

BDA 2015 - 2016 GENERAL POLICIES

ONLINE REGISTRATION: Please make sure that you are [Registered Online at www.broadwaydreams.net](http://www.broadwaydreams.net) 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 of tuition due at time of Aug. 14th. A registration fee of \$25 per dancer when registering.

ENFORCED DANCE STUDIO DRESS CODE:

If your dancer does not follow the following dress code: They will be asked to sit out.

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

Leotard and tights must be worn to all ballet classes. This includes Leotards, Crop tops, Ballet Skirts and Booty shorts (must have at least 2 inch inseam) ONLY! NO loose fitting shorts or tops! No Street clothes...Cheer Shorts and tank tops are not accepted as dance wear!

Hair needs to be up and out of the face. This is a must!

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: Tights are mandatory for all Levels under Junior Level: The reason for this is simple: YOUNGER DANCERS DO NOT WORK THEIR MUSCLES AS MUCH AS THE OLDER, MORE ADVANCED DANCERS. WE WANT TO MAKE SURE THE YOUNGER DANCERS KEEP THEIR MUSCLES WARM!

**PROPER ATTIRE IS REQUIRED FOR ALL DANCERS IN ALL CLASSES AS FOLLOWS:
ALL ATTIRE FROM "STAGE DOOR BOUTIQUE" IS APPROVED.**

Tights: Ballet Pink and Tan **Leo's:** 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.*

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 of 10. 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. Please be on time, we are not a sitting service, our time with your child is to be instructing dance. Note: if you are more than 10 minutes late to pick up your dancer a fee of \$25 will be added to your account. This does not include emergency situations.

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:

We are celebrating our 12TH ANNIVERSARY! Dates will be posted no later than November 1st, 2015.

To participate a student must meet the following requirements:

- Have good attendance through out the year. Perfect attendance in April, May, June.
(if recital is in June)
- 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:

NON COMPETITIVE COSTUMES payments are due before Friday, Oct. 23, 2015 starting at \$60 per costume. Exact amounts will be given you by September if different.

COMPETITIVE COSTUMES payments are due before Oct. 23, 2015 start at \$100 per costume.

Many of these costumes are custom made. Exact amounts will be given you by September if different. If your dancer decided to quit a written letter must be submitted 30 days in advanced.

Fee's for line changes will be charged to your account.

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

All costume fees are non refundable.

TUITION: TUITION DUE BY THE FIRST OF THE MONTH. LATE FEE APPLIED AFTER THE 5TH.

NON REFUNDABLE. Written 30 day notice for cancelation.

WHAT TO EXPECT?

B/W IN STUDIO PHOTOS: In March/April you will be expected to pay a \$20 picture fee.

(Cash only, and non-refundable) This includes a Link to download all photos of your dancer(s).

DANCE COSTUMES:

You can pay extra each month to put a credit on your account, or fund-raising is also available.

Payments are due before Oct. 23, 2015. Exact amounts will be given you by September if different.

In January the remainder (if any) will be due.

DANCE SHOES:

All dance shoes are available in "Stage Door Boutique" 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:

SOLOS/DUETS/TRIOS/SMALL GROUPS: Limited spots available, please sign up at front office.

Your dancer(s) will also be expected to practice at least 3 days a week on their own...if this is not done, cancellation will occur without reimbursement of fee's. This is really to get the dancer(s) to take this seriously...this is a privilege for a dancer and needs to be treated like one. If you (dancer) and or child is interested in doing a special performance please discuss this with her prior to signing her up.

THE RATES ARE AS FOLLOWS: This includes Choreography of the dance and all lessons to get ready for performance. Solos/Duet/Trio/Small Group Choreography will start end of August. Make sure you sign up in the front office or via email. To hold a spot for this the following fee needs to be paid in full before first session! Solos: \$400 Duets/Trio: \$500 total*

*Includes Choreography and 3, one hour clean up lessons. Additional Lessons at \$40 per half hour.

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, dance wear, 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. You must give all payments in full. We only except ONE check or cash for fundraisers made payable to BDA. (Have customers make checks payable to you.)

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.

- 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.
- X No malicious behavior and or talk will be tolerated

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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www.broadwaydreams.net

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

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

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 _____