

*Goldsboro  
Student Handbook  
2021—2022*



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P.O. Box 11450  
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www.asteppofclass.com*

### Shoe Requirements

Tots and Kinderdance 1	Pink Ballet
Kinderdance 2 & 3	Pink Ballet Bloch Tan Tap
Ballet	Pink Ballet
Tap (ages 6-9) Tap (ages 10 & up)	Bloch Tan Bloch Black
Jazz	Tan Jazz
Tumble	Barefoot
Hip Hop	Jazz Sneakers
Lyrical	Half Sole Shoes

For your convenience, we offer the shoes that your dancer will need for class. All girls must wear tights and a leotard, any color is acceptable. Shorts may be worn over the leotard. Boys must wear athletic shorts and t-shirts.

*Thank you again for your support*



## Important Dates

Classes begin **August 23, 2021**

### Holidays

Labor Day	September 6, 2021
Veteran's Day	November 11, 2021
Thanksgiving Holiday	Nov 24—Nov 27, 2021
Christmas Holiday	Dec 20, 2021—Jan 2, 2022
Easter Holiday	April 15—April 22, 2022

### Recital Dates

<b>Goldsboro</b>	
Rehearsal	June 6, 2022
Recital	June 7,8, OR 9, 2022

\*Dress Rehearsal and Recital will be held at The Paramount Theatre\*

### Picture Dates

Session TBD    Proofs TBD    Delivery TBD

### Company Auditions

Saturday, April 30, 2022

**\*\*\*Dance lessons may be strenuous and physically demanding.**

**ASOC is not responsible for any physical injury that may occur due to participating in these classes.\*\*\***

# Welcome To ASOC

Welcome and thank you for choosing A Step Of Class for your child's dance education! It is our mission to educate, enhance, and enrich our dance students with encouragement, support, enthusiasm, and love. We hope to make a positive difference in the lives of each of our students.

This handbook contains information and policies for our studio. Please refer to this book for questions you have concerning: Attendance, Holidays, Tuition, Costumes, and Recital.

If you have any other questions, please direct them to the staff. We are eager to work with you to make this a great dance year!

## **POLICIES:**

### **Dance wear:**

Appropriate dancewear is required. No blue jeans, long pants or baggy shirts are allowed on the dance floor. Dancers do not have to wear a certain color or style as we firmly believe in self expression. However, students must be dressed in proper dancewear. *Girls must wear a leotard and tights!* No panties under tights. Hair must be secured up off the neck and out of eyes. Boys must wear shorts or warm-up suits. No jeans! Students not properly attired may only observe class. Students will also need the appropriate shoes for their classes.

**\*Important Note:** Please bring your dance shoes in a dance bag. Be sure to put your first and last name on your shoes and on the outside of your dance bag. We are not responsible for lost or stolen items.

**Attendance:** Makeup classes are permitted for students who miss a class. In order to schedule a makeup class, contact the studio to find the appropriate day and time for your child.

## Tuition

### Charges are as follows:

30 mins	\$55.00	2 hrs	\$85.00	3 hrs 30 min	\$115.00
45 mins	\$60.00	2 hrs 15 mins	\$90.00	3 hrs 45 min	\$120.00
1 hour	\$65.00	2 hrs 30 mins	\$95.00	4 hrs	\$125.00
1 hr 15 mins	\$70.00	2 hrs 45 mins	\$100.00	Unlimited	\$135.00
1 hr 30 mins	\$75.00	3 hrs	\$105.00		
1 hr 45 mins	\$80.00	3 hrs 15 mins	\$110.00		

Tuition for your child is the combined time of each class. For example: ballet is 30 min and tap is 30 min, for a total of 1 hour. Therefore, your tuition is \$65.00 per month.

Family Rates: A family discount is offered. The child enrolled in the most classes will be at full price, the 2nd child receives a 20% discount, and a 30% discount for each child thereafter.

Tuition is due the 1st of each month. *A \$10.00 late fee will be added if payment is not in our office by closing of the 10th.* There will be a \$30.00 service charge on all returned checks.

## Payment

Payment envelopes are available in the lobby. Please fill out the envelope and drop it in the payment box provided. August is the only prorated month of tuition. September through May will be charged a full month's tuition whether we have a short month or a long month. Please make checks payable to A Step Of Class. If you have any questions please feel free to call the office 919-778-5098 or e-mail [asoc@bellsouth.net](mailto:asoc@bellsouth.net). Online payments can be made through your parent portal.

## Refund Policy

We **do not refund** for classes missed due to absence. Rather, we offer a makeup class to the student. Just call the office for the appropriate class for your child. **Registration fee, tuition and costume payments are non-refundable.**

## Late Payments

If we do not receive payment by closing of the 10th, we will add a \$10.00 late fee to your tuition. If we do not receive payment on your account by the 30th, the student may only observe class until balance is paid. **With accounts 45 days behind, we reserve the right to drop the student from the roster.**

## Withdrawal Procedures/Dropping A Class

You must officially notify Ms. Tammy in writing 30 days prior to dropping a class or withdrawing from the studio. Not showing up for class does not constitute a withdrawal. **Your account will continue to be charged, and you will be held responsible for all tuition due up to the 30 days notice. No refunds will be given for classes missed prior to the date of notification.**

## Studio Rules

Children not involved in a class should not be brought to the studio without adult supervision. Please do not leave small children unattended prior to class time, and please pick up all children promptly after class. We are not responsible for children who are not attending class.

No food or drinks are allowed, except in the snack room.

No chewing gum.

Please use the restrooms in between classes.

Do not leave classes without permission.

No cell phones allowed in the classroom.

No street shoes allowed on the dance floor.

Please make sure hair is properly secured out of the child's eyes.

Parents, please do not interrupt once class has begun.

## Costumes & Recital

A Costume letter will be sent out by the first week of November. This will give you the price of your child's costume. This payment will be due by **December 4th, 2021**. Costumes must be paid for in advance, or they will not be ordered. **COSTUME PAYMENTS ARE NON-REFUNDABLE!**

Recital will be held at the Paramount Theater in Goldsboro June 6-9, 2022.

## Trophies & Awards

Trophies will be given to students who have taken dance with A Step Of Class for 5, 7, 10 and 15 years at the recital.