



Our Policies

Updated August 29, 2018

All students and parents must agree to the policies found on this page before starting classes at BroadwayKids&Company School of Performing Arts (BKCSA). Please read our policies thoroughly before registering for classes. Please note: policies are subject to change.

TUITION

- **Monthly tuition payments are due the first of each month. This is mandatory through online auto tuition.**
- **10% late fee is added to all unpaid tuition on the 10th of each the month and each month after that the charges remain late.**
- Should the use of auto tuition be declined there will be an automatic \$5 charge per month. However, a credit card will need to be kept on file and will be charged on the 10th of the month if tuition has not been paid and will include the late fee.
- Any other charges outside of auto tuition made on the credit card on file will incur at 2.5% processing fee. (semester tuition payments, show fees, costumes, merchandise, etc.)
- Semester payments need to be paid by cash or check, otherwise will incur a 2.5% processing fee.
- There is no pro-rated tuition for missed classes, vacations, holidays or cancelled classes due to weather. Students can make up excused absences called in or emailed prior to the student's scheduled class. Unattended classes will not be refunded or pro-rated.
- Tuition must be paid in order for your child to hold their spot in class.
- Tuition and registration fees are non-refundable. If there is an unforeseen financial problem, please contact our office at admin@broadwaykidsandcompany.com
- \$25 fee for all bounced checks
- Adding classes can be done online by logging into your account via our website or by completing the add/change/drop class request form at the front desk.
- Classes must be dropped before the 1st of the month or you will be charged. Complete the add/change/drop class request form at the front desk. For questions please contact the office.
- All private lessons must be canceled at least 24 hours prior to the lesson or your account will be charged for the lesson. Private voice lessons policies will be emailed upon enrollment.

DRESS CODE

It is important for students to follow our dress code policy for the following reasons:

- A neat and tidy appearance sets an attitude of attentiveness and respect for students, teachers, and the art of dance.

- Teachers must be able to see the dancer's body outline clearly to make proper corrections on posture, alignment, etc. Hair must also be properly secured and tied up, off the face and neck for all styles of dance. We require ballet buns for all ballet classes.

Broadway Babies- Pink leotard with optional skirt attached, pink tights, Capezio pink Love Ballet Slipper Split Sole and Capezio black Jr Tyette tap shoes

Petite Stars- Black leotard with optional skirt attached, pink tights, Capezio pink Love Ballet Slipper Split Sole and Capezio black Jr Tyette tap shoes

Tiny Triple Threats- Black leotard with optional skirt or black jazz shorts, tan tights, Capezio pink Love Ballet Slipper Split Sole and Capezio black Mary Jane tap shoes

Tap- Black jazz pants or shorts, black leotard, tan tights, Bloch tap shoes

Jazz (Tue)- Black Leotard (any style), black jazz shorts or pants, tan tights, black Capezio Jazz E-series slip on

Jazz (Mon/Thu)- Black leotard (any style) black jazz shorts or pants, tan tights, tan Capezio Jazz E-Series slip on

Acting- Comfortable clothes

Ballet- Black leotard, black/pink skirt optional, pink tights, Capezio pink Leather Cobra ballet slippers

Lyrical- Black leotard, black jazz shorts or pants, tan stirrup tights, Capezio tan Leather Pirouette II lyrical shoes

Hip Hop- Comfortable clothes- Black jazz shoes or Capezio Fierce Dansneaker Split Sole hip-hop sneakers

Acro- Leotard/tank top/sports bra, jazz shorts/pants, convertible tights or footless tights optional, no shoes

Note: *Classes may require different shoes and/or tights for performances*

Support the Studio

Online: www.curtaincallforclass.com studio passphrase: BKCSA18 (search class lists for dance attire and Capezio shoes)

Online: www.discountdance.com Log in to our studio with code TP69507 (for Bloch shoes)

Shop Local

Dancers Outlet 190 Flanders Rd. East Lyme, CT 06357 860-367-1491

OBSERVATION

BKCSA has a Classroom "closed door" policy in order to eliminate all outside distractions and to ensure our student's focus is on themselves and their instructors. We follow this policy with one exception, "Observation Weeks". Curtains and doors will be opened, and parents are welcome to watch during Observation Weeks. Thank you in advance for following this policy!

