



Safe, nurturing, structured environment for After School Pick up
Celebrating 28 years of Dance Education in Pinellas County

(727) 734-7121

STEPS School of Dance is pleased to offer After School Performing Arts Program, a constructive and educational alternative to traditional after school care. We have prepared this manual for your convenience and as a guide for you and your child.

Program Philosophy

The objective of the Program is to create a fun and safe experience every afternoon that encourages children to build good relationships, learn thru the arts and demonstrate responsibility during study time. The children are continually supervised. Students are divided into smaller groups in separate classrooms at the appropriate times. The daily routine is punctual and organized.

Example: Arrival – Snack time – Dress for Class – Study time – Dance class- Dismissal

Eligibility

Students ages K through 5th grade are eligible for participation in our program. Every child must have mandated forms completed on file at STEPS prior to the first day. No one will be permitted to attend without this information on file. Parents of 5-year-old students must be aware of our program suitability to these youngsters. A 5 year old in our program must be independent enough to participate in our program.

Pick Up Policy

Parent pick up time is 6:00pm sharp. After 6:00pm, **there is a \$5.00 per 5 minutes late pick up fee** assessed that must be paid at the time of pickup. Children will only be allowed to leave our program with parents or those authorized by the parents to pick up. This information will be on file with the instructor and will require **photo identification** if we are not familiar with the person picking up your child. This is important in protecting the safety of your children.

Absentee and No Show Policy

Parents who do not notify us that their student is absent from school, or departed school early (in both cases the child will not be attending the after school program) will be charged a **"No Show or Absentee Fee" of \$10.00**. Our voice mail is operated on a 24 hour 7 days a week basis for messages. **Please call STEPS (727) 734-7121** to leave a message or relay any information by 12:00 noon on the day in question. Our transportation schedule is carefully planned and timed accordingly. We cannot spend critical minutes looking for students who have gone home early or are not in school. There are no exceptions or warning to this policy.

The deadline for notifying: 12:00 noon

If you are absent due to illness, you may bring your dancer for a make-up dance lesson but due to the unavailability of van seats, van transportation is not eligible for Van make ups

Emergency Information

It is essential that all emergency telephone numbers be kept current, as well as any changes of address. It is your responsibility to provide us with any changes in these numbers. Please provide all cell phones and other numbers that we may need. In addition, other relatives and neighbors' numbers will be helpful as well. If your child has not been picked up by 6:30pm the Instructor will begin to call the emergency numbers.

Rules of Conduct

STEPS prides itself on commitment to safety

Student will be required to wear seat belts while traveling in the Van

Students will remain in the building until parent/guardian arrives at pick up

STEPS wants you as parents to concentrate on your job with the peace of mind that your children are having fun after school, making good use of their time and staying healthy with the Arts



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Daily Dance Schedule:

Ages 5-7

Monday-	4:00-5:00pm	Hip Hop Jr.
Tuesday-	4:00-5:00pm	Ballet
Wednesday-	4:00-5:00pm	Jazz
Thursday -	4:00-5:00pm	Acro or Jazz/Tap
Friday-	4:00-5:00pm	Musical Theater

Ages 7-9

Monday	4:00-5:00pm	Tap
Tuesday	4:00-5:00pm	Jazz
Wednesday	5:00-6:00pm	Ballet
Thursday	4:00-5:00pm	Acro
Friday	4:00-5:00pm	Musical Theater

Ages 9-12

Monday	5:00-6:00pm	Jazz
Tuesday	5:00-6:00pm	Contemporary
Wednesday	5:00-6:00pm	Ballet
Thursday	5:00-6:00pm	Acro
Friday	4:00-5:00pm	Musical Theater

Rates:

Pick up and Dance 5 Days:	\$344.00 a month
Pick up and Dance 4 Days:	\$280.00 a month
Pick up and Dance 3 Days:	\$216.00 a month
Pick up and Dance 2 Days:	\$150.00 a month
Pick up and Dance 1 Day:	\$ 76.00 a month `

Uniforms/Dance wear:

We require the students wear appropriate dancewear for all classes Monday thru Friday
 We ask that you label each item with your dancer's LAST name

Leotard:

All Dancers must wear a clean leotard daily
 Black Leotard

Tights: All Ages

Pink for Ballet class
 Convertible Tan for other classes

Hair:

Ponytail for Jazz, Hip Hop, Contemporary, Tap
 Bun for Ballet

Parents are to provide all hair products, brush and comb. We do NOT share hair products.
Please check your dancers supply weekly to replace ponytail holders, pins and other hair products
 Please place hair items in a LARGE zip lock bag and label with your child's name

Shoes: Please refer to Dress Code sheet