



RULES AND REGULATIONS

DRESS

1. All hair must be pulled up in a ponytail, braid, etc. NO excessive hair bows, bobby pins, head bands, etc.
2. Leotard and tights are most appropriate for all age and dance levels. A leotard with shorts or leggings worn over it is also appropriate. Alternate wear: leggings, shorts, fitted tank tops. All team kids must wear a leotard or sports bra. At no time are jeans allowed in class.
3. Proper shoes must be worn for each class. Example: Ballet shoes- not fabric house slippers or dress up slippers. Tap shoes—not common dress shoes. If shoes are questionable please ask a teacher. All shoes can be purchased through SBS.

CLASSES

1. All classes run consistently from September through the second week of June.
2. Please arrive 5-10 minutes prior to class. Have appropriate clothes and dance shoes on and ready for instructor.
3. The studio will close for 2 weeks over the winter holidays and 1 week for spring break. You pay by the 4 weeks not always the month so these closing will not be part of your payments.
4. For snow emergencies please call, check the website, or Facebook to verify if we are open
5. Please call and leave a message if a child is not able to attend class. If notice has been given by parent, you may have your child participate in a make-up class. We do not offer prorated classes at anytime throughout the season. Your instructor will give you times and availability for make-up classes.
6. We will offer two watch weeks through out the year for parents and families. The first watch week will be in December (TBD) and the second in April or May (TBD). At this time the parents and families are invited into class to watch and take pictures or videos.

EVENTS

1. Throughout the year we participate in community events. If a class is doing extremely well and are age appropriate, we may ask the class to attend the event and perform. We encourage you to have your child participate as much as possible. The more involved they become, the more excited about dance they are. The more we can encourage the kids to perform in front of an audience, the more self confidence they will gain.
2. A standard outfit will always be expected to be worn at these events. Black shorts and a SBS t- shirt. We do not care what color the shirt is as long as our logo is on it. It is a good idea to plan ahead and have a shirt on hand.
3. Volunteers - we are always in need of parent participation. Whether it is contacting and organizing groups via phone or email, helping pass out flyers at an event, we always appreciate any help you can offer.

RECITAL

1. Our recital date will be determined prior to the end of January 2020.
2. This is a big event for all involved. The kids especially. They will have worked really hard all year to perfect all of their dance routines.
3. All classes are required to purchase a costume. In general the costumes may cost between \$70.00-85.00 per class. This cost does include tights.
4. Each family or student is required to purchase 6 tickets for the recital. Tickets go on sale the first week of May.
5. Dress rehearsal is typically Friday before the recital. No costumes are required, just a run through of the show.
6. All costumes are worn with only appropriate under garments. Typically, this would be tights and bra if applicable.

PAYMENTS

1. All payments are due on the fourth/eighth week of every session (depending on your pay schedule) for the following four/eight weeks.
2. Each child will be given a slip on the third/seventh week, that payment is due the following week. If your child is absent that week please watch for the email. It is very important to stay current with all payments.
3. We accept cash or check only. All returned checks are subject to a \$25.00 return fee.
4. NO REFUNDS on payments made. Missed classes will be able to be made up in a reasonable time frame. If you take advantage of the prepayment plan and choose to not finish the 4 months there are no refunds available.

SOCIAL MEDIA

1. We will post our updates, closings, events, changes to the schedule, or any other items that may pop up through out the year. Please like our page on Facebook "Step by Step Dance Academy"
2. We will post fun pics occasionally on our Facebook or Instagram page, if this is a problem and you do not want your childs picture used please indicate that on your enrollment form.

Thank you for being a part of our studio. We know that you will enjoy every moment!