

BDA 2011 - 2012 POLICIES

ONLINE REGISTRATION: Please make sure that you are [Registered Online](#) and that all of the information that you have provided is current.

BDA WEB SITE: We have designed our web site, so that if you have any questions or need information that it is there for your convenience. After you have registered online, class information and account information are available through the web site. Please check web site weekly, as we update it as often as we can. All studio notes will be posted, competition information, recital information, costume information and payment reminders, so this is definitely a must!

BULLETIN BOARD: There will always be a bulletin board in our lobby filled with new information and notes. Please make sure that you check this regularly.

REGISTRATION: First month tuition and registration fee of \$25 per dancer per year due upon registration.

DANCE STUDIO DRESS CODE:

ALL CLASSES: (Exception Hip Hop/Poms) Dancewear only!!!

This includes Leotards, Crop tops, Ballet Skirts and Booty shorts

(must have at least 2 in. inseam) ONLY! NO loose fitting shorts or tops! No Street clothes...

WARM UP EXCEPTIONS: The following are allowed as warm-ups, but if asked to remove them they must be able to...BDA Warm up Outfits, Fitted tanks/sweaters/sweatshirts, Legwarmers, Any Warm up items sold in Dance store!

HIP HOP ATTIRE: You are allowed to put on extra clothing for the Hip Hop Classes (Sweats/shorts/Tops)

TIGHTS POLICY: If you are in Levels 4 and above: You have the choice to wear tights or not. ANY OTHER LEVELS...Must wear tights at all times!

PROPER ATTIRE IS REQUIRED FOR ALL DANCERS IN ALL CLASSES AS FOLLOWS:

ALL ATTIRE FROM "THE WARDROBE ROOM" IS APPROVED.

Tights: Black, Ballet Pink and Tan **Leos:** solid colors, no neons or glitter.

Cover Ups: Please keep in mind that the teacher needs to see your body... *You will be asked to remove something if it is interfering with correction. Absolutely No Gum or Food of any kind will be allowed in the dance rooms. For safety reasons students without proper attire and footwear will not be allowed to participate in class.*

SHOES:

All shoes for purchase in the Dance store!

All Dancers must have the proper shoes for their dance class:

Ballet: Revolution Spit Sole Ballet

Jazz: See below

Rubies/ Combo Levels: Tan Grecian Shoe

Level 1 and up: Tan Half sole Tan

Tap: Level 1 and up: Competition Tan slip on...All other levels Revolution tan tap

Lyrical: (Same as Jazz)

PRIVATE LESSONS:

Private lessons are available to any dancer who would like to improve their technique, work on routines or just try to get ahead in dance training. There are different teachers and rates that are available. *Please see front desk for details.*

PARENTS! Please make sure that someone comes in to pick up your child if they are under age... They are not our responsibility once they leave our studio doors. Please make sure that you are on time dropping off and picking up, this will alleviate a lot of stress for your dancer.

MAKE-UP CLASSES:

There are no discounts given for classes missed, we do have a generous make-up policy, which allows you to make-up as many classes as you miss during the school year due to illness or other circumstances. Remember it is your obligation to notify the studio when your child will be absent from class. Please ask at the front desk for a list of make-up times. Reminder: When your dancer makes up classes close to recital time, we will be working on those dances in that class, which will mean that they will have to sit out for that part of the class.

CANCELLED CLASSES:

We reserve the right to cancel, combine or shorten a class, based on enrollment. We also reserve the right to use a substitute teacher if necessary.

CANCELLED LESSONS DUE TO WEATHER:

When lessons need to be cancelled due to adverse weather conditions, a message will be recorded on the telephone answering machine at the studio. Arrangements can be made to make-up the canceled lesson. This absence will not count against perfect attendance awards.

To inquire about possible closings please call the studio 810-433-3497 after 2:00p.m.

If your school is closed due to weather, that does not mean that we are... So please make sure you call before your class!

ANNUAL DANCE RECITAL:

Our 8th Annual Dance Recital will be tentatively the end of May or the beginning of June.

To participate a student must meet the following requirements:

- Have good attendance through out the year.
- Have perfect attendance in the months of April and May
(*Some exceptions will be made with the instructors consent*).
- Purchase a costume for each subject the student wishes to participate in.
- Attend the Stage Rehearsal
- All accounts are paid in full

COSTUME PAYMENT:

A costume payment of \$60 per costume due BEFORE October 31st, 2011. Any remaining balance on the dancers costumes will need to be paid in full by January 28th, 2012. Most recital costume prices range between \$60.00 and \$75.00 each.

To receive costumes, all accounts will need to be paid in full and up to date.

BDA COMPETITION DANCE TEAMS:

This year we are separating the dance teams by certain skills and levels. There will also be some guidelines that will need to be met if you are accepted into the competition groups. Please see below:

ATTENDANCE:

- Must attend two Ballet classes/week.

**If you miss more than 2 unexcused classes consecutively you will not be able to compete or perform in the next upcoming event and will also be fined \$25. This will go for the extra time in redoing lines and formations. We are not doing this to make more money but to try to prevent dancers from missing a large number of classes. This makes it very hard on the dance team and your dancer.

*Maximum amount of classes to be missed: 5

*If you have family vacations planned please let the teacher know prior so we can make sure that these get excused. *Tardy: There is no penalty for this but we do want to stress that when your dancer is tardy they are missing the warm up section of the dance class....This then leads to a better chance of them hurting their muscles. So please keep this in mind and try to get them at dance class 10 minutes early.

WHAT TO EXPECT?

DANCE COSTUMES:

All of the competitive costumes range from \$60-\$100/costume. This will depend on size and extravagance detail of the costume. You can pay extra each month to put a credit on your account, or fund-raising is also available. The 1st payment is due in mid October of \$60/costume... In January the remainder (if any) will be due.

