**N-STEP DANCE ACADEMY**

**PARENT/STUDENT MANUAL**

**2018-2019**

**N-STEP DANCE ACADEMY MISSION STATEMENT**

 *N-Step Dance Academy is committed to the art of dance. It is our goal to create a distinctive and unique experience for every student. Our mission is to give all students quality dance training and education in the many disciplines’ of dance and theatre. NSDA is a performing arts academy that will give each student a well- rounded dance education.*

 *Our mission is to guarantee and provide a safe, warm, and loving atmosphere for each student regardless of the level or time commitment. N-Step Dance Academy has two passions; dance education and children. We love what we do. It is not just our job but our passion.*

**OWNER BIOGRAPHY**

*ARTISTIC DIRECTOR/OWNER-* **Alexis M. Kozar**

Miss Alexis grew up in Annapolis, Maryland where she trained in Ballet, Tap, Jazz, Pointe, Hip-Hop, and Lyrical under the Pre-Professional direction of Fran Peters. She has over 30 years of dance experience. For 13 years she competed as a member of a Competition Team for major competitions such as Starpower, Dance Caravan, Dance Educators of America, Dance Masters of America, Tremaine, and many more. She has had the opportunity of performing in the Pro Bowl Half Time show in Honolulu, Hawaii for the first time at age 15. After graduation, she moved to Philadelphia, Pennsylvania where she trained under the members of the Koresh Dance Company; she took extra classes at the renowned studio STEPS in NYC. Miss Alexis was an instructor and choreographer to the Competition Team at Kay's Act II Dance Studio in Trevose, Pennsylvania. Her choreography has won numerous 1st place awards both regionally and nationally. Alexis then moved on to become a part of the Norwegian Sea Production Company as a main stage dancer. After two years with the cruise line she moved to Atlanta, Georgia where she has trained under and performed for Michael McDonough and David Norwood. During this training period, she continued to teach children and choreograph at local studios. Her choreography has placed 1st and has consistently placed in the Top 10 Overall. Miss Alexis then accomplished her dream, owning a dance studio of her own! This has enabled her to pass her knowledge onto students of all ages and levels through creativity and passion for dance!

**WE CAN’T WAIT TO SEE YOU!!!!!**

**-First day of classes begin on August 18, 2018!**

 **CALENDAR:** N-Step Dance Academy will be loosely following the Forsyth County School Calendar.

**We will be closed on the following dates**:

**Fourth of July Week**

**Labor Day**- September 3rd, 2018

**Fall Break:** September 24-30, 2018 (non-company)

**Thanksgiving**- November 19-25, 2018

**Holiday Break**- December 21, 2018- January 7, 2019 (non-company)

**Student Holiday:** February 15-19, 2019 (non-company)

**Spring Break**- April 1-7, 2019 (non-company)

**Memorial Day**- May 27, 2019

**INCLEMENT WEATHER**:

NSDA will follow ALL Forsyth County Inclement Weather school closings and early releases.

**CLASSES:**

**Class placement is up to the discretion of the teacher. Please do not ask us to exceed class limits, or place your child in the wrong age or skill level. Every effort will be made to accommodate students with disabilities.**

* **CLASS DESCRIPTION**

***-Creative Movement***

Creative Movement is offered to our youngest dancers, ages 3 and 4. Girls and boys will be introduced to the world of dance and music through movement and rhythmic exercises and games. This class enables the children to develop and enhance their motor skills, flexibility, strength, balance, and much more. Students will learn to use their body and imagination in a creative way to music while being in a positive learning environment.

***-Combination Classes***

The ballet/tap combination class, which is offered to our 5 and 6 year olds, is an exciting class that introduces fundamental techniques of ballet and tap. Students will learn foot control while creating fun rhythms and beginner syncopations in tap. In ballet, students will be introduced to body positions which create the fundamental foundation for all forms of dance.

***-Ballet***

Ballet is a beautiful, graceful, yet powerful form of dance. It is the “key” to all other forms of dancing. In this class students will be taught barre, center floor, and progressions which will become more complex as their levels increase. We will stress the proper placement of hips, legs, and torso, while coordinating the use of head and arms. We will introduce and emphasize the understanding of the ballet language.

