



MUDITAMOVEMENT

2026/27 RECREATIONAL PROGRAM HANDBOOK

DURATION

Our recreational dance program will begin on September 8, 2026, and conclude at our year end recital (date TBA).

TUITION

Tuition is due at 9:00 AM on the 1st of each month, October thru June, except for September 2026 and January 2027 tuition. September 2026 tuition is due on September 11, 2026, and January 2027 tuition is due on January 8, 2027.

Recreational class tuition is based on a 10-month program and is divided into convenient monthly payments. Monthly tuition rates remain the same throughout the season, October through June.

PAYMENTS

We accept cash, check, 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 due dates. If you would like to pay for your tuition fees with a check, cash, or with a different card than the auto pay card on file, this payment must be made prior to the fee due date/auto pay 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 discretion of studio management.

COSTUME/MEDIA/RECITAL FEE(S)

All Recreational Program students are automatically enrolled in our annual end-of-season recital, which will be held in June 2027. Exact date, times, and location will be announced at a later date. The Recital & Costume Fee is based on the type of class in which the dancer is enrolled:

Single-genre classes: \$125 per class

Double-genre (combo) classes: \$175 per class, as these classes perform two routines in the recital

Acro/Jazz and Musical Theatre/Tap combo classes: \$125 per class, as these classes perform one routine that showcases both genres

The total Recital/Costume Fees will be divided into two payments:

Payment #1: Due January 1, 2027

Payment #2: Due February 1, 2027

In addition, a Media/Videography Fee will be charged at \$25 per dancer or \$35 per family. All families will receive a digital link to the professional recital videography following the recital.

These fees are non-refundable. All costume items, but the dance shoes, are included in this fee. You are responsible for purchasing the required shoes separately. If your student will not be participating in the Recital, please notify us via email at dance@muditamovement.com, as soon as possible, and no later than January 1, 2027. 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.

CONTACTING US

Communication and questions should be directed to the front desk during regular business hours, by email at info@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 info@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 will be available on the parent portal and app in September 2026. This calendar will provide “no class” dates, holidays, special events, and fee due dates.

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.

WITHDRAWAL/DROPPING A CLASS

Withdrawing from classes must be communicated via email to info@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.

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.

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.

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

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

Dressing properly for class is part of the discipline required for dance. Please refer to the Dress Code attachment in this email for dress code requirements. No baggy shirts or pants will be allowed to be worn in class (with the exception of Hip Hop). 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. All dress code items can be found at Standing Ovation in Fort Wayne or online through a variety of dance wear sites. If you need assistance finding the correct dress code items, please email us at info@muditamovement.com

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.

ANNUAL END OF THE SEASON RECITAL

All students enrolled in our recreational program classes will automatically be enrolled in our end of the year recital. The 2026/27 recital will be held in June 2027 (date, time, location TBD). In addition to the recital, there will also be a dress rehearsal (date, time, location TBD). Additional information about dress rehearsal and recital will be distributed in the Spring of 2027.

ANNUAL END OF THE SEASON RECITAL PICTURES

Our end of the season recital pictures will take place in Spring 2027. 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 the Spring of 2027.