

Steps 'N Motion Dance Studio 2016 – 2017 Recreational Calendar

Classes Begin Thursday, August 18th

Labor Day Holiday (Studio Closed)
(Friday) September 2nd – September 5th / Classes resume Tuesday, September 6th

Costume Deposits Due on Saturday, October 8th (Non-Refundable)

Halloween - Monday, October 31st (Studio Closed)

Dance Revue Deposit Due on Monday, November 7th (Non-Refundable)

Costume Measurement Week
November 7th – 12th

Thanksgiving Break (Studio Closed)
(Wednesday) November 23rd – November 27th / Classes resume Monday, November 28th

Christmas/Winter Break (Studio Closed)
(Tuesday) December 20th – January 1st / Classes resume Monday, January 2nd

Costume Balances Due on Monday, January 9th (Non-Refundable)

Parent Observation Weeks (both locations)
Week 1: February 13th-18th
Week 2/Awards Week: May 8th-13th

Dance Revue Fee Balance Due on Tuesday, March 7th (Non-Refundable)

Spring Break (Studio Closed)
(Monday) April 10th - April 16th / Classes resume Monday, April 17th

Last Week of Regular Classes
Monday, May 15th – Saturday, May 20th

Picture Days (Tentative)
May 20th -May 24th
(Times to be announced)

Memorial Day Holiday (Studio Closed)
Friday, May 26th - Monday, May 29th

Revue Rehearsal Weeks
May 20th – 25th / May 30th - June 1st
(Times to be announced)

Dress Rehearsal / Dance Revue
June 2nd, 3rd, and 4th at Ovens Auditorium



Parent and Student Handbook 2016 - 2017

The Fountains
Blakeney/Marvin/Ballantyne
704-845-1180

Village Commons at Wesley Chapel
Wesley Chapel / Weddington
704-684-0005

www.stepsnmotion.com

E-mail: office@stepsnmotion.com

Registration

All students & families must pay a \$55 (\$80 per family) **non-refundable** registration fee annually. Online registration requires full registration information and your acceptance by electronic signature of our studio policies and hold harmless agreement. Registration at either studio requires a completed registration form and your signature indicating acceptance of our hold harmless agreement and studio policies. We can not hold spots for dancers. **If you are registered before our season begins (August 18th) you are responsible for pro-rated August tuition whether you attend class or not.** You may make up any missed classes in another class of the same or similar level, beginning September 8th.

Arrival and Departure

Students should arrive no earlier than **10 minutes** before their scheduled class time and be picked up no more than **10 minutes** after the class ends unless arrangements have been made with the office. Students are not allowed to wait outside for parents and should be cautioned against doing so. Dancers ages 12 & under must have a parent come inside the studio to pickup dancer.

Inclement Weather

When the weather is bad, please call the studio or check the website after 9:00 am (for morning classes) or 1:00 pm (for afternoon classes) for a message regarding class status. In general, we close when public schools close, but since we have students in several school districts, it is best to check the website for verification. **Classes closed due to inclement weather are not made up.**

Shoe & Attire Requirements

All students are required to dress properly for class (Please refer to the website for your class dance attire.) Proper shoes are also required. Dance shoes should not be worn outside the studio. PLEASE label all shoes and dance items with first and last name.

Class Placement

Students are assigned to classes according to their ability level and not necessarily by age or number of years of dance. During the first six weeks of class, students are evaluated on their progress. If a teacher feels it would benefit a child's individual needs to be placed in another class, you will be notified. Students often remain in the same dance level for multiple years as some levels require more than one year to master. Students who remain in the same class from one year to the next are always provided new class material and challenges to refine their skills. Please feel free to discuss your child's progress with us at any time.

Summer Dance

During the months of June and July, we offer a variety of dance camps and classes. Registration opens in February. Camps and classes are extremely popular and we recommend that you register when the schedule is posted.

Company/Competition Program

Our award-winning company and competition dance teams consist of dancers spanning the ages of 5-17, with three teams: Competition, Company, and Steps to Pro. Students are recommended by their teachers to be considered for these positions. Each year, dancers attend workshops, summer technique classes and boot camp. Each student is evaluated for placement during these classes. If selected, each dancer puts in numerous hours of rigorous class time and special rehearsals.

