

Step Ahead Dance Studio & Gymnastics Center

Welcome Packet

Studio Contact Information

Facebook
@A Step Ahead

Studio Email:
Stepahead712@gmail.com

Studio Phone:
712-325-8484

Studio Address:
109 Pearl Street
Council Bluffs, IA 51503

In order to ensure we have a fun and successful year, please be sure to check your email and Facebook for studio announcements and updates. If you notice you are NOT receiving any studio emails, it's crucial for you to stop by the front desk and make sure all your contact information is correct and updated!

2023-2024 Season Calendar at a Glance

All dates are subject to change

Aug 21

- Classes begin!

Sept 4

- Labor Day ~ No Classes

Oct 9 - 12

- Theme & Costume reveal!
- Costume invoices go home

Oct 23 - 26

- Wear Halloween costumes to class!

Oct 31

- Halloween ~ No classes

Nov 6

- Solo/Duet/Trio Sign up @ 4:30

Nov 6 - 16

- Measuring for costumes in class

Nov 17

- Costume balances due!

Nov 20 - 24

- Thanksgiving Break ~ No classes

Dec 1st

- Production sign up begins!!

Dec 11 - 14

- Christmas activity week

Dec 18 - Dec 29

- Christmas Break ~ No classes

Jan 1

- Classes resume

Jan (date TBD)

- Production classes begin

Feb (date TBD)

- Parent Dance begins!

March 1 - 5

- Recital fee due with March tuition

March 4 -8

- Costumes are tried on in class
- Costumes & Recital info packet goes home
- Start making alterations to costumes before pictures

March 22

- Recital/Exhibition T-shirt orders due

March 23

- Picture Day (schedule to come at a later date)

March 25 - 29

- Spring Break ~ No Class!

April 1

- Classes Resume
- Pick up Recital/Exhibition tickets the front desk!

April 3???

- Pre-Registration for 2024-2025 Season begins!

April 8 - 12

- In-Studio dress rehearsal

April 15 - 19

- Mirrors in classrooms are covered to prepare for dance recital

April (date TBD)

- Gymnastics Exhibition at ALHS

May 9 - 10

- Dress rehearsal at Iowa Western

May 11

- Dance recital at Iowa Western

****See corresponding policy for more information****

****Tuition is due by the 5th of each month****

Registration Fees, Tuition & Payment Information

Registration Fees

- \$25.00 = 1st student ~ \$10.00 = 2nd student
 - \$5.00 = 3rd student ~ Free = 4th student
- Registration fees are non-refundable. If a student drops from class(es) for one month or more, a re-entry fee of \$10.00 will be charged.

Acceptable Payment Methods

- Cash, Check, Money Order
- Bank Pay & Credit Cards (3% processing fee)
- Cash payments need to be in the exact amount, we don't always have change
- Please make checks payable to: Step Ahead Dance Studio
- Please write the students name in the memo portion to ensure proper credit.

Payments may be made one of the following ways:

- Mail to 109 Pearl Street, Council Bluffs, IA, 51503
- Drop it in the mail slot to the left of the front door
- Turn in to desk in the lobby

****There will be a \$25.00 service fee for all returned checks****

All future payments after a returned check will need to be cash or money order.

Monthly Tuition

Rates are figured per student, not per family

Time (per week)	Monthly Rate	Year in Full
30 min	\$35	\$283.50
45 min	\$40	\$324.00
1 hr	\$45	\$364.50
1hr 15 min	\$55	\$446.00
1 hr 30 min	\$60	\$486.00
1 hr 45 min	\$65	\$526.50
2 hr	\$70	\$567.00
2 hr 15 min	\$75	\$607.00
2 hr 30 min	\$80	\$648.00
2 hr 45 min	\$85	\$688.50
3 hr	\$90	\$729.00
3 hr 15	\$95	\$769.50
3 hr 30 min	\$100	\$810.00

Add \$5.00 for every 15 minutes beyond 3 hrs and 30 min.

Tuition Policy

Tuition is due on or before the 15th day of each month, regardless of weekends or holidays. Tuition not paid by the 15th of the month will result in removal of the student from class. (See Tuition Chart) If tuition is not paid by the 15th of the month please do not bring your child to class until all balances have been paid in full. If tuition is paid late and is in the amount of the regular tuition you will be billed for the remaining amount due. Please mark your calendar as a reminder. Monthly statements will NOT be sent out. There are no refunds, transfers, credits or deductions for missed classes due to a child illness or outside function. There are no make up classes if a child is sick and misses classes. Monthly tuition remains the same whether there are 3, 4 or 5 meetings that month. Please note that your child will not be allowed to enter class if their tuition is not paid by the 15th of the month. If your payment is returned due to insufficient funds, you will be required to pay in cash, card or by money order for the rest of the season. If you discontinue a class for a month and wish to rejoin you will still be responsible for the payment for that class in order to hold your space.

