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## Welcome!

Dear Parents and Students:

Welcome to the 2020-2021 season at ***Music in Motion Angus!*** The teaching staff is very excited to be working with you and your children. ***Music in Motion Angus*** launched in 2018 and we reflect on the many students that have walked through our doors, and become a part of our Studio Family. Whether you are a new or returning student, we thank you for being a part of the ***Music in Motion*** family and look forward to the numerous memories we will create together.

Look around and see the tremendous growth in our Studio! This growth is entirely due to the Parents & Students that have joined our Studio Family and promoted our Programs in the community. So, from us to you: Thank you!

We have put many hours of hard work into preparing the building for the new season. It is still a work-in-progress, but that is the nature of this business. We assure you that we are constantly looking at ways to improve the Parent & Student Experience.

Enclosed please find information explaining our communication policy, our tuition and payment guidelines, and our studio policies.

If you have any questions, comments, or concerns, please feel free to contact our office at any time. You can phone (416)-428-3309 or email [musicinmotion@sympatico.ca](mailto:musicinmotion@sympatico.ca).

“There are shortcuts to happiness, and dancing is one of them.” – Vicki Baum

Many thanks,  
Jeanette Martin  
Studio Owner

### **Contact Us Anytime**

We believe that an open line of communication between the Teacher and the Parents is essential to a successful student experience.

**Our primary mode of communication is email. The studio will email everyone regularly with all studio news, recital information, and information regarding new programs, special events, and contests/special offers.** So, please check your email regularly! We encourage you to contact our office or your child's teacher with any questions that arise throughout the year.

You gave us an email address at Registration. This is the email we will use. If your email changes for any reason, please inform us so that we can update our database.

We also maintain a Facebook page that will be used for fun and informative posts. You should NOT rely on the Facebook page for specific detailed information.

## Studio Policies

- If we are forced to close due to inclement weather, we will try to make-up classes as best we can. Please understand that we cannot be responsible for acts of Mother Nature. Snow dates do not affect your Registration Fees. Studio closings will be emailed to you, and posted on our Facebook page.
- There is no discount or refund for missed classes.
- Family discounts described are for immediate family only. Studio Management will make the final decision regarding family discount eligibility.
- All studio accounts have one primary account holder. This is the account holder that registers and signs the registration form. This account holder will be the one considered financially responsible for the account.
- Our Teachers are trained, qualified, and experienced, and they know how to teach in a manner that is safe to the students. But, still, accidents happen. Neither the Studio nor the Teachers are not responsible for injuries sustained in class, on premises, or at any related event.
- The Studio is not responsible for lost or misplaced articles. Please put names on all belongings.
- With the exception of class parties, food and drink are prohibited in all classrooms at all times. Students may bring a water bottle to class.
- Students should wait until the teacher is present before entering the classroom, unless directed otherwise. All students should exit the classroom at the end of class. Younger students whose parents have not yet arrived for pickup should wait with one of our office staff members. Students are not permitted to use the classrooms when a teacher is not present unless arrangements are made through the studio office. Students are not permitted to leave the premises unless accompanied by a parent, or designated adult.
- Any student with an overdue balance of more than 90 days will not be allowed into class until payment in full is received or payment arrangements have been made.
- End-of-Year Dance Costume orders can only be picked up once the account is paid in full with no balance remaining.

## Keep Informed Through E-Mail

Our primary mode of communication is email. Email helps us efficiently keep everyone up to date on news and events at ***Music in Motion Angus***. We chose email to cut back on paper and envelope usage and to help the planet! Please make sure we have your correct email address on file. If you need us to print an email for you, please contact our office at 416-428-3309.

## Online Account Portal

**Music in Motion Angus** is proud to offer an online solution for parents to access all Registration Information online AND all Dancewear purchases online. This service results in a saving to parents – both in time and money. It allows users to process payments, enter and modify contact information, register for select classes AND purchase Dancewear from the comfort of their home - 24 hours a day.

Login links are provided by our website.

## Tuition and Payments

- The Administrative Service Fee of 3% is non-refundable.
- The studio calendar and tuition rates are designed to give Dance Students and Private Students approximately 33-36 weekly classes over a ten-month period from September to June; all other Classes are Term based, and Term length varies.
- All Fees are due at Registration.
- Our Online Registration accepts Credit Card payment. You may choose to pay Offline (at the Studio) by Cash, Cheque, or Etransfer. There will be a \$50 returned cheque charge for all cheques returned from the bank.

### *REFUND POLICY:*

- For Dance Students, there are no refunds after week 4. For all other Term-based Program Students (e.g. Musical Theatre, Music for Little Mozarts), there are no refunds after week 2.
- There will be no refunds or deductions for lessons missed.

