

Welcome to Step by Step School of Dance!!

Welcome back to Definitive Dance. Studio classes begin Monday, September 10th. SBS staff is excited to welcome everyone back from summer, and we are all anxious to celebrate a fabulous year! We are so excited for the new families we have joining us, and we are thrilled to be adding some great new teachers and assistants to our faculty this year. Make sure to introduce yourselves and say hi to these wonderful friendly and talented faces joining the SBS Family .. We are going to have an amazing school year and we cannot wait to see what is to come.

Please read through the following information below and make sure you are familiar with our **Studio Policies**. We will be sending out monthly newsletters with important information through DSP (the site you registered from) for families and dancers, as well as posting these newsletters to the **News** page of our website. **WE LOVE TO BE GREEN SO WE ARE NOW OFFICIALLY A PAPERLESS STUDIO! PLEASE READ THE NEWSLETTERS SO YOU ARE CURRENT ON ALL ACTIVITIES RELATED TO SBS DANCE!** We have limited office hours throughout year to keep operations cost low which keeps tuition costs lower. If you have any questions, please feel free to email SBSdance01@gmail.com for the quickest response. Our website is also a great tool for all information regarding SBS.

Studio Policies

Schedule & Yearly Registration

All participants are asked to be respectful and courteous to all instructors, parents and other students. Classes run from September through the recital in June. **We will start classes on September 10th**, to give students one week to get back in the swing of things with school. We have found this to be an easier transition for dancers young and old.

Children should be dropped off **no more than 10 minutes early** for their scheduled class and picked up immediately after class. Children under 9 must be supervised by a parent until their class begins and a parent should come into the building and get them.

- We will follow the official Lake Orion High School schedule for holidays and designated time off. (See last page for important dates)
- Each year, a registration fee of \$15.00 per student will be required.

Dance Attire & Shoes

Students are expected to wear dance attire to class. Students should wear pedestrian attire over their dance wear to and from class. **NO JEANS, SKIRTS, T-SHIRTS, SWEATERS or SWEATSHIRTS, are allowed in class.** If the weather is cold it is okay for students to wear dance warm-ups including legwarmers, leggings, or form-fitting sweaters until their muscles are warm.

- **All hair must be up off the face and neck in a ponytail, bun, French twist, or similar style.**
- **No hats or bandanas please.**
- **Dance shoes are not to be worn outside.** Please remember even the quick jump from the car can hurt the life of your shoes as well as cause destruction to our expensive dance floor.
- Hip-Hop students are allowed to wear comfortable and loose-fitting apparel and socks (please, no jeans of any kind).
- No dangling jewelry or watches and no chewing gum is allowed in the studio.

Listed below is the color requirement per class. Tank tops may be worn over leotards. (Please, no jeans or baggy clothing).

- Preschool- Pink
- Petite - Purple
- Jr- Blue
- Pre-Teen - Burgundy
- Teen, and Competitive Students- Black
- Competition Ballet Technique: Ballet shoes, leotard, and pink tights are required.

PLEASE, No Street shoes on the dance floor. Below is the list and color of shoes needed for each class.

- Ballet- Pink Ballet shoes (split sole for dancers over 7 years old and competition)
- Tap – Black leather tap shoe (tie or slip on)
- Jazz – Tan/Carmel leather split sole jazz shoe (slip on)
- Hip-Hop – Wait for instructor instructions.
- Lyrical/Contemporary- Turners

Costumes

Students will be required to purchase at least one costume for the annual dance recital. **A \$35 per costume deposit is due by November 30th.** This will allow Step by Step time to place the order early enough to guarantee delivery by picture day.

- All costume deposits and balances are non-refundable.
- The remaining costume balances are due by March 30th.
- A \$10.00 late fee will be assessed for all missed/late payments

Pictures

Picture day will be scheduled in late May/early June of each year. This will allow students to get a picture with their entire group, as well as individual pictures in costumes of their choice.

- Package and individual pricing will be provided prior to the scheduled date.

Annual Recital

An **annual recital will be held in in June**. A dress rehearsal will be scheduled prior to the recital. This will allow students the opportunity to prepare for the recital and perform their routines in full costume and make-up.

