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The Perfect Step – 2011-2012 Dance Class Policies

Welcome to The Perfect Step!

We are so glad you have chosen The Perfect Step as your dance studio! At The Perfect Step we provide a professional, fun environment for our students as they learn the proper technique and fundamentals required to excel as a dancer. This handout is intended to provide you with all the information you need to prepare for your dance classes. You should keep this in a safe place and refer to it throughout the year for important dates and other useful information. This information will also be available throughout the year on our website at www.theperfectstep.com. If you have any questions or need any additional information, please feel free to contact The Perfect Step by email at theperfectstep@carolina.rr.com or by phone at 704-868-4585.

Monthly Correspondence/Newsletters

The Perfect Step primarily communicates with our dancers and their parents via email. We will send all monthly newsletters, monthly tuition invoices, and all other important correspondence via email. You will be required to provide an email address on your registration form and you must let us know if your email address changes. We will NOT provide paper copies of our newsletter and other handouts unless specifically requested in advance. We will also post all upcoming events and copies of all newsletters and handouts on our website at www.theperfectstep.com. We recommend that you check the website frequently so that you are informed of the most up-to-date studio information. You can also become a fan of The Perfect Step on Facebook for the latest news and information.

****New Acrobatic / Gymnastics Classes at The Perfect Step!!!**

The Perfect Step is excited to announce our new Acrobatic/Gymnastics Program led by Mr. Sam Jones. Acrobatics/Gymnastics is a sport requiring physical strength, flexibility, agility, coordination, balance and grace. Our new program will offer Acrobatic/Gymnastics classes for all levels of students (Pre-school, Level 1, Level 2 and Level 3/4). Students will advance to the next level by instructor's permission once they have met the goals of their current level. Students enrolled in any dance class at The Perfect Step can add an Acrobatic/Gymnastics Class for only \$30 per month. These Acrobatic/Gymnastics classes **will not** participate in the Spring Dance Recital for the upcoming dance year, but will instead hold a final parent observation at The Perfect Step Dance Studio, date tbd. For Acrobatic/Gymnastics classes, students will wear a leotard and dance shorts, no tights or shoes.

Monthly Tuition

By enrolling your child in dance classes at The Perfect Step, you are agreeing to a 9 ½ month obligation from August, 2011 to May, 2012. This includes dance tuition for the entire 9 ½ month period, administrative fees (registration fee and recital fee) and recital costume fees. The first payment is due the week of August 15th and is for \$85.00, which includes your \$50.00 registration fee (\$45 if paid before July 15) and \$35.00 recital fee. The remaining 9 payments are equal installment payments for dance tuition for the dance year (based on # of hours in class – see rate scale below) and recital costumes. The first of these remaining 9 payments is due the first week of **September** and subsequent monthly payments are due the first week of the month through the month of May, 2012. Use the attached "Dance Class Tuition and Fees Worksheet" to determine your monthly payment. We accept cash, check, credit card or debit card. **New this year, we will be happy to hold your credit or debit card info on file and process your monthly payment on the 1st of each month. If you are interested, you must fill out a credit/debit authorization form at the time you register.** If a student's tuition is not received by the 10th day of each month, we will automatically charge a \$15.00 late fee. We have already taken into account the following factors with our tuition rates: some months are longer (5-weeks) or shorter (3-weeks) due to holidays, etc; we have factored in one missed day for inclement weather, etc, that will not be made up; and we have factored in one week of classes in that will be used for Recital Photos instead of regular dance classes.

Dance tuition is based on the number of class hours each student takes, as follows:

2011-2012 Tuition Rates

30 minutes per week = \$40.00 per month	2 ¾ hours per week = \$108.00 per month
45 minutes per week = \$45.00 per month	3 hours per week = \$114.00 per month
1 hour per week = \$50.00 per month	3 ¼ hours per week = \$121.00 per month
1 ¼ hour per week = \$57.00 per month	3 ½ hours per week = \$126.00 per month
1 ½ hour per week = \$66.00 per month	3 ¾ hours per week = \$132.00 per month
1 ¾ hour per week = \$76.00 per month	4 hours per week = \$140.00 per month
2 hours per week = \$84.00 per month	4 ¼ hours per week = \$146.00 per month
2 ¼ hours per week = \$93.00 per month	4 ½ hours per week = \$151.00 per month
2 ½ hours per week = \$100.00 per month	4 ¾ hours per week = \$156.00 per month
5 hours per week or more (unlimited classes) = \$160.00 per month	
Boys receive half price tuition on all dance classes (not including private lessons)	
Dance students add an Acrobatics / Gymnastics Class for \$30.00 per month!	