- (1) Parents and relatives are asked to remain in our front hallway waiting area for their children to eliminate distractions of the students' learning. Parents can observe class during observation weeks.
- (2) Everyone is asked to remain in the front waiting area unless the studio doors are open. Parents are asked to please refrain from speaking with the teaching staff while they are teaching. The

teachers are more than happy to discuss any matters or answer any questions, by completing a concern form at the front desk you will be contacted via telephone or email; (3) When studio doors are closed, please do not enter unless you are a student who is tardy;

BKCSPA COMMUNICATION

- Our monthly newsletter is generally emailed at the beginning of each month to keep everyone updated on important information, events, vacations, performances, etc.
- Newsletters and other Important Information and Reminders will be added to the individual student folders in the front desk area of the lobby as well as sent to the email on file. To add additional emails to your account simply login to your account on our website www.broadwaykidsandcompany.com
- To return communication, please pull your students folder and leave forms or notes in the folder in the Office Inbox
- Check our lobby monitor, follow us on Facebook and Instagram or visit us online for important studio information.

ATTENDANCE

- Attendance is very important and vital to the advancement of all students. If a student will be missing class, we ask parents to call or email the office.
- If a student misses 3 or more classes without notice, they will lose their place in class.
- Student will need to check in to their classes at our student check in portal to log their attendance. You can log in up to 60mins prior to class and it will log you in to all classes for the night unless there is more than 60 mins between any of their classes.

SCHOOL VACATIONS and HOLIDAYS

- We follow the areas school calendar for all major vacations and holidays. Please refer to our studio calendar that we distribute at the beginning of the year, this can also be found on our website.
- If a holiday interferes with classes, refunds will not be given since tuition is based on a ten month calendar and divided evenly over the months. All holidays and vacations will be emailed to families and posted on our website.

INCLEMENT WEATHER

- Class cancellations will be announced via email, posted on our website and Facebook. Please check these sources before coming to class if the weather is questionable.
- We do not give class refunds for missed class due to weather and we do not prorate. You may make up in another appropriate class.

ANNUAL STUDENT SHOWCASE

- Our annual dance productions take place mid-late June. Venue and Dates TBA. It is a wonderful opportunity for dancers to showcase what they have been working on throughout the year. Performing on a big stage and bright lights encourages independence, confidence and poise in our students! There will be a \$50 show fee which includes rehearsal times and a show T-shirt and is due by Oct 15th or one month after registration, this is non-refundable and will run in auto-tuition with a processing fee if not paid before the due date by cash or check. Participation in the recital is not mandatory. Please notify the office if your dancer will not participate in the recital prior to Oct 15th and we will adjust your account accordingly.

SHOWCASE COSTUMES

- The following classes; combo, tap, jazz, ballet, lyrical, acting and hip hop will require costumes for the student showcase, balances are due March 1st
- Costumes will not be ordered without payment.
- Costumes are non-refundable.
- Once a costume has been ordered, the balance must be paid in full. No exceptions.
- Costume prices as follow; Combo class \$120(includes tights and additional accessories), Single costume \$80, Rental fees vary. \$15 fee per costume for extra-large adult sizes. Prices do NOT include accessories (gloves, tights, socks, shoes, camisole etc.)
- Accounts must be up-to-date in order for students to receive their costumes.
- All accounts must be paid in full before students can perform in our show.

ANNUAL THEATRE PRODUCTION

- Our annual Theatre productions take place in the April. Venue and Dates TBD. Rehearsals are on Sat's and as needed for the eight weeks prior to the show. Technical week is the week before the show at the venue.
- Students enrolled in Acting/Voice classes and Broadway Jazz are invited to play a role in our annual theatre productions.
- Production deposits are non-refundable.
- Cost is TBD and varies per show and will be communicated via email and distributed in individual student folders.
- Accounts must be up-to-date in order for students to receive their scripts.
- All accounts must be paid in full before students can perform in our show.

