

## General Information

\*Parents, siblings and other visitors may wait in the lobby area during class. However, this area can become crowded with students and parents alike and we ask that everyone respects the space and the classes in session. Parents with younger children may find that this is not the best place to wait during your dancer's class. It is o.k. for parents to drop off kids, leave the building and pick up when class is over.

\*We have viewing windows with curtains. The curtains will be open at the instructor's discretion. We want to allow parents to observe classes but not all the time. This can be distracting for the students and instructors. It also puts less stress on the dancers in class to not be "watched" all the time.

\*Teachers and assistants cannot monitor the waiting room, other parts of the building or the parking lot during classes. Please do not leave small children unattended and please pick up your children promptly after class.

\*No food or drink is to be brought into the 2 studio rooms

\*No cell phones, except for scheduled videotaping, may be brought into the 2 studio rooms during class.

\*BSD is not responsible for lost or stolen articles. Please put your name on everything and leave your valuables at home.

## Code of Conduct

\*Students, parents and teachers alike are expected to show respect and courtesy to each other.

\*Students will be dismissed from class for unreasonable behavior.

\*Please be aware that this environment is for the children. Adult conversations in the waiting room is not allowed. There are always ears listening.

\*Our studio is a "dance family" where every member is important. We are all on the same team and a positive atmosphere where students and parents encourage one another is what we strive to provide. Anyone displaying the opposite will be withdrawn from our program.

## Communication

**Communicating between the dancer, parents & instructors is key to a successful dance season. We are here to help and listen and we strive to do our best to keep everyone updated and informed. Please take the following into consideration when needing to know/find or give information.**

\*Please refer to the following methods to communicate with your studio instructors and directors.

\*Studio Phone: 402.564.5955

\*Studio e-mail: [desireessdancers@neb.rr.com](mailto:desireessdancers@neb.rr.com)

\*Studio facebook page: <https://www.facebook.com/barbsschoolofdancecolumbus/>

I will also try to add new members to our private facebook page in which you can ask questions etc.

All messages will be answered however, there are times that we cannot respond during that particular business day. Messages received between the hours of 9p.m. and 9a.m. will not be immediately responded to.

If you receive a text or a phone call from an instructor or studio director please feel free to contact them back through that source.

\*Please choose to receive our e-mails. We send out reminders and important information all the time. This is our main way to communicate information with you. We will keep hard copies of our documents in the dance shoppe/studio office for those without an e-mail address. We will not be handing out hard copies of notes. This is in an effort to keep cost down and paper waste. All major notes will be e-mailed, posted on the website and on FB with copies available for you to pick up if needed in the shoppe.

**Communication continued**

\*The studio website, [barbsschoolofdance.net](http://barbsschoolofdance.net), is often updated with information and documents. The google calendar which is on the website is also updated and often has details on the given event. For those of you using Google's Gmail, you can sync this calendar to your own by clicking the +googlecalendar button at the bottom right of the calendar.

\*We also have a TV in the lobby that plays important information on the screen.

\*Shop and Office hours vary and a detailed schedule will soon be available.

## Tuition

\*Tuition is based on a yearly fee and is broken into 8 equal monthly installments for your convenience. Some months have 5 lessons, others have 3. We do not change the price per month based on number of classes. For the first 4 payments (September, October, November and December) your monthly price will include the recital costume fee. Starting in January, your monthly fee will decrease because it will not have the costume fee. Prices below reflect lesson payments ONLY. Costume prices are different according to your grade/age level. Costume prices will be listed in the next section titled "Costumes."

30 minute Class: \$200 ( \$25 m)	40 – 45 minute class: \$206 ( \$26 m)
50 – 60 minute class: \$232 ( \$29 m)	BSD Company: \$280 ( \$35m)
BSD Troupe: \$280 ( \$35m)	BSD Minis: \$240 ( \$30m)

\*Your payment plan options are:

\***Monthly**, to be paid by the 1<sup>st</sup> of each month and the September is due upon enrolling or 3 weeks after enrolling to ensure your spot is saved. Your next payment would be due as of October 1<sup>st</sup>.

\***Semesterly**, 1<sup>st</sup> semester is to be paid upon enrolling, 2<sup>nd</sup> semester is to be paid by or before Jan. 10<sup>th</sup>.

\***Year in full**, to be paid upon enrolling.

If Paying for the dance season in full by or BY September 1<sup>st</sup> you will receive a 5% discount. To receive the 5% discount you must pay in the office/shoppe with **CASH or CHECK**. This cannot be done online and will only be applied to your lesson fees, not your costume fees. If you pay with a card for the full year you will receive a 2% discount. Additional classes added after September 1<sup>st</sup> will not receive the 5% discount.

\*Your payment types are:

\*Pay online ( studio director, logging in with your e-mail address and the password that you create which leads you to your personal account) with your Visa or Master Card. This is a monthly AUTO payment and will be billed on the 1<sup>st</sup> of each month. There are no alternative billing dates when using the auto payment plan online.

\*Cash: Please place cash in a sealed envelope and return to a BSD staff member. Please include your name, dancers name and what payment is directed towards.

\*Check: Checks to "BSD", these can be returned to a BSD staff member or put in the drop box.

A 0.02% late fee will be added onto all balance dues received after the 10<sup>th</sup> of the month.

There will be a \$15 charge on all returned checks.

\*BSD Bucks: If you have received or will receive "BSD Bucks" for various volunteer jobs you can use these with Cash or Check payments only. You can also use BSD Bucks when purchasing BSD t-shirts/sweatshirts/jackets or when paying with cash or check for your classes and class costumes.