Registration Fee

A registration fee of \$50.00 is required with the registration form to reserve class space (Discounted Early Registration fee is \$45.00 if paid by July 15, 2011.) A registration is not considered complete and class space is not reserved until this fee is paid and a registration form is received. **WITH YOUR REGISTRATION FEE, YOU WILL RECEIVE A BLACK LEOTARD EMBROIDERED WITH THE PERFECT STEP'S LOGO FOR YOUR DANCER TO WEAR TO CLASS.** The leotard will allow everyone to start out the year in compliance with our dress code (see below!). Note – boys will receive a black shirt embroidered with The Perfect Step's logo.

Costume Fees and Recital Fees

The Perfect Step will have its annual dance recital in May, 2012. The recital date and more information will follow shortly. Our recital gives students the opportunity to perform for their family and friends and gain experience performing in front of an audience. The recital fee of \$35.00 is used to help cover the cost of the auditorium, sound technicians, housekeeping and security for the recital and awards for each child.

Costumes for the recital will be purchased for each class. The **total** cost of EACH recital class costume is estimated to be \$70.00. As you complete your "Dance Class Tuition and Fees Worksheet" to determine your monthly payment, you should factor a costume fee of \$70.00 for EACH class your child is enrolled in. If we are able to combine costumes for any of your child's classes, we will credit your account and adjust your monthly payment accordingly at the time costumes are ordered. **We order all recital costumes in mid-December; therefore if your child is not planning to participate in the recital for any reason, you must notify us in writing prior to December 1, 2011, or else you are responsible for paying for the costume(s) ordered for your child.**

Typically recital costumes are distributed to students in April around parent observation week. In order to receive your child's recital costumes, your account must be current. Your account is considered current if ALL charges are paid in full except for the amount of your monthly payment plan installment times the number of months remaining in the dance year. If your account is not current, we will hold your child's costume(s) until you can make arrangements to bring your account up to date. If your account is not completely paid in full by the recital rehearsal in May, your child will not be able to participate in the recital and if you ordered a recital DVD or recital photos, you will not receive those items until your account is completely paid in full. Thank you for your cooperation with this policy.

Dress Code & Dance Shoes (**For ALL Preschool Dance Requirements, see attached sheet**)

In order for our teachers to ensure proper placement and technique, students must be dressed properly for dance classes. This year we will continue our studio-wide dress code. ALL dancers are required to wear black leotards (any style) and either pink or tan tights to EVERY class. Each dancer will receive a black leotard with The Perfect Step logo on it as part of their registration (the cost of the leotard is included in the registration fee). The Perfect Step will offer black leotards and pink or tan tights for sale throughout the dance year; however you can purchase your dancer's black leotard and pink or tan tights from any dancewear store.

- For Ballet and Lyrical classes, dancers must wear only the black leotard and pink or tan tights.
- For Jazz classes, dancers are allowed to wear black lycra dance shorts over their leotard and tights.
- For Tap and Clogging classes, dancers are allowed to wear either black lycra dance shorts or black fitted dance pants over their leotard and tights.

- For Hip Hop, dancers are allowed to wear form fitting T-shirts, shorts, capris or dance pants over their leotard – see instructor for specifics.
- For Gymnastics Classes – dancers should wear leotard, jazz shorts. **NO TIGHTS AND NO SHOES.**