PLACEMENT

- Placement of students is subject to the professional opinion of the teaching staff. The teaching staff will always consult the Artistic Director for all final placement decisions. Students will be placed in classes not necessarily based on their age group but also based on their ability level, dedication, determination, personal growth and attitude.
- Our job is to make sure every student gets the most out of our classes, which is why we ask that parents and students agree with our decision on class placement. Proper placement is necessary for the enjoyment and continuity of training for all students. Providing individualized

training is very important to us and although students are usually placed in classes according to age and ability, they may not always remain with the same classmates each year.

- BKCSA staff reserves the right to ask a student to take some personal time outside of the classroom if he/she is not actively participating, showing respect, or displaying composure and focus.
- New students will be placed in the appropriate level after a week of class and may be asked to come to more than one level their first week for proper placement.

CONCERNS

Concerns must be made to the Artistic Director in writing or during a scheduled meeting. You can find a concern form at the front desk area of the lobby and turn it in with your students folder into the Office Inbox. Concerns should be limited to company policies, procedure, and philosophy.

PERFORMING ARTS TEAMS

All students who wish to become members of BKCSA Competitive Team are required to take a certain number of classes per week and must attend a yearly audition for membership. Weekly company rehearsals (in addition to core classes) will be required. Additional fees will apply. Contact Kristin at bkcsa@sbcglobal.net for more information.

STUDENT LIABILITY

Broadwaykids&Company School of Performing Arts is not responsible and will not be held responsible for any and all potential liability, harm or health hazards that may be inflicted upon any student in the studio, waiting area, lobby and parking lot. Also, BKCSA will not be responsible for any of the students lost personal items. There is a lost and found box in the waiting area. By accepting the BKCSA policies and signing the Studio Waiver, the undersigned accepts full responsibility for the student and hereby agrees to all of the aforementioned student liability provisions.

MAKEUP POLICY

- Since each class is a different curriculum, we suggest keeping makeup classes to a minimum. We allow 3 makeup classes per year. Makeup classes are only offered to those students who are excused from class. Excused absences must be called in or emailed to the office before your scheduled class. Students who miss class without notifying the studio prior to their class time are considered absent and are NOT eligible for a makeup class.
- Makeup classes must be taken within 2 weeks of the excused absence. Please see our schedule for details.
- Students must be registered for the class they are making up. Once a student drops a class, they are no longer eligible to make-up classes they missed while enrolled.
- Please keep us informed of personal situations which may call for additional makeup classes.
- CALL (860-691-0060), or EMAIL (admin@broadwaykidsandcompany.com) to let us know if you will be missing your regular class.

MISCELLANEOUS

(1) Our classes are limited for a more interactive student teacher relationship. However, we need at least 5 registered students to keep a class running. Our schedule is subject to change due to class enrollment (2) Students who arrive at their classes late must quietly enter the studios (even if the doors are closed); (3) Warming up is very important! If you are late to class, please warm up in the back of the room before participating in class. This is to ensure that your muscles are warm. If you are more than 10 minutes late please walk in quietly and sit down to observe class; (4) No street shoes allowed in the dance rooms. Please bring an extra pair of shoes for classes that are not worn outside; (5) All students must stay inside the studio while waiting for their rides; (6) Students must wear proper cover-ups while in the waiting area and outside the studio. (7) Students cannot be dropped off more than 15 minutes before class without supervision. Students must be picked up within 15 minutes of their last class. (8) I hereby release photo and video footage to BKCSA.

STUDENT COURTESY

The students of BKCSA must give their teachers their undivided attention and respect and support one another at all times.

DISMISSAL

The Artistic Director has the right to dismiss a dancer at any time they feel their behavior or parent's behavior is not in keeping with the studio philosophy and policies. No refunds will be given.