

WELCOME BACK!

*We welcome all SODA Families, new & old, to the 2024-2025 season of dance!
We have put together this booklet of guidelines to help address some common questions & to update you on any changes this year.*

Contact Email Addresses:

ALL DANCE PROGRAMS

steppinoutdanceacademy@yahoo.com

ENROLLMENT & BILLING

steppinoutdance@comcast.net

COSTUMES

costumes.soda@gmail.com

Office Hours of Operation:

Mon-Fri: 4pm - 8pm

Sat: 10am - 2pm

Sun: Closed

Phone: (603) 642-7711

Website: www.steppinoutdanceacademy.com

How to Register?

You may register for classes one of 4 ways:

1. Online through our website at <https://www.steppinoutdanceacademy.com/>
2. Online through your previously setup parent portal (more info below*)
3. Print the registration form from our website and stop in at the front desk
4. Email a registration form to *steppinoutdance@comcast.net*.

Please be sure to provide any important medical history, like allergies & injuries, and accurate guardian(s) contacts including mailing & email addresses, valid credit card info and phone numbers where we can reach you in case of an emergency. PLEASE UPDATE THESE AS NEEDED.

<IMPORTANT UPDATE>

We wanted to share some important information regarding changes to the online enrollment process due to updates to the studio software.

SHINING STARS: If you are a Shining Stars Dancer please reach out to Ms. Kim or Ms. Lois and they can help you enroll in your class. They are also available through the Shining Stars Facebook group page, FB messenger or via email above.

If you are new to the Shining Stars and would like information about our adaptive dance program please email *steppinoutdanceacademy@yahoo.com*.

CURRENT STUDENTS: For our current students you will notice that one of the changes to our software is that you will be required to pay both your registration fee and first month's tuition when enrolling. For all of our company students, registration for company classes will close as of Sept 1st, so please be sure to register for your fall classes by August 31st.

UNLIMITED PLANS: If you think you may qualify for the student or family unlimited plan you have 2 options when registering. You may fill out a registration form and hand it in at the front desk or email it to *steppinoutdance@comcast.net*. We will be able to calculate the costs of all your classes to ensure that you are receiving all the discounts and most cost effective pricing for your monthly tuition.

Tuition & Registration Fees

Tuition is based on a 9 month season (September - May), and is split into 9 monthly payments.

Tuition is not based on the number of classes per month, as this will vary month to month.

Holidays/Vacation weeks have been figured into the price.

There are no refunds for cancellations due to inclement weather.

In the event a class has 2 or more cancellations due to inclement weather, a make up class will be scheduled.

Please visit our website for the most up-to-date pricing on tuition & registration fees:

<https://www.steppinoutdanceacademy.com/tuition-and-fees>

SODA Fitness Classes **POLICY UPDATE****

We have decided to implement some new policies regarding fitness classes at SODA!

This season we offer Zumba, Feet Up/Gentle Stretch, HoopFit and Fly Gym.

Fitness classes are posted by sessions with the exception of Zumba. Zumba runs from Sept-June with a monthly tuition. Walk-ins are available for Zumba.

Our Feet Up/Gentle Stretch, HoopFit and Fly Gym are offered by sessions (4-8 weeks at a time).

****When you sign up for one of these sessions, you are making a commitment to attend ALL classes. Due to limited class sizes for ALL fitness classes (including Zumba), we **CANNOT offer make-up classes or refunds if you are unable to attend a class.****

If you find that you are unable to make the commitment for a whole session, walk-ins are welcome provided spots are still available. Please message or email Kim at steppinoutdanceacademy@yahoo.com or call the studio to see if there are openings in the class that week.

Some exceptions are..

- If you sign up and pay for a session in advance but, due to unforeseen circumstances, know that you will be unable to attend the session, a refund will be available. Please keep in mind, this is not for a single missed class. **A single class that is missed (due to your inability to attend) WILL NOT be refunded or made up.**
- If the instructor needs to cancel due to snow, illness or any other unforeseen circumstances, we will do everything in our power to schedule a make-up convenient for the entire class. If this is not possible, we will issue a refund for those that signed up for the session.

Parent Portal*

Did you know?.. You can register, make your payments and view schedules online. Our Parent Portal makes it quick and easy for you to do all of this. Once an account has been set up (*at registration*) please log in and get familiar with your portal. Feel free to **bookmark or save** the login page to your homescreen on your phone (or device) for easy access.

From your portal you can:

- Enroll students into classes
- View the fees and payments posted to your account
- Make online account payments
- Update contact info/ medical info
- See news updates
- See past sent emails and registrations

[CLICK HERE to Login to your Parent Portal](#)

Your email address you've provided is your USER ID. Logging in for the first time? Follow the prompts. If you are having trouble, please email us at steppinoutdance@comcast.net or call the front desk.

<PLEASE UPDATE> CURRENT STUDENTS: Each year and as needed, please log in to your parent portal to update any medical information, including previous & new injuries or allergies. This helps our teachers to accommodate such injuries and allergies. Also, be sure to update any contact info that may have changed including guardian(s) info, mailing & email addresses, phone numbers and the credit card on file, if expired.

News/ Updates

Newsletters and important information throughout the year is sent via email. Please be sure you have a valid email on your account. Be sure to add us to your contacts so that you won't miss anything. You may also see any emails we have sent by logging in to your parent portal (see above). If you ever find that you are missing emails or important information, please check with the front desk or email us at

steppinoutdance@comcast.net.

