

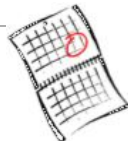


Steppin' Out SPOTlight

Steppin' Out Studio of Dance 12844 Coldwater Road, Suite D Fort Wayne IN 46845 260-637-9660

September, 2011

www.steppinoutstudioofdance.com



Mark Your Calendar!

Fall Break: Friday, Oct. 21st. Classes resume on Monday, Oct. 24th.

Thanksgiving Break: Wednesday-Friday, Nov. 23rd-25th. Classes resume on Monday, Nov. 28th.

Winter Break: Monday, Dec. 19th-Friday, Dec. 30th. Classes resume on Monday, Jan. 2nd.

Encore DCS Competition: Friday-Sunday, March 23rd-25th. Fowlerville, Michigan (near Lansing).

Spring Break: Thursday, March 29th-Friday, Apr. 6th. Classes resume on Monday, Apr. 9th.

Hall of Fame Competition: Thursday-Sunday, Apr. 26th-29th. Columbus, Ohio.

Last Day of Classes: Thursday, May 24th.

Recital: Friday, June 1st (Saturday Dress Rehearsal), Saturday, June 2nd (Sunday Dress Rehearsal and Saturday Recital), and Sunday, June 3rd (Sunday Recital).

Parent Exit Interviews: Monday-Thursday, June 4th-7th.

Hall of Fame National Competition: Monday-Friday, July 9th-13th. St. Charles, Illinois (near Chicago).

Steppin' Out (and Into) Fall

We are so pleased to have you as part of our studio family! We appreciate your business and want to thank you for choosing Steppin' Out to teach your child dance.

Each month you will receive **Steppin' Out SPOTlight**, our studio newsletter, which outlines important information and timely announcements. Be sure to carefully read through each newsletter. For example:

PLEASE NOTE A SCHEDULE CHANGE: We typically follow Northwest Allen County Schools for Fall, Thanksgiving, Winter, and Spring Breaks. Even though NACS will be closed on Monday, October 24th, for Fall Break, the studio WILL BE OPEN. However, we will BE CLOSED beginning at 4:00 p.m. on Monday, October 31st, due to Halloween. **Monday's pre-school classes from 1:00-2:30 p.m. WILL MEET.**



During the first few weeks of class, the teachers spend time reviewing technique and dance steps. If a teacher feels that a student needs to move to a different experience level of the same dance style, you will be contacted to talk about other class options. If you do not get a call, however, you can be assured that your child is in the appropriate class for their experience and ability.

Steppin' Out continues to take enrollment through the fall, so if you know of anyone interested in taking dance classes, please pass along our name and phone number. We do our best to honor requests to place friends in the same class, but sometimes – due to experience/ability levels and class size – we cannot meet all requests.

If you have specific questions for your child's dance teacher, place your request in the Suggestions & Comments box, located on the wall in the lobby just outside the front desk area. We respectfully ask that parents refrain from entering the studio hallway/classroom area to contact teachers between classes.

Please be sure that your child is following the studio's dress code. This is imperative for proper dance instruction. Complete information can be found on our website or in our studio brochure, but here are some general guidelines to follow:

All students are required to wear appropriate dance attire – no jeans, pants, or baggy clothes. All students must have hair secured off the face and neck. No jewelry should be worn other than post earrings or small rings. No gum or food is allowed in dance rooms.

For Ballet and Pointe – All female students must wear a leotard and tights. Hair needs to be pulled back in a bun. Boys must wear basketball-style shorts with bike shorts underneath and a t-shirt. If your daughter has a Ballet class after a class that does not require a leotard (i.e. Hip Hop or Tap), please make sure she is wearing a leotard under her shorts and shirt, so she can quickly change for Ballet. We cannot evaluate Ballet technique if a leotard and tights are not worn.

Tap, Jazz, Musical Theatre, Poms, Modern, Lyrical and Hip Hop – Leotard and tights or snug-fitting shorts and t-shirt and socks.



(Continued on Page 2)



Studio Reminders

If you ordered a **2011 Recital DVD** and haven't picked it up yet, please check at the front desk.

You can still **purchase recital photos online:**

- 1) Go to: www.seemyprints.com
- 2) Type: Steppin Out
- 3) Password is: Dance
- 4) Type in your e-mail address

Tuition is due the first week of each month. A late fee of \$10 will be assessed if payment is not received by the 10th.

Tired of writing tuition checks every month? Stop by the front desk to set up automatic monthly tuition payments...from checking or debit/credit card.

Please **DO NOT PARK** in the row of parking spots in front of the building across from the entrance to Steppin' Out. There are two offices that have business hours during the afternoon and evening.

Help us keep the studio clean. Please remind your dancers to clean-up after themselves if they have meals or snacks at the studio. Food wrappers and empty or partially-filled food and drink containers often don't make it to the trash cans. Let's get the year off to a good start by keeping wrappers and food OFF the floor. **THANKS!**

facebook

Become our facebook friend! Just type *Steppin' Out Studio of Dance* in the search bar on **facebook**, and you'll pull up our page. Then click *Like*. You can keep up to date on upcoming events and holiday breaks and more. We'll also be able to post when we're closed for severe winter weather, etc.



Steppin' Out (and Into) Fall—continued

An order form for Steppin' Out warm-up jacket and pants is attached with this e-mail. Our logo is embroidered on the back of the jacket and your child's first name on the left chest panel. All orders need to be turned in at the front desk by Thursday, October 27th. These warm-ups make great Christmas gifts! Other Steppin' Out apparel is on display in the studio's front office. Check it out!



If you would like to order a Steppin' Out car window decal, please do so by Thursday, October 6th. A decal order form is attached.

As many of you know, I have spent my time over the past three years between Fort Wayne and Los Angeles, California, while my daughter, Adrienne, pursues her acting and dancing career. We are encouraged by the work she has received and the contacts she is making, so I will continue to be back and forth between Fort Wayne and Los Angeles throughout the year. During the time I am away, please address any concerns to my business partners, Brittney Coughlin or Kris Laughlin.

Thank you again for letting Steppin' Out be a part of your child's and your family's life.

Sincerely,

Beth Berry
Studio Director

Money Matters

Over the summer, we put in a completely new record-keeping and accounting system which will enhance and streamline our financial operations. Among the new capabilities, we will be sending e-mail invoices for each month's tuition. We hope these e-mails will serve as helpful reminders of your family's tuition amount – particularly if you have made changes to your schedule of classes.



We will also now be able to take pre-payments for recital costumes and competition fees. Costumes are not billed until late January, and competition team fees are not billed until early spring. However, with our new accounting software, if you have several costumes to pay for – or hefty competition team fees – and want to eliminate a bit of the “sticker shock,” you can pay ahead and build a nice deposit toward these future expenses.

If paying tuition by check, you can add an extra amount on the same check. Please note the amount you would like applied to costumes or competition team fees on the memo line of the check. If you are set up for automatic monthly payments, you can talk with Kris at the front desk to adjust your payment amount.

Regarding automatic payments, each year we have more people choosing this payment method. Over 65 families are currently participating. Between the 5th-10th of each month, a payment is automatically drawn from your checking account or credit/debit card. If you are interested in signing up for automatic payments, authorization forms are attached. You'll save the hassle of writing checks each month and ensure timely payments.