



Studio Handbook

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www.allstarsinmotiondance.com

Parent Portal: <https://app.gostudiopro.com/online/allstarsinmotion>

Can also be accessed under the Schedule and Enroll tab on the website!



About Us

All-Stars in Motion Dance Studio was created in 2018 to guide, educate, and inspire students of all ages to AIM high! We believe hard work, dedication, and passion are keys to success both in the studio and in life. Our goal is to provide a positive, safe, and encouraging environment where dancers can grow both technically and artistically. Through fun and educational classes, students build confidence, discipline, and a love for dance. We offer a variety of classes to help both recreational and competitive dancers learn, grow, and reach their goals!

Styles Offered

Ballet

The foundation of all other dance styles, ballet focuses on proper technique while teaching strength, control, and flexibility. Class combines barre work with combinations across the floor and work in center.

Pointe

For our most advanced dancers, Pointe class is a continuation of classical ballet training, involving dancing en pointe. Proper technique and strength are necessary to perform ballet steps in Pointe shoes. Class will involve time at the barre, at the center, and going across the floor.

Jazz

Based on ballet technique, jazz combines fluid and sharp movements with more upbeat and popular music. Class focuses on stretching, isolations, and technique, including turns and leaps/jumps, as well as combinations both in the center and across the floor.

Tap

A rhythmic form of dance, tap focuses on producing clear sounds from the tap shoe. Class encourages students to master classic tap moves and challenges them to move fast while enhancing their technique.

Lyrical

Building on a combination of ballet and jazz techniques, lyrical explores emotion with fluid movement. Dancers will work on extensions, control, and balance while using movement to express the lyrics and emotions of songs. The class will focus on the dancers' expressiveness and individual approach rather than just precision.

Hip Hop

With a more urban feel, hip hop combines jazz with street style to create distinct moves and rhythms. Dancers will be encouraged to stay grounded and loose in their movements. Class and routines will be inspired by current pop and hip-hop music.

Broadway

Musical theater dance is a Broadway-style jazz dance with a theatrical approach. Dancers will focus on learning proper technique while also emphasizing performance skills, facial expressions, storytelling through dance, and connecting with the audience.

Acro Fusion

A skill-based course that focuses on developing/mastering tumbling skills as well as increasing strength, flexibility, balance, mental focus, coordination, and more!

Class Enrollment & Schedules

Enrollment Information

All enrollments are done online in the parent portal. Classes with low enrollment may be rescheduled or canceled, while additional class times may be added for classes with high enrollment. Schedules may also be adjusted as needed. Dancers interested in a full class will be placed on a waitlist, with available spots filled at the studio's discretion. Enrollment remains open throughout the season as space allows, although some classes may close to new enrollment as recital preparation begins.

Class Selection & Placement

Classes in the Parent Portal are available by age. With the instructor's recommendation or approval, a dancer may be placed at a different level, and the studio will make the enrollment adjustment. With the exception of Starlings, each class focuses on a single style, and dancers are not required to take additional classes or styles. Pre-Pointe provides additional ballet training for dancers working toward pointe shoes. Placement in all Pre-Pointe and Pointe classes requires instructor approval. Once dancing en pointe, dancers must also remain enrolled in a flat ballet class.

Participation Requirements

Dancers must be enrolled in a class and have all required waivers and policies accepted before participating. Forms are completed electronically through the Parent Portal, and printed copies are available upon request. By accepting these forms, families agree to the terms and conditions outlined within them.

Class Changes

Occasionally, a dancer may need to move to a different class to better meet their needs or schedule. Dancers may change or add classes based on availability. After November 15, class changes may be limited due to costume orders and recital preparation, and cannot be guaranteed.

Withdrawing From Classes

Written notice by email is required to withdraw from one or more classes. One additional month of tuition is due following withdrawal, regardless of the date notice is received. Missing or discontinuing classes without written notice will not be considered a withdrawal. Additional financial responsibilities associated with withdrawing are outlined in the Tuition & Fees section.

Studio Calendar

AIM Dance Studio generally follows the Goodland School District calendar. However, classes may still be held on teacher in-service and work days. Please refer to the Parent Portal for the most up-to-date studio calendar.



Parent Portal

<https://app.gostudiopro.com/online/allstarsinmotion>

*Can also be accessed under the
Schedule and Enroll tab on the website!*

Attendance Policies

Regular attendance is important for each dancer's growth, progress, and safety. We understand that illness, vacations, and other activities may occasionally result in an absence. Please notify the studio by email when your dancer will miss class. Tuition is not adjusted for missed classes, and missed classes cannot be made up.