No T-shirts, baggy shorts or pants, jeans, or other distracting clothing is allowed, as extra clothing impedes movement and hinders placement correction (except in hip hop classes, as allowed by the instructor). **Hair must be secured off of the face, either in a bun or a ponytail.** Short hair should be clipped back with barrettes. No jewelry, except small earrings, may be worn to class. Dancers should not bring valuable jewelry, cell phones or large amounts of money to the studio. Mark all common items, such as SHOES, leotards and tights, clearly with full names. Putting clothing and shoes into a dance bag will greatly decrease the loss of clothing through inadvertent mix-ups or theft. **The Perfect Step is not responsible for lost, stolen or misplaced articles.** No food, drinks (except water), gum or candy are allowed in the dance rooms at the studio – please make sure that any food brought into the dressing room or lobby area is cleaned up. **Absolutely no gum is allowed in the studio. PLEASE NOTE, IF STUDENTS DO NOT STRICTLY COMPLY WITH THE DRESS CODE OR OTHER STUDIO POLICIES, THEY WILL BE ASKED TO SIT OUT AND OBSERVE.**

Students must also wear appropriate dance shoes in every class. This year, we have a convenient new way for our dancers to order the shoes they need for each of their classes at a discounted price online. If you follow the steps below, you will be directed to a webpage where specific shoes are listed by class and can be ordered:

1. Go to www.discountdance.com
2. On the right side of the page near the top, click on “Dance Teacher Program”
3. Next, on the right side of the page at the very top, click on “4 Teachers”
4. Next, you will be prompted to enter our Teacher’s ID in a box on the left side. Our Teacher’s ID is TP34986
5. Next, you will be directed to a page where you can choose your class type (i.e. – Preschool, Mini/Petite, Junior/Teen, Competition)
6. Once you click on the appropriate class level you will see the required style of shoes for each class. You can click on the appropriate shoe and place your order.
7. ******You will receive a 10% discount on your first order using our Teacher’s ID******
8. Note – clogging shoes are not available online (they must be purchased locally at Lebo’s or Olivia’s)

All dance shoes may also be purchased locally at Olivia’s Dancewear or Lebo’s of Gastonia. Each of these stores will have a list of the required shoes for each of our classes. For more information on the required shoes or these stores, please call the Perfect Step at 707-868-4585.

The following shoes are required:

- **Ballet Classes:** **PINK** leather ballet slippers required.
- **Lyrical Classes:** **NUDE** colored Foot Undeez by Capezio or Dance Paws.
- **Jazz Classes:** **BLACK** slip-on jazz shoes required.
- **Clogging Classes:** **BLACK** lace-up clogging oxfords with clogs attached
- **Tap Classes (PRE-COMPETITION, MINI, PETITE, JUNIOR & TEEN):** **BLACK lace-up** tap oxfords with taps attached (Bloch style “Jazz/Tap” or a similar style shoe)
- **Hip Hop Classes:** **BLACK** hip hop sneakers required (any style).
- **Gymnastics:** no shoes.
- **Competition Teams:** **Shoe style and color to be determined after auditions.**

BALLET REQUIREMENTS:

A dancer who registers for any of our jazz, tap or lyrical classes will also be required to take a ballet class. The ballet class offers the fundamentals necessary to progress in all forms of dance (through stretching, conditioning, and providing the proper technique for body placement, control, turns, etc.). This requirement is intended to help our dancers become stronger dancers and progress more quickly toward their goals.

Attendance

Attendance is taken at each class and recognition is given at the recital for perfect attendance. Classes cannot be “made-up” for this award. You must attend all of your regularly scheduled classes to receive this award. **Good attendance is imperative**, as absences and tardiness can hold back an entire class. If your child’s absences cause them

to be behind in a class, you will be asked to schedule private lessons with the teacher at your expense to catch your child up. This is only fair to the rest of the class members. Please make every effort to have your child at **every class**.

Class Schedule

Classes will begin on **August 15, 2011**, and run through May 18, 2012. We will be **closed** on the following dates:

- Monday, September 5, 2011 (Labor Day)
- Monday, October 31, 2011 (Halloween)
- Wednesday, November 23, Thursday, November 24 & Friday, November 25, 2011 (Thanksgiving)
- Tuesday, December 20, 2011–Friday, December 30, 2011 – Holiday Break (resume on Monday, Jan 2)
- Monday, January 16, 2012 – MLK Day
- Monday, April 9, 2012 – Friday, April 13, 2012 - Spring Break
- Last Day of Classes at The Perfect Step – May, 18th, 2012.