- Recital tickets will go on sale prior to the recital date and will not be pre-assigned seating. Tickets are non-refundable

Severe Weather

In the case of severe weather, dance classes may be cancelled. **Announcements will be made on the Step By Step School of Dance Facebook page and through email and text.**

- We do not provide makeups or refunds for classes cancelled due to weather.
- All morning class cancellations will coincide with the Lake Orion School District cancellations.
- For afternoon and evening classes, please check your email or Facebook after 2pm to determine if your class will be held.

Parent Viewing

Parent viewing will be held four times during the year, dates are located on last sheet. Since students are distracted with people in the studio, we invite parents to come only on parent viewing days and no other time throughout the year unless their instructor invites you in.

- Please check with your child's teacher for the time of your child's viewing.

Tuition & Pricing Policy

Our program is designed as a ten-month session running September - June. Monthly tuition is divided into equal payments for lessons received for the full nine-month session and will remain the same each month regardless of attendance, school closures, holidays, vacations, recital rehearsals and performances etc. Your September tuition will be posted to your DSP account by August 31, 2019. You can check your Account to see what you owe and pay. **September tuition is due September 1st, 2019.** This is to ensure your spot in the class. If you **do not pay Tuition by the first we will drop your child from the class** and open the spot up to those on the wait list.

Once enrolled your tuition can be automatically paid. We will take it out on the first of the month from October until June - monthly statements will not be mailed they will be emailed once the auto pay has been run. We post tuition charges to your DSP account prior the 1st of the month. You can login to your account to see your monthly statement. We accept cash/check (dropped in tuition box in studio lobby) that must be given prior to the first of the month. If you pay by Credit Card a 1% Convenience fee will be processed (through your DSP account) for payment of tuition and related fees.

Tuition is due the 1st of each month and is delinquent if not received by the 5th. A monthly late fee of \$25 will be charged on delinquent accounts. We suggest signing up for Auto-pay through DSP or in the SBS office, so you do not have to worry about late fees.

- **Students will not be admitted into class unless tuition payments are current.** In the event of temporary financial difficulties, payment arrangements may be worked out with the studio prior to the payment deadline.
- **Discounts are given to students who participate in multiple classes.** Discounts are also available for multiple students within a household. You will receive 20% of each additional child. Ex: 1st child pays normal tuition, 2nd child with lower tuition receives 20% off.
- **Students will receive an average of four classes per month over the dance season.**
- **Tuition is due regardless of attendance and is non-refundable.** There are **NO REFUNDS** for classes missed. Classes missed due to an excused absence, illness or injury can be made up. Classes cancelled due to teacher absence will be made up at a time determined by the teacher.
- Please **make checks payable to Step By Step School of Dance** and be sure to include your child's name on the check memo line. If paying by cash, please give the cash to a teacher and they will write a receipt for you.
- The following tuition rates are for the 2019-2020 recreation dance season classes, they are subject to change until September 1st, 2019.

Total Class Time Per Week	Price
30 minute class	\$55.00
1 hour class	\$60.00
1.5 hour class	\$65.00
2 hours	\$70.00
2.5 hours	\$75.00
3 hours	\$80.00
3.5 hours	\$85.00
4 hours	\$90.00
4.5 hours	\$95.00
5 hours	\$100.00
5.5 hours	\$105.00
6 hours	\$110.00
Each additional half hour	add \$5.00
Registration Fee	\$15.00

Late Fee (Per item due)	\$25.00
Returned Check (per Return)	\$35.00

Student of the Week

We will be having a Student of the Week. Please check Facebook and the poster in the studio to see if your student is the Student of the Week.

Referrals

Receive \$10 off one month's tuition, of one student, for each new family you refer to the studio that enrolls in the fall session. This must be noted on the enrollment form during registration.

- Please inform the studio of the referral to receive your discount.
- NOTE: Your referral students must be a paying student, enrolled in classes for at least 2 months before a referral credit will be posted to your account.

