



:: 2018-2019 STUDENT HANDBOOK ::

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**Dear Parent & Students,**

**Welcome to the exciting world of dance. Dance education combines the elements of training, discipline and technique to produce beauty, fun, self-esteem, confidence, sense of accomplishment and physical agility. It encourages students to use their imagination. Our goal at Broadway Bound is to enrich your child's life with a great experience in the performing arts. We are dedicated to providing a high quality of instruction with proper technique in a warm and friendly environment.**

**Please refer to our handbook throughout the season as a guideline for policies and procedures set forth by Broadway Bound. This handbook can be found on our website as well as in our administrative offices. Communication is one of the key elements that we strive for with our families, so if questions or concerns should arise, please don't hesitate to contact us. We are here to make your season of dance a memorable one!**

## **Mission Statement**

**Broadway Bound Dance Centre provides quality performing arts training and valuable learning experiences for each student, whether the student participates for their recreation, self-improvement or serious study. We provide a family-friendly environment with a professional staff that all share a passion for dance instruction. At Broadway Bound Dance Centre, the students are our first priority.**

## **General Rules & Information**

Students are registered in a class for the length of the school year and finish with our Spring Recital held in June of each year. Participation in our recital will involve the purchase of a costume, show tickets and our annual recital fee. See our recital handbook for details of our season-ending show. Our recital registration deadline is 11/30/18.

All students should arrive at least 5 minutes before the start of their class so they may enter the classroom in a timely fashion with proper attire and hair pulled away from the face.

All students and family members should be polite and respectful of all other students and staff of Broadway Bound when in the facility. The use of foul language and poor behavior while in the facility will not be tolerated.

Absolutely no food, drink or gum is permitted inside any classroom area or lobby. Bottled water is the only acceptable liquid permitted in the classrooms. All food and drink is to be consumed in our lounge area located off the main lobby.

All students, siblings and visitors under 11 years of age must have supervision inside BBDC. Please do not leave your child unattended before and after classes. No sibling or visitor over the age of 7 is permitted to use the Kids Korner play area.

The use of cellular telephones in the classrooms is prohibited. Students should leave cell phones shut off inside dance bags or inside a rented locker. If these devices are audible or used during classes, they will be confiscated and turned in to our front desk for parent-only pick up.

We ask that students be picked up immediately after class without parents blocking the drive through area to do so. If you are going to be more than 10 minutes late picking up your child, please call us at 614-855-7736. Continually late parents will be contacted regarding babysitting charges they will incur, if the student cannot be picked up in a timely fashion.

Broadway Bound has a specific studio closing schedule that is largely coordinated with New Albany Schools. Please see our "Important Dates" page in the handbook as well as our website for our list of observed holidays as we do not observe every holiday that New Albany Schools do. We also will close when New Albany Schools close for inclement weather (snow and ice). In case of a power outage, please contact BBDC to verify that classes are still running.

If a class drops below 4 students, Broadway Bound reserves the right to close that class and combine it with another section.

Competition teams are available at Broadway Bound for ages 5 and older, but are not a required part of dancing at our studio. Please speak with your child's teacher if you are interested in this option for your child. 10% of our enrollment participates in our team program and it is a great way to build life-long friendships, stage confidence and additional skill level.

Private lessons are available upon request only. Every teacher at Broadway Bound is available for hire as long as the classroom schedule permits. Hourly rates depend on the teacher selected and all private lessons and payment must be set up through our office.

We offer a quarterly studio newsletter that can be read via e-mail. Please be sure to be kept up to date regarding studio events and information.

Lose Something? Check our Lost & Found located by the locker room. We empty this bin in December & June and donate to Goodwill!

Lockers are available for a \$10 rental fee and can be kept the length of the Broadway Bound season. Lockers are renewed in August of each year. You will be required to fill out paperwork as well as provide BBDC with the combination to your lock when renting.

Broadway Bound does offer a homework room for the convenience of our students. No food, drink, cell phones or socialization is permitted in our homework room. Please sign in and out with our office if you plan to use our space. We are more than happy to offer it, but anyone not doing homework will be removed from the room immediately!

# FEE & PAYMENT POLICIES

## Registration Fee

Each student pays an annual registration fee of \$30.00, which is due before classes begin to reserve a position in class. This fee is non-refundable and may be paid by check, cash or credit card. Your registration fee must be paid for your child to begin attending their scheduled classes.

