

The Next Step Dance Studio Inc. Policy Handbook

A Guide for Students and Parents

Welcome to The Next Step Dance Studio Inc!

This handbook will serve as your guide to The Next Step Dance Studio Inc and its philosophy of dance education.

We take our roles as a mentors and teachers in your child's life very seriously. It is our goal to inspire a passion for the art of dance in every child who passes through our doors. In the process, we strive to set the right example and help your child (and you) create memories that will last a lifetime.

Philosophy

The Next Step Dance Studio Inc. is committed to providing high-quality dance classes to enhance the overall development of your child. We provide a safe and child-centered environment to encourage our students to explore dance with qualified, nurturing teachers.

We believe that dance training encourages young people to develop a positive self-image as they increase awareness of their physical being. Along with improving coordination skills and developing muscular awareness, dance classes give children the freedom to express themselves through movement.

The highest educational standards are expected from all The Next Step Dance Studio Inc. faculty members. They are lifelong learners who continue to educate themselves through certification programs, teacher-training schools, conferences, conventions and other learning opportunities.

ABOUT THIS HANDBOOK

Our studio has been a leader in dance education in the Wenatchee Valley for 11 years now. We believe that our success comes as a result of providing solid training and quality service, as well as our underlying belief in the strength of our program. We have created this handbook to offer our students and their parents a clear understanding of their commitments and responsibility to the studio.

➤ Policies added policies and/or expenses listed in this handbook are subject to change. Please check the website and your newsletters for updates. Updates can be made to this handbook throughout the year if needed. The office will send out an addendum if necessary. –Thank you

Key contact information for The Next Step Dance Studio Inc.

Address: 108 First St. Wenatchee WA 98801

Phone number: 509-662-8987

Studio email address: nextstepdance08@gmail.com

Website: www.nextstepdance08.com

Facebook link: <http://www.facebook.com/pages/The-Next-Step-Dance-Studio/136016192688>

Online Payment link:

<https://www.thestudiodirector.com/thenextstepdancestudi/portal.jsp>

Key event dates for The Next Step Dance Studio Inc.

September 16th - TNS Fall Classes Begin

April/May - Apple Blossom Performances; exact dates/times TBA early Spring

June 15th 20th - June Recital week for "MAKE SOME NOISE!"

June 22nd - TNS Performance of "MAKE SOME NOISE!"

CLOSURE dates for The Next Step Dance Studio Inc.

Halloween: Oct. 31st 2019

Thanksgiving Break: November 25th-29th 2019

Holiday Break: December 21st 2019 –January 5th 2020

Mid-Winter Break : February 24th –February 29th 2020

Spring Break: April 6th – April 10th 2020

Memorial Day: May 25th 2020

TNS (The Next Step) OFFICE

The Main office is located downstairs at our main location of 108 First St. and is available for all questions regarding billing, registration, orders, pick-up/drop-offs, studio telephone etc.

Main Office Hours

Monday 2:30-6:30pm

Tuesday/Thursday 3:00-6:30pm

Friday & Saturday- available via email only 3-6:30pm

Saturday Office Closed

- Office Hours subject to change – notification will be given

If an office member is not in the office at these allotted times, they are either running an errand or busy preparing for a event/performance. Please email the studio at Nextstepdance08@gmail.com and we will be happy to get back with you as soon as possible. *Please be mindful of the office hours. If you email during *early* office hours we typically respond the same day however, if you email *late* in the day you may not get a response until the following day. Emails sent

on Thursday evenings may not get a response until the following Monday. The same applies to phone calls and texts.

Director Hours

When the Director (Miss Becca) is onsite in the studio, she is either working on administrative tasks, prepping for a class or teaching. She has to make sure that her time there is uninterrupted unless there is an emergency as she follows a strict daily to-do list. If you wish to schedule a meeting with Miss Becca, please contact the office and one will be arranged within 1-2 weeks.

Thank you for respecting her time and allowing her the privilege of balancing business and family!

