



Kids in Motion
615 Falmouth Street
Warrenton, Virginia 20186
www.inmotion-dance.com, www.in-motionsports.com
540-349-2439

Dear Families,

3/1/07

Thank you for your interest in In Motion Dance Center's Kids In Motion After-School Program. Kids In Motion is an after school program which dedicates itself to nurturing children in their academics while allowing them to explore the world of the performing arts.

Enclosed are the forms that are required to complete your child's registration. To hold your child's spot in the program, please complete and return the registration form with the annual registration fee of \$30 and your first installment of \$200. This amount is non-refundable and holds your child's spot in our program. Tuition for the program is \$200 a month for a total of \$2000.00 a year. Registration may be completed online at www.inmotion-dance.com; however, all forms must be completed and mailed or brought in to the center.

Before-school care is available from 7am and children will be delivered to their school for \$100.00 a month.

Please complete and provide the following items by August 30, 2007:

- Registration Form (included in packet)
- Emergency Medical Information and Authorization Form (included in packet)
- Parent Permission for After-School Pick-Up (included in packet)
- Signed portion of the Policies and Procedures (included in packet)
- Annual registration fee of \$30
- Tuition installment for the month of September. You may also prepay the tuition for the entire school year. \$200 a month OR \$1800.00 for the entire year if paid by 8/1/07 (a 10% savings)

Before school drop-off at the center and delivery to school is also available for \$100 a month.

Please mail the completed registration packet with all appropriate fees (please make checks payable to In Motion Dance Center to the following mailing address:

In Motion Sports and Dance Center
615 Falmouth Street
Warrenton, Virginia 20186

Pick up will begin the week of August 27, 2007, the first day of school, and end June 13, 2007, the last day of school. Dance/music classes are available for additional fees. Dance classes are discounted for students enrolled in Kids In Motion Afterschool Program. Once registered, you will receive confirmation of your child's class selection. If you have any questions please contact us at 540-349-2439.

Sincerely,

Terri L. Erwin-Fitz
Managing Director



Kids In Motion
 Registration Form
 615 Falmouth Street, Warrenton, Virginia 20186
www.inmotion-dance.com, www.in-motionsports.com

Child's Name:			Nickname (if any):
Birth Date:		Age as of 9/30/06: Years: Months:	SEX: M / F
Parent's Names:			
Address:			
Home Phone:			
Work Phone:			
Cell Phone:			
Email Address:			

Dance classes are available for a discounted rate only to Kids In Motion students.

1-45 minute class per week -\$50

2-45 minute classes per week- \$75.00

3- 45 minute classes per week- \$100.00

Please note: ½ hour private lessons in piano, flute, recorder or strings can be arranged for an additional \$15.00 a week.

- An annual, non-refundable registration fee of \$30 is required with each application.**



Kids In Motion

Policy and Procedures

Please read the following carefully, sign and return the bottom portion with your registration packet.

Enrollment

1. Tuition is based on ten monthly installments and is due on or before the first of the month. If you have pre-enrolled, your first installment payment is due upon registration and the remainder is due September 1 – May 1, 2008. The entire yearly tuition may be paid in full up front by August 1, 2007, to qualify for a discounted rate of 10% off the program. A \$20 late fee will be assessed to all accounts outstanding by the 5th of month.
2. In the event it becomes necessary to withdraw your child from the program, a written notice must be given to In Motion Dance Center at least 30 days in advance. Tuition Fees are non-refundable.
3. Pick up will begin on August 27, 2007 and end June 13, 2008. Dance/music classes begin September 10, 2007 and will end May 30, 2008. Kids In Motion will follow Fauquier County Public Schools for all closures and holidays.
4. Kids In Motion admits any qualified student and does not discriminate regardless of race, color, religion, sex, national and/or ethnic origin.

Medical

5. Keeping everyone healthy is one of our major goals. If your child is showing signs of illness or you know they were recently exposed to a highly contagious disease, please do not bring your child to class. If your child is showing signs of illness you will be asked to take them home. Some of the illnesses may include but are not limited to the following (reported from the Committee on Infectious Diseases):
 - Any illness that results in greater care than the staff can provide without compromising the health and safety of other children.
 - The child has any of the following: fever, lethargy, irritability, persistent crying, difficulty breathing, lesions, persistent cough, abundant green mucus, or other signs of severe illness.
 - Any illness that prevents the child from participating in class activities.
 - Diarrhea
 - Vomiting two or more times in the previous 24 hours.
 - Mouth sores associated with drooling unless that cause is determined by a physician to be non-infectious.
 - Rash with fever or behavior change.
 - Pink Eye – has a yellow or green discharge.
 - Impetigo – until 24 hours after treatment has been started.
 - Strep Throat – until treatment has been started for at least 24 hours.
 - Head lice until the morning after treatment has begun. Please advise our staff ASAP, this is highly contagious.
 - Chicken pox – until the after the sixth day after the onset of the rash or lesions have crusted and dried.
 - Scabies – until treatment has been completed.
 - Hepatitis A Virus until one week after the onset of the illness and jaundice has disappeared.
 - Tuberculosis, whooping cough, mumps, measles – until the physician determines the child can return.
6. No medications will be given to a student.
7. Minor accidents will be treated at the school with standard first aid procedures and reported to parents. In the case of an accident requiring medical attention, the parent will be called immediately. In the event emergency services are required, the parent will be contacted after the ambulance personnel have been contacted.

