



THE STEPS ON BROADWAY ACADEMY  
PRE-PROFESSIONAL

# **SUMMER** INTENSIVE WELCOME **HANDBOOK** **2025**

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## Welcome Letter

Dear Steps Academy Summer Intensive Dancers and Families,

We are thrilled to welcome you to the Steps Academy Pre-Professional Summer Intensive this year! We can't wait to share our comprehensive program aimed at training pre-professional dancers for today's diverse dance world.

At the end of your experience you will return home with sharper technique, richer artistry, and a reignited passion for continuing your dance journey.

Here you will find detailed information about your upcoming time at Steps, important studio policies, and dress code information. Please be sure to read through the entire packet. Should you have any questions, please do not hesitate to contact us at [academy@stepsnyc.com](mailto:academy@stepsnyc.com).

Warm Wishes,

**Jen Kreichman**

Academy Director  
Steps on Broadway

### Studio Location

The Steps Academy Office is located on the 4th Floor of Steps on Broadway (2121 Broadway, New York, NY, 10023 - Above the Fairway Market). Enter on the west side of Broadway between 74th and 75th Streets. Upon arrival, Summer Intensive students should take the elevator or stairs directly to the 4th floor and proceed to Loft 3 at the end of the hall.



### Transportation to the Studio

Subway: **1, 2, or 3** train to 72nd Street Station  
**C** or **B** train to Central Park West & 72nd Street Station

Bus: M5, M104, M7, or M11 bus lines stop adjacent to Steps.



## Nearby Accommodations

The Steps on Broadway Academy does not provide housing for students. Please see below for a list of hotels within walking distance. A comprehensive pdf is available on the Steps Academy Summer webpage.

Hotel Beacon [www.beaconhotel.com](http://www.beaconhotel.com)  
2130 Broadway, New York, NY 10023

Arthouse Hotel [www.arthousehotelnyc.com](http://www.arthousehotelnyc.com)  
2178 Broadway, New York, NY 10024

Hotel Belleclaire [www.hotelbelleclaire.com](http://www.hotelbelleclaire.com)  
2175 Broadway, New York, NY 10024

The Wallace [www.thewallace.com](http://www.thewallace.com)  
242 W 76th St, New York, NY 10023

Empire Hotel [www.empirehotelnyc.com](http://www.empirehotelnyc.com)  
44 W 63rd St, New York, NY 10023

Many families opting out of hotels find success with renting an Airbnb or similar housing arrangement company. The neighborhood of Steps on Broadway is called the Upper West Side (59th to 110th). Other good options would be Midtown (14th to 59th) or Morningside Heights (110th to 125th). The best options will be somewhat close to a **1, 2, 3, B, or C** subway line.





## Check In, Lunch, & Check Out

### Check In at Steps

Dancers should not arrive at Steps earlier than 9:00am.

When arriving at Steps on Broadway, students will take the elevator or stairs to the 4th floor and walk to the very end of the hallway where they will gather in **Loft 3**. Students must sign in each morning.

On the **first day** of each session, we will hold an orientation at **9:15am**. Parents are invited to attend the orientation but they are not required. The orientation will cover expectations for the week, answer frequently asked questions, and explain the layout of the building. Please arrive on time and dressed for class before the orientation begins.

### Lunch

Students have two options for lunch. They may either bring a packed lunch and eat in the studios or parents/guardians may fill out the permission form below to allow their student to leave the building to get lunch. Please note: we are unable to refrigerate or reheat any food or drinks.

### Permission to Leave the Building Form

Please fill out this form (<https://forms.gle/cRik23BQCr1CFxC26>) to allow your dancer to leave the building for lunch, breaks, and/or the end of day check out. **If we do not have this form signed, students will not be able to leave the 4th floor without a parent or guardian.**

### Check Out - End of Day

Parents/guardians must come to the 4th floor and personally check out their dancers unless they have filled out the permission form to allow their dancer to leave the building on their own.