Class Observation

Parents' observation days will be the weeks of November 7-10, 2011 and April 2-5, 2012. Observing class at other times is not allowed without teacher approval.

Insurance

The Perfect Step does not carry medical insurance for its students. It is **required** that all dance students be covered by their own family insurance policies and if injury occurs, it is understood that the student's own policy is your **only** source of reimbursement.

Dance Class Placement Policy

Students will initially be placed in classes based on age and experience levels. Once classes begin, if it becomes apparent to the instructor that a student needs to be moved into a different class, the instructor will inform the child's parents and arrangements will be made to move the child to the appropriate class. A student's class placement is left entirely to the instructor's discretion. **The Perfect Step reserves the right to cancel any class that does not have a minimum of seven (7) dance students.**

Snow or Bad Weather

When winter weather arises, The Perfect Step follows the Gaston County Public Schools inclement weather policy. If Gaston County Schools are closed due to the weather or if they close early, then classes are cancelled that day at The Perfect Step. However, if Gaston County Schools are only running on a morning delay, then The Perfect Step IS still open for afternoon and evening classes. If you have questions about whether or not the studio is closed due to the weather, visit our website at www.theperfectstep.com or call the studio (704-868-4585) and listen to the message.

Parade

The Perfect Step will participate in the Gastonia Christmas Parade, which is typically held on the first Sunday in December. We encourage all of our students to walk/ ride with us in the Parade. Details on the date and time will follow in the coming months. We have available for purchase Perfect Step warm-up suits and sweatshirts that can be ordered for students and parents to wear in the parade. Students are not required to wear these items in the parade, but we do ask that all students wear our studio colors of black and/or purple in the parade.

Summer Activities at The Perfect Step

In addition to our upcoming fall classes, there are summer camps that you can still take advantage of. Spaces are limited, so register now. **More details are available at www.theperfectstep.com:**

- **Summer Weekly Tuesday Dance Classes** - June 14, 21, 28, July 12, 19, 26:
 - 5:30-7:00pm – **"Dance Diva"** Class (ages 5-9) – includes 1 hour of funky hip hop/jazz class and ½ hour of gymnastics for dance.
 - 5:30-6:30 – **Beginner/Intermediate Gymnastics for Dance** (ages 6-18)
 - 6:30-7:30 – **Jazz Technique Class** (ages 6-18)
 - 7:30-8:30 – **Intermediate/Advanced Gymnastics for Dance** (ages 6-18) – by instructors permission.

Fairy Tale Princess Camp - July 18-22, 2011 (ages 3-5) – 9:30am – 12:00 pm each day

- **Dance Intensive** - August 1, 2, 4, 8, 9 & 11, 2011 – (ages 6-18) –5:30pm – 8:30 pm
- **August 11 – Competition Team Auditions** (note – Dance Intensive is REQUIRED for dancers planning to audition!!)
- **August 13 – Open House and Fall Dace Registration at The Perfect Step – 10:00am-1:00pm**
- **August 15 – FALL DANCE CLASSES BEGIN!**

2011-2012 TENTATIVE Fall Dance Class Schedule

(DANCE CLASS SCHEDULE IS SUBJECT TO CHANGE PRIOR TO BEGINNING OF CLASSES)

Pre-School dance I (ballet & creative movement)

(For 3 or 4 yr. olds with no dance experience)

Tuesday – 5:00 – 5:45pm

Pre-School dance II (tap, ballet & creative movement)

(For 4 yr. olds with some experience or 5 year olds with no experience)

Monday – 5:30 – 6:30pm

Wednesday – 5:15 – 6:15pm

Pre-School dance III (tap, ballet & creative movement)

(For 4 yr. olds or 5 yr. olds with some dance experience)

Tuesday – 6:30 – 7:30pm

For dancers ages 6 and older we offer classes in the following age categories:

Mini Dance Classes (ages 6-7)

Petite Dance Classes (ages 7-9)

Junior Dance Classes (ages 9-12)

Pre-Teen/Teen Dance Classes (ages 12-18)

Classes for these students are available in the following areas:

- Tap
- Ballet
- Jazz
- Hip Hop
- Clogging
- Lyrical
- Gymnastics / Acrobatics **(New this year)
- Pre-pointe/Pointe (by instructor's permission)

Please contact The Perfect Step at 704-868-4585 to see which Mini, Petite, Junior or Pre-Teen/Teen class your child is eligible for based on their age and dance experience.

