

# 2023-2024 STEP IN TIME DANCE POLICIES & PROCEDURES

## STUDIO LOCATIONS

- **Hampton Studio: 64 Robertson Rd, Hampton (Firefly Recreational Forest)**
- **Sussex Studio: 654 Main St, Sussex (Greco Plaza)**

## CANCELLATION AND REFUND POLICY

Should you cancel your registration you must notify us in writing by emailing [info@stepintimedance.ca](mailto:info@stepintimedance.ca). Notice must be received by the 25th of the month to ensure that there is adequate time to process the cancellation for the following month. You will receive your tuition back minus the following:

- 1) \*\$20.00 cancellation fee
- 2) Classes that have taken place up until the end of the month of notice of discontinuation. Refunds will be granted up until February 1st , 2024. In the event of a mandated shut-down, refunds will be granted regardless of the drop date as per the policy above. No partial month refunds are provided whether you have paid in full or monthly.

*If you've paid in full:*

If you wish to discontinue classes and you have paid in full you will receive a refund for the remaining months in the season minus a cancellation fee of \$20.00.

*If you've paid monthly:*

If you wish to discontinue classes and you pay monthly, your monthly payments will be stopped for the following month, and a cancellation fee of \$20.00.

\*Please note that no partial month refunds are provided whether you have paid in full or monthly.

All monthly class fees are non-refundable past the first day of the month incurred and in alignment with the payment and withdrawal policies laid out in the fee policies. Fees are put towards dance instruction and are not contingent on whether a recital or competition are performed. Studio owners and staff will determine if performances continue forward to determine the best interest of the dancers, dance families, staff and studio.

## ELECTRONIC WAIVER & MEDIA RELEASE

By confirming your registration, you accept the following. I, on behalf of my child, have volunteered to participate in a program of dance instruction under the direction of Step In Time and its instructors which will include, but may not be limited to, the dance studio and/or any equipment available in the dance studio. I recognize that there are risks involved in the participation of any dance program. I acknowledge and agree that I assume any and all risks associated with any of the activities or exercises in which my child participates in and hereby release Step In Time, its owners and their instructors from any and all liability in this regard. I also understand that photos taken during dance classes and special events may be shared using social media and for website use.

## ONLINE DECORUM

Step In Time Dance has created Facebook groups for each dance class. These are groups to see updates specific to your dance class as well as access dance videos for older dancers so they can practice at home. Occasionally, instructors may post photos of class there. It is used as a communication tool and access to these groups is not

guaranteed. Groups are not to be used as a space to voice concerns or to post unsolicited items. Any concerns should be addressed first to your instructor. If your concern is not resolved then please contact admin at [info@stepintimedance.ca](mailto:info@stepintimedance.ca). Failure to comply will result in removal from the group.

### **PAYMENT CHANGES/QUESTIONS/CONCERNS**

Our instructors do not have access to the payment or registration system. For any questions, changes or cancellation to your account, please contact ADMIN at [info@stepintimedance.ca](mailto:info@stepintimedance.ca).

Any questions or concerns should be addressed first to your instructor. If your concern is not resolved then please contact admin at [info@stepintimedance.ca](mailto:info@stepintimedance.ca)

### **CLASS MINIMUMS AND WAITLISTS**

Please note: class schedule is subject to change. Minimum of 6 registrations required for a class to run. Participants will be notified if a class will not run. The maximum number of dancers depends on the age and skill level of the class. If the class is full, dancers will be placed on a waitlist and we will do our best add more classes to the schedule to accommodate extra students if we have enough waitlisted.

### **PAYMENTS**

Payments can be made in one of the following ways:

1. **In full via e-transfer to [info@stepintimedance.ca](mailto:info@stepintimedance.ca)** (no password needed). Please include the name of your dancer, location and class your dancer is registered for.
2. **Pre-Authorized Payments Monthly on the 5th.** You can submit VOID Cheque or Pre-Authorized Payment form to [info@stepintimedance.ca](mailto:info@stepintimedance.ca). Please include the name of your dancer, location and class. All information must be submitted by August 30, 2023 in order to choose this option.
3. **Jumpstart or ProKids Applications:** for those who have applied to participate in either of these programs, you must send us a copy of their confirmation number from these programs in order to participate. If you have not received your confirmation number, you must make alternate arrangements for payment with either method 1 or 2 listed above until the confirmation is completed and you can submit the number to us.

### **SIBLING DISCOUNT**

A sibling discount of \$90 per family will apply for the season. If payments are made monthly, the discount is \$10 per month.

### **ATTIRE/SHOES**

- **Recreational mash-up classes:** dancers should wear comfortable exercise attire that they can easily move in and hair up. Shoes are not mandatory, but a pair of jazz shoes or black ballet slippers will work for most styles this season. A clean pair of sneakers for hip hop month is also recommended.
- **Competitive Prep technique:** Dancers will require jazz shoes, ballet slippers and tap shoes. Hair should be in a ponytail or a bun.

- **Competition Level B:** Dancers will require all white sneakers for hip hop, jazz shoes, turning shoes or ballet slippers (to be determined by instructor) and tap shoes. Dancers must wear form fitted clothing for both classes. For technique, hair must be in a clean dancer bun and for choreography, hair must be up in either a ponytail or a bun.
- **Competition Level A:** Dancers will require all white sneakers for hip hop, jazz shoes, turning shoes and tap shoes. Dancers must wear form fitted clothing for both classes. For technique, hair must be in a clean dancer bun and for choreography, hair must be up in either a ponytail or a bun.

