

All the Right Steps Family Dance Center  
17589 Vierra Canyon Road  
Prunedale, CA 93907

**2011- 2012 Studio Handbook**

Welcome to All the Right Steps Family Dance Center. We look forward to being a part of your dance education and thank you for bringing your child to us for their dance training. Please read the following information and refer to it for answers to common questions.

**The Investment**

There is a yearly \$25 registration fee per family is due at the time of enrollment, and each September after that.

Monthly tuition is due on the first class of each month. There will be a \$10 late charge added to your account for tuition received after the 7<sup>th</sup> of the same month. Refunds will not be given for missed classes. We accept cash, personal check, debit and credit cards. Debit and credit cards will be charged a .40 cent processing fee. A returned charge fee of \$35 will apply to all insufficient fund charges for debit, credit and checks which do not clear.

<b>Classes Per Week</b>	<b>First Child</b>	<b>Second Child</b>	<b>Additional Child</b>
<b>1 Class per week</b>	\$40	\$35	\$35
<b>2 Classes per week</b>	\$35	\$15	\$15
<b>3 Classes per week</b>	\$15	\$15	\$15
<b>4 Classes per week</b>	\$15	\$15	\$15
<b>Drop in class Non Student</b>	\$15	<b>Drop in class current Student</b>	\$10

Students over 55yrs of age: \$9 per class for adult classes.

**Recital Investment**

\$20 Recital fee for each student which is payable by March 9th, 2012. For each dance your child performs at the recital a costume is required. All classes except Ballet II, Jazz II and the Performance Teams will perform one dance at the recital. Cost is \$50 per costume. Extended child sizes and adult size costumes are \$60. Costume payments are due on November 5th. Each child will receive 2 tickets to the recital for the families and a yearbook. Ticket prices for the recital 2012 will be available with our recital handbook in September 2012.

**Uniforms**

Uniforms are required at the studio. Students arriving to class not in uniform will be asked to sit and watch the class or use available clothes in our "borrow" bin.

- **Creative Movement** - Comfortable dance clothing, bare feet or pink leather ballet shoes. Hair away from face in pony tail, braid or bun.
- **Pre Ballet** – Pink leotard, no skirt, pink footed tights and pink leather ballet shoes. Hair in a neat bun.

- **Ballet IA** – Solid light blue leotard, ballet pink tights and pink leather ballet shoes, no skirts. Hair in a neat bun.
- **Ballet IB** - Solid navy blue leotard, ballet pink tights and pink leather ballet shoes, no skirts. Hair in a neat bun, no jewelry.
- **Ballet II** – Solid burgundy leotard, pink tights and pink leather ballet shoes, no skirts. Hair should be in a neat bun. No jewelry.
- **All Jazz classes** – The ballet uniform from a previous class or black jazz pants and a black leotard. Black slip on jazz shoes, hair in a pony tail, braid or bun.
- **Hip Hop** – Lose, comfortable clothes. No baggy clothes or jeans. Hair in a pony tail, bun or braid.
- **All Tap classes** – Ballet or jazz uniform. Please no street clothes. Slip on Tap shoes are required for girls. Hair in a pony tail, braid or bun.
- **Boys creative movement, ballet and jazz students** – White fitted t-shirt and black jazz pants/shorts or fitted sweats. Shoes: Bare feet, black or white ballet shoes for creative movement class ballet and jazz classes.
- **Adult students** - Adults students in adult classes are not required to wear leotards and tights; however the instructor needs to be able to see your knees and your hips. Please use good judgment when choosing what to wear to class as we are a family studio and children are often present.

## Class Minimums and Maximums

We require 5 students enrolled in a class in order for the class to remain on the schedule. Classes not meeting the minimum enrollment may be canceled.

## Studio Holiday Schedule

Our tuition is based on a 4 week month. Some months do have 5 weeks and we do not charge extra for the 5th week and we do not credit for 3 week months. Please keep this in mind during months when we recognize holidays. Following is a list of studio holidays.

Monday	September 5th			Labor Day	
Monday	October 31			Halloween	
Thursday	November 24	through	Saturday	November 26	Thanksgiving
Thursday	December 22	through	Saturday	January 6, 2012	Christmas & New Years
Monday	January 16			Martin Luther King Jr. Day	
Monday	February 20			Presidents Day	
Friday	April 6	through	Monday	April 9	Easter Weekend
Friday	May 25	through	Monday	May 28	Memorial Day Weekend
Wednesday	July 4			4th of July	

## **Make up classes**

You may “make up” a class if you miss your normal class time due to illness. Make up classes are encouraged. It is your responsibility to make sure your child makes up their class. As a reminder, refunds are not given for missed classes. **\*Ocean Grove parents you must make up your classes or pay the difference between invoiced classes and 4 classes a month. Please see Satrina if you need clarification. ATRS will not credit for missed classes.**

## **Discontinuing Students**

If you decide to discontinue classes with us, give advance notice. We have a limited number of spaces in each class and would like to give students on the wait list an opportunity to dance. If advance notice is not possible, please contact the studio via phone or email and let us know you or your child will not be returning. After discontinuing you will receive a survey in the mail regarding your experience at ATRS. Your participation in the survey is greatly appreciated as it helps us better our service.

## **Food and Drinks**

Clear liquids in secure containers are permitted in the lobby. Food and drinks (except for bottled water) are not permitted in the dance floor area. Please clean up after yourselves and your dancers.

## **Open Studio Format**

We have an open studio at All the Right Steps, meaning that we do not have a separate waiting room keeping you from seeing your children while their in class.

We ask that you do NOT speak to your child while they are in class. Please keep non-dancing siblings quite in the lobby and off of the dance floor while class is in session.

## **All the Right Steps Students Code of Conduct**

We shall respect our art, our instructors and our fellow dancers.

We shall wait inside the studio for our ride.

We shall not wear dance shoes outside.

We shall use 100 percent of our energies while in class.

We shall be positive and proceed with a “can do attitude”

We shall have our hair secured off our face and neck before class.

We shall politely ask dance-related question in class.

We shall go to the bathroom before class.

We shall keep our hands off the mirrors.

We shall practice at home and be prepared for class even if absent the week prior.

We shall not make unnecessary conversation or noise while in class.

We shall not hang or swing from the dance barres.

We shall not sit down during class unless instructed by the teacher.

We shall not gossip or put down other students.

We shall use proper language and show good sportsmanship at all times.

We shall act in the manner of a young lady or gentleman at all times.

### **All the Right Steps Family Dance Centers ~ A Parent's Responsibilities**

Please get your children to class on time every week since regular attendance is necessary for good training.

Please be prompt in picking up your child after class.

Please do not allow your child to wear dance shoes outside.

Please make sure that your child is properly outfitted for class each week.

Please encourage and support practice at home.

Please remember that you are responsible for supervising siblings; keep them safe and under control in the lobby.

Students and parents should be respectful in the lobby area, using their "inside voice" and keeping voices down.

Please avoid being a gossip that may spread misinformation. If you need to discuss a situation please call the office to arrange a mutually convenient meeting time.

Please pay accounts on time. Late fees are issued on overdue accounts.

Please check you child's dance bag for notices and check you email for studio updates.

Please don't compare your child to other dancers or discuss such comparison with other parents.

Please review our studio policies with your children to help them understand why it is important for everyone to follow the studio rules.