Paying the Year in Full

- Receive a 10% discount if you pay your ENTIRE years tuition in Full
- Full Year MUST be paid by August 22, 2021 to receive the 10% discount!!
- Payment Methods: Cash, Check, Money Order, Credit Cards (3% service fee)

Required with Full Payment

- Registration Fee
- Costume Deposit (\$20.00 per dancer)
- Recital/Exhibition Fee (\$65.00/1 student or \$75.00/family)

Full Tuition Refund Policy

If you choose to discontinue classes and have paid your tuition in full, you will be refunded, however, the months that you participated in classes will be assessed the full tuition rate and 1 additional months tuition will also be assessed. Ex. You enroll in a 30 minute class with a discounted tuition of \$31.50 per month, when you discontinue the class, the months you participated in will be assessed at the regular rate of \$35.00 before your refund is issued. When you discontinue classes the remainder will be sent to you in the form of a check within 14 business days. Costume deposit will be refunded as long as classes are discontinued by November.

2023-2024 Step Ahead Policies

Insurance

Step Ahead Dance Studio does NOT provide medical insurance for its students. Any accidents or injuries are the sole responsibility and risk of the students and/or their parents.

Divorced Families

If you are divorced and have a child dancing at Step Ahead, whomever is paying for monthly tuition and fees is the person who will receive all paperwork and information. Recital tickets will be given to the person that paid recital fee. If additional tickets are needed they can be purchased. Please do not call the studio asking if the other spouse has been bringing the child to class. This is not our responsibility and we will not get involved.

Withdrawal Policy

Registering for our 2023-2024 dance and gymnastics season, is a NINE MONTH COMMITMENT! You are expected to pay for nine months of tuition whether you attend class or not. If you must withdraw, written notice must be given of a student's intent to withdraw from classes via a letter or an email. If notice is not given on or before the 5th of the month, you will be responsible for that month's tuition. Students are automatically enrolled for the entire 9 month term and will be considered so until Step Ahead is informed with a written letter or email of withdraw. Choosing to drop dance or gymnastics mid year is not acceptable.

Attendance, Missed Classes, Injuries

Being a student at Step Ahead entails a nine month commitment. Having good attendance is important to the progression of the dancer, as each week skills are taught that build on the previous week's skills. Dancers with poor attendance slow the advancement of the class and inhibit personal growth. Regular attendance is essential to ensure the personal growth of your dancer and the progression of the class. If your dancer is injured, they are still expected to attend class to observe. No tuition will be reimbursed due to an injury.

Cell Phones

Cell phones are not allowed in dance class. They may be brought to the studio to contact parents and should be kept in the students' dance bag. Phones will be confiscated and parents called with any inappropriate usage of phones.

Lobby Expectations

There will be no guaranteed supervision other than when the dancers are in the classroom with their teachers. Parents are responsible for their children's messes and behavior while in the studio.

Dress Code and Required Shoes Dancers and gymnasts must be dressed appropriately to participate in class and have hair pulled back if it's longer than chin length. Jeans and school clothes are NOT considered appropriate attire. Students should wear form fitting clothes (i.e.)...leotards, tights, leggings, yoga pants, shorts, tank tops. Proper dress INCLUDING THE PROPER STYLE OF SHOES for the class helps instructors maximize instruction. Please review the dress code and required shoes for each class at the end of this packet. Note: no shoes are required for gymnasts

Social Media

Step Ahead uses social media i.e. Facebook occasionally to post pictures of our dancers and gymnasts. Please be sure to indicate during the registration process if you do not wish for your child to be posted on social media. By agreeing to our social media policy, you grant permission for Step Ahead to take photos/videos of your child and/or yourself for public and study use including, but not limited to, advertising, marketing, education, etc.

Class Observation

The lobby is equipped with televisions and a video feed from the classroom for you to view your child's class. Siblings are welcome, however, are expected to behave in a quiet and respectful manner and must be accompanied by a parent. Children and parents are not permitted to sit in the dance rooms or gym area during any class. Please watch your children who are waiting in the lobby. Do not let them stand or climb on the furniture. Do not let them wander outside and climb on the pillars in front of the studio. If you are looking at staying for an extended period, please bring some quiet things for your child to do. If a child/children are disruptive or destructive, Step Ahead staff will ask you to leave the studio and return when the child you are waiting for has finished.