***-Tap***

Tap is a class where boys and girls will develop strong foot and ankle skills and control; as well as, coordination, rhythm, and strength. This class will focus on speed, control, clarity, and unison of syncopated movements and sounds.

***-Jazz***

Jazz is a fun and exciting form of dance. In this high energy class students will learn stretches, flexibility, fundamental jazz techniques, combinations, and body isolations. Classes start with warm-ups and stretches. This class emphasizes turns, leaps, and across the floor progressions. Jazz encourages individual style and expression.

***-Lyrical***

Lyrical is a style of dance that focuses on conveying musicality and emotion through movement. This genre of dance has a primary basis of ballet, combining the technique of classical ballet with the freedom and fluidity of jazz. Lyrical is very expressive yet dynamic, it is most commonly set to music with vocals.

***-Hip-Hop***

Hip-Hop originated during the late 1970’s in New York City. It is a free form of street dance. This style of dance allows each instructor/choreographer to possess their individual style. Hip-Hop allows for a mixture of various styles. This high energy class allows students to develop and learn the latest steps and choreography while dancing to their favorite songs.

-***Musical Theater***

Musical Theater combines jazz technique with other varieties to create a “Broadway” style of dance.

-***Acro***

Acro teaches strength, flexibility, and tumbling. Gymnastics skills include but are not limited to walkovers, limbers, handsprings, chest rolls, cartwheels/round offs, handstands, and more.

-***Jumps, Leaps, Turns***

This class is a technique class that is dedicated to learning, improving, and perfecting technique in jumps, leaps, turns, etc. Stretch and strengthening is also combined to improve a dancers’ power.

-***Pointe***

All pointe classes are designed for students with previous ballet training. Students will utilize previously learned ballet technique while working in pointe shoes. Each class includes barre exercises, center floor work and across the floor combinations. These exercises focus on strengthening the feet and ankles.

**STUDIO POLICIES:**

**~ ALL registration paperwork must be filled out prior to the class start date.**

**~ NO street shoes allowed on the studio dance floor at any time.**

**~ NO food, drink, or gum allowed in the classroom.**

**~ Only water bottles are allowed in the classroom. NSDA does have a water fountain located next to the bathrooms.**

**~Cell phones are to be turned off in the classroom.**

**~Dress Code policies MUST be followed.**

**~Students are to wait inside the studio until their ride arrives. Students are not to leave the studio at any time after they are dropped off by their parents/guardian.**

**~Students should arrive to class on time. We ask that if a student is going to miss a class please inform the office manager of this absence.**

**~Newsletter and class announcements will be emailed, if you are unable to receive an email please arrange with the office manager a way to receive this information.**

**~Parents are responsible for reviewing emails and posted information. A book of updated information will be located at the front desk for any missed emails or handouts.**

**~N-Step Dance Academy reserves the right to ask students, parents, or observers whose behavior is disruptive or unsatisfactory to leave studio premises. We ask that all persons in the studio conduct themselves in a controlled and appropriate manner. We also prohibit the use of inappropriate language within our studio.**

**ATTENDANCE:**

***Please be on time for class****.* Students should try to arrive at least ten minutes prior to class. Attendance is taken at the beginning of each class. If a student is unable to attend class for any reason we ask that you contact our office manager. *Eight (8)* ***consecutive*** *absences will result in the student not participating in the end of year recital.*

If a student is absent for some reason we ask that you speak with the teacher or office manager for an alternate make-up class. Make-up classes will be at the instructor and students discretion.

\*\* If a teacher misses a class they are required to schedule a make-up class. However, please remember that our teachers are trained in the area that they teach, it takes talent and training. Please be patient when one of our teachers misses a class for any reason, they only miss when absolutely necessary.

**DRESS CODE:**

Proper dancewear is required for all classes. Without the proper attire it is not only hard for the student to dance, but it also hinders the teacher’s ability to correct a student’s posture and body lines. NSDA requires that students are prepared for each class. A student’s hair should be tightly secured and they should have the correct shoes and proper attire for their class. We ask that hair is tightly secured off the face and neck, preferably in a ponytail or bun (No loose hanging earrings, necklaces, bracelets, or rings that extend from the hand. Students initials should be placed in all shoes, attire, and bags used for dancing. Please refer to the dress code policy that is attached.

