



2023/2024 RECREATIONAL PROGRAM **STUDENT/PARENT HANDBOOK**

DANCE STUDIO PRO SOFTWARE SYSTEM & REGISTRATION

All customers are required to set up a student account through our Dance Studio Pro Software System, in order to view our class selections and pricing, register for classes, make payments, access schedules, view account charges and payment history, etc. Dance Studio Pro has both a Parent Portal Web Browser and a Parent Portal App.

TO GET STARTED:

1. Visit <https://dancestudio-pro.com/online/muditamovement> on your web browser or download the “Dance Studio Pro” app from the Apple Store or Google Play Store on your device.
2. Create an account with Mudita Movement OR login to your existing account with Mudita Movement, if you've already created your account.

You will create your account using your email address and a password you select, keeping your information secure. We will often email and contact you through your Dance Studio Pro Account, so it is very important to keep your contact information up to date and to use the best email address for communication.

All students will be charged a \$25 registration fee upon enrollment. Registration fees are non-refundable.

DURATION/TUITION/AUTO PAY/BILLING/FEES

DURATION

Our recreational dance program will begin on September 5, 2023 and end on May 18, 2024.

TUITION

Tuition is due by the 1st of each month, September through May. Recreational class tuition fees are based on a 9 month program and are broken into convenient monthly payments – monthly tuition fees remain the same, September through May.

EARLY BIRD DISCOUNT

A full season tuition payment discount of 10% will be applied to your account, should you exercise the option to pay ahead your current dance season tuition through the end of the current dance season. To receive this discount, tuition must be paid in full by September 14, 2023. Please email dance@muditamovement.com to receive this discount and setup payment.

PAYMENTS

We accept cash, check, PayPal, Venmo, and all major credit cards.

AUTO-PAYMENT/BILLING

Dance Studio Pro Auto-Payment setup is required to register and enroll in classes.

You are responsible for providing a valid debit or credit card on file to use for recurring monthly tuition. You are responsible for updating your card on file should it get canceled, expire, or be replaced. We auto draft tuition fees on the 1st of each month. If you would like to pay for your tuition fees with a check, cash, paypal, venmo, or with a different card then the auto pay card on file, this payment must be made prior to the fee due date/automatic billing date. If said payment is not made by the fee due date, then the card on file will serve as the default payment and will be billed for the amount due.

TIMELY PAYMENTS

Late payments will incur a \$10 late fee, if payment is 1-19 days late; another \$15 late fee will be incurred if payment becomes 20+ days late. A \$35 bank fee will be assessed for a non-sufficient funds payment/canceled/returned payment, as well as the corresponding late fee(s).

Student accounts with more than 3 declined or late payments within the same season, will be automatically switched to an upfront-payment system, where all payments due will be required in advance and in full.

Students will be prohibited from participating in their classes if tuition becomes more than 30 days late. Students will be prohibited from participating in the annual recital if their account is not current.

RETURNED CHECKS/ACH BANK DRAFTS

A \$35 bank fee will be assessed for a non-sufficient funds payment/canceled/returned payment. Student's with more than 3 declined payments within the same season, will be automatically switched to an upfront-payment system, where all payments due will be required in advance and in full.

REFUNDS AND CREDITS

Classes will not be pro-rated for your absences, planned or unplanned. Credits and refunds may be issued under limited circumstances. Requests for such must be made via email to dance@muditamovement.com and approval is at the sole discretion of studio management.

COSTUME/RECITAL FEE(S)

All recreational program students are automatically enrolled in our annual end of the season recital. The Recital/Costume Fee for participation in this recital is \$85 per class. These fees are due by January 15, 2024 and are non-refundable. All costume items but the dance shoes are included in this fee. You are responsible for purchasing the required shoes separately. A costume will not be ordered for your student unless the fee has been paid by this deadline.

If your student will not be participating in the recital, please notify us via email at dance@muditamovement.com, as soon as possible, and before January 1, 2024. It is important that you let us know if your student will not be participating in the recital, as it affects purchasing of costumes, class choreography, and the other students in the class.

