



# PARENT & STUDENT HANDBOOK



Updated May 2024

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# WELCOME

Dear Parents and Dancers,

Welcome! I am so excited to have you as part of our Steps family! I feel incredibly blessed to be embarking on 44 years of pursuing my dream and sharing my passion for dance. My personal mission is to provide a safe place for kids and families to enjoy the art of dance. I truly believe in the power of communication and I value feedback from parents and dancers. Feel free to contact me directly for any questions, concerns, or even if you'd like to share some love for our staff and program. Please, read the Steps Handbook thoroughly so that you are aware of Steps N Motion Dance Studio's policies and procedures.

Always Dancing,  
Ms Sabrina

## **STEPS N MOTION MISSION STATEMENT:**

The Mission of Steps N Motion is to nurture and motivate talent at all levels in a creative and positive environment through exceptional training, artistic excellence and performance opportunities.

## **VISION STATEMENT:**

Steps is committed to providing the most versatile training at the highest standard for all dancers. We aim not only to produce artists, but also lifelong friendships along the way.

Steps fosters an appreciation for the arts with its students and community.

## **THE STEPS WAY**

**Commitment. Power. Unity.**

At Steps, these three words guide all that we do. We are **committed** to our passion for dance, our Steps family, and our community. We pledge to be Charlotte's leader in dance education by designing a progressive program that keeps up with the ever changing dance industry. Our **power** lies in our approach, our focus, and our relationship with our Steps family, students, parents, and teachers. We believe in the power of our words, actions, and service to others. The **unity** of our Steps family is the heartbeat of our studio! We are dedicated to being unified in our mission and vision, values, and acceptance for all people.

We strive each day to maintain a family atmosphere that fosters creativity, friendship, exercise, and of course FUN! Our studio is a safe place for all to be loved, accepted, and valued. Steps N Motion has earned the reputation as Charlotte's most innovative and creative dance school for 44 years!

# CLASSES

Steps N Motion Dance Studio is a traditional dance school with a progressive format. Our classrooms are a positive environment that encourage learning through exploration of movement, teamwork, and creativity. Classes at Steps are high energy and fun for all ages! This structure allows dancers to form friendships and healthy habits while promoting self-confidence.

**All classes begin with a proper warm up that includes cardio, stretching, and strength building.**

## Class Descriptions

**Dance Preview:** Our tiniest students explore dance through creative movement, pre-ballet, magical music, and play. Dance Preview fosters confidence and prepares toddlers for school readiness by teaching following directions, socialization, and entering the classroom independently. Additionally, Dance Preview students practice letters, numbers, colors, animals, and enjoy some story times throughout the year. Dancers build coordination skills, balance, focus, and flexibility while learning proper technique and terminology.

**Dance Preview Classes do not participate in the year end recital.**

**Beginner Combination Class:** Our Beginner Tap and Ballet Combo classes pack the fun while learning musicality and grace! Dancers begin class with tap and build confidence and independence learning to change into their ballet shoes on their own. Parents can expect their tiny dancers to learn basic tap skills like tap, dig, shuffle while working on counting and musicality. In ballet, parents can expect their preschooler to master skills and terminology such as first and second position, passé, arabesque, and chassé. Each class will be filled with music, play, and fun!

**Primary Combination Class:** Our Primary Tap and Ballet Combo classes pack the fun while learning musicality and grace! Dancers begin class with tap and build their musicality and rhythm while learning tap technique. Parents can expect their tiny dancers to learn basic tap skills like tap, dig, shuffle while working on counting and more advanced patterns and step combinations. In ballet, parents can expect their young dancer to master skills and terminology such as first and second position, passé, tendu, arabesque, and grande jete. Each class will be filled with music, exciting activities, new skills, and fun!

**Ballet:** Ballet is one of the world's most beautiful and revered art forms. Adults and children alike will love building on a foundation of basic movements set to beautiful music as they grow their strength and abilities. Steps is committed to providing classical ballet training to all students. Students who take ballet improve their strength, balance, control and flexibility while simultaneously increasing focus, discipline, and grace.

**Contemporary:** Contemporary Dance bridges the gap between jazz and ballet, focusing on movement quality and style while building strength and refining technique. This genre enhances storytelling through dance, improvisation, and understanding expression through movement. Dancers build confidence and creativity as they progress in this dance style. At Steps, contemporary class includes a full warm up, skills in the center and across the floor, improvisation, and a longer combination.

**Hip Hop:** Hip Hop is our most popular class style! Set to the most current hits, hip hop dance encourages self confidence, personal style, and is a high energy workout. This upbeat style improves groove, rhythm, and musicality relying on fun beats with a little bit of attitude! Hip Hop class begins with full warm up including cardio, strength building, and stretching before moving into skills in the center and across the floor, improvisation, and a longer combination.

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**Jazz:** This dynamic and high energy style is taught in a positive environment to all age groups. Jazz class begins with a warm up that includes cardio, strength building, and stretching. Dancers continue with skills in the center, across the floor, and combinations of skills and movement to upbeat music. At Steps, dancers are taught to execute movements with correct technique, exciting performance quality, and are encouraged to develop their individual style.

