



201-804-2995



www.thenextstep-dance.com



800 Schuyler Ave, Lyndhurst, NJ

Dear Dance Families,

Welcome back to The Next Step School of Dance! We're thrilled to kick off a brand-new season filled with energy, creativity, and community. This year's theme is "Cue the Confetti", and we can't wait to celebrate every moment of growth and success with you!

To help you start the season strong, here are a few important resources:

- ✓ Studio Handbook – Your go-to guide for policies, dress code, and everything you need to know.
- ✓ Season Calendar – Mark your calendars for holidays, events, performances, and important dates.
- ✓ Stay Connected – Follow us on social media and keep an eye on your inbox for reminders and announcements.

Thank you for choosing The Next Step School of Dance as your dancer's second home. We are so excited to make this season one to remember—full of learning, laughter, and, of course, plenty of confetti moments!

If you have any questions, please reach out at
thenextstepdance@verizon.net].

Let's make this an unforgettable season together!

Cue the confetti—here we go!

With Gratitude,

Miss Julie Schirm

Owner/Artistic Director

NSSD HANDBOOK

2025/2026



Contact Us!



201-804-2995



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WELCOME!

It's our absolute pleasure to warmly welcome you into our family at The Next Step School of Dance. Our team is thrilled to see so many familiar faces return to the studio and even more excited to see some new faces join our community. We have created this one stop handbook to hopefully shed some light on how things will run throughout the dance season as well as answer a lot of questions you may have before the year begins.

While we would love you to take the time to read this information carefully and keep your handbook in a safe place to refer to as you need, don't forget that our friendly office staff are always here to help and will happily answer any questions you may have. Nothing is too big or too small, we promise!

Sincerely,
Julie Schirm
Owner/Artistic Director



REGISTRATION INFORMATION

BEFORE YOU BEGIN

Before putting on your dance shoes, it's required that all students and/or parents – whether returning or new – log in and sign your registration paperwork so we can ensure we have the most up-to-date contact details for you. This information includes your registration form, media release form (so we can show off photos and videos of our amazing dancers in and around the studios), and public liability / insurance contract. Our end of the season pre-registration specials ensure that in the event of classes reaching capacity before the season kicks off, you will be guaranteed a place in the class(es) of your choice. You will also have the opportunity to take part in our many pre-registration specials offered.

You can register in our Studio or You can register Online at:

<https://app.thestudiodirector.com/thenextstepdance/portal.sd?page=Login>

If there is a failure to pay your registration fee on time the result will be a loss of your place in the class. We encourage all of our students and families to try a variety of dance styles. We are more than happy to accommodate trial classes for existing students who want to try something different. Please contact the front desk if you would like to try a new class and we will happily schedule a quick meeting and fit you in for a trial (provided the class has not reached capacity).

MEMBERSHIP FEE

The 2025/2026 Membership Fee is broken up into 2 different levels:

Basic: \$55.00 for families with one student and \$75.00 for families with 2 or more students.

Premium: \$80.00 for families with one student and \$95.00 for families with 2 or more students

ROLLOVER REGISTRATION

For your convenience, and to reserve a space for the following season, annual membership fees will be automatically renewed and applied to your account on June 1, 2026 unless a withdrawal form is completed in the office before that date.



TUITION

TUITION STRUCTURE

Tuition rates are for the full dance season (including scheduled studio holidays) from September 6th through the Spring Recital in June, and are not based on the number of classes per month. A full season includes a minimum of 34 lessons, divided into 10 equal monthly installments.

Tuition can be paid monthly or annually. Upon registration (which includes the first installment and the annual membership fee), monthly installments must be paid by automatic EFT, debit/credit card, check or cash.

TYPES OF PAYMENTS

- Tuition is automatically debited (or charged to your card) on the 1st of each month.
- A 3.5% convenience fee applies to credit/debit card payments.
- To avoid the fee, you may set up EFT using a checking account and routing number.
- We accept Visa, Mastercard, and Discover only.
- Cash or check payments are also accepted in person at the studio.