Boys Club (Ages 6-12)

Boys Hip Hop and Gymnastics Classes are available on Mondays!!

Adult Belly Dance Classes

Adult Belly Dance Classes will be taught weekly – class times to be announced. Please call for more information 704-868-4585 or email us at thepperfectstep@carolina.rr.com

Please note, tuition rates vary from our Monthly Tuition Scale for the Adult Belly Dance/Exercise Classes – please contact The Perfect Step for Adult Class price details.

Private Lessons

We offer private lessons in all areas of dance. Each instructor sets their own rate and schedule for private lessons. If any dancers are interested in private lessons, you can contact The Perfect Step or the individual teacher that you would like to work with.

Competition Teams

Our Competition Teams will be determined after auditions, which will be held on Thursday, August 11th at 5:30pm. (Note – Dance Intensive Camp is required for anyone interested in auditioning for our competition teams. Team results and competition team schedules will be posted at www.thepperfectstep.com on Saturday, August 13th. For more details, contact The Perfect Step.



THE PERFECT STEP – REGISTRATION FORM – 2011-2012

Applicant's Name _____ Home Phone _____
Address _____ City _____ Zip _____
Mother's Name _____ Work Phone _____ Cell Phone _____
Father's Name _____ Work Phone _____ Cell Phone _____
Birthdate _____ Age _____ Grade _____ School _____

E-Mail Address (REQUIRED) _____

We will send all monthly newsletters and other important information via email!

Applicant's Prior Dance Experience:

Number of Years: _____ Type of Dance: _____

Emergency Information:

Contact Person: _____ Relationship to Applicant: _____ Phone: _____

Doctor Name: _____ Phone: _____

Does the Applicant have any special medical considerations? _____

Student's Class Schedule (Before filling in your child's classes, please contact The Perfect Step to confirm placement):

Class _____	Day _____	Time _____	Class length _____	hours
Class _____	Day _____	Time _____	Class length _____	hours
Class _____	Day _____	Time _____	Class length _____	hours
Class _____	Day _____	Time _____	Class length _____	hours
Class _____	Day _____	Time _____	Class length _____	hours

Total # Class hours = _____

To determine your tuition and fees, see attached "Dance Class Tuition and Fees Worksheet"

10% discount on monthly tuition for all children from the same family, after the first child.

Payment methods accepted: Cash, Check or Credit Card

****Returned check fee: \$20.00****

****Late fee for tuition not received by the 10th day of the month: \$15.00****

****If your account is more than 60 days past due, your child will be ineligible to participate in dance classes or any other studio activities until your account is in good standing.****

I, the adult applicant or I, the parent or legal guardian of the applicant listed above, hereby give approval of the applicant's participation in any and all of The Perfect Step's programs and activities, including but not limited to the classes listed above. I waive, release, absolve, indemnify and agree to hold harmless the organizers, sponsors, supervisors, participants and persons involved in the operation of The Perfect Step's programs, activities and classes for any claims arising out of injury or other loss to named applicant or any member of his/her family whether as a participant or spectator in The Perfect Step's programs, activities or classes. I have read and understand The Perfect Step's Dance Class Policies and agree to abide by all such policies.

If medical treatment becomes necessary for the applicant listed above while participating in The Perfect Step's programs, activities or classes, I understand every effort will be made to contact me, the above-referenced contact person or the above-referenced doctor. If we cannot be reached, I give my consent for the emergency room physician to treat myself, my child or my family.

I give my permission for The Perfect Step to take photos of my child or me to use for the website and for purposes of promoting the studio. I understand that class times may be revised, if enrollment necessitates, and also that tuition is non-refundable. I agree to pay the Total Monthly Tuition as referenced above on the first week of each month. I acknowledge that if monthly tuition is not received by The Perfect Step by the 10th day of each month, I will be charged a \$15.00 late fee.