**Tap:** Made popular during the 20th Century, this appealing dance style still has its place in the modern world. Steps offers tap classes to students of all ages and levels and encourages expression through sound. Mastering this style of dance helps with coordination, rhythm, musicality and agility. Dancers can expect to learn both classic and modern tap skills through a warm up, progressions, improvisation, and combinations.

**Tumbling:** Our tumbling program includes floor gymnastics and conditioning. These classes consist of many elements including balance, focus, and defiance of gravity. Students in tumbling class can expect to increase strength, flexibility, and power. Class begins with a cardio and strength building warm up. Students learn skills on mats with the help of spotting from our highly trained coaches and progress to performing skills on the dance floor. Tumbling is an individualized class and students will be working on their own skills at their own pace. Our tumbling coaches are USA Gymnastics certified.

**Tumbling Classes do not participate in the year end recital.**

**Pom:** Pom utilizes a specific skill set of sharp motions and positions along with standard jazz technique including flexibility, jumps, & turns to create unforgettable routines. Pom requires high energy, performance, and execution. This style class has many components: a warm up including cardio & strength building, foundational technique, and choreography. Poms are used during choreography and combinations. You most often see this style of dance performed by collegiate and pro dance teams.

**Ready Set Acro:** This class is specifically designed for preschoolers as an introduction to tumbling and acrobatics. The program was developed by the industry leader, Acrobatic Arts, along with childhood education and development specialists. It emphasizes safe and effective progressions to foster the physical and social skills needed for healthy early childhood development. The class will focus on 3 main components: Stretch, Strength, and (Acro/Tumbling) Skills.

**Ready Set Acro Classes do not participate in the year end recital.**

## **Class Placement**

- Students are assigned to class levels according to their age as of **September 30, 2024**.
- During the first six weeks of classes, students are evaluated individually on their skill level and 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 the Steps staff at any time.

# DRESS CODE

Dressing appropriately for class is part of the discipline of the art of dance. All students are required to dress properly for class, including shoes & hair. Please, check out our dress code requirements below.

## Shoe & Attire Requirements

- **All shoes, except Int/Adv/Adult Hip Hop sneakers, are only available to purchase at Steps N Motion.**
- Ballet uniforms are available to purchase at each studio location
- Ballet and Jazz shoes are available to match lighter and darker complexions
- Dance shoes absolutely should **not** be worn outside the studio.
- Please, label all shoes and dance items with your dancer's first and last name.

<p><b>DANCE PREVIEW</b></p> <ul style="list-style-type: none"> <li>• Pink Butterfly Full Sole Leather Ballet Shoes (W450) <i>Males: Black Full Sole Leather Ballet Shoes (W450)</i></li> <li>• Any color of activewear (leotard, skirt, shorts, leggings, etc.) <i>*tights are optional</i></li> </ul>	<p><b>JAZZ &amp; POM (All levels)</b></p> <ul style="list-style-type: none"> <li>• Leather Slip On Jazz Shoe (W800) <b>Dancer's shoe color should match their skin tone</b> <i>Males: Black Leather Slip On Jazz Shoe (W800)</i></li> <li>• Any color of activewear (leotard, skirt, shorts, leggings, sports bras, tanks, tees, etc.)</li> </ul>
<p><b>BEGINNER AND PRIMARY COMBO (Levels 1 &amp; 2)</b></p> <ul style="list-style-type: none"> <li>• White No Tie Tap Shoes (W2600) <i>Males: Black Lace-Up Tap Shoe (W1600)</i></li> <li>• Pink Butterfly Full Sole Leather Ballet Shoes (W450) <i>Males: Black Full Sole Leather Ballet Shoes (W450)</i></li> <li>• Any color of activewear (leotard, skirt, shorts, leggings, etc.) <i>*tights are optional</i></li> </ul>	<p><b>TUMBLING + READY SET ACRO (All Levels)</b></p> <ul style="list-style-type: none"> <li>• Students will tumble barefoot</li> <li>• Any color of activewear (leotard, unitard, shorts, leggings, sports bras, tanks, etc.)</li> </ul> <p><b>Tumbling students must wear form fitting clothing for safety reasons. No jewelry.</b></p>
<p><b>CONTEMPORARY (All levels)</b></p> <ul style="list-style-type: none"> <li>• Students will dance barefoot</li> <li>• Any color of activewear (leotard, skirt, shorts, leggings, sports bras, tanks, tees, etc.); no tights</li> </ul>	
<p><b>TAP</b></p> <p><u>Primary Tap:</u></p> <ul style="list-style-type: none"> <li>• White No Tie Tap Shoes (W2600) <i>Males: Black Lace-Up Tap Shoe (W1600)</i></li> </ul> <p><u>Advanced Beginner Tap:</u></p> <ul style="list-style-type: none"> <li>• Caramel matte No Tie Tap Shoes (w700); <i>Males: Black Lace-Up Tap Shoe (W1600)</i></li> <li>• Any color of activewear (leotard, skirt, shorts, leggings, sports bras, tanks, tees, etc.)</li> </ul> <p><u>Intermediate, Advanced Tap:</u></p> <ul style="list-style-type: none"> <li>• Black Lace-Up Tap Shoe (W1600)</li> <li>• Any color of activewear (leotard, skirt, shorts, leggings, sports bras, tanks, tees, etc.)</li> </ul>	
<p><b>Dress Code is continued on the next page.</b></p>	

## HIP HOP

### Funky Tots, Primary, Adv Beg Hip Hop:

- Black Sparkle Pop Sneaker (W350)
- Any color of activewear (leotard, skirt, shorts, leggings, sports bras, tanks, tees, etc.)

