

# ***BEDFORD DANCE ACADEMY***

## ***PARENT HANDBOOK***

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**DanceArts.Org**

***Bedford Dance Academy***

***6800 Lewis Avenue***

***Temperance, MJ 48182***

***(734) 847-4944***

## **INTRODUCTION**

Thank you for choosing the Bedford Dance Academy, 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 kid 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 a e-mail at [Desk@dancearts.org](mailto:Desk@dancearts.org). Lets enjoy another exciting year of dance at the Bedford Dance Academy.

## **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 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 o sooner than 15 minutes before their class time. The Bedford Dance Academy 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 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 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.

## **PARENT OBSERVATION WEEK**

The week of November 9, 2009 we will be asking parents to come and watch the dance(s). This is an opportunity for the dancers to show their parents what they have learned.

## **DANCE CONFERENCES**

The week of November 2<sup>nd</sup> thru the 7<sup>th</sup> and December 1<sup>st</sup> thru the 5<sup>th</sup>, Ms Heather will be available by appointment only to discuss any questions or concerns you may have regarding dance. There will be a sign up sheet at the desk with times available.

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

It is important that parents understand that the Bedford Dance Academy is not a childcare service. The Bedford Dance Academy, 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 1<sup>st</sup> and ending May 1<sup>st</sup>. 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 1<sup>st</sup> 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 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 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 years old. The Bedford Dance Academy 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, and The Technique Track.. Serious students may audition for the Competition Team at our Dance Camp in August and the Bedford Ballet Company will be chosen in September and dancers will be offered a free ballet class if accepted into the Company.

### **NUTCRACKER BALLET PRODUCTION**

Our date for the 2009 production of the Nutcracker Ballet is set for **Friday December 11<sup>th</sup>**. We are planning one show only at 7:00 p.m. Please note rehearsals will be December 9<sup>th</sup> and 10<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 \$20 rehearsal fee due at the beginning of rehearsals. Rehearsals will fall on weeknights and Sundays. Auditions for the nutcracker ballet production are Sunday September 20<sup>th</sup> at the Bedford Dance Academy; times will be posted prior to September 20, 2009.

### **SPRING GALA PRODUCTION**

Our dates for the 2010 Spring Gala:

**Bedford Dance Academy:** Dates will be available in the Fall of 2009.

### **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 for each costume. The deposit needs to be paid by **November 2, 2009** 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 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 November.

### **BRING A FRIEND WEEK**

The week of September 21, 2009 and November 16, 2009 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 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 the following dates:

**LABOR DAY WEEKEND:** No class Saturday September 5, 2009 – classes resume Tuesday September 8, 2009.

**THANKSGIVING:** No class Wednesday November 25, 2009 – classes resume Monday November 30, 2009.

**WINTER BREAK:** No class Monday December 21, 2009 – classes resume Monday January 4, 2010.

**SPRING BREAK:** No class Saturday April 3, 2010 – classes resume April 12, 2010.

**MEMORIAL DAY:** No class Saturday May 29, 2010 – classes resume Tuesday June 1, 2010.

### **SNOW CANCELLATION POLICY**

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



