



**2021**  
**Family**  
**Handbook**

## **INTRODUCTION**

Welcome to Step in Time Studio of Dance.

At Step in Time Studio of Dance, we aim to instill a love of dance, whilst developing strong technical and performance qualities in all students. Our classes are fun, energetic and modern, and inspire our students to be the best they can be. We aim to provide a friendly and welcoming atmosphere for all, and pride ourselves on our fabulous reputation in the community. We offer an amazing dance facility, comprising of 3 fully equipped studios with sprung flooring, ballet barres, mirrors and appropriate equipment.

Step in Time offers classes in Ballet, Jazz, Tap, Hip Hop, Contemporary, Acrobatics, Stretch & Strengthening, Cheerleading, Sing, Dance, Act & Private Singing Lessons. Exams and Competitions are optional for dedicated students, as are private lessons in all genres.

At Step in Time, we believe performing is the most exciting aspect for a dancer; therefore, we strive to offer our students as many opportunities to perform to an audience as possible throughout the year. For our recreational students, we offer a Performance Team where students are given additional performing opportunities throughout the year.

We also offer a Squad training level, which is a specifically designed training program for our most talented and dedicated students. Our Squad students can enjoy many exciting performing opportunities throughout the year, including Competitions, Charity Events and additional opportunities and performances.

Places in our Squads are strictly limited, and enrolment is via invitation or acceptance only.

Please take the time to read through this Information Booklet, it contains important information about Step in Time for all families.

Information will be emailed to all families throughout the year – this is the best way to keep everyone up to date with events and information throughout the year. We ask that all families check and read their emails regularly.

As well as emails, limited printed copies of notices and information can be found at reception, so please check regularly.

Information can also be found on the Step in Time website or you can even join our Facebook page.

We hope that you enjoy your time at Step in Time; we look forward to watching your dancer grow and progress in their dance classes. Please don't hesitate to contact us at the Step in Time Office if you have any queries or concerns at any time. We are always more than happy to assist you with any queries you may have.



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# **1. STEP IN TIME CONTACT DETAILS**

## **Contact Details:**

Studio Address: 1/27 Fullarton Drive  
Epping, VIC 3076

Postal Address: STEP IN TIME STUDIO OF DANCE  
P.O Box 1151  
Epping, VIC, 3076

Phone: (03) 9408 7803  
Email: [info@stepintimedance.com](mailto:info@stepintimedance.com)  
Website: [www.stepintimedance.com](http://www.stepintimedance.com)  
Facebook: <https://web.facebook.com/StepinTimeStudioofDance/>  
Instagram: search for Step in Time Studio of Dance

Office Hours:

Monday	-	3.00 - 8.30pm
Tuesday	-	4.00 - 8.30pm
Wednesday	-	9.30 - 12.00pm & 4.00 - 9.00pm
Thursday	-	4.00 - 8.30pm
Friday	-	4.30 - 7.30pm
Saturday	-	9.00 - 4.00pm
Sunday	-	Closed

## **Principal Contact Details:**

Kelly Miller  
Email: [kelly@stepintimedance.com](mailto:kelly@stepintimedance.com)

## **2021 Term Dates:**

Term 1: Monday 1st February - Thursday 1st April  
Term 2: Monday 19th April - Saturday 26th June  
Term 3: Monday 12th July - Saturday 18th September  
Term 4: Monday 4th October - Saturday 4th December

Please note classes do not run on public holidays, but students can contact the Step in Time office to organize a make-up class if required. Make-up classes need to be organized within the same term. Please refer to our '2021 Calendar of Events' for all further diary dates, this will be emailed to all families, and also available from reception, and also on our website.



## 2. STEP IN TIME UNIFORM REQUIREMENTS

Uniform is compulsory at Step in Time – when a student looks like a dancer; they feel, dance and act like a dancer. Furthermore a student wearing the correct attire enables our teachers to easily correct body alignment, technique and follow safe dance practices.

Please refer to our 2021 Uniform Requirements handout. Our 2020 Uniform Requirements have been emailed to all students enrolled in 2021 , a list of uniform requirements can also be found on our website.