### Boys, Intermediate, Advanced, Adult Hip Hop:

- All white sneakers; must only be worn in the dance studio
- Any color of activewear (sweats, shorts, leggings, sports bras, tanks, tees, etc.)

## BALLET

### • Pre-Ballet:

- Pink Butterfly Full Sole Leather Ballet Shoes (W450); Ballet Pink Tights (W900); Pink Ballet Dress (W12300)

### • Primary Ballet:

- Pink Butterfly Full Sole Leather Ballet Shoes (W450); Ballet Pink Tights (W900); Violet Ballet Dress (W12300)

### • Adv Beg Ballet:

- Pink or Hazelnut Stretch Canvas Ballet Shoes (W550); Ballet Pink or Hazelnut Tights (W900); Peacock Camisole Leotard (MT12129); optional Black Mesh Faux Wrap Skirt (S12072)

### • Intermediate Ballet:

- Pink or Hazelnut Stretch Canvas Ballet Shoes (W550); Ballet Pink or Hazelnut Tights (W900); Black Cherry Camisole Leotard (MT12129); optional Black Mesh Faux Wrap Skirt (S12072)

### • Advanced Ballet:

- Pink or Hazelnut Stretch Canvas Ballet Shoes (W550); Ballet Pink or Hazelnut Tights (W900); Black Camisole Leotard (MT12129); optional Black Mesh Faux Wrap Skirt (S12072)

**Dancer tights and shoes must coordinate (ie: hazelnut tights and shoes or ballet pink tights and shoes)**

**Students must have hair in a secure bun. No jewelry.**

### • Males (All Levels):

- Black Stretch Canvas Ballet Shoes (W500); Black Shorts or Pants; White T-shirt or Tank

**\*\*Please note, the shoes listed above are required to participate in the recital\*\***

\*Note ballet uniforms and all required shoes are only carried at Steps N Motion's in-studio boutiques.

# CLASS PROCEDURES

## Arrival & Departure

- Students should arrive **5 minutes before class start time** and should be picked up no later than **5 minutes after class end time**. If you are running late please notify the office so we are aware.
- It is expected that parents are punctual and arrive to class with their students on time. Arriving late disrupts the flow of dance class and distracts students. Excessive tardies will not be allowed.

## Class Structure

- Parents can expect the first few minutes of each class to include a welcome greeting from the teacher, class roll call, and an overview of the class
- All classes start with a warm up including light cardio, stretching, and strength building
- Classes then work on skills in the center, progressions across the floor, and dance combinations
- Ballet *Only* Classes begin with ballet barre, center, progressions across the floor, and reverence in the center
- Dance Preview and Beginner level classes follow a similar structure with more time for exploration

## Class Behavior

- All dancers will behave with a level of self-control and respect that is appropriate for their age. Students will be verbally corrected when necessary.
- If a behavioral problem persists after 2 teacher warnings: students under 7 years old will have a time out of the classroom to refocus their energy; students 8 years and over will be taken to the office to call a parent to pick them up.

## Dress Code

- Dressing appropriately for class is part of the discipline of the art of dance. It is imperative that students are dressed to allow unrestricted movement to fully participate in class.
- All dancers must secure their hair away from their face; unsecured hair can become a distraction when dancers are playing with their hair or it is blocking their face.
- All required dress code items are in-stock and available for purchase at our studio locations.
  - Hip Hop sneakers for boys, intermediate, and advanced can be purchased at local shoe retailers

## Bathroom Policy

- Dancers should use the restroom prior to entering their class.
- The Steps N Motion staff cannot assist dancers using the restroom; if your dancer needs assistance dressing, undressing, and/or using the restroom you must remain in the studio lobby for the duration of their class.

## Personal Items

- Please label all items including: dance shoes, dance bags, jackets, water bottles, etc.
- Steps N Motion Dance Studio will not be held liable for damage to or loss of personal property.

## Changing Classrooms

At our Fountains location we have a campus style studio. Some dancers will need to change buildings between classes. If it is necessary to change buildings, students under the age of **12** will be walked between buildings by Steps staff members.



## Parent Observation

- During classes, parents are requested to remain outside the classroom to avoid distractions.
- Parents may peek in our observation windows for a few minutes, however we respectfully ask that you not remain at the window for the entire class. The traffic and noise volume is a distraction to your child's dance class and impedes the learning environment.
- We strongly encourage you to take advantage of SpotTV where you can watch your student on your mobile device. Please, note attempting to screen record on SpotTV will lock you out of the app for safety reasons.

## In Class Parent Observation

- In May, parents will be invited into the classroom to observe class. Please, do not use this time to judge your child's progress. There are many distractions during these weeks; it is often not a true reflection of his/her dance ability and progress. Rather, use this time as an opportunity to enjoy watching your child in action!
- During this week, teachers will also discuss all pertinent recital information, as well as present dancers their awards.