DISCOUNTS

Multiple Lesson Discounts (per family):

- 3% off for 3–4 lessons
- 7% off for 5–6 lessons
- 10% off for 7+ lessons

Military Discount:

- 10% off tuition for active military families

Paid-in-Full Discount:

- 5% off if entire yearly tuition is paid in full by September 30, 2025 (non-refundable)

ADDITIONAL PAYMENTS

Recital Costume Fees

Costume payments will be automatically debited from your bank account or charged to your credit/debit card.

- December 1st: Payment for the 1st and 2nd costumes
- January 1st: Payment for the 3rd costume and any additional costumes
- Costumes are approximately \$80–\$100 each, depending on style and vendor.

Recital Package Fee

The Recital Package Fee will be automatically charged with your April Tuition.

This package includes:

- End-of-year recital t-shirt
- Recital program
- Participation medal
- End-of-year gift
- Digital download of the recital

Fee is approximately \$85 per student or \$120 per family (for two students).

REFER A FRIEND

Refer a friend to us and receive a \$25.00 credit to your account after two months of paid dance lessons by new student.

PHOTO DAY

We offer an optional Photo Day at the studio each season for dancers who wish to have professional individual photos taken in their recital costumes.

Participation is completely voluntary. It's a fun way to capture lasting memories from the season!



ACCOUNT POLICIES

Late Payments

Accounts not paid within terms are subject to a 7% monthly finance charge, which will begin accruing on the 11th of each month. Services will be suspended until the balance is paid in full.

Accounts more than 60 days past due may be submitted to a collections agency.

NSF PAYMENTS

A \$25 NSF fee will be charged for any returned paper check, auto-debit, or auto-charge payment. This fee must be paid at the front desk along with the outstanding tuition.

WITHDRAWAL FROM CLASS

There is a one-month minimum for all lessons. A one-month written notice, effective from the 1st of the month, is required to stop future payments. To withdraw, a parent must complete and sign a withdrawal form. Automatic payments (bank or credit card) will continue until the one-month notice period is fulfilled.

REFUNDS/CREDIT ON ACCOUNT

- Tuition, membership fees, and costume fees are non-refundable for any reason.
- Refunds are only issued if NSSD cancels a class due to low enrollment.
- If a student or parent initiates a schedule change, credit will be issued and may be applied to future NSSD tuition or fees for up to one year.
- No refunds will be given if a comparable online class is offered in place of an in-studio class.

PRIVATE LESSON CANCELLATION POLICY

Private lessons canceled with more than 24 hours notice will receive a full refund.

No-shows or cancellations made less than 24 hours in advance will be charged the full amount.

5 WAYS TO LEARN NSSD

To meet the needs of our students and staff and to maintain service continuity in any situation, NSSD will offer:

1. Private instruction
2. Small group instruction
3. Traditional in-studio classes
4. Online live classes
5. Pre-recorded classes



GENERAL STUDIO POLICIES

DRESS CODE

Proper dance attire and hair etiquette are required for all classes. Specific class attire, including required shoes, leotards, and tights, will be shared via email along with information on fitting appointments. All required items will be available through the studio or accompanied by details on where to purchase them.

First Steps Academy Leotard must be purchased through NSSD. Shoes may be purchased here:

<https://www.discountdance.com/search/teacherid:65596?ListID=662398&tp=65596>

LOST & FOUND AND SECURITY

A Lost & Found basket is located in the front lobby. Please check it regularly, as all unclaimed items will be donated to Goodwill on the 1st and 15th of each month.

Security cameras are located in public areas for the safety of our students and staff. Please note: NSSD does not release footage or video data to students or parents.

NSSD is not responsible for lost or stolen items. Please avoid leaving personal belongings unattended.

Dancers are encouraged to bring dance bags into classrooms. Cubbies are also available for student use.

ATTENDANCE

Regular attendance is essential for student progress and group choreography. Please make every effort to attend each class. Make-up classes are available until April 1st. Students who miss more than two of the final eight classes before recital may be removed from their recital routine at the teacher's discretion.