COMMUNICATION

CONTACTING US

Communication and questions should be directed to the front desk during regular business hours, by email at dance@muditamovement.com, or by phone at (260) 226-3504.

PARENT/GUARDIAN AND INSTRUCTOR COMMUNICATION

Parent/Guardians may request a conference at any time. If you would like to speak with an instructor regarding any aspect of your student's dance education, please make an appointment by emailing dance@muditamovement.com or by calling (260) 226-3504. Our instructors have very full schedules while they are teaching at the studio, so unexpected conversations in between classes can be difficult to accommodate. We would be happy to give you our undivided attention via phone call or a personal meeting at a time that is scheduled specifically for you.

EMAIL UPDATES

Emails are sent regularly with reminders and announcements. Please make sure you have an updated and active email address on file. Be sure to add our email addresses to your contact list so that our emails arrive in your primary inbox.

MUDITA MOVEMENT PARENT PORTAL/APP STUDIO CALENDAR

A studio calendar is available on the parent portal and app. This calendar provides “no class” dates, holidays, and special events.

NEWS AND NOTES

The news and notes tab on the parent portal and app lists specific information about your individual student and their classes.

SOCIAL MEDIA

Mudita Movement has an active Facebook, Instagram, Snapchat, TikTok, and Twitter account. Please “like” or “follow” our pages for updates and announcements.

WITHDRAWL OR CLASS CHANGES

WITHDRAWAL/DROPPING A CLASS

Withdrawing from classes must be communicated via email to dance@muditamovement.com. Billing will continue until notification is received. Please remember that class space has been reserved for your child. A 2 week minimum notification is required for withdrawal.

CLASS CHANGES

Changing into a different class can be done only through the authorization of the studio director and/or classroom instructors.

SCHEDULE/ATTENDANCE/CANCELLATIONS

ATTENDANCE

Dance training takes consistency. Classes progress through our curriculum with weekly and monthly goals. Regular attendance is essential to a student's progress. Missing class means missing important technique work and choreography.

Please report your student's absence in your Dance Studio Pro Parent Portal, via email at dance@muditamovement.com, or by phone at 260-226-3504.

TARDINESS

If a student is tardy to class by more than 15 minutes, it will be up to the instructor to determine whether the dancer can safely join in. If the instructor deems that the dancer has

missed too much of the warm-up, they will be permitted to observe class but may not participate.

ILLNESSES

Students who have a contagious illness are not permitted to take or observe class and must stay home.

INCLEMENT WEATHER/CLASS CANCELLATIONS/MAKE-UP CLASSES

Class may be cancelled due to inclement weather or for an instructor's sickness when a substitute cannot be found. Each class has 2 bonus classes figured into the fee schedule, and if any class is canceled for inclement weather or other circumstances beyond our control, that would exceed more than the 2 bonus classes scheduled, a make-up class will be scheduled. If you can't attend the makeup class, no refund will be issued. If scheduling a makeup class is not feasible, we will credit your account for the value of the canceled class.

For weather related cancellations, we will email, text, and post to our social media pages by 2:00pm to notify students and families if we will be cancelling classes. Many times, conditions are safe enough for evening classes to be held as scheduled, even if school has been cancelled, so please check with us to see whether or not classes will be held.

ARRIVAL AND DEPARTURE

PARKING

Parking is accessible and available in the parking lot area. It is your responsibility to abide by all local parking and regulations and fees. Mudita Movement accepts no responsibility for vehicles, fines accrued, or any and all costs for accidental damages.

DROP-OFF AND PICK-UP

All parents are to enter and exit from our front door (on Indiana Avenue). Dancers may enter and exit from the front door (on Indiana Avenue) or the exit door (parking lot door). All dancers are to remain in the building until their parent or guardian picks them up. It is the parent's responsibility to make sure their child gets to and from our front door safely. We can only be responsible for children when they are inside our building. If you are going to arrive later than 10 minutes after your student's last class, you must notify the studio and make them aware of the situation.