Lost & Found

Items left at the studio are placed in our Lost & Found tub located in the lobby of the main building. About four times per year, we donate unclaimed items to a local charity. About a week prior to donation time, we'll post a note on the studio door reminding you to check for any missing items before they are donated.

E-mail

General Inquiries: office@stepsnmotion.com
Ms. Sabrina: sabrina@stepsnmotion.com
Billing: brittany@stepsnmotion.com

Office Hours

FOUNTAINS: M-TH: 9:30-1:00 & 2:30-8:30, Fri: 9:30-1:00 & 2:30-7:00
Sat: 9:00-1:00

WESLEY CHAPEL: M-TH: 3:30-7:30, Fri: 9:30am-12:00pm & 3:30-7:30

If no answer at either of our locations, please leave a message, and we'll promptly return your call.

Billing Address

Steps 'N Motion Dance Studio, 8183 Ardrey Kell Road, Charlotte, NC, 28277.
Payments may be mailed to this address.

Website

www.stepsnmotion.com

Dance Revue Fee

The **non-refundable** Dance Revue fee is \$85.00 per student (2 or more students = \$160.00 per family). This fee covers auditorium rental, insurance, tickets, and union labor associated with the auditorium; as well as, scenery and any props we may use for the Revue, and your Revue T-Shirt. The Revue fee deposit of \$40 (\$80 for family) is due by November 7th, 2016. The balance of \$45 (\$80 for family) is due by March 7th, 2017. There is no limit to the number of guests a student may invite.

Dress Rehearsal / Revue Information

Our 2017 Dress Rehearsals and Revue are scheduled for June 2nd, 3rd, and 4th at Ovens Auditorium. We offer several items for sale including cut flowers for your dancer, steps apparel items, and DVDs of the Revue. You will receive a Revue Handbook in May that includes all Revue details. **If your dancer chooses not to participate in the revue, you must let us know in writing by October 1st, to avoid costume deposit(s) being charged.**

Special Considerations

- No food or drink is allowed inside the studios. Younger siblings should NOT be allowed to eat crackers, goldfish, etc. in the studio lobby.
- No street shoes are allowed on dance floors.
- No dance shoes should be worn outside of the studio.
- When waiting outside the classroom, please do not talk or lean against the viewing windows. This becomes a major distraction and takes away from the quality of instruction we strive to provide to each student.
- Siblings and friends of dancers should not be left unsupervised. Empty dance rooms are not play areas and should not be used for any reason. Parents, please respect this request.

Communication

Communication is very important. Please check your email regularly for our monthly e-News and other important correspondence. Please make sure we have your correct email address on file, so you won't miss any announcements.

Birthday Parties

Let Steps 'N Motion host your dancer's birthday party! **Packages Offered:**

Deluxe Party \$160 for 8 guests (this count doesn't count the birthday child)

The Deluxe party includes 1.5 hours of party time including 45 minutes of dance instruction, invitations, set-up, clean-up, and paper products.

Ultimate Party \$225 for 8 guests (this count doesn't include the birthday child)

Ultimate parties include all the fun of the Deluxe Party plus: extended party time of 2 hours with 45 minutes of dance instructions, treat bags & balloons.

Awards

Awards are given at the end of the dance year. First and second year students will receive pins. Third year and up receive trophies. Fifth, Tenth, and Fifteenth year students will receive their trophies on stage. Boys and those who take tumbling **only** will receive medals. At the first parents observation, parents will be asked to sign off on years of dance. Once trophies come in there will be a fee if we have to replace the name plate on your dancers trophy for wrong information provided to us.

Parent Observation Weeks

During classes, parents are requested to remain outside the classroom to avoid possible distractions. There are two weeks scheduled during the dance year when parents are invited into the classroom to observe an entire lesson. At this time, you may take photographs and videos of your child's class. Please do not use this time to judge your child's progress. Because of the many distractions during these weeks, it is often not a true reflection of his/her dance ability. Rather, use this time as an opportunity to enjoy watching your child in action! Please see the Calendar in this Handbook for Parent Observation dates in February, and May.*

**During May Parent Observation Weeks, teachers will present special class awards to each student celebrating their past year of dance.*

Discontinued Classes

Students who drop after classes begin must provide written notice two weeks prior to dropping class. **Tuition charges are based on the date of written notice, not the last class attended.** Dancers who enroll and then decide to drop their class will not receive a refund for paid tuition, you may have unused tuition credited to your account for future classes at Steps. **Credits may not be transferred from one student to another.**