### *PAYMENT PLAN (9 PAYMENTS):*

- Our ONLINE Registration provides a no-interest Installment Plan to spread payments throughout the year if parents wish. **Please note: Parents using the payment plan are responsible for the entire balance.** Since all Fees are due at Registration, you cannot opt for a payment plan and then drop out part-way through the year. This is NOT a Pay-as-You-Go plan. To repeat: All Fees are payable whether the student attends classes or not.
- For the Payment Plan, Fees are totaled and divided into 10 payments. 1<sup>st</sup> and 10<sup>th</sup> Payment are paid at Registration. Then, eight payments are due monthly beginning October 1<sup>st</sup>.
- Late notices will be emailed to all past due accounts.

### *PRIVATE LESSONS:*

- Fees for Private Lessons are paid monthly at the BEGINNING of each month.

- **IMPORTANT NOTE:** You are reserving that time for your use, and we will not book anyone else into your time slot. Our Teacher has set aside that time for you and the Teacher is prepared to teach. The Studio is paying your teacher to be there during that time. Therefore, payment for Private Lessons are due even if you do not attend your lesson.
- In rare circumstances where a student misses a lesson because of illness or family emergency, a make-up lesson may be arranged at a mutually convenient time for no additional cost.
- If a Teacher cannot attend the lesson, a qualified substitute may be provided or the lesson may be cancelled. If the lesson is cancelled, a make-up lesson will be arranged at a mutually convenient time for no additional charge.
- **Students/Parents must provide a minimum of 2 week notice if stopping lessons.**

### **Dance Shoes and Dancewear**

- Proper Dancewear is required in all Dance Classes Ballet Class:
  - Please see Dancewear Requirements on the Dance Page of our website.
- Hair must be up and off the face – both boys and girls. A Ballet bun is preferred for girls in Ballet classes.
- No necklaces, bracelets, & large earrings should be brought or worn to class.

### **Class Parties & Food Allergies**

Please let the office staff and your child's teacher know of any food allergies your child may have so it can be added as a note on your account. If you are planning to bring anything for the class to enjoy (birthdays, etc.) please call the studio or email the teacher ahead of time. We ask that if you bring in food for the class that you also bring along the ingredients list. When bringing in something please keep it simple. During Party Weeks, the studio may provide juice/water, pretzels, chips, cupcakes, and cookies. If your child has any food allergies please leave us a list of acceptable alternatives. For the dancers who cannot consume the above, we will be happy to accommodate you with snacks that do not cause any allergic reactions, or you may bring in your own snack if you like.

### **Special Events**

Throughout the year, you will find many exciting events happening at ***Music in Motion Angus!***

During Special Events, parents can enjoy a nice dinner out, with the peace of mind that their children are having a blast with their friends and our caring and qualified staff.

All of our special events are open to the public, so all of your children's friends are welcome to join us too!

Keep a lookout for our next special event!

### **Musical Theatre Shows**

The Musical Theatre Shows are a part of the student's education. For all students Registered in Musical Theatre, participation in the Shows is mandatory. Also, participation in all rehearsals in the month prior to the Shows are mandatory. Also, participation in the Dress Rehearsals are mandatory. These dates are published on our website at the beginning of the year. If you cannot commit to these dates, please tell us the first week of Classes because that will affect casting choices.

We understand that Family Vacations are important. However, we know from past experienced that sometimes Vacations are scheduled in a way that conflicts with the Musical Theatre Program. Inevitably, when this happens, and the students miss vital rehearsals, the student is lost and unprepared for the Shows. (Check the Schedule of Show Dates.) If you have Registered for Musical Theatre please do not schedule a Family Vacation that will interfere with Classes or Rehearsals in the weeks immediately prior to these Shows – that is, in January and in May/June. Again: If you cannot make this commitment please tell us the first week of Classes because that will affect casting choices.

### **Annual Christmas Show AND End-of-Year Gala & Awards Ceremony**

Our Annual Christmas Show (December) and *End-of-Year Gala* (June) are part of the student's education. We assume that all student will participate. Parents must inform the Studio if their Student will not be participating in either event. Our Shows are held in December and June and each student will be required to attend classes regularly, attend rehearsals associated with these Shows. In addition, Dance Students are required to pay for any costume(s) needed for their number(s).

*IMPORTANT End-of-Year DATES:*

***Christmas Private Student Show:*** Saturday December 12, 2020

***Christmas Dance Show:*** Sunday December 13, 2020

***Costume Order Deadline:*** January 15, 2021 (including \$40 deposit)

***Gala Tickets Go On Sale:*** May 1, 2021

***Costume Arrival:*** approximately May 15-June 1, 2021. The Costume Balance is due when the costumes arrive and must be paid BEFORE Costumes may be picked up.

***Dress Rehearsal(s):*** Friday June 19, 2020 (daytime) & other mini-rehearsals will be announced well ahead of time.

***Performance:*** Saturday June 19, 2021