- **Illness:** To help keep our dance families healthy, please keep dancers home when they are sick or may be contagious. Dancers should be fever-free before returning to class.



- **Injury:** Injured dancers are encouraged to attend class whenever possible. We understand that participation may need to be modified, and dancers are welcome to do what they comfortably can. Even when a dancer cannot participate, observing class helps them stay connected and continue learning.



- **Inclement Weather:** AIM Dance Studio may cancel classes when weather or travel conditions are unsafe. If Goodland schools close or dismiss early due to weather, the studio will also close. Updates will be shared through the Team App and email. Weather-related cancellations are generally not made up.



- **Studio Closures:** If in-person classes cannot be held due to illness or other circumstances, online classes may be offered when appropriate. The online platform and class details will be determined as needed and communicated through the Team App and email. Online classes are considered regular classes and follow the same tuition policy.

Consistent attendance is especially important as classes prepare for recital. If absences make it difficult for a dancer to safely and confidently participate in their routine, the teacher may recommend a private lesson or adjust their recital participation. Any required private lessons are an additional charge.

Dress Code

Proper dance attire and shoes help dancers move safely and allow instructors to clearly see alignment and technique. Dancers should arrive dressed and ready for class with hair securely pulled back.

- **Dance Attire:** Wear comfortable, form-fitting dance or athletic clothing that allows for full movement. Leotards and tights are always encouraged. Jeans, overly loose clothing, and clothing that exposes the midriff are not permitted.
- **Ballet & Pointe:** Leotards and tights are required for Elite and Supernova Ballet and all Pre-Pointe and Pointe classes. Ballet skirts or fitted dance shorts may also be worn.
- **Acro:** Form-fitting athletic or dance attire is required, with leotards encouraged. Dancers participate barefoot.
- **Shoes:** Proper shoes are required for each style. Specific brands are not required. Families may order through the studio or purchase shoes on their own.
 - Ballet: Pink ballet shoes for girls and black ballet shoes for boys.
 - Tap: Black tap shoes for Starlings and all boys. Tan tap shoes for girls in all other levels.
 - Jazz: Tan jazz shoes for girls and black jazz shoes for boys.
 - Lyrical: Tan turners for all dancers.
 - Hip Hop: White Adidas 3-Stripe shoes or a similar three-stripe style. Stripes may be any color.
 - Broadway: Level 1 requires jazz shoes. Level 2 requires black 1.5-inch character heels.
- **Hair:** Hair should be securely pulled back in a bun, braid, or ponytail and kept out of the dancer's face.

Studio Guidelines

Our goal is for AIM Dance Studio to be a fun, welcoming, and positive place where every dancer feels supported, enjoys learning, and gets the most out of each class! Creating this environment takes teamwork, so we ask all dancers and families to follow the studio guidelines listed below.



Class Expectations

- Dancers should arrive on time and be ready to participate. Listening, following directions, and giving their best effort help keep class fun and productive for everyone.
- Kindness and respect are expected toward classmates, instructors, and studio property.
- Phones and other electronic devices should remain put away unless requested by the instructor.
- Dance bags and personal belongings should remain outside the classroom to maximize dance space and minimize distractions. Dancers should change shoes and be ready when class begins.
- Disruptive, disrespectful, or unsafe behavior will be addressed by the instructor and, when needed, communicated with parents. Continued concerns may affect a dancer's participation in class or the program.



Before & After Class

- **DROP OFF:**
 - Dancers should arrive no more than five minutes before class.
 - Younger dancers should be accompanied inside. Please remain with them until their class begins.
 - The studio may not be open before the first class of the evening, so please make sure your dancer is safely inside before leaving.
- **BEFORE/BETWEEN CLASSES:**
 - Dancers should wait in the lobby or Dancer Lounge until their class begins
 - Dancers should change shoes before entering class and be ready to begin.
 - Dancers are always welcome to peek in if they need something or have a question!
 - Dancers may not leave between classes without a parent/guardian's permission provided to the studio.
- **PICKUP:**
 - Dancers must remain inside until their ride arrives. Dancers should not wait outside, in the parking area, or near the street without adult supervision.
 - Please notify the studio if someone other than an approved parent, guardian, or emergency contact will be picking up your dancer or if you will be late.
- **PERSONAL ITEMS:**
 - Please label dance shoes, clothing, bags, and other belongings with the dancer's name.
 - Lost and found items are kept in the studio lobby and donated during winter and summer breaks, so please check regularly.
 - AIM Dance Studio is not responsible for lost, stolen, or misplaced items.

