



STEP *by* STEP
DANCE ACADEMY

2021 – 2022

Student

Handbook

Welcome to Step by Step!

This handbook was created to provide you with an informative and convenient guide for Step by Step Dance Academy's rules and policies for the 2021 / 2022 dance season. Please hang on to this handbook and keep it in a safe and accessible location for easy reference when required. Information enclosed in this handbook is also viewable via our website at: www.stepbystepda.com.

Our History

Step by Step was established in Avon, Ohio in 1998 by Kristin M Carney. The first studio, located in the Avon Plaza on Detroit Road was a cozy 600 ft², but it was large enough to handle our first year's enrollment of 42 eager students. Over the next four years, the studio relocated 2 times, each time almost doubling the dance floor space. For the next 15 years, the studio was located at 37701 Colorado Avenue and boasted over 2000 ft² of dance floor space on two floors. Our newest location at 1502 Lear industrial Parkway, brings two slightly larger floors in a more industrial setting. All our dance floors have always been custom designed to provide cushioning and absorb impact, a must for the everyday dancer. We are proud of our history and are focused on continuing to maintain a strong connection with each and every student!

Our Mission

Step by Step Dance Academy was created to show students of all ages the excitement, poise and self esteem that naturally develop with dance. Step by Step embraces students of all ages and all skill levels as long as they are true to themselves and the studio with an honest commitment to dance. The studio emphasizes proper dance technique in a structured yet fun atmosphere that fosters confidence, creativity, and cooperation among students. As a performing studio, the classes are designed to build off a technical foundation that develops into a choreographed number that each student has the opportunity to perform in a year-end production. In addition, the studio also offers competition level classes for students with the experience and commitment to showcase their talents to their peers. Our goal at Step by Step is to strive for excellence and continue to stand as a leader in dance training in the Avon, Ohio, and the surrounding communities.

The Instructors

Mrs. Kristin Carney, the founder and owner of Step by Step Dance Academy, is proud to celebrate 24 years of excellence...inspiring dancers one step at a time. Bringing over 35 years of dance experience to her students, Kristin has trained in Tap, Jazz, Lyrical & Ballet at several prominent dance centers in the Western New York area. As a 1995 graduate of State University College at Buffalo (New York), she was student choreographer for four years for the Buffalo State Dance Association. She has also lent her expertise as a judge for dance competitions on the East coast and throughout the New York area and continues to update her training by attending master classes at The Broadway Dance Center in NYC.

Her competition groups have won numerous Best Overall, Best Precision and Most Entertaining awards and scholarships. She has also been honored with multiple Top Choreography awards for her unique outlook on dance. She is always proud of the hard work and dedication exemplified in her students and expects 110% from all of them!

Miss Joyce Petersen is eager to begin her 5th year as an instructor at Step by Step. Joyce holds a degree in Exercise Science with a Dance Minor from Ohio Wesleyan University and a Master's degree in Exercise Physiology from Kent State. Joyce, a five-year studio alumnus, has been trained in Tap, Jazz, Ballet, Lyrical, Modern and Contemporary. She is very excited for another year working with the Step by Step dancers; and with a focus on technique and movement with intention, help them to grow as beautiful performers!

Mrs. Cassi Burns has been dancing since the age of 2, specializing in Ballet and Tap, learned under her mother's (herself a dance studio owner) tutelage. Cassi has training from the American Ballet Theatre, Colorado Ballet and Bolshoi. A current resident of Avon Lake, she is excited to get back to teaching dance!

Miss Kelly Frank is excited to be back for her 3rd year of teaching at SBS. A previous Step by Step competition dancer, Kelly recently graduated from Kent State, where she was captain of the dance team, with a major in exercise science. With her extensive dance background, Kelly is excited to share her expertise with both new and returning step by step students!

Attire

All students are expected to come to dance class ready to dance! As such, the following items are required clothing for respective classes. These clothes have been recommended to maximize the student's comfort, and mobility, as well as to provide the instructor with a clear representation of the student's bodylines for proper movement and analysis during class.

Class	Hair	Required Clothing
Tap (ALL CLASSES)	Up off the face and neck. Pull back in ponytail with excess hair/bangs pinned down.	Leggings, capris or dance shorts. Any color or style leotard, camisole or sports bra.
Jazz / Hip Hop / Jumps Leaps & Turns (ALL CLASSES)		
Intro to Ballet	Up off the face and neck. Bun is preferred.	Any color or style of leotard with light pink tights. Ballet skirts or dance shorts are acceptable.
Ballet / Pointe (ALL OTHER CLASSES)		Any style BLACK leotard and light pink tights. Ballet skirts or dance shorts are acceptable.
Contemporary		Leggings, capris or dance shorts. Any color or style of leotard, camisole or sports bra.

