



2023-2024
Season

Student Handbook



FOR
PARENTS & STUDENTS

Table of Contents

1 - Introduction

2 - Studio Manifesto

3- Covid 19- Information

4- Registration

5- Communication

6 - Important Dates

7 - Code of Conduct

8 - Age Groups

9 - Safety

10 - Privacy

11 - Schedule

12 - Uniform

13 - Fee Structure

14 - Attendance

15 - Social Media

16 - Teachers / Faculty

1/ Introduction

It's our absolute pleasure to warmly welcome you into our family at BDCS for the 2023-2024 Season! Our team is thrilled to see many familiar faces return to the studio and even more excited to see some new faces join our community. We have created this one-stop handbook to hopefully shed some light on how things will run throughout the year as well as answer a lot of queries you may have before the year begins. While we would love you to take the time to read this information carefully and keep your handbook in a safe place to refer to as you need, don't forget that our friendly office team is always here to help and will happily answer any queries you may have. Nothing is too big or too small, we promise!

QUICK REFERENCE STUDIO INFORMATION

Address: 1341 Sandy Hill Road, Norristown PA 19401

Phone Number: 610-272-4850

Email: hello@bowmandance.com

Website: www.bowmandance.com

Director: Heather Wrubel

2 / Studio Manifesto

To start us off, it's important to us at BDCS that all members of our team share our vision, our purpose and the philosophy that encompasses everything we do both in and outside of our classes. This is a vision that is shared and demonstrated by the directors, teachers and team members at our studio and it is the driving force behind every interaction with our students and their families.

BDCS is a place where kids of all ages, shapes and sizes learn to dance, sing, act and perform. This is a studio where creativity, individuality and self-expression is encouraged and has a community of teachers, students and families who are passionate about the performing arts. Our goal is to create a positive and happy experience for all of our students. We strive to nurture and develop talent, celebrate the achievements of all students and inspire a love and appreciation of all styles of dance and the arts. We are committed to providing a safe and positive environment in which all students can feel empowered, comfortable and free to express themselves.

BDCSI believes we have the opportunity to change our students' lives. We believe in mentoring and supporting students to discover who they are, creating high quality programming in dance, drama and music that develops confidence, resilience and perseverance for students to achieve their dreams.

Our goal is to give students the tools needed to make a positive impact within their personal neighborhoods and communities.

Our passion is to create a positive change in our students' lives by teaching them the confidence, resilience and perseverance needed to achieve their goals and dreams.

3/ Covid-19 Information

BDCS follows all local government and CDC guidelines, regulations, and recommendations. Covid -19 is continually changing and so are the guidelines, regulations and recommendations. This handbook outlines what BDCS is following at the time of its publication. For the most up to date information, please visit the BDCS Website and Parent Portal.

- Masks are optional indoors for both vaccinated and unvaccinated parents, students and guests.
- BDCS has upgraded the filtration system at the studio with a UVA filtration system.
- BDCS has cleaning and disinfection protocols in place before, during and after classes.

If you have any specific questions or concerns regarding Covid-19 and BDCS protocols, please contact the studio directly.

4/ Registration

Before lacing up those jazz shoes, it's important that all students and/or parents – whether returning or new - go into the parent portal and update your information and agree to the current waivers, and releases.

Our Continuous Enrollment at the end of the season is easy!

- **You Don't Have to Do Anything!**
 - You will AUTOMATICALLY be enrolled in the class(es) your student(s) are currently enrolled in for the 2023-2024 season. Your card on file will be auto billed the annual membership fee on August 15th.
- **Student Level Up!**
 - If your student is leveling up for the new season you will be contacted by the BDCS office before July 15th to discuss class options for you to select for the upcoming season, and your card on file will be charged the annual membership fee on July 15th. If we do not have your final class selections by July 15th your student will be enrolled in the current class selection at the new level and auto billed the monthly tuition for that level of enrollment and the annual membership fee on July 15th.
- **Opt Out**
 - We hate to see you go! If you do not plan to continue classes and choose to Opt Out at the end of the season just send your 30 day written notice to cancel your membership to the office before July 1st, to avoid your membership auto renewal on July 15th.

