



Steps in Time
Academy for Dance Studies

**Studio Guideline Book
2011-2012**

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

Classes begin Sunday, September 11th

Celebrating Dance Education & the Performing Arts

Steps in Time-Academy for Dance Studies

1139 Sumner Avenue

Whitehall, PA 18052

PH: 610-462-2791

E-mail: stepsintime@verizon.net

Website: stepsintimedance.com

MEET THE STAFF

- **Kathleen Treat, Artistic Director, Owner**

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**

Kimberly's dancing career started at the age of three in the Lehigh Valley with Bailey's School of Dance and Contempo Dance Center. She was a member of Contempo Dance Center's resident dance companies, Contempo and Terpsichore, where she trained in Tap, Jazz, Lyrical, and Ballet. Ms. Shade has performed locally for concerts and events, such as May Daze and Super Sunday. As a member of Contempo Dance Company, Kim has competed throughout the Tri-state area at many conventions and competitions. She was, also, a recipient of many awards, titles, and scholarships; Her scholarships included extensive studies at Steps on Broadway and Henry LeTang School of Tap in Midtown Manhattan. In addition, she has studied with such dance greats as Luigi, Gus Giordano, Gregory Hines, Darryl Retter, Wayne Cilento (choreographer of Broadway's Aida and Footloose) and Thommie Walsh to name a few. She has taught locally for the past 20 years, and was the Artistic Director at the Dance Zone in South Allentown before finding her new home at Steps in Time. Kimberly started teaching at Steps in Time in August of 1998 and has been working with Inner Rhythms since 2000. Ms. Shade returns to Steps in Time for her fourteenth season and looks forward to another exciting year. Currently, Kim is the Manager at the Penn State Lehigh Valley Bookstore and is attending Cedar Crest College as a Bachelor of Science Candidate in Business Administration

- **Nicole Smith, Instructor/Choreographer**

This is Nicole Smith's fifth 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.

- **Bryna Witkowski, Instructor/Choreographer**

We are excited to welcome back Bryna to a second season with Steps in Time. She attended Steps In Time for ten years and was a previous member of Inner Rhythms for eight years. She is a 2003 graduate from William Allen High School's Dance Academy and Allegro dance team. She has a bachelor's degree in American Studies from Muhlenberg College. During her college career, she continued to study ballet, jazz, modern and hip-hop. After graduating from college, Bryna taught dance at her former high school. She is currently pursuing her masters degree in school counseling.

POLICIES AND REGULATIONS

Tuition

Tuition at Steps in Time is a yearly fee that can be paid as the year in full or, over 10 monthly installments. Monthly installments are made **one month in advance** beginning August 1st (or at registration) and ending May 1st (with ½ payment). Full payment for the year can be paid to receive a 5% discount on the year only if paid by October 30th. 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 15th 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 11th until the concert in June of 2012.

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

Below you will find the proper dress code for each style of dance as well as the color and type of shoe needed. All shoes and dancewear can be purchased at Steps in Time. Failure to follow these guidelines will result in your child unable to participate in the dance class. These guidelines are so we can better observe your child and correctly identify issues with his or her alignment and technique.

Pre-School Creative Movement

Attire: Girls: Leotard and tights, dance dresses and skirts are allowed

Boys: White tank and black pants

Shoes: Girls: Pink ballet slippers

Boys: Black ballet slippers

Tap and Ballet/ Tap, Ballet and Jazz Combination Classes:

Attire: Girls: leotard and tights, dance dresses, skirts and dance shorts are allowed

Boys: white tank and black pants

Shoes: Girls: pink ballet slippers, black tap shoes, black jazz shoes

Boys: black ballet slippers, black tap shoes, black jazz shoes

Tap and Jazz Combination Classes:

Attire: Girls: Aerobicwear/dancewear, no t-shirts, sweatshirts, baggy pants or jeans allowed

Boys: tight fitting t-shirt or tank and any color pants

Shoes: Girls and Boys: black jazz shoes and black tap shoes

Classical Ballet and Pointe Classes

Attire: Girls: Leotard and pink tights only, ballet skirts are allowed

Boys: White tank and black pants

Shoes: Girls: pink ballet slippers, pointe shoes recommended by instructor

Boys: black ballet slippers

Lyrical Classes

Attire: Girls: tight fitting dancewear, no baggy clothes allowed

Boys: shirt and any color pants

No shoes are required for lyrical classes

Hip-Hop

Attire: Girls: Aerobicwear/dancewe

Boys: comfortable clothes

Shoes: Girls and Boys: black dance sneakers

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 610-462-2791. 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 I and II classes only require one costume. The cost per costume is \$65.00. **A non-refundable costume fee of \$65.00 per costume is due in 3 installments. This fee includes costume, costume accessories and tights. Below you will find the payment schedule. Any fee not paid in full by the last date will result in costumes not being ordered. Late orders are subject to additional fees and no guarantee of arrival prior to concert.**

Costume Payment Schedule:

1/3 payment due: week of October 2nd

1/3 payment due: week of November 7th

Final payment due: week of December 5th

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

Our dance concert is scheduled in June at Parkland Senior High School. Dress rehearsal is Friday, June 1st at 5pm. Shows are Saturday, June 2nd at 7:30pm and Sunday, June 3rd at 2:00pm. 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. 23, 2011 through Mon., Nov. 28, 2011
- Mon., Dec. 19, 2011 through Sun., Jan. 1, 2012
- Wed., April 4, 2012 through Mon., April 9, 2012
- Sun., May 27 and Mon., May 28, 2012

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 **Sunday, January 29th through Saturday, February 4th.**

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, stepsintimedance.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 610-462-2791. 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. Messages will be returned promptly.

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 610-462-2791 or e-mail at stepsintime@verizon.net.

IMPORTANT DATES TO REMEMBER

(Please display this somewhere to remind you of all important dates)

- Sun., Sept. 11th: Classes begin
- Week of Oct. 3rd 1/3 costume dep.
- Week of Nov. 7th 1/3 costume dep.
- Week of Dec. 5th Final costume dep.
- Wed., Nov. 23, 2011 through Mon., Nov. 28, 2011 Thanksgiving
- Mon., Dec. 19, 2011 through Sun., Jan. 1, 2012 Winter Holiday
- Sun., Jan. 29, 2012 through Sat., Feb. 4, 2012 Observation Week
- Wed., April 4, 2012 through Mon., April 9, 2012 Spring Holiday
- Sun., May 27 and Mon., May 28, 2011 Memorial Day
- Fri., June 1st: Dress Rehearsal
- Sat., June 2nd 7:30pm, Sun. June 3rd 2:00pm Annual Concert