Hair Requirements:

All Ballet Classes – hair must be worn in a neat bun (please see 'how to make a bun' info sheet, available from reception).

All other classes – hair can be worn in a neat high pony tail.

Fringes must be pinned back with hairspray.

NO jewellery, earrings, or nail polish to be worn for performances.

### Step in Time Uniform Shop

Our uniform shop is located in the reception area at our studio, we accept cash or EFT payments.

All uniform items are to be purchased from our uniform shop (excluding shoes).

We are proud to stock affordable and great quality uniform items, as well as a great range of Step in Time merchandise and accessories.

We recommend you purchase dance shoes from one of the following dance wear shops:

- Modern Body – Craigieburn
- Kids on Broadway – Reservoir
- Pointe to Pointe – Greensborough
- Energetiks – Essendon & Ivanhoe
- Bloch – Doncaster

We do not accept dance shoes purchased from Kmart, ALDI, Payless, etc – these shoes are poorly made and do not provide the correct support for students, these shoes cannot be worn for performances as they are different in colour.

All dance shoes must be purchased from a dancewear shop.

#### Second-hand Uniform :

We offer a 'Second-Hand Uniform Sales page on Facebook for all members of Step in Time, this is a great place to sell your pre-loved items, or to pick up a pre-loved bargain for your dancer.

To join this page, please follow the below link:

[www.facebook.com/groups/198360740874777](http://www.facebook.com/groups/198360740874777)



### **FACILITIES**

We are proud to offer a very professional dance facility for our students.

- 3 x large professional dance studios, fully equipped with mirrors, sprung flooring and ballet barres
- Viewing windows into each studio
- Student Lounge, change rooms and bag area
- Waiting areas for parents
- Heating and Cooling in each studio and all waiting areas
- Safe acrobatics equipment for the development of our acro and tumbling students
- Kitchenette equipped with microwave, kettle, coffee machine, etc
- Dance Wear Shop
- Canteen
- Secure off-street car parking, as well as extra on-street parking available
- Walking distance from Epping Plaza and Epping Train Station

We take great pride in our studios, and ask that all students and parents respect the premises by ensuring you clean up after yourselves, and keep the noise level of children, siblings and chatter down at all times. Restrictions will be placed in all waiting areas if respect is not shown to the facility.

#### **Viewing Windows:**

We are proud to offer viewing windows into all studios. The blinds on these windows will however be closed if students appear to be distracted. Blinds will also be closed when classes are working on choreography for performances. Students need 100% focus when learning choreography, and we like to keep our routines a surprise for the stage. For all private lessons, it is at the teacher/students discretion as to whether blinds will be open or closed.

### **TEACHERS & STAFF**

Our teachers are all energetic, enthusiastic and passionate about their teaching, and love having the ability to pass on their love for dance to the next generation of dancers.

All of our teachers hold a working with children check, and have had vast experience in the dance industry, both as dancers and as dance teachers.

Full teachers bio's can be found on our website.

KELLY MILLER – PRINCIPAL  
ALYSSA LYNIKAS  
ANASTASIA ROSS  
BRIDGET CALLAGHAN  
CRYSTAL MISFUD  
ELLIE COLVIN  
EMMA SPENCELY  
JASON LAW  
JOCELYN YEE  
KATIE PLACE  
MEAGAN STRICKETT  
SERA SCHULLER

#### **ADMINISTRATION STAFF:**

We are lucky to have some very helpful and friendly faces working behind our reception desk:

Ebonnie Monk                      Kelly Miller  
Teaghan Olden                    Stephanie Mason

Our reception ladies are always happy to answer any questions or queries you may have, and also assist you with all uniform sales and fee payments.



## 5. PARENT INFORMATION

### Fees/Payments:

Payment for all classes is due by the second week of each term – the due date will be outlined on your invoice. Payment Plans may be arranged for fees over \$250 p/term – please contact the office to arrange this. Payments plans MUST be arranged prior to their due date, any requests after the due date on the invoice will not be accepted.

