

# STEPS

on Broadway

## YOUTH PROGRAMS

# PRE-PROFESSIONAL HANDBOOK 2022-2023

2121 Broadway @ 74th St., NY, NY 10023 | (212) 874-3678  
YouthPrograms@StepsNYC.com | [www.stepsnyc.com/youthprograms](http://www.stepsnyc.com/youthprograms)

# Table of Contents

1 - Introduction

2 - Registration

3 - Communication

4 - Important Dates

5 - Code of Conduct

6 - Safety

7 - Dress Code

8 - Fee Structure

9 - Attendance

10 - Social Media

11 - Other Policies

# 1. Introduction

It's our absolute pleasure to welcome you into our community at Steps Youth Programs. 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: 212-874-3678

Email: [youthprograms@stepsnyc.com](mailto:youthprograms@stepsnyc.com)

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

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

## 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.

Our priority registration offer not only means that you will receive **\$100 off your tuition**, but it also ensures you will be guaranteed a place in the class(es) of your choice.

You can register online and take advantage of our priority special from June 14 to July 15 at [www.dancestudio-pro.com/online/stepsyouth](http://www.dancestudio-pro.com/online/stepsyouth).

Our annual registration fee is \$55 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 address [youthprograms@stepsnyc.com](mailto:youthprograms@stepsnyc.com) to your contacts so we don't end up in your spam folder! Our friendly office staff can be contacted at 212-874-3678 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/stepsyouth](http://www.dancestudio-pro.com/online/stepsyouth) 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. 12         | First Day of Classes                    |
| Sept. 26 & 27    | NO CLASSES - Rosh Hashanah              |
| Oct. 5           | NO CLASSES - Yom Kippur                 |
| Nov. 22 - 27     | NO CLASSES - Thanksgiving Break         |
| Dec. 20 - Jan. 2 | NO CLASSES - Winter Break               |
| Jan. 16          | NO CLASSES - Martin Luther King Jr. Day |
| Jan. 22          | NO CLASSES - Lunar New Year             |
| Jan. 28 & 29     | Pre-Professional Winter Concert         |
| Feb. 20          | NO CLASSES - President's Day            |
| Apr. 6 - 15      | NO CLASSES - Spring Break               |
| Apr. 21          | NO CLASSES - Eid al-Fitr                |
| TBD              | Kids and Teens Showcase                 |
| May 29           | NO CLASSES - Memorial Day               |
| TBD              | Pre-Professional Spring Concert         |
| June 11          | 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. Following a formal meeting, we do 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 participation fee or costume payment obligations may be charged a late fee, and/or excluded from performances. Costume expenses are the responsibility of the parent, and 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 Steps Youth Programs 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 reception.

In the rare case of a parent or student showing disrespect or defamation to any other parent, staff member, or student, a meeting will be called and 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 Steps Youth Programs 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 Steps Youth Programs 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, Steps Youth Programs is very serious about upholding Child Protection laws and 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.

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. Should you have any concerns whatsoever with signing this declaration, please see our reception staff who will happily assist you.

The directors and staff at Steps Youth Programs 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.

Steps Youth Programs 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

At Steps Youth Programs, our dress code is designed to be appropriate for all students. Please choose the option that makes you feel most comfortable while dancing. You may alternate between options at any time and do not have to stick to one.

Each level in our Pre-Professional program has a corresponding color for their top. This will serve as their level's "uniform" color.

|         |            |
|---------|------------|
| Level 1 | Teal       |
| Level 2 | Royal Blue |
| Level 3 | Fuschia    |
| Level 4 | Navy       |
| Level 5 | Purple     |
| Level 6 | Black      |

Please ensure all of your student's shoes are clearly labeled. You'd be amazed at the amount of lost property we generate!

| Style                 | Top                                 | Bottom   | Shoes   |
|-----------------------|-------------------------------------|--|---|
| Hip Hop               | Solid-colored top                   | Shorts, leggings, or sweatpants                        | Clean sneakers  |
| Jazz                  | Fitted top or leotard               | Black tights, shorts, or leggings/pants                | Black or flesh-colored jazz shoes                               |
| Modern & Contemporary | Fitted top or leotard               | Black tights, shorts, or leggings/pants                | Bare feet   |
| Ballet                | Solid-colored fitted top or leotard | Pink, flesh-colored, or black tights (skirts optional) | Ballet slippers or pointe shoes (Pink, black, or flesh-colored) |
| Theater               | Fitted top or leotard               | Black tights, shorts, or leggings/pants                | Black or flesh-colored character heels                          |
| Tap                   | Fitted-top or leotard               | Black tights, shorts, or leggings/pants                | Tap shoes   |

