



Step It Up Dance Co

Parent Guide

Step It Up Dance Co Ltd became a co-operative entity in September 2014. Our goal as a cooperative club is to provide quality dance instruction to dancers at an affordable rate in a local supportive venue where dancers can dance with their friends. The cooperative board consists of a minimum of 6 voting members: President, Vice-President, Secretary, Treasurer, Fundraising, and Artistic Director. The board may also have Members at Large who contribute to discussions and assist in getting tasks completed. All board positions are 2-year terms. Board meetings are held once a month. Bylaws and minutes are open to all members for review at any time and all members are encouraged to attend monthly meetings. As a club that is a co-operative, each member is asked to participate to help with the success of our club through volunteering at events and fundraising. Though we do not have any mandatory fundraisers, we do ask for everyone to help when they can. Fundraisers enable us to keep costs lower for families.

Studio Etiquette:

Step It Up Dance is a community space where we welcome dancers of all ages. We strive to keep this space clean and usable by all. As such, we request the following guidelines be adhered to:

- Please remove all outside shoes when entering the building. We have racks by the entrance for all outside footwear to be placed.
- When waiting in the lobby or changeroom, please keep noise to a minimum. Sound carries through the building and can be disruptive to class.
- If you consume food or drink in the studio, please clean up after yourself and place all garbage in the proper receptacles.
- No food or drink, except water, will be allowed in the dance area. Any food or drinks must be left in a safe place in the waiting area in sealed containers.
- Locker/cubbies in the female change area and cubbies in the lobby for our male dancers are provided for student use. Dancers who dance right after school or 3+ nights a week are welcome to leave shoes, dance attire and hair accessories at the studio, but it is done so at families own risk. We do not have enough lockers/cubbies for all dancers, so please be respectful of others belongings and share the space.
- Dancers should arrive 10 – 15 minutes prior to their class starting. This time should be used to ensure the dancer is dressed in proper attire and is prepared for class. Preparing for class should include using the washroom, having a snack and taking some time to warm-up/stretch to prevent injury. **A water bottle is mandatory and should be brought to every class. Students will not be provided a water cup.**
- It is rude to the instructor and to other dancers to leave the room during class. If a dancer must leave during class for any reason, they must communicate with their teacher prior to leaving.

Registration & Payment:

Step It Up Dance Co uses a website called Jackrabbit for all our registration. Jackrabbit can also be used to check balance owing on account, report a dancer's absence or view communications sent out.

<https://app.jackrabbitclass.com/jr3.0/ParentPortal/Login?orgID=543124>

At time of registration, each family will be asked to sign several policies including liability, risk, media release and an attendance agreement. Please read through these policies/agreements carefully and reach out if you have any questions. Please also ensure all medical information you feel the teacher/board should be aware of is up to date when you register.

We are a dance studio that operates as a co-operative, and as such, are required to charge a membership fee to maintain this status. The fee of \$30 is added to each family account and is due upon registration. This fee is non-refundable.

Registration opens in June and runs until September 15th. Dancers can withdraw from a class without financial penalty until September 26th. After the drop deadline date, families are responsible for all costs including tuition and costumes should the dancer be removed from a class. The exception is Basic Movement, which has an extended drop deadline of October 31st.

Step It Up Dance accepts payment via e-transfer to stepitupdanceco@gmail.com, cheque or cash. Tuition and cooperative fees are due when classes begin but we do understand this may not be possible. These fees can be divided into 2 payments: one in September and the other in January. **Any other arrangements must be made with the Step It Up Dance Treasurer and a payment agreement must be signed by September 15th.** All accounts must be paid in full by April 1st or you run the risk of your dancer not being able to perform in the recital. If Step It Up Dance Co incurs any NSF fees, this cost will be passed onto the family who issued the cheque.

Costume fees are an added cost and are separate from tuition. These fees are added to accounts when all costumes arrive and usually occur in December or January. These fees are due before costumes can be sent home.