## **DROP OFF/PICK UP**

Dancers are to be dropped off at the door no earlier than 5 minutes prior to class beginning. Some exceptions are made for our pre-school classes as they tend to take longer to get in the door; however, the older students should not arrive any earlier than 5-10 minutes early as they are not supervised until the class begins. Pick-up is available at the door after class. Instructors will open the doors when parents can enter for pick-up. This system worked very well during the pandemic and avoided crowded coat areas so we will continue to use this strategy for drop-off and pick-up. Please no parents in the coat area during classes.

For pre-school dancers, parents can enter the coat area to drop off, assist their dancer and then send them in with the instructor once they're ready. Instructors will coordinate pickup after class is done so please wait outside until they notify you to come in and pick up your dancer. Go get a coffee, relax and enjoy the break ☺

## **RECREATIONAL CLASSES**

- **Recreational Mash-Up Classes:** The mash-up classes introduce dancers to a variety of styles throughout the season! For the first 6-8 weeks, instructors will introduce a new style each week so dancers can get a feel for each style. Starting in November, each month will feature a different style and dancers will learn some fun choreography as well as some basic technique and skills that go with each style. At the end of the season, the instructors will pick which styles the dancers will perform in the Year-End Showcase in June. This season we will introduce the following styles to our dancers: Jazz, Lyrical, Ballet, Musical Theatre, Acro & Hip Hop.  
Mash-up classes are available in both Hampton and Sussex locations for the following age groups: Age 3, Age 4, Age 5-6, Age 7-8, Age 9-10.
- **Competitive Prep Technique Classes:** These classes are for the budding dancer who wants to delve more into the technique and conditioning aspects of dance class. They are an add-on to the mash-up classes and will help prepare dancers who are interested in advancing to one of the competitive levels in the future. This class will not learn choreography but will instead focus on skills and conditioning. This class is by invitation only. Please email [info@stepintimedance.ca](mailto:info@stepintimedance.ca) for more information.

## **COMPETITIVE TEAMS**

\*If you would like to be considered for one of these competition teams, please let us know and we will guide you to the appropriate evaluations.

Step In Time Dance has 3 levels of Competition Teams.

- **Level B Competition Team**

Dancers must be selected for this program and will compete in one competition in either April or May of 2023 and will compete 2-3 routines in this competition. They will learn routines in a variety of styles chosen by the instructors and will have 1 choreography class and 1 technique class per week. Both classes are mandatory as part of the Level B Competitive Program and dancers must make every effort to attend all classes. If a dancer is ill or will be absent, please notify your instructor prior to class time. Dancers who miss more than an appropriate amount of classes may risk being removed from the program. Dancers will require all white sneakers for hip hop, jazz shoes, turning shoes or ballet slippers (to be determined by instructor) and tap shoes.

- **Level A Competition Team**

Dancers must be selected for this program and will compete in 2 competitions in either April or May of 2023 and will compete 5-6 routines in these competitions. They will learn routines in a variety of styles chosen by the instructors and will have 1 choreography class and 2 technique/conditioning/ballet classes per week. Acro is mandatory for dancers aged 12 and under and optional for aged 13+. Dancers aged 13+ who opt out of acro classes will not be allowed to perform any acro in their choreography. All classes are mandatory as part of the Level A Competitive Program and dancers must make every effort to attend all classes. If a dancer is ill or will be absent, please notify your instructor prior to class time. Dancers who miss more than an appropriate amount of classes may risk being removed from the program. Dancers will require all white sneakers for hip hop, jazz shoes, turning shoes and tap shoes.

- **Travel Competition Teams**

There are 3 Travel Competition Teams here at SIT. Queens Crew (Pointe/Ballet), Kings Crew (Hip Hop) and Selects. Auditions are held for Queens Crew and for Kings Crew. Dancers in Selects are chosen by the instructors and will be invited if they are ready for that type of team. Travel Teams will do 3-6 competitions and are expected to travel to the competitions chosen by the instructors for each season. They perform 3-5 routines for each of these competitions. Dancers can choose to only do Kings Crew without another program; however, in order to be selected for Queens Crew or Selects, dancers must be actively participating in the Level A Competitive Program.

*Note:* Team selection is at the discretion of the team of instructors. The team will look at where a dancer best fits for choreography as well as assess for the appropriate level for technique classes. If an instructor feels a dancer should move to a different class/level you will be contacted by a member of the Step In Time team. The levelled competitive program does not guarantee that every dancer will progress through all the levels, but it

does allow an opportunity for dancers who are looking to compete to get that competition experience at varying skill levels.

## **SEASON SCHEDULE & HOLIDAYS**

Evaluations for competition teams will begin September 1<sup>st</sup>, 2022. Recreational classes will begin September 10<sup>th</sup>, 2022. Classes will run until the end of May unless otherwise specified. Year End Showcases are held in June.

## **HOLIDAY BREAKS**

October 8 <sup>th</sup> , 2023: Thanksgiving Sunday	NO CLASSES
October 31 <sup>st</sup> , 2023: Halloween	NO CLASSES
December 22, 2023-January 5 <sup>th</sup> , 2023: Christmas Break	NO CLASSES
March Break 2024	Classes are ON
Easter Sunday and Easter Monday	NO CLASSES