



**PRE-PROFESSIONAL  
HANDBOOK  
2024-2025**

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# 1. Introduction

It's our absolute pleasure to welcome you into our community at the Steps on Broadway Academy. Our team is thrilled to see many familiar faces return to the studio and even more excited to see some new faces join our team. We have created this one-stop handbook to shed some light on how things will run throughout the year as well as answer questions you may have before the year begins. Please take the time to read this information carefully and keep your handbook in a safe place to refer to as you need. Additionally, our office staff are always here to help and will happily answer any questions you may have.

## QUICK REFERENCE STUDIO INFORMATION

Address: 2121 Broadway, Floor 4, New York, NY 10023

Phone Number: (332) 334-4177

Email: [Academy@StepsNYC.com](mailto:Academy@StepsNYC.com)

Website: [www.stepsnyc.com/academy](http://www.stepsnyc.com/academy)

Parent Portal: [www.dancestudio-pro.com/online/stepsacademy](http://www.dancestudio-pro.com/online/stepsacademy)

## 2. Registration

It's important that all students and parents – whether returning or new - fill out the registration information so we can ensure we have the most up-to-date details for your family. This includes your contact information and waivers such as media releases and studio liability.

You can register online at [www.dancestudio-pro.com/online/stepsacademy](http://www.dancestudio-pro.com/online/stepsacademy).

Our annual registration fee is \$75 per student and must be paid in full upon registration.

### 3. Communication

For convenience, our primary means of communication is via email. You will receive regular newsletters and important information via email so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. You may update this via your parent portal under **Account – Account Settings – Family Contacts**. Don't forget to add our email addresses [academy@stepsnyc.com](mailto:academy@stepsnyc.com) and [no-reply@dancestudio-pro.com](mailto:no-reply@dancestudio-pro.com) to your contacts so we don't end up in your spam folder! Our friendly office staff can be contacted at (332) 334-4177 for urgent matters.

We are also proud to provide you information around-the-clock via our very own Dance Studio Pro Parent Portal.

You can access this at [www.dancestudio-pro.com/online/stepsacademy](http://www.dancestudio-pro.com/online/stepsacademy) to check your schedule, register for classes, pay a balance, submit an absence, purchase tickets, and more!

In the event of urgent information (for example, day-of class cancellations), we will send an SMS text message to all families. So, for this reason, please make sure the mobile phone number you have provided to the studio is correct and up-to-date.

We always display important information and studio details in our 4<sup>th</sup> floor reception so please have a quick look when dropping off and picking up in case there is anything you may have missed. We are always happy to chat in more detail about communications you may receive from the studio, so if you need any clarification, please don't hesitate to email us to chat with one of our helpful team members.

## 4. Important Dates

Below we have listed some of our most important “Save the Dates” with more information (including times, costumes, requirements, etc.) to be communicated as we get closer to the events. If you know ahead of time that your family will be unable to attend these events due to planned holidays or existing commitments, please submit those absences via your Parent Portal at your earliest convenience.

DATE	EVENT
Sept. 7	First Day of Classes
Oct. 3 & 4	NO CLASSES - Rosh Hashanah
Oct. 12	NO CLASSES - Yom Kippur
Oct. 14	NO CLASSES - Indigenous People's Day
Nov. 26 - Dec. 1	NO CLASSES - Thanksgiving Break
Dec. 20	Pre-Professional Winter Party
Dec. 22 - Jan. 1	NO CLASSES - Winter Break
Jan. 11	Starlight Concert In-Studio Run-Through
Jan. 20	NO CLASSES - Martin Luther King Jr. Day
Jan. 23 & 24	Starlight Tech
Jan. 25 & 26	Starlight Concert
Feb. 16 - 21	NO CLASSES - Midwinter Recess
May 3	Pre-Professional Spring Fling
Apr. 14 - 20	NO CLASSES - Spring Break
May 17	Spring Concert In-Studio Run-Through
May 24 - 26	NO CLASSES - Memorial Day Weekend
May 27 - June 1	End of Year Concert Week
June 8	Last Day of Classes

## 5. Code of Conduct

To ensure the smooth, safe running of classes and an enjoyable experience by all, below you will find our code of conduct. If any of the requirements outlined are unclear or concerning, please reach out to us to discuss further. We reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's code of conduct.

Families who do not comply with their recital fee or costume fee payment obligations may be charged a late fee, and/or excluded from performances. Costumes will not be issued to students without payment.