Please note that all term fees are based on a yearly calculation and therefore consideration of public holidays and the like are accounted for.

If, however, your child/children does miss a class due to hot weather circumstances or illness please be advised that make up classes (during the same term) can be taken if suitable alternative classes are not booked out. It is the parents responsibility to contact us if they would like to arrange a make-up class. Please contact the office for further information.

### Payment Options:

- Online payment through Parent Portal
- Cash or EFT at reception
- Bank Transfers:

For Internet banking **please include dancers name as reference.**

### Our Internet Banking details are:

Account name:	Step in Time Studio of Dance
Bank:	ANZ
BSB No:	013 347
Account No:	4137 92085

### Refund Policy:

All fees are non-refundable; however, refunds may be given on presentation of a medical certificate in exceptional circumstances.

### Capped Fee/Unlimited Classes:

When an individual students fee's reach \$65 p/week. The student's fees will be capped at this price, and the student is eligible to attend unlimited classes. This is restricted to one style/class of the same name per student – for example, a student must not enroll in 2 x Inter Jazz classes, or 2 x Acro classes, etc.

### Hot Weather Policy:

In the interest of your child's health and safety, if the temperature is forecast for 36 degrees or above we are asking parents to use their best judgement as to whether their child should attend dance classes on these days.

Classes will still operate but activity will be modified accordingly. However, please note that classes will not run if the temperature is higher than 40 degrees.

Could parents please ensure that their children remember to bring a named drink bottle to every class.

### Medical Information

If any dancers have any medical conditions, such as Asthma or Anaphylaxis, could parents please ensure any relevant Management or Treatment Plans are forwarded to the Step in Time office as soon as possible. Thank you. Medical Conditions and Learning Difficulties should also be outlined on your parent portal – it is the parents responsibility to input this to their portal.



## **6. EXAMS AND COMPETITIONS**

Step in Time teaches the Southern Federation (SFD) syllabus and exams are optional for all students enrolled into an exam class.

Exams are taken in groups of 1-6 students, depending on the level. Students successfully completing exams receive a certificate and a medal. Thanks to the consistent hard work of students and teachers Step in Time has a 100% pass rate for these exams.

Examiners are very friendly and encouraging to the students and offer very constructive feedback on their reports. For Levels 1 and 2 class teachers are present in the room during the exam.

The exam is a chance to display the high level of skill they have attained in their genre. Unfortunately, students who miss more than 3 lessons per term may not be eligible to sit their exams. Private lessons with teachers can be arranged. Please contact the Step in Time Office for further information.

Exams take place at our studios. Dates for all exam levels will be confirmed at a later date, and generally fall between July-September.

To achieve full potential in the exam and in events such as our end of year concerts, home practice is essential and the exam practice music is an invaluable tool. Level 3 Ballet and above students must also participate in an open class of the same style (ie, ballet or tap) to be eligible for exams.

Each exam is approximately \$60-\$80, this fee is from the SFD, and covers the exam, student reports and medals, and also student practice music which is sent from the SFD.

Step in Time also offers competitions as an optional extra for our students. Competitions are a great way to gain more performing experience, as well as gain confidence and set out to achieve a goal.

Our Squad teams participate in 3 troupe competitions throughout the year, and solo competitions are offered to dedicated and talented students. Students wishing to participate in a solo competition, must be apart of our Squad training program, and must undertake a weekly private lesson, and show a great amount of talent and dedication. Soloists must always seek permission from Step in Time prior to entering a competition and representing Step in Time.

Students competing at various competitions and extra events should wear their Step in Time merchandise and proudly represent their school in a positive light.

All solo competitions have an entry fee that varies depending on the competition, audience tickets can be purchased on the day of competition.

## **7. STEP IN TIME SQUAD TEAMS**

Our Squad classes are specifically designed for our most talented and dedicated students. We aim to provide them with a nurturing and accelerated learning environment, a well-rounded timetable and excellent teaching staff to encourage them to be the best dancer they can be.