## Attendance

Your child's attendance in class is very important to their peers and our teaching staff. As a student at Steps N Motion Dance Studio, it is a commitment for you to ensure your child attends their classes on time each week and attends all lessons planned for them. Not only do absences impact individual skill progression and Recital routines, it also impacts the classroom community, social, and confidence-building principals we work hard to foster in each age group.

Parents must contact the office if their child will be absent from class due to illness or other conflicts. If you know ahead of time that your child will be absent due to holidays/vacations, commitments or school trips, please let us know as soon as possible.

## Missed Classes

Missed classes may be made up in a similar class within four weeks. Parents must contact the office to arrange a make-up class. Note: beginning in January each class will be working on their individual recital routines. **There is no tuition deduction for classes missed for any reason.**

## Discontinued Classes

- Students who drop after classes begin must submit a drop form to the office. You can find the drop form online under "Quick Links". The drop form cannot be completed over the phone.
- We do require a two-week notice to drop a class. **Tuition charges are based on the date of written notice, not the last class attended.**
- Tuition fees must be current in order for a student to drop class. 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 or camps at Steps. **Credits are non-transferable.**

## Inclement Weather

In case of inclement weather, Steps N Motion Dance Studio will make a call to cancel classes if it is in the best interest of our Steps family: students, parents, staff. Weather closings are announced on the Steps website, social media accounts, & on the studio voicemail after 9:00 am (for morning classes) or 1:00 pm (for afternoon classes). *In general, we close when public schools close, but since we have students from several school districts, it is best to check the above places.*

**Classes canceled due to inclement or severe weather are not made up.**

## Severe Weather Protocol

In the event of severe weather while classes are in session: students will shelter in place in bathrooms/hallways of the building they have class in. If there is time to safely move dancers from the Loft dance space to the first floor at the fountains, we will do so.

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# ACCOUNTING

## Accounts/Billing/Tuition Fees

- All tuition and dance related fees, including but not limited to, registration fees, monthly tuition, costume deposit(s) and balance(s) and recital fee deposit and balance will be automatically charged to your credit card that you provided in your customer portal on the **3rd of each month**.
- Please note, you are responsible for updating your credit card information through your customer portal. The studio staff is **not** allowed to make any changes to payment information. It is your responsibility to maintain a valid credit card number and expiration date in the Steps Customer Portal. After the **10th** of the month, a **\$10.00 late fee** will be added to tuition if your credit card was declined and payment information is not updated.
- Tuition is an annual charge divided by 9.5 months, not by the lesson or number of lessons in a month. There is no additional charge when there are 5 lessons in a month, and no discount when there are three. We do not have make-up classes for studio closings.
- Tuition remains the same regardless of student absences. Students may schedule make-up through the studio office.
- Tuition will only be prorated for new students enrolling in classes after the registration period.

**Costume Fee Payment:** Costume deposits of \$55/dance, which are non-refundable and non-transferable, will be automatically charged on **October 3rd**. Costume balances will be automatically charged on **January 3rd**.

## Tuition Schedule

*Monthly tuition rates are calculated by the number of hours a student is in class each week.*

<b>Class Hours</b>	<b>Tuition per Month</b>	<b>Class Hours</b>	<b>Tuition per Month</b>
<b>30 minutes</b>	\$77	<b>2.5 hours</b>	\$118
<b>45 minutes</b>	\$82	<b>2.75 hours</b>	\$124
<b>1 hour</b>	\$88	<b>3 hours</b>	\$129
<b>1.25 hours</b>	\$93	<b>3.25 hours</b>	\$134
<b>1.5 hours</b>	\$98	<b>3.5 hours</b>	\$139
<b>1.75 hours</b>	\$103	<b>3.75 hours</b>	\$144
<b>2 hours</b>	\$108	<b>4 hours</b>	\$149
<b>2.25 hours</b>	\$113	<b>4.25 hours</b>	\$155

## Tumbling Tuition

If taking tumbling class **ONLY** (without a dance class)

\*Ready Set Acro: Tuition will be \$88 a month (30-minute class per week).

\*Primary, Adv. Beg.: Tuition will be \$93 a month (45 minutes per week).

If taking tumbling in addition to a dance class, the cost for tumbling will be an additional \$40 added to your monthly Tuition.

## Registration Fee

An annual non-refundable registration fee of \$65 per student or \$95 per family is due at the time of registration. A student is not considered registered or able to attend class until this fee has been paid. Online registration requires full registration information and your acceptance by electronic signature of studio policies and hold harmless agreement.

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## **Tumbling Equipment & Award Fee**

Students taking a tumbling class will be assessed an annual \$25 equipment fee. This fee will be charged with your September tuition. At the end of the season tumblers will receive a gold medal for their achievements in tumbling. Our equipment fee ensures that our tumbling equipment is properly maintained. We provide top of the line equipment for our tumblers to train with and all of our equipment is regularly deep cleaned & sanitized to maintain quality.

