**STUDIO POLICY 2023-2024**

1. Students are expected to arrive on time for class. Please make every effort to be prompt to class.  All of our classes start with a thorough warm-up and if a student enters the class late without being properly warmed up, he/she is at risk for injury.  If a student is very late (more than 10 minutes from the class’s scheduled start time), he/she will not be allowed to participate, and they must sit and observe.  There are absolutely NO REFUNDS of missed classes due to tardiness.
2. Dress code is strictly enforced at Bodies In Motion.  All students will be expected to comply with our dress and hair code for all their classes (refer to our dress code information sheet). This includes clothing, hair and jewelry.  Girls’ hair should be worn off the face either secured in a braid/bun or in a ponytail.  **No hair beads, barrettes, headbands or hanging hair accessories are to be worn in the hair.  No hair bonnets, stocking caps or colorful head scarves are allowed in class!!!!! ONLY black hair scarves pulled back into a neat bun are allowed**. Students who are not properly dressed will be asked to leave the class without a refund!!! Also, no jewelry is to be worn.  That includes necklaces, bracelets, and large earrings.  **ONLY SMALL STUD/POST EARRINGS ARE ALLOWED!!!** Students who are not properly dressed will be asked to leave the class without a refund!
3. NO UNDERWEAR IS TO BE WORN UNDER TIGHTS AND LEOTARD. It is important to teach dancers proper dance habits as early as possible.  One extremely important such habit that all dancers observe is to dress to minimize distractions from the shape of their body on stage and in class.  This is why female dancers wear their leotards with no underwear.  Underwear creates unsightly lines on the body and may stick out of the leg holes because it is cut differently than the leotard.  Additionally, dancers easily get distracted by protruding underwear, and tend to pull on it or try to tuck it in. Students will be asked to leave the classroom, and without refunds.
4. No eating or chewing gum in the dance studios. Water bottles are acceptable only.
5. Bodies In Motion Performing Arts & Dance School and the instructors are not liable for personal injuries or loss of or damage to personal property.  Since dance is a physical activity, injuries may occur.  Each student is responsible to inform Ms. Candy (Director) and dance instructor of any physical limitations that may prevent full participation in class.  All medical emergencies must be reported to the school director or teaching staff   IMMEDIATELY.  If a student feels faint, short of breath, dizzy, or experiences any kind of injury while in our dance studio he/she must report it without any delay.
6. Before participating in dance classes at Bodies In Motion, each student must complete and submit our Minor Child Insurance Waiver and our Preparticipation Physical Evaluation which includes Emergency Contact and Medical Information forms.
7. Bodies In Motion Performing Arts & Dance School is not responsible for misplaced, stolen, or broken personal items.  Items of significant value are best left at home.
8. For the safety of our students, the Bodies In Motion maintains a strict ZERO TOLERANCE POLICY in regard to physical or verbal abuse, harassment, theft, vandalism and the use of any and all illegal substances. Enrollment of any students or parents found in violation of this policy will be terminated. Refunds will not be considered for students/parents in violation of this policy.
9. Students and/or parents will be subject to dismissal for poor attitude, disrespectful behavior, theft and/or poor attendance.  THERE ARE ABSOLUTELY NO REFUNDS. At Bodies In Motion Performing Arts & Dance School, we will protect the best interests of our teachers and staff while at the same time judiciously addressing your concerns.  For the protection of you and your child, parents are also subject to a code of ethics when entering the school.  In the event of a breach of these ethics, a meeting will take place and further incidents could lead to dismissal from the studio. Absolutely no refunds.
10. There is a $60.00 registration fee and $25.00 deposit (per class) for all costumes that must be paid upon registering for any classes. Cash or money orders & Cash App All cash app payment requires a $4 fee in addition to the payment. Cash app Name Marsha Smith ($jazzydance1). It is required that you sign the cash app log and send screen shot for all cash app payments.
11. ALL FEMALE STUDENTS MUST TAKE BALLET.  Bodies In Motion offers ballet classes for every skill level. It is mandatory that each female student takes at least one weekly ballet class at Bodies In Motion Performing Arts & Dance School. Any students who miss more than two ballet classes within a four-week period, without a doctor’s note, will be terminated from Bodies In Motion Performing Arts & Dance School.  No refunds of any kind will be given.
12. If a student is repeatedly absent, the teacher has the right to remove him/her from any section of the choreography that the student has missed. If student misses too many classes for a production number, it will be up to the teacher’s discretion whether the dancer will be able to participate in the production number that the teacher has created.
13. Students are to wait inside the school for their rides.  Please tell your children not to wait alone outside for you.  This is for their safety! The school is not responsible for providing care for students arriving early or after class.  Students under the age of 18 are required to have an adult representative in the school during class. No refunds of any kind will be given.
14. Parents and students are to wait outside of the classroom for their children and friends.  The classroom door will normally be closed during class.  This is for the benefit of your child as well as the other students.  Instructors are authorized to allow observers to watch class in the case-by-case manner at their discretion.  Please do not enter the classroom, take pictures or video without asking the director or instructor first.
15. In order to generate content material to use in brochures, websites, posters, advertisements and other promotional materials, the school is hereby granted permission to take photographs or video footage of the students and use them accordingly.  All artwork that includes in whole or in part such photography work will be copyrighted in the school’s name.
16. NO DEPOSITS or FEES will be refunded at any time.  There will be no refunds of registration, deposits on costumes, classes, pictures, ads, recital tickets, recital DVDs, competitions, etc.
17. On recital day, all students are expected to arrive at the theater ON TIME for teching and lighting run-through for the performance. The scheduled time will be given by the director. **PLEASE ARRIVE ON TIME.** Students who are not in the theater ON TIME will not be able to participate in the recital and will be sent home. No refunds of any kind will be given.
18. **Recital Costumes: Each student must sell at least 5 recital tickets. No costumes will be given until five recital tickets are paid in full and ALL costume accessories (dance tights, shoes, eyelashes, etc) are shown to the director** for each recital routine. Dancers must purchase new dance tights for the recital, and they must be shown to the director in order to receive costumes. Also, dance shoes MUST be clean and look unworn. Costumes will not be given if dance shoes look used, have holes in them or are dirty. Any recital tickets that are lost or misplaced MUST still be paid for in order to receive your costumes. Do not purchase a recital costume if student doesn’t intend on performing in the recital. If a dancer or dancer’s parent is terminated from Bodies In Motion or voluntarily pulls out of the recital for any reason, **five recital tickets MUST still be paid in full in order to receive costumes. Again, in order to receive any recital costumes, five recital tickets (per student) must be paid for and ALL accessories must be shown to the director. No exceptions! No refunds of any kind will be given.**
19. If a class is paid for in advance, please make every effort to attend that class. No refunds are given for missed classes. No exceptions!
20. It is very important that each costume form is completed correctly. When filling out costume forms, make sure that ALL information including the student’s size, class and teacher’s name is written correctly. Please double check each costume form before submitting them. Don’t hesitate to ask questions or for assistance if there’s something you don’t understand. Bodies In Motion Performing Arts & Dance School will not be responsible for ANY mistakes made on costume forms.