DANCE SHOES:

All dance shoes are available in "The Wardrobe Room" for your convenience. Please make sure that you order your shoes with plenty of time to make sure you have them prior.

SOLO'S/DUETS/TRIOS:

If you are interested in doing any of these, you will need to put in a request at the front office, and then Ms. Jeanette will evaluate the dancer, her attendance record, commitment level and level of dance. After this you will receive a notice whether your dancer(s) are accepted. Your dancer will also have to practice at least 3 days a week on her own...if this is not done, cancellation will occur without reimbursement of fee's. This is really to get the dancer to take this seriously...this is a privilege for a dancer and needs to be treated like one. If your child is interested in doing a special performance please discuss this with her prior to signing her up.

THE RATES ARE AS FOLLOWS:

Choreography Fee, due at time of scheduling 1st lesson: This includes Choreography of the dance and all lessons to get ready for performance. \$350/Solo ~ \$400 duet/trio.

STUDIO FUNDRAISING:

All studio fundraisers are voluntary. Each student who participates will have their own account for their own earnings. All earnings can be used for lessons, recital fees, dancewear, costumes, shoes, etc... You decide where you want your money to go. We will be offering a variety of fundraisers for you to choose from, if you wish to participate.

STUDENT RULES OF CONDUCT

- ✓ We shall arrive on class on time.
 - ✓ We shall wear clean and neat dance attire for every class.
 - ✓ We shall label all dance shoes and dance gear with our full names.
 - ✓ We shall keep our dance gear in our bags and keep the lobby neat.
 - ✓ We shall keep our cell phones off or on mute while in dance class.
 - ✓ We shall use deodorant daily and wear minimal jewelry for class.
 - ✓ We shall have our hair secured off our face and neck before class.
 - ✓ We shall go to the bathroom before class.
 - ✓ We shall keep good conduct and quiet voices in the lobby and dancer's den.
 - ✓ We shall keep our hands and feet off the mirrors.
 - ✓ We shall speak respectfully to teachers and on another.
 - ✓ We shall practice at home and be prepared for class even if we are absent to week prior.
 - ✓ We shall be positive and proceed with a "Can Do" attitude.
 - ✓ We shall politely ask dance-related questions in class.
 - ✓ We shall use strong arms, stretched feet, and proper body placement.
 - ✓ We shall use 100 percent of our energies while in class.
 - ✓ We shall work well in unison with other dancer's in class.
 - ✓ We shall use proper language and good sportsmanship at all times.
 - ✓ We shall wait inside for our rides.
 - ✓ We shall make sure we check for any updates at the studio and website weekly.
 - ✓ We shall act in a manner of a young lady or gentleman at all times.
 - ✓ We shall respect our art, our instructors and our fellow dancer's.
 - ✓ We shall smile, learn and have fun in each class.
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- X We shall not chew gum or bring food or drink into the studio.
 - X We shall not wear dance shoes outside and will carry dance shoes in a dance bag.
 - X We shall not make unnecessary conversation or noise while in class.
 - X We shall not hang on the dance barres.
 - X We shall not sit down in class unless instructed by the teacher.
 - X We shall not miss a class except for valid reasons.
 - X We shall not gossip or put down other student's.
 - X We shall not act if we are better than other dancer's in our class.

A PARENT'S RESPONSIBILITY

- ✓ Please get your children to class on time every week since regular attendance is necessary for good training.
- ✓ Please be prompt in picking up your child after class.
- ✓ Please label dance shoes and gear with student's full name. Please do not allow your child to wear dance shoes outside. A dance bag is required for all dance gear.
- ✓ Please make sure that your dancer is properly outfitted for class every week in appropriate dance attire (not costumes).
- ✓ Please call in all absences and make arrangements for make up classes for illness.
- ✓ Please encourage practice at home.
- ✓ Please remember that you are responsible for supervising siblings, keep them safe and under control in the lobby.
- ✓ Please remember when class is in session, the dance room door should remain closed.
- ✓ Please remember if you wish to speak to your child's dance teacher, she is obligated to start her next class on time but will gladly call you at a better time.
- ✓ Students and Parent's should be respectful in the lobby area, and use their "inside voice" and keep voices down. Please do not stand on benches.
- ✓ Please remind student's to pick up after themselves and respect studio property.
- ✓ Please keep student's jewelry and valuables at home.
- ✓ Please check your child's dance bag for notices and check your emails frequently.
- ✓ Please check lost and found boxes regularly.
- ✓ Please pay accounts on time. Late fees are issued on overdue accounts.
- ✓ Please avoid being a gossip who may spread misinformation. If you need to discuss a situation, please call the office to arrange a mutually convenient meeting time.
- ✓ Please don't compare your child to other dancers or discuss such comparisons with other parents.
- ✓ Please trust your child's teacher's evaluations since they are professional dance educators and they only have your child's best interest at heart.
- ✓ Please review our studio policies with your children and help them understand why it is important for everyone to follow the rules.
- ✓ Please remember that we value your patronage and support and want to thank you for choosing us for your child's dance education.



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Thank you for taking the time to read this informational packet. I cannot stress how important it is for the dancers and parents to keep the lines of communication open. If a problem or concern arises, please speak to me immediately so a solution can be accomplished.
Without feedback I cannot solve problems or concerns that may arise.

Thank you!
Jeanette Cota
Owner/Teacher/Choreographer
Broadway Dance Academy

Please sign and return bottom portion to the front office

I understand and have read and agree to the Broadway Dance Academy Policies and I will adhere to the policies as stated.

Dancers Signature: _____ Date _____

Parent/Guardian Signature: _____ Date _____