## **Costume Fees**

- Beginner (Combo I & II)- @ \$95.00 each
  - Funky Tots & Pre-Ballet - @ \$100.00
- Primary - @ \$95.00 each
  - Primary Ballet and Hip Hop - @ \$100.00
- Adv. Beginner - @ \$100.00 each
- Intermediate - @ \$100.00 each
- Advanced - @ \$100.00 each

***\*All Male dancers, Advanced Tap, and Intermediate/Advanced Hip Hop classes are not charged a costume fee. Teachers will communicate with the parents of these students to purchase a coordinating costume for our Recital. Parents will be required to buy the costume specifically outlined by their child's teacher in order to participate in the Recital.***

## **Recital Fee**

The Recital fee is \$115.00 per student (\$190.00 per family). This fee covers all costs associated with our recital at Ovens Auditorium including, but not limited to, staging, recital t-shirts, digital download video of the recital, insurance, 1 recital program, lighting, scenery, awards, union stagehands and ushers, as well as, Steps N Motion staff present to work. The Recital fee deposit of \$60 (\$80.00 per family) will be automatically charged on November 3rd, and your balance will be charged on March 3rd.

**There is no limit to the number of guests a student may invite. Guests do not need a ticket for admission.**

## **Payments**

We accept Visa, MasterCard, Discover, and American Express. 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.

## **Customer Portal**

All active families with a valid email address on file with the studio may access their account details at any time via the Steps N Motion 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 Cardholder Information Security Program.
- All the information you provide via the Customer Portal is password-protected and encrypted. The Customer Portal Login link is located at the top of the homepage on our website.

## **Dancer Information in Customer Portal**

Please, note dancer information in the portal is used for all printing purposes at the studio. **Parents should enter dancer(s) first and last name(s) as you want it to appear on all printed items, including in the Recital Program.**

# RECITAL

## Recital Information

Our 2025 Recitals are scheduled for **June 7th & 8th** at Ovens Auditorium. Our Recital Handbook will be posted in May that includes all details for the show weekend.

- It is assumed that all registered dancers will participate in Recital. **If your dancer will not participate in the Recital, you must notify the office in writing by October 1st.**

## Costume Measurements

In October, students will be measured for costumes in their regular class.

- If a student misses measurement day, **it is your responsibility** to make sure we get measurements before Thanksgiving break.
- Growth considerations are given to all measurements.
- **Note, teachers measure students. Therefore instruction time is limited this week.**

## End of Year Awards

Awards are given at the end of the dance year. First and Second year students will receive medals. Students dancing Three or more years will receive trophies. Five, Ten, and Fifteen year students will receive their milestone trophies on stage at our Recital. **Parents must sign off on years of dance and student name spelling prior to awards being ordered.**

## Last Week of Classes

The last week of regular classes will be Friday, May 30th-Thursdays, June 5th. If you are not participating in the recital, your last full month of classes will be April 2024.

## Pictures

**Pictures will be held in May.**

- Pictures will be done on the weekends.
  - Fountains pictures @ the Fountains **Saturday & Sunday, May 17th & 18th**
  - Indian Land pictures @ Indian Land **Saturday, May, 3rd**
  - Wesley Chapel picture @ Wesley Chapel **Sunday, May, 4th**
- Photo packages are available for purchase for groups, individuals, & siblings. A detailed schedule will be available in April.

**All dancers are required to attend picture day and participate in the group photo and rehearsal.**

## Dancer Appreciation

Dancer Appreciation Week is Friday, May 30th - Thursdays, June 5th. During this week we celebrate our dancer's hard work with a special treat after class. Dancers also receive their Recital Bag at this time that includes their Recital T-Shirt, Recital Programs, & other information and commemorative items.

## Recital Program Ads

In March, you will receive information to purchase personal and/or business ads in our recital programs.

## Merchandise

Each year we have several items available to purchase during our Recital Store pre-sale. We offer beautiful fresh cut flowers, plush animals, apparel, and other commemorative items. *Note, we have some items available in very limited quantities at the Recital. We highly recommend ordering items during the pre-sale.*

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# GENERAL INFORMATION

## Studio Rules

- Class Observation: Families & friends waiting in the lobby must respect the space and keep noise volume to a minimum. The traffic and noise volume is a distraction to your child's dance class and impedes the learning environment.
  - We strongly encourage you to take advantage of Spot TV where you can watch your student on your mobile device.
  - The observation windows are only for peeking at your dancers' class. Please be considerate of other parents by taking a quick peek and then moving so others may do the same.
- No food or drink (except water) is allowed inside the dance studios.
- We are a peanut/tree nut free facility; however, Steps cannot guarantee that the studio will be free of any food allergens including; but not limited to any and all nuts, peanuts, tree nuts, and/or nut products.
- No street shoes are allowed on dance floors.
- No dance shoes should be worn outside of the studio.
- All parents and dancers are expected to behave in a respectful manner at all times.
- Parents, siblings & friends using electronics must turn their volume off while in the lobby.

## Communication

We are committed to transparent and efficient communication here at Steps N Motion Dance Studio. It is our promise to respond to all inquiries within 24-hours (Monday thru Friday) and we will never leave a query unanswered. Inquiries received over the weekend will be responded to the following Monday. Our friendly office staff can be contacted via phone or email during regular office hours at each location.

For convenience, our primary means of communication is via email. You will receive monthly e-news and important updates via email. Please, ensure you have provided the studio with an up-to-date email address that is regularly checked. Don't forget to add our email address [office@stepsnmotion.com](mailto:office@stepsnmotion.com) to your contacts so our communication reaches your inbox.

Social Media is a great way for us to keep in touch with a large number of people at once, so we encourage all families to follow our Facebook and/or Instagram account for easy access to updates & information.