The Step in Time Squad program has proven to be a very successful and beneficial program for all students involved. There are compulsory classes in place so that students develop a strong technique. The classes listed are a proven formula to developing strong, technical dancers. The amount of compulsory classes increases with age and this ensures they continue to grow and develop as a dancer. All Squad classes are closed to Squad students only to ensure they are all working at an accelerated pace with like-minded students.

We have managed to block the squad classes together; this means students and parents can enjoy not having to make multiple trips throughout their week. Blocking most classes into 2 weekdays and a Saturday give our students the opportunity to concentrate on homework, family activities and private lessons if they wish.

Places in our Squad classes are strictly limited, and enrolment is via invitation or acceptance only. You can find more information on our Squads in our 2021 Squad Information Booklet.





## 8. SPECIAL EVENTS

Throughout the year, we enjoy holding special events such as Movie Nights and Dress-Up Weeks, these events are open to all students at Step in Time, more information will be sent closer to the event.

Step in Time is also very lucky to have ongoing relationships with the Melbourne Moomba Parade, the Melbourne Show, and Disneyland in LA! Please also stay tuned for updates on our next overseas adventure to Disneyland!

## 9. STEP IN TIME OWN CHOREOGRAPHY COMPETITION

One of the annual events that we have at Step in Time is our "Own Choreography" Competition. This is open to all students.

This competition is open to Step in Time students only. The dancers select their own suitable music, costumes and choreograph a 2 – 3 minute routine themselves. Students will also be given the opportunity for doing improvisation to music. An independent adjudicator will judge these competitions and award trophies to 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place and Honourable Mention Ribbons.

This is a wonderful opportunity for all dancers to work towards a goal, enjoy the opportunity to perform on stage in front of an audience, and showcase their individual talent. The whole experience is very friendly and encouraging for all students.

Details in regard to the Own Choreography Competition will be provided to all Step in Time Dancers and families closer to the date of the event. We will be holding this event during Term 3.

## 10. STEP IN TIME END OF YEAR CONCERTS

At the end of each year Step in Time dancers perform in our annual Concerts. This is a wonderful opportunity for all dancers to perform for family and friends, showcasing what they have learnt throughout the year.

*[Please note that our Acrobatics, PBT, Stretch & Technique, and Soloist students do not perform in our End of Year Concert].*



With the costumes, music, lighting, backdrops, props and of course our wonderful dancers it is a professionally run show, and is the highlight for all dancers.

We hold a compulsory Dress Rehearsal for all students the weekend prior to our concerts, and we hold 3 concerts. Students (excluding some Squad students) not required to participate in all 3 shows, cast lists will be sent out prior to Term 3.

The Dress Rehearsal and the 3 Concerts are all held at the:

Planetshakers Theatre  
360 Main Road,  
Lower Plenty, VIC

### **CONCERT PARTICIPATION:**

All students enrolled in classes are expected to participate in the concert. All dancers must be available to dance at the dress rehearsal and their scheduled performance.

Concert participation is only available for students enrolled in early Term 3. New Students that commence during Term 3 and Term 4 are welcome to attend weekly classes but would not be eligible to participate in the concert.

### **CONCERT COSTUMES:**

At Step in Time, we are proud to take the hassle out of costumes for parents. Parents are not required to do any sewing or sequinning of their child's costumes.

Concert costumes will be required to be purchased, these are for a fee of approximately \$70 per costume, and arrive fully made in the correct size for your child. Concert costumes will be invoiced and payable in Term 3. Failure to pay by the due date may result in your dancer missing out on a costume and not being able to perform in the concert.

All of our costumes are of great quality, and we pride ourselves on our reputation of always offering age appropriate costumes.

### **CONCERT MAKEUP AND HAIR STYLES:**

Nail polish, fake tattoos, watches, **EARRINGS** or any other jewellery must not be worn by any dancer (of any age) while performing on stage.

All dancers participating in the concert will be required to wear make-up. We will provide you with a 'Make-up Instruction' sheet prior to the concert, and also outline the colours and full make-up requirements.

We do allow our Tiny Tots and Kinder students to wear a reduced amount of make-up for the concert, lipstick and blush is the absolute minimum for this age.