Tuition and Fee Policy

Tuition is due the beginning of each month. Monthly statements will be emailed to each client. We accept cash, checks, MasterCard or Visa (with a small surcharge on all credit card payments). If writing a check, please write your child's name in the memo portion check.

A \$25.00 late fee will be applied to your account if payments are not received by the 10th of each month. *A \$40.00 late fee will be applied to your account if your account is past due by 2 months. After 2 months' delinquency, past due accounts will be subject to collections.*

All accounts must be paid in full before your child can participate in our performances

If you would like a hard copy of your statements mailed to you, please contact the office. GO GREEN: Payments can be paid online! TNS Link:

<https://www.thestudiodirector.com/thenextstepdancestudi/portal.jsp>

Auto-Pay is also available! If you'd like to set this up, please contact the office.

June Tuition: In order to close up all accounts while preparing for our biggest show of the year; June Tuition will be due with May's Tuition.

Please note:

Tuition is based on the dance season, regardless of how many weeks are in a given month, student absences and or studio closures dates. There is no pro-rating or credit given for student absences, vacations etc.

An annual registration fee of \$25.00 per family covers the cost of billing, insurance, etc. Registration fees are nonrefundable with the exception of combo students who are determined to be unready for dance and may receive a credit for the following season.

Additional Fees

Tuition does not include the registration fee, dancewear, shoes, costumes, recital tickets, performance fees, prop fees, private lessons, or special events.

Costumes

We spend many hours determining the correct costumes for each class. They are always age appropriate. All students will need one costume for each dance form they train in. Costumes do not include shoes and tights. Costumes can range from \$40.00-\$100.00 for each costume.

A **\$45** Costume Deposit per class will be charged in starting in January and February. Any remaining Small Costume *Balances* will be then applied to your monthly statements once the costumes have arrived to our Studio.

ALL COSTUME DEPOSITS ARE NON-REFUNDABLE

If you are not able to participate in our recitals, you must let the office know as soon as possible.

In an effort to ensure that costumes are delivered on time for our special events costume orders are placed very early in the year. The office staff has a very big job to get these ordered in a timely and efficient manner as many companies can take months to deliver. Costume manufacturers do not accept cancellations or offer refunds; therefore, the studio cannot refund costume deposits.

Parents or guardians accept full responsibility for all expenses, including surcharges and postage for costumes. If a child drops a class, there will be no refund on their costume.

Performances

The Numerica Performing Arts Center of Wenatchee (PAC) is home of The Next Step Dance Studio Inc. annual performances! It's a beautiful professional venue for everyone to enjoy a high class performance showcase from our students.

Apple Blossom: The studio director will select classes that are ready to perform for our Apple Blossom performances. The dates and times will be announced in the spring.

Recital Performance Fee: A \$35.00 per student fee will be added to your statement one month prior to show date. This fee is for the required expenses for; light design, music royalties, licensing, editing, insurance, rehearsal space, etc.

This year our studio will present
“MAKE SOME NOISE” June 20th 2020
*(Tiny Tots will perform in **only** the matinee performance.)*

FOR OUR STUDENTS

The first step to becoming a successful dancer is making a solid commitment to your classes. Strong technique is a key ingredient and class is where you develop that technique. Come to each class prepared to learn and without personal distractions. Class time is your chance to focus on yourself, so try to leave your concerns or worries at the studio door. True progress is made when you look at each class as an opportunity to become better at what you love to do. Dance full-out, stretch a little further, become more aware of your technique, and make the most of every class.

Respect for the teachers is essential. Listen to each correction given, whether it's directed at you or another dancer. A correction is an honor; it shows you how much a teacher cares about your progress as a dancer. Always say thank you when a teacher or choreographer offers you constructive criticism. Nothing can stop those students who apply themselves in every class and appreciate their teachers' knowledge and experience.

FOR THE PARENTS: “WE'RE IN THIS TOGETHER”

We believe that children's success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to be a part of your child's dance education.

Our programs rely on a positive atmosphere and educational experience for our faculty and students and their parents. Cooperation between all parents is expected. Showing respect—for other parents, the students, and the faculty—makes an important impression on the children. You are a role model for your child about how to interact with others in a professional setting.