Our annual membership fee is \$50 for standard or \$100 for VIP per family and must be paid in full at the time of enrollment and/or at the beginning of each season. Annual memberships fees are auto debited for all currently enrolled students on July 15th.

We encourage all of our students and families to try a variety of dance styles and we are more than happy to accommodate trial classes for existing students who are wanting to try something a bit different. Please

contact reception if you would like to try a new class and we will happily schedule a quick meeting and fit you in for a trial (provided the class has not reached capacity).

5/ Communication

By now you have probably noticed that we are BIG on communication here at BDCS. It is our promise to respond to all enquiries within 24-hours and we will never leave a query unanswered. Our friendly office team can be contacted on 610-272-4850 between 9:00 AM and 8:30 PM.

For convenience, our primary means of communication is via email. You will receive regular newsletters and important information via email so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. Don't forget to add our email address hello@bowmandance.com to your contacts so we don't end up in the dreaded Spam folder! In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will send an SMS and/or telephone to all families. So, for this reason, please make sure the mobile phone number you have provided to the studio is correct and up-to-date.

Facebook is a great way for us to keep in touch with a large number of people at once, so we encourage all families to join our closed Bowman Dance Company & School Facebook group. This group can be found at <https://www.facebook.com/groups/718726084977921/> and will be monitored to ensure all content is appropriate and relevant.

We always display important information, dates and studio details on our notice board in reception so please have a quick look when dropping off and picking up in case there is anything you may have missed. We are always happy to chat in more detail about communications you may receive from the studio, so if you need any clarification please don't hesitate to call us on 610-272-4850 to chat with one of our helpful team members.

6/ Important Dates

We understand wholeheartedly how busy the lives and schedules of our studio families can get as the year rolls on, so we have tried to get all of our important dates organized and ready for you so you can plan other commitments. Below we have listed some of our most important "Save the Dates" with more information (including times, costumes, requirements, etc.) to be communicated via email and Facebook as we get closer to the events. If you know ahead of time that your family will be unable to attend these events due to planned holidays or existing commitments, please let reception know at your earliest convenience.

- **8/14 2023:** **Classes Begin for the 2022-2023 Dance Season**
- **9/02-04/2023:** **Studio Closed for Labor Day Weekend**
- **9/05/2023:** **Classes Resume**
- **10/9-14/2023:** **Bring A Friend to Dance Week**
- **10/28/2023:** **Halloween Dance Party** (All students are invited to just us for a costume dance party! Come socialize with your dance friends and meet new friends while we dance and create unique one of a kind themed art projects!) 4:00PM-5:30PM ages 2-6 years 5:30-8:00PM ages 7 and up

