a convenient Automatic Payment Plan. Fees will be withdrawn on the 1st of every month. At the time of registration, you will choose to have your Visa, Master Card, Discover, or American Express automatically charged for the remaining payments. We do offer payment by check, but you must have a credit card on file, and if tuition is not received in the dance office by the 1st of each month, the credit card will be charged.

To drop a class mid-season, you must submit an email request and receive a confirmation of drop from the front office. Confirmation will be sent as soon as any current or past due charges are resolved. Drops must be received before the first calendar day of the following month or full tuition will be owed for that month. If you drop mid-season, any paid Event/Recital Fees up to that point, as well as costumes will be forfeited. We do not offer refunds.

## **Mid-season Enrollment Payment Policy**

Students who enroll mid-season will be charged Monthly Performance Fees dating back to the start of the season in addition to the \$50 enrollment fee upon registering. (Recital costs are not affected by late enrollment and therefore must still be paid from start of season.) Tuition will be pro-rated based on date of enrollment.

PLEASE NOTE - There is no such thing as taking a month off. Monthly payments are for a portion of the year, not a specific month of lessons, and a space is reserved for your child in a specific class based on this schedule. Therefore, tuition payments will be charged every month regardless of whether you attend the scheduled class or until we have received your written discontinuation notice.

Movement offers no refunds, deductions, or credits for missed or discontinued classes. You may, however, attend a make-up class if you must miss your own, due to illness or

other circumstances. Although the studio will be closed for some holidays during the dance season, these are not paid classes and do not need to be made up. Students must complete the full dance year to receive their recital costumes.

**A \$10.00 late fee will be added to accounts not paid by the 5th of each month.** Any student whose account is past due 30 days will not be permitted to participate in class the following month until tuition is current, including any late fees and/or penalties. Any student whose account is more than 60 days past due forfeits their place in class and will be required to pay any past due fees and then enroll as a new student if space permits.

## **Class Drop Procedure**

To drop a class for any reason BEFORE the season starts, please submit an email or call the office. Enrollment fees are non-refundable and non-transferable.

To drop a class mid-season, you must submit an email request containing the student name and class/classes dropping, and receive a confirmation of drop from the front office. Confirmation will be sent as soon as any current or past due charges are resolved. Drops must be received before the first calendar day of the following month or full tuition will be owed for that month. If you drop mid-season, any paid Event/Recital Fees up to that point, as well as costumes will be forfeited.

Non-attendance, voicemails, and email notifications DO NOT count as a dropped class and all charges will still apply until a Drop request is submitted. All drops must be processed through the Movement office.

## **Communication**

Email is our primary means of business communication at Movement. In order to stay informed, you must register using a primary email account that you will check regularly. We will also use social media to send out urgent notifications and updates, so like and follow us on your preferred platform! Finally, we encourage all our students to subscribe to your class's Band App. You will be invited and given a link near the start of the season, and this will be how your instructor communicates with you by posting pictures and videos, performance info, and zoom links for virtual class options.

## Private Lessons

Movement encourages private lessons for individuals and small groups desiring more intense training. Lessons may be booked through the studio with any of our faculty, or other dance professional. Payment for the lesson is due at the time of the private lesson, payable directly to the instructor at the agreed upon rate. The studio fee for private lessons is \$25.00 per hour for use of one of the studios.

## Attendance

There are no refunds, adjustments, or credits for missed classes, however make-ups may be allowed if the missed class, or a class of the same style in a lower level is offered at another time. Please contact the office to arrange for a make-up class. Students may have no more than 3 unexcused absences in the spring semester to participate in their recital dance. Dress rehearsals are mandatory; please communicate any conflicts with your instructor as soon as possible to avoid exclusion from any performance. If your student will be missing class for any reason, please call or email the studio office, or contact your instructor.

## Recital

Spring Recital -Admittance to this show is \$10, general seating. Costume selections are entirely up to the discretion of the instructors and ordered by Movement. More specifics will be provided in the fall. Each family gets 2 free recital tickets.

## Closings

Movement generally follows the Piedmont & Deer Creek Public School calendar, however there are exceptions. Please check email and/or social media for any closings and cancellations. Make-up classes for weather-related closings will be provided whenever possible, but they are not guaranteed.

## Dress Code

Movement OKC requires that all dancers wear the appropriate attire for their specific classes. In addition to the clothing requirements listed below by class, hair should be pulled back out of the dancer's face for all classes. Dance shoes, including Hip Hop sneakers, should NEVER be worn outside as this can ruin shoes and damage the dance floors. Please mark your dancer's name into all their dance shoes to prevent mix ups during in-class shoe changes and performances. No jewelry, except for stud earrings, should be worn in class.

## Dress Code Requirements

### ALL DANCE CLOTHING MUST BE TASTEFUL AND AGE APPROPRIATE

Ballet/Progressions –

Youth/Juniors/Intermediate: Black Leotard/tights of their choosing

Seniors: Leotard of their choosing/tights of their choosing

Jazz/Contemporary/Acro –

Youth/Juniors: Leotard/Tank Top and bike shorts/pants/tights of their choosing

Seniors: Leo/Dance Top/Sports Bra and bike shorts/pants/tights of their choosing

Hip Hop/Tap – Comfortable clothing that covers all the necessary areas!

## Sick/Injured Child Policy

For the protection of all students, staff, and their families, please do not bring your child to dance 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

Dancers must be symptom free for at least 24hrs following fever, vomiting, or diarrhea before returning to class. Call-ins are appreciated!

If a dancer is injured in class, a report will be filled out at the front desk and a parent will be notified. Injuries which occur outside of dance should also be reported to the front desk. A doctor's note may be required before the dancer returns to class, depending on the injury. Students with injuries are permitted to sit and observe class until they are cleared to participate.

*Movement cannot dispense medications of any kind, including over the counter analgesics such as aspirin or Tylenol.*

## **Studio Rules**

- Dancers are expected to respect all instructors, staff, and fellow dancers at all times.
- Dancers are expected to strive towards a positive, encouraging attitude regarding themselves and other dancers and faculty
- Gum, candy, food, and drinks (other than water) are not permitted in the dance rooms.
- Cell phones must be turned off and placed in cubbies during class.
- All personal belongings should be labeled and kept in cubbies during class – Movement is not responsible for lost or damaged items.
- Dancers may not enter dance rooms until invited by the instructor, and children may NOT play in open dance rooms.
- Contact information, including emergency contacts, must be kept current on your dance account – please inform the office of changes.

## **Please Note**

Movement reserves the right to refuse service and/or admission to any individual. All schedules are subject to change based on enrollment and availability of staff. A Movement representative will contact those involved in the cancellation, rescheduling, or combining of any classes.

At Movement we care about your family. If you have any questions or concerns that cannot be resolved by phone or email, please feel free to make an appointment with either owner, Codie Johnson, Jenna Mayes, or your student's instructor. To ensure your concerns are given the full attention they deserve, please refrain from discussing issues between classes.

Thank you for your cooperation!

## **Liability**

A signed Liability Waiver form must be supplied for each enrolled student. Enrollment is not considered completed until this has been received by the office.

## Photography/Video Release

I hereby give permission to Movement OKC to take photographs, videos, films and/or audio recording of my children or me. I consent to the use of such materials for promotional purposes by Movement OKC.