



PARENT & STUDENT HANDBOOK

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Introduction

It's our pleasure to welcome you into our community at the Steps on Broadway Academy. We have created this handbook to shed some light on how things will run throughout the year as well as answer questions you may have before the year begins. Please take the time to read this information carefully and keep your handbook in a safe place to refer to as you need. Additionally, our office staff are always here to help and will happily answer any questions you may have.

QUICK REFERENCE STUDIO INFORMATION

Address: 2121 Broadway, Floor 4, New York, NY 10023

Phone Number: (332) 334-4177

Email: Academy@StepsNYC.com

Website: www.stepsnyc.com/academy

Parent Portal: www.dancestudio-pro.com/online/stepsacademy

Fee Structure

Trial Classes: For those wanting to check out our programs before jumping in, new students may schedule trial classes for \$20 per class. Each student is allowed one trial per class. There are no trials for our PreProfessional or Select Study classes.

Registration Fee: The registration fee is charged annually per student. Check our website for the most up-to-date fees.

Costume and Recital Fees: Families who do not comply with their recital fee or costume fee payment obligations may be charged a late fee, and/or excluded from performances. Costumes will not be issued to students without payment.

Tuition Policy: Tuition is charged as a full season (by semester for First Steps). Please see below for our refund schedule:

Youth Division, PreProfessional, and Select Study

Prior to 1st Day of School Year – 90% Refund of Tuition

Beginning of School to February 1st – 50% Refund of Tuition

February 1st – No Refunds Granted

First Steps and Adaptive Dance

Prior to 1st Day of Class – 90% Refund of Tuition

After Class Begins – No Refunds Granted

Please note: Refunds will not be issued for classes missed by the participant.

Class Change Fee: 1st Change - \$0
All Others - \$25/change

Financial Aid

Students may receive reduced tuition for classes based on financial need. All financial aid is subject to the availability of funds for each academic year and is not guaranteed, so please apply early. You can find the application and more information on our Academy website.

Communication

For convenience, our primary mode of communication is email. You will receive regular newsletters and important information so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family. If you would like your correspondence sent to numerous recipients, you may update this via your parent portal under **Account – Account Settings – Family Contacts**. Don't forget to add our email addresses academy@stepsnyc.com and no-reply@dancestudio-pro.com to your contacts so we don't end up in your spam folder! Our friendly office staff can be reached at (332) 334-4177 for urgent matters.

Access your Parent Portal at www.dancestudio-pro.com/online/stepsacademy to check your schedule, register for classes, pay a balance, submit an absence, purchase tickets, and more!

In the event of urgent information (for example, day-of class cancellations), we will send an SMS text message to all families. So, for this reason, please make sure the mobile phone number you have provided to the studio is correct and up-to-date.

We always display important information and studio details in our 4th floor reception so please have a quick look when dropping off and picking up in case there is anything you may have missed. 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 email us to chat with one of our helpful team members.

Code of Conduct

To ensure the smooth, safe running of classes and an enjoyable experience by all, below you will find our code of conduct. If any of the requirements outlined are unclear or concerning, please reach out to us to discuss further. We reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's code of conduct.

We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent/caregiver 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.

Any questions or complaints must go through reception – parents and students are not permitted to contact the Steps on Broadway Academy teachers via phone, email, or social media unless it has been approved through administration. Meetings with the studio directors and/or teachers can happily be arranged via the front desk.

In the case of a parent or student showing disrespect or defamation to any other parent, staff member, or student, dismissal may be considered at the discretion of the director. Physical, mental, emotional, or cyber bullying by parents, staff, or students will not be tolerated and may result in dismissal from the studio.

Our administration reserves the right to change teachers or schedules, when necessary, at any time throughout the year.

Choreography, costuming, curricula, and studio policies remain the intellectual property of the Steps on Broadway Academy and may not be reproduced or sold by any students, parents, or staff without permission of the director.

Please remember, the way you present yourself in person and online creates an identity that can be viewed by anyone including the Steps on Broadway Academy administrators, public/private school admissions personnel, industry leaders, and more.

Safety

With the safety of our families being our number one priority, the Steps on Broadway Academy holds policies within the studio as well as at public performances and online.

New York law requires that a parent/caregiver remain on the premises at all times for children 6 and under. We have seating areas open to families waiting during classes.

For security purposes, we ask that all students under the age of 13 are escorted in and out of the building before and after class.

Students under the age of 13 are not allowed to be in the studios without a faculty or staff member from Steps present.

The directors and staff at the Steps on Broadway Academy are aware of the negative impact of inappropriate music and costume selection when it comes to performing dance routines and are committed to ensuring children in all of our dances are not subjected to any inappropriate songs or costuming.