To help you stay up-to-date:

Follow us on Facebook > <https://www.facebook.com/steppinoutdancekingston/>

Attendance

When students miss class frequently, this affects the class as a whole. Teachers are unable to plan spacing for dance routines and other students are thrown off in class and in performances when there are attendance issues. With this in mind, it is very important that guardians communicate with the studio/teachers when a student may be absent for a day or an extended period of time. In the event that you wish to DISCONTINUE ATTENDANCE, you must notify Enrollment & Billing by email at steppinoutdance@comcast.net so we can remove you from the class/classes. Tuition will be billed to your account until we receive written notification.

Costumes <IMPORTANT UPDATE>

This year we will be making some adjustments in the way we collect sizes for recital and competition costumes.

Our costume staff & teachers will be taking measurements in class during a select couple of weeks. (Watch for specific dates via email.) It is very important that your student is in attendance during these measurement weeks.

NEW THIS YEAR>> Staff will take measurements and select a size appropriate for each student, according to the costume company's size chart. We now have sizing kits to help assist in choosing sizes. An email will be sent to families with a picture of the costume, any other items that must be purchased and the cost owed. If there is a sizing issue when costumes arrive, we will cover any expenses to ship costumes back for an exchange.

If guardians prefer not to have staff choose a size for their child/student, or disagree with the size chosen, then guardians will be responsible for any exchange fees if there is an issue with the size chosen. A release form will need to be signed and a size choice submitted via Google Form (to be emailed separately.)

Guardians will be responsible for paying for the costumes on time, or the costume will NOT be ordered for the student not paid. Costume payments are due October 10th (Company Classes) & December 1st (Recreational Classes).

Costume prices vary depending on the style and company, but will run generally between \$75-\$120 (some company classes up to \$150). Combo classes will need a costume for each style dance they are performing. Teachers try to find combo costumes for younger age groups that may change slightly for each style dance. Older teenage combo classes will usually end up with 2 completely different costumes. Our aim is to keep these prices reasonable for families.

Also, new this year>> TIGHTS WILL BE INCLUDED in the cost of the costume to help alleviate any confusion when it comes to finding the correct style of tights. These will be ordered and included with the

costume when it arrives. Please do not wear these tights to class, but save them for performances only. You may order/purchase any extra tights or tights needed for class at the front desk. Guardians will still be responsible for making sure students have the correct footwear for each class. (See recommendations below.) Capezio styles are available to be ordered at the front desk. If you have any questions about costumes, please email us at costumes.soda@gmail.com.

Required Dance Attire for Class

No jeans or outdoor shoes.

Hair must be pulled back out of the face in a pony, bun or braids.

If students wear leotards or dance shorts we ask that they please wear tights underneath.

RECREATIONAL CLASSES:

Please make sure students are wearing dance clothing that they can stretch and move in.

Recommendations: Leotards, with or without skirts and tights. T-shirts or tanks with shorts, leggings or dance pants.

SHOES REQUIRED- *Shoe colors listed will be required for recital/performances. (Any color is fine for class time.)*

Ballet- Pink or Black

Recommended Styles:

Little kids: 212C Lily OR V100C Luna, Ballet Pink (or Black)

Pre-Teen to Adult: 2028 Canvas Juliet, Light Pink OR 2037W Hanami Canvas, Light Pink (or Black)

Tap- Black

Recommended Styles:

Little kids: 3800C Mary Jane, Black Patent or Black

OR Oxford style for little kids: 443C Tic Tap Toe, Black

Pre-Teen to Adult: CG17 Fluid, Black OR CG19 Cadence, Black

Jazz- Black

Recommended Styles:

All ages: EJ2 E-Series Slip On Black (*add C for Child Sizes*)

Hip Hop- Mostly Black Sneakers (Indoor Only)

Recommended Styles:

All ages: Converse Style, Black

Lyrical/ Contemporary/ Acro- No Shoes

Dance socks/ jazz shoes optional for class time

Pointe Shoes- See Sarah

COMPANY CLASSES: (See also Company Contract)

Ballet Company: Black leotard, ballet pink tights, ballet shoes (hair in bun).

For all other dance companies please make sure students are wearing dance clothing that they can stretch and move in (no baggy t-shirts or sweatshirts).

SHOES REQUIRED- *Color options are flexible depending on costume/teacher choice. The styles listed are required, if using shoes. Please confirm the color & style of shoes with your instructor.*

Ballet Shoes- 2037W Hanami Canvas

Light Pink (or Black)

Tap Shoes- Black Oxford Style

Recommended Styles: CG17 Fluid, Black OR CG19 Cadence, Black

***Senior 2 & Elite tap will need Black Miller & Ben Jazz Tap Masters.**

Jazz Shoes- EJ2 Slip-on Jazz

Caramel or Black (Instructor may choose NO SHOES)

Hip Hop Sneakers- (Indoor only)

An email will be sent with a link to a style shoe needed for performances.

Lyrical/ Contemporary/ Acro- No Shoes Needed

Dance socks/ jazz shoes optional for class (See Instructor)

If you ever have any questions or concerns about dance attire, please email us at costumes.soda@gmail.com.

Performances & Important Dates

Important dates to remember are on our studio calendar on our website:

<https://www.steppinoutdanceacademy.com/2023-2024-studio-calendar>.

Due dates for different fees, vacations, recital dates, competition weekends and other important dates are listed there. All are welcome to come cheer on our company classes at competition!

Recital is held at the end of May, with dress rehearsals on stage scheduled beforehand. We have 4 shows this year. You can find which show # your classes will be performing in, by looking at the schedule of classes under FALL SCHEDULES on our website. Please plan ahead and let your instructor know and email us at steppinoutdance@comcast.net, if you know you will not be able to perform at recital.

We look forward to another great year!