**CREATIVE MOVEMENT - Age 3-4**

* Eurotard 10819C or Eurotard 10527C
* Skirt; Color: any pastel color or black; but must be removable (optional)
* Tights: Capezio 1816C or 1916C- ballet pink
* Ballet Shoes: Bloch S0205G pink full sole
* Dance Bag: Optional

**COMBINATION CLASSES- Age 4-7**

* Eurotard 10819C or Eurotard 10527C
* Skirt; Color: any pastel color or black; but must be removable (optional)
* Tights: Capezio 1816C or 1916C- ballet pink
* Ballet Shoes: Bloch S0205 Full sole pink
* Tap: Capezio 625C patent leather tap shoes
* Legwarmers: pink or black (optional)

**BALLET/POINTE - Age 7 & Up**

* Children’s Leotards: Eurotard 10527C (any color)
* Adult Size Leotards: Eurotard 10527C (any color)
* **Ballet Belt: BH700; Must be contrast to the color of the leotard**
* Tights: Capezio 1816C or 1816 or 1916C or 1916- ballet pink
* Shoes: [Angelo Luzio Body Wrappers 246 Stretch Canvas Ballet Slipper](http://www.dancefashions.com/p-1837-angelo-luzio-body-wrappers-246-stretch-canvas-ballet-slipper.aspx) (Peach color)
* **Boys:** [Angelo Luzio Body Wrappers 246 Stretch Canvas Ballet Slipper](http://www.dancefashions.com/p-1837-angelo-luzio-body-wrappers-246-stretch-canvas-ballet-slipper.aspx) (Black color)
* Pointe Shoes: TBD
* Legwarmers: pink or black (optional)
* No headbands, No bows, No scrunchies, etc. Only clips and bobby pins are allowed to hold hair back
* **Sports bra MUST be black only**
* Hair MUST be in a bun, no exceptions

**JAZZ – Kinder Jazz & Up**

* Shoes: Bloch S0495L Tan
* **Boys:** Black jazz shoes (Bloch)
* Any color/style leotard
* Any color/style sports bra and dance shorts
* Tights: Capezio 1816C or 1816- light suntan, 1916C or 1916
* No headbands; Only clips and bobby pins are allowed to hold hair back

**MUSICAL THEATER - Age 7 & Up**

* Shoes: Bloch S0495L Tan
* Any color/style leotard
* Any color/style sports bra and dance shorts
* Any color/style dance pants
* Tights: Capezio 1816C or 1816- light suntan, 1916C or 1916
* No headbands; Only clips and bobby pins are allowed to hold hair back

**TAP - Age 7 & Up**

* Level I- Bloch S0302 tan (Mary Jane)
* Preteen/Teen Levels & Level II: [Bloch S0388 Tapflex Split Sole Tap Shoe](http://www.dancefashions.com/p-280-bloch-s0388-tapflex-split-sole-tap-shoe.aspx) (Tan Lace Up)
* Tap B & C: [Capezio CG55 Unisex Tele Tone Xtreme Tap Shoe](http://www.dancefashions.com/p-277-capezio-cg55-unisex-tele-tone-xtreme-tap-shoe.aspx) (Black)
* **Boys:** [Capezio CG55 Unisex Tele Tone Xtreme Tap Shoe](http://www.dancefashions.com/p-277-capezio-cg55-unisex-tele-tone-xtreme-tap-shoe.aspx) (Black)
* Any color/style leotard or sports bra and shorts
* Tights: Capezio 1816C or 1816- light suntan or 1916C or 1916
* No headbands; Only clips and bobby pins are allowed to hold hair back

**LYRICAL- Ages 7 & Up**

* Shoes: Capezio H063 Turning Pointe 55 Leather Lyrical Shoe- Tan Leather
* **Boys:** Unisex Foot Undeez
* Any color/style leotard or sports bra and dance shorts
* Tights: Capezio 1816C/1816 or 1916C/1916 Light Suntan
* No headbands
* Hair must be securely up and out of face

