

# *Parent Handbook*

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*DanceArts.Org*

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## **INTRODUCTION**

Thank you for choosing the Bedford Dance Academy & Sylvania Academy of Dance, the progressive schools of dance. You definitely made an excellent choice when you selected our dance schools for your child. Each instructor will give your child individualized attention in class. Our motto is: We Strive to Do Our Best! The dancer is unlimited to what kind of dance program to choose - from recreational dance, competing in dance, performing in productions, and being a member of our elite dance company. This handbook aims to explain the different programs and specific procedures that must be followed to ensure each student has an enriching dance education. We hope you will read this handbook carefully, so that there will be no "surprises". If you have any questions throughout the year, do not hesitate to leave a message for your instructor at the desk, or feel free to drop us an e-mail Desk@DanceArts.Org. Let's enjoy another exciting year of dance at the Bedford Dance Academy & Sylvania Academy of Dance.

## **FACILITIES**

Observation window and monitors - the dance rooms are equipped with an observation window and/or video monitor open for viewing. Although young children may initially be distracted by observers, they will soon become used to the idea of being watched. Please enjoy your child's efforts.

Please do not bring in food or drink unless your dancer must eat between classes.

Bedford Dance Academy & Sylvania Academy of Dance does not offer a babysitting service, the waiting rooms are intended for parents observing their child and for dropping and picking up their child. Dancers should arrive no sooner than 15 minutes before their class time. The Bedford Dance Academy & Sylvania Academy of Dance is not responsible for any dancer that leaves the waiting room. We require that all dancers and their families respect studio property. Parents must assume financial responsibility for any destruction, accidental or otherwise.

Bulletin board- "dance board"- important information will be posted on the Dance Board for dancers and parents. Please refer to the board every time your child has class. We will post all information regarding upcoming events.

## **CLASS PLACEMENT**

Bedford Dance Academy & Sylvania Academy of Dance instructors evaluate and place each of our dancers in recommended classes each season. The strong advantage to our placement is that they may do their very best in a class fit for them to learn.

## **ATTENDANCE POLICY**

Absences- the Bedford Dance Academy & Sylvania Academy of Dance feels that it is important that students gain a sense of responsibility and commitment. It is also necessary that a dancer attend his/her class on a regular basis to continue to progress with the rest of the class. If a dancer misses 4 classes, the Bedford Dance Academy & Sylvania Academy of Dance reserves the right to remove the dancer from performance routines.

Tardiness- dancers are expected to be on time for class. Important warm-ups are missed if a student is late, and injuries could result. If a student is more than 10 minutes late, the student will sit and observe the rest of the class.

Class make-up- if a dancer misses a class due to illness, they may make arrangements with their instructor, or check with the desk for a comparable class. As the spring production approaches, make-up classes may not be available, as every class time is devoted to the production.

## **DROPPING OFF AND PICKING UP YOUR CHILD**

It is important that parents understand that the Bedford Dance Academy & Sylvania Academy of Dance is not a child care service. The Bedford Dance Academy & Sylvania Academy of Dance, it's owners and staff are responsible only for our students while they are in class.

## **DRESS CODE-**

The Bedford and Sylvania Academies of Dance have a dress code for the following reasons:

- Uniformity of dance attire enables the instructor to more easily identify problem areas of a dancer.
- Dressing responsible for class is part of the discipline of dance. In fairness to other students who follow the rules, please do not expect us to make an exception for your child.

Note: when dancers have reached advanced or professional levels, the instructors may permit exceptions.

Girls in all dance subjects- black, pink, or white solid colored, plain leotard without designs or decorations of any kind, ballet pink, black, or white tights. Hair must be secured up off the neck in a bun\*\*no ballet skirts unless indicated by the instructor.

Boys in all dance subjects- solid colored dance pants or sweats, solid colored tank top or t-shirt

### Dance shoes-

- Ballet: pink leather ballet slippers, snugly fit
- Jazz: tan soft leather oxfords, snugly fit
- Tap: black patent leather tap shoes, black jazz taps

\*\*no dancer will be allowed into class with street shoes. Dance shoes are meant to be worn in class only!

## **TUITION**

Tuition has been divided into nine equal payments for your convenience. The first payment is due at the first class. Each of the following payments is due the first of the month. Beginning on September 1st and ending May 1st. Dancers are obligated as soon as the month has begun, please notify the desk before the first of each month to discontinue obligations.