The Steps on Broadway Academy takes no responsibility for any stolen or misplaced property on the studio premises, and we encourage our families to avoid bringing valuable items to the building when possible. When students come to class, they **MUST** bring all their belongings into the studio and place them along the walls.

You will find within our enrollment process our liability release and other waivers. Please read these carefully and accept the terms prior to the commencement of classes so you fully understand the rights and responsibilities of your family and our studio.

First Steps Dress Code

Our dress code is designed to prepare our students for success in class. It allows them to fully focus on their work in the studio, while providing instructors with a clear perspective on their alignment. Arriving in proper attire creates an atmosphere of professionalism and community while providing an opportunity to demonstrate respect for faculty and craft.

PREFERRED VENDORS

Steps on Broadway partners with dance manufacturers in NYC to offer discounts for Academy students. You can find the required styles at On Stage Dancewear, Bloch, and Capezio.

HAIR AND JEWELRY

Dancers' hair should be worn in a classical bun or pinned, clipped, and tied securely away from the face. No loose or dangling jewelry is allowed in class.

BALLET - Option 1

- Bloch CL5602 - Pastel Blue Leotard
- Pink or flesh tone tights
- Pink or flesh tone ballet slippers
- Optional: Black wrap sweater
 - Bloch CZ0999 or Capezio CC850C
- Optional: Pastel blue pull-on skirt
 - Bloch CR5110
- No sparkle or sequin skirts. No tutus.

BALLET - Option 2

- First Steps T-Shirt
- Black shorts or pants
- Black socks
- Black ballet slippers

TAP/JAZZ/HIP HOP - Option 1

- Bloch CL5602 - Pastel Blue Leotard
- Black shorts, pants or leggings
- Black socks
- (Tap) Black tap shoes
- (Jazz) Black jazz shoes
- (Hip Hop) Clean sneakers

TAP/JAZZ/HIP HOP - Option 2

- First Steps T-Shirt
- Black shorts, pants, or leggings
- Black socks
- (Tap) Black tap shoes
- (Jazz) Black jazz shoes
- (Hip Hop) Clean sneakers

Youth Division Dress Code

Our dress code is designed to prepare our students for success in class. It allows them to fully focus on their work in the studio, while providing instructors with a clear perspective on their alignment. Arriving in proper attire creates an atmosphere of professionalism and community while providing an opportunity to demonstrate respect for faculty and craft.

UNIFORM STYLES

Wear Moi Navy Leotard

Adult: *Galate, Cabriole, Arabesque, Pirouette*

Child: *Galate, Lovina, Thalia, Candide*

Wear Moi Navy Shirt

Conrad or Alpin

Body Wrappers Tights

Total Stretch Back-Seam Mesh Tights (A45)

PREFERRED VENDORS

Steps on Broadway partners with dance manufacturers in NYC to offer discounts for Academy students. You can find the required styles at On Stage Dancewear, Bloch, and Capezio.

HAIR AND JEWELRY

Dancers' hair should be worn in a classical bun or pinned, clipped, and tied securely away from the face. No loose or dangling jewelry is allowed in class.

BALLET - Option 1

- Uniform Leotard
- Pink or flesh tone uniform tights
- Pink or flesh tone ballet slippers
- Optional: Navy Bullet Pointe Skirt

BALLET - Option 2

- Uniform Shirt
- Black tights, leggings, or pants
- Black socks
- Black ballet slippers

TAP

- Uniform Leotard or Uniform Shirt
- Black shorts, pants or leggings
- Black tap shoes and socks

JAZZ/CONTEMPORARY

- Uniform Leotard or Uniform Shirt
- Black shorts, pants or leggings
- Bloch Pulse flesh tone jazz shoes

HIP HOP

- Solid-colored top
- Shorts, pants or leggings (no jeans)
- Clean sneakers

MODERN

- Uniform Leotard or Uniform Shirt
- Black shorts, pants or leggings
- Bare feet or socks

Pre-Professional & Select Study Dress Code

UNIFORM STYLES

Wear Moi Navy Leotard
Adult: *Galate, Cabriole, Arabesque, Pirouette*
Child: *Galate, Lovina, Thalia, Candide*

Wear Moi Navy Shirt
Conrad or Alpin

Body Wrappers Tights
Total Stretch Back-Seam
Mesh Tights (A45)

PREFERRED VENDORS

Steps on Broadway partners with dance manufacturers in NYC to offer discounts for Academy students. You can find the required styles at On Stage Dancewear, Bloch, and Capezio.

HAIR AND JEWELRY

Dancers' hair should be worn in a classical bun or pinned, clipped, and tied securely away from the face. No loose or dangling jewelry is allowed in class.