We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation.

Any questions or complaints must go through reception – parents and students are not permitted to contact The Steps on Broadway Academy teachers via phone, email, or social media unless it has been approved through administration. Meetings with the studio directors and/or teachers can happily be arranged via the front desk.

In the case of a parent or student showing disrespect or defamation to any other parent, staff member, or student, dismissal may be considered at the discretion of the director. Physical, mental, emotional, or cyber bullying by parents, staff, or students will not be tolerated and may result in dismissal from the studio.

Our administration reserves the right to change teachers or schedules, when necessary, at any time throughout the year.

Choreography, costuming, curricula, and studio policies remain the intellectual property of the Steps on Broadway Academy and may not be reproduced or sold by any students, parents, or staff without permission of the director.

**Please remember, the way you present yourself in person and online creates an identity that can be viewed by anyone including the Steps on Broadway Academy administrators, middle, high school, and college admission personnel, artistic directors, and casting agents.**

## 6. Safety

With the safety of our families being our number one priority, the Steps on Broadway Academy holds policies within the studio as well as at public performances and in the online arena (website and social media).

For security purposes, we ask that all students age 12 and under be escorted in and out of the building when dropping off or picking up.

Students under the age of 13 are not allowed to be in the studios without a faculty or staff member from Steps present.

As part of your registration, you will have read and signed a media waiver allowing us to proudly use images and audio/video footage of your student for advertising, promotional purposes, and performance events.

The directors and staff at the Steps on Broadway Academy are aware of the negative impact of inappropriate music and costume selection when it comes to performing dance routines and are wholeheartedly committed to ensuring children in all of our dances are not subjected to any inappropriate songs or costuming.

The Steps on Broadway Academy takes no responsibility for any stolen or misplaced property on the studio premises, and we encourage our families to avoid bringing valuable items to the building when possible. When students come to class, they **MUST** bring all their belongings into the studio and place them along the walls.

You will find within our enrollment process our liability release and other waivers. Please read these carefully and accept the terms prior to the commencement of classes so you fully understand the rights and responsibilities of your family and our studio.



## 7. Dress Code

Our dress code is designed to prepare our students for success in class. It allows them to fully focus on their work in the studio, while providing instructors with a clear perspective on their alignment. Arriving in proper attire creates an atmosphere of professionalism and community while providing an opportunity to demonstrate respect for faculty and craft.

The approved styles for each program are listed below.

### Hair

Dancers' hair should be worn in a classical bun or pinned, clipped, or tied neatly and securely from the face.

### WHERE TO BUY

Steps on Broadway partners with the dance manufactures in NYC and all offer a generous discount to Academy students. You can find the required styles at On Stage Dancewear, Bloch, Capezio, and in the Steps Shop on the 3rd Floor.

### Approved Styles

Wear Moi navy blue leotard in the following adult styles: Galate, Cabriole, Arabesque, Pirouette. Child styles: Galate, Lovina, Thalia, Candide. Bullet Pointe pull-on skirt in Navy. Body Wrappers Total Stretch Mesh tights (Style A45/C45.)

Wear Moi navy blue T-Shirt in "Conrad" or "Alpin" styles.

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## 7. Dress Code *continued*

### Dress Code by Genre

#### Ballet

**Option 1:** Navy leotard, pink tights or tights to match complexion, ballet slippers or pointe shoes to match tights. Navy pull-on skirt optional.

**Option 2:** Navy T-shirt, black leggings or pants, black socks, and black ballet slippers.

#### Tap

**Option 1:** Navy leotard with black tights, shorts, pants or leggings and black tap shoes.

**Option 2:** Navy T-shirt, black shorts or pants, black socks, and black tap shoes.

#### Jazz/Theater

**Option 1:** Navy leotard with black tights, shorts, pants or leggings.

**Option 2:** Navy T-shirt, black leggings, shorts or pants.

**Shoes:** Nude jazz shoes (Bloch Pulse to match complexion) for jazz & Nude heels for theater. (LaDuca or Bloch Split Flex)

#### Modern & Contemporary

**Option 1:** Navy leotard with black tights, shorts, pants or leggings and bare feet or socks.

**Option 2:** Navy T-shirt, black leggings, shorts or pants, and bare feet or socks.

#### Hip Hop

**All:** Solid-colored top, shorts, leggings or sweatpants with clean sneakers. No jeans.

#### Undergarments

To minimize the visibility of lines under leotards and tights we recommend a neutral colored seam free brief or dance belt.