NSSD POLICIES INCLEMENT WEATHER POLICY

In the event of inclement weather, notifications will be sent via email and posted on social media by 2:00 PM (or by 8:00 AM for morning classes). Please note that we do not always follow local school closings, as roads are often cleared by class time. Canceled classes may be made up using our regular in-person or online schedule, based on availability. If no suitable makeup class is available, a replacement opportunity will be offered.

RESCHEDULING AND SUBSTITUTION

NSSD reserves the right to reschedule or combine classes as needed. We may also assign substitute or replacement teachers when necessary. In certain circumstances (e.g., weather, teacher absence, or government advisories), classes may be delivered via an online platform to ensure continuity.

PARKING

Please do not park in or block any driveways on Swayne Avenue. These driveways are actively used by our staff, Cirillo Electric, and other tenants. Do not park in spaces designated for "Play & Learn" the lower lot for "Cirillo Electric." We recommend parking on side streets and not parking in the yellow.



SAFER STUDIO POLICIES

SAFER STUDIO POLICIES

NSSD requires all staff and students to stay home when they are ill. In order to reduce community spread of Coronavirus and illnesses, we follow best practices and recommendations from our local health department and from our industry associations, More Than Just Great Dancing!® and Youth Protection Advocates in Dance. NSSD understands that unlike older children and adults, young children cannot be expected to maintain social distancing at all times. Therefore NSSD focuses on a hierarchy of measures beginning with keeping ill people home, followed by frequent hand cleaning and good hygiene practices, amplified cleaning, and curricular and facility adaptations to minimize contact and mingling where possible. In the event a class is unable to be held at the studio classes will convert to an online learning platform until in-studio classes can resume.

All faculty members are background checked prior to the start of the season.

CONTINUOUS PARENT COMMUNICATION SYSTEM

In case of state emergencies and global pandemics, NSSD uses a “green, yellow, red” system of continuous parent communicating regarding the status of classes which can be found in the top right-hand corner of our website and social media. Green indicates to attend face to-face classes as usual. Yellow indicates a cautionary change to service delivery, so please check your email. Red indicates clients should stay home and attend class online.

COMMUNICATION IS KEY

At NSSD, we go to great lengths to keep our families informed and up to date. Look out for:

- Monthly E-Newsletters
- Email updates
- Facebook & Instagram posts
- Lobby Communication Centers
- “Everything Recital Guide” (emailed and published on our website)

QUESTIONS

We’re always happy to help! If you have any questions about your dancer’s experience or our programs, please don’t hesitate to reach out.

FOLLOW US

Stay connected with us on social media:

- Facebook: The Next Step School of Dance
- Instagram: @thenextstepschoolofdance
- Twitter: @nextstepdancer



END OF THE YEAR PERFORMANCE

COSTUME ORDERS/EXCHANGES

All classes will receive a recital costume unless otherwise noted on the schedule. Costumes for the end-of-year performance will be paid via automatic EFT, debit, or credit card on December 1st (for the first 1–2 costumes) and January 1st (for 3 or more). Costume payments are non-refundable. Costumes are ordered over the holiday break and will not be ordered without full payment.

Students are measured in class beginning in November. Costumes arrive between January and April. If a costume does not fit, we offer free exchanges within one week of distribution, as long as the costume is returned in its original packaging. After that timeframe, shipping/handling fees and/or limited availability may apply.

END OF THE YEAR PERFORMANCE

We close our season with our annual Spring Recital, which will take place in May or June, depending on theater availability. Tentative recital and mandatory dress rehearsal dates will be announced once confirmed by the venue.

While we strive to accommodate school events, please understand that we must also meet the technical needs of the production. Tickets will be sold through an online ticketing service in May (exact date TBA).

Ticket prices typically range from \$27–\$34 (plus service fees).

By signing your online waiver, you confirm that you have read, understood, and agreed to these policies.

WAIVERS

All families are required to sign our Studio Policies Waiver via the Parent Portal.

Failure to complete this may result in dismissal from class.