We always display important information, dates and studio details on our bulletin board in our lobby areas. We are always happy to chat in more detail about communications you may receive from the studio, so if you need any clarification please don't hesitate to call or email us to chat with one of our helpful team members.

## Lost & Found

Items left at the studio are placed in our Lost & Found located in the lobby.

- At the end of each month, we donate unclaimed items to a local charity. One 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.
- Steps N Motion Dance Studio is not responsible for lost or damaged personal items.

## Trial Classes

Beginning September 3rd, prospective and current students are invited to participate in a free trial class. We have so many exciting classes we encourage our students to try new styles!

## Summer Dance

We offer a wide variety of dance camps, classes, and workshops in June and July. Registration opens February 1st for current students with exclusive discounts!

*Updated May 2024*

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# CODE OF CONDUCT

It is the goal of Steps N Motion Dance Studio to maintain a positive and productive learning environment for all students and staff. Our staff members ensure a safe space for our students by maintaining appropriate order, discipline, and safety. As part of their training, students are expected to behave in a responsible and disciplined manner and to adhere to the established Code of Conduct.

Steps N Motion Dance Studio strives to ensure that all rules are clear and reasonable. As always we are open to feedback, so if any of the requirements outlined below are unclear or concerning, please give us a call to discuss further. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's Code of Conduct.

Students will behave with a level of self control and accountability that is appropriate for their age. Students at Steps N Motion Dance Studio are expected to be kind, inclusive, and respectful to classmates, teachers, staff, and parents. Students are to conduct themselves in a manner that does not interfere with others' class experience or others' use and enjoyment of the studio facilities. Students are expected to arrive to class on time in proper attire as outlined in our studio Dress Code. Parents are to inform the studio office if their student will be late or absent.

Students are expected to set a good example which includes language and conversation content within the classroom, on the premises of Steps N Motion Dance Studio (including the lobby and restrooms), on social media, and while representing Steps N Motion Dance Studio in the community.

Please be courteous in your dealings with our teachers, staff, reception, directors, and junior staff. In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at the discretion of the Directors. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

Steps N Motion Dance Studio values diversity, inclusion, and community. Steps N Motion Dance Studio is inclusive to and embraces all abilities, ages, genders, races, religions, ethnic origins, and sexual orientations.

Families who do not comply with their fee or costume payment obligations may be charged a late fee, and/or excluded from performances. External debt collection may occur when fees remain overdue and this will be at the expense of the client. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class fees.

No classes (including private lessons) or teachers are to be disturbed, unless it is an emergency. Parents are not to approach teachers or students during class and if messages or food/drink/medication needs to be passed on to a student, it should be done through a Steps N Motion Dance Studio staff member. All parents must wait in the lobby areas or outside of the studios until classes have been dismissed.

We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be picked up.

Any questions or concerns must go through our office administration team – parents and students are not permitted to contact Steps N Motion Dance Studio teachers via phone, in person, or via email / social networking with studio issues unless it has been broached with the Directors first. Personal meetings with the studio Directors can be arranged via the front desk or email.

Steps N Motion Dance Studio does not assume responsibility for any stolen, damaged, or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

Steps N Motion Dance Studio management reserves the right to change teachers or schedules when necessary at any time throughout the year.

Class curriculum & programming, choreography, costuming and studio policies remain the intellectual property of Steps N Motion Dance Studio and may not be reproduced or sold without permission of the Directors.

# CONTACT

## THE FOUNTAINS

8183 Ardrey Kell Rd Charlotte, NC 28277

704-845-1180

Monday-Friday 9:30am-1:00pm, Mondays - Thursday 3:30pm-8:30pm, Saturday 8:30am-11:30am

## WESLEY CHAPEL

6400 Weddington-Monroe Rd Matthews, NC 28104

704-684-0005

Monday-Thursday 3:30pm-9:00pm, Friday 9:30am-1:00pm

## Indian Land

8356 Charlotte Highway Indian Land, SC 29707

803-228-0679

Monday, Tuesday, Thursday 3:30pm-7:30pm, Saturday 8:30-12:00pm

## Email Addresses:

General Information: [office@stepsnmotion.com](mailto:office@stepsnmotion.com)

Billing/Accounting: [brittany@stepsnmotion.com](mailto:brittany@stepsnmotion.com)

Competitive Program Info: [teams@stepsnmotion.com](mailto:teams@stepsnmotion.com)

Marketing/Performances/Donations: [sabrina@stepsnmotion.com](mailto:sabrina@stepsnmotion.com)

## Social Media



*@STEPSNMOTIONDANCE*

*Follow us on social media for a look behind the scenes at Steps! We also post regular announcements, reminders, and exclusive offers on our social media accounts.*

**Steps 'N Motion Dance Studio 2024-2025 Recreational Calendar**

**Classes Begin Friday, August 16<sup>th</sup>**

**Labor Day (Studio Closed)**

Friday, August 30<sup>th</sup>-Monday, September 2<sup>nd</sup> , / Classes resume Tuesday, September 3<sup>rd</sup>

**Costume Deposits Due October 3<sup>rd</sup> (Non-Refundable)**

**Halloween (Studio Closed)**

**Recital Deposit Due November 3<sup>rd</sup> (Non-Refundable)**

**Costume Measurement Week**

October 14<sup>th</sup>- 19<sup>th</sup> – class time will be limited on this day