**HIP HOP- All Ages**

* Kinder Hip Hop & Level I: Black and white high top converse (or similar) with white tip and white laces
* Level II & All Preteen/Teen Classes: [www.dancewearsolutions.com](http://www.dancewearsolutions.com): Canvas High-Top Sneakers: Black
* Hip Hop B & C (boys and girls): Any style sneaker (we will determine shoes for recital, if needed)
* Boys: Level II & Preteen/Teen Classes: Black with white sole and white laces high-top sneaker
* Any color/style top
* Clothing: Leggings, sweat pants, or anything comfortable

**ACRO-All Ages**

* Any color tight fitting top (tank top/sports bra)
* Any color shorts and leggings
* Barefoot

**MEN/BOYS**

* Tops-Tight fitting t-shirt or tank top for jazz/tap/lyrical
* Ballet Tops-Black or White tight fitting short sleeve shirt or tank
* Tap shoes-boys Capezio or Bloch (Black)
* Ballet shoes-Refer to the Ballet dress code above
* Jazz pants-Mens/boys cotton drawstring jazz pants or a legging
* Lyrical/Ballet: Black legging
* Hip Hop- Any shirt/bottom; for shoes refer to the Hip Hop dress code above

**Students are required to follow the dress code policies.** Unless otherwise discussed, if a student breaks policy he/she will be first given a verbal warning. The second time a policy is broken the student will be given a warning as well as a discussion with the parent/guardian. If a student breaks policy for a third time a mandatory conference will be held with the teacher and the parent/guardian.

**TUITION RATES:**

*Monthly Class Pricing: All classes will be held once a week*.

The following prices are for Beginner, Intermediate, and Advanced Classes:

* 45 minutes-$54.00
* 1 hour- $62.00
* Each additional class (meeting once per week)- $48.00
* 10% discount given for sibling monthly tuition

**Non-Refundable Registration Fee:**

* New student: $35.00
* Returning student (2017/18 season & up to 2 dancers): $30.00
* Family: $65.00

**Costume Deposit/June Recital Fee:**

* $60.00 non-refundable costume deposit per dancer due at time of enrollment
* There will be a recital fee (due in May) to cover the costs associated with the year-end recital. Amount will be given after the 1st of the year.

**TUITION INFORMATION**

* The tuition pays for the entire season, August through May.
* There will be no adjustments given in tuition on a monthly basis and tuition is paid regardless of attendance. (Some months there may be 5 classes and some months there may be 2 due to school holidays and closings)
* Tuition is due on the 1st of each month with a 10 day grace period. There will be a $15.00 late fee added to each account past due.
* Tuition will be paid in full for enrollment starting before or on the 15th of the month. Tuition will be half price for enrollment starting after the 15th of the month.
* There will be a 1 week pro-rated amount for June tuition due in May.

**PRIVATE LESSONS**

* Private Lessons-$55.00 (.5 Hour)
* Private Lessons- $75.00 (1 Hour)

**PAYMENT POLICIES:**

 -**Remaining balance for costumes is due around November/December 2018.**

-**For all overdue accounts (after the 10th of the month) there will be a $15.00 late fee applied for each month past due.**

-A $38.00 returned check fee will be applied to any applicable account.

-**Classes are non-refundable**. **There shall be NO refunds.** (Special circumstances can be discussed and approved only by the Artistic Director regarding refunds.)

-There will be a prorated amount due in June for tuition. This is based upon your child’s class schedule during this month. There are no other prorated months during the dance season do to class schedule, illness, or injury.

**PARENT/TEACHER CONFRENCES**

If you wish to speak to a teacher about your child’s progress we ask that you please make an appointment with the owner/artistic director. NSDA classes run back to back so it makes it difficult for our teacher’s to give their full attention while classes are running. If there is an immediate concern please contact the office manager immediately and they will relay the message to the teacher. Please feel free to discuss any concerns with the office manager; we will do our best to resolve any conflict. We also want our parents and students to be open with us about their experience within our studio.

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**I, , have read the N-Step Dance Academy’s 2018-2019 Parent Manual, it its entirety. By signing this form, I agree to all policies, procedures, terms, and conditions of N-Step Dance Academy for the 2018-2019 dance season.**

**Signature: Date:**