ARRIVAL AND CLASSROOM PROCEDURES

Please ensure your student has used the restroom before class, as this helps eliminate the need for bathroom breaks during class.

Class will start promptly at the designated time. Arriving a bit earlier to change your shoes, use the restroom, and prepare yourself for class is suggested, but students should arrive no earlier than 15 minutes prior to their scheduled class time.

Students should wait in the lobby until an instructor comes to collect them for their class. The students will follow their instructor to the classroom and students will be returned to the lobby after class to change shoes for their next class or prepare for departure.

Parents are to remain in the downstairs parent lobby area during their child's class. Only students and staff are permitted beyond the staircase on the 1st floor. Only students and instructors are permitted in the classrooms. If desired, parents may leave the studio while their child is in class and return to pick their child up when their class(es) are complete. If you need your student, please see the front desk and we will retrieve your student for you. If you need to speak to a teacher, please make an appointment.

STUDIO AND CLASSROOM CONDUCT

BEHAVIOR

At all times, students are expected to be polite and respectful to their instructors, peers, and parents. Disrespect will not be tolerated. Students who are disruptive in class or in the waiting areas will be asked to leave until they are able to act appropriately. No running or loud and boisterous behavior. Students and guests are to pick up after themselves, keep their areas tidy, and keep their belongings in the designated areas.

CELL PHONES

No cell phones are allowed in classrooms.

DANGEROUS ITEMS

Dangerous items such as lighters, matches, firearms, or weapons of any kind are strictly forbidden.

FOOD AND DRINK

Students may bring a water bottle into their classrooms. Please label water bottles, even disposable bottles, with the student's name. All food and drink (other than water) must be consumed in the student lounge or parent lobby.

BELONGINGS

All student belongings should be in the designated storage areas. No bags or coats are allowed on the floor, as they may become a tripping hazard. Mudita Movement does not accept any liability for your personal belongings. Please label all dance shoes with your students initials on the inside of the shoes. Please do not bring valuable items to the studio with you.

DRESS CODE AND HYGIENE

DRESS CODE

Dressing properly for class is part of the discipline required for dance. Please refer to the Dress Code tab on our website, located under the Recreational Program tab, for specific dress code requirements.

No baggy shirts or pants will be allowed to be worn in class (with the exception of Hip Hop). Students who do not comply with our dress code will be given a warning. If a student continues to not comply with the dress code, they will be asked to sit out.

No street shoes are allowed on the dance floors, as outside dirt can damage the surface of our floor and create sticking or slipping hazards to those dancing on the floor. Bring your dance shoes separately to change into when you arrive.

PERSONAL HYGIENE

Good personal hygiene is expected of students. Please make sure that your breath, body odor, and clothing are all pleasantly clean and fresh. All dancers ages 10 and over should wear deodorant to class.

EVENTS/PERFORMANCES/RECITAL

ANNUAL END OF THE SEASON RECITAL

Beginning in December 2023, all students enrolled in our recreational program classes will begin working on dances for our end of the season recital.

Our end of the season recital will be held on May 18, 2024 at DeKalb High School in Waterloo, IN. In addition to the recital, there will also be a dress rehearsal on the morning of the recital or the evening before the recital. Additional information about rehearsal and recital will be distributed in April 2024.

ANNUAL END OF THE SEASON RECITAL PICTURES

Our end of the season recital pictures will take place May 17-18, 2024. Pictures will be taken by The Field Gallery. All students are required to attend their assigned picture session, but individual purchasing of the pictures is optional. Additional information about pictures will be distributed in April 2024.

COMMUNITY EVENTS/PERFORMANCES

Students will have the option of participating in community events with the studio throughout the year, such as the Auburn Free Fall Fair Parade and the Auburn Christmas Parade. These events can be found on our website under the recreational program calendar and we will typically send an email with information on these events at least one month prior to the event date.