**Thanksgiving Break (Studio Closed)**

Monday, November 25<sup>th</sup>-Saturday, November 30<sup>th</sup> / Classes resume Monday, December 2<sup>nd</sup>

**Winter Break (Studio Closed)**

Monday, December 23<sup>rd</sup> – Saturday, January 4<sup>th</sup> / Classes resume Monday, January 6<sup>th</sup>

**Costume Balances Due January 3<sup>rd</sup> (Non-Refundable)**

**Recital Fee Balance Due March 3<sup>rd</sup> (Non-Refundable)**

**Spring Break (Studio Closed)**

**FOUNTAINS:**

Monday, April 14<sup>th</sup>-Saturday, April 19<sup>th</sup> / Classes resume Monday, April 21<sup>st</sup>

**WESLEY CHAPEL & INDIAN LAND:**

Monday, April 21<sup>st</sup>-Saturday, April 26<sup>th</sup> / Classes resume Monday, April 28<sup>th</sup>

**Pictures (Tentative)**

Fountains: Saturday, May 17<sup>th</sup> & Sunday May 18<sup>th</sup>

Indian Land: Saturday, May 3<sup>rd</sup>

Wesley Chapel: Sunday, May 4<sup>th</sup>

**Parent Observation & Awards Week (all locations)**

Monday, May 12<sup>th</sup> – Saturday, May 17<sup>th</sup>

**Memorial Day Holiday (Studio Closed)**

Friday, May 23<sup>rd</sup> - Monday, May 26<sup>th</sup> / Classes resume Tuesday, May 27<sup>th</sup>

**Last Week of Regular Classes & Dancer Appreciation**

Friday, May 30<sup>th</sup>- Thursday, June 5<sup>th</sup>

**Dance Recital**

Saturday, June 7<sup>th</sup> & Sunday, June 8<sup>th</sup>

**\*\*Steps is open on all teacher workdays\*\***



# STUDIO POLICIES

## Policy Agreement

Parents are responsible for completing and signing a Policy Agreement annually. This is done at the time of registration.

## Illness Policy

The safety and wellness of our Steps Family is our top priority. Please do not send dancers to class or studio events if they are not feeling well. Parents should contact the office to schedule make-up.

## Parent/Student Handbook

At the time of registration, you acknowledge that you have read and understand Steps N Motion Dance Studio's policies, agreements and general studio information provided in this handbook. This Handbook supersedes all previously issued handbooks. This handbook may be modified by Steps N Motion at any time without advance notice to parents and/or students. In addition, throughout the year, new or revised policies and/or agreements may be issued and supersede the contents contained herein. If policies are changed or added you will be prompted through your customer portal for signature of agreement.

## Registration Fee

An annual non-refundable registration fee of \$65 per student or \$95 per family is due at the time of registration. A student is not considered registered or able to attend class until this fee has been paid. Online registration requires full registration information and your acceptance by electronic signature of studio policies and hold harmless agreement.

## Tuition

- All tuition will be charged to the credit card number in your customer portal on the **3rd of each month**. If you are registered before our season begins (August 18th) you are responsible for prorated August tuition whether you attend class or not. August tuition will be charged on August 28th.
- I understand that payment of all fees is my responsibility and that a \$10.00 tuition late fee may be applied to my account if the card on file is declined and cannot be processed for any reason. I further understand that it is my responsibility to maintain a valid credit card number and expiration date in the Steps Customer Portal, and that any changes or updates must be made by me through the Portal. No changes or updates will be accepted by phone or at the studio.
- There is no additional charge when there are 5 lessons in a month, and no discount when there are three. Tuition is an annual charge divided by 9 months, not by the lesson or number of lessons in a month. We do not have make-up classes for studio closings.
- You may **not** deduct for classes missed due to illness, vacation, etc. Exceptions will be made on an individual basis if a student has a medical condition that restricts physical activity. A doctor's note must be submitted before a credit can be issued. Credits can be used for future classes at Steps 'N Motion.

## Costume Fee(s)

Costume fees differ by class and number of dances. It is necessary to order costumes in December to ensure that we have them in time for our Recital. **Costume fees are non-refundable**. If your costume fees are not paid, your costume will not be ordered.

## Recital Fee

The Recital fee is \$115.00 per student (\$190.00 per family). This fee covers auditorium rental, insurance, and union labor associated with the auditorium, plus scenery, costumes, music editing, lighting, etc. This fee also covers your dancer's Recital T-Shirt, Recital Programs, and a digital video copy of the recital. The Recital fee deposit is due November 3rd, and your balance is due by March 3rd.

*Updated May 2024*

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## Student Information

I understand that my dancer(s) name(s) are pulled directly from my account for all recital material including printed programs, trophies/awards, etc. By agreeing to this policy I have reviewed the spelling of my dancer(s) first and last name(s) and attest to its accuracy.

## Refund Policies

- Tuition refunds are offered in full if a recreational class or camp does not meet its minimum enrollment. Refunds are not available should your plans change after you have registered and paid the tuition fee.
- Students who drop after classes begin must have a parent provide **written notice two weeks prior to dropping class. Tuition charges are based on the date of written notice, not the last class attended.** Unused fees will be credited to your account for future use at Steps N Motion.
- Costume Fees and Recital Fees are non-refundable.