- 10/31/2023 **Closed for Halloween**
- 11/1/2023 **Classes Resume**
- 11/13-18/2023: **Parent Participation Week** All parents are invited to join class and experience firsthand what we have been up to so far in dance classes!
- 11/20-25/2023: **Studio Closed for Fall Break!**
- 11/27/2023: **Classes Resume**
- 12/16/2023: **Winter Concert:** Informal performance for all students and classes. Students wear their uniform for class. Location and time TBD.
- 12/17/2023-1/1/2024: **Studio Closed for Winter Break**
- 1/02/2024: **Classes Resume**
- 1/15-20/2024: **Bring A Friend To Dance Week**
- 2/12-17/2024: **Family Appreciation Week**
- 3/11-16/2024: **Parent Participation Week** All parents are invited to join class and experience firsthand what we have been up to so far in dance classes!
- 4/01-06/2024: **Studio Closed for Spring Break**
- 4/8/2024: **Classes Resume**
- 04/14/2024: **Annual Pancake Breakfast** -This event is tentatively scheduled depending on Covid and protocols in place in April. Please check the BDCS Website upcoming events page for details as we get closer to the event date. We are looking to bring back this family favorite event to reveal our end of year production theme and costumes. Fingers crossed we are able to bring this event back this season!
- 4/15/2024: **Summer Production Costume Fees Charged**
- 5/25-27/2024: **Studio closed for Memorial Day Weekend**
- 5/28/2024: **Classes Resume**
- 7/04/2024: **Studio Closed for 4th of July Holiday**
- 7/5/2024: **Classes Resume**
- 7/8-9/2024: **Production Photo Days** 5:00 PM- 8:30 PM (no regularly scheduled classes and students should arrive in full production costume, hair and make-up) Photo Day schedule will be posted on the upcoming events page of the website at the beginning of June.
- 7/15/2024: **2023-2024 Annual Membership Fees Charged**
- 7/26/2024: **Last Day of regular classes for the season**
- 7/27/2024: **Preschool Production Day!** 11:00 AM Location TBD. (Only preschool classes) Event details will be posted on the upcoming events page of the website at the beginning of June.
Production Day! 2 PM Location TBD. (All Jazz, Contemporary, Tap, Hip Hop, Vocal, Acting and Production Classes) Event details will be posted on the upcoming events page of the website at the beginning of June.
Ballet Production 6:30 PM (Only Ballet Students) Location TBD. Event details will be posted on the upcoming events page of the website at the beginning of June.
- 7/28/2024-8/18/2024: **Studio Closed for Summer Break**
- 8/19/2024: **Season 15 Begins and classes resume**

7/ Code of Conduct

To ensure the smooth, safe running of BDCS and an enjoyable experience by all, below you will find our code of conduct. As always we are open to feedback, so if any of the requirements outlined below are unclear or

concerning, please give us a call to discuss further. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's code of conduct.

Families who do not comply with their fee or costume payment obligations may be charged a late fee, and/or excluded from performances. External debt collection may occur when fees remain overdue and this will be at the expense of the client. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class fees.

No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class and if messages or food/drink/medication needs to be passed on to a student, it must be done through a Bowman Dance Company & School staff member. All parents must wait in the waiting areas or outside of the studios until classes have been dismissed.

We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected.

Any questions or complaints must go through reception – parents and students are not permitted to contact Bowman Dance Company & School teachers via phone, in person, or via email / social networking with studio issues unless it has been broached with the Director first. Personal meetings with the studio Director can happily be arranged via reception.

In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at the discretion of the director. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

BDCS takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

BDCS management reserves the right to change teachers or scheduling when necessary at any time throughout the year.

Choreography, costuming and studio policies remain the intellectual property of BDCS and may not be reproduced or sold by any students, parents or staff without permission of the Director.

8/ Age groups

Preschool Classes

The goal for all of our preschoolers is to develop stronger dance technique using the disciplines of ballet, jazz, tap and acro dance. We encourage our youngest dancers to explore a wider range of movement. We want our graduates of the Preschool program to demonstrate an increase in strength, balance, and overall body movement awareness. Upon completion of the Preschool program dancers will have a strong knowledge of body positions, specific motor skills and developmental technical elements.

Little Movers: Ages 18 mo-3 Class includes Ready Set Move with Me

<u>Bunny Hoppers:</u>	Ages 2-3	Classes includes Ready Set Ballet, Ready Set Tap, Ready Set Dance, Ready Set Acro
<u>Jitterbugs:</u>	Ages 4-5	Classes includes Ready Set Ballet, Ready Set Tap, Ready Set Dance, Ready Set Acro

School Age/Teen Classes

Here at BDCS we are proud of the arts education we provide to our students. We use a syllabus for each type of class we offer. The importance of using a syllabus for studios is to provide their students with a consistent education throughout their training within the school. It is typical for a studio to have many different instructors teaching the same type of class to the same level of students. Not all of these teachers come from the same training or background. Many of them have different ideas of what should be learned at a specific level of a student's training. Teaching from a specific syllabus will ensure that our school's vision and mission is being met. A syllabus ensures the instructors within the studio are teaching a very clear and concise set of skills and exercises within a specific level. It is important for the student to feel they are progressing, learning, and challenged all through their education. A syllabus sets the expectation and provides goals for students to achieve. It allows the student to achieve success within different lessons and exercises. With every success and achievement the student knows they are developing and able to move into the next level of training.

