



2024-2025 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 high level and well-rounded dance education in Cypress, Tx. We support our students with an inviting, encouraging atmosphere and opportunities for them to grow as performers and young people. We are excited to have your family at Steppin' Time!

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

Office hours 4:30-8:30 pm Monday through Friday

August 19- June 2, excluding holidays.

Call the desk at 281-256-7888.

Visit our website at www.SteppinTimePAC.com

Email us at SteppinTimeDance@gmail.com

2024-2025 Dance Calendar

August 19	Classes begin
September 2	Studio closed for holiday
October 31	Studio closed for holiday
November 11-15	Recital Reveal Week
November 25-29	Studio closed for holiday
Dec 23- Jan 5	Studio closed for holiday
January 6	Classes resume
February 14-17	Studio closed for holiday
March 9-15	Studio closed for Spring Break
March/April TBD	Costume Pass Out during class
April 18-21	Studio closed for Easter
April 22-24	Pictures- no classes
May 5-8	Studio rehearsal- no classes
May 26	Studio closed for holiday
June 3-June 6	Stage Rehearsal- no classes
June 6-7	Recital , location TBD

Inclement Weather: We will send announcements about necessary weather closures through email and text. We do not offer make-up classes for weather closures.

Enrollment

By signing the enrollment agreement, you are acknowledging that you understand your monthly installment charges, from September 15 through May 15, agree to automatic payments, and understand that you must contact us to discontinue classes prior to June 7, 2025. The enrollment 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 in-studio events, recital, costumes and tickets into one simple payment of enrollment plus 10 monthly installments, August (included with enrollment) through May. 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.

What is not included? Class attire and shoes, optional photographs, additional merchandise

Payments are based on a 35-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.

Payment Methods

Monthly installments are due in full on the 15th day of every calendar month and will be charged automatically to the card on file unless a check has already been received. When the 15th falls on a Sunday, we will charge on Monday the 16th.

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 or promotions folder 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.

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.
- Take young dancers to the restroom before class.
- Never enter the dance room or open the door unless invited by the teacher.
- If your child needs to leave class early, please alert the front desk and we will retrieve them from class.
- Always be respectful and courteous to teachers, other students, parents and everyone.
- Pre-k parents should stay on premises for the duration of class.
- Pick up promptly at the end of class. \$25 fee will be charged for each pick up past 15 minutes and multiple instances may result in termination of enrollment.

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.
- No cell phone usage in dance rooms. Turn your cell phone off before class and leave with your belongings in a cubby. Teachers may take up phones, if they are a persistent problem, and will return them at the end of class.
- Dress appropriately. Students not dressed for class will not be allowed to participate in class that day.

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. Tights and leotards are available for purchase at the front desk.

Hair should be worn secured off the face- ponytail, braids, bun, etc.

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. Optional dance skirt or skirted leotard. Tights either need to be footed, or socks are required for tap shoes.

Pink leather ballet shoes, with elastic over the insole and elastic instead of a drawstring.

Black patent leather tap shoes- with Velcro or elastic. If your child's shoes have ribbon ties, we will replace them with elastic.

Ballet/Jazz combo classes: Leotard and tights of any color. Optional dance skirt or shorts.

Pink ballet shoes (leather or canvas), with elastic over the insole and elastic instead of a drawstring.

Flesh tone slip-on jazz shoes with rubber split soles. If you would like to choose from a variety of skin tones, please visit Dance Trends on Memorial Drive or ask for assistance at The Dance Bag.

Ballet: Leotard of any color with pink tights. Pink leather or canvas ballet shoes with an elastic strap across the insole and elastic instead of a drawstring.

Pointe: Instructor must approve students for pointe and shoes before sewing on ribbons.

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

For jazz- Flesh tone slip-on jazz shoes with rubber split soles.

Contemporary and Lyrical will dance barefoot.

If you would like to choose from a variety of skin tones, please visit Dance Trends on Memorial Drive or ask for assistance at The Dance Bag.

Tap: Any dance or athletic attire. Absolutely no denim! Do not wear tap shoes on concrete.

Students in ballet/tap combo should have black patent leather tap shoes.

Students 2nd grade and older should have black lace up tap shoes, 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- black and white converse recommended.

Company rehearsals and Leaps and Turns:

Leotard of any color with TAN tights, solid BLACK spandex shorts and tan jazz shoes.

Recital

Date and Location- June 6-7, 2025 at a local high school (TBD)

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 extra technique classes for upper level students) 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!

Costume and Music Reveal- November 11-15

Learn what song(s) your dancer will perform to and what costume they will wear. All accounts must have a \$0 balance through November's installment for costumes to be ordered.

Costume Pass Out - March/April

We will have costumes packaged and ready to hand out on this day. Parents will attend class with their dancer to try on the costume. 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 have arrived by this date, but we will notify you ahead of time if that is the case.

Studio rehearsal- May 5-8, held at the dance studio.

In order to familiarize students with what show day will feel like, expectations for back stage and taking the stage and allow them to perform for a bigger audience and see more dances, we will run a rehearsal at the dance studio. These rehearsals are organized by show, and a schedule will be released in March. Normal dance clothes are to be worn- NO COSTUMES! Only a few volunteer parents may stay except ALL pre-school parents should stay.

Mandatory dress rehearsal at the theatre- June 3-6, at the auditorium.

It is important for students to experience the stage before the big show. Each class will have an assigned rehearsal time and all parents should plan to stay.

Recital Information Guide

Another information link will go out in March 2024 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.

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.

We only offer make-up lessons through December of the dance year.

If your child falls behind, especially near recital, your instructor may approach you about scheduling a private lesson at an additional cost. You may approach the instructor about this at any time.

Discontinuing Classes

We assume you are currently enrolled through the June recital 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.