Missed Classes / Absences

Missed classes may be made up in another class of the same or similar level within one month of the absence. Make up classes are discontinued after instructors begin teaching dance revue routines. **If a student has more than 4 absences after an instructor begins teaching a dance routine, the student must schedule private lessons to learn choreography and pay the instructor a private lesson fee of \$35.00/half hour. If a student fails to attend private lessons, they will not be allowed to participate in our annual revue and will forfeit all related fees that have been paid.**

Accounts / Billing

You will receive a payment summary detailing the dance year fee amounts and due dates. We suggest you place it on your refrigerator or family bulletin board. You must write separate checks for each type of payment (i.e. costume fees, revue fees, tuition, etc.) to insure proper credit to your account. **Monthly statements are sent via email only.** All tuition is due on the first dance class each month. Accounts not paid by the 10th of each month will reflect the addition of a \$10.00 late fee. Tuition remains the same regardless of how many classes a student misses. Days missed due to holidays are made up during months which have five weeks. There will be a \$35.00 service charge on any checks returned for any reason.

Customer Portal

All active families with a valid email address on file with the studio may access their account detail at any time via the Steps Customer Portal. First time users must enter the email address they provided at registration and click on the "I don't know my password" link. A temporary password will be emailed to you immediately, so you can access the portal. The portal allows you to update contact and student information, update credit card information, register for classes, email us, change your password, etc. Online security is very important to us, and we've chosen a studio management program that adheres to all the rules of the Card Holder Information Security Program. All of the information you provide via the Customer Portal is password-protected and encrypted. The Customer Portal Login link is located at the top of every page on our website.

Payment Methods

We accept checks, **exact** cash, Visa, MasterCard, Discover, and American Express at either studio or through your customer portal. Our online credit card gateway provider is PCI-compliant and uses a variety of techniques to provide "state of the art Level 1 PCI certified processing and storage of account data." No charges (other than registration fee) will be applied to the card you have on file without completion of an Automatic Draft Credit Card Release Form. BillPay payments, made via your bank are considered a personal check. Parents who choose to make payment using BillPay should make certain that payment is received at the studio by their dancer's first dance day each month. BillPay payments received after the 10th of the month are subject to the same \$10 late fee as personal checks. BillPay payments should be mailed to:
Steps 'N Motion Dance Studio, 8183 Ardrey Kell Road, Charlotte, NC 28277.

Costume Fees

Fees: Costume fees are as follows:

Beginners I, II- tap/song routine - one costume @ \$80.00.

Primary I, II- tap routine - one costume @ \$80.00.

Primary Jazz- jazz routine - one costume @ \$80.00

Advanced Beginners - 1 tap and 1 jazz routine - tap costume @ \$85.00, jazz costume @ \$85.00

Intermediate - 1 jazz routine - jazz costume @ \$85.00

Advanced Intermediate, Advanced - 1 jazz and 1 lyrical routine - jazz costume @ \$85.00, lyrical costume @ \$85.00.

Intermediate, Advanced Tap - 1 tap routine - tap costume @ \$85.00.

Ballet Technique - one routine / costume @ \$95.00.

Hip Hop - one routine / costume Funky Tots @ \$85.00. All other levels @ \$95.00

Accelerated I - 1 tap routine - tap costume @ \$80.00

Accelerated II - 1 tap and 1 jazz routine - tap costume @ \$85.00, jazz costume @ \$85.00.

Payment: Costume deposits of \$55/dance, which are non-refundable and non-transferable, are due no later than October 8th. Costumes must be ordered by December 1st. If your deposit is not received by this time, we will be unable to order a costume for your child. **All costume fees are non-refundable.** Costume balances are due January 9th.

Measurements

During the week of November 7th - 12th, students will be measured for costumes. Please make every effort to have your dancer present. If a student misses measurement day, it is your responsibility to make sure we get measurements before we break for Thanksgiving. Growth considerations are given to all measurements.

Rehearsal Weeks

The last week of regular classes will be May 15th - 20th. Rehearsal weeks will be held May 20th - 24th and May 30th - June 1st.

Picture Day

In May, we will have a professional photographer at the studio to take group and individual photos. Packages and composites are available for purchase. A detailed schedule will be available in April. **All dancers are required to attend picture day and participate in the class group photo.**