## Discontinued Classes

- Students who drop after classes begin must submit a drop form to the office. You can find the drop form online under "Quick Links". The drop form **cannot** be completed over the phone. We do require a two-week notice to drop a class. **Tuition charges are based on the date of written notice, not the last class attended.** Tuition fees must be current in order for a student to drop class. 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 or camps at Steps. **Credits are non-transferable.**
- If a student misses 3 weeks of classes, and a parent has not communicated with the studio office or your instructor(s) your dancer will be dropped from the studio roster. Please, also be aware that you will incur a new registration fee if you wish to re-enroll your child in class.
- If a student drops a class after costumes have been ordered, a parent must pick up the costume between **May 23rd - June 5th. After June 5th costumes will be donated.**
  - If a student drops class due to family relocation a \$20 shipping fee will apply for the studio to ship the costume to your new address.

## Make-up Classes/Missed Classes

Missed classes may be made up in a similar class within four weeks. Parents must contact the office to arrange a make-up class. **There is no tuition deduction for classes missed for any reason.**

## Returned (NSF) Checks

A \$35 service charge will be applied to your account when a check is returned for any reason.

## Peanut/Tree Nut

Steps N Motion is a peanut/tree nut free facility; however, we cannot guarantee that the studio will be free of food allergens including but not limited to peanut/tree nuts.

## Image Release

I hereby grant permission for videos and photographs to be taken during class time, at the studio, events, and other performances. I understand that this media will be produced and used for advertising purposes and all social media outlets. I authorize Steps N Motion Dance Studio Inc. to use my photograph or video on their website, printed material, and/or all social media without further consideration. I also acknowledge that Steps N Motion may not choose to use my photo/video at this time but may do so at its own discretion or at a later date. I also understand that there is no compensation for this media.

**If you do not agree to the image release, you must notate on your registration under the student additional information box.**

## **Hold Harmless**

I have full knowledge that by nature class participation can frequently include exercise and body contact along with associated dangers. In recognition of the possible dangers connected with any physical activity, students hereby knowingly and voluntarily waive any right of cause of action of any kind whatsoever arising as a result of such activity from which any liability may or could occur to Steps 'N Motion Inc., Sabrina LeClair, its officers, agents, or employees or instructors. I agree to waive claims against any person or organization connected with Steps 'N Motion Inc. for any injuries I may sustain and likewise assume full responsibility for all my actions in connection with said classes. I understand that Steps 'N Motion, Inc. and its agents urges all students to obtain a physical examination from their physician prior to attending any class.

## **Automatic Draft**

I authorize Steps 'N Motion Dance Studio to use the credit card number and expiration date I've provided online via the Steps Customer Portal. I understand that this card will be used by Steps 'N Motion Dance Studio to make payment on all of my dance fees on their respective due dates. I further understand that it is my responsibility to maintain a valid credit card number and expiration date in the Steps Customer Portal, and that any changes or updates must be made by me through the Portal. No changes or updates will be accepted by phone or at the studio.

## **Code of Conduct**

I understand that Steps N Motion Dance Studio has established a Code of Conduct for the safety and well being of its students, staff, and families. I agree to adhere to the rules and regulations outlined in the Code of Conduct, and understand that failure to adhere to Code of Conduct could result in suspension or dismissal from Steps N Motion Dance Studio.

## **Privacy Policy**

The privacy of your personal information is a top priority for Steps N Motion Dance Studio. We do not sell, rent or trade your personal information to any third party. This policy explains our information practices and how Steps N Motion Dance Studio collects and uses your information both on Steps N Motion Dance Studio's website and in person.

You can learn about Steps N Motion Dance Studio's products and services on the Steps N Motion Dance Studio website without giving us any personally identifying information about yourself. When you visit our website, we do not collect any personally identifiable information without your consent. We collect and securely store information that you voluntarily choose to give us or enter on our website.

When you register for classes at Steps N Motion Dance Studio, we collect contact information including, but not limited to: parent/guardian names, phone numbers, email address and student information including names, birthdays, grade, etc. This information is needed to manage studio business and will not be used or sold for any other purpose, except as described below.

Steps N Motion Dance Studio will access your personal information and/or share it with third parties only for the following purposes:

- As needed for studio business, including but not limited to: mail, email, and text message marketing campaigns
- If required to do so by law or to comply with the legal process
- To protect the rights, property, or personal safety of the public

Special note regarding website use by children: the Steps N Motion Dance Studio website is not designed for use by children (anyone under 18 years of age).

Links to other sites: As a resource to our visitors, there are links to other websites on Steps N Motion Dance Studio's website. These websites are not covered under Steps N Motion Dance Studio's Privacy Policy. We encourage you to read the privacy policy on all websites prior to volunteering any personally identifiable information.

If you have questions about our Privacy Policy or if you wish to update or remove any of your personal information, please contact the office.

*Updated May 2024*

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## **Electronic Signature**

I understand that submission of this online registration includes my electronic signature and that my electronic signature requires my understanding and acceptance of ALL Steps 'N Motion Dance Studio Studio Policies and conditions, including those provided on our website. Parents of competitive students acknowledge that there may be additional policies that they will need to sign separately at a later date.