Your child's presence at all classes is imperative. The spirit of teamwork and the lesson of dedication are a big part of our school's educational process.

Parents and teachers may look at a child's learning from different perspectives. However, we believe they share a common goal to ensure that every child receives the best possible training, both physically and mentally. Mutual respect among our faculty and our students' parents provides the children with the ultimate care and education.

Understanding Dance Education

As a parent, you play an important role in supporting your student financially, but your emotional support is of equal—and perhaps even greater—value. Encourage your child to be the best that he or she can be regardless of what others may achieve. Dance is an individual art form and children need to be allowed to achieve at a pace that's comfortable. No two students will progress at the same rate, even if they experience the exact same training. It's important to encourage children to focus on themselves, give their all, and be satisfied with their own accomplishments.

Not all children will develop into professional dancers. One of the primary goals of our faculty is to teach life lessons and skills that offer children the best chance for success. Dance education encompasses far more than technique and the steps your children learn. We believe the discipline of dance training gives young people a better understanding of commitment through learning, experiencing the spirit of teamwork, and discovering what they can accomplish through hard work. Our goal is to educate the minds, bodies, and souls of our students, teaching them the skills needed for a successful life, whether or not they stay involved in dance.

➤ You play an important role in supporting your student financially, but your emotional support is of equal—and perhaps even greater—value.

Class Placement

The studio faculty meets regularly with the Director to discuss the students' progress and/or placement. It is our policy to offer appropriate opportunities to every child.

Placement decisions are derived from many years of teaching experience. Our goal is to place each child in a particular group or class where he or she will feel confident, in order to promote the development of proper technique, execution and build self-esteem. Some students who are placed in a higher level become discouraged, only to lose their passion for dance. Others respond to the challenge of being in a class with students who are more proficient by pushing themselves to work harder. Placement is highly individual and the factors that go into the decision are complex. *Ages are a general average; each student is assessed

in terms of ability and maturity to meet the requirements of each class. Our trained instructors assess each student and class as a whole. All placements are then approved by the Director.

The months of September & October will be important months when assessing **all** classes and students enrolled in each class. If a class change needs to be addressed, the Instructor will contact the Director. The Director will then make the change and contact the parent/student.

The schedule is always subject to change until October 2019, so we can make adjustments and accommodations before settling into the entire 10 month dance year. We appreciate your flexibility and cooperation.

Medical Information

Parents must notify the director/and or teachers regarding children who use an inhaler or who may require medications during their time at The Next Step Dance Studio Inc. It is also important to inform the director and/or teachers about your child's existing medical conditions or learning disabilities at the time of registration and throughout the school year. Our teachers are trained professionals who are anxious to work with all children and personalities, and the more we know about your child, the better the dance experience will be for all involved. All information about our students is confidential.

Do's and Don'ts

Some parents may compare their child's progress or class placement to another child's. Watch for this behavior in your children as well and encourage them to focus instead on their own accomplishments.

Looking to other students for inspiration is good however; making negative comparisons distracts children from focusing on becoming stronger dancers. In addition, speaking negatively about your child's teachers, fellow students, or other parents in front of your child—or other students—could result in problems far beyond your original concerns. Often children will imitate a parent's behavior with other adults or authority figures.

Children learn important lessons from their teachers and parents, acquiring behavior patterns through their example. Our studio's faculty takes that responsibility seriously. It's our philosophy to encourage our students to feel, think, and act respectfully toward their peers, the adults in their lives, and themselves.

If you have questions or concerns about your child's dance education (such as progress or class placement), please discuss them with your child's teacher or the director. Talking only to other parents can lead to misinformation and confusion. Please contact the studio office to set up an appointment; do not approach your child's teacher or the director between or during classes or make contact outside of the school.

If you do request a conference, please listen carefully to what your child's teachers have to say. They spend a significant amount of time with your child and offer expertise in the field of dance education.

➤ **Class placement of students is highly individual and the factors that go into the decision are complex.**

STAYING INFORMED

We work hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. Please read all newsletters and other studio information that is posted and or emailed to you.

