

# *Student Handbook* **2019—2020**



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*311 East Main Street  
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*asoc@bellsouth.net  
www.asteopofclass.com*

For your convenience we now carry all shoes that we require as well as dance apparel.

*Shoe requirements*

Tots and Kinderdance 1	Pink Ballet
Kinderdance 2 & 3	Pink Ballet Bloch Tan Tap
Ballet	Pink Ballet
Tap (ages 6-8)	Bloch Tan
Tap (ages 9 & up)	Bloch Black
Jazz	Tan
Tumble	Barefoot
CheerDance	White Tennis Shoe
Hip Hop	Jazz Sneakers
Lyrical	Spinners

All girls must wear tights and a leotard, any color is acceptable. Bootie shorts may be worn over the leotard.

Boys should wear athletic shorts and t-shirts.



# Important Dates

Classes begin **August 26, 2019**

## Holidays

Labor Day	September 2, 2019
Veteran's Day	November 11, 2019
Thanksgiving Holiday	Nov 27- Nov 30, 2019**
Christmas Holiday	Dec 20, 2019– Jan 2, 2020**
Easter Holiday	April 10—April 16, 2020**

**\*\*These are the dates that both studios will be closed\*\***

## Recital Dates

### **Goldsboro**

Rehearsal	May 18, 2020
Recital	May 19, 2020
Recital	May 20, 2020

\*Dress Rehearsal and Recital will be held at Johnston Community College Auditorium in Smithfield, NC\*

### **Beulaville**

Rehearsal	May 21, 2018
Recital	May 22, 2018

\*Dress Rehearsal and Recital will be held at East Duplin High School\*

## Picture Dates

Beulaville Pictures	April 6 & 7	Proofs	April 28-29	Delivery	May 21
Goldsboro Pictures	March 30- April 4	Proofs	April 20-23	Delivery	May 18

## Parent Watch Weeks –Beulaville ONLY

Dec 2nd- 5th, 2019	-Room 1	March 23rd– 26th, 2020-	Room 1
Dec 9th-12th, 2019	-Room 2	March 30th, 2020—April 2nd, 2020	Room 2

## Company Auditions

Goldsboro	Friday, May 1, 2020	Beulaville	Saturday, May 2, 2020
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**\*\*\*Dance lessons may be strenuous and physically demanding. ASOC is not responsible for any physical injury that may occur due to participating in these classes.\*\*\***

*Thank you again for your support*

# Welcome To ASOC

Welcome & Thank You for choosing "A Step Of Class" for your child's dance education. It is our mission to educate, enhance, and enrich our dance students with encouragement, support, enthusiasm, and love. We hope to make a positive difference in the lives of each of our students.

This handbook contains information and policies for our studio. Please refer to this book for questions you have concerning: Attendance, Holidays, Tuition, Parent Watch Weeks, Costumes, and Recitals.

If you have any other questions, please direct them to the staff. We are eager to work with you to make this a great dance year!

## ***POLICIES:***

### ***D***ance wear:

Appropriate dancewear is required. No blue jeans, long pants or baggy shirts are allowed on the dance floor. Dancers do not have to wear a certain color or style as we firmly believe in self expression. However, students must be dressed in proper dancewear. *Girls must wear a leotard and tights!* No panties under tights. Hair must be secured up off the neck and out of eyes. Boys must wear shorts or warm-up suits. No jeans! Students not properly attired may only observe class. Students will also need the appropriate shoes for their classes.

\* **Important Note:** Please bring your dance shoes in a dance bag. Be sure to put your first and last name on your shoes and on the outside of your dance bag. We are not responsible for lost or stolen items.

### ***A***ttendance:

Anyone attending every class will receive a perfect attendance certificate at the end of the year. *Makeup classes may be taken if you do miss a class; however, these classes will not be counted toward perfect attendance.*

### Tuition:

#### Charges are as follows:

30 mins	\$45.00	2 hrs	\$75.00	3 hrs 30 min	\$105.00
45 mins	\$50.00	2 hrs 15 mins	\$80.00	3 hrs 45 min	\$110.00
1 hour	\$55.00	2 hrs 30 mins	\$85.00	4 hrs	\$115.00
1 hr 15 mins	\$60.00	2 hrs 45 mins	\$90.00	Unlimited	\$125.00
1 hr 30 mins	\$65.00	3 hrs	\$95.00		
1 hr 45 mins	\$70.00	3 hrs 15 mins	\$100.00		

\*Tuition for your child is the combined time of each class. For example: ballet is 30 min and tap is 30 min, for a total of 1 hour. Therefore, your tuition is \$55.00 per month.

\*Family Rates: A family discount is offered. The child enrolled in the most classes will be at full price, the 2nd child receives a 20% discount, and a 30% discount for each child thereafter.

Tuition is due the 1st of each month. **A \$10.00 late fee will be added if payment is not in our office by closing of the 10th.** There will be a \$30.00 service charge on all returned checks.

### Payment:

Payment envelopes are available in the lobby. Please fill out the envelope and drop it in the payment box provided. August is the only prorated month of tuition. September through May will be charged a full month's tuition whether we have a short month or a long month. Please make checks payable to "A Step Of Class"

If you have any questions please feel free to call the office 919-778-5098 or e-mail [asoc@bellsouth.net](mailto:asoc@bellsouth.net).

### Refund Policy:

We **do not refund** for classes missed due to absence. Rather, we offer a makeup class to the student. Just call the office for the appropriate class for your child.

**Registration fee, tuition and costume payments are non-refundable.**

### Late Payments:

If we do not receive payment by closing of the 10th, we will add a \$10.00 late fee to your tuition. If we do not receive payment on your account by the 30th, the student may only observe class until balance is paid. *With accounts 45 days behind, we reserve the right to drop the student from the roster.*

### Withdrawal Procedures/ Dropping A Class:

You must officially notify Ms. Tammy in writing 30 days prior to dropping a class or withdrawing from the studio. Not showing up for class does not constitute a withdrawal. **Your account will continue to be charged, and you will be held responsible for all tuition due up to the 30 days notice. No refunds will be given for classes missed prior to the date of notification.**

### Studio Rules

Children not involved in a class should not be brought to the studio without adult supervision. Please do not leave small children unattended prior to class time, and please pick up all children promptly after class. We are not responsible for children who are not attending class.

No food or drinks are allowed, except in the snack room.

No chewing gum.

Please use the restrooms in between classes.

Do not leave classes without permission.

No cell phones allowed in the classroom.

No street shoes allowed on the dance floor.

Please make sure hair is properly secured out of the child's eyes.

Parents, please do not interrupt once class has begun.



### Costumes & Recital

A Costume letter will be sent out by the first week of November. This will give you the price of your child's costume. This payment will be due by **December 7th, 2019**. **Costumes must be paid for in advance, or they will not be ordered. COSTUMES ARE NON-REFUNDABLE!**

Tickets will be sold through the Johnston Community College Box Office. Further recital information will be given at a later date.

### Trophies & Awards:

Trophies will be given to students who have taken dance with "A Step Of Class" for 5, 7, 10 and 15 years at the recital.

### Perfect Attendance:

We will be giving perfect attendance awards for children who have attended each class. **One make up class is allowed, otherwise made up classes will not count toward Perfect Attendance.**