



2021/2022 Studio Handbook

Welcome to Step Above Dance! We are so excited to have you as part of our family in our 23rd season. This handbook includes various information that is important for students and parents both new and returning. Everything from attire to recital dates are available, so PLEASE READ carefully and thoroughly. A schedule with a detailed list of classes is available online at dancestudio-pro.com/online/stepabovedance. Classes are subject to change due to the enrollment of students. For those students and parents who are new to Step Above Dance, we have a few attire guidelines that we require students to follow. We are truly looking forward to getting to know you and working with you. Please don't hesitate to contact us with any questions at any time. We know that this is going to be a wonderful experience.

Contact Information

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Danielle Garbacz | Office Manager

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Office Hours: **Please make an appointment via email or telephone**

2021/ 2022 Calendar

September 13th—Classes begin

October 9th-11th—Closed for Thanksgiving

February 21st—Closed for Family Day

March 13th-19th—Closed for March Break

April 15th-18th—Closed for Easter

May 13th—Dress Rehearsals @ Forest City Community Church

May 14th—Recitals @ Forest City Community Church

May 25th—Competitive Team Auditions

*Theme weeks will be announced at a later time (ie. Crazy bun week)

Attendance

Attendance to all classes is important in dance, providing continuous improvement and progress throughout the year. We understand that life happens, and sometimes you may have to miss a class. In the event that your child will not be in class, please let us know by either giving us a call or sending us an email. If your child is not feeling well and cannot pass covid screening, we ask that they stay home. We will have virtual class options for certain classes, should your child be well enough to participate at home.

Covid Screening

We are requiring all dancers to fill out a paper copy of our covid screening survey prior to each class. They are then asked to bring this survey with them, in order to enter the building. All dancers must bring this survey with them every day they are at the studio. It is important to do this prior to arriving at the studio, to ensure that your dancer will not be late for their class. Please find our covid screening survey on our website: stepabovedance.ca. If you do not have a printer, please be sure to pick some up at the studio. Please make sure your child arrives 5 minutes early for class as the door will only be unlocked at this time. Studio designations are found in your parent portal.

Entrances

All students should enter through the rear red door (our main entrance). Students taking class on Sunday will enter directly through the door to Studio 3, which enters off of Manitoba Street. The door is clearly marked. Parents of children 5 and under may enter the building for drop off and pick up purposes only but cannot remain in the building due to Covid-19 restrictions. Parents of children 6 and older must drop their children off outside the door.

Masks

Anyone entering the building, including dancers, are required to wear a mask. Once students are in their class and are socially distanced, they are able to remove their mask if they choose. Please have this discussion with your child prior to their class, as teachers are not aware of parent and dancer preferences.

Parent Portal

If you haven't already, we suggest that you sign up for a parent portal which is a useful tool for you to make payments, see your account statements, check your child's attendance, see class calendars and register for classes. You can sign up for a parent portal at <https://dancestudio-pro.com/online/stepabovedance>.

Parent Viewing

Due to the fact that our families are currently unable to watch from our waiting area, we will be having virtual parent viewing opportunities the first week of every month in which you will be able to watch a live feed of your child's class. Information will be emailed to classes individually.

Parking

When parking at Step Above you may park in one of the 3 spaces alongside the market, on Manitoba Street, on Talbot Street or additionally, there is a large parking lot beside the market. Please be advised that there is no parking behind Step Above on the south side of the building. When dropping off and picking up your child, please make sure that you are in an actual legal parking spot. Please do not idle outside of our door in the roadway.

Payment Policies

- Holidays and weather closures are calculated into our tuition prices
- Costume and registration fees are non-refundable
- Registration and costume fees are due prior to your child's first class
- There will be a \$20 late fee added for NSF cheques or declined credit card payments
- There will be a \$25 late fee added to payments over 5 days past due
- Tuition may be refunded up until December 15th, 2021 and the tuition refund request form must be emailed to the studio account. Step Above will keep 5% of the refundable amount for administrative purposes
- If your balance is delinquent 1 month, your child will not be permitted to take lessons. Please contact reception should you need to make payment arrangements. This policy includes competitive, performance and studio (recreational) dancers)

Recital Information

Step Above will have 3-4 year end recitals on May 14th at Forest City Community Church in London. Our dress rehearsal will be on May 13th, also at Forest City Community Church. All students are encouraged to participate in the recital. Upon completion of registration you will have paid a \$35 costume fee which pays for the year end recital costume, which you get to take home after recital (excluding ballet, which is a rental). Recital tickets are not included in the price of your tuition. They will be available for purchase sometime in April. Recital DVD's will also be available for purchase at the event.

Studio Closures

Step Above will be closed for all holidays listed on page 1. If Step Above announces closure due to weather or any other circumstances, we will inform all families via email, website, and social media by 3pm during the week, and 7:30am on Saturdays. Classes will not be refunded due to acts of weather. If we are to experience a power outage for more than 15 minutes, the studio will close for everyone's safety.

Student Expectations

Step Above aims to train successful dancers as well as polite and responsible individuals. Students are expected to arrive to class on time with their hair done and in uniform. There is no food, gum, jewelry or cell phones allowed in the studios.

Uniforms/ Dress Code

It is important for each student to have proper attire while attending class for safety reasons and to also help the teachers properly correct form and posture. Please see our uniform chart on our website to ensure your child has the correct attire. Uniforms can be purchased from the London Dance Shoppe, or Dancewear Plus in London.

Waiting Area

Due to social distancing restrictions our waiting area is now for drop off only, not for viewing. Parents are asked to drop their dancer off at the door, and pick them up from the same door they were dropped off at. Teachers will be supervising pick up and drop off. If your child is under the age of 6, you are welcome to wait with your child in the lobby until their teacher picks them up for class. You may return a minute prior to the end of their class to wait for them to return to you.

Waivers

Parents/ guardians must sign our liability waiver prior to your dancer's first day of class. This waiver can be found in your portal on Dance Studio Pro here: <https://dancestudio-pro.com/online/stepabovedance>. All dancers taking acro classes must sign our acro spotting permission form which can be found here: <https://form.jotform.com/202196365335052>. Otherwise, the teacher will not spot your child.

Zoom

In the event that Step Above has to close for any reason, we will switch to zoom online classes for ages 6 and up. Classes for ages 5 and below will be paused until we are able to resume classes. Tuition covers the cost of virtual and in studio classes.