## 8. Fee Structure

**Registration Fee:** Each student is charged an annual registration fee of \$55.

**Tuition Policy:** Tuition is discounted by volume of hours per week. As the amount of hours increases, the cost per hour decreases. Tuition is charged as a full season. If you decide to withdraw from classes mid-season, you will still be charged for the entire period. Tuition is refundable only in the case of extenuating circumstances such as medical issues, injury, moving, etc. These scenarios are subject to the approval of the director and are not guaranteed.

| Hours per Week | Full Year Tuition |
|----------------|-------------------|
| 1              | \$ 1,292.00       |
| 2              | \$ 2,584.00       |
| 3              | \$ 3,876.00       |
| 4              | \$ 4,896.00       |
| 5              | \$ 5,780.00       |
| 6              | \$ 6,528.00       |
| 7              | \$ 7,140.00       |
| 8              | \$ 7,616.00       |
| 9              | \$ 7,956.00       |
| 10             | \$ 8,160.00       |
| 11             | \$ 8,228.00       |
| 12             | \$ 8,568.00       |
| 13             | \$ 8,840.00       |
| 14             | \$ 9,044.00       |
| 15             | \$ 9,180.00       |
| 16             | \$ 9,248.00       |
| 17             | \$ 9,537.00       |
| 18             | \$ 9,792.00       |
| 19             | \$ 10,336.00      |
| 20             | \$ 10,880.00      |
| 21             | \$ 11,424.00      |
| 22             | \$ 11,968.00      |

## 8. Fee Structure - Continued

### Other Fees:

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

Costume Rental Fee - \$30 per class

Recital Fee - \$100 per student

Company 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 free or reduced tuition for classes if your household's income is at or below the limits of our eligibility income chart (pending an application). If your family falls outside this table but still would like to be considered for financial aid, you may request an application to be reviewed by the director. All financial aid is subject to the availability of funds for each academic year and is not guaranteed, so please apply early.

Visit: <https://stepsnyc.com/youthprograms/academic-year/financial-aid/> for more information.

| Income Limits for Financial Aid  |              |              |              |              |
|----------------------------------|--------------|--------------|--------------|--------------|
| Household Size                   | Free Tuition | 75% Discount | 50% Discount | 25% Discount |
| 1                                | \$ 25,142    | \$ 33,439    | \$ 44,474    | \$ 59,150    |
| 2                                | \$ 33,874    | \$ 45,052    | \$ 59,920    | \$ 79,693    |
| 3                                | \$ 42,606    | \$ 56,666    | \$ 75,366    | \$ 100,236   |
| 4                                | \$ 51,338    | \$ 68,280    | \$ 90,812    | \$ 120,780   |
| 5                                | \$ 60,070    | \$ 79,893    | \$ 106,258   | \$ 141,323   |
| 6                                | \$ 68,802    | \$ 91,507    | \$ 121,704   | \$ 161,866   |
| 7                                | \$ 77,534    | \$ 103,120   | \$ 137,150   | \$ 182,409   |
| 8                                | \$ 86,266    | \$ 114,734   | \$ 152,596   | \$ 202,953   |
| For each additional member, add: | \$ 8,732     | \$ 11,614    | \$ 15,446    | \$ 20,543    |

## 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 principals we work hard to foster in each age group.

Excessive absences (over 25% 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.

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.

**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 15 minutes of the class may be asked to refrain from entering class 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

Steps Youth Programs' 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 Steps Youth Programs' code of conduct as outlined in this handbook.

Whenever you engage on Social Media, as a member of the Pre-Professional program, you are representing Steps Youth Programs. 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.

Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards Steps Youth Programs' staff, students or families may subject the participant to disciplinary or legal action.

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

## 11. Other Policies

**Class Section Cancellations:** Steps Youth Programs 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 on our monitors or via the windows. Video recording and photography of the monitors or 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.