Dropping off / Picking up

8. Children must be picked up no later than 7:00pm. You may be assessed a late pick-up charge of \$5 per every ten minutes over the pick up time.

9. The child's parent(s) must pick up and drop off their child unless other arrangements have been confirmed with Kids In Motion Staff. Parents must come in to pick children up. In the event that you are having someone other than yourself pick up your child, you must notify IMDC staff and the individual must be listed on your Emergency Medical Information & Authorization Form as an approved person to pick up your child. They will be asked by the teacher to show ID when picking up your child.
10. Please ensure that your child has been fed prior to coming to Kids In Motion, we will provide a snack during class, but not a full meal.
11. If your child has a known allergy or develops a new allergy, please notify the school and the teacher immediately.
12. You must provide a phone number where you can be reached in case of an emergency. After three attempts, your emergency contact person (provided by you) will be contacted.
13. Children must wear appropriate dancewear to dance classes. Please see our handbook for dress codes.
14. In the event of inclement weather, dance/music classes may not be held. However, students may be brought to the Center as early as 9:30 am. We will have activities available to them including G-rated movies, homework assistance, games, arts and crafts and stretching exercises. If, however, the Federal Government is closed due to severe weather, In Motion Sports and Dance Center will not be open to anyone. Please check our message at 540-349-2439 if you have questions about closures.

Discipline / Behavior

15. Safety of our children is of major concern. The teacher does reserve the right to separate any child that is persistently misbehaving or not listening to the instructors from the other children especially if harming another child. Please discuss proper school time behavior and conduct with your child. Please also share any information with your child's teacher that you feel may be helpful in dealing with your child if they have a tendency to be disruptive or act out. If a child is deliberately harming him or herself or other children and will not stop, you will be called and asked to pick up your child.
16. We realize some children may have a difficult time being apart from their caregiver/parent. Every attempt will be made to engage your child upon arrival and to ease any separation anxiety including calming and comforting a crying child, however in the event that your child is uncontrollably upset for over 30 minutes, and is unable to be consoled, you will be contacted for pick-up. You may request that you be contacted sooner than 30 minutes if you desire.

Please sign and return this portion.

The undersigned hereby acknowledges that he/she has read, understands and agrees to the Kids In Motion Policies and Procedures for the 2007 – 2008 school year. In the event that the undersigned and/or his/her child does not follow the above stated Policies and Procedures, Kids In Motion (In Motion Dance Center, LLC) reserves the right to withdraw your child from the program and the undersigned may be financially liable for any intentional wrongdoing.

Must be signed by parent or legal guardian of enrolled child

date

Printed Name

Enrolled Child's Name



Emergency Medical Information & Authorization Form
2006 – 2007

Child's Name & Birth Date	
Parent's Names	
Address	
Home Phone Number(s)	
Cell Phone Number(s)	
E-mail address	
Family Physician	Name: _____ Phone: _____
Health Insurance Provider & Policy Number	
List any allergies or medical conditions	
Current medication including inhalers:	
Restrictions / Limitations on activities:	
People allowed to pick up your child (staff must be notified prior to pick up)	
People NOT allowed to ever pick up your child	
Additional comments or concerns	

In the unlikely event of emergency or in case school must be dismissed early, we will contact you at the number(s) provided. If neither parent can be reached, please list the name and number of two additional people that can be contacted and will be able to come pick up your child.

Emergency Contact #1:	Name: _____	Phone #: _____
Emergency Contact #2:	Name: _____	Phone #: _____

EMERGENCY TREATMENT AUTHORIZATION

I, _____, hereby grant Kids In Motion (In Motion Dance Center, LLC), its teachers or other employee or agent, authority to obtain emergency medical treatment for and on behalf of my child listed on this form. I authorize the providers of emergency medical care to take such steps as in their opinion are appropriate, considering the present state of medicine and in accordance with applicable standards of care.

Parent or Legal Guardian's Signature

Date



2007 – 2008 Kids In Motion Calendar

August 27

First Day of Pick-Up

September 10

First Day of Dance Classes

November 22-25

Thanksgiving Break

December 21-January 1

Winter Holiday

February 18

Presidents' Day

March 21-29

Spring Break

May 26

Memorial Day