Adult Applicant or Parent/Guardian Signature

Date

The Perfect Step 2011-2012

Dance Class Tuition and Fees Worksheet

By enrolling your child in dance classes at The Perfect Step, you are agreeing to a 9 ½ month obligation from August, 2011 to May, 2012. This includes dance tuition for the entire 9 ½ month period, administrative fees (registration fee and recital fee) and recital costume fees. The first payment is due the week of August 16^h and is for \$85.00, which includes your \$50.00 registration fee and \$35.00 recital fee. The remaining 9 payments are equal installment payments for dance tuition for the dance year (based on # of hours in class) and recital costumes. The first of these remaining 9 payments is due the first week of **September** and subsequent monthly payments are due the first week of the month through the month of May, 2012. Note – you WILL be billed separately for any other incidental fees, such as late fees, any merchandise purchased from The Perfect Step, etc. Those items must be paid for at time of purchase. Use the form below to determine your monthly payment:

Administrative Fees – DUE AT TIME OF REGISTRATION and NON-REFUNDABLE:

Registration fee \$50.00 (\$45 before July 15) + Recital fee \$35.00= _____
(total admin fees)

TUITION AND COSTUME FEES (TO BE PAID IN 9 MONTHLY INSTALLMENTS):

Costumes

Number of recital classes _____ x \$70.00 (see below) _____

- All recital classes: Costumes estimated to be \$70.00 each
- If possible, we will combine costumes for some classes & will credit any unused costume fees to your account.
- You are responsible for any necessary alterations to your child's costume(s).

Dance Class Tuition (see tuition rates below)

Dance tuition _____ x 9.5 months = _____

Gymnastics tuition _____ x 9.5 months = _____ (full year tuition)

In determining tuition, we have factored in all holidays that The Perfect Step will be closed (see 2011-2012 Dance Class Policies for a list of holidays/closed dates). We have factored in one missed class day (for each day of the week) for inclement weather, etc. that will NOT be made up. We have factored in one week of classes that will be used in April or May for Recital Photos instead of regular dance classes. We have also taken into account the fact that some months are longer (5-weeks) or shorter (3-weeks) due to holidays, etc. Dance tuition is the same each month regardless of these factors.

Total Fees

Costume total _____

Full year tuition _____

GRAND TOTAL _____ (divide by 9) = _____ (monthly payment)

By signing below, I acknowledge that my child is enrolling in a 9 ½ month dance program. If my child does not plan to participate in the recital for any reason, I must notify The Perfect Step in writing by December 1, 2011 or I am responsible for paying all costume fees:
 Initial: _____ Date: _____

<u>2011-2012 Tuition Rates</u>	
30 minutes per week = \$40.00 per month	2 ¾ hours per week = \$108.00 per month
45 minutes per week = \$45.00 per month	3 hours per week = \$114.00 per month
1 hour per week = \$50.00 per month	3 ¼ hours per week = \$121.00 per month
1 ¼ hour per week = \$57.00 per month	3 ½ hours per week = \$126.00 per month
1 ½ hour per week = \$66.00 per month	3 ¾ hours per week = \$132.00 per month
1 ¾ hour per week = \$76.00 per month	4 hours per week = \$140.00 per month
2 hours per week = \$84.00 per month	4 ¼ hours per week = \$146.00 per month
2 ¼ hours per week = \$93.00 per month	4 ½ hours per week = \$151.00 per month
2 ½ hours per week = \$100.00 per month	4 ¾ hours per week = \$156.00 per month
5 hours per week or more (unlimited classes) = \$160.00 per month	
Boys receive half price tuition on all dance classes (not including private lessons)	
Dance students add an Acrobatics / Gymnastics Class for \$30.00 per month!	