Inclement Weather

Step Ahead will not hold classes on the days Council Bluffs Public Schools cancel its classes due to inclement weather. This does not include in service days, teacher conferences etc. Make up classes will NOT be scheduled when missed due to weather the first time. If one particular night misses more than one night due to inclement weather that class will be made up! If school is closed after half the day, please check Facebook and watch the local news channels for closing information.

Breaks & Holidays

Always check the Studio Facebook for updates and reminders for closings, breaks and holidays. The season calendar is created an entire year before the season gets started. Sometimes things occasionally change. We try to follow this schedule as closely as possible. Please see the calendar at a glance.

Class Placement

A Step Ahead Dance Studio and Gymnastics Center has 3 levels for students 8th grade and beyond. You will be placed in either the Intermediate, Junior or Senior level based on your knowledge of terminology, ability to do the skills required for each class and your overall outlook on class and hard work! Placement is done solely by the instructors of A Step Ahead. If you feel that your child has been placed in a level that is not challenging to them, please approach us in an adult manner. A Step Ahead will gladly test the students knowledge of the curriculum. At this time the dancer will be asked to perform steps that are required for the level they are currently in. Please remember that there is always room for improvement and a students attitude and work ethic in class also play a large part!

Solo/Duet/Trios

These classes will begin in January and are on a first come first serve basis. The area of dance, music and costuming is chosen by A Step Ahead. There are only 12 of these numbers to choose from and will be posted Monday, November 6th. Sign up will begin at 4:30. If you have done a solo or duet for the past several years, please take a year off to allow for others to have an opportunity! Performance will be in recital, however, may not be all shows. 30 minute sessions with separate tuition.

Production Number

Each year, the 5th-6th-7th, Intermediate, Jr. and Sr. classes perform in a collective performance for recital. This is a 45 minute to 1 hour class that will start in January and will have its own class time. (To be announced at a later date) Production fee is \$100.00 per participant and is due by the first night of class Friday, January 13th. There is an additional costume for this performance and possibly shoes. Participation in production is not mandatory.

Dance Recital Costumes & Gym Exhibition Leotards

Costumes are selected solely by the instructor. Each student will have one costume for each area of dance they are enrolled. Plan to budget \$65.00 (plus tax) per dance class for recital costumes along with \$10 (plus tax) for recital tights. Plan to budget \$45 (plus tax) for each gymnast which includes their gymnastics leotard and footless tights. Costumes, leotards and tights are ordered in November. Once costumes are ordered, they are not returnable. Costumes will be ordered in November and are the property of the students. Costume balances are due in full by NOVEMBER 17th! I would suggest that starting in September you add additional money to your tuition check to be added to your costume deposit. We will keep track of your deposits for you. This will help so you are not hit with a large bill right at the Holiday time. If you fail to pay your costume fee by November 19th, your costume will not be ordered and you will not be performing in the recital and/or exhibition. If you decide to withdraw from classes after costumes have been ordered you will not receive a refund, however, you are entitled to your costumes and may pick them up any time after they arrive.

Dance Recital Costumes & Gym Exhibition Leotards Sizing

We will measure for costumes before Thanksgiving break, if you feel that your child is going to hit a growth spurt soon and want a bigger size ordered, let us know at that time. These costumes are produced in mass they are not custom made according to the measurements we take, therefore, you are responsible for any alterations that may be necessary, whether it is too big or too small. When costumes go home with you, please put them in a safe place. If something were to happen, a new one could not be ordered.

Picture Day

Pictures will be taken of the students in their recital costumes. All alterations of costumes need to be done by this day. Please note that this is a courtesy to you! This is not mandatory, however we would love to have all students present for their group pictures. Pictures schedules will be posted at a later date. Pictures will be taken by Move Up Images. You will receive your gym pictures at the Gymnastics Exhibition and your dance pictures at IWCC during rehearsal.

Gymnastics Exhibition

The 2023-2024 gymnastics season ends with a gymnastics exhibition held at Abraham Lincoln High School. The 2023-2024 exhibition has not yet been scheduled. Times and schedules will be given at a later date. Gym students will have a leotard “costume” for the performance. All recital fees apply. You will receive 5 tickets to the exhibition. Additional tickets can be purchased for \$5.00 each. If you are enrolled in gymnastics classes you will not receive tickets for the dance recital, only the gym exhibition. Gymnastic Parents will NOT receive a backstage pass. After the Exhibition there will be no further class meetings.

