**Art In Motion Dance Center Policies and Code of Conduct**

* Tuition is due the first class of each month. To be considered on time, payments must be placed in the box at the studio, submitted to Square or Venmo payment service, or postmarked to the studio mailbox no later than the 10th of the month.
* $10 late fee per student will be applied if tuition is paid after the 10th.
* Tuition payments must be made by close of business on the 10th to be considered on time. This includes Square and Venmo payments. Cash and checks must be in the tuition box by the close of business on the 10th to be considered on time.
* If tuition and any other fees are not paid by the end of the month, the student will not be able to attend any class until all money due is paid.
* All tuition and fees must be paid before student can participate in recital.
* All students must stay until the end of recitals.
* A $35 fee will be applied for returned checks.
* Registration fees, tuition, and recital fees, and costume fees are non-refundable.
* Students and families are expected to be respectful of staff and of each other. Bullying will not be tolerated in studio, in text, or on social media.
* Verbal and/or physical abuse of staff members by parent/guardian and/or student will result in immediate dismissal from the studio.
* No illegal activity is permitted on studio property. This includes but is not limited to the use of tobacco, alcohol, marijuana, vape devices, and/or cigarettes. Any students participating in any kind of illegal activity will be immediately dismissed from the studio.
* Art In Motion staff are not responsible for students before or after their class times.
* If students are not picked up within 15 minutes of the end of their last class (without previous permission), a $15 fee will be charged.
* Students cannot participate in class without adhering to proper dress code.
* Students must have proper shoes for class within 2 weeks of the start of class or they will not be allowed to participate.
* When wearing AIMDC apparel, it is expected that students/families will conduct themselves in a respectful and appropriate manner.
* Studio correspondence is conducted by email.
* If classes are cancelled due to inclement weather, students and families will be notified by email and the Art In Motion Facebook page.

By paying registration fee and signing the registration form, parent/guardian (for students under age 18) and student agree to the policies listed above.