## Tuition

Annual tuition is based upon a 33-class season. Pending on the day or week your child takes classes, they could have as many as 35 classes in one season. This 33 class season allows for studio closings during the year as well as the occasional absences a student may endure. Payments may be divided into 10 equal payments, tri-mester or annually for all tuition. When paying, the amount is deducted from a credit card placed on file in our secured system. Tri-mester Payments are due 9/1,12/1 and 3/1 and may be made with a credit card, check or cash. We do offer a 5% discount for annual pre-pay and that amount is due by 9/1.

## Tuition Discounts

Broadway Bound offers tuition discounts for families with more than one dancing child or children that take multiple classes. The discount is as follows:

2-3 Classes	3% Discount
4-5 Classes	5% Discount
6-8 Classes	7% Discount
9 or more classes	10% Discount

## Pro-Rating Tuition

Broadway Bound pro-rates tuition for new students starting in the middle of a season or for students who have completed and turned in an extended absence form. The studio offers a generous make-up class schedule for those students who miss for illness, school activities or class cancellation. Please consult the front desk for a list of recommended make-up classes.

## Recital Costumes & Recital Fee

Payments may be divided by 3 payments for all recital costumes. Once you have chosen your plan, it is divided into equal payments and deducted from a credit card you place on file in our secured system. We do offer a 5% discount for annual pre-pay and that amount is due by 9/1. Costs for costumes range \$50-\$80 per costume. The studio also collects a \$30 per family recital fee, which helps cover the cost of the Performing Arts Center rental. **All recital tickets will be only \$10.00!!** The recital fee is posted to your account once you commit to the show and is due by March 1<sup>st</sup>. Recital handbooks are available with your student/parent handbook. Please take time to read the information, as it will make your recital experience that much better!

## Late Payment & Returned Check Fees

To avoid late payment, we ask that you keep a credit card on file with the studio. If you need to pay your tuition late, (after the 10<sup>th</sup> of each month), your account will be charged an additional 5% of your total tuition. The studio charges a \$30.00 return check fee on any check made payable to Broadway Bound Dance Centre.

## Withdrawal From Classes

If you would like to withdraw your child from a class once classes have begun, please visit our website at [www.bbdcdance.com](http://www.bbdcdance.com) and print the withdrawal form. The form can be mailed, faxed or dropped off at the studio to stop all auto-withdrawals. Your registration fee is non-refundable, but any unused pre-paid tri-mester or annual tuition will be refunded. The receipt of the form will stop your auto-withdrawal the following month and will remove you from our computer. **THIS FORM IS REQUIRED TO STOP ANY AUTO-WITHDRAWALS FROM YOUR CREDIT CARD!!**

## **CLASS OFFERINGS AND PLACEMENT INFORMATION**

- **Tap** (offered for ages 5-18) - A structured form of motion that produces a lively, rhythmic sound by the dancer's shoes. **Required For Class: Comfortable clothing & black tap shoes**
- **Jazz** (offered for ages 5-18) - A structured form of exaggerated motion with influences of ballet techniques, commonly used in Broadway shows. **Required For Class: Leotard/tank top & shorts/tights, black jazz shoes**
- **Ballet** (offered for ages 5-18) - A structured form of classical dance characterized by the grace and precision of movement and elaborates formal gestures, steps and poses. **Required For Class: Black leotard, black under garments, pink tights, hair in bun, pink ballet shoes**
- **Lyrical/Contemporary** (offered for ages 5-18)– A form of dance that combines jazz, ballet & modern to tell the story of a song through movement. This is a very expressive class with focus on emoting and flow of movement. **Required For Class: Leotard/tank top & shorts/tights, lyrical shoes or bare feet**
- **Hip-Hop** (offered for ages 5-18) - A freestyle form of urban dance that is usually accompanied by Rap, R&B or Pop music and performed with a high level of energy and attitude. **Required For Class: Comfortable clothing & tennis shoes**
- **Gymnastics** (offered for ages 5-18) – Our gymnastics classes focus on tumbling, balance beam, agility, flexibility and endurance. **Required For Class: Leotard or tank top & shorts, bare feet**
- **Pre-Dance** (offered for ages 2-5)- A combination sampler class consisting of equal amounts of Ballet, Creative Movement, Tumbling and Tap that is geared toward our youngest students. **Required For Class: leotard & tights of any color, black tap shoes, pink ballet shoes & dance bags**
- We also offer classes that combine these forms for ages 5-7 which include **Tap/Jazz Combination, Jazz/Ballet Combination and Cheer/Tumble Combination**.

All Tap, Jazz, Ballet, Lyrical, Hip-Hop and Gymnastics Classes are offered Beginner-Advanced Level. All other classes are general level or based on age.