Studio Guidelines



Food & Drinks

- **DANCER LOUNGE:** The upstairs Dancer Lounge is the designated eating area and is available for dancers to eat meals, complete homework, or relax between classes.
 - A refrigerator and microwave are provided.
 - Dancers are responsible for cleaning up after themselves and helping keep the space welcoming for everyone. (including wiping spills, sweeping messes, throwing out trash, etc.)
 - The space is reserved for dancers and is not a family or sibling waiting area.
- Dancers may bring water in a closed water bottle to class. Food and other drinks should remain outside the classroom.
- Gum is not allowed in the studio, especially during class.



Parents & Guests

- Families are welcome to wait in the lobby. Please supervise children and help keep the area positive and reasonably quiet while classes are in session.
- Running, climbing on furniture, horseplay, and practicing dance or acro skills are not permitted in waiting areas.
- To help dancers stay focused, families should remain outside the classroom during class. The main floor studio may be viewed through the observation window.
- The restroom in the main-floor studio is reserved for dancers currently taking class there. All others should use the upstairs restroom to minimize classroom disruptions.

Throughout the season, we provide opportunities for families to see their dancer's progress and receive important studio and recital information.

- **Parents Week:** Typically held during the second week of December, Parents Week gives families a special opportunity to observe class. Photos and videos are welcome! Parent meetings will also be held to discuss studio updates, recital information, and recital participation costs. A schedule will be shared in advance.
- **Costume Distribution & Parent Meetings:** Costume distribution is typically held in March or April. Dancers will try on costumes during class, and parent meetings will provide important information about recital and Picture Week. Dancers who are absent will receive their costumes and class-specific information at a later time.

Our annual recital is an exciting opportunity for dancers to celebrate all they have learned and worked toward throughout the season by performing on stage for family and friends!

- Recital routines typically begin after winter break, and consistent attendance becomes especially important as dancers prepare for the show together.
- As the recital approaches, additional practices and/or modified class schedules may be needed.
- Dancers who do not plan to participate must opt out in writing by December 1. After this date, families may be responsible for recital participation costs that have already been incurred or committed on the dancer's behalf.
- Recital dates, times, location, and schedules will be shared once confirmed, with a detailed recital packet provided in the spring to help families feel prepared for a fun and exciting recital experience!

Communication & Staying Connected

We value open communication with our dance families! Please send questions, concerns, or important information in writing through email so we can respond thoughtfully and keep an accurate record. If you would like to speak with an instructor, please contact the studio to arrange a time. Because class schedules are busy, instructors are not available for extended conversations between classes. We do our best to respond to messages in a timely manner, but please allow time for a response outside of teaching hours.

Important studio information will be shared by email, the Team App will serve as the main source for studio news, updates, and documents, and the Parent Portal will provide access to schedules, enrollment, account balances, and payments



Parent Portal

Please keep your contact information up to date in the Parent Portal so we can reach you when needed. The Parent Portal and DSP Portal app provide access to your family's class schedule, account information, payments, studio messages, and more. The Parent Portal can be accessed through the Schedule and Enroll tab on our website, and the DSP Portal app is available in your phone's app store.

Team App

The Team App is our main source for studio updates, news, documents, and information about upcoming events and activities. Please keep notifications turned on and check the app regularly for the most current information. Access is limited to currently enrolled dancers and their families.

Studio Emails

Registered families will automatically receive studio emails and important updates. Please keep your email address current in the Parent Portal. To opt out of studio emails, contact office@allstarsinmotiondance.com. Please keep in mind that opting out may result in missing important reminders and announcements.

Social Media

Follow AIM Dance Studio on Facebook and Instagram for studio news, photos, and updates! Families are welcome to share studio posts and photos of their own dancers. Please get permission before sharing photos of other dancers or families. To respect copyright requirements, videos of performances should not be shared.



Tuition & Rates



- **Monthly Tuition:** Tuition is based on the full dance season and divided into nine equal monthly payments from September through May. Tuition remains the same regardless of holidays, breaks, weather closures, or the number of class days in a month.
- **Unlimited Rate:** Unlimited tuition is available to dancers who take more than 4 hours of eligible group classes per week. The unlimited rate is per dancer and does not apply to private lessons, ADF expenses, recital participation fees, adult classes, or other fees.
- **Family Discount:** Families with two or more dancers living in the same household receive a 10% discount on eligible group-class tuition. The family discount does not apply to private lessons, ADF expenses, recital participation fees, adult classes, or other fees.
- **Adult Classes:** Adult classes are \$4 per class and offered on a drop-in basis with no registration fee or long-term commitment. Each month's class charges are due on the 1st of the following month. For example, September classes are due October 1. Adults must register through the Parent Portal to ensure attendance and charges are tracked.
- **Paying in Advance:** Families may pay tuition and fees in advance. Full-season tuition paid by September 4 receives a 10% discount. Prepaid tuition and fees are nonrefundable, except when a class or service is canceled by AIM, and an appropriate replacement or alternative is not provided.

