



2019-2020 Policies and Procedures Guide

281-256-7888

www.SteppinTimePAC.com

Located at: 16522 House & Hahl Ste. B
Cypress, Tx 77433

Welcome!

Steppin' Time Performing Arts Center is dedicated to providing the most well rounded dance education in Cypress. We support our students with a fun, inviting and exciting atmosphere and opportunities for them to grow as performers and young people. We are excited to have you in our Steppin' Time family!

We are providing you with this Policies and Procedures Guide in order to serve you more efficiently. We hope that you will refer back to this guide as a reference for your family's involvement here. If you still have questions after going through the guide, please do not hesitate to contact us. Your support is greatly appreciated. We are looking forward to a great year!

Hours

The studio office is open 4:30-8:30 pm Monday through Thursday, 5-7:30 on Friday during the dance season (August 19- June 1), excluding holidays.

You can call the desk at 281-256-7888.

Visit our website at www.SteppinTimePAC.com

Email us at SteppinTimeDance@gmail.com

2019-2020 Dance Calendar

August 19	Classes begin
September 2	Studio closed for holiday
October 31	Studio closed for holiday
November 4-9	Recital Reveal Week
November 25-30	Studio closed for holiday
Dec 20- Jan 5	Studio closed for holiday
January 6	Classes resume
January 20	Studio closed for holiday
March 7-14	Studio closed for Spring Break
March 23-28	Dress Rehearsal during class
April 10-12	Studio closed for holiday
April 14-16	Pictures- no classes
May 9/ 12-14	Studio rehearsal- no classes
May 23-25	Studio closed for holiday
June 2-5	Stage Rehearsal- no classes
June 5-7	Recital , location TBA

Inclement Weather: Please watch our website, Facebook or Instagram and your email for announcements or weather closures. Weather closures may be made up in another age/level appropriate class through April 3, 2020.

Enrollment

Registration can be completed online or in person, by completing an information form, signing an enrollment agreement, choosing classes and paying the necessary fees. By signing the enrollment agreement you are acknowledging that you understand your monthly installment charges as well as the procedure for discontinuing classes. The registration fee is good for August of this year through recital, and is non-refundable.

Monthly All-Inclusive Payments

Steppin Time uses an all-inclusive pricing structure, averaging all costs for the year, including events, recital, costumes and tickets into one simple payment of enrollment plus 9.5 installments. Fees do not change due to holidays or absences and there are no more required fees through the school year session.

Payments are based on a 36 week season, including performance rehearsals. You are not paying for holidays, just paying an average each month. We do not issue any refunds or credits in the case of absences. Absences may be made up in another age/level appropriate class through April 3, 2020.

Payment Methods

Monthly installments are due in full on the 1st day of every calendar month. We accept payments by credit card and check only. All accounts must have a credit card on file, but may pay by check before the 1st of the month to avoid the card being charged. If you pay with check, before the 1st, you may take a \$5 discount.

Communication

Keep up with Steppin' Time news through our monthly newsletter, which will be emailed to each family; our Facebook page; signage throughout the studio. For last minute information we will use email and text messages. Please make sure we have the appropriate email and a phone number that can receive texts. If you notice you don't receive email from us, please check your spam mail and let us know!

Classroom Guidelines

- Please be prompt to class! If you arrive late, enter the room quietly, quickly put your shoes on and join the rest of the group.
- Do not enter the classroom before the teacher.
- Always be respectful and courteous to teachers, other students, parents and everyone.
- No food, drink, or chewing gum in the dance rooms!
Only water bottles are allowed.
- No cell phone usage in dance rooms. Turn your cell phone off before class! Teachers may take up phones if they are a persistent problem, and return them at the end of class.
- Dress appropriately. Students not dressed for class will not be allowed to participate in class that day.
- Older dancers should wear a cover up when entering and exiting the studio.

Parent Guidelines

- We appreciate you supporting your dancer by arriving on time and ensuring they have everything they need for class.
- Check your young child's dance bag and remove any extra toys or distractions.
- Please enjoy the lobby windows, but do not take long videos through the window.
- Parents are not allowed in the dance rooms unless invited by the teacher.

- Please do not communicate with students through the window or by opening the door.
- Always be respectful and courteous to teachers, other students, parents and everyone.
- Please use headphones for yourself and siblings while on a phone/iPad/device.
- Keep conversation volume to a minimum and always use appropriate language.
- Please clean up after any snacks you may consume in the lobby!
- If your dancer had a hard day during class, feel free to approach the teacher to brainstorm ideas for a better day next time.

Special Needs/ Medical Needs

We are glad to welcome children of all abilities into our dance classes. Please let the teacher know before class what your child's needs are and if they might need additional attention. Knowledge is power and we want to provide the best environment for all our dancers!

Dress Code

All Classes: If a student is not dressed properly, they will be asked to change or observe class instead of dance.

Hair should be worn neatly and secured off the face.

All **dance shoes** should be in good condition for your safety and the safety of other dancers.

A note on modesty... We strive to maintain a family friendly environment and expect student dress to reflect this. Shorts should have a minimum 4 inch inseam and tights should be worn in classes as dress code states below. Midriff tops are acceptable where tank tops are allowed, but bra tops are not - the difference being material underneath the bust line. Many older students should be wearing a sports bra under their dance clothes and if they are tugging at their leotard during class, it is likely too low cut.

Ballet/Tap combo classes: Leotard and tights of any color. Students may wear a skirted leotard or a skirt over their leotard, but no large tutus please! Tights either need to be footed, or socks are required for tap shoes.

Pink leather ballet shoes, with elastic over the insole. Teachers will cut the cinch strings, they may not be worn in a bow.

Black patent leather tap shoes- with Velcro or elastic. If your child's shoes have ties, ask the desk for elastic to replace it.