### **PLEASE NOTE:**

We would love all of our students to be involved with our Concert, as it is a wonderful and exciting event and experience for our students, but we do understand that for some families, participation in the concert may not be possible.

Participation in the concert is not compulsory and students not participating are still very welcome and are strongly encouraged to continue attending weekly classes. Please notify us as soon as possible if you are unable to participate in the concert.

Before committing to participate in the concert, it is important that you check that you and your family do not already have pre-arranged plans for the dates of our Rehearsals or the Concert Days. (ie: will you be overseas or on holidays on the Concert Days?).

Whilst we do appreciate that sometimes urgent and unexpected family situations arise, it is important that once a dancer has committed to participate in the concert that they be available to attend all the lead up events and our Concert dates. It is very unsettling for both teachers and other dancers if choreography keeps changing due to participation numbers being altered late in Terms 3 and 4.

### **CONCERT TICKETS:**

The price of theatre tickets will be approximately \$30 - \$40 each.

Further information in regards to the purchasing of concert tickets, as well as a full Concert Information Pack, will be provided to all families in Term 3, so please look out for that information.



# **11. POLICIES & PROCEDURES**

## ENROLMENT PROCEDURE:

- Any student wishing to enroll or participate in a free trial class, must first register and complete an Enrolment Form via our Parent Portal, or hard copy forms are available at our studio.
- Enrolment is valid for one calendar year only. A new enrolment must be completed each year.
- Where classes have reached full capacity, students will be placed on a waiting list.

## CLASS POLICIES:

- Students must always act in a polite and respectful manor in class - bullying of any kind will not be tolerated.
- Students are to follow our uniform requirements for each class.
- Parents are to be polite and respectful to all Step in Time staff, students and fellow parents at all times.
- Parents are not permitted inside the dance studio unless invited by the teacher. This is in the best interest of our students - as they are able focus much better with just the teacher and students in the room. We do provide viewing windows where parents can see from the hallway.
- Parents should not interrupt a class to talk with the teacher, please speak to our receptionists or send us an email to arrange a time to talk if needed.

## PICK-UP & DROP-OFF POLICY:

- Parents are responsible for the safe drop off and pick up of their child
- All parents must come **INSIDE** the building to collect their child. Should parents decide they are comfortable for their child to meet them at their cars without collecting them from inside the building - a waiver must be signed and we will not be responsible for any accident or injury that may occur outside the building. Waivers can be collected from reception.
- Students that are dropped off early to the studio prior to their dance class, will not be supervised until the start of their class time - students are welcome to wait in the student lounge, however if they misbehave parents will be notified that they are unable to drop their child early.



#### FEES POLICY:

- Term Fee's must be paid within 14 days of the invoice date. (Payment plans may be arranged for fee's over \$250, payment plans must be arranged before the due date of the invoice to be accepted).
- Failure to pay may result in your dancer not being able to participate in classes, and loss of your enrolment position in classes.
- No refunds will be given for cancellations or missed classes, however make-up classes are available to be arranged within the same term.

#### COSTUME PROCEDURE:

- Costumes are invoiced by Step in Time directly to the student/parent.
- Costume invoices will be emailed during Term 3 and are strictly due within 14 days.
- Costumes will come fully made and ready to wear, which means no sewing for parents. Once purchased, the costume is property of the student/parent.
- Failure to pay the costume invoice on time may result in the student missing out on a costume and therefore not being able to participate in the concert.

#### INJURY POLICY:

- Step in Time will not be held responsible for any injuries which may occur whilst in class or on the premises, but will seek medical attention if required.
- It is the student/parents responsibility to notify us of any previous or current injuries.

#### PRIVACY & COPYRIGHT POLICY:

- To protect all children and due to copyright reasons, there is to be no photography done through any viewing windows during class times. Throughout the year, parents may be invited to film their child's routine for practicing purposes, however the teacher must invite you to do so. Footage from dance classes is not to be shared online, without prior consent from the teacher and parents of other children.

#### CHILD SAFETY POLICY:

Please visit our website to view our Child Safety Policy, a copy can also be found in reception at the studio.

