



"Building Community through the Arts"

2020-2021 Dance, Tumbling & Music Group Lesson Policies and Procedures

REGISTER at AmaClasses.com or call at 847-299-2233

2020-2021	CALENDAR
October 12-17	Bring A Friend Week
Oct. 15	\$45 Winter Costume Rental Charged
Oct. 19-24	Parent Zoom Viewing Week
Nov. 15	\$85 Spring Costume Charged
Nov. 22-29	Thanksgiving Break – No Classes
Dec. 7-12	In-Class Dance/Tumbling Holiday Performance
Dec. 13	In-Class Music Holiday Performance
Dec. 21-Jan. 3	Holiday Break – No Classes
Feb. 8-13	Parent Appreciation Week
Feb. 15	\$100 Participation Package Charged
April 15	2021-2022 Membership Dues Charged
June 8-14	In-House Dance/Tumbling Spring Performance
June 13	In-House Spring Music Performance
June 22-July 6	Summer Break – No Classes
July 7-29	Regular Classes or Camps
July 30-Aug. 8	Fall Staff Prep Week – No Classes
Aug. 9	1 st Day of Classes for 2021-2022 Season

COMMITMENT: AMA is a year-round activity school that runs from August 1 thru the following July 31 each Season. When a student registers, their place is held in class for the entire AMA school year and are committed to attending lessons making monthly payments through July 31, 2021.

WITHDRAWING: With the ability to attend classes virtually, there should be no reason to withdraw before the season ends on July 31. 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 given in person by visiting the front desk and signing the "Class Withdrawal" Form or emailing us a detailed description as to why the student cannot finish the year. Unless a parent or guardian signs and dates the Class Withdrawal or sends us an e-mail with a confirmation response, the parent or guardian is responsible for tuition payments through July 31, 2021. Leaving a voice message, telling a friend, notifying a teacher or stopping to attend class are not acceptable forms of withdrawal.

UNATTENDED CHILDREN: For the safety of all our guests, while lobbies are closed, please do not send your child up more than 5 minutes before their class time. For students Ages 6 and under, we will send a Staff Member to the 1st Floor entrance of the building and walk the children upstairs. Your prompt arrival is very much appreciated. Parents and siblings should wait in the parking lot while classes are in session. There is a fabulous playground right behind our building to take younger siblings!

AMA RESERVES THE RIGHT TO

- reschedule or combine 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 or debit card on file for all fees throughout their stay with us. Your monthly tuition will be posted to your credit card on the 1st of each month through July, 2021. There is no exception to this policy. Your signature approving our policies will be kept on file. If registering online, you agree to our policies on the registration page when the "Register Online" button is clicked. Registration Fees, Participation Fees and Costume Fees will be charged to your credit card on the dates listed in these Policies.

Tuition payments are processed monthly. The cost of classes for the weekly season is divided into 12 equal monthly payments. If there are 3, 4 or 5 weeks of classes in a month, the monthly tuition remains the same. For July, we hold a Sports & Arts Camp for Ages 5-12 and a Frozen Fun Princess Camp for Ages 2-5. The Sports & Arts Camp is one or two full weeks (5 full-days M-F) and our Frozen Fun Princess Camp is a one-hour per week camp for 3 weeks. For the month of July, you may choose to attend your regular weekly class or, if you prefer, you may apply your monthly tuition to one of our AMAzing July Camps. You may attend both (additional tuition will be applied).

Costume and Participation packages are charged on the dates outlined at the top of these policies.

As a courtesy to our office, please report any new credit card information to the front desk immediately.

MEMBERSHIP DUES: Annual Membership Dues are \$45 per student. Membership Dues for *new* students (under age 5) are \$80 per student (which includes their beautiful 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, virtual technology and invitations to extra events throughout the year.

VIP ROLL-OVER REGISTRATION: For your convenience, all students enrolled on 4/15/2021 will be included in our "VIP Roll-Over Registration" unless an opt-out form is completed in the office before that date. This means that on 4/15/20, your yearly \$45 Membership dues will automatically be charged with the credit card on file. If you wish to opt out of our 2021-2022 Season, please stop at the desk or e-mail us *before* May 14, 2021.

DISCOUNTS: We are happy to offer all students 10% off their 2nd, 3rd and 4th Dance/Tumbling class. Because music lessons are small group or private, there are no discounts for music lessons.

LOST & FOUND AND SECURITY: Our Lost & Found bin is located on the top shelf of the used shoe bins in the hallway outside our 2nd Floor entrance. To minimize lost items, please only bring a small bag with items needed for lessons. AMA is not responsible for any lost or stolen items. **PLEASE LABEL ALL SHOES WITH YOUR NAME** so we can deliver the lost item to its owner as soon as possible! ☺

AMA COMMUNICATION works to keep you informed via:

- Regular Email, monthly Video or Email Newsletter
- Texting
- @AMAdanceandmusic on Facebook and Instagram
- Our private AMA Family Facebook page: *AMAzing AMA Student & Parent Community*

Participation and costume fees are non-refundable.

