

the  
**School at**  
**STEPS**<sup>®</sup>  
 SCHOOL CALENDAR  
 September 2017 - June 2018

September 10	Sunday	Pre-Professional Tea and Mentorship Informational Meeting
September 11	Monday	1 <sup>st</sup> day of Academic Year: Technique/Pre-Professional 1 <sup>st</sup> day of Semester I: Young Dancers
September 11 – 17	Monday - Sunday	OPEN HOUSE Trial Classes for Academic Year 2017-2018
September 11	Monday 7:15p.m.	Advanced Hip Hop Audition
September 16	Saturday 12:00p.m.	Advanced Tap Audition
November 21 - 26	Tuesday - Sunday	School CLOSED for Thanksgiving
November 27	Monday	Classes Resume
December 14 - 15	Thursday - Friday	Tech/Dress Rehearsals for Holiday Performance 2017
December 16	Saturday 3:30p.m. & 6:00p.m.	Pre-Professional Holiday Performance 2017
December 18 - January 1	Monday - Monday	School CLOSED for Winter Break
January 2	Tuesday	Classes Resume
January 22 - 28	Monday - Sunday	Parent Observation Week: Young Dancers (excludes Baby Steps)
January 28	Sunday	End of Semester I: Young Dancers
January 29	Monday	Beginning of Semester II: Young Dancers
February - ALL month	Tuesdays & Fridays	Senior Summer Intensive Auditions (ages 12-18)*
February 24		
March 24	Saturday	Junior & Senior Summer Intensive Auditions (ages 9-18)*
April 1	Sunday	School CLOSED for Easter
April 7	Saturday	Junior & Senior Summer Intensive Auditions (ages 9-18)*
April 22	Sunday 6:30p.m.	<b>The Complete Dancer:</b> Pointe Shoe Workshop & Fair
April 23 - 27	Monday - Friday	Auditions & Placement Week: Pre-Professional Program 2017 - 18
May 5	Saturday	Senior Summer Intensive Audition (ages 12-18)
May 18 - 24	Friday - Thursday	Parent Observation Week: Young Dancers & Technique
May 27	Sunday	End of Young Dancers & Technique
May 28	Monday	School CLOSED for Memorial Day
May 29 - June 8	Tuesday - Friday	Pre-Professional Program's Rehearsal Period for Showcase 2017
June 9	Saturday 7:00p.m.	Pre-Professional Program's Ballet Showcase 2017
June 10	Sunday 4:00p.m.	Pre-Professional Program's Theater Showcase 2017

**For all Auditions\*: Contact [Alessa@StepsNYC.com](mailto:Alessa@StepsNYC.com)**

### Parent Director Meetings

Kate Thomas has initiated annual meetings for each level within the Pre-Professional Program to offer helpful information and shed light on realistic goals for students to strive toward during the year. These meetings are designed to answer parents' questions on curriculum, policies, and guidelines, and to review The School's expectations of the students.

October 2	Monday 6:15p.m.	Advanced II
October 4	Wednesday 6:00p.m.	Advanced I
October 13	Friday 6:00p.m.	Intermediate II
October 16	Monday 6:15p.m.	Intermediate I
October 20	Friday 6:00p.m.	Primary II
October 23	Monday 5:30p.m.	Primary I
January 8	Monday 4:45p.m.	Preparatory I
January 10	Wednesday 6:00p.m.	Preparatory III
January 12	Friday 5:00p.m.	Preparatory II



## Important School Information

### FIRST CLASS

Returning students will be provisionally placed in class based on an evaluation from the previous academic year. However, the teacher has the authority to reassess a class level, following an evaluation of the student's first class.

### TRIAL CLASSES

The School at Steps provides students an opportunity to participate in a class before registering. This class is considered a Trial Class and there is a \$40 fee for each one taken. If a student registers for the class that they participated in by October 31, 2016, the fee is then credited toward their tuition. If a student takes multiple Trial Classes, only the fee for the class(es) they register for will be credited. In the Young Dancers program a Trial Class that is taken in one semester cannot be credited toward registration in another semester. Trial Class fees are non-refundable. Certain other restrictions apply. Please contact The School at Steps office for additional details.

### ABSENCES

Good attendance is imperative to a dancer's progress. The School at Steps administration and faculty appreciate advance notice of necessary absences. Students will be allowed four make-up classes at or below their level. Students with inconsistent attendance may be dismissed from their class and/or moved to another class.

### TARDINESS

The slow warm-up of muscles is crucial to the prevention of injury. Students more than 10 minutes late may be asked by their teacher to sit and observe the class.

### MAKE-UP CLASSES

Students are entitled to 4 make-up classes per class in which they are registered. Make-up slips should be obtained from The School at Steps office prior to the make-up class. You may not use make-ups to enroll in a new class. No make-up classes can be used during Observation Weeks.

### BABY STEPS/LITTLE STEPS I

A parent or caregiver must accompany students in the classroom for the duration of the class. Only registered students are allowed in class: no siblings, please; adults need to be fully available to assist the students. Please bring all valuables into the studio during class.

### CLASS CHANGES

A student cannot change classes and/or move to another level unless approved by the administrative staff. Students are allowed, without charge, one class change.

### INJURY OR LOSS OF PROPERTY

The risk of injury exists in any physical activity. Please consider this before enrolling your child. Steps cannot be held responsible for personal injury or loss of property. Personal possessions should not be left in dressing rooms or restrooms under any circumstances.

### BULLYING

If you feel you are a victim or witness of bullying, tell an adult you trust - your teacher, parent, or administrator in The School at Steps office. Do not fight back or join in any bullying. The School at Steps is a Bully-Free Zone.

### STEPS ON BROADWAY PHOTOGRAPHERS MAY TAKE PHOTOS AND/OR VIDEOS

In registering your child, we have your permission to use class or performance photos for the marketing of Steps on Broadway and/or The School at Steps. If you object, please submit your objection in writing at the time of registration. Parents may only take photos or videos on observation days with the approval of the each individual instructor.

### REFUNDS

Full tuition will be refunded only if written notification from the parent is received 24 hours prior to the first class. A 75% refund will be granted up to October 10, 2016 for Young Dancers Semester I. (Excludes Baby Steps) and Technique Program AY 16-17. No refunds will be granted after October 10, 2016. Pre-Professional Tuition and fees are non-refundable. All fees are non-refundable.

For Young Dancers Semester II, a 75% refund will be granted up to February 27, 2017 (Excludes Baby Steps). No Semester II refunds will be granted after February 27, 2017. All fees are non-refundable.

### AMENITIES:

Food & beverages may be purchased at the Barre Café located on the third floor. Steps En Corps Boutique offers a full range of dancewear for adults and children.

### OFFICE HOURS

9:15am-6:30pm, Monday - Friday, and 9:15am-4:00pm, Saturday & Sunday. Appointments: call 212-874-3678 or email [theschool@stepsNYC.com](mailto:theschool@stepsNYC.com).