### **CLASS LEVELS**

Our class levels are based on both age and ability. Final class placement is at the discretion of the Instructor and Directors. Students not meeting minimum class level requirements will remain in their current class or placed in a lower level. Our enrollment begins at age two and continues to high school graduation. At the end of each season, your child will receive placement recommendations for the following season. Feel free to speak with your child's teacher if you have any questions regarding placement, private lessons or sampling other classes at the studio.

# ***STUDIO CODE OF CONDUCT***

**All dancers are expected to attend classes regularly. Dancers who miss classes are encouraged to attend make up classes.**

All dancers are expected to be punctual. Warm-up is conducted at the start of every class and it is imperative that all dancers participate in warm-up to ensure that their body is ready for physical activity. If a dancer misses warm-up, it could lead to an unnecessary injury, so please make every effort to arrive on time.

All dancers are expected to demonstrate respect for all Broadway Bound Staff and will not challenge authority with inappropriate behavior such as talking back, disobeying the teachers or assistants or acting disrespectfully in a way that is intended to provoke hostility.

All dancers need to be friendly, warm and welcoming to the other dancers at the studio and in their classes. At Broadway Bound, we encourage dancers to establish new friendships with the dancers in their classes. We enforce teamwork and fairness.

All dancers observing a class while it is in progress, whether out of interest or due to sickness or injury, are expected to be quiet and courteous to the dancers, dance teachers and assistants.

All dancers are expected to focus on the teacher's instructions and therefore limit the amount of talking during class time. At Broadway Bound our goal is to minimize the talking and maximize the dancing!

All dancers must treat the classrooms, the premises and the possessions of all other dancers with respect, care, and consideration.

All dancers are expected to clean up after themselves and any mess that they create while at the studio. Broadway Bound is a state-of-the-art studio and with your help, we will be sure to keep it this way for a very long time. This is especially emphasized in our homework room and lounge where patrons are monitored at all times.

All dancers will store their belongings in the locker room or inside the classrooms at the studio, and will respect the belongings of others.

All dancers will attend every class, participate to the best of their ability and put forth 100% effort, energy and smiles.

## **INTERESTED IN OUR COMPETITION TEAM?**

Broadway Bound Dance Centre is also the home of our 90 member National Award Winning Competition Team. 10% of our enrollment is involved on our team and listed below are some details you might like to know!

- **Broadway Bound does not hold auditions for our competition team. Invitation is based on teacher recommendation and account standing.**
- **Our team ranges in age from 5-18 years old and we offer both recreational and competitive level training for our team dancers.**
- **When scheduling our dancers, we keep family time and school work in mind. The average team dancer is at BBDC only 2 nights per week!**
- **The dancers have options such as attending workshops with the cast of “So You Think You Can Dance,” traveling to Los Angeles for training intensives and participating in invitation-only events held by our partnership dance studios in the area.**
- **We attend 3-5 regional competitions per season, mostly all in the Ohio area.**
- **Being a part of our team means you are invited to attend 2 private parties per year!**
- **Our elite competition company, which began in 2007, known as “Company Black,” has won the title of Top Group numerous times since its inception!! This company is comprised of 20 dancers from our 90 member team with auditions held in June of each season.**

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## **TESTIMONIALS ABOUT THE BBDC TEAM**

- Since my daughter could walk and talk she has loved music, both singing and dancing, but when it came to being on stage, she was terrified. Since joining BBDC's competition team two years ago, she not only thrives on performing in front of an audience but also has gained self-confidence when speaking and acting in front of her peers in the classroom! Thanks Nikki and Chrissy helping our children express themselves! ~Michelle Burckard
- Words cannot express how much Broadway Bound Dance Centre has meant to me and especially Crystal. She started dancing with you at age three and started competing team at age six. I can't believe that ten years went by so quickly. I've loved watching her grow into a beautiful and talented young lady and I know that dance has a big part in who she is today, both inside and out. Dancing with you has built her confidence and given her wonderful friendships and memories that will last a lifetime. You have given her a dream and a drive to be the best that she can be, and I'm thankful you are a positive influence in her life. ~Rena Anderson
- My daughter has been on team since age 5 and we love it! She looks so forward to every competition and spending time with her friends. Since soloing, she has gained so much experience and my husband and I cry every time we watch her on stage. The BBDC Competition Team is a big part of our lives and we hope our daughter will continue into her high school years. The team is like one big family and we feel such a part of that. Nikki & Chrissy have done a fantastic job with my daughter and they are great with us moms who get more nervous than our girls!! ~Name Withheld