



2026-2027 Policies and Procedures Guide



Welcome!

Welcome to Steppin' Time Performing Arts Center! We are dedicated to providing high level and well-rounded dance education in Cypress, Tx. We support our students with an inviting, encouraging atmosphere with 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 17- May 31, excluding holidays.
Hours vary in summer.

Communication

Call the desk at 281-256-7888.
Visit our website at www.SteppinTimePAC.com
Email us at SteppinTimeDance@gmail.com

We use email as our primary means of communication.
Text messages will be sent with last minute information and reminders.
We rarely use either of these for promotional purposes, so please make sure you are receiving both!

Follow our facebook and instagram pages for updates and fun goings on around the studio!

2026-2027 Dance Calendar

August 17	Classes begin
September 7	Studio closed for holiday
October 9-18	Studio closed for holiday
October 31	Studio closed for holiday
November 9-13	Recital Reveal Week
November 23-29	Studio closed for holiday
Dec 21- Jan 3	Studio closed for holiday
January 4	Classes resume
January 18	Studio closed for holiday
March 15- 21	Studio closed for Spring Break
March 26	Studio closed for holiday
March/April TBD	Costume Pass Out during class
April 19-22	Pictures- no classes
May 10-13	Studio rehearsal- no classes
May 31	Studio closed for holiday
June 1-June 4	Stage Rehearsal- no classes
June 5	Recital , location TBD

Inclement Weather: We follow CFISD decisions for weather closures. We do not schedule make-up classes for weather closures.

Dress Code

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.

Girls dress code-

Ballet/Tap combo classes: Leotard and tights of any color. Optional dance skirt. Tights either need to be footed, or socks are required for tap shoes.
Pink leather ballet shoes, with elastic over the insole and no drawstring.
Black patent leather tap shoes- with Velcro or 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, drawstrings knotted and cut short.
Flesh tone slip-on jazz shoes with rubber split soles. A variety of skin tones are available at dance retailers

Tap: Any dance or athletic attire. Absolutely no denim!
Students 2nd grade and older should have black leather tap shoes, with a hard sole.
Do not wear tap shoes on concrete.

Hip Hop: Any dance or athletic attire. No denim! Students should have a dedicated pair of tennis shoes for dance class. All white sneakers will be worn for recital.

Teen Jazz & Contemporary/Ballet: We recommend that dancers wear a leotard and tights or tank top with leggings for ease of movement and to help the teacher give proper corrections. However, students may wear any athletic attire they are comfortable in.

Jazz: Flesh tone slip-on jazz shoes with rubber split soles. A variety of skin tones are available.

Contemporary/Ballet: flesh tone, canvas half-soles. Also known as “turners” or “pirouettes”.

Boys Dress Code-

Ballet/Tap or Ballet/Jazz combo classes, Teen Jazz, Contemporary Ballet:

Basketball shorts, athletic fit shirt. Socks are recommended for tap shoes.

Black leather ballet shoes, with elastic over the insole and no drawstring.

Black lace-up or slip-on tap shoes.

Black slip-on jazz shoes.

Hip hop: Any athletic attire. Students should have a dedicated pair of tennis shoes for dance class. All white sneakers will be worn for recital.

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

Dance attire and shoes are available for purchase at the front desk.

Enrollment & Payments

Monthly installment charges are due at the time of enrollment and every month following through May 15, 2027.

The enrollment fee is good for August of this year through recital and is non-refundable.

We require every account to have a card on file for automatic payments. The card on file will be charged on the 15th of every month unless prior payment has been made.

Payments are based on a 35-week season, including performance rehearsals. You are not paying for holidays, but paying an average each month.

We assume all dancers are enrolled through recital on June 5, 2027. You must contact us prior to the 15th of the month to discontinue classes.

Fees do not change due to holidays or absences. We do not issue any refunds or credits in the case of absences.

How All-Inclusive Payments Work

Steppin Time uses an all-inclusive pricing structure, averaging most costs for the year, into one simple payment of enrollment plus 10 monthly installments, August (included with enrollment) through May.

Payments include in-studio events and rehearsals, recital performance fees, costumes, professional video of the show and 6 tickets per dancer.

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.

Studio Guidelines

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!

Recital

Date June 5, 2027

Location- a local high school (TBD)

What? An end of year performance to celebrate all your dancers' hard work.

Who? All classes will perform. Ballet/tap and Ballet/jazz combo classes will perform 2 dances in recital.

Why? 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!

When will we learn more?

November 9-13 Costume & Music Reveal!

Learn what song(s) your dancer will perform to and what costume they will wear.

March 2027- Recital Information Guide sent out to families

Another information link will go out with details and schedules about the show!

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 asked to sit 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.

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!