



## Safe, nurturing, structured environment for After School Pick up Celebrating 25 years of Dance Education in Pinellas County

(727) 734-7121

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STEPS School of Dance is pleased to offer After School Performing Arts Program, a constructive and educational alternative to traditional after school care. We have prepared this manual for your convenience and as a guide for you and your child.

### **Program Philosophy**

The objective of the Program is to create a fun and safe experience every afternoon that encourages children to build good relationships, learn thru the arts and demonstrate responsibility during study time. The children are continually supervised. Students are divided into smaller groups in separate classrooms at the appropriate times. The daily routine is punctual and organized.

Example: Arrival – Snack time – Dress for Class – Study time – Dance class- Dismissal

### **Eligibility**

Students ages K through 5<sup>th</sup> grade are eligible for participation in our program. Every child must have mandated forms completed on file at STEPS prior to the first day. No one will be permitted to attend without this information on file. Parents of 5-year-old students must be aware of our program suitability to these youngsters. A 5 year old in our program must be independent enough to participate in our program.

### **Pick Up Policy**

The pick up time is 6:00pm sharp. After 6:00pm, **there is a \$15.00 late pick up fee** assessed that must be paid at the time of pickup. Children will only be allowed to leave our program with parents or those authorized by the parents to pickup. This information will be on file with the instructor and will require photo identification if we are not familiar with the person picking up your child. This is important in protecting the safety of your children.

### **Absentee and No Show Policy**

Parents who do not notify us that their student is absent from school, or departed school early (in both cases the child will not be attending the after school program) will be charged a **"No Show or Absentee Fee" of \$10.00**. Our voice mail is operated on a 24 hour 7 days a week basis for messages. **Please call STEPS (727) 734-7121** to leave a message or relay any information by 12:00 noon on the day in question. Our transportation schedule is carefully planned and timed accordingly. We cannot spend critical minutes looking for students who have gone home early or are not in school. There are no exceptions or warning to this policy.

**The deadline for notifying: 12:00 noon**

**If you are absent due to illness, you may bring your dancer for a make-up dance lesson but due to the unavailability of van seats, van transportation is not eligible for make ups**

### **Emergency Information**

It is essential that all emergency telephone numbers be kept current, as well as any changes of address. It is your responsibility to provide us with any changes in these numbers. Please provide all cell phones and other numbers that we may need. In addition, other relatives and neighbors numbers will be helpful as well. If your child has not been picked up by 6:30pm the Instructor will begin to call the emergency numbers.

### **Rules of Conduct**

STEPS prides itself on commitment to safety

Student will be required to wear seat belts while traveling in the Van

Students will remain in the building until parent/guardian arrives at pick up

STEPS wants you as parents to concentrate on your job with the peace of mind that your children are having fun after school, making good use of their time and staying healthy with the Arts

Welcome to STEPS School of Dance

We have an exciting year planned for you. We welcome your comments and suggestions. If any parent/student wishes a private conference concerning your individual dance goals or financial concerns, please do not hesitate to ask. We are happy to work with you to ensure that your school year will be one of pleasure and growth.

The entire faculty and staff wish you a fantastic year of dance!

### ***School Policies***

#### Uniform/Hair Requirements:

- ❖ Are posted on our website: StepsSchoolofDance.com
- ❖ All students must be dressed in proper uniform/hair for required classes

#### Lost/Found:

- ❖ Located in the back reception area
- ❖ STEPS School of Dance is not responsible for lost personal items.

#### Food/Drink:

- ❖ No food or sodas are allowed in the studios or in the Pickup Van
- ❖ Snacks are permitted in the After School Room only
- ❖ Please to clean up after your snack time.
- ❖ Students are encouraged to bring a water bottle into class.

### ***After School Tuition***

Our 2013-2014 season is **39 weeks**

- ❖ Tuition is broken into 11 payments and is due on or before the first of each month
- ❖ Tuition is pro-rated if student starts mid- cycle, according to payment schedule below.
- ❖ After School Tuition is not charged for Thanksgiving, Winter Break or Spring Break Holidays

For your convenience, our preferred method of payment is Auto-Pay with Visa or Mastercard; however you may also pay with Cash or Check.