PRESCHOOL DANCE CLASS POLICIES AND REQUIREMENTS

We are so excited about getting the dance year started! We know this is the first dance experience some of our dancers have ever had and so we wanted to go over a few of our policies to help the year run smoothly and efficiently:

- **What to wear:**

- Dancers should come dressed in black leotards (either the Perfect Step leotard they are given upon registration or another black leotard of their choice) and pink or tan footed tights (these can be purchased at The Perfect Step or at other local dance stores).
- We ask that Preschool dance students **DO NOT** wear any style of dance skirts (elastic skirts or tutu's) into class – they are a distraction for dancers and often interfere with class activities and technique.
- **Shoe Requirements:**

This year, we have a convenient new way for our dancers to order the shoes they need for each of their classes at a discounted price online. If you follow the steps below, you will be directed to a webpage where specific shoes are listed by class and can be ordered:

1. Go to www.discountdance.com
2. On the right side of the page near the top, click on “Dance Teacher Program”
3. Next, on the right side of the page at the very top, click on “4 Teachers”
4. Next, you will be prompted to enter our Teacher ID in a box on the left side. Our Teacher ID is TP34986
5. Next, you will be directed to a page where you can choose your class type (i.e. – Preschool)
6. Once you click on the appropriate class level you will see the required style of shoes for each class. You can click on the appropriate shoe and place your order.
7. ******You will receive a 10% discount on your first order using our Teacher ID******

- You can also purchase dance shoes locally at Lebos or Olivia's Dancewear. The following shoes are required:
- **Pre-School I:** Dancers must wear **PINK** leather ballet shoes (no bedroom slippers)
- **Pre-School II and III:** Dancers must wear:
 - **PINK** leather ballet shoes (no bedroom slippers); AND
 - **BLACK** leather tap shoes in the Mary Jane style with a VELCRO closure (no tap shoes with ribbons or buckles) – we recommend **BLACK** Capezio Mary Jane Style tap shoes (style #3800).

- **Bathroom Policy:**

- If you have a child in Preschool I, please consider staying in our facility the entire class time. We have so many potty issues with this age, it helps us not lose precious class time if we can send the child to the potty with the parent rather than having to take them ourselves.
- Please take your child to the bathroom before class and instruct them not to ask to go during class unless it is absolutely necessary. It is our policy to always let a child go to the bathroom if they ask, and as you can imagine with preschoolers, it can really take up a lot of class time.
- One great way to make sure your child is prepared for class is to practice going to the potty at home with their dance clothes on. It can be tricky for a preschooler to get the leotard and tights down and then back up and practicing would give them more independence and confidence.
- The assistant in each class will accompany your child to the bathroom (unless you are there) and will assist the child, only if assistance is necessary. If you aren't comfortable with this, you should make arrangements to stay in the building during your child's class time to assist them with bathroom visits.

PRESCHOOL DANCE CLASS POLICIES AND REQUIREMENTS (cont.)

- **Entering Class:**
 - The teacher will be preparing for class in the studio before your child's class time starts. Preparation is key to having a great dance class, so please be mindful of this. Please do not drop off your child early in the classroom if the door is closed. We will do everything in our power to start and end class on time.
 - Dance Train: When it is time for class to start, the teacher will open the door and ask dancers to form a "dance train." Dancers should line up with their dance bags and enter the classroom with the teacher.
 - Parents are not allowed to observe dance classes in the studio. This allows the dancers to be more focused and less distracted during class. There will be two appointed days during the year that parents are allowed to observe.
 - If your child refuses to enter the dance class, we ask that you please address your child in the hallway area and not in the classroom, as it distracts other dancers as the class is beginning.

- **Discipline Policy/Misc.:**
 - Please do not let your dancer run in the hallways **ESPECIALLY WITH TAP SHOES ON.**
 - No food, drinks, candy, toys, jewelry (i.e., Silly Bands), etc. should be brought into the dance room by preschool students. Be sure these items are not in your child's dance bag, as they are a distraction during class.
 - Class Discipline: If a child is being unruly or disrespectful in class, we following the following policy:
 - First time: We will call the child's name and redirect the child to more positive behavior.
 - Second time: We will ask the child to sit in "time out" in the classroom for three (3) minutes.
 - Third time: We will take the child out of the classroom and to their parent in the lobby area and ask the parent to talk to the child and keep them out of the classroom for 5 minutes.
 - If an instructor determines that a child is not ready to begin dance classes, under those circumstances, we will refund the recital fee, \$30.00 of the registration fee and any costumes fees paid.

We are so privileged to be sharing the gift of dance with your children. If at any time throughout the year you have questions, please feel free to stop by the front desk.

Thank you!!
The Perfect Step