If your dancer experiences a serious injury that requires extended absence, medical clearance and YPAD paperwork must be submitted before they may return to class.



NSSD CALENDAR

2025/2026



Contact Us!



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www.thenextstep-dance.com

Studio Calendar



2025/2026

AUGUST

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

SEPTEMBER

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NOVEMBER

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DECEMBER

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JANUARY

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FEBRUARY

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MARCH

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APRIL

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MAY

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JUNE

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JULY

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SPECIAL DAYS

Sept 5: First Day of Classes
Sept 22-27: Bring A Friend Week
Oct 24-30: Halloween Dress Up Week
Dec 15-20: Holiday Extravaganza
Jan 2: Classes Resume
Jan 26-31: Parent Participation Week
Feb 23-28: Spirit Week
Mar 9-14: Costume Distribution Week (Tentative)
April 12: Photo Day (All Students)
June 14: End of the Year Celebration



STUDIO CLOSED

Sep 1: Studio Closed for Labor Day
Sep 4: Closed for Teacher Training
Oct 31: Studio Closed for Halloween-
Nov 24-30th: Thanksgiving Break
Dec 22-Jan 1: Holiday Break
Apr 2-8: Spring Break
May 22-25: Memorial Day Weekend
June 4 & 5: Recital Prep
Jul 3-5: Studio Closed for Holiday Weekend



PAYMENT DATES

***Sept 5, Oct 1, Nov 1, Dec 1, Jan 2, Feb 1, Mar 1, April 1, May 1, June 1:** Monthly Auto Tuition Installments Due, June 1 (last payment)
Dec 1: First Recital Costume Fees Due
Jan 1: Remainder Recital Costume Fee Due
April 1: Recital Bundle Due with Tuition
June 1: Rollover Registration for the 2026/2027 Season with final 25/26 Tuition



PERFORMANCES **

December 15th-20th: Holiday Extravaganza:
 Class Demonstrations and Parties will take place at the studio.
May 28-June 3: In-Studio Dress Rehearsal (Tentative)
June 6: Recital (Times TBA)



FITTING DAYS FOR FALL UNIFORM

Stay Tuned for more
 Pop Up Events this
 season!

Please note: All dates are tentative.

NSSD STAFF

2025/2026



Contact Us!



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www.thenextstep-dance.com

NSSD LEADERSHIP TEAM



Miss Julie

Owner/Artistic
Director/Instructor/
Co. Choreographer



Miss Katarina

Academy
Director/Instructor/
Co. Choreographer



Miss Heather

Company
Director/Instructor/
Co. Choreographer



Miss Regina

Office Manager



Miss Samantha
Instructor/
Co. Choreographer



Miss Brooke
Instructor/
Co. Choreographer



Miss Sophia
Instructor/
Co. Choreographer



Miss Gianna
Instructor



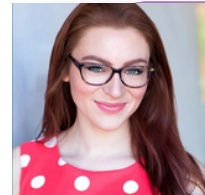
Miss Alessandra
Instructor/
Co. Choreographer



Miss Olivia
Instructor/
Co. Choreographer



Miss Kristin
Instructor



Miss Nicole
Instructor



Miss Mallory
Co. Choreographer



Miss Madison
Co. Choreographer



Miss Christine
Co. Choreographer

NSD INSTRUCTORS

NSSD ADMINISTRATION



Miss Morgan
Accounts Manager



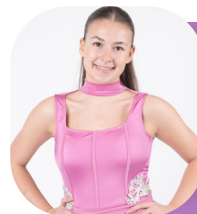
Miss Lexi
Digital Media & Content
Coordinator/Instructor



Miss Ava
Digital Media & Content
Coordinator/Instructor



Miss Mariana
Jr. Instructor



Miss Hailey
Jr. Instructor



Miss Grace
Jr. Instructor



Miss Giuliana
Jr. Instructor



NSSD JR. INSTRUCTOR

***LET'S DANCE!
COME FOR CLASS,
STAY FOR COMMUNITY!***