

Welcome to In Step Dance Center

We are so glad you are joining us! Don't be scared!! We know it looks like a lot to take in but we will get through it together. Below is some information to help you navigate the dance season.

Dance season: Dance runs from September 10, 2018-May 11, 2019. Classes meet once a week at your scheduled time. We offer 2 performance opportunities for all combo and older students. The Christmas Walk which is Monday, November 26th and our recital on May 11th. We may also participate in community activities such as the 4th of July parade.

Parent Portal: You can access your dance account anytime via computer or your phone. Visit our website www.isdcdance.com and click on the "click here to log on to your account" button on the main page. From here you will enter your email as your username and your password. If you don't have a password or can't remember, click the "forgot my password" button and we will send you a new one. Once you login you can make a payment, update personal information and register for classes or camps. If you have trouble logging on, please stop by the front desk to verify that we have the correct information for you.

Information: Good Communication will equal a successful dance season for your family! Our **primary mode of communication is email.** Please make sure we have your current email on file. You can log into your parent portal and verify your email anytime. We email important dates and deadlines, tuition reminders, studio newsletter and studio updates throughout the season. You can also get information on our website, www.isdcdance.com.

*Special note for Gmail users. Many of our clients find that the studio emails are routed to their promotions folder.

FACEBOOK: There is a closed group for students, parents and alumni to get information and see upcoming events. Please request to join the group, [In Step Dance Center](#). We have a public page also but it does not contain all of the information that the closed group has listed.

Email, Phone Number & Studio Times Our email is isdcdance@embarqmail.com and our phone number is (937)642-6683. Normal studio weekly hours are Monday-Thursday from 4:45-8:00 pm. If you call the studio outside of these times, leave a message and we will call you back as soon as we can. You may also text or call Julie at (937)243-4702 (during suitable hours please) and she will get the information you need.

Moving? Changing email? New Phone number? Log in to your parent portal and change your information anytime at isdcdance.com.

Front Desk Friend: Please feel free to ask our wonderful front desk staff any questions that you may have. If you are new to our dance family it can feel overwhelming at times but we are here to help you navigate through it.

Registration Fees: Each student will be charged a non-refundable annual registration fee payable upon class registration. Discounts may be given for multiple students in a single family. Registration fees are not prorated. Single student: \$35.00 Family: \$45.00

Tuition: The dance season is a 30 week program, tuition remains the same whether it is a long (5-week) or short (2-week) month, regardless of absences, sickness, and cancellations due to inclement weather. We offer 3 payment options to best fit your families needs.

Payment options are:

* **Full year:** paid at registration (Receive a 5% discount)

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* Bi- Annually: paid on September 1st and December 1st

* Monthly: Tuition fees are billed on the 15th day of the previous month. Payments not received by the 1st will incur a \$10.00 late fee and your dancer will be asked to sit and observe until the account is paid.

Payment can be made with cash, check or credit card. You may pay online (www.isdcdance.com) via your parent portal at any time (24/7), at the front desk during studio hours or drop check payment in the brass mail slot found under the window to the right of the front door. We also offer a convenient automatic draft on your credit card for monthly tuition, please sign the form at the front desk annually. Automatic drafts will process by the 1st of the month.

What happens when my child misses a class?

No refunds or credits will be given for classes missed but your child can attend another class (day and time) as a makeup experience. This can only be done until January 1st. We also allow you to "bank" a class if you feel your child will miss after the January 1st cut off date.

Good attendance is imperative because **absences and tardiness can hold back the entire class.** Please make every effort to have your dancer at every class. If a dancer has excessive absences they may be asked to take private lessons at your cost and may lose their spot in the recital. We do recognize students with perfect attendance with a ribbon and name recognition in the recital program. Dancers may miss up to 2 classes with excuse and still be recognized.

If you wish to withdraw from a class: We understand that sometimes life has other plans and your child may have to withdraw from class. You must email or come into the studio in person to notify us of the cancellation. The cancellation will be effective as of the next calendar month. Please note- Non-attendance in a class is NOT considered notice that you want to cancel a class.

Recital Time- Your child will be working all year long to learn the skills needed for a recital piece/pieces. Our annual recital is a time to enjoy and build cherished memories. Our recital is tentatively scheduled for May 11th. Times and location to be announced later. Rehearsals will be Thursday or Friday, May 9-10. (subject to change) Your child's specific rehearsal time will be released in April.

Costumes: We want every child to feel like a star for their dance debut. Every student will receive a special dance costume that they must wear to participate in the recital. We try our best to keep your recital costume cost between \$65-\$75 per class. We know this can appear high but this truly is a very low price in the dance world for costumes. We strive to keep costs modest. Costs may go slightly higher for older dancers. There might also be additional items you will need to purchase such as tights, accessories, gloves, shoes, makeup and sometimes alterations. Combo classes and 1-2 grade ballet/jazz will only have one costume but may have multiple components. We require a \$70.00 costume deposit per costume and will be divided between your **October 1st** (\$35 per class) **and November 1st** (\$35 per class) tuition payment. After the actual cost of the costume is figured, the difference is either charged or credited with your February tuition. Costumes are ordered by the 1st of December and deposits must be paid at this time. If you drop a class after costumes are ordered you will be required to pay the costume balance. They are not returnable.

