

# *The British Dancing Academy*



## Student Handbook

VISIT OUR WEB SITE

[www.thebritishdancingacademy.com](http://www.thebritishdancingacademy.com)  
& Like us on Facebook & Instagram!

### **STUDIO LOCATION AND MAILING ADDRESS**

**KENT/RENTON STUDIO (PARK 184)**

18403 EAST VALLEY HIGHWAY

KENT, WA 98032

TEL: 425-738-8586

[office@thebritishdancingacademy.com](mailto:office@thebritishdancingacademy.com)/[www.thebritishdancingacademy.com](http://www.thebritishdancingacademy.com)

**\*\*Your costume fee/show consent form is attached  
at the back of this information booklet \*\***

The British Dancing Academy

2023-2024 Calendar of Important Dates

<p><b><u>September</u></b> Monday 4<sup>th</sup>- Labor Day- No Classes Tuesday 5<sup>th</sup> – First Day of Classes</p> <p><b><u>October</u></b> Monday- 16<sup>th</sup> - Saturday 21<sup>st</sup></p> <p>Exam Information: Parents of students in levels below please attend this class.</p> <ul style="list-style-type: none"><li>~ Primary Ballet and above.</li><li>~ Grade 3 Modern an above.</li><li>~ Bronze Tap and above.</li></ul> <p><b>Tuesday- 31<sup>st</sup>- Halloween- No Classes</b></p> <p><b><u>November</u></b> Monday 20<sup>th</sup> - Costume Fees balance is due. *After this date a \$20 late fee will be applied.</p> <p>Wednesday 22<sup>nd</sup> - Friday 24<sup>th</sup> ~ <b>Thanksgiving Break- No Classes</b> ~</p> <p>Saturday 25<sup>th</sup>- Classes Resume</p> <p><b><u>December</u></b> Monday 3<sup>rd</sup> – Exam Consent Form due.</p> <p>Wednesday 13<sup>th</sup> – ~ <b>Holiday Showcase-No Classes</b> ~</p> <p>Monday 18<sup>th</sup> – Monday 1<sup>st</sup> ~ <b>Winter Break -No Classes</b>~</p> <p><b><u>January</u></b> Tuesday -2<sup>nd</sup> -Classes Resume</p> <p>Monday 15<sup>th</sup> -Exam Fees and Exam Day Preferences Due</p> <p>March Exam Coaching Classes (Schedule TBD)</p>	<p><b><u>February</u></b> Friday 2<sup>nd</sup>- Sunday -5<sup>th</sup> NUVO Weekend (Invitation Only)</p> <p><b><u>March</u></b> Exams: Schedule to be announced. Possible Schedule Changes during exam weeks. -Show Auditions - TBD</p> <p><b><u>April</u></b> Monday 8<sup>th</sup>- Saturday 13<sup>th</sup> ~ <b>Spring Break -No Classes</b>~</p> <p>Monday 15<sup>th</sup> -Classes Resume</p> <p>Monday 21<sup>st</sup>- Saturday 26<sup>th</sup> - Show Information Issued</p> <p><b><u>May</u></b> Saturday 25<sup>th</sup> – Monday 27<sup>th</sup> ~ <b>Memorial Day Weekend – No Classes</b>~</p> <p>Tuesday 28<sup>th</sup> – Studio Rehearsals Begin</p> <p><b><u>June</u></b> Saturday 1<sup>st</sup> – 7<sup>th</sup> Studio Rehearsals Continue</p> <p>Cast A Dress Rehearsal (HPAC) - TBD Cast B Dress Rehearsal (HPAC) - TBD Cast C Dress Rehearsal (HPAC) - TBD Cast D Dress Rehearsal (HPAC) - TBD</p> <p>Friday 14<sup>th</sup> Cast A Show (HPAC) Saturday 15<sup>th</sup> Cast B and C Show (HPAC) Sunday 16<sup>th</sup> Cast D Show (HPAC)</p> <p><b><u>July</u></b> Summer Schedule -TBD</p>
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**DIRECTOR'S NOTE:** Miss Veronica and the BDA team want to welcome each one of you to our studio. We will make every effort to ensure, this is a productive and enjoyable year for all students. We are very proud of our studio and our students; we have high expectations and excellent results.

The British Dancing Academy provides training for both children and adult students. We introduce beginning children to the Academy's informal testing program for which they receive badges signifying their achievement. Student may then pursue the examination program of the British Dancing Academy, based on the syllabi of the Imperial Society of Teachers of Dancing & Royal Academy of Dancing. These organizations are headquartered in London, England and have an international following.

### **ATTENDANCE**

We require that students attend all classes in which they are enrolled. If a student must miss a class, please notify the office. There are no refunds for missed classes except in the case of prolonged illness or severe injury verified through the office by a doctor's certificate. We allow make up classes only for those missed due to illness/injury. Makeup classes must be arranged through the office and must be made up as soon as practical based on available classes.

**Parents and students!** - Please make every effort to sustain regular attendance (and be ON TIME!) September thru June. Students whose attendance is sporadic fall behind and end up feeling frustrated. These students usually have difficulty in maintaining the standard required in our classes.

### **Tuition & Auto-Payment**

Monthly tuition is set-up for auto-payment for the first date of each month. This is established when registering for classes. (Unless prior arrangements have been made with the office). Your tuition is a full year's tuition split into 9 months; therefore, adjustments will not be made to monthly tuition for vacation or missed classes. Holidays have been accounted for in the structure of payment. **Adjustments to tuition will only be made due to injury or prolonged illness verified by a doctor's note.**

A fee of \$20.00 will be incurred if students drop a class before the end of the month without letting the office know.

Please note all students must login to the student portal to update contact information and find monthly tuition amount. We must have a current email and phone number on file. Email is our primary way of contacting you.

**\*\*\*\*VERY IMPORTANT\*\*\*\***Tuition not paid on or before the 10th of each month will be subject to a late charge of \$15.00 per month unless prior arrangements have been made with the office. **If you have a problem, we are always willing to work out a solution. Please notify the office at 425-738-8586 or Miss Veronica 425-941-3022**

### **CHANGES: ADDING OR DROPPING CLASSES**

No matter how minor you may feel a class change may be, please notify the office so all records may be changed, and attendance rolls kept current. When dropping or adding a class, please call the office so we may adjust your account and correctly place you on our class roster. Also notify the office if you are

planning to leave the Academy. If you do not notify the office and are still on our roster, you will receive a late bill even if you are no longer taking class.

### **CHANGE OF ADDRESS, EMAIL AND OR PHONE NUMBER**

