

WHO DO I CALL??

Owner/Director: Cheri Crabtree
cheri@stepsonstageacademy.com

Studio Manager/Pre-School Director: Kristin Vanderbeek
kris@stepsonstageacademy.com

Company Manager/Office Support: Laura Bennett
laura@stepsonstageacademy.com

Accounts Manager/Office Support: Robyn Chapman
robyn@stepsonstageacademy.com

Phone: 919-938-2011

Mail: 30 Old Roberts Rd., Ste 601 Benson, NC 27504

Web: www.stepsonstageacademy.com



2017-2018

**Parent/Student
Handbook**

30 Old Roberts Rd. Benson, NC 27504 (919) 938-2011

www.stepsonstageacademy.com

TUITION & FEE'S:

Registration Fee: \$25.00 due at registration (non-refundable)

Discounts: Family Registration rate: \$45.00 (non-refundable)

~Family tuition discounts: 10% off for 2nd child, 15% off 3rd child. Family discounts are applicable to students who share the same parent or guardian.

~Year In Full: 10% off if paid in full by Sept. 30, 2014

Tuition: Tuition is based on the number of classes throughout the year, not the number of classes in a month. Some months have 5 weeks and is carried over to the next month. Holidays and closings are not included in tuition price, therefore, tuition is the same every month.

~Tuition prices are calculated by the amount of minutes a student takes per week. Classes start at \$42 a month. Please view our tuition rates for pricing.

~Tuition is due by the 15th of every month. A credit card is required for tuition payment auto drafts.

Returned Checks: A \$25 fee will be posted for returned checks.

No exceptions

Event Attire: ~Christmas Concert and Tshirt fee: \$25, Due by September

28th ~Christmas Parade Attire & Accessories: \$30, Due by October 16th

~Spring Concert and Tshirt fee \$25, due by April 26th.

Costumes: First Steps recital costumes are \$50 a piece. Middle & High Steps classes are \$55-\$65 a piece. The first costume installment of at least 50% is due by Nov. 21st, 2014. The Final costume installment is due by Dec. 15th. All costumes must be ordered before Christmas to assure they are made and shipped on time for pictures. Any late enrollments or late costume payments will be charged a fast order fee of \$20.00 to cover extra production and shipment fees. All other performance costumes will be discussed with parents when necessary. Add a new pair of tights required for your child's performance for \$10 a piece. Shoes required for class are used in recital and can be purchased at the studio for lower than retail price.

Recital fee: A \$25 recital fee is due by April 26th.

CLASS SCHEDULE

Please visit the front desk, the parent portal or www.stepsonstagacademy.com for class times.

OFFICE HOURS:

Monday/Wednesday:

4:00pm - 9:00pm

Tuesday/Thursday:

9:00am - 11:30am

4:00pm - 9:00pm

BUSINESS HOURS:

The studio is open Monday-Thursday from 4:00-9:15.

Friday and Saturday by appointment.

We are closed on Sundays.

STUDIO SCHEDULE

August 7-11: Closed for new season preparation
August 14: Classes begin
September 4: Closed for Labor Day
September 28: Christmas Concert/T-shirt fee due \$25
October 16th: Christmas parade prop and sweatshirt fee due: \$30
October 31st: Closed
November 16: First installment due for recital costumes
November 21-24: Closed for Thanksgiving
December 2: Angier Christmas Parade 10:00am
December 14: Final Costume Installment Due
December 14: Christmas Concert Dress Rehearsal at WJHS at 5:00pm
December 15: Christmas Concert at WJHS at 6:00pm
December 18—January 2: Closed for Christmas/Winter Break
January 3: Classes Resume
January 15: Studio IS OPEN
March 22: Recital and T-shirt fee due: \$25
March 28—April 6: Closed for Spring Break
April 19: Program Ad's Due: optional
April 26: Recital Bear orders Due: optional
April 31—May 3: Picture week at studio
May 28: Closed for Memorial Day
May 30 & 31: Dress Rehearsal at WJHS starting at 5:30
June 1: Recital at WJHS, 6:00pm
June 4-15: Closed for Summer break
June 18: Summer Camps and Classes Begin

STUDIO EDIQUETTE:

Courtesy: Please be courteous to the studio and the other people who share the facility with you. This may include conversation, trash clean up and/or personal property such as books and bags. An area has been provided and scheduled to students who have down time and need to eat or do home-work.

