

*Steps in Time*  
*Academy for Dance Studies*

Studio Guideline Book  
2008-2009

\*\*Answers to all the questions parents have about our program from the first day of classes through the concert in June!\*\*

Classes begin Monday, September 8<sup>th</sup>

*Celebrating Dance Education & the Performing Arts*

*Steps in Time-Academy for Dance Studies*  
1139 Sumner Avenue  
Whitehall, PA 18052  
PH:610-820-9466  
E-mail: [stepsintime@verizon.net](mailto:stepsintime@verizon.net)  
Website: [stepsintimedance.com](http://stepsintimedance.com)

## **MEET THE STAFF**

- **Kathleen Treat, Artistic Director**

Kathleen holds a BFA in Dance, Theater and Literature from Kutztown University where she studied ballet, tap, jazz, lyrical and musical theater. She is also a graduate of Walnut Hill High School for the Performing Arts in Natick, Massachusetts where she was a member of the National Youth Ballet. She was one of three dancers chosen to represent the National Youth Ballet at Regional Dance America in 1991 and 1992. Mrs. Treat studied and performed with the Boston Ballet, Pittsburgh Ballet, and The Rock School in Philadelphia. She has worked with renowned dance teachers as Sean Lavery, Suki Schorer, Violette Verdy, Sydelle Gomberg, Roy Kaiser and many more. Locally, she trained with the Lehigh Valley Ballet Guild under the direction of Alexi Ramov. She is a member of the National Dance Education Organization and a studio representative for National Dance Week.

Kathleen is currently an adjunct professor for the Cedar Crest College's Department of Dance. She was a member of the Steps in Time Staff for ten years before taking ownership in July 2004.

- **Kim Shade, Instructor/Choreographer**

Kim's dancing career started at the age of three in the Lehigh Valley with Bailey's School of Dance and Contempo Dance Center. She has studied extensively on scholarship at Steps on Broadway and Henry LeTang School of Tap in Midtown Manhattan. In addition, she has studied with such dances greats as Luigi, Gus Giordano, Gregory Hines, and Wayne Cilento (choreographer of Broadway's Aida and Footloose name a few.) She has taught locally for the past 14 years, and was the Artistic Director at the Dance Zone in South Allentown. Kim is currently attending Cedar Crest College as a Bachelor of Science candidate in Business Administration. She returns to Steps In Time for her tenth season and looks forward to another exciting year.

- **Nicole Vito, Instructor/Choreographer**

This is Nicole Vito's third season at Steps in Time and we are excited to have her back again. Nicole graduated from Steps in Time 2002 and was a dedicated member of our resident dance company, Inner Rhythms. She is a recent graduate of Marywood University with a bachelor's degree in Elementary Education. During her career at Marywood, Nicole continued her dance training through various dance workshops and worked with renowned choreographers from New York City. She also continued to study ballet, jazz, tap and hip-hop through technique classes during her time at Marywood. She is currently a second grade teacher at Roosevelt Elementary School.

## **POLICIES AND REGULATIONS**

### **Tuition**

Tuition at Steps in Time is a yearly fee that can be paid as the year in full or, over 9 1/2 monthly installments. Monthly installments are made **one month in advance** beginning August 1<sup>st</sup> (or at registration) and ending May 1<sup>st</sup> (with ½ payment). Full payment for the year can be paid to receive a 5% discount on the year. Please make checks payable to **Steps in Time**.

- 1. A late fee of \$5.00 will be applied to any accounts with tuition installments received after the 15<sup>th</sup> day of each month. Late fees are accumulative. Fees not paid will result in the student not participating in the dance concert.**
- 2. Please submit your tuition payment in an envelope with the student's name written on the front and place it in the slot on the office door.**
- 3. Please specify, on the memo line of the check, the allocation of the moneys, i.e. tuition, costume, tickets, etc. We also ask that checks not be combined, i.e. tuition with costumes. This will help insure proper accounting records.**
- 4. There will be a \$25.00 charge for any returned checks.**

### **Classes**

Each class meets once a week from September 8<sup>th</sup> until the concert in June of 2009.

Class size is kept to a minimum and does not exceed the limitations of the studio. Class assistants are brought in to assist the instructors for larger or younger classes.

Please write student's names in their shoes and on their dance bags. There is a lost and found box in the girl's dressing room if you should misplace something.

**Please be sure your son or daughter understands the following rules:**

- There will be no gum chewing in class.**
- All hair must be pulled back away from the face.**
- Please respect the facility. Do not lean on the mirrors, hang from the barres or pull apart the dance floor. Food and drinks are not allowed in the studios.**

There is a waiting room for those adults who wish to wait. No one may observe classes with the exception being parent observation week.

## Dance Attire

There is not a formal dress code; however all students are required to wear proper dance attire to class. Please see dress code below for ballet classes.\* Shirts and sweaters are not to be worn over your leotard. Students not properly attired will not be allowed to take part in the class. All hair must be worn away from the face. The following are the shoes required for the dance classes. **These shoes are available through Steps in Time at a competitive price and unbeatable quality. Please see an instructor for order forms. Samples and sizing kits are available.**

Ballet Classes (Combo. Classes and pre-school)-	Pink ballet slippers (girls) Black ballet slippers (boys)
Tap Classes-	Black oxford jazz tap shoes (boys and girls)
Jazz Classes-	Black jazz oxford (boys and girls)
Hip-Hop Classes-	Black hip-hop sneaker (boys and girls)
Lyrical-	No shoes required

\*If a student is taking a ballet class that is one hour or longer, the female student is required to wear any color leotard, pink tights and hair must be neatly tied back off of face. Ponytails are not acceptable in these classes. The male student is required to wear white t-shirt with black jazz pants.