**I agree and acknowledge that:**

I recognize that the dance classes that I or my child intend to participate in at Bodies In Motion Performing Arts & Dance School require physical exertion which may be strenuous and may cause physical injury, and I am fully aware of the risks and hazards involved. I understand that it is my responsibility to consult a physician prior to and regarding my or my child’s participation in any classes attended at Bodies In Motion Performing Arts & Dance School. I represent that I or my child is physically fit and have no medical condition that would prevent full participation in any dance class. I agree to take full responsibility for any risks, injuries or damages known or unknown to which I (or my child) incur, or may incur, as a result of participation in any class at Bodies In Motion Performing Arts & Dance School. I knowingly and voluntarily waive any and all claims I have, or may at any time in the future have, against Bodies In Motion Performing Arts & Dance School or any of the instructors, agents, or employees, for any injury or damage that I sustain as a result of my or my child’s participation in a class at the Bodies In Motion Performing Arts & Dance School. I do not hold Bodies In Motion Performing Arts & Dance School, Candy Smith, or any individual working at Bodies In Motion Performing Arts & Dance School liable for any injury that may occur to the student while on school premises, near the premises, at a school performance, or in route to a performance. I also accept responsibility for any other individuals brought by me onto the school premises, and do not hold Bodies In Motion Performing Arts & Dance School Dance, Candy Smith or any other person working at Bodies In Motion Performing Arts & Dance School responsible for an injury that may occur to myself, my child or those individuals.

**My signature acknowledges that I have read, understand and agree to the terms of Bodies In Motion Performing Arts & Dance School’s policy.**

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**\*Student or Parent Signature Date**