



**Soul Movement Handbook & Contract  
2022-2023**

**SOUL MOVEMENT**  
*Let Your SOUL Be MOVED*

**Address:** 508B Northwood Road, West Palm Beach, FL 33407

**Email:** [smofficemanager27@gmail.com](mailto:smofficemanager27@gmail.com) \*This is the best way to contact us!\*

**Phone:** 561-888-9074

**Website:** [www.movewithsoul.com](http://www.movewithsoul.com)

**Owner & Director:** Samantha Cyprian

**Creative Director:** Darria Baker

**Office Manager:** Open

**Teachers:** Miss Elisabeth, Ms. Ashley B., Ms. Annaya, Mrs. Arielle

**Support Staff:** Ms. Ashley R., Mrs. Tenille, Mrs. Kimberly

**Office Hours:** Monday: 1 pm-5 pm (3 pm-5 pm-Available for scheduled Zoom calls/meetings as needed), Tuesday: 1 pm-5 pm, Wednesday: 9 am-3 pm, Thursday: 9 am-4 pm, Friday: 9 am-2 pm

*This handbook contains class information and the studio and student and parent expectations. All the teachers and staff at SoulMovement are dedicated to ensuring our customers have a positive experience. We look forward to making this year at SoulMovement the best and most impressive yet!*

**Studio Communication**

SoulMovement will send out a monthly newsletter and other announcements via the BAND APP and email. For the fastest and most thorough answer to any questions you may have, please contact us via email at [smofficemanager27@gmail.com](mailto:smofficemanager27@gmail.com). We will do our best to respond to all emails within 48 hours except on the weekends. We encourage you to use all available resources (i.e., our website, Facebook page, Instagram page, Parent Handbook, Band App Feed, etc.) to find readily available answers to your questions **before** emailing the studio.

**Facebook & Instagram**

Follow us on Facebook and Instagram for important information, news and promotions.

Facebook: <https://www.facebook.com/SoulMovementArtistry>

Instagram: <https://www.instagram.com/soulmovement.artistry>



## **Registration**

Registration for new and returning dancers is easy via our Parent Portal enrollment link. This can be found on our website at [www.movewithsoul.com](http://www.movewithsoul.com). Concurrent enrollment in Ballet is required for all Jazz and Modern classes. For questions regarding enrollment, please contact us via email.

## **Tuition (Monthly Investment)**

The first month's tuition plus the annual Registration & Continuing Service Fee (\$20 for the first dancer, \$5 for each additional dancer) is due at the time of enrollment. It can be paid through the Studio Director Portal. Students whose fees are not paid will be dropped from all enrolled classes. Remember that your monthly investment holds your child's spot in a class and is the monthly installment toward the full season's tuition amount. If a student is absent for any portion of a month/time, tuition for the month is still due in full. Your monthly investment will be pulled from the credit card on file on the first of each month for families with a card on file set to auto-pay (September-May). If you do not have a card on file, you must make sure monthly investments and fees are paid by the 1st of each month, no later than the 5th. Cash can be paid onsite, but arrangements MUST be made to ensure we are available to receive it and provide a receipt. A \$25 late fee will apply to accounts that have not paid their monthly investment by the 5th of the month. All payments must be up to date and the balance paid in full for a student to receive apparel or merchandise before participating in class, any special event, showcase, recital, or competition.

*\*It is the goal of Soul Movement's staff to create fundraiser opportunities etc. to alleviate costs. We will also do our best to prevent unexpected fees/costs from incurring.\**

## **Financial Commitment**

- 1 Hour of class a week-\$75 per month
- 2 Hours of class a week - \$140 per month
- 3 Hours of class a week- \$205 per month
- 4 Hours of class a week- \$265 per month
- 5 or More Hours of class a week- \$350 per month



### **Soul Movement Boutique**

Families can purchase uniform leotards, tights, ballet shoes, t-shirts, and other SoulMovement spirit items from our online SM Boutique. Please place orders promptly to allow sufficient time to receive your items and be mindful of when items are needed to ensure you have the items you need on time.

### **Attendance**

Please message your dancer's teacher via the Band App as soon as possible if your dance is going to miss class for any reason. Classes missed due to unforeseen or unavoidable circumstances can be made up within a month of the date of absence. Students are permitted to attend a class of the same or lower level for make-up. An email requesting a make-up class must be sent no later than 48 hours before the make-up class time. Tuition will not be discounted due to missed classes.

Students must attend ALL classes and rehearsals that are scheduled. Teachers are not obligated to make provisions for consistently late or absent dancers. **\*Dancers will watch class/rehearsal in the case of injury or mild illness.** Punctuality is just as important as attendance; **students must be on time and prepared for class.** Dancers should not miss more than **two of any one class** per month. Dance requires consistent, ongoing training, and dancers who regularly miss classes will not be able to perform at the same level as those who have attended all classes regularly. **Dancers who are continuously absent will NOT be allowed to perform in shows or events.**

### **Withdrawing Enrollment**

If you or your student decides not to continue with a class mid-year, we must be notified by email no later than the 5th of the month prior. Any withdrawal notifications received later than this date will still be subject to the following month's tuition payment. **All withdrawal notifications must be sent by email.** No withdrawal requests made in person to any staff of Soul Movement are considered appropriate or applicable. Any drops after January 5, 2023, will result in the remaining tuition (February-May) balance due in full.