- ❖ Auto pay will be debited from your account on the 1<sup>st</sup> of each month
- ❖ Cash or Check payments must be received on or before the 1<sup>st</sup> of each month
- ❖ Note: A \$15.00 fee is added to accounts paid on the 2<sup>nd</sup> of each month. No exceptions

#### Tuition Due Dates

August Registration  
September 1<sup>st</sup>  
October 1<sup>st</sup>  
November 1<sup>st</sup>  
December 1<sup>st</sup>  
January 1<sup>st</sup>  
February 1<sup>st</sup>  
March 1<sup>st</sup>  
April 1<sup>st</sup>  
May 1<sup>st</sup>  
June 1<sup>st</sup>

#### Weeks payment covers:

August 20-27  
September 3- 10-17-24  
October 1- 8-15-22  
October 29 - November 5-12-26  
December 3-10-17  
January 7-14-21- 28  
February 4-11-18-25  
March 4-11-18- April 1  
April 8-15-22-29  
May 6-13-20-27  
June 3-10

\*(2 Weeks plus 1 Week Deposit Due)

\*(Not charged for Thanksgiving)

\*(3 Week payment for Winter Break)

\*(Not charged for Winter Break)

\*(1 Week payment with Deposit Applied)

Thank you for choosing STEPS School of Dance  
Celebrating 25 Years of Dance Education in Pinellas County.

Maureen Gibson,  
Artistic Director





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### Daily Dance Schedule:

#### Ages 5-7

|            |             |                 |
|------------|-------------|-----------------|
| Monday-    | 4:00-5:00pm | Hip Hop Jr.     |
| Tuesday-   | 4:00-5:00pm | Ballet          |
| Wednesday- | 4:00-5:00pm | Jazz 1          |
| Thursday - | 4:00-5:00pm | Tap 1           |
| Friday-    | 4:00-5:00pm | Musical Theater |

#### Ages 7-9

|           |             |                 |
|-----------|-------------|-----------------|
| Monday    | 4:00-5:00pm | Jazz            |
| Tuesday   | 4:00-5:00pm | Hip Hop         |
| Wednesday | 5:00-6:00pm | Ballet          |
| Thursday  | 4:00-5:00pm | Tap             |
| Friday    | 4:00-5:00pm | Musical Theater |

#### Ages 9-12

|           |             |                         |
|-----------|-------------|-------------------------|
| Monday    | 5:00-6:00pm | Contemporary            |
| Tuesday   | 5:00-6:00pm | Hip Hop                 |
| Wednesday | 5:00-6:00pm | Jazz                    |
| Thursday  | 5:00-6:00pm | Ballet                  |
| Friday    | 4:00-5:00pm | Acro/ Stretch for Dance |

#### **Rates:**

|                           |                  |
|---------------------------|------------------|
| Pick up and Dance 5 Days: | \$330.20 a month |
| Pick up and Dance 4 Days: | \$268.80 a month |
| Pick up and Dance 3 Days: | \$207.40 a month |
| Pick up and Dance 2 Days: | \$140.20 a month |
| Pick up and Dance 1 Day:  | \$ 73.00 a month |

#### Uniforms/Dance wear:

We require the students wear appropriate dancewear for all classes Monday thru Friday  
We ask that you label each item with your dancer's LAST name

#### **Leotard:**

|           |                    |
|-----------|--------------------|
| Ages 5-7  | Light Blue leotard |
| Ages 7-9+ | Black leotard      |

#### **Tights:**

All Ages  
Pink for Ballet class  
Convertible Tan for other classes

#### **Hair:**

Bun: parents are to provide all hair products, brush and comb. We do NOT share hair products.  
Please place hair items in a LARGE zip lock bag and label with your child's name

#### **Shoes:**

Ballet: Pink Ballet shoes  
Tap: Tan Mary Jane style buckle  
Contemporary: foot-undies or bare feet  
Hip Hop: Clean everyday Sneakers  
Jazz and Musical Theater: Tan slip on Jazz shoes  
Acro : bare feet