PERFORMANCE FEES: AMA Academy of Performing Arts is a performance school. 😊 It is understood that all AMA Students will participate in our WINTER and SPRING performances.

Winter Performance: The AMA Winter Performance will be in-house by class, during class time. This performance will be complete with a backdrop and props! It will be livestreamed so that your family may watch from the comfort of their homes. Mom and Dad are VIP's to this event and may watch the performance in person (social distancing of course!).

For dance and tumbling students, there is a costume fee of \$45 for the Winter Performance and is charged separately from tuition on 10/15 and *rented* by each student. Costumes must be returned in the condition they were distributed in after the performance, but no later than 12/19/20. If a costume is unreturned or damaged, your account will be charged a \$50-80 replacement fee. Tickets are not needed for this performance.

Music Students should wear their "Special Occasion Best" for both Holiday and Spring performances (dresses, dress pants and ties). No jeans, t-shirts or gym shoes.

Solo Performance Options: We will also offer a "Solo" Performance option for any families. We will schedule a 10-minute "Solo" Performance in-house where your child will be the only performer at that time (with their teacher's help as needed). Up to 6 family members may attend in person. There will be a fee of \$50 for this option.

Spring In-House Performance: You will have the option to perform this spring at our outdoor recital, weather permitting, with your group or in a Solo Performance Option as described above. There will be nominal ticketing fees incurred depending on production costs. We will also offer our wonderful Red Carpet Experience (this was VERY successful in June of 2020).

Outdoor Tour Performances: We may have the opportunity to perform an outdoor "tour" to senior living facilities. The beauty of this time in the world, is we have the opportunity to share our gifts outside our AMA Community! We can do that easily with our performances, positivity and smiles! Together, we will provide our students with our best AMA year ever, filled with GIVING and LOVE! (There will be no charge for this special tour.)

Spring performance costumes for dance and tumbling students are posted to your account separately on 11/15/20. Each costume is \$85/costume. If needed, tights will be included at no extra cost. **Spring costumes are yours to keep.**

PLEASE NOTE: If for any reason we need to transition to a virtual performance, we will make the transition as seamless and exciting as possible! If the opportunity to perform in an auditorium safely arises, we will consider it.

Participation Package: On February 15, all students are charged a participation fee of \$100 per student. This fee includes an Academy t-shirt, a personalized trophy, a yearbook and your Picture Day sitting fee. For music students, this also includes recital sheet music if applicable. All students are charged this fee whether or not they perform, as they will receive all of these special items. 😊

ABSENCES: Consistent attendance is vital to student progress. Please make every effort to attend each class. If you 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 missed classes virtually in a comparable class within a 4-week period. This is also a great opportunity to try a different type of dance, tumbling or Music FunTime class. Please contact our office ahead of time to schedule an appropriate make-up class so your link can be sent.

For private music students, your instructor will email a personalized LessonMate for missed lessons.

INCLEMENT WEATHER/EMERGENCIES: On the occasion of the Academy closing 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 list at least one phone number on your registration form that has voice mail or an answering machine 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 and TUMBLING DRESS CODE: As with any activity, appropriate clothing, shoes and hair etiquette are followed as outlined in our Dress Code Policies. Whether attending class in person or virtually, our dress code assures our students learn at their maximum potential. Dress code also keeps distractions at a minimum so that students can fully focus on their teachers and the lessons to be learned. Appropriate shoes maximize the AMA class experience, and the safety of our students. All required items are available via our "Curtain Call for Class" online store.

SAFER ACADEMY POLICY: AMA requires all staff and students to stay home when they are ill. In order to reduce community spread of the Coronavirus, we follow best practices and recommendations from our local health department and from our industry association, More Than Just Great Dancing!® AMA understands that unlike older children and adults, young children cannot be expected to maintain social distancing at all times. Therefore, AMA focuses on a hierarchy of measures beginning with keeping ill people home, followed by frequent hand cleaning and good hygiene practices, amplified sanitizing of the Academy, and curricular and facility adaptations to minimize contact where possible. In the event a class is unable to be held at the Academy, lessons will convert to our online learning platform with no interruption. *See our in-person Safer Studio™ Guidelines for more detailed information.*

QUESTIONS? We want your experience with us to be nothing short of AMAZING! We are happy to answer any questions you have regarding our policies or programming. Please let us know if we can help you in any way!

AMA ACADEMY OF PERFORMING ARTS

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AmaClasses.com