Respect: Out of respect for the students and teachers, please do not enter the dance rooms during classes or private lessons. Keep studio doors closed. Students do not need to exit the classroom without a teachers permission. All students must come in ready for class with the appropriate attire on for class. Please follow dress code. Students will be asked to sit out or will be disciplined for not dressing to dress code. This is to assure that the teachers can appropriately assess and instruct the student accordingly. No gum, food, drink or dirty shoes in the dance room. Water is accepted. Please do not keep instructors from their class. If you must speak to an instructor, please send an email or leave a note at the front desk with your phone number. Otherwise, All questions and conversations can be handled at the front desk during office hours.

Lobby Reminders: Please try not to block the front desk unless you are being helped. Please allow easy access to the front desk. There is a drop box for concerns and payments located by the front door. You may also take advantage of the online parent portal for easy account management with 24 hour access. Please be sure to bring all dance bags, shoes, jackets, etc...in to the dance rooms during your class.

Gratitude: Thank you so much for following our guidance and mission for our studio and students. As long as everyone's mission remains the same, our studio will remain a positive and family-oriented place to dance!

ATTENDANCE:

Attendance is very important to assure your child is growing throughout the year and is prepared and ready for any and all performances. Please make sure your child does not miss a lot of classes. If your child voluntarily misses a class, no refunds will be given for that class.

DRESS CODE:

Please follow dress code to assure your child can be taught properly. First Steps Classes: studio leotard, Pink dance tights, Pink leather ballet shoes, black tap shoes with strings. Middle Steps and High Steps Ballet: studio leotard, Pink tights, pink ballet shoes. Jazz, Contemporary, Acro & Lyrical: Any form fitting dancewear. No t-shirts or baggy pants. Jazz shoes with no shoe strings for jazz and pirouette's for lyrical and contemporary. Hair must be secured and out of face. Buns for ballet. Hip Hop: Any comfortable dancewear and tennis shoes or hip-hop boots or sneakers. No jeans! All attire can be purchased through the studio.

CLASS CANCELLATION:

The class schedule is always tentative the first semester. The studio director can cancel or move classes due to class enrollment and student interest.

DROPPING/ADDING CLASSES:

If at any time you choose to drop or add a class, a drop/add form must be filled out at the office to change any necessary account charges. If un-enrolling, you must fill out a drop form to discontinue charges.

INCLEMENT WEATHER:

Steps On Stage will follow the Johnston County School System for inclement weather in most cases. Please follow us on twitter and facebook for weather closings and updates. Notifications will also be emailed and posted on ABC11.

TUITION RATES:

Registration Fee: \$25.00

Family Registration Rate: \$45.00

Tuition Rates (per hour per week)

Rates are paid monthly by the 15th of each month Aug-May

30 minutes	\$42
45 minutes	\$45
1 hour	\$55
1 hour and 15 minutes	\$65
1 hour and 30 minutes	\$80
1 hour and 45 minutes	\$85
2 hours	\$90
2 hours and 15 minutes	\$98
2 hours and 30 minutes	\$105
2 hours and 45 minutes	\$115
3 hours	\$125
3 hours and 15 minutes	\$130
3 hours and 30 minutes	\$135
3 hours and 45 minutes	\$140
4 hours	\$145
4 hours and 15 minutes	\$150
4 hours and 30 minutes	\$155
4 hours and 45 minutes	\$160
5 hours	\$165
5 hours and 15 minutes	\$170
5 hours and 30 minutes	\$175
5 hours and 45 minutes	\$180
6 hours	\$185
6 hours and 15 minutes	\$190
6 hours and 30 minutes	\$195
6 hours and 45 minutes	\$200
7 hours	\$205
Unlimited	\$210