Ballet Syllabus:	Royal Academy of Dance
Tap Syllabus:	Al Gilbert Tap
Jazz/Hip Hop Syllabus:	James Robey Jazz Dance
Contemporary Syllabus:	Contemporary Dance Association
Acro Dance:	Acrobatique

We want to provide the best dance training for all of our students. To do this we have set our program into age and level appropriate learning groups. This will ensure that dancers are comfortable within the learning environment and are learning technical elements that are geared for their kinesthetic abilities.

<u>Groovy:</u>	Beginner Students- Little to No Experience
<u>Starburst:</u>	Beginner/Intermediate Students- at least 2 years of experience
<u>Pizzazz:</u>	Beginner/Intermediate Students at least 4 years experience
<u>Sassy:</u>	Intermediate/Advanced Students at least 5 years experience
<u>Fierce:</u>	Beginner/Intermediate Students at least 6 years experience
<u>Diva:</u>	Advanced/Pre-Professional Students at least 8 years experience
<u>DanceFit:</u>	Adult Classes

9/ Safety

With the safety of our families a number one priority, BDCS is very serious about upholding Child Protection laws and policies within the studio as well as at public performances and in the online arena (website and social media).

As part of your registration and annual renewal, you will have read and signed a media waiver allowing us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please see our reception staff who will happily assist you.

We have a number of viewing windows within the studio rehearsal space and TV's in the lobby area which can be checked by parents and family members from the comfort of our waiting area. All of our teachers and staff members have undergone official checks allowing them to work with children.

The directors and staff at BDCS are educated in the negative impact of inappropriate music and costume selection when it comes to performing and are wholeheartedly committed to ensuring children in all of our performances are not subjected to any inappropriate songs or costuming. We recognise that songs with sexist, explicit, violent, racist, homophobic or criminal content may influence our students and/or audience and will strive to avoid using such music. We are committed to restricting costumes that project sexuality, contain explicit graphic or textual content.

Our staff members have all been trained in first aid. We enforce a nut-free policy at the studio to ensure the safety of any students or parents with allergies to nuts or nut products.

BDCS takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

You will find within our enrollment paperwork and online waivers a public liability / insurance statement. Please read this document carefully and sign it prior to the commencement of classes annually so you fully understand the rights and responsibilities of your family and our studio.

10/ Privacy

When you purchase or hire a product or service with BDCS, the information we may collect from you includes your name, address, telephone numbers, email addresses, medical information and perhaps credit card or bank details. It may also include details of the products and services we provide to you as well as the status of your enrollment. We only collect information directly from our students or their parents/guardians primarily for the purpose of providing services and products to you and to administer and manage invoicing and debt collection.

We may occasionally use your information to promote and market to you information which we consider may be of interest to you unless you contact us and tell us not to do so.

We will never sell or pass on any of your information to third parties unless required by government authorities or in the event of debt recovery. Any information passed on will be done so with appropriate privacy and confidentiality protection.

Information is stored securely in paper or electronic form and is accessible only by authorised personnel.

If you would like to know what information we hold about you or wish to update the information, or if you wish to be removed from all further direct marketing communications, please contact our office on telephone at 610-272-4850.

11/ Scheduling

Timetabling our classes is a huge task and we take all care to ensure that children are given classes at an age-appropriate time without long hours that may lead to fatigue or disrupt home / school life. Please find

below our schedule for the 2023-2024 Season and please contact us if you have any questions at all.