Ballet: Leotard of any color with pink tights. Pink leather ballet shoes with an elastic strap sewn across the insole. Short ballet skirts are also permitted by some teachers. Some canvas ballet slippers are okay- teacher approval required.

Pointe: Instructor must approve shoes before sewing on ribbons.

Jazz/ Contemporary: Leotard or tight fitted tank top of any color with any color tights, and jazz pants, or spandex shorts.

For jazz- Tan slip on jazz shoes with rubber split soles.

For contemporary- Tan canvas half sole shoes.

Tap: Any dance or athletic attire. Students in ballet/tap combo should have black patent leather tap shoes. Students 2nd grade and older, and pre-comp students, should have black oxford style tap shoes, "jazz taps," with a hard sole.

Hip Hop: Any dance or athletic attire. Absolutely no denim! Students should have a dedicated pair of tennis shoes for dance class- NOT the shoes they wear to school. This is very important to help keep our floor clean! Footwear for recital will be announced at costume days.

Rising, Lucky & Shooting Star rehearsal: Leotard of any color with TAN tights, BLACK spandex shorts and tan jazz shoes.

Picking up your Child

Your child's safety is our utmost priority. In the instance that someone else has to pick your child up, please call to notify us of the situation or let the teacher know before class. Furthermore, we encourage carpooling, but please make sure your student knows who they are to leave with.

At the end of class your child will be released to our waiting area. Please be prompt in picking your child up. If you are more than 15 minutes late, a \$25 fee will be charged to your account.

You must come inside to pick up your child under the age of 11. Teenagers are asked to wait inside, but will be allowed to leave once they have seen you in the parking lot.

Recital

Steppin' Time Performing Arts Center holds an annual dance recital at the end of the spring semester, approximately one week after school ends. All dance classes (except leaps and turns and company technique) will perform. Ballet/tap and Ballet/jazz combo classes will perform 2 dances in recital.

The recital is an integral part of a dancer's development and a great way for friends and family to celebrate the hard work and accomplishments of their dancer. Our staff works tirelessly making sure that all classes have original choreography and professional costuming that fit the age ability and personality of the class. We weave performance lessons throughout the spring and provide a series of informal performance practices to introduce students to audiences and lead them to fantastic success on the "big stage". We are so proud of each and every one of our students' accomplishments in the big show!

Date and Location- Our 2020 recitals will be the weekend of June 5-7. We hold our recital in a high school auditorium and as soon as we receive confirmation of location from the school district, we will pass that information on through the newsletter.

Tickets. Each student is automatically given 6 tickets to recital. Families may request more tickets at no charge. Tickets to the recital are limited due to fire code.

Costume and Music Reveal- November 4-9

Teachers will invite parents in to at the end of class to reveal the music and costume for each class. Every class performs a different dance with their own costume and combo classes perform 2 dances with different costumes. All accounts must have a \$0 balance through November's installment in order for costumes to be ordered.

Costume Pass Out/ Mandatory Dress Rehearsal-

March 23-28

We will have costumes packaged and ready to hand out on this day. Parents will attend class with their dancer, be prepared to dress them in the costume and attempt the hair style. We will use this time to check fit of costumes, make decisions on how the costume will be worn and to fix any problems. Late order costumes may not be available, but we will notify you ahead of time.

Recital Information Guide

Another information link will go out in March 2020 with details about the show and rehearsals. This will list what class is in what show and will detail per show when rehearsals are, when the show is and all necessary information about rehearsals and show day.

Mandatory Studio rehearsal- May 9/ 12-14, held at the dance studio. In order to familiarize everyone with the order of the performance, the speed at which we run the performance, and for the students to practice backstage, performance and audience skills, we will run a rehearsal at the dance studio, in the order of the show. Normal dance clothes are to be worn- NO COSTUMES! Only a few volunteer parents may stay. All pre-school parents should stay.

Mandatory Stage rehearsal- June 2-5, at the auditorium. In order to familiarize students with the stage before the big show, we will run the show in order with all sound and lights like the big day. Normal dance clothes are to be worn- NO COSTUMES! Parents are welcome to stay during this rehearsal.

Dance Company

The Steppin' Time Dance Company is a select group of dancers who are chosen through teacher recommendation and an audition. The dance company learns additional dances, have added class times to rehearse these dances and will perform them throughout the community and at local dance competitions. Dance company members have class, attendance and summer

requirements above that of other students. Auditions are held only in the Spring of the previous year. If you wish to join the dance company in the future, please speak to your teacher!

Missed Classes

For each child's safety and comfort as well as those of our instructors, we cannot allow sick children to attend class. A child who becomes ill will be isolated and the parent notified to promptly pick him or her up. If you know in advance you will miss a class, please notify our office. The office will be able to inform you of the availability of another class in which you may make up the missed class if you wish. Make-up classes must be used by April 3.

Any student missing more than 4 classes in April- June may be asked to step out of the recital dance. No special classes will be scheduled for individual absences. If your child falls behind, especially near recital, your instructor may approach you about scheduling a help session at additional cost. You may approach the instructor about this at any time.

Discontinuing Classes

We assume you are currently enrolled through the recital date unless you notify us otherwise. We understand that situations may arise and cause your dancer not to finish the year but the parent must submit a termination of enrollment letter to the office or through email. No payments will be refunded. Please be aware that re-enrollment will require the payment of another registration fee and we cannot guarantee your child's spot in the same class.

Students who do not show up to class for more than 3 consecutive weeks, without notifying the office or teacher in writing (email), may be dropped from their class and their spot filled by another dancer.

Thank you for reading...

We hope this information in this guide has been helpful and addressed any questions you had. If you have any other questions, please feel free to contact us.