

Steps 'N Motion Dance Studio
2010 – 2011 Recreational Calendar

Classes Begin the week of August 16th

Labor Day Holiday (Studio Closed)
September 3rd - 6th / Classes resume September 7th

Costume Deposits Due by October 11th (*Non-Refundable*)

Costume Measurement Week
November 1st – 6th

Dance Revue Deposit Due by November 15th (*Non-Refundable*)

Thanksgiving Break (Studio Closed)
November 24th - 28th / Classes resume November 29th

Winter Break (Studio Closed)
December 20th - January 2nd / Classes resume January 3rd

Costume Balances Due by January 10th (*Non-Refundable*)

Dance Revue Fee Balance Due by March 14th (*Non-Refundable*)

Spring Break (Studio Closed)
April 18th – 23rd / Classes resume Monday, April 25th

Parent Observation Weeks
November 8th – 13th @ Wesley Chapel / November 15th – 20th @ The Fountains
February 7th – 12th @ The Wesley Chapel / February 14th – 19th @ The Fountains
May 9th – 14th @ Wesley Chapel / May 16th – 21st @ The Fountains

Picture Days
The Fountains: May 22nd - 24th at The Fountains
Wesley Chapel: May 25th & 26th at Wesley Chapel
(Times to be announced)

Last Week of Regular Classes
May 16th – 21nd

Revue Rehearsal Weeks
May 23rd – 28th / May 30th – 31st / June 1st – 2nd

Dance Revue / Dress Rehearsal
June 3rd, 4th, 5th at Ovens Auditorium

Summer Dance Camps / Classes / Boot Camp
June, July, August 2011



Parent and Student Handbook 2010 - 2011

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

Village Commons at Wesley Chapel
Wesley Chapel / Weddington
704-243-0490

www.stepsnmotion.com

E-mail: office@stepsnmotion.com

Registration

All students need to pay a \$48 fee (\$65 per family) 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 register in August and want to begin in September, you are required to pay tuition for the classes you do not attend. You may make up any missed classes in another class of the same or similar level.

Arrival and Departure

Students should arrive no earlier than 10 minutes before their scheduled class time and be picked up no more than 5 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.

Inclement Weather

When the weather is bad, please call the studio or check the website after 9 am (for morning classes) or 12:00 p.m. (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 call 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 your class letter or the website for your required dress). 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. We want to hear from you!

Competition Program

Our award-winning competition dance teams consist of dancers spanning the ages of 6 - 18. Each year, dancers attend workshops, summer technique classes (2 weeks during June & July) , and boot camp (the 1st week of August) Each student is evaluated for placement during these classes. If selected, each dancer puts in numerous hours of rigorous class time and special rehearsals. Students interested in participating in our competition program should contact Ms. Sabrina at 704-845-1180 or sabrina@stepsnmotion.com.

Lost & Found

Items left at the studio are placed in our Lost & Found tub. About twice 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 contributed to charity.

E-mail

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

Office Hours

Please check the website for office hours at each location.

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 Dress Rehearsal / Revue Information

Our 2011 Dress Rehearsals and Revue are scheduled for June 3rd, 4th, and 5th at Ovens Auditorium. We offer several items for sale including t-shirts depicting our show theme, cut flowers for your dancer, and DVDs of the Revue. You will receive a Revue Handbook in May that includes Revue details as well as various order forms. **If your dancer chooses not to participate in the revue, you must let us know in writing by November 1st.**

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 window. This becomes a major distraction and takes away from the quality of instruction we strive to provide to each student.
- Benches in the lobby should not be moved for any reason.
- 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! Enjoy 1 1/2 hours of birthday fun, including 45 minutes of dance instruction. Choose from Bella Ballerina (3-5 year olds) or Hip Hop Rocks (6-8 year olds) themes. We supply the paper products and a treat bag for each child. You supply cake and juice boxes. Cost is \$125.00 for 8 children (\$10 for each additional child.)

Summer Dance

During the months of June, July, and August, we offer a variety of dance camps and classes for all ages and levels. Details will be made available in the spring.

Awards

First and second year students will receive pins on Awards Day during Parent Observation Week in May. Students who have danced three years or more will be presented trophies on Awards Day during May Parent Observation Weeks. Fifth, tenth, and fifteenth year students will receive trophies on stage the day of the Dance Revue.

Parent Observation Weeks

During normal classes, parents are requested to remain outside the classroom to avoid possible distraction. There are three 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 Observations dates in November, 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. Younger beginner dancers who enroll and then decide to drop class may have unused tuition credited to their 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 level 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. 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.

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 check 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 mailed 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 on the main page of the website.

Payment Methods

We accept checks, exact cash, Visa, MasterCard, Discover, and American Express at either studio. We also accept Visa, MasterCard, Discover, and American Express through the Steps 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 Information

Fees: Costume fees are as follows:

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

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

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

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

Ballet Technique - one routine / costume @ \$85.00.

Hip Hop - one routine / costume @ \$85.00.

Payment: Costume deposits, which are non-refundable and non-transferrable, are due no later than October 11th. 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 10th.

Measurements

During the week of November 1st - 6th, 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 16th - 21st. Rehearsal weeks will be May 23rd - 28th, May 30th - 31st, and June 1st - 2nd.

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.**

Dance Revue Fee

The non-refundable Dance Revue fee is \$75.00 per student (2 or more students = \$135.00 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. The Revue fee deposit of \$38 (\$75 for family) is due by November 15th, 2010. The balance of \$37 (\$60 for family) is due by March 14th, 2011. There is no limit to the number of guests a student may invite.