

BDCS 2011-2012 Calendar

Classes Begin:	September 6, 2011
Halloween (studio closed)	October 31, 2011
Parent Observation Week:	November 14-19, 2011
Fall Break:	November 23-27, 2011
Classes Resume:	November 28, 2011
Holiday Show:	December 17-18, 2011
Winter Break:	December 24, 2011-January 2, 2012
Classes Resume:	January 3, 2012
Parent Observation Week:	March 19-24, 2012
Spring Break:	April 5-8, 2012
Classes Resume:	April 9, 2012
Picture Days:	June 20-22, 2012
Dress Rehearsal:	June 23, 2012
Recital:	June 24, 2012

Special Events and Master Classes will be communicated through the studio newsletter, facebook, and website.

Studio Contact Information

107 DeKalb Street
Bridgeport, PA 19405
610-272-4850
info@bowmandance.com
www.bowmdance.com
Fan us on Facebook 



Bowman Dance Co & School

Parent/Student Handbook 2011-2012

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Studio Policies (cont.)

Restrooms: Children must be potty trained to participate in BDCS classes (exception is the parent & me classes). We ask parents to remind students, especially young students, to use the restroom prior to class time. If an emergency visit to the restroom is necessary during class time, students need only ask permission from their instructor. Please help us in keeping the restrooms clean.

Dancer Expectations

All dancers are expected to follow the following guidelines:

- Please do not bring gum, food, or drinks into the studio.
- Make sure to dispose of any trash that may be left behind.
- Please remain quiet in the waiting room until our class.
- Please be respectful of yourself, your classmates, and your instructors.
- Listen and do your best! Remember you are here to learn
- Never say “I can’t”!

Parent/Guardian Expectations

- If you have questions or concerns—please TELL US! If instructors are busy with classes, please call and we will make arrangements to speak with or meet with you at a convenient time.
- Please come into BDCS and make sure you have received any current information that may have been handed out (this is especially important at recital time).
- Notify instructors of any difficulties your child may have.
- Please call if your child is going to be absent or needs to leave early.
- Pay tuition and fees on time.
- Please make sure to review the BDCS Handbook and all guidelines with your child.

Studio Policies (cont.)

Newsletters: Every two months, newsletters will be available online and by email. All correspondence will be posted in the newsletters to ensure you will be up-to-date with BDCS news and events. Please make sure you list a current email address on your child's registration form so you may receive any and all updates.

Waiting Area: The waiting area at BDCS is for the convenience of our students and parents/guardians. An adult must supervise all children at all times. Running and misbehavior through the lobby & studios will not be tolerated. Please be respectful of others and the classes in session. Quiet conversation is welcome. We also ask that this area be kept clean and orderly. Trash should be placed in proper receptacles. All waiting room accessories (chairs, books, magazines, etc.) should be returned back to their proper place after being used. BDCS is not responsible for items that are lost or stolen.

Studio Areas: Food and drink are not permitted in the studios. Absolutely NO street shoes are permitted on the dance floors. Students are not to lean on, or touch studio mirrors. The dance Barres are for educational purposes only. Students are not to hang or swing from Barres; nor should clothes or towels be hung from the Barres. All the teaching tools, props, visual aids, and sound equipment are property of BDCS and should not be used without permission of the instructor.

Parent Visitation: parent visitation will take place twice a year. At these times, you are welcome to come into the studio to observe classes. Because of limited space, only four guest are permitted per student. Please see monthly newsletters for specific dates.

Parent Pick-Up/Drop-off: Parents are responsible for transporting their child to and from class on time. Students must wait inside the building until their ride arrives. Please park in the allotted spaces and come in and pick-up your child. Curbside parking is not permitted for the safety of the children. Extra parking is available for BDCS parents and guardians at Frosty Falls. Please notify the instructor if someone other than the child's parents will be picking them up.

Welcome to the 2011-2012 School Year

We have an exciting school year planned for you. This booklet is filled with information covering the entire school year. If you have any questions or concerns, please speak with someone in the office at your earliest convenience.

