



2022/2023 Studio Handbook

Welcome to Step Above Dance! We are so excited to have you as part of our family in our 24th 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

Jacqueline Reichenbach | Studio Director

519-207-7837

stepabove.dance@gmail.com

Danielle Garbacz | Office Manager

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Reception Hours: **Monday-Thursday from 4:30-7:30pm**

**Please note classes will be running outside of these hours*

2022/ 2023 Calendar

September 12th—Classes begin

October 8th-10th—Closed for Thanksgiving

October 24th-30th — Halloween Spirit Week **no scary or movement restricting costumes*

October 31st — Closed for Halloween

November 19th — Santa Claus Parade

December 13th-19th — Christmas pajama spirit week

December 20th-January 7th — Closed for the holidays

February 20th—Closed for Family Day

February 25th — Competitive team showcase

March 12th-18th—Closed for March Break

April 7th-10th—Closed for Easter

May 12th—Dress Rehearsals @ Forest City Community Church

May 13th—Recitals @ Forest City Community Church

May 24th—Competitive Team Auditions

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, we ask that they stay home.

Email

Please make sure that you are subscribed to our emails. We send all of our important updates and information this way, so it is very important that you are receiving this information.

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.

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

Parents are welcome to watch their dancers from our main lobby where we have a live video feed of each studio. Families are asked to only bring 1-2 family members to watch, as our seating is limited. Parents are not invited into the studios.

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 as this is a safety hazard for dancers trying to enter and exit our building.

Payment Policies

- Holidays and weather closures are calculated into our tuition prices (we do not make up classes cancelled due to weather)
- 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, 2022 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)

Picture Day

Picture day will be sometime in April or May at the studio. The exact dates and times will be released closer to the date. Students are expected to wear their recital costumes for their pictures with their hair in a centre part, low bun.

Recital Information

Step Above will have 3-4 year end recitals on May 13th at Forest City Community Church in London. Our dress rehearsal will be on May 12th, 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 digital downloads 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.

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>.

Zoom

In the event that Step Above has to close due to Covid 19, we will switch to zoom online classes for all ages. Tuition covers the cost of virtual and in studio classes.