



In Motion Dance Center

Kids in Motion
128 West Culpeper Street, Suite 200
Culpeper, Virginia 22701
www.inmotion-dance.com
540-829-2439

Dear Families,

July 1, 2007

Thank you for your interest in In Motion Dance Center's Kids In Motion Preschool program. Kids In Motion is a private preschool program dedicated to parents who desire a safe, fun, nurturing environment for their young children to develop and learn. We offer numerous opportunities including Sign Language, Creative Movement classes, Hop-N-Bop and music including, Kindermusik. We want students to learn and grow academically and physically through 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, the curriculum fee of \$50 and the first installment of \$130 for the two day program OR \$90 for the one day program. This amount is non-refundable and holds your child's spot in our program. Registration may be completed online at www.inmotion-dance.com; however, all forms must be completed and mailed or brought in to the center.

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)
- Teacher Information Form (included in packet)
- Certification of Immunization Form for the State of Virginia (included in packet -to be completed by your child's pediatrician)
- 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.
Two-day tuition: \$130 OR \$1053 for the entire year if paid by 8/1/06 (a 10% savings)
One-day tuition: \$90 OR \$729 for the entire year if paid by 8/1/06 (a 10% savings)
- Annual curriculum fee of \$50.

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 Dance Center, LLC
128 West Culpeper Street, Suite 200
Culpeper , Virginia 22701

Classes begin the week of September 11, 2006 and end June 4, 2007. Once registered, you will receive confirmation of your child's class selection as well as welcome letter. If you have any questions, please contact us at 540-829-2439.

Sincerely,
Terri L. Erwin-Fitz
Managing Director



In Motion Dance Center

Kids In Motion
Registration Form
128 West Culpeper Street, Suite 200
Culpeper, Virginia 22701
www.inmotion-dance.com

Child's Name: _____ Nickname: _____

Birth Date: _____ Age as of 9/30/2007 _____ Years _____ Months Sex M/F

Parents' Names: _____ and _____

Address _____

Home Phone: _____ Work Phone _____ Cell Phone _____

Please check which program you wish to enroll your child in:

Kids In Motion -Tots

- Child must be between the ages of 1 year 10 months and 2 years 11 months by 9/30/06
- Child may wear a pull-up for this program
- Tuition: \$90 a month
- \$50 annual curriculum fee

___ Friday AM session (9am-11:30am)

Kids In Motion- Threes

- Child must be between the ages of 3 years 2 months and 3 years 11 months by 9/30/06
- Child may wear a pull-up for this program
- Tuition: \$130 a month
- \$50 annual curriculum fee

Please indicate your first and second choice:

___ Tuesday / Thursday AM session (9am-11:30am)

Kids in Motion- Fours

- Child must be between the ages of 4 years 0 months and 4 years 11 months by 9/30/06
- Child should be potty trained (pull ups are allowed)
- Tuition: \$130 a month
- \$50 annual curriculum fee

___ Tuesdays/ Thursdays AM session (9am-11:30am)

* 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 nine monthly installments and are 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, 2007. The entire yearly tuition may be paid in full up front by August 1, 2006, 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. Classes begin on September 11, 2006 and end June 4, 2007. Kids In Motion will follow Culpeper 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 as soon as diagnosed as this spreads rapidly).
 - 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. 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.
7. No medications will be given to a student by our staff.

Dropping off / Picking up

8. Children must be picked up no later than 11:30am (AM session) and/or 3:30pm (PM session). 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 walk children and come in to pick children up. In the event that you are having someone other than yourself pick up your child, you must notify the teacher 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. Each child must bring a backpack or bag labeled with their name and contain the following items: a change of clothes (please make sure they are season appropriate), an extra pair or two of underwear / 2-3 "pull-ups" (if using), a light sweater or jacket, an oversized T-shirt or art smock.
11. 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.

12. Parents may bring in a snack (cupcakes, cookies, etc.) for their child's birthday or other special occasions. Please coordinate the time and day with your child's teacher when you are going to be bringing it in so that she may prepare accordingly and advise you of any food allergies.
13. If your child has a known allergy or develops a new allergy, please notify the school and the teacher immediately.
14. Your child must be taken to use the bathroom before you drop your child off and leave the school, and have a fresh "pull-up" on if still in training.
15. Children in the 2 and 3 year-old programs should be potty trained and able to use the toilet, however "pull-ups" ARE allowed. Children in the 4 year-old program must be fully potty trained and able to use the toilet. Teachers will escort the children to the bathroom at various intervals during class. Please bring **at least** one clean, complete set of clothing with your child to school everyday.
16. 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.
17. Children will be actively playing on the floor and moving quite a bit, and should be dressed appropriately in comfortable playwear. Please ensure your child is not wearing any easily removable jewelry or hair accessories to avoid a potential hazard.
18. In the event of inclement weather, Kids In Motion will be closed when Culpeper County Public Schools are closed. AM preschool WILL be canceled if Culpeper County Public school system has a delayed opening and PM preschool MAY be canceled if there is an early closing, please call to check. In the event that class has to be canceled for any reason, a message will be left on our answering machine. Please call and check if you are unsure if class is going to be held (540-829-2439). We also list closings on WUSA Channel 9 news and Channel 29.

Discipline / Behavior

19. 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/herself or other children and will not stop, you will be called and asked to pick up your child.
20. 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



In Motion Dance Center

Emergency Medical Information & Authorization Form 2007 – 2008

Child's Name _____ Birth Date _____

Parent's Names _____ and _____

Address _____

Home Phone # _____ Cell Phone# _____ Work Phone # _____

Email Address _____

Family Physician _____ Phone # _____

Health Insurance Provider _____ Policy # _____

List any allergies or medical conditions _____

Any current medications _____

People Allowed to Pick up Your Child _____

People NEVER allowed to Pick up Your Child _____

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 Contact #3:	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



In Motion Dance Center

Teacher Information Form

2007 – 2008

Child's Name:	Nickname:
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Parent's Name:

- How does your child feel about coming to preschool?

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- Is this your child's first experience being separated from you YES / NO
- Please describe how your child deals with being separated from you:

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- Please share any concerns you may have regarding your child attending preschool:

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- What are some of your child's strengths and favorite activities:

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- Does your child have any favorite songs or music that soothes him/her or stimulates him/her to action?

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- Does your child have any favorite books that he/she likes to have read to him/her?

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- Is your child fully potty trained? YES / NO (child must be in a "pull-up" and in training if not)
- Please share any techniques or special things you say or do when taking your child to use the restroom.

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2007 – 2008 Kids In Motion Calendar Culpeper

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



Sample Schedule—Two Day Program

9am-9:15	Circle Time—Hello Song, Weather, Calendar, Sign Language
9:15-9:30	Story Time
9:30-10:00	Puppet Theatre, Craft Time/Clean-Up
10:00-10:15	Snack Time
10:15-10:45	Letters/Numbers/Colors
10:45-11:30	Creative Movement/Kindermusik/Hop-N-Bop
11:30	Pick-Up

Sample Schedule-One Day Program

9am-9:20	Hello Song, Calendar, Weather, Sign Language
9:20-10:10	Kindermusik
10:10-10:30	Snack/Clean-Up
10:30-10:45	Storytime/Colors/Letters/Numbers
10:45-11:30	Creative Movement/Hop-N-Bop/Playtime/Dress-Up