Recital Package: Each family will be charged for a recital package due on January 1st which includes a professional DVD of the recital, photos of the recital and finale t-shirt. The cost is \$45. Additional dancers in the family will be charged for additional t-shirts only.(\$15.00). The Recital package is a requirement and can not be opted out of. We do this to make the recital experience enjoyable for all. No one wants to spend their time looking through a device instead of enjoying their child's

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accomplishments or trying to see over someone who is blocking their view of the stage. The finale is a very important part of our show and it is an exciting part for our dancers. Dancers must wear the finale shirt to participate and your own black bottoms. **New this season:** If you would like to receive a Flash drive instead of the DVD with the recital content you will need to pay only \$5.00 more. This is a great way to have the recital and all its content in High Definition and computer ready.

Drop off and Pick up: Students ages 2 thru 2nd grade must be accompanied by an adult into the lobby on the first floor. Wait here until they are escorted up to a class by an assistant or instructor. Please arrive 5 minutes prior to class time and have your student ready in the appropriate shoes (Combo dancers wear tap first and carry up ballet/jazz shoes in a bag). When the class is over the dancers will be escorted back to the lobby to be picked up by a parent. For the safety of our students please do not wait for them in the vestibule. If you choose not to wait in the lobby during the class time please arrive back on time for pick up. It is alarming to the dancer if their parent is not here.

Students in grade 3 and higher and all competition dancers are permitted to go directly to the student lobby on the 2nd floor and wait responsibly for their class to start. Please have your shoes on. Once class is over these older dancers may exit the building if a parent is there to pick them up, otherwise they must wait in the lobby or vestibule. Students may not wait outside on the sidewalk for parents.

Please do not arrive more than **10 minutes** prior to the start of dance class. The studio and lobby will not open until 15 minutes prior to the first class of the day. If you are dropping off an older dancer, please **watch** them as they enter the building to ensure the doors are unlocked.

Please be aware that you may not linger in the space in front of the studio that is not marked

for parking. If you are waiting for a class to end you must find a parking spot or circle the block the police department will ticket you for parking/waiting in the marked No parking Zone.

Holidays: The studio will be closed for Thanksgiving break, Winter break, and Spring break in coordination with Marysville Schools. We will not be closed for other holidays or teacher days. We will close for weather emergencies only when deemed necessary by the director. Decisions will be made by 1:00 pm and announced on Facebook and by email. When in doubt... check it out!! Website, email and Facebook.

Classroom Attire: All students must wear proper dance attire and appropriate shoes. - full list is located at www.isdcdance.com.

[For complete list of required shoes with pictures click here or follow this link.](#)

Please know that the ballet slippers sold at Wal-Mart and Meijer are for dress up purposes only and not appropriate for dance class.

All female dancers must wear a leotard to all classes (any color is fine). A dance leotard is similar to a one piece bathing suit. If you search "child dance leotard" on the web you will find several styles and places to purchase them from. Students may wear a ballet skirt, athletic shorts, leggings, yoga pants or snug fitting tank tops over their leotard. No extra-long or baggy pants, jeans or jean shorts. Competition, ballet, and pointe dancers should not wear any bottoms that cover the knees.

- Pink or tan tights are encouraged to be worn all season. Legwarmers and socks are permitted. Specific brand and color tights will be required for recital and can be purchased at the studio.

- Hair should be secured away from the face.

Boys should wear t-shirt and shorts, no jeans.

In the colder months, please dress in layers. All dancers should wear a shirt or jacket over their

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leotard when leaving the building. Please make sure that all shoes are clearly labeled!

Parent Observation: We ask that all parents remain in the first floor lobby during class times and do not accompany students to the studios. We will have designated times throughout the year for parents to observe class. We will let you know when these are. Also parents are not permitted to wait in the second floor dancers waiting room, this is for dancers only. This is strictly enforced for the students safety.

Parent Code of Conduct: As parents it is important to remain positive and supportive. If you have a concern or complaint, please address these with the front desk staff or schedule a time to meet with the instructor. Many concerns can be rectified with proper communication. We know this is a lot to take in and you may still have questions. We are here to help make your dance journey enjoyable. By working together we hope to build a sense of family and community. Welcome to the Family!!

Dates:

Sept 10- Sept 13: Classes begin

Sept 24-27: Bring a Friend week

Oct 1: Tuition and 1st costume deposit due

Oct 24-30: Costume party week

Oct 22-25 Bring a Friend week

October 31: Evening classes only Closed for Halloween

Nov 1: Tuition and 2nd costume deposit due

Nov 5-8: Crazy Sock Week

Nov 16: Its a Girl Thing

Nov 17: ISDC In House Convention

Nov 20-23: Closed for Thanksgiving

Nov 26: Christmas Walk

Dec 1: Tuition due

Dec 3-6: Parent Observation week

Dec: 14: Holiday Party and costume reveal

Dec 21-Jan 6: Christmas break

Jan 1: Tuition and recital package due

Jan 7: First day of class 2019

Jan 14-18: Pajama Party Week

Feb 1: Tuition and costume balance due

Feb 11-14 - Share the Love Week

Feb 25-Feb 28: Parent Observation week

March 1: Tuition due

March 11-15: Picture week (tentative)

March 18-21- Lucky Charm Week..Get Your Green on

March 25-29: Studio closed for Spring Break

April 1: Tuition due

April 15-18 Rewind Costume Week

April 19: Ticket sales (Online)

May 1: Tuition

May 7: Last day of class

May 9-10: Rehearsal (tentative)

May 11: Recital