



2021-2022 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 Friday during the dance season (August 16- May 30), excluding holidays.

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

Visit our website at www.SteppinTimePAC.com

Email us at SteppinTimeDance@gmail.com

2021-2022 Dance Calendar

August 16	Classes begin
September 6	Studio closed for holiday
November 8-13	Recital Reveal Week
November 22-26	Studio closed for holiday
Dec 20- Jan 2	Studio closed for holiday
January 3	Classes resume
January 17	Studio closed for holiday
March 14-19	Studio closed for Spring Break
March/April	Dress Rehearsal during class
April 12-14	Pictures- no classes
April 15	Studio closed for holiday
TBD	Studio rehearsal- no classes
May 27-30	Studio closed for holiday
May 31-June 2	Stage Rehearsal- no classes
June 3-4	Recital, location TBD

Inclement Weather: Please watch our website, Facebook or Instagram and your email for announcements or weather closures. Weather closures may be made up with a virtual class.

Enrollment

By signing the enrollment agreement, you are acknowledging that you understand your monthly installment charges, agree to automatic payments, and understand 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 monthly installments. Fees do not change due to holidays or absences and there are no required fees in addition to the installments through the school year session.

Payments are based on a 36-week season, including performance rehearsals. You are not paying for holidays, but paying an average each month. We do not issue any refunds or credits in the case of absences. Absences may be made up through virtual classes.

Payment Methods

Monthly installments are due in full on the 1st day of every calendar month and will be charged automatically to the card on file unless a check has already been received. All accounts must have a credit card on file.

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!

Please direct all questions to the studio through email, phone or in person. Do not contact individual teachers about studio information outside of class time.

Classroom Guidelines

*Please see attached Covid 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.
- Only water bottles allowed in class. No food, drink, or chewing gum in the dance rooms!
- 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.

Parent Guidelines

*Please see attached Covid 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.
- Take young dancers to the restroom before class.
- Do not enter the dance room unless invited by the teacher.
- Always be respectful and courteous to teachers, other students, parents and everyone.
- Pick up promptly at the end of class.

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 teach students to both love and respect their bodies. Tights should be worn in classes implied below and where tights are not required, shorts should have a minimum 4-inch inseam. 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 for their comfort and lack of distraction.

Ballet/Tap combo classes: Leotard and tights of any color. Students may wear a skirted leotard or a skirt over their leotard. Tights either need to be footed, or socks are required for tap shoes.

Pink leather ballet shoes, with elastic over the insole. The cinch strings should be trimmed and tucked into the shoe, 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. Socks should be worn OVER tap shoes to enter the building.

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 leggings, or spandex shorts.

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

For contemporary and lyrical- Tan canvas half-sole shoes

Tap: Any dance or athletic attire. Absolutely no denim! 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. Students should not wear tap shoes out of the building.

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.

Recital

Date and Location- Tentative June 3-4, 2022 at Cy-Woods High School

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.

Performance 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 day. We are so proud of each and every one of our students' accomplishments!

*Subject to change due to pandemic conditions. We are committed to providing a safe performance and will keep you informed of changes ASAP.

Costume and Music Reveal- November 8-13

Learning what song you're dancing to and what your costume will look like is very exciting for dancers and parents alike! Every class performs a different dance with their a unique costume and combo classes perform 2 dances with different costumes. Students will learn their music and costume in class while parents will receive an email. 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/April

We will have costumes packaged and ready to hand out on this day. If restrictions allow, 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 2021 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.

Studio rehearsal- TBD, 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 except ALL pre-school parents should stay. *May be cancelled if pandemic conditions deem it unsafe to gather this many children in the studio.

Mandatory Stage rehearsal- May 31-June 2, 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.

Recital

Specific information about your child's performance, including location, time and expectations for students, parents and audience will be found in the Recital Information Guide.

Tickets.

Tickets are included in your monthly fees but may be limited due to fire code restrictions or pandemic conditions. More information will go out closer to the performance

Videos

Our recital is professionally videotaped and an electronic copy is provided to each family as part of your monthly fees. This will go out in email several weeks after the performance.

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, we appreciate you notifying our office. Absences may be made up with a virtual class.

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.

COVID-19 Protocols & Guidelines

As of July 30, 2021

1. Students and parents are permitted in the building ONLY during class time. Please do not arrive more than 5 minutes early and please be prompt to pick up your dancer.
2. Please take advantage of the hand sanitizer at the door and around the studio.
3. Teachers will continue using distancing techniques for most of class.
4. Students may wear a mask at parent's request. Please speak to the desk AND the teacher so that we can support this decision.

Possible Increased Protocols

*If at any point in the year, Harris County returns to Threat Level 1 or "Red", there is a local or school outbreak, or CDC guidelines change, we will additionally implement the following guidelines. You will be notified by text, email and signage on the door should this occur.

1. Students should wait on the sidewalk for a Steppin Time employee to call their class inside.
2. Students ages 6 and older will enter the building alone. Parents may wait in the car or leave during class time.
3. One parent per child age 5 and under is welcome to wait in the lobby during class. Physical distancing should be maintained at all times.
4. Unvaccinated adults are requested to wear a mask while in the building.
5. Please arrive 10 minutes before the scheduled end time of class. Students will be released 3-5 at a time and escorted to the sidewalk with a Steppin Time staff member for parents to pick up.
6. We reserve the right to make changes to these protocols according to CDC guidelines.

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.