## Absences

Attendance in a dance class is of the utmost importance for the student to learn and progress properly. If it is necessary for a student to be absent from class, the studio should be notified in advance of the student's class by calling the studio at 610-820-9466. No refunds are given for classes missed due to an absence. Choreography begins in January and at this time absences will be unexcused.

## Costumes

One costume is required per technique studied. Combination classes (with the exception of the pre-school classes) are considered two routine classes and will require (2) two costumes. The pre-school classes only require one costume.

The cost per costume is \$65.00. **A non-refundable costume fee of \$65.00 per costume is due the week of October 17th, 2008. This fee includes costume, costume accessories and tights. Any fee not paid in full by October 17th, 2008 will result in costumes not being ordered. Late orders are subject to additional fees and no guarantee of arrival prior to concert.**

Students are measured for costumes in October. A student's growth rate is unpredictable at this age, however, we make every effort to take this into consideration. Steps in Time cannot be responsible for alterations of costumes. Costume exchanges may be subject to an exchange fee per the costume company.

Fundraising will be available to help offset the cost of the costume. Your fundraising account can only be used for costume fees, it may not be used towards tuition. If you should choose to leave the studio after you have accumulated fundraising funds, the funds will be put into a general studio account.

## **Dance Concert**

The date for the concert rehearsal and concert performances will be announced upon confirmation received from the venue. All students and the class moms\* are expected to be at the dress rehearsal and stay until all of their routines have been seen onstage. Any student, who leaves dress rehearsal before they have finished all their routines, will not be allowed to participate in the dance concert. It is because we feel that the experience of correct stage procedures and performances are an essential part of your child's dance study that we present a dance concert.

\*Class Moms are an important part of the success of our concert. Class Moms are responsible for the students during the dress rehearsal as well as each of the concerts. A sign-up sheet will be posted one month prior to the concert and moms are asked to volunteer for the dress rehearsal and one of the performances. It is the policy of the venue and Steps in Time that students are not to be left unattended backstage.

## **Holidays**

The studio will be closed the following days:

- Wed., Nov. 26, 2008 through Sun., Nov. 30, 2008
- Mon., Dec. 22, 2008 through Sun., Jan. 4, 2009
- Thurs., April 9, 2009 through Mon., April 13, 2009
- Mon., May 25, 2009

**Thanksgiving**  
**Winter Holiday**  
**Spring Holiday**  
**Memorial Day**

## **Class Observation**

We do not allow parents to observe the dance classes because we feel it deters from the learning process, therefore, we have an observation week where we invite parents to come in and observe their son/daughter's dance class. The observation week will be held **Monday, February 2nd through Saturday, February 7th.**

## **Inclement Weather**

In case of inclement weather, classes may be canceled. Please do not assume that classes will be canceled if the schools are closed. Information will be available on our website, B104 radio station or B104.com. Also, you can call the Steps in Time inclement weather hotline at 610-462-2791.

In the event that classes are cancelled, the students will be notified of the rescheduled class on the weather hotline. One(1) make-up class will be given for every two(2) inclement weather cancellations. Make-ups will be given as a class and will be scheduled based on studio availability. There will not be an adjustment made with the tuition. Tuition is expected to be paid regardless of classes canceled.

## **INNER RHYTHMS**

With the continued development of the program at Steps in Time, it was evident that some of the students were rapidly excelling and there was a need to adapt the program in order to accommodate the more advanced students. A company of dancers was formed that would allow more opportunities of performance, both community outreach and competitive. In 1991, Inner Rhythms was formed.

After a phase of dance has been learned and perfected and I feel the student may be ready for competition and performance opportunities, she/he may be invited to audition for the studio's dance company, Inner Rhythms.

## **THE STAFF**

Each of our instructors is trained to meet specific guidelines and we pride ourselves on giving personal attention to matters that are important to the students. We strive to handle these issues during the hours surrounding our instructor's schedules whenever possible.

All of the instructors at Steps in Time can be contacted through the studio number at 610-820-9466. Please respect their time away from the studio and do not attempt to reach them at their homes. Each of our instructors can also be reached via a message left in the studio box located on the office door or through the studio e-mail address: [stepsintime@verizon.net](mailto:stepsintime@verizon.net). Messages will be returned promptly.

## **IMPORTANT DATES TO REMEMBER**

- Week of October 17th: \$65.00 deposit due per costume
- Wed., Nov.27th through Sun., Nov. 30th Thanksgiving
- Mon., Dec. 22nd through Mon., Jan. 4th Winter Holiday
- Mon., Feb. 2nd through Sat., Feb. 7th Observation Week
- Thurs., April 9th through Mon., April 13th Spring Holiday
- Mon., May 25th Memorial Day

**Steps in Time maintains proper safeguards at all times, but cannot be responsible for personal injuries or property damage occurring to or sustained by any student while participating in any activity or while in the act of being transported to and from the studio.**

**If at any time you have a question or a problem, please feel free to call the studio at 610-820-9466 or e-mail at [stepsintime@verizon.net](mailto:stepsintime@verizon.net).**

*Steps in Time  
Academy for Dance Studies  
1139 Sumner Avenue  
Whitehall, PA 18052  
610-820-9466  
[stepsintime@verizon.net](mailto:stepsintime@verizon.net)  
[stepsintimedance.com](http://stepsintimedance.com)*

This document was created with Win2PDF available at <http://www.win2pdf.com>.  
The unregistered version of Win2PDF is for evaluation or non-commercial use only.  
This page will not be added after purchasing Win2PDF.