

BEDFORD DANCE ACADEMY, LLC

PARENT HANDBOOK

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Bedforddanceacademy.com

Bedford Dance Academy, LLC

6800 Lewis Avenue

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INTRODUCTION

Thank you for choosing the Bedford Dance Academy, LLC, the progressive school of dance. You definitely made an excellent choice when you selected our dance school 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 at BDA@Bedforddanceacademy.com. Lets enjoy another exciting year of dance at the Bedford Dance Academy, LLC.

FACILITIES

Observation windows and monitors – the dance rooms are equipped with an observation window and/or video monitor open for viewing. Although observers may initially distract young children, 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, LLC 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, LLC 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 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 class fit for them to learn.

ATTENDANCE POLICY

Absences - The Bedford Dance Academy, LLC 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, LLC 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, LLC is not a childcare service. The Bedford Dance Academy, LLC, its owners and staff are responsible only for our students while they are in class.

DRESS CODE

The Bedford Dance Academy has 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 instructor 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
- Hip Hop: New tennis shoes that have not been worn outside

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. If paying by cash, please bring exact change and request a receipt. Tuition may be paid at the desk or mailed to: 6800 Lewis Avenue, Temperance, MI 48182. Any tuition that is not paid on or by 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, LLC offers a considerable discount for students attending several classes. Tuition fee schedules are available at the desk.

SUBJECTS OFFERED

The Bedford Dance Academy offers a variety of programs for both the serious and recreational student: ballet, pointe, jazz, tap, lyrical, contemporary, modern, hip hop, tumbling and pre-dance or kindergarten dance for 3, 4 and 5 years old. The Bedford Dance Academy, LLC is also home of The Competitive Dance Team, The Bedford Ballet Company which offers dancers the opportunity to perform in productions such as our annual Nutcracker Production. Serious students may audition for the Competition Team at our Dance Camp in August.

NUTCRACKER BALLET PRODUCTION

Our date for the 2010 production of the Nutcracker Ballet is set for **Friday December 10th**. We are planning one show only at 7:00 p.m. Please note rehearsals will be December 8th and 9th. 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 \$20 rehearsal fee due at the beginning of rehearsals. There will be a Costume fee for renting the Nutcracker Costumes; fee's will be available the week of rehearsal. Rehearsals will fall on weeknights and Sundays. Auditions for the nutcracker ballet production are Sunday September 12th at the Bedford Dance Academy; times will be posted prior to September 12, 2010.

SPRING GALA PRODUCTION

Our dates for the 2011 Spring Gala is Friday June 3, 2010 -Dress Rehearsal will be Thursday June 2, 2011
More information will be given out as we get closer to Recital

COSTUMES

There will be a deposit for all Recital Costumes this year. For each class your child is in there will be a **\$10.00** costume fee. The deposit needs to be paid by **November 6, 2010** even though costumes are not picked yet, this will insure your costume will be ordered for your child for the recital. The remaining monies will be due in January. The costume fee will be due at this time, payable to the Bedford 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 their instructor for Pointe work may consider them. 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 videotape to get classes taped. Music CD's will be available for each dancers' recital piece in February.

BRING A FRIEND WEEK

The week of September 20th thru September 23rd, 2010 and November 15th thru November 18th, 2010 we will be asking dancers to bring there friend to dance. This is a opportunity for the dancers to show there friends what is offered at Bedford Dance Academy

PICTURES

Every spring the Bedford Dance Academy, LLC has 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 an offer to the parents, but is not required.

SCHEDULED HOLIDAYS

There will be **no classes** the following dates:

LABOR DAY WEEKEND: No class Saturday September 4, 2010 – classes resume Tuesday September 7, 2010.

THANKSGIVING: No class Wednesday November 24, 2010 – classes resume Monday November 29, 2010.

WINTER BREAK: No class Monday December 20, 2010 – classes resume Monday January 3, 2011.

SPRING BREAK: No class Saturday April 23, 2011 – classes resume Saturday April 30, 2011.

MEMORIAL DAY: No class Saturday May 29, 2011

SNOW CANCELLATION POLICY

Please call the studio after 3:00 p.m. for cancellation information. Bedford Dance Academy, LLC will not necessarily close with local school.