Jeans, cargo pants, oversized tee shirts or sweatshirts, pajama tops and bottoms / lounge pants **are not** permitted. Students who do not show up for class in the correct clothing will not be allowed to dance. All clothing is expected to be clean and inoffensive. Suggestive, vulgar or obscene clothing will not be permitted. Articles left behind at the studio will be retained briefly before being discarded.

All students are encouraged to bring a filled water bottle to class each week. Water bottles that are left behind will be discarded. Please do not bring flavored (i.e. colored water) or other sports beverages into the studio. Water **ONLY** please! A water cooler is available for use.

Shoes

As with any physical activity, the right equipment is a necessity for proper technique and dance is no exception. The instructors at Step by Step have taken great care in selecting the following footwear for each respective class. All students are required to have the correct, proper fitting footwear for each and every class. Absolutely no street shoes, tennis shoes or non-dance shoes of any kind will be allowed on the dance floor. Please refer to the following table for the shoe required for your respective class:

Class	Dance Shoe
Adult Tap	Tap Shoe of Choice
Intro to Tap Combo	Black 'Bloch' Buckle Tap Shoe
ALL OTHER TAP CLASSES	Black 'Leo' Slip On Tap Shoe
ALL JAZZ CLASSES, Jumps/Leaps/Turns	Black "Neoflex" Jazz Shoe
ALL HIP HOP CLASSES	Clean Tennis Shoe
Pre-Teen Ballet, Company Teen Ballet	Pink "Elasto-split" Ballet Slipper
Junior Ballet	Pink Split Sole Ballet Slipper
Pointe	Refer to Miss Kelly
Company Teen Lyrical	Refer to Miss Kristin
Intro to Ballet Combo	Pink Leather Full Sole Ballet Slipper
Teen Contemporary and Company Contemporary	Nude "Bloch/Capezio" Canvas Lyrical Shoe

All the required dance shoes, as well as various types of dance apparel can be purchased from the following store:

Footsteps

24048 Lorain Road, North Olmsted

440-779-0500

www.footstepsinc.com

Footsteps will have a list of the required shoes for each class. Tell them you are with Step by Step Dance Academy and which class you need shoes for and they will select the required shoe and size it for you properly. Ask for Barb or Michelle.

Enrollment and Tuition

Step by Step holds an open fall registration for new and returning students in August of each year, with dates and times posted throughout the year and on our website. The studio's dance season runs from September to May, following a typical school calendar year. Fall classes start the Monday after Labor Day, which for 2021, is Monday, September 13th.

Classes will be open to new and returning students until October 25th, 2021. After this date, no additional students will be permitted to enroll for any class for the 2021 – 2022 dance year (unless previous arrangements have been made with the studio).

Each enrolled student is responsible for payment of a registration fee which is due at registration. This **non-refundable** payment will hold a spot in each requested class for each student. The registration fees for the 2021/2022 dance year are:

Number of Classes per Family	New Students	Returning Students
1 st class	\$20	\$10
2 nd class and each additional class	Add \$5	Add \$5

The annual tuition fee is broken down into 10 monthly installments as shown on the following page. For families that do not pay the full year up front, bills are handed out to the students beginning the last full week of the previous month with payments due by the end of the second week of the following month. (Usually by the 10th to the 15th) Each bill will have a description of the month's current charges as well as any past due amounts and the payment due date. Any payments not received by the due date will be subject to a 10% late fee. Accounts overdue by over two months will incur a 15% late fee and may result in removal of a student from classes. If you are having trouble making payments, please notify the studio immediately so a payment plan can be arranged. All families are also encouraged to write the students name(s) in the note section of the check.

Payments may be made via cash, check or money order. Step by Step will also accept payment via Paypal or Venmo (@stepbystepdance). Credit cards **are not** accepted. All payments should be made out to Step by Step Dance Academy. Payments can be dropped off in the studio payment box, mailed to the studio address, or handed directly to the instructor. Any personal check returned for any reason will result in an automatic \$40 returned check fee. In addition, any family that has a returned check will not be allowed to pay with personal checks for the balance of the dance season.

Tuition charges for the 2021 / 2022 dance year are as follows:

Total Number of Classes per Family	Base	Five Year +
1 st class	\$64.00	\$60.00
2 nd class	\$124.00	\$116.00
3 rd class	\$180.00	\$168.00
4 th class	\$232.00	\$216.00
5 th class	\$280.00	\$260.00
6 th class	\$324.00	\$300.00

Families that wish to pay the entire balance in advance will receive the following incentives:

Payment in FULL by October 1st – May tuition waived and a refund of the first costume deposit.

Payment in FULL by November 1st – May tuition waived.

Families that recommend new students to Step by Step will receive a 5% discount for each student, with a 25% maximum discount. Credits will appear on your bill starting Nov 1st.