Newsletters and important updates are emailed to every client and are posted on The Next Step Dance Studio Inc. website and Facebook page. We also put all important information on Bulletin boards in both studios. If you do not have access to email, please let our office staff know and we'd be happy to put you on our mailing list.

If you have any questions regarding the information distributed, we encourage you to contact the office.

EMAIL is the fastest way to contact the office during the day!

We check our email frequently on a daily basis, except on weekends. Feel free to email questions to the office: nextstepdance08@gmail.com. Miss Becca is available from her home office Monday-Friday 11:00-4:00pm she then heads to the studio to teach classes in the evenings.

BAND APP: <https://band.us/n/a9aa14M6h9g7N> this handy little app is the HUB for all TNS STUDIO NEWS! Please download this app to your devices (you can also access BAND from a computer)

ALL FAMILIES MUST HAVE THIS APP! We don't want you to miss out on important studio information. Monthly statements and any personal information will be the ONLY things that are emailed. Everything else comes through this APP!

Website www.nextstepdance08.com

We are constantly updating our website. News, important parent and student information, contact information and more, are also available online 24 hours a day.

Phone: (509) 662-8987- Our office staff will be available by phone during class sessions Monday-Thursday 3:00-6:30pm... If we do not answer during those allotted times, we are either with a client or have stepped away momentarily. Please then leave a voicemail.

“Like” The Next Step Dance Studio page on Facebook to receive the most current updates on school events. Please invite your family and friends to “like” the school as well.

Facebook Page <http://www.facebook.com/#!/pages/The-Next-Step-Dance-Studio/136016192688>

*Please do not post questions on the school’s Facebook page. Instead, please email them directly to nextstepdance08@gmail.com

TNS Discipline Policy

In order to maintain a happy, healthy, professional environment, students are taught the importance of being a part of the group. We encourage students to have respect for other students, the teachers and staff, and studio property. We foster the development of good habits and compliance with rules of conduct.

Our staff and faculty are trained to use constructive techniques of discipline to maintain class control and handle individual misbehavior.

- Children who exhibit unacceptable behavior or attitudes are directed to a positive alternative approach or behavior.
- If a child strikes another child, the two are respectfully separated and each is asked to explain what happened. They are then asked to help solve the problem, talk to each other, and reconcile with one another.
- Children who are disruptive will be respectfully asked to stop the behavior. If the behavior is repeated, they will be reminded of it and informed how it affects others. If the disruption continues, the children involved will be asked to sit out of class for a short period of time (usually three to five minutes) before rejoining the class.
- If a child’s misbehavior continues to disrupt the class, the parent or guardian will be called to pick up the child.

Termination of Enrollment

In certain circumstances, when it is in the best interest of one or more students, it may be necessary for the school owner or director to terminate a student's enrollment. Every effort will be made to correct a problematic situation before terminating enrollment. Reasons for termination of enrollment include the following:

- Disruptive or dangerous behavior by students or their parents
- Abuse of other children, staff, or property
- Inability of The Next Step Dance Studio Inc. to meet the child's needs

As a condition of enrollment at The Next Step Dance Studio Inc., students and their parents or guardians agree to abide by all the policies set forth by The Next Step Dance Studio Inc, its director, faculty, and staff. The Next Step Dance Studio Inc. reserves the right to terminate any student's enrollment at any time for misconduct or inappropriate actions by either the student or his or her parent(s).

If you chose to no longer have your child to participate in dance classes, a written notice needs to be given to the studio office.

** If notice is given to the office by the 15th of the month, then half tuition will be billed. If notice is given after the 15th of the month full tuition will be billed and a 7-day grace period to close your account.*

Arrival and Departure

Our Studio Doors will open 20 minutes before the first scheduled class of the day and close 10 minutes after the last scheduled class of the day. Please be courteous of these timeframes when dropping off or picking up your dancer.