We request that you keep all communications for the school year as you receive them from our office. You will be receiving information about your participation in our annual recital in June '12. We welcome your comments and suggestions regarding any of our policies or procedures at any time.

Please note that the waiting rooms are made available for the convenience of our students and their families. The waiting rooms are for waiting, reading, snacking, conversation, homework, and children playing with toys or games brought from home. We ask that you please respect the activities of others and the classes in session. **Please only water or tightly covered drinks and dry Non-Peanut snacks!** If you use our books and magazines, we would appreciate it if you would return them to the shelves. Your courtesy is greatly appreciated.

We request that you arrive at the studio with adequate time to prepare for class, parking, changing, use of restroom, etc. Parents, for your children's safety, please be available in the waiting room to receive students when they are dismissed from class. Please call whenever delayed for class start time or pickup.

We welcome your comments and suggestions. If any parent/student wishes to have a private conference concerning your individual dance goals or financial concerns, please do not hesitate to ask. We are happy to work with you to ensure that your school year will be one of pleasure and growth. The entire faculty and staff wish you a fantastic year of dance!

Heather Wrubel

Studio Owner

Required Class Attire

Below is the attire each child will need for class participation at Bowman Dance Company & School. Each student is expected to be properly dressed for his/her designated class. Students may be dismissed from class if dress code is not followed.

Ballet: Leotard, pink tights, pink split-sole leather ballet slipper, ballet skirt (optional)

Tap: Leotard, tan/black tights, black jazz tap shoes, black jazz pant or black shorts (optional)

Jazz: Leotard, tan/black tights, black slip on split sole jazz shoes, black jazz pant or black shorts (optional)

Hip Hop: White fitted top, black cargo pants, athletic sneakers (not used outside of studio)

Modern: Leotard, tan/black tights, dance paws, black gaucho pant or black short (optional)

Creative Movement: Leotard, pink tights, pink leather ballet slippers, ballet skirt (optional)

Combo Classes: Leotard, pink tights, pink leather ballet slippers, black buckle tap shoes or black slip on split sole jazz shoes.

Fitness Classes: Fitted top, black yoga pants, athletic sneakers (not used outside of studio)

Leotard colors are based upon level. Below is a listing of level colors for your convenience:

<u>Level One:</u>	White	<u>Creative Movement:</u>	Pink
<u>Level Two:</u>	Burgundy	<u>Combo Classes:</u>	Light Blue
<u>Level Three:</u>	Royal Blue	<u>Hip Hop:</u>	White
<u>Level Four:</u>	Black	<u>Adult:</u>	Black

Class Placement

The instructors at BDCS will place students in classes most suitable for him/her. We strive to provide the best learning environment for each student's needs. Students are placed according to their current stage of ability, physical and emotional development, and age.

Class Attendance

To reach full potential in class, a student must attend on a consistent basis. We expect regular attendance from all of our students at BDCS. Please make sure your child arrives approximately 10 minutes prior to their scheduled class time to ensure preparation for class. Any student arriving 15 minutes after the class has started will not be permitted to participate in that class. If a student must miss a class, please notify BDCS. Poor class attendance may result in dismissal from performances at the discretion of the instructor. There are no credits or refunds for classes missed. Missed classes are to be paid and can be made up in an equivalent class within one month of absence.

Class Cancellation

Dance classes will not be cancelled due to weather and will meet on snow days with the exception of extreme conditions. If cancellation is necessary, a message will be left on BDCS answering machine, an email will be sent and a notification will be placed on our facebook page.

Studio Policies

Student Dismissal: If any problem arises with a student, they may be asked to sit down and not participate in the class. If the problem persists, the student will be removed from class and a Parent/instructor conference will be scheduled

Costumes

Costume fees must be paid in full by December 1st. If you wish to pay in installments, you may do so; however, the full balance is due by December 1st. Costume orders must be placed well in advance to ensure delivery by performance time, therefore the cutoff date for performing in the recital is February 1st. Late orders are at the discretion of the director and are subject to a rush fee, if available. Tights and shoes are included in your costume pricing. All students performing in the recital must have the same tights and shoes. Please store each costume and its accessories together so they are kept in good condition for each performance.