There will be **no refunds** for missed classes for any reason. If any student is aware of a future class where they will not be attending (due to illness, vacation etc...) please notify your instructor via text or e-mail or e-mail the studio at stepbystepda@sbcglobal.net. If a class is cancelled due to a holiday, weather or teacher illness, no make-up classes will be scheduled. While Step by Step is located in the Avon School District, we often do not close when the schools are closed. In the event the Avon School District is closed, please check the **studio website** to see if the studio has remained open.

New students are initially placed in classes according to age, body type and relative experience. Current students are placed per their previous instructor's recommendation. All students and parents are expected to respect the decision of the instructor(s) regarding class placement. Students may be moved up or down to a different class based on their needs and or ability once classes begin. These assessments may take several weeks depending on the skill level of the class. Classes are offered for either 45 minutes or 1 hour, depending on skill level and type of dance. If your child has special needs, you must inform the instructor of any specific physical or mental issues. These students will be assessed for class placement on a case by case basis.

Competition Classes

Step by Step Dance Academy also offers competition level dance classes. These classes are identified on the available schedule. Competition allows students the chance to perform in front of an audience of their peers, and often provides invaluable experience and feedback regarding their performances.

Assignment to a competition level class is left to the discretion of the class instructor and the studio owner. This is due in part to the amount of commitment, and talent that is required of students of this level. All students enrolled in designated competition classes are required to attend all in town and out of town competitions. This **IS NOT OPTIONAL**. Step by Step typically performs in two competitions each year, usually one in March and one in April. We try to plan at least one overnight competition in a nearby city such as Detroit, Columbus or Pittsburgh. Competition dates will be provided to students as soon as they are available. All students enrolled in competition classes should notify their instructor of any potential conflicts as soon as possible. The students are responsible for all registration fees pertaining to these competitions. These fees are generally \$45 - \$55 per student, per class. Families are also responsible for overnight accommodations and travel arrangements.

Due to the incredible amount of commitment that is required of a competition level class, any student who is enrolled in a competition class at Step by Step will not be allowed to take the same type of dance at a different studio. This is to avoid conflicts of technique and methodology between studios.

Recital / Production

Step by Step Dance Academy takes pride in our annual dance recital / production held in May. Spring production provides students with the opportunity to experience the thrill of performing in front of a large, live audience, while simultaneously, providing an opportunity for parents, family and friends to watch their students perform and see the results of a year of hard work!

This year's production is scheduled for Wednesday and Friday, May 25th and 27th, just prior to Memorial Day weekend, at the Breen Center for the Performing Arts at St. Ignatius High School. Both shows are scheduled to start at 7 PM. Dress rehearsal will be earlier that week, on Tuesday, May 24th. These dates may be subject to change dependent on whatever protocols are in place at the time due to the Covid-19 pandemic. All students are obligated to attend the dress rehearsal and both recital performances. We provide these dates as early as possible so all accommodations to your schedules can be made to guarantee attendance. If a student knows in advance that they will not be available for production weekend, they are welcome to take classes until choreography begins, typically in October or November. Please notify your instructor as soon as possible if you know you will not be completing the entire year. Late notification (after December 1st) will result in the application of the studio's late withdrawal fee.

Recital Fee

A non-refundable recital fee of \$90 per family will be included in the March billing. The fee helps to cover costs for facility rental and staffing. Included in the recital fee will be six guaranteed recital tickets (**per family**). Additional tickets may be purchased (if available and allowed) for \$12 each. If available (and allowed), tickets can be purchased the day of the show for \$15. Ticket exchanges **will not be permitted** after dress rehearsal. The auditorium has a maximum seating limit of approximately 550. Ticket allotment and recital fees are also subject to change based on Covid-19 protocols but will not exceed \$90. The studio also provides a professional copy of the performance in an online format. Each family will have access to the content. The cost for this service is \$25 – also on your March bill.

Costume Fee

Each student is required to purchase a costume for each class in which they are enrolled. Costume costs typically run between \$50 - \$90 but may be more for advanced classes. For your convenience, billing for recital costumes will be broken down into three main payments.

Costume deposits are **NON-REFUNDABLE**.

1 - \$25 (per student, per class) to be included in October billing.

2 - \$25 (per student, per class) to be included in November billing.

3 - The balance on each student's costume(s) will be due after the costumes are ordered (typically in January).

Students are also responsible for paying for any additional accessories, tights, ribbons, hairpieces, props, alterations, etc that may be a required portion of the costume. These items will be billed as required. Charges for these additional items typically run between \$10 - \$40 per class.

Once a costume is ordered, the cost for said costume is the student's responsibility. In the event that an ordered costume needs to be returned, the student is responsible for half of the cost of returning the said costume. If the costume cannot be returned, the student must pay the full cost. If a costume is lost or damaged, the student is responsible for the full cost of replacement. No student will be allowed to perform if they do not have the required class costume.