Attendance:

Attendance is important for all. A dancer missing multiple classes will set back the entire ensemble, which is unfair to the group. Parents are required to report all absences to the instructors or board using BAND or Jackrabbit. If your dancer is sick, please keep them at home until they feel better.

Three dance classes of the same genre missed after Christmas break will be subjected to a review of the dancer's eligibility to compete. The Board, in consultation with the teacher, has the power to remove a dancer from a dance if it is felt that the commitment is not met. If a dancer is removed, the family is responsible for all associated fees including but not limited to tuition and costumes.

Communication:

Step It Up Dance uses the BAND app as our primary day-to-day communication. Dance families can relay absences, ask questions or check in for updates. We do our best to update the calendar with any events coming up. Once classes start, group chats are created so that teachers can share videos and communicate with a specific class. To join, follow the link <https://band.us/n/afa6Ac5592h2G>

Step It Up Dance Board Executives Members also have a shared e-mail address, stepitupdanceco@gmail.com. Please use this email in your correspondence to the board.

Newsletters are also emailed at least once a month. We use our registration program, Jackrabbit, to send these emails. Please ensure your family information is up to date, so you receive all the information. If you do not receive any emails, please let us know so we can assist you in ensuring your account is set up properly.

We ask parents to refrain from talking to teachers during or between classes as their time is limited. Please reach out to a board member should you have any questions or concerns. Member complaints are taken seriously and reviewed as soon as possible. If an incident occurs, please, as a parent, take 24 hours to review the situation and then take the steps necessary to inform one or all board members of the incident. Email or written account is preferred to have a concern recorded. The Board will then act accordingly with the information presented and will contact those involved to find a resolution.

Disturbances of dance classes will not be tolerated. At no time will physical or verbal abuse be tolerated by students or parents towards Step It Up Dance Co teachers, teacher assistants or volunteers; immediate expulsion from the club could be implemented upon review.

Class information & Competitions:

Step It Up Dance offers a variety of classes including ballet, jazz, tap, hip hop, musical theatre, acro, lyrical and pointe. We offer classes for students aged 3 and up (including adults). All classes offered are dependent on student enrollment. If adjustments need to be made, we will let the members know as soon as we can.

Check our website, www.stepitupdance.ca for all information regarding classes, schedules, fees, dress code and teacher biographies.

Approximate ages for each level of dance are listed below. We also take into consideration maturity and ability when placing students, but the goal remains for friends of similar ages to dance together

- Basic movement - 3 and 4 years old
- Primary - 5 and 6 years
- Level 1 - Approx 7 and 8 Years
- Level 2 - Approx 9 and 10 years
- Level 3 - 11+
- Level 4 - 14+

All classes level 1 - 4 attend competitions with their groups. Step It Up Dance tries to attend 3 competitions a season. These occur through the months of March & April and can run for 3 – 5 days each. We aim to have the dates available to families at our AGM.

NEW in 2025/26, Step It Up will be offering non choreography foundation & technique classes to students in levels 1 - 4. These classes are to be taken in conjunction with our regular leveled classes and require registration in ballet and/or jazz

Students interested in performing in a solo/duet or trio of any genre except hip hop, are **required** to take ballet. Fees for special choreography allows for 4 hours of classes with the instructor (chosen by the studio) choreographing the routine and fees for entering the routine into 2 competitions. Dancers can choose to perform the solo/duet/trio at the 3rd competition but must pay the associated entry fees.

Class Cancellation Policy:

Classes may be cancelled for various reasons. When classes are cancelled, we will communicate by contacting Clavet School to make an announcement, a message posted on BAND and email. If the teacher is ill, and a substitute cannot be found, make-up classes will be scheduled, time permitting. The decision to cancel classes due to weather is made using many considerations such as visibility and road conditions in consultation with the Saskatchewan Highway Hotline. Classes are NOT cancelled solely due to cold weather (historically, classes still occur even when school buses aren't running). On days when it is unsafe to travel due to weather, make-up classes will NOT be scheduled.