Attendance

All students are expected to attend their regularly scheduled classes. Each class offers a step forward in the educational process. A missed class could leave a child one step behind the other students. It is important for children to feel completely confident with the choreography at the year-end performance. Missing class during this period could result in frustration for the students and their teachers and classmates.

If a child is absent more than 3 times in a row without notice, then the studio has the right to evaluate this students' progress and has the right to terminate enrollment.

If a child is absent frequently then they may not be allowed to participate in performances including but not limited to Apple Blossom, Shows at the PAC etc. The Director will be responsible for making the decision whether a student participates or not.

Weather Cancellations

Studio closures due to severe weather conditions will be announced by noon on that day. Notifications of weather cancellations will be posted on the BAND APP that day. We want to ensure safety for our dancers and their parents on the roads in these conditions. General Rule of thumb: if schools or after school activities from the public schools are cancelled, we will too. Please, on heavy snow days please keep watch on your BAND app for any notifications. Thank you!

We will always do our best to make up or credit any classes lost due to snow days!

Low Attendance:

Though we don't plan on having low attendance, it can happen sometimes for various reasons (school event, weather etc.) our teachers will always host a full class if at least 5 kids are in attendance. A 30 minute class will be taught if 4 students are in class....less than 4 the class will be cancelled and re-scheduled.

Makeup Classes

If a faculty member needs to cancel a class due to illness, family emergency etc The Next Step Dance Studio Inc. will contact you VIA BAND and will schedule a make-up class...If a time cannot be scheduled, then that class will be up for evaluation for a possible credit.

Tardiness

Dance is a physical activity that requires the body to be warmed up in order to execute movement safely. Late students miss the proper warm-up and/or barre and therefore may sustain injury.

Class Visitors & Watch Weeks

Class visitors are welcome into each studio to observe during "Watch Weeks" which will be held the last week of the months of **October, November, January and April**. *We ask that you kindly refrain from talking, use of cellphones, or bringing small children into class during watch weeks as these can be distracting to the instructor and students in class.*

Lost and Found

Please mark all dancewear, shoes, and personal items with your child's name. We will make every effort to locate and return lost items; however, we cannot be responsible for any items that your child brings to class. Lost and Found will be taken to Goodwill Christmas break, Spring Break, and end of the year.

Illness

Colds, flu, and other contagious diseases occur frequently and spread easily among children. To help protect your own child's health and to minimize the possibility of contagion at school, please keep your child at home if you observe any of the following symptoms:

- Nasal discharge that is green or yellow
- Complaints of ear pain
- Consistent cough
- Severe sore throat
- Eyes that are pink, burning, itching, or producing discharge
- Diarrhea or vomiting
- Fever

If these symptoms or other conditions deemed contagious are observed in your child during a class, you will be called to pick up your child immediately.

When your child has a fever, please keep him/her at home until the temperature returns to normal. If there are any lingering signs of illness, such as glassy or watery eyes, listlessness, and drowsiness, please keep your child at home. This will help to ensure that the illness has passed and that your child will be well enough to resume class activities the following week

Tiny Tots and Mighty Munchkins

Early introduction to the world of dance can be a wonderful experience for very young children. Given their age and development we realize that some children might not be ready for brief periods of participation that require following simple directions and basic listening skills. Our staff will make every effort to provide your child with the opportunity to participate in dance class. Please understand if it is too early for your student to partake. It will be more important to give your child the "gift of time" and try again in a few months.

Emergency Evacuation

Although we have never experienced an emergency evacuation at the studio, we are prepared for such a circumstance. Students are to evacuate quietly and walk

in single file as quickly as possible to the designated area, where teachers will check roll. Students and teachers are to return to studios and buildings when the all-clear signal is given.

Parking Lot & Alley Safety

The studio is home to children of all ages. Please enter and exit our buildings with extreme caution. Never park your vehicle in any area that is not a designated parking space. If you park in a space that is very close to the building or its windows, please do not leave your car idling. Please do not allow siblings to play in the parking lot or alley ways. Please use all designated crosswalks!

