



newsteps

dance & fitness center

DROP OFF & PICK UP GUIDELINES

Please make sure to read and pass along to anyone who may be doing drop off or pick up for your child!

Drop Off:

- When entering the studio, **ALWAYS ENTER THROUGH OUR FRONT DOOR**
- Please walk your child downstairs to the locker room
- **Do not leave your child in the locker room alone.**
- PLEASE HELP your child get their dance shoes on and put their Dance bag away if they need the help.
- Please **ALWAYS** exit through the back door unless you are walking your child upstairs to class. Then you may exit through the front door at drop-off.
- **If you are late for class, PLEASE note that teachers are in class teaching so PLEASE WALK YOUR CHILD TO THE STUDIO ROOM SO TEACHERS SEE THEM BEFORE YOU LEAVE THE BUILDING.**

Very Important:

Our back door remains LOCKED. NO ONE EXCEPT FOR OUR TEACHERS ENTER THAT DOOR. **Please help keep our students, teachers & studio safe by locking it if it comes unlocked or notify a teacher ASAP.** Never unlock the door or allow anyone to enter as you exit. **THANK YOU!**

Pick Up:

- Pick up is in the locker room downstairs. Again, enter through the front door.
- **Parents should be waiting in the downstairs hallway to not tie up the staircase for when the class walks downstairs.** PLEASE WALK PAST THE LOCKER ROOM TO FORM THE LINE.
- Students will be dismissed from the locker room **ONLY WHEN WE SEE A PARENT.** Please remind your child of this and we will do the same.

Important Reminders:

- Students should use the bathroom prior to class so they do not have to go during class time. **Please do not leave the building while your child is in class if your child cannot use the bathroom independently. This way, you will be there if they have to use the bathroom during class. If your child can use the bathroom independently, you may leave the building during your child's class time.**
- Please make sure you have read through our dress code. **Hair must be pulled back for all classes.**
- **If you do not get our monthly newsletters, please sign up for them on the website.** At the time when you registered you may have opted out of emails. They come through Mailchimp.
- **Any reminders, class cancellations, announcements will come through our Mailchimp server.** We also post reminders and announcements on social media sites & throughout the studio.
- Twinkle Tots, Adult Dance Classes and Sunshine Stars are the only classes that will use the cubbies at the front entrance. **THANK YOU!**

ONLY SENIORS, JUNIORS & PRE-TEEN GROUPS WILL BE DISMISSED TO THE PARKING LOT & MAY ENTER THE BUILDING THEMSELVES.

IF YOUR CHILD WILL BE LATE FOR CLASS or ABSENT, PLEASE EMAIL THE STUDIO

info@newstepsdanceandfitnesscenter.com