Newsletters/Questions

A monthly newsletter will be provided to each family, informing them of any news and upcoming events. A bulletin board will also be visible in the lobby area listing "need to know" information. Check our Facebook page regularly as well. **Questions may also be emailed to SBSdance01@gmail.com**

Dancer's Etiquette

All participants are asked to be respectful and courteous to all instructors, parents and other students. Dance shoes should only be worn in class – not to and from the studio. No gum, food, or drinks are allowed in the studio with the exception of water bottles. No jewelry or watches. **PLEASE be as punctual as possible.** It is the teacher's discretion as to whether a child is too late for class. Please be courteous and ask the teacher if your child can still participate. Being late is disruptive to the other students and your child is missing valuable class time and time to properly warm the body up.

- A courtesy call is very much appreciated if your child is ill or will not be able to attend class.
- Please be prompt in picking up your child. A \$10 babysitting fee will be billed starting at 15 minutes past the end of the class. If it is the last class of the night the fee will start after 10 minutes
- Teachers are only responsible for students while they are in class. Parents are responsible for helping their children change, making sure they make it to class on time, and picking them up on time.

- All students should wait outside the studio door until the teacher comes to take them to class. At the end of the class the teacher will bring them back outside to be dismissed. Students are not allowed to leave the studio until the person(s) picking them up are outside the studio door.

CLASS MODIFICATION

If you decide to change or quit a dance class, you are obligated to notify our office manager @ SBSdance01@gmail.com .

- **A two week notice to drop a class is required in order to avoid the next month's tuition.** Failure to do so will result in payment of tuition until notified of your withdrawal.
- **Teachers will be assessing dancers in the month of September and adjusting placements as needed.** We try very hard to place dancers in classes with similar ability, please understand the importance of dance education and class structure so each dancer can be challenged as well as refine current skill set.

Copy of Agreement Text (Signed online)

I understand and recognize the risk of personal injury inherent in the performing arts, and I am willing to assume those risks. I release Step By Step School of Dance; it's director Eileen Recknagel, employees, or agents from and against any and all liability, damages, expenses (including legal fees), and/or claims of any nature whatsoever arising out of or in any way related to my child's participation in dance classes, rehearsals, recitals, competitions or performance opportunities at Step By Step. 2. I acknowledge that I am personally responsible for the supervision and safety of my child and that I may not leave my child unsupervised at any time. (The only exception being the class time in which my child is a registered participant.) 3. In case of emergency, I understand an effort will be made to contact me at the phone numbers and emergency contact numbers recorded on my child's registration form. I understand that I am obligated to contact Step by Step to update my contact information if those numbers change. I hereby give my permission to the physician selected by the teacher in charge to secure proper treatment including: hospitalization, anesthesia, surgery, or injections of medications for my child. 4. I have read the above and acknowledge that these terms are contractual in nature and not a mere recitation. These terms remain in effect and are meant to apply as long as my child remains a student at Step by Step School of Dance.

1. I agree to read SBS's policies and procedures and agree to all the information stated therein.
2. I agree to allow SBS to photograph or video my child for promotional purposes. I understand that no release of personal information such as name or address will be made.
3. Step by Step School of Dance must be advised of any participant's pre-existing and present medical condition.

Important Dates

September 1st, 2019 – Tuition Due

September 9th, 2019 – Classes Begin

October 1st, 2019 – Tuition Due

October 14-19th, 2019 – Bring a Friend to Dance Week

October 31st, 2019 – Halloween Studio Closed

November 1st, 2019 – Tuition Due

November 27th-30th, 2019 – Thanksgiving Break Studio Closed

December 1st, 2019 – Tuition Due

December 23rd-January 5th – Winter Break – Studio Closed

January 1st, 2020 – Tuition Due

January 20th, 2020 - MLK Day – Studio Closed

February 1st, 2020 – Tuition Due

February 17-18th, 2020 – Mid Winter Break- Studio Closed

March 1st, 2020 – Tuition Due

March 30th – April 3rd – Spring Break – Studio Closed

April 1st, 2020 – Tuition Due

April 10-11th, 2020 – Easter Break – Studio Closed

May 1st, 2020 – Tuition Due

May 25th, 2020 – Memorial Day – Studio Closed

May 30th, 2020 – Tentative Competition & Individual Picture Date

May 31st, 2020 – Tentative Dress Rehearsal & Group Picture Date

June 1st, 2020 – Tuition Due (last Autopay)

June 7th, 2020 – Tentative Recital Date