[2022-2023 Dance Class Schedule](#)

12/ Uniform

At BDCS, we believe that wearing studio uniforms gives students a sense of belonging to our family as well as creating an identity for our studio in the greater community.

Our uniforms also:

- Encourage discipline
- Help students resist peer pressure to buy stylish clothes for class
- Help identify non-students in the studio
- Diminish economic and social barriers between students
- Increase a sense of belonging and school pride
- Improve attendance

Uniforms can be purchased year-round from the studio or from our website online store in the parent portal. [Click here](#) to access the parent portal to view the online store and pricing.

Please ensure all parts of your child's uniform are clearly labelled - individual shoes, socks, underpants...you'll be amazed at the amount of lost property we generate!

Further style-specific uniform requirements are as follows:

Each age group has a unique leotard colour. The colour requirements are as follows:

Bunny Hoppers- Ready Set Dance Tutu Dress

Jitterbugs- Ready Set Dance Tutu Dress

Groovy- Soft Blue

Starburst- Marine

Pizzazz- Lavender

Sassy- Mulberry

Fierce- Royal Blue

Diva- Black

Ballet- Female Ballet students must have- Corresponding Level Leotard Color, classic pink split sole ballet shoes with elastic binding (no strings), pink ballet stockings and a matching ballet dance skirt. Male Ballet students must have a form fitting white shirt, black dance pants or shorts, black dance socks and black split-sole ballet shoes with elastic binding (no strings).

Jazz and Tap- Female Students require Corresponding Level Leotard Color, tan or skin tone dance stockings, black jazz and/or tap shoes. For their uniform, students may wear black dance shorts. Male students must have a form fitting white shirt, black dance pants or shorts, black dance socks, black jazz and/or tap shoes.

Hip Hop- Students require black sequin hip hop sneakers along with loose fitting white top and black bottoms.

Lyrical/Modern/contemporary- Female Students require Corresponding Level Leotard Color, tan or skin tone dance stockings, half sole turners for this class along with black dance shorts. Male students must have a form fitting white shirt, black dance pants or shorts, black dance socks and half sole turners for this class.

Acrobatics/ Gymnastics- Students do not need footwear for this class. Female students must wear colour appropriate leotards, convertible tights and black dance shorts. Male students must have a form fitting white shirt, black dance pants or shorts.

13/ Fee Structure

Please find below the fee structure for the 2021-2022 Dance Season. Feel free to contact our office staff if you have any fee-related questions.

- Preschool = \$155/Mon
- Club Program = 1 Class/Week = \$95/Mon
- Performance Program = 3 Classes/Week = \$249/Mon
- Intensive Program = Unlimited Class Pass/Week = \$549/Mon

2023-2024 Costume Fee Structure

- \$120 per costume- includes costume and new tights for the production.

Final costume pricing depends on the number of costumes and types of shoes needed, when ordered and fees added for late ordering. Costume forms go home in the middle of April and all costume fees must be paid in full by April 15th.

We offer the following options for fee payment:

Upfront Payment – We offer an option to pay for your fee for the entire season upfront. You will receive a 10% discount for doing so. The upfront payment is due at the time of the first auto debit payment on July 15th. You can make this upfront payment with Credit Card or Auto Debit with your payment details we have on file.

Direct Debit – This is our most popular and simple payment method, in which you may choose to pay your fees in monthly installments through our Direct Debit providers. Paperwork must be filled out at reception prior to the commencement of classes. Clients who have previously paid by direct debit will still need to complete their adjustment paperwork at the beginning of each year.

Overdue or Late Payments- Tuition is auto-debited from your payment details we have on file on the 15th of each month for the upcoming month's tuition. If your payment is declined or not received on the 15th of the month the following terms will apply.