Student and Parent Use of Social Media

Use of Facebook, Twitter, Instagram, blogging, and other online social-media vehicles is commonplace. This policy is intended to provide The Next Step Dance Studio Inc. students and parents with guidelines to eliminate any confusion concerning the use of social media.

- You DO NOT have permission to reveal any information that compromises The Next Step Dance Studio Inc. By that we mean do not share personal information about the director, other students, their families, or anything that is proprietary and/or confidential to them or The Next Step Dance Studio Inc.
- Students and parents should neither claim nor imply that they are speaking on behalf of The Next Step Dance Studio Inc.
- Never post anything that could compromise the self-esteem of students who attend The Next Step Dance Studio Inc.
- If you post videos of class or rehearsals, don't post any choreography in its entirety; The Next Step Dance Studio Inc. owns the copyright to all choreography taught at the studio
- Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use. As stated in this handbook, parents and students should never post negative comments about other studios or teachers. Also, please do not post negative comments about studio activities such as competitions, conventions, and performances or about the directors of those events.
- Ensure that your social networking conduct is consistent with all of the policies contained in this handbook.

General Policies

- Parent and students should not enter the office space of the studio.

- **Tiny Tot Enrollment:** In order to be eligible for the entire dance year (September-June) young ones must be between the ages of 3-7 by August 1st of the upcoming year. All little ones are assessed by their teacher, if a child is ready to move up in levels this will only be determined and approved by the Director.
- Parents and students should never interrupt a class in session, unless there is an emergency situation.
- Only water is allowed in the studios. No food, drinks, or gum.
- We love babies and young children and appreciate the chance to meet our students' siblings. However, our priority is the safety of every child on the studio premises. Children must be supervised at all times and are not free to run around the lobby or classroom areas.
- No cell phones or computers may be used during class time. (This means no emailing, internet use, or text messaging.)
- All emails/communication must go through The Next Step Dance Studio office first. The office is the headquarters for all studio related matters. If a matter is specific to an instructor, the office will notify them and we will insure your message is received and answered promptly.
- Never speak negatively about teachers, students, or parents from other studios.
- All students must show respect for their teachers at all times. Inappropriate behavior could result in dismissal from the studio.
- Respect Each other; BE NICE to one another.

Annual Recital

Recital: June 20th 2020

The week prior to recital is what we like to call "RECITAL WEEK". Parents and students will be notified of additional rehearsals at least two weeks in advance.

*Classes will NOT be at regular scheduled times, please plan accordingly.

A big part of dance training includes learning through performance. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children's success in non-dance activities. The experience helps build self-esteem and confidence, which can result in better in-school presentations, improved social skills, and strong college and job interview skills. The rehearsal process is a tremendous learning experience. It helps the children develop retention skills, and by working with their classmates on a group

performance, they learn the positive aspects of working as a team to create the best end result.

Recital Handbook

In May of each year we distribute a recital handbook with all the information parents and students need to know to make the recital experience enjoyable for all.

Recital Tickets

Tickets will go on sale at The Numerica Performing Arts Center 3-4 weeks prior to the show date (for a 2-week time frame) and TNS will offer discounted tickets to TNS Families only during this time. After that they will go up in price for general admission. The performance has reserved seating so get your tickets early.

No one is admitted to the recital without a ticket. Infants and children who may have a hard time remaining seated during the entire performance should not attend.

Numerica Performing Arts Center Box Office
123 N. Wenatchee Ave (lower level)
663-2787
Mon-Fri 10:00am-5:00pm

ADDITIONAL INFORMATION AND ACTIVITIES

Summer Program and Camps

In the summer months *The Next Step Dance Studio Inc* can often offer summer programs and camps for both current and new students. Summer activities are for children ages 3 to 16. A complete brochure of all summer programs will be distributed in the Spring.

Studio Rental

The studios are available for rental for meetings, birthday parties, rehearsals, and other activities. Tables, chairs, & sound systems are available. If you're planning a one-time, weekly, or monthly event, give us a call to determine whether we can accommodate your group or activity.

A FINAL NOTE

WELCOME TO THE NEXT STEP DANCE STUDIO INC!

We look forward to an exciting, rewarding season!