



"Building Community Through the Arts"

2024-2025 Dance, Tumbling & Music Policies and Procedures

COMMITMENT: AMA is a year-round Fine Arts Academy. The Season will run from August 2024 thru July 2025. 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 2025. 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: 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 by signing the "Change in Enrollment" Form or emailing us a detailed description as to why the student cannot finish the year. Approval is up to the discretion of AMA, and unless AMA approves your extenuating circumstance you will be responsible for tuition payments through July 2025. Alternatively, you may pay a "drop-out" fee equivalent to 3 months of your tuition payment at the time of withdrawal. Leaving a voice message, telling a friend, notifying a teacher or ceasing to attend class are not acceptable forms of withdrawal.

PARKING LOT SAFETY: For all students under the age of 10, parents need to come upstairs and drop your student off in class so staff members are aware of your arrival. We ask that you walk your child up, help grab a basket and change their shoes. After class is over, students will be released to their parents from the classroom door. Students will not be allowed to leave our facility without a parent.

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 2025. 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.

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 private 1:1 lessons, there are no discounts for music lessons.

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 the 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:** A Winter performance costume rental fee of \$50/costume is posted to your account on October 15, 2024. There is one costume per full-length dance/tumbling class. Costumes are *rented* by each student and must be returned in the condition in which they were distributed after the performance, but no later than December 21, 2024. If a costume is unreturned or damaged, your account will be charged an \$85 replacement fee.
- **Winter Participation Package:** On October 15, 2024, all youth students will be charged a participation fee of \$55. This fee includes digital download of the holiday performance and your holiday picture day sitting fee.

Spring Performance: Our AMA Spring Performance will be held in June 2025. Exact dates and times will be announced as soon as the venue is finalized.

- **Spring Costume Purchase:** A Spring performance costume fee of \$95/costume for dance and tumbling students is posted to your account on November 15, 2025. There is one costume per full-length dance/tumbling class. If needed, tights will be included at no extra cost. ***Spring costumes are yours to keep.***
- **Spring Participation Package:** On February 15, 2025, all youth students will be charged a participation fee of \$145. This fee includes an AMA t-shirt (personalized with all student names listed on the back!), a personalized trophy, our beautiful yearbook, a digital download of the spring performance and your spring 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 their personalized AMA t-shirt.

ALL FEES ARE NON-REFUNDABLE.

SPORTS & ARTS CAMP: In July, we offer 2 weeks of all day Sports & Arts Camp for Ages 5-12 *in addition* to regular classes. This camp runs Monday through Friday and is sold out every summer. AMA students get first chance registration and special discounted pricing with Early Bird Registration in January 2025.

PARENT'S NIGHT OUT: AMA offers several "Parent's Night Out" events throughout the year where you can drop off your kiddos for 2-3 hours and enjoy the evening out! These different themed events take place on Fridays. Refer to our AMA Calendar for specific times and fees. These events are open to the public so your friends are welcome too!

MEMBERSHIP DUES: Annual Membership Dues are \$55 per student. 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, 2025 will be included in our "VIP Roll-Over Registration" unless a "Change of Enrollment" form is completed. This means that on April 15, 2025, your yearly \$55 Membership dues will automatically be charged to the credit card on file for the 2025-2026 Season. If you wish to opt out of our 2025-2026 Season, please notify the front desk *before* April 1, 2025.

ABSENCES: Consistent attendance is vital to student progress. Please make every effort to attend each class. Plan on arriving a few minutes early to change shoes so everyone is ready for their lesson! If you or your child is going to miss class, please call us at 847-299-2233 or send us an e-mail at AmaDanceMusic@gmail.com.

If your child is absent leading up to a performance, it is up to the discretion of AMA Staff as to whether your child will be able to perform.

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. All make-up classes should be pre-approved with the front desk. On the day of your make-up class, please check-in with the front desk to receive your make-up class pass before dropping your child off.

AMA COMMUNICATES several different ways:

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

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.

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 current phone number and email are on file so you may be notified in a timely manner. If AMA must close due to an emergency, lessons *may* be transitioned online for your convenience.

DRESS CODE: As with any activity, appropriate clothing, shoes and hair etiquette should be followed. 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. No necklaces, bracelets or dangling earrings may be worn in class.

All music students must have their hair pulled back and off of their face and no bracelets worn to ensure a successful learning environment.

Please note: no gum, food or beverages (other than water) are allowed anywhere in our facility.

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 dance bag or music bag to AMA. **DON'T FORGET TO LABEL ALL SHOES WITH YOUR CHILD'S NAME** so we can notify you if any of your items are left behind. 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

216 N. Graceland, 2nd Floor

Des Plaines, IL 60016

847-299-2233

AmaDanceMusic@gmail.com

AmaClasses.com