- a. \$25 late fee for all accounts not paid by the 25th of the month.
- b. \$25 fee for each returned NSF Payment
- c. \$25 declined credit card fee for each declined card that is not updated within 24 hours of the decline notification.
- d. All cards that are declined will be run again every Monday of every week until the balance is paid.

- e. If your credit is declined, your child will be suspended from class beginning on the 1st of the month until payment is received.

Please note: All students are billed on a monthly basis so your tuition will be the same each month unless you change classes. If you decide to withdraw from classes mid-month for any reason, you will still be charged for the entire month – this includes Direct Debit customers.

Refunds will not be issued for missed classes due to cancellation or public holiday – where possible, missed or cancelled classes can be made up in another age appropriate class or an alternative class.

If you wish to withdraw from classes at BDCS, it is a requirement that you provide the studio with a 30 day written notice.

14/ Attendance

Your child's attendance in class is very important to their peers and our teaching staff. As a member of the team, it is a commitment for you to ensure your child attends their classes on time each week and attends all lessons planned for them. Not only do absences impact the concert performances we create, it also impacts the social and confidence-building principals we work hard to foster in each age group.

If you know ahead of time that your child will be absent due to holidays/vacations, commitments or school trips, please let us know ahead of time so the class impact is minimal. If your child is too unwell to attend class, we ask that you inform our admin team as soon as you can so they can let the teachers know and preparations can be made to catch up on any missed work.

15/ Social Media

BDCS' Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, micro-blogs, wikis, podcasts, forums, instant messaging and geo-spatial tagging (for example, Facebook check-ins). Please see below for our regulations regarding Social Media and feel free to contact our office staff if you have any questions.

- Please remember that your anonymity on Social Media is never guaranteed and to exercise particular caution when posts, images or videos identify children in your care.

- Remain mindful that your behaviour on Social Media remains in keeping with BDCS' code of conduct as outlined in chapter 7 of this handbook.

- Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards BDCS' staff, students or families may subject the owner to disciplinary or legal action.

- Should you wish to engage on Social Media while identifying as a studio volunteer or employee, you may only do so with integrity, respect, and adhere to privacy and confidentiality policy.

- Any content revealing or referring to sensitive studio information is not allowed to be shared online.
- Intellectual property laws (for example, costume design and choreography) must be observed by all studio patrons when posting online.
- While affiliated with our studio, (for example, images of your child in BDCS uniform) we will not tolerate any posts that are racially, sexually, physically or religiously offensive.
- All matters pertaining directly to the studio - whether it be fees, scheduling, placements or performance opportunities - may not be communicated via Social Media. We have an open door policy and encourage all communication, complaints and feedback to be communicated to the director directly.
- We discourage parents / students and teachers from becoming 'friends' or 'followers' on Social Media, unless there is an existing relationship. We consider all studio members to be family and as such feel the obligation to respect and monitor personal boundaries.
- Families found to be engaging in 'hidden' or 'private' groups formed for the specific purpose of discussing studio matters will be encouraged to join our closed Facebook group for public discussion and warned against discussing Studio matters in their private online groups.
- Photos or Videos taken from performances or rehearsals may NOT be posted online.
- You may not post photographs / videos that feature BDCS dancers other than your own online without the proven consent of their parent/guardian.
- Identifying information of any featured minors - including names, ages or location - must be removed when posting on Social Media.

16/ Our Teachers / Faculty

Finally, it's our pleasure to introduce our hand-picked faculty for the 2021-2022 Dance Season! Our enthusiastic, passionate and dedicated teachers are thrilled to be a part of your family's journey this year. We are truly looking forward to growing together to mold this generation of skilled, confident, genuine and unique performers.

Mrs. Heather- Studio Director

Ms. Kirah- Enrollment Coordinator & Voice Instructor

Mrs. Angela- Dance & Acting Instructor

Ms. Monique- Dance Instructor

Ms. Motunrayo- Preschool Dance Instructor

Ms. Maggie- Preschool Dance Instructor

Ms. Jessica- Preschool Dance Instructor