



*“Building Community  
through the Arts”*

## 2023-2024 Dance, Tumbling & Music Policies and Procedures

**COMMITMENT:** AMA is a year-round Fine Arts Academy that runs from August 2023 thru July 2024 this Season. When a student enrolls, their place is held in class for the entire AMA school year. You are committed to attending lessons and making monthly payments through July 2024. We are always happy to assist in a class change to find a better fit for your schedule (new day/time/teacher/style) as available.

**WITHDRAWING:** With the ability to attend classes virtually, there should be no reason to withdraw before the season ends in July. If there is an unforeseeable, extenuating circumstance (i.e. moving out of the country or a serious illness), a 4-week withdrawal notice must be submitted in person through signing the “Change in Enrollment” Form or emailing us a detailed description as to why the student cannot finish the year and then approval is up to the discretion of AMA. Unless AMA approves your extenuating circumstance, you are responsible for tuition payments through July 2024. Leaving a voice message, telling a friend, notifying a teacher or ceasing to attend class are not acceptable forms of withdrawal.

**LOBBY VIEWING:** Parents are invited to our lobby to view classes. We ask that you walk your child up, help change their shoes and then say goodbye as if you are leaving the building. Let them know you will be back after class, then go back downstairs. Once class begins, you may come back and *quietly* observe through our viewing windows. It is important that our students trust and focus on their teacher. Your prompt arrival and consistent attendance is key to the success of your child’s confidence and positive adjustment to class.

### **AMA RESERVES THE RIGHT TO:**

- reschedule, combine and/or cancel classes;
- provide a substitute teacher as AMA deems necessary;
- deliver class content via an online system in the event that classes are not able to be conducted in person for any reason, including but not limited to: weather, teacher absence or government advisory.

**FEES:** All families must have a credit card on file for all fees throughout each season (see calendar). Your monthly tuition will be posted to your credit card on the 1st of each month through July 2024. Our system is automated and there are no exceptions. Your electronic or in-person signature approving our policies is kept on file. If registering online, you agree to our policies on the registration page when clicking the “Register Online” button. Registration, Participation and Costume Fees will be charged to your card on the dates listed in our Policies.

Tuition payments are processed monthly. The cost of classes for the weekly season is divided into 12 equal monthly installments, for your budgeting convenience. If there are 3, 4 or 5 weeks of classes in a month, the monthly tuition remains the same.

**MEMBERSHIP DUES:** Annual Membership Dues are \$45 per student. Membership Dues for *new* students (under age 5) are \$80 per student (which includes their AMA prop bag). The Membership Fee will be charged to your credit card upon registration. This fee helps offset the cost of insurance, administration fees, class changes, technology and extra events throughout the year.

**VIP ROLL-OVER REGISTRATION:** For your convenience, all students enrolled on April 15, 2024 will be included in our “VIP Roll-Over Registration” unless a “Change of Enrollment” form is completed. This means that on April 15, 2024, your yearly \$45 Membership dues will automatically be charged to the credit card on file for the 2024-2025 Season. If you wish to opt out of our 2024-2025 Season, please notify the front desk *before* April 1, 2024.

**PERFORMANCES:** We are a performance school. All music, dance and tumbling students are expected to participate in our Winter and Spring performances. Dress Rehearsal is mandatory for participation in performances. All dance/tumbling students will wear their costumes provided by AMA with appropriate shoes. All music students will wear their “Special Occasion Best”, including dresses, dress pants, ties, dress shoes, etc. No jeans, t-shirts or gym shoes.

**Winter Performance:** Our AMA Winter Performance will be held in December. Exact dates and times will be announced as soon as the venue is finalized.

- **Winter Costume Rental:** Winter performance costume rental fee of \$50/costume are posted to your account on October 15, 2023. One costume per full-length dance/tumbling classes. Costumes are *rented* by each student and must be returned in the condition they were distributed in after the performance, but no later than 12/20/23. If a costume is unreturned or damaged, your account will be charged an \$85 replacement fee. ***Winter costumes are rentals and must be returned after the performance.***

**Spring Performance:** Will be held in a theatre in June 2024. Exact dates and times will be announced as soon as the venue is finalized.