## 8. Fee Structure

**Registration Fee:** Each student is charged an annual registration fee of \$75.

**Tuition Policy:** Tuition is charged as a full season (by semester for First Steps). Please see below for our refund schedule:

Prior to Sept. 7, 2024 – 90% Refund of Tuition

Sept. 7, 2024 to Jan. 27, 2025 – 50% Refund of Tuition

After Jan 27, 2025 – No Refunds Granted

Level	Full Year Tuition
A & B	\$9,894
C & D	\$12,644
Select Study	Varies by Schedule

## 8. Fee Structure *continued*

### **Other Fees:**

Class Change Fee - 1st Change No Charge, All Others \$25/change

Costume Rental Fee - \$40 per dance per show

Recital Fee - \$100 per student per show

Students will be given the option to attend conventions throughout the year. These will incur additional charges for convention fees, transportation, and lodging.

**Please note:** Refunds will not be issued for missed classes due to cancellation or public holiday.

### **Financial Aid**

Students may receive reduced tuition for classes based on financial need. All financial aid is subject to the availability of funds for each academic year and is not guaranteed, so please apply early. You can find the application and more information on our Academy website.

## 9. Attendance

Your student's attendance in class is very important to their peers and our teaching staff. As a member of the team, it is a commitment for you to ensure your student attends their classes on time each week and attends all rehearsals planned for them. Not only do absences impact the concert dances we create, they impact the social and confidence-building principles we work hard to foster in each age group.

If you know that your child will be absent due to holidays/vacations, commitments, or school trips, please let us know ahead of time so the class impact is minimal. You must log these pre-planned absences in our parent portal. If your student is ill or injured, we ask that you inform our admin team as soon as you can so they can let the teachers know and preparations can be made to catch up on any missed work.

Excessive absences (over 20% of their scheduled classes) may be cause for removal from performances or dismissal from the program entirely. Additionally, absences may result in the student not moving to a higher level at the end of the year.

**Tardiness:** Students are expected to be on time to every class which means being dressed, with appropriate shoes/clothing, and in the room when class begins. Students that enter late to class will have missed instruction and this affects their overall growth within the class. Students missing warmup also creates an increased risk for injury and harm. Students that have missed more than 10 minutes of the class may be asked to observe and take notes that day. After 3 instances of tardiness, the studio will arrange a meeting with the parent to discuss solutions to avoid future late arrivals.

**Injury and Illness:** If students are dealing with an acute injury, they are expected to attend classes to observe (especially rehearsals for performances). If a student is ill, they must not attend class.

## 10. Social Media

The Steps on Broadway Academy's Social Media Policy refers to all social networking environments. Please see below for our regulations regarding Social Media and feel free to contact our office staff if you have any questions.

Remain mindful that your behavior on Social Media follows the Steps on Broadway Academy' code of conduct as outlined in this handbook.

Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards the Steps on Broadway Academy staff, students or families may subject the participant to disciplinary action.

Whenever you engage on Social Media, as a member of the Pre-Professional program, you are representing the Steps on Broadway Academy. This means that you should only post with integrity and respect. If a problem is brought to light, consequences could include removal from performances or release from the Pre-Professional program.

Remember that anything posted to the internet is permanent. Even when using apps that have disappearing features, anyone can easily screenshot and share. Even if you post to a closed or private group, someone may share with others that you did not intend.

Intellectual property (for example, photography, choreography) must be credited when posting online.

You may not post photographs / videos that feature the Steps on Broadway Academy dancers other than your own online without the proven consent of their parent/guardian.

## 11. Other Policies

**Class Section Cancellations:** The Steps on Broadway Academy reserves the right to cancel a class section if there is insufficient enrollment and will issue a full refund to remaining participants if there is not another class to transfer to.

**Class Monitoring:** No guests are allowed in the studio during regular classes. Parents and guardians are welcome to observe classes via the windows. Video recording and photography of the classroom is strictly prohibited to maintain the privacy of our students.

**Class Placement:** New students are leveled by an audition process. Returning students are evaluated on class attendance, participation, technical and artistic growth, and their ability to uphold the student code of conduct.

**Emergencies:** In the event of a medical emergency and we are unable to contact a parent/guardian, or if time does not permit, we will utilize New York City emergency services.