## Costumes

Costumes are ordered in November for our Winter, Spring and Summer performances. All of our students are required to participate in their perspective recitals unless the staff is otherwise told by October 31<sup>st</sup>. We have a

99.99% participation percentage among our dance families.

\*Your monthly dance fee payment from September – December reflects the lesson fee and costume fee for that particular class. January – April payments will NOT have the costume fee added.

\*If you drop a class BEFORE NOVEMBER 1<sup>st</sup> you will be refunded the costume fee price. If you drop a class AFTER NOVEMBER 1<sup>st</sup> you will still owe for this costume because we must order costumes by November 1<sup>st</sup> to ensure they arrive on time.

\*Costume prices are listed here and they DO NOT include tights, undergarments, poms or correct shoes. We strive to keep your costume prices at a reasonable cost. The more classes you sign up for = the more costumes you will have. Again, this fee is broken into 4 payments and is reflected on your September – December payments.

Costume Payment Options: Cash, Check or Card

**\*2017-18 Costume Prices: Cash, Check or Card**

Pre- School – Kindergarten: \$55      1<sup>st</sup>-5<sup>th</sup> Grade: \$63      6<sup>th</sup> – 12<sup>th</sup> Grade: \$68  
Acro 1- 4: \$60      BSD Minis: \$130      BSD Company: \$168      BSD Troupe: \$168

BSD Spirit and Select Cheer Groups: Rental fee for uniforms will vary between \$55 - \$75 per year. This WILL NOT be on your September, October, November, December bill.

## **Recitals**

**As of June 9<sup>th</sup>, 2017 we have not received confirmed dates from Columbus High School, which is in charge of the auditorium rentals. We will announce dates hopefully by July.**

All students registered in classes will be expected to attend their designated rehearsal times and participate in their designated recital or recitals.

**\*Winter Spectacular:** 1 Show, usually late February/early March.

1<sup>st</sup> – 12<sup>th</sup> Hip Hop & Cheer Groups, BSD Company, BSD Troupe and Acro 1 – 4 Classes This recital will no longer include all of our competition dances. We will instead try to secure a date for a Competition Showcase for groups competing in 2 or more competitions. Groups competing in one competition will not be in the competition showcase.

**\*Creative Movement, Pre-School and Kindergarten Showcase:** 1 Show, usually late April

**\*April Recital:** 2 shows, usually late April.

## **Competitions: Dates will be determined once recital dates are confirmed.**

BSD Company groups and BSD Troupe will attend 3 competitions.

Production Groups, Tap Team, BSD Spirit and Select, select Company/Troupe dances will attend 2 competitions. 7<sup>th</sup> through 12<sup>th</sup> grade Hip Hop, BSD Sparks, 9<sup>th</sup>-12<sup>th</sup> Modern & Lyrical, 6<sup>th</sup>-12<sup>th</sup> Musical Theatre, Turbo Team, 6<sup>th</sup>-12<sup>th</sup> Irish Step will attend 1 competition.

At the time of handing in your competition registrations, your dance tuition payments must be current. If your accounts are not current, you cannot register to compete.

Competitions must be paid in full in order for a dancer to participate in the given competition.

## **Fundraising**

Fundraising for our Company, Troupe, NYC dancers and any competing groups is welcomed and encouraged but MUST be organized by the parents. BSD will not be organizing any fundraisers. If a group of parents decides to head this they must first talk to Desiree.

## Competition Meeting

The meeting that we usually have will be available via youtube this year. Everyone competing must take part in this virtual meeting 😊 Hair and Make-up will be demonstrated on the video along with other important information to know. Your hair and make-up will have to be done and approved BEFORE competitions. A hair and make-up learning session will be scheduled.

## Dropping a Class: Please read and follow directions!

A student wanting to drop a class must e-mail [desireesdancers@neb.rr.com](mailto:desireesdancers@neb.rr.com) to provide our staff with the knowledge that a class will be dropped. Telling an instructor is not sufficient. Refunds for the class if additional classes are paid for will be given LESS 10% and will be given according to your drop date. Your drop date is when you notify the studio, not when the child stops attending the class. \***Costumes are non-refundable.** If a class is dropped after November 1<sup>st</sup> you will be responsible to pay for the costume which was ordered.

## Adding a Class

A student wanting to add a class must request it by speaking to Barb or Desiree first. You will then be instructed on what your next step will be. All class additions will end October 1<sup>st</sup>.

## Class Cancelations

Classes may be canceled due to inclement weather. If CPS schools cancel due to weather then the studio is also closed. We will also update our Facebook page, send e-mails and add our announcement to KLIR 101. There are no refunds for classes canceled due to the weather. Your season tuition is figured with the possibility of canceled classes occurring. A make-up class may be scheduled if a group has multiple canceled classes. This is rare. As always, parents should use their own discretion if weather is questionable.

## Dress Code

All students are required to wear appropriate dancewear to class. This would include the following:

\*Leotards \*Form fitting tank tops or dance tops \*tights \*dance shorts, biker shorts, skorts

\* dance pants ( we must see the dancers ankle) \*dance skirts \*leggings

BSD COMPANY, BSD TROUPE, BSD Minis: Black ONLY, leotards, tights and dance shorts

Ballet Technique and Pointe: Black ONLY, leotards, transition tights, dance skirts or form fitting dance shorts.

Hip Hop: Students may add their "swag" to their hip hop attire. Sweat pants, baggy shirts are welcome in this class 😊

Boys: (non-hip hop classes) Comfortable athletic pants or shorts with no zippers or snaps. T-shirts or tank tops. Under Armor tops are a good option.

Hair: Hair must be pulled back or up and out of face. Hair cannot be completely worn down for any class.