### **Class Cancellations**

Soul Movement may cancel a class due to inclement weather or other unforeseen emergencies. We will send an email, update the BAND APP, and update our studio's Facebook/IG page. Check these outlets for the fastest and most accurate information. The canceled classes will not be rescheduled or refunded, but students can make up these classes within one month in the same or lower-level class of the same genre.



### **Parent Observation**

Parents are not permitted to enter the studio at any time during class hours unless invited by the instructor. Curtains are placed over windows to prevent distraction of our students during class and should not be pulled back for clear view unless done so by Sou Movement Staff. Remember that this is a courtesy to your dancer and all other dancers in the studio. Their dance education is of utmost importance to us. We understand that adjusting to the first few classes may be difficult for some of our Creative Movement students. We permit parents to join the Creative Movement students for the first few classes until dancers warm up to their teachers, peers, and surroundings. Parents are not permitted in Creative Movement classrooms after September 1st.

### **Classroom Expectations**

Students are to be ready to enter class on time, have used the restroom, with hair pulled back securely away from their face, and in the appropriate uniform for the class they are preparing to enter. If your student is not in the appropriate attire as stated in our studio's dress code, your student will be asked to sit out of class.

### **Dress Code**

Your dancer must follow our guidelines for dance attire and footwear for dance class. The Soul Movement dress code was created to keep your dancer safe, prevent injuries and ensure that he or she receives the best dance instruction possible. All attire required for our classes will be available to order on the Soul Movement Online Boutique.

Forgetting dancewear, shoes, proper hair, and/or students wearing inappropriate clothing is unacceptable. A uniform package (leotard & tights) and items are available for sale to ensure all students have the required attire for class.

**Creative Movement/Ballet:** Soul Movement Leotard Dress, Flesh tone tights, ballet shoes.

**Creative Movement/Tap-Jazz:** Soul Movement Leotard Dress or Soul Movement Leotard, Flesh tone tights, jazz shoes, tap shoes.

**Ballet:** Soul Movement Leotard, Flesh tone tights, ballet shoes.

**Modern:** Soul Movement Leotard, Flesh tone or black convertible tights, bare feet.

**Jazz:** Soul Movement Leotard, Flesh tone or black tights, jazz shoes.

**Contemporary:** Soul Movement Leotard, Flesh tone tights, bare feet.

**Soul Stage Prep(students who take classes with SS)/Soul Stage Company Members:** Soul Movement Black Leotard, Flesh tone tights, shoes depend on the class.

**Soul Stage Repertory:** Soul Stage Purple Basic or Racerback Leotard, Flesh tone tights, shoes depend on the class



***\*For all photo shoots, performances, and events flesh tone tights and Ballet shoes are required for dancers to participate\****

### **Student Evaluations & Level Information**

Staff and teachers at Soul Movement reserve the right to place students at the appropriate level based on the class and its content. Students aged 6yr and up will be placed in levels based on technical ability and maturity, not their age. Students are evaluated every spring, and an email will be sent with their recommendations for the following year before enrollment for Fall. Students in classes Level 1 and up should plan on spending at least two years in a level before continuing to the next level. Teachers are happy to provide additional feedback via email and help students develop and succeed in their dance goals. If, when Fall classes begin, we feel that your student has improved past our Spring recommendations, we will contact you to reassess class levels.

### **Recital Information**

Soul Movement will hold our Annual Holiday Showcase in December and the Spring Showcase in May. Each family will receive a digital information packet with detailed information before each show. We ask you to read this information thoroughly as we will not re-address the covered subjects. Recital season is incredibly busy, and we dedicate many hours to put on an incredible and unforgettable performance for your family and your dancers to remember for years to come.

### **Recital Fees**

We want your dancer's day to be as special as possible with a professional performance experience. A recital fee is charged to each student to cover fees associated with their recital/performance. The recital fee is charged to dancers performing in the Holiday Show and the Spring Recital and covers both performances.

A recital fee of :

*\$250 per dancer (1-2 Classes)*

*\$275 per dancer (3-4 Classes)*

*\$50 for each additional class/dance*

***\*10% will be deducted from sibling's recital fees\****

will be billed to your account, tuition, and any other account balance on Friday, October 14, 2022. This fee covers the theater rental for rehearsal and performances, vendors, SoulMovement teachers and staff time, and professional keepsake programs. Tickets will be available for purchase during the months leading up to the big show. More information regarding the Winter and Spring Showcases will be included in our Recital Packets that will be distributed leading up to show time. Recital fees are non-transferable or refundable.



**Finally...**

Don't forget to have fun! You'll gain a lifetime of great memories and friendships during this time together, so enjoy every second! We strive to make this the most positive and rewarding experience for our dancers and look forward to having another incredible and exciting dance season.

We are excited to Give Your Child Dance!

*Peace & Movement,*

*Ms. Samantha Cyprian & Mrs. Darria Baker*



**Please sign and return this page. Keep the Soul Movement handbook/contract for your reference.**

I have read and understood all that is expected as a dancer and dance parent with Soul Movement. I understand that these policies are created to ensure the best training and the most positive and rewarding experience. I also understand that failure to meet the conditions outlined in this contract could result in my dancer's dismissal from Soul Movement.

Dancer's Name: \_\_\_\_\_

Parent's Printed Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_