



*34 Years of Dance Excellence*

## **Studio Guideline Book 2022-2023**

**\*\*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*

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## **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 has been teaching at Steps in Time for 29 years and has been owner of Steps in Time since 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 dances 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 26th season and looks forward to another exciting year.

### **Angela Mazzola, Instructor/Choreographer**

We are so excited to have Angela returning for her 5th season with Steps in Time. Angela graduated from Steps in Time in 2018. She studied at Steps in Time for over 10 years and was a member of our resident dance company, Inner Rhythms. During her time at Steps in Time, she excelled in all genres of dance including tap, ballet, jazz, contemporary, hip hop and pointe. With Inner Rhythms she performed in many dance competitions and community performances. She is currently at Northampton Community College pursuing her college degree.

## **Kayla Grammerstorf, Instructor/Choreographer**

We are so excited to welcome Kayla to our staff for her second season with Steps in Time. She is pursuing a double-major in Dance and Accounting with a concentration in Performance from Muhlenberg College. She has had the privilege of working with choreographers and mentors Heidi Cruz-Austin and Randall Anthony Smith, both of whom have made a large impact on ballet and modern dance communities. Kayla has performed professionally with Footwerx Tap Company at the Kimmel Center, Wilma Theater, and Arts Bank Theater in Philadelphia. She has danced the roles of Sugar Plum Fairy and Snow Queen in Schuylkill Valley Regional Dance Company's the Nutcracker, partnering with Gary Jeter II of BalletX.

## **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 installments. Tuition installments are made **one month in advance** beginning September 11th (2 payments are due) and ending May 1<sup>st</sup> (with ½ payment). Please make checks payable to **Steps in Time**. We only accept cash or check. We do not accept debit or credit cards.

1. **A late fee of \$20.00 will be applied to any accounts with tuition installments received after the 15<sup>th</sup> day of each month. Late fees are accumulative. If your account goes unpaid for more than 2 months, your child cannot participate in his or her class until they are paid.**
2. **Please submit your tuition payment in an envelope with the student's name written on the front and place it in the black mailbox outside studio door. If cash payment please pay exact amount in an envelope in the lock box, a receipt will be emailed within 24 hours. Please do not hand tuition envelopes to the instructors!!!!**
3. **Please specify, on the memo line of the check, the allocation of the moneys, i.e. tuition, costume, tickets, etc. This will help insure proper accounting records.**
4. **There will be a \$25.00 charge for any returned checks.**
5. **Pay Year in Full Option:**  
**You do have the option of paying full. If you choose to pay the year in full, there is a 5% discount. Please note, absolutely no refunds will be given if the student leave Steps in Time for any reason at any time during the season**

## **Classes**

Each class meets once a week from September 11th until the recital in June of 2023.

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.**
- Please note, we are not a babysitting service. Your child must be picked up when their class is over.**

There is a waiting room for those adults who wish to wait. No one may observe classes with the exception being parent observation week. Everything that is required is available to buy through Steps in Time.

## **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 and Acro 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: Aerobic wear/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

### Contemporary 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: Aerobic wear/dancewear

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 (except for 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.**

### **Costume Payment Schedule:**

**1/3 payment due: week of October 9th**

**1/3 payment due: week of November 6th**

**Final payment due: week of December 4th**

***If costumes are not paid by the above date, there is an additional \$15.00 fee added to each late installment.***

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 2nd at 6pm. Shows are Saturday, June 3rd at 7:00pm and Sunday, June 4th at 2:00pm. All students and the class moms are expected to be at the dress rehearsal and stay until all 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.

### **Holidays**

The studio will be closed the following days:

#### **Thanksgiving Holiday:**

Wed., Nov. 23rd, 2022 through Monday, Nov. 28<sup>th</sup> 2022  
(Classes resume Tues., Nov. 29<sup>th</sup>, 2022)

#### **Winter Holiday**

Thurs., Dec. 22nd 2022 through Mon. Jan. 2nd 2023  
(Classes resume Tues. Jan. 3<sup>rd</sup> 2023)

#### **President Weekend**

Fri. February 17<sup>th</sup> through Mon. Feb. 20th, 2023  
(Classes resume Tues. Feb. 21<sup>st</sup>, 2023)

#### **Spring Holiday**

Wed., April 5th through Mon. April 10th, 2023  
(Classes resume Tues. April 11th, 2023)

#### **Memorial Day**

Sat. May 27th, 2023 through Mon., May 29th, 2023

(Classes resume on Tuesday, May 30th, 2023)

## **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, March 26th through Saturday, April 1st.**

## **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 and our Facebook and Instagram page. Also, you can call the Steps in Time studio number and a message will be on the voicemail at 610-462-2791.

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.

**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](mailto:stepsintime@verizon.net)**