- **Spring Costume Purchase:** Spring performance costumes fee of \$95/costume for dance and tumbling students are posted to your account on November 15, 2023. One costume per full-length dance/tumbling classes. If needed, tights will be included at no extra cost. **Spring costumes are yours to keep.**

**PARTICIPATION PACKAGE:** On February 15, all students are charged a participation fee of \$135 per student. This fee includes an AMA t-shirt (with all student names listed on the back!) a personalized trophy, a yearbook, digital download of the spring performance and your Picture Day sitting fee. All students are charged this fee whether or not they perform, as they will receive all of these special items. Adult Students are charged a participation fee of \$30, which includes an AMA t-shirt.

**ALL FEES ARE NON-REFUNDABLE.**

**DISCOUNTS:** We are happy to offer all students 10% off their 2nd or 3rd Dance or Tumbling class. Because music lessons are small group or 1:1, there are no discounts for music lessons.

**FUNDAMENTALS:** Any student who takes all 3 AMA FUNdamentals (dance, music AND tumbling class), will receive:

- Free Admission to all Friday night special events
- 10% off all dancewear (clothing and shoes)
- FREE Birthday Party for up to 15 kids!
- \$25 Sports & Arts Summer Camp Coupon

**SPORTS & ARTS CAMP:** In July, we offer 3 weeks of all day (5 full days M-F) Sports & Arts Camp for Ages 5-12 *in addition* to regular classes. This camp is sold out every summer. AMA students get first chance and special discounted pricing with Early Bird Registration in January 2024.

**PARENT'S NIGHT OUT:** AMA offers "Parent's Night Out" Events where you can drop off your kiddos and enjoy the evening out! These different themed events take place one time per month on Fridays from 5:30-7pm. They are FREE for FUNdamentals students, \$10 for current AMA students and \$20 for your non-AMA friends!

**AMA COMMUNICATES several different ways to keep you informed as follows:**

- Regular Email or Email Newsletter
- Hard copy distribution
- Texting
- @AMAdanceandmusic on Facebook and Instagram
- Our private AMA Family Facebook page: "AMAZing AMA Student & Parent Community"

**ABSENCES:** Consistent attendance is vital to student progress. Please make every effort to attend/have your child attend each class. Plan on arriving a few minutes early so your child is comfortable! If you or your child are going to miss class, please call us at 847-299-2233 or send us an e-mail at AmaDanceMusic@yahoo.com.

**MAKE-UP CLASSES:** Unfortunately, no refunds can be given for missed classes. For group lessons, we encourage making up classes in an age-appropriate class within a 4-week period. This is a great opportunity to try a different type of dance, try tumbling or try a Music FunTime class. Please contact our office ahead of time to schedule your make-up class. For private piano students, your instructor will email a personalized LessonMate video which serves as your lesson.

**INCLEMENT WEATHER/EMERGENCIES:** On the occasion AMA Academy is closed for inclement weather or any other emergency, you will be notified by telephone and/or email. We will also post it on our AMAZing AMA Student & Parent Community Facebook page. Please make sure your phone number and email on file are current so you may be notified efficiently. If the Academy must close due to an emergency, all lessons may be transitioned online for your convenience.

**DANCE/TUMBLING DRESS CODE:** As with any activity, appropriate clothing, shoes and hair etiquette should be followed as outlined in our Dress Code. Our dress code includes a black leotard, tights and dance/tumbling shoes to ensure our students learn at their maximum potential, remain safe at all times, encourage confidence and keep distractions at a minimum so that students can fully focus on their teachers and the lessons. All required items are available via our online store.

**SAFER ACADEMY POLICY:** AMA requires all staff and students to stay home when they are ill. In the event a class is unable to be held at the Academy, lessons will convert to our online learning platform with no interruption.

**LOST & FOUND:** Our Lost & Found bin is located on the top shelf of the used shoe bins in the hallway outside our 2nd Floor entrance. Please only send your child's prop bag or music bag to AMA. **DON'T FORGET TO LABEL ALL SHOES WITH YOUR CHILD'S NAME** so we can deliver your items if lost! AMA is not responsible for any lost or stolen items.

**QUESTIONS? We are here to serve you and want your experience with us to be nothing short of AMAZing! We are happy to answer any questions you have regarding our policies and programming. Please let us know what we can do for you to enhance your AMA experience!**

**AMA ACADEMY OF PERFORMING ARTS**

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**AmaClasses.com**