Group Class Tuition Rates

Total Hours Per Week	Tuition Per Month
30 min	\$35
45 min	\$45
1 hour	\$55
1.25 hours	\$64
1.5 hours	\$73
1.75 hours	\$82
2 hours	\$90
2.25 hours	\$98

Total Hours Per Week	Tuition Per Month
2.5 hours	\$106
2.75 hours	\$114
3 hours	\$121
3.25 hours	\$128
3.5 hours	\$135
3.75 hours	\$142
4 hours	\$149
Over 4 hours	\$155

Additional Fees

Fee	Amount	Due Date
Annual Registration Fee	\$50 for 1st student, \$25 for each additional family member	Sept. 1 or upon later enrollment
Recital Participation Fee (per class)	Varies per class (Final amount will be communicated in Dec.)	\$30 installment due Oct. 1 \$30 installment due Dec. 1 Remaining balance due Feb. 1
Private Lessons	\$30 per hour	Due 1st of following month

Fees & Payment Policies

- **Registration Fee:** The annual registration fee is nonrefundable and due September 1. For dancers enrolling after September 1, the registration fee is due at the time of enrollment.
- **Recital Participation Fee(s):** Rather than separate costume and recital fees, AIM uses one Recital Participation Fee that varies by class and covers costumes and other recital-related expenses. We make every effort to keep these costs as reasonable as possible. The fee is paid in installments, with the final amount communicated in December. Recital Participation Fees are nonrefundable once expenses have been incurred or committed on the dancer's behalf.
- **AutoPay:** All tuition and fees are due on the 1st of the month and are included in AutoPay. Families may pay by cash, check, or through the Parent Portal before AutoPay is processed. Any amount remaining due on the account will be automatically charged to the payment method on file on the 5th. The time between the due date and the AutoPay date allows families the opportunity to pay by another method before the automatic charge is processed. Payment plans may also be arranged through AutoPay. Families are responsible for monitoring their accounts and making payments by the listed due dates, regardless of whether they receive a payment reminder.
- **Payment Method on File:** A valid payment method must remain on file while a dancer is enrolled and until the account is paid in full. Removing or changing a payment method does not cancel enrollment or remove responsibility for charges due. Enrollment ends only when a written withdrawal notice is submitted via email in accordance with the studio's withdrawal policy.
- **Payment Methods:** AIM accepts cash, check, credit/debit card, and ACH payments. Online payments may include a convenience fee. Cash should be exact change and placed in a labeled envelope. Cash and checks should be placed in the tuition box rather than given to an instructor.
- **Account Balances:** Account charges, payments, and current balances can be viewed at any time in the Parent Portal. Accounts must be current to receive costumes and participate in studio pictures, performances, and recitals. Outstanding balances may also prevent registration for future classes. Families are responsible for monitoring their accounts and making payments by the listed due dates, regardless of whether they receive a payment reminder.
- **Declined & Returned Payments:** If an AutoPay payment is declined, a \$35 fee will be added to the account, and the family will be notified. The unpaid balance will be included in the following month's AutoPay unless paid in advance. If the following AutoPay is also unsuccessful, the dancer may not participate until the account is paid in full. The dancer remains enrolled, and all applicable charges will continue until a written withdrawal notice is received by email. Returned checks are also subject to a \$35 fee. Please contact the studio if you are experiencing a payment concern, so arrangements can be discussed.
- **Withdrawal Fees & Final Balance:** Upon receipt of a written withdrawal notice, one additional month of tuition will be charged. All other applicable charges associated with the dancer's enrollment, including those with future due dates, will also become due on the 1st of the following month, so the account can be finalized in a single payment. Families may pay the final balance before AutoPay is processed; otherwise, the full amount due will be automatically charged to the payment method on file on the 5th. For withdrawals after January 1, a \$50 drop fee per class will apply to help cover the cost of recital re-choreography. Dancers who withdraw after December 1 may remain responsible for recital participation costs already incurred or committed on their behalf, including the full cost of costumes that have already been ordered. If a costume must be shipped, a \$25 shipping fee will apply. Prepaid tuition and fees are nonrefundable.

AIM Dance Studio reserves the right to update studio policies, schedules, fees, and procedures when necessary. Families will be notified of significant changes.