Mock Competition & Picture Day:

Mock competition and picture day occur during a weekend in March.

Mock competition is **MANDATORY** for all competitive dancers. On this day, all competitive dancers will have the opportunity to perform their dance in costume (no make-up or hair changes required). This gives us the opportunity to see how costumes will move and ensure everyone has the proper accessories and tights. Some years, we have a guest adjudicator come in to offer corrections and feedback to each dance.

Picture day is **MANDATORY** for all dancers even if you are not planning on purchasing photos. Dancers are asked to arrive prepared with all costumes, tights & hair pieces. We also ask that hair be done in the style outlined by our teachers and full stage make up on. These photos are available for families to purchase and are used in our year end program at recital.

Recital:

Our year end recital is typically scheduled for the beginning of May and is the closing to our dance season. All dancers are **required** to attend. Mandatory closed dress rehearsal in the morning with hair and costumes (no make-up). In the afternoon, dancers will require full stage make up along with hair, accessories and costumes. Step It Up hires a professional videographer to record the show and families can purchase a USB. We try to offer affordable ticket prices so all can attend. Programs, flowers and raffle tickets are also sold on this date. This event is run as a cost recovery event not at a profit to the studio. Parent volunteers are needed to help at this event both backstage and in the welcome area.

Dress Code:

Dancers MUST be ready for class in the proper attire and shoes as listed below. Failure to have the proper attire or hair pulled back may result in a dancer not being allowed to participate in class. This is for their own safety.

Hair:

For all classes, dancers' hair should be pulled back, away from their face and secured in a ponytail or bun. Please ensure all dancers have hair elastics and bobby pins in their dance bag.

For pictures, competition & recital, a list of hair requirements for each dance will be sent out closer to the date.

Shoes:

The following are the recommended shoes when looking for new shoes for your dancer. Used shoes, or shoes of a different brand are just fine as long as they look close to the same. If you need to purchase new, these items are available at Dance Street in Saskatoon, and the friendly knowledgeable staff there can help you outfit your dancer in whatever you need.

Note, teachers may ask for an alternate colour/style shoe to coordinate with costumes for competition or recital.

Male dancers in Ballet or Jazz – **Black** ballet or jazz shoe

Basic Movement – **Pink** ballet slippers

Primary Ballet, Ballet 1 and Ballet 2 – **Pink** Bloch Dansoft full sole leather ballet slipper

Ballet 3 and Ballet 4 – **Pink** Bloch Dansoft split sole leather ballet slipper

Primary Tap – **Black** Capezio Tot Mary Jane (the tot style has a Velcro closure rather than a buckle which many parents find handy with little ones)

Tap 1 and Tap 2 - **Black** Mary Jane Tap shoes

Tap 3 and Tap 4 - **Black** Capezio Cadence Tap (Oxford style taps, full shank, 3 screw taps, NO JAZZ TAPS!)

All Jazz Classes - **Tan** Jazz shoes (Bloch is a very common brand)

All Lyrical Classes - **Tan** Jazz Shoes

All Hip Hop Classes - Clean non marking **black** running shoes.

Clothing:

Proper attire is important for dancers' safety. Instructors need to be able to see the dancers' movements as well as proper alignment of the shoulders, hips, knees and center.

Hip Hop (all genders) – Athletic shorts or pants and t-shirt or tank top. Clothing cannot be too baggy.

Female dancers - Bodysuit and tights for all classes except hip hop. Shorts, leggings or a skirt are acceptable overtop if needed.

We recommend that all dancers have a black bodysuit as this is what is required for exams, but we do not require a specific colour for classes. The tights used for competitions & recital are **Mondor Suntan Beige, Mondor Salmon/Saumon Pink or Black**. There are many different shades of beige & pink tights, so please choose the requested colors. It shows up on stage when the dancers are not the same. For class, you are free to have whatever color your dancer wants!

Male dancers – close fitting shorts/leggings and tank top or shirt

If you have questions, please reach out to the Step It Up Dance Co Board at stepitupdance@gmail.com