Dance Recital

The 2023-2024 dance season ends with a dance recital held at Iowa Western Performing Arts Center. This years recital is scheduled for Saturday, May 11th. A stage rehearsal will be held at the auditorium on Thursday, May 9th and Friday, May 10th. Times and schedules will be given at a later date. The show will give each student a fun and exciting opportunity to showcase the skills they have learned throughout the year, and perform them in front of an audience. A recital fee of \$65.00 with one child enrolled or \$75.00 for more than one child enrolled is due in March. This fee helps defray the cost of the production. Recital fees are non-refundable. You will receive 4 tickets to the show and 1 backstage pass for moms. If you have 2 or more children enrolled you will receive 5 tickets and a backstage pass for moms. Additional tickets may be purchased for \$10.00 each. The ticket packet given to you is a courtesy to you, the recital fee is not a ticket fee. If your class performs in more than one show, you are required to attend all shows. If you cannot attend all shows you will not be perform in any shows. All accounts with A Step Ahead Dance Studio and Gymnastics Center must be at a zero balance by May 1st. If your account is not at a zero balance at this time your child will not perform in the dance recital. If you are in a “combination” class, you are required to dance both dances from your combo class in recital. You are not allowed to choose one or the other, you will do both.

Weekly Participation Information

The following guidelines are expected to be followed in order to participate in classes.

Please read carefully and we appreciate your cooperation.

Before class:

- Please take all little ones to the potty right before class so class won't be stopped. They don't want to miss any of their class time!
- Please talk to your child at home about not talking in class and listen to his/her instructor. Your help in this area will allow for a more productive class.
- Be sure to arrive to class on time!!! It is very important that the students not miss their warm ups and it is also very disruptive to the class. Parents of younger children may want to arrive 10 to 15 minutes early to dress the child properly and to "calm" the anxious child and get them in the mood for learning.
- Students should wear a pair of street shoes into the facility, not dance shoes. Wearing dance shoes on grass, dirt or pavement ruins the dance shoes and in turn damages the dance floor.
- Hair is to be pulled up and away from the face, this includes bangs. Gymnastics students should avoid large barrettes or large plastic balls on top of the head, as they interfere with tumbling. If you forget your hair tie, they are available at the front desk.
- Dress in appropriate attire. It is essential for the instructor to properly see the students' movements, so please follow the dress code listed below for your area of participation.

During class:

- No chewing gum, food or drinks are not allowed in any class. Snacks and drinks are allowed Only in the waiting area! Please clean up after yourself. You may bring a water bottle into class if you wish.
- Please do not wear jewelry, especially in gymnastics, as it can be very dangerous if caught or entangled.
- ALL dancers need to have a dance bag with the CORRECT shoes that are labeled. The dancer needs to bring their dance bag to class each week.

After class:

- It is imperative that you pick your child up promptly when their class is over. Instructors are responsible for students only during their class time and will not be accountable for them when they leave the classroom. If you can not be there when your child's class is over please make arrangements with someone to pick them up or supervise them.
- Students are expected to practice at home. When students start learning recital dances in January, you may bring in a jump drive, labeled with the child's name, and we will record their music for practicing. The music will be returned the following week. You may video a class at any time for practicing purposes.

Dress Code

Dancers and gymnasts must be dressed appropriately to participate in class and have hair pulled back if it's longer than chin length. Jeans and school clothes are NOT considered appropriate attire. Students should wear form fitting clothes (i.e.)...leotards, tights, leggings, yoga pants, shorts, tank tops. Proper dress INCLUDING THE PROPER STYLE OF SHOES for the class helps instructors maximize instruction. Please review the dress code and required shoes for each class below. Note: no shoes are required for gymnasts

Required Shoes

Happy Feet

Girls

**Pink Leather
Ballet Shoes**



Boys

**Black Leather
Ballet Shoes**



Required Shoes

3&4 Year Old & Kindergarten Tap/Ballet Combo

Tap

Shiny Black Tap with Ribbon



Ballet

Pink Leather Ballet Shoes



1st & 2nd Grade and 3rd & 4th Grade

Hip Hop

All Black Slip On Tennis Shoes



Jazz

Black Slip-on Leather Jazz Shoes



Tap

Black Leather "Jazz" Taps



Ballet

Pink Leather Ballet Shoes



Pom

All White Tennis Shoes



Required Shoes

5th-6th-7th Grade and INT-JR-SR Classes

Jazz

Black Slip-on Leather Jazz Shoes



Tap

Black Leather "Jazz" Taps



Hip Hop

All Black Slip On Tennis Shoes



Ballet

Pink Leather Ballet Shoes



Lyrical

Tan/Caramel Capezio Free Forms



Pom

All White Tennis Shoes

