

2026 - 2027

Christa Archibold, Co-Owner
Leah Deardorff Co-Owner
Angela Sullivan, Artistic Director

FAMILY HANDBOOK



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STUDIO INFORMATION

127 Rockingham Rd, Unit 10 & 11, Derry NH

Email: harmonymovementstudios@gmail.com

Social Media: @harmonymovementstudios

Website: www.harmonymovementstudios.com

Welcome to Harmony Movement Studios! We're so excited to have you as part of our community. We are two moms who believe in nurturing creativity, building confidence, and celebrating the joy of movement - and our own children are at the heart of everything we do. We are thrilled you've chosen to grow with us.

With gratitude,
Christa & Leah, Studio Owners

OUR MISSION

We want our studio to be a place of kindness and encouragement.

Students of all ages are expected to:

- Show respect to teachers, classmates, and the studio space.
- Listen attentively and try their best.
- Use positive words and actions to encourage peers.
- Most importantly, let go & HAVE FUN!



IMPORTANT DATES

- Classes Begin – Monday, Sept. 14th
- Studio Closures:
 - Thanksgiving Break – November 25th – 27th
 - Holiday Break – December 24th – January 1st
 - Winter Break – February 22nd – 26th
 - Spring Break – April 26th – 30th
 - Memorial Day – May 24th
- Dress Rehearsal/Recital – TBA (Late May/June)
- Classes will be held on all other holidays, unless you are otherwise notified by the director or instructor.
- If there is an early school dismissal for a reason other than inclement weather, classes will be held as usual.



INCLEMENT WEATHER POLICY

In the event of inclement weather, Harmony Movement Studios will follow the closure decisions of the local public school districts. Should the districts choose to cancel school, our studio will also be closed and notify you via the parent portal, email and social media. There will be no make-up classes per routine policy, but classes may be made up at the discretion of the instructor.

POLICIES & BEHAVIOR



General Studio Policies

- Students are not to be left at the studio for excessive time before or after class unless cleared with the a studio member in advance.
- Parent/guardians MUST come into the building to pick up their children. Students are not permitted to exit the facility without a parent/guardian.
- Families are welcome to view class progress through the waiting area window, please do not enter the room when class is being held.
- Our waiting room is designed for all to enjoy - we kindly ask that you clean up after children and help to keep the space neat for others.

Attendance & Tardiness

- Please notify the studio of absences by email, phone, or through the parent portal.
- There will be no reimbursement for missed classes.
- We do not offer make-up classes unless class is missed due to a teacher cancellation.
- Repeat absences may result in a student being pulled from an upcoming event, competition or recital. A minimum attendance level will be required.

Dress Code

- Minimal jewelry
- Hair pulled back off the face
- All-In Classes:
 - Fitted athleticwear or dancewear (leotard required for ballet to support proper alignment)
 - Specific shoe requirements (if applicable) will be emailed upon registration
- Har-Mini Classes:
 - Comfortable, moveable clothing; dance footwear not required

Code of Conduct

- Arrive on time for class (we understand there may be exceptions).
- No chewing gum in class.
- Cell phones are prohibited during class time and must be left in cubbies outside of the studio space on silent.
- All students, parents/guardians, and staff are expected to treat one another with kindness and respect at all times.
- There is a ZERO tolerance for bullying, physical shaming, gossip, or any form of negativity—whether in person or online—will not be tolerated.
- Negative or harmful comments about the studio, staff, or other students on social media are strictly prohibited.
- If a question, concern, or conflict arises, families must communicate directly with the studio staff in a respectful and private manner so that issues can be addressed appropriately.
- Violation of this policy may result in disciplinary action, including but not limited to warnings, suspension, or dismissal from the studio.

TUITION



- Tuition is divided into 10 monthly installments, running September – June.
- 1st month's tuition is due upon registration.
- Tuition is due on the 1st of each month. If payment is not received after the 5 day grace period, a \$15 late fee charge will be applied to the account.
- All fees and monthly tuition must be paid in full. After two (2) months of missed or outstanding payments, your child may no longer participate in class.
- Tuition payments must be submitted through the Studio Pro parent portal via debit or credit card. Cash and check payments must be made in person.
- There will be no paper copies of statements provided – tuition balances and monthly statements can be viewed and printed on the Studio Pro portal. We are happy to help you navigate the portal if needed!

FEES

- A \$30 one-time registration fee will be due at the start of each season, with a max of \$50 fee per family. This fee covers administrative costs, payment processing & insurance.
- A separate costume deposit will be collected for each performing class. The amount will vary based on class level and will be shared well in advance before payment is due.



HEALTH & SAFETY

Your dancer's well-being is our top priority. While our instructors take every precaution to provide a safe environment, participation in dance, yoga, and movement activities involves inherent risks.

Illnesses:

- Please do not send your child to class if they are feeling ill.
- Students must be fever-free for at least 24 hours before returning to class.

Injuries:

- If a student is recovering from an injury or medical condition, a doctor's note is required before returning to class. This ensures they are cleared for safe participation in physical activity.
- Any restrictions or accommodations provided by a medical professional should be shared with the instructor so classes can be adjusted as needed.
- If an injury occurs during class, the instructor will immediately stop the activity and provide appropriate first aid within their training. Parents/guardians will be notified, and if necessary, emergency medical services will be contacted.
- Harmony Movement Studios and its instructors are not responsible for injuries sustained as a result of normal class participation. Families acknowledge this risk upon registration and agree to release the studio from liability.
- A completed Emergency Contact Form must be on file for every student.

Emergencies:

- In the event of an injury, staff will follow standard first aid procedures and contact parents/guardians immediately. It is the responsibility of the parent/guardian to keep emergency contact information current.
- In the event of an emergency, staff will follow our established procedures and contact emergency services when necessary. Families will be notified as soon as it is safe to do so.

Food & Drink:

- Water bottles are encouraged and should be brought to every class. No tumblers.
- Small snacks are allowed but must left in bags in cubbies outside the studio space.
- Any food & beverages enjoyed in the waiting room are expected to be cleaned up.