Recitals

You will be notified by newsletter or email when the recital and dress rehearsals will be held. You will also be notified when tickets may be purchased. Students must attend the dress rehearsal in order to participate in the recital. Absolutely no photography or videography is permitted at this time. Videos or DVD's of the performance will be on sale through BDCS. All accounts must be up to date prior to performances.

Apparel Sales

Periodically BDCS will sell apparel. T-shirts will be necessary for participation in some events. Student and parents will be notified of when these sales occur.

Leave of Absence

If a student must take a leave of absence for any amount of time, please notify BDCS in writing immediately as you will be charged for classes until that time.

Dress Code

- Each child must have his/her dance attire and shoes 1 month from day of enrollment.
- Dance shoes should not be worn outside and street shoes are not to be worn on the studio floors.
- Hair must be pulled back, away from the face and secured in a ponytail, bun, etc. (all ballet classes require hair to be in a bun).
- Any jewelry or extra accessories should be left at home and are not permitted in class.
- Please put your child's name on all articles of clothing and shoes.
- Ballet skirts and leg warmers are permitted in ballet, modern, and combo classes. Jazz pants and shorts are permitted in jazz, modern, tap, and fitness classes.
- Bowman Dance Company & School is not responsible for lost or stolen articles.

Registration and Tuition Policy

Annual Registration Fee of \$40.00 is due with September's Tuition payment. Tuition is due on or before the fifteenth prior to the beginning of classes of each month and statements are not issued. After the thirtieth of the month, late payments will be assessed a \$15.00 late fee. Please make sure to include your child's name and payment details with each check to ensure your payment is applied properly. Payments may be mailed directly to Bowman Dance Company & School, can be submitted to the front desk at the School, or you can request for auto payment options. A \$30.00 fee will be charged for all returned checks. Tuition is paid in ten equal installments throughout the year. Tuition will not be prorated for Holidays, Breaks or Inclement Weather.

Tuition Rates & Fees

Yearly Registration Fee:

\$40/Family (non-refundable)

Summer Camp:

\$21/Half Day \$44/Full Day

Summer Session:

\$50/session 45min/week
\$60/session 60min/week
\$70/session 90min/week

Group Classes:

\$50/month	45min/week	\$135/3 pmts.	\$400/1 pmt.
\$55/month	60min/week	\$148/3 pmts.	\$440/1 pmt.
\$65/month	90min/week	\$175/3 pmts.	\$520/1 pmt.
\$75/month	120min/week	\$195/3 pmts.	\$600/1 pmt.

Family Rate/Multi Class Pass

\$150/month (up to 3 classes)

Unlimited Pass

\$275/month (good for one person, non transferable)

Private Lessons

\$75/month 30min/week
\$90/month 45min/week
\$120/month 60min/week

Dance Birthday Parties

\$220/basic Choice of dance class, art & craft, present & cake time

\$275/premium Choice of dance class, art & craft, present & cake time, cake included, decorations included, paper products included

Tuition Rates & Fees (cont.)

Late Fee

\$15/Family Assessed for payments received after the 30th of the month

Returned Check Fee

\$30

Performance Fees

\$30/student Recital Fee (non-refundable)
\$60-\$120/student Costume Fees (non-refundable)
\$10/ticket Children 3 & under free (performers do not need a ticket)

Refund Policy

While BDCS does not refund the Yearly Registration Fee for classes that have already occurred, we will gladly refund tuition for classes that have not occurred. Please note that any discounts received are provided for the completion of the dance season. If you choose to leave the program before the end of the season, discounts are deducted from the refund. All dancewear and apparel sales are final, however an account credit may be given, or exchanges may be made at the discretion of BDCS. All Costume and recital ticket sales are final and no refunds will be given for costume sales.

Class Withdrawal

If a student must withdraw from classes, please notify BDCS in writing immediately as you will be charged for classes until that time