As stated above, all tuition payments are due on the 1st of each month. Checks should be payable to the Bedford Dance Academy or Sylvania Academy of Dance. If paying by cash, please bring exact change and request a receipt. Tuition may be paid at the desk or mailed to: 6800 Lewis Ave. Temperance MI 48182, or 6600 Sylvania Ave Ste 1 Sylvania, OH 43560. Any tuition that is not paid on the first of each month is considered late, and will result in an additional charge of \$5.00. Any tuition that is delinquent in excess of 30 days will be charged an additional delinquent fee equaling 10% of the unpaid balance. Any returned checks will result in a \$25.00 service charge.

The Bedford Dance Academy & Sylvania Academy of Dance offers a considerable discount for students attending several classes, and for families. Tuition fee schedules are available at the desk.

## **SUBJECTS OFFERED-**

The Bedford Dance Academy & Sylvania Academy of Dance offers a variety of programs for both the serious and recreational student: ballet, pointe, jazz, tap, lyrical, tumbling, and pre-dance or kindergarten dance for 3, 4, and 5 year olds. Serious students may audition for the competition team. The Bedford Dance Academy is also home of the Bedford Ballet Company, which offers dancers the opportunity to perform in productions such as our annual Nutcracker performances. The Sylvania Academy of Dance is home to a Performance company which will take part in community performances as well competitions and conventions.

### **NUTCRACKER BALLET PRODUCTION**

Our date for the 2007 production of the Nutcracker Ballet is set for Friday December 7<sup>th</sup>. We are planning one show only at 7:00 pm. Please note rehearsals will be on the 5<sup>th</sup> and 6<sup>th</sup>. The director may call extra mandatory rehearsals during this week. Auditions for the nutcracker will be open to ages 4 - adult. There is no audition fee, but there will be a one time \$15 rehearsal fee due at the beginning of rehearsals. Rehearsals will fall on weeknights and Sundays. Auditions for the nutcracker ballet production are Sunday, September 23<sup>rd</sup> in Sylvania from 1:00 – 3:00 and also in Bedford from 4:00-6:30.

### **SPRING PRODUCTION**

Our dates for the 2008 Spring Gala rehearsals and production are tentatively set for June 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup> and 14<sup>th</sup>. At 7:00 pm. More information regarding dress rehearsal, etc. will be given out closer to the show date.

### **COSTUMES**

Parents will receive notification of costume fees in November. The costume fee will be due at this time, payable to the dance academy. Costume payments require a separate check, and must not be included in tuition payments.

**The costume payment cannot be made refundable once payment has been made.**

**VIDEOS** - parents may videotape at the rehearsal only, with battery operated cameras. There will be no videotaping allowed during the performances; this is very distracting to audience members. We will have excellent DVD videos available for sale after the productions.

### **POINTE WORK**

A ballerina must be at least 11 years of age before they may be considered by their instructor for Pointe work. Please do not ask your instructor, she will let you know when you are ready to be tested.

### **HOME PRACTICE**

Dancers are encouraged to set aside 15 minute practice sessions 2 or 3 times weekly. To aid in home practice, dancers may bring in a videotape to get classes taped. Music CD's will be available for each dancers' recital piece in November.

### **PICTURES**

Every spring the dance academies have a professional photography studio take pictures of the dancers in full costume and make-up. The photographer offers a variety of packages involving individual and group pictures this is offer to the parents, but is not required.

### **SCHEDULED HOLIDAYS**

There will be no classes on the following dates:

-Labor Day weekend.....September 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>.

-Halloween.....October 31 \*\*\*DURING THE WEEK OF HALLOWEEN DANCERS MAY WEAR THEIR COSTUMES TO CLASS\*\*\*

-Thanksgiving weekend.....November 22nd - November 25th

-Christmas break.....December 22nd - January 1st

(Classes Resume Wednesday, January 2nd)

-Spring Break .....March 17<sup>th</sup> – 23<sup>th</sup>

-Memorial Day.....May 26<sup>th</sup>

### **SNOW CANCELLATION POLICY**

Please call the studio after 3:00 pm for cancellation information. BDA and SYL will not necessarily close with local schools.