



Policies and Procedures

Tuition is due on or before the first class of each month. Amount due is noted on the monthly newsletter distributed the last week of each month. The billing note is a courtesy only and payments are expected on time, regardless of receiving any notification.

A late fee will be charged if tuition is not received by the last class of the month. The late fee is \$10.00 per month. Arrangements can be made by calling our office at 619.206.8870.

Payments must be made by the last week in the month. If your account exceeds two months past due, classes will be discontinued until payment is received, including late fees. Payments can be made via check or online at motionandme.com. Click “Pay Online” from the homepage. (The fee for returned checks is \$25.)

Pro-rating classes may be done the first month only. We do not pro-rate for missed classes. If you feel you have an extenuating circumstance, please call our office to make arrangements.

Holidays: Our tuition is based on an average of four classes each month. Holidays are included in this average and are offset by months with five classes. Motion & Me honors the following holidays: Easter week, Thanksgiving week, Christmas week, New Years week. It has been our experience that many of the schools are closed or students are on vacation during these weeks and prefer to provide classes the 5th week of any month when most children are in attendance, and take time off when most are on vacation.

Cancelled Class: Every effort is made to send a substitute instructor to provide classes as scheduled. If that is not possible, we will make up the class and a notice will be posted at school notifying parents. If this is impossible or your child is unable to attend the make-up class, your account will be credited.

Registration Fees: The annual \$15.00 fee per family is collected each September for on-going students and upon enrollment for new students.

Vacations: Each student will be credited one week’s vacation time. Please notify us when you will be using your vacation credit.