

Steps Dance Centre

Policies & Etiquette Handbook

Steps Dance Centre has policies/guidelines that we have found make our business more efficient and beneficial to both us and our students/customers. Please review the following booklet in order to ensure you are getting the most out of the dance season at Steps.

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Q. -Why don't you have open observation during classes?

A..Students focus better when there is not the constant distraction of observers & concentrate more on technique & less on performing. This ensures they get the most out of their class work.

Q-Is there a time I can observe my child's class? A--We have observation week during Fall term. Information will go out in newsletters & be posted on the website.

Q-What type of commitment is expected from students/parents as far as performances? A. -Although participating in any performance is not compulsory, dancers are expected to support their group by being available. If a student does not wish to perform, notice must be given to instructor at the earliest possible date.

Q-What happens if a student misses class? A- Steps does not give refunds for any missed classes so we encourage students to ask their instructor which class they can take as an appropriate substitute.

Q-How are parents informed of upcoming events? A-Steps sends out hard copy and email newsletters to all students each term.

Studio Etiquette

Dancers show respect for themselves by:

- 1) being on time for class
- 2) being dressed properly for class (no jewelry and shoes tied)
- 3) having hair up (buns for ballet)

Dancers show respect for others by:

- 1) Keeping hands to themselves during class
- 2) Waiting quietly for others to have a turn & for instructions from the teacher
- 3) Knocking on the door before entering the class if they are late
- 4) Not talking while others are getting corrections
- 5) Staying in assigned spots during choreography so others know their correct space

Dancers show respect for their teacher & what they are learning by:

- 1) looking at the teacher when they are talking
- 2) standing politely when getting instruction (no folded arms over chest)
- 3) being prepared to take their turn when it's time
- 4) always ask to leave the room for any reason and upon returning enter quietly & go around dancers, never through those who are dancing
- 5) finish every exercise, never stomp off noisily or give up
- 6) never hanging on the barres or looking out the windows
- 7) always raising hand for questions & thanks you's for answers
- 8) taking a washroom break BEFORE class starts

9) always thanking teacher verbally after class and applauding for themselves & each other

Dancers show respect for their studio by:

- 1) not chewing gum
- 2) leaving all food and drinks (except water bottles) outside the classroom
- 3) never putting their hands or faces on the mirrors
- 4) never running or screaming in the studios or lobby
- 5) putting all trash away in it's proper place
- 6) putting any books or magazines away when finished with them
- 7) keeping all belongings tidy in dance bags – not scattered around lobby

Parents show respect for the dance classes, teachers and studio by:

- 1) knocking before entering if class is in progress
- 2) attend viewing days if possible
- 3) not let siblings that are waiting touch and play with things that are not there for them
- 4) making sure their child has had the opportunity to go to the restroom before class
- 5) dropping off and picking up students on time
- 6) letting instructor know if student will be absent
- 7) clearly marking all students shoes with name or initials
- 8) bringing concerns to the attention of the instructor instead of chatting among other parents
- 9) ensuring that students have proper hair/footwear/bodywear for their classes
- 10) making sure students practice at home so they are getting the most out of their lessons