Late Withdrawal Penalty

As Step by Step is a production studio, the student (and family) needs to understand that dance classes are a yearlong commitment. Once choreography for the production piece is started, (typically in October or November) student withdrawal from a class **is unacceptable**. The exit of a student from any class in this situation taxes not only the instructor, but also the remaining students in that class. As a result, any student who drops a class after December 1st, 2021 will be charged a \$75 late withdrawal penalty. Any student who drops a class after January 1st, 2022, will be charged a \$150 late withdrawal penalty.

Attendance and Behavior

Step by Step has relaxed many of the restrictions that were put in place last fall due to the Covid pandemic. The following outlines what procedures we will currently be following, but all families should be aware that if the situation changes, Step by Step will change accordingly. We will be following state guidelines requiring the use of masks – if the state of Ohio requires it, the dance studio will require it. When not required, any student is welcome to wear a mask if they desire. Additionally, the studio will still have hand sanitizer available for use by any studio guest.

All students should come to class prepared, arriving 5 – 10 minutes before your scheduled class time. For students in the 1st scheduled class for any particular day, please be aware that the studio will remain locked until 15 minutes prior to the scheduled class start time. If a class is currently in progress, the student may quietly enter the studio and wait in the dressing room or a waiting area until their scheduled class starts. This also applies to students who remain at the studio between scheduled classes. **Do not disturb the class that is in progress.** This applies to parents, students and guests. Please keep conversations to a minimum level. Parents are expected to pick up their children promptly after classes have ended.

Students who are enrolled in classes on the second (smaller) floor should **not** proceed to the space until summoned by the class instructor. There is no waiting / viewing area for the second floor but the studio is equipped with a monitor for viewing from the waiting room. When entering the dance space from the waiting area, please keep distractions to any classes in progress, to a minimum.

Please remember that you are here not only to have fun but also to learn. The dance instructor deserves and expects your attention as well as your respect. Students need also be respectful and tolerant with each other. Disrespectful or disobedient behavior by any student **will not be tolerated.** Students will receive one verbal warning regarding poor behavior; if the behavior continues, the student will be removed from class. We also expect all parents and guests to be respectful of each other, the students and the instructors at all times. The studio reserves the right to dismiss any disrespectful student or family at any time.

There is absolutely no food or beverage allowed on the dance floor (other than water) restrooms or dressing room. This rule applies to ALL students and ALL guests. Please respect this rule and eat prior to entering the dance studio or in one of the waiting areas. Gum chewing on the dance floor, or in the waiting area will also not be tolerated. Please be respectful and clean up after yourself

Students are strongly encouraged to make every effort to attend class each and every week. Once production choreography begins, the absence of just one student has a profound affect on the entire class. Not only does the absent student suffer from the missed lesson, but the entire class as well. If a student is chronically absent (more than 2 weeks in a row or 3 weeks in a month) the family will be notified. If, after notification the absence continues, the student will be removed from class. No refunds will be provided in the event of a student removal.

Holidays

The following days are scheduled holidays for the dance studio. The studio will not be open on these days but will open the next day following the one listed. (E.g. the studio is closed Wednesday, November 25th and re-opens on Monday, November 30th)

Wednesday, November 24th to Sunday, November 28th – Thanksgiving
Monday, December 20th to Sunday, January 2nd - Christmas/New Years
Friday, April 15th to Sunday, April 24th – Easter

Parents & Guests

In order to try and minimize exposure, we are requesting that parents/family members DO NOT ENTER the studio and/or do not remain in the studio for the class duration. When ALL Covid-19 restrictions/recommendations are lifted, we will still encourage parents to leave the studio after dropping their children off. If a parent wishes to stay, please remain in a waiting area to minimize contact with your student and subsequent class distraction. The studio changing room is **NOT** a waiting area. Parents are **NOT** permitted on the dance floor during class. If desired, parents may arrive 10 – 15 minutes prior to the conclusion of class to observe from the waiting area. In addition, we also request that students do not bring guests to the studio without first notifying the instructor in advance. Please try to limit any disturbances to the classes in progress. Any persons in the waiting area are asked to please keep their voices to a minimum. Parents bringing additional children are reminded that the **waiting area is not a playroom or a snack bar**; all guests and students are expected to act accordingly. Parents and guests who are a distraction will be asked to leave the studio.

There is ABSOLUTELY NO videotaping of any student / class without prior permission from the instructor.

A parent who wishes to observe a class on the second dance floor, must notify the instructor in advance.

Thank you for choosing Step by Step Dance Academy! The entire staff of Step by Step welcomes you and looks forward to another exciting year of dance!

Step by Step Dance Academy – 2021
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www.stepbystepda.com