The schedule of classes each session may vary. You will receive an email the week before your session begins with a confirmed schedule.

**The Single-Week Experience will mimic the second schedule below.**

### Sample Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9:30a - 10:55a Ballet	9:30a - 10:55a Ballet	9:30a - 10:55a Ballet	9:30a - 10:55a Ballet	9:30a - 10:55a Ballet	9:30a - 10:55a Ballet
11:00a - 12:25p Jazz	11:00a - 12:25p Hip Hop	11:00a - 12:25p Jazz	11:00a - 12:25p Hip Hop	11:00a - 12:25p Theater	11:00a - 12:25p Jazz
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:30p - 2:55p Modern	1:30p - 2:55p Contemporary	1:30p - 2:55p Modern	1:30p - 2:55p Contemporary	1:30p - 2:55p Modern	1:30p - 2:55p Contemporary
BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
3:30p - 5:00p Showcase Rehearsal	3:30p - 5:00p Showcase Rehearsal	3:30p - 5:00p Showcase Rehearsal	3:30p - 5:00p Showcase Rehearsal	3:30p - 5:00p Showcase Rehearsal	3:30p - 5:00p Showcase Rehearsal

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9:30a - 10:55a Ballet	9:30a - 10:55a Ballet	9:30a - 10:55a Ballet	9:30a - 10:55a Ballet	9:30a - 10:55a Ballet	1:30p - 3:00p Style Varies
11:00a - 12:25p Jazz	11:00a - 12:25p Hip Hop	11:00a - 12:25p Jazz	11:00a - 12:25p Hip Hop	11:00a - 12:25p Theater	BREAK
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	4:00p - 4:30p Warmup
1:30p - 2:55p Modern	1:30p - 2:55p Contemporary	1:30p - 2:55p Modern	1:30p - 2:55p Contemporary	1:30p - 2:55p Modern	4:45p - 5:15p Dress Rehearsal
BREAK	BREAK	BREAK	BREAK	BREAK	
3:30p - 5:00p Showcase Rehearsal	3:30p - 5:00p Showcase Rehearsal	3:30p - 5:00p Showcase Rehearsal	3:30p - 5:00p Showcase Rehearsal	3:30p - 5:00p Showcase Rehearsal	5:30p - 6:00p Showcase



## Studio Showcase

Each session of the intensive will culminate in a studio showcase on Saturday at 5:30pm. Seating will begin 15 minutes prior to our start time.

Due to studio space, we can only accommodate **2 guests per dancer** to attend the showing.

The performance will be professionally recorded, and all families will receive a copy of their performance about 2 weeks following the showing.

### **Showcase Uniform**

Choreographers will select from the following, please pack options:

- Black leotard or full length top
- Black shorts/pants/leggings
- Pink/skin-tone/black tights



**HAIR**

Dancers' hair should be worn in a classical bun for ballet classes or pinned, clipped, or tied neatly and securely from the face for all other technique classes.

**BALLET**

**Option 1:** Black leotard, pink tights or tights to match complexion, ballet slippers, or pointe shoes to match tights. Black pull-on skirt optional.

**Option 2:** Black full length t-shirt, black leggings or pants, black socks, and black ballet slippers.

**JAZZ/THEATER**

**Option 1:** Black leotard with black tights, shorts, pants, or leggings.

**Option 2:** Black full length t-shirt, black leggings, shorts or pants.

Shoes: Jazz shoes for jazz and either jazz shoes or character heels for theater.

**MODERN/CONTEMPORARY**

**Option 1:** Black leotard with black tights, shorts, pants or leggings, and bare feet or socks.

**Option 2:** Black full length t-shirt, black leggings, shorts or pants, and bare feet or socks.

**HIP HOP**

**All:** Black full length top. Black shorts, leggings, or sweatpants with clean sneakers.

**UNDERGARMENTS**

To minimize the visibility of lines under leotards and tights we recommend a neutral-colored seam-free brief or dance belt.