BALLET - Option 1

- Uniform Leotard
- Pink or flesh tone uniform tights
- Pink or flesh tone ballet slippers/pointe shoes
- Optional: Navy Bullet Pointe Skirt

BALLET - Option 2

- Uniform Shirt
- Black tights, leggings, or pants
- Black socks
- Black ballet slippers

TAP

- Uniform Leotard or Uniform Shirt
- Black shorts, pants or leggings
- Black tap shoes and socks

JAZZ & THEATER

- Uniform Leotard or Uniform Shirt
- Black shorts, pants or leggings
- Bloch Pulse flesh tone jazz shoes
- LaDuca or Bloch Split Flex flesh tone character shoes

HIP HOP

- Solid-colored top
- Shorts, pants or leggings (no jeans)
- Clean sneakers

MODERN & CONTEMPORARY

- Uniform Leotard or Uniform Shirt
- Black shorts, pants or leggings
- Bare feet or socks

Attendance

Your student's attendance in class is very important to their peers and our teaching staff. It is a commitment for you to ensure your student attends their classes on time each week and attends all rehearsals. Not only do absences impact the concert dances we create, they impact the social and confidence-building principles we work hard to foster in each of our classes.

If you know that your child will be absent due to holidays/vacations, commitments, or school trips, please let us know ahead of time so the class impact is minimal. You must log these pre-planned absences in our parent portal. If your student is ill or injured, we ask that you inform our admin team as soon as you can so they can let the teachers know.

Excessive absences (over 20% of their scheduled classes) may be cause for removal from our performances or dismissal from the program entirely. Additionally, excessive absences may result in the student not moving to a higher level at the end of the season.

Makeup Classes: Tuition will not be refunded for class absences. Instead, students are encouraged to schedule make-up classes. Students may not schedule a make-up class during observation weeks. Students in our Youth Division, Pre-Pro, or Select Study may not schedule make-up classes past March 1. **Please note:** Make-ups are a privilege and not guaranteed, if a student is scheduling more than 3 make-up classes, we may consider an alternate class schedule.

Tardiness: Students are expected to be on time to every class which means being dressed, with appropriate shoes/clothing, and in the room when class begins. Students that enter late to class will have missed instruction and this affects their overall growth within the class. Students that have missed the first 10 minutes of class may be asked to refrain from entering class that day. After 3 instances of tardiness, the studio will communicate with the parent to discuss solutions to avoid future late arrivals.

Injury and Illness: If students are dealing with an acute injury, they are asked to attend classes to observe (especially rehearsals for performances). If a student is ill, they must stay home until they are well.

Social Media

The Steps on Broadway Academy's Social Media Policy refers to all social networking environments. Please see below for our regulations regarding Social Media and feel free to contact our office staff if you have any questions.

Remain mindful that your behavior on Social Media follows the Steps on Broadway Academy' code of conduct as outlined in this handbook.

Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards the Steps on Broadway Academy staff, students or families may subject the participant to disciplinary action.

Whenever you engage on Social Media, as a member of the Steps Academy, you are representing the Steps on Broadway Academy. This means that you should only post with integrity and respect. If a problem is brought to light, consequences could include removal from performances or release from the Academy.

Remember that anything posted to the internet is permanent. Even when using apps that have disappearing features, anyone can easily screenshot and share. Even if you post to a closed or private group, someone may share with others that you did not intend.

Intellectual property (for example, photography, choreography) must be credited when posting online.

You may not post photographs / videos that feature the Steps on Broadway Academy dancers other than your own online without the consent of their parent/guardian.

Other Policies

Class Section Cancellations: The Steps on Broadway Academy reserves the right to cancel a class section if there is insufficient enrollment and will issue a full refund to remaining participants if there is not another class to transfer to.

Class Monitoring: No guests are allowed in the studio during regular classes (except Dance with Me). Observation days for First Steps classes are scheduled at specific times throughout the year. Video recording and photography of the classroom is strictly prohibited to maintain the privacy of our students.

Emergencies: In the event of a medical emergency and we are unable to contact a parent/guardian, or if time does not permit, we will utilize New York City emergency services.

Class Placement

First Steps

Students are placed by their age at the beginning of our school year and faculty recommendations.

Youth Division

Beginner classes are intended for dancers with 0-1 years of training in that style.
Intermediate classes are intended for dancers with 1-2 years of training in that style.
Advanced classes are intended for dancers with 2+ years of training in that style.
Age groups are based on the students' age on the first day of the season.

PreProfessional & Select Study

New students are leveled by an audition process. Returning students are evaluated on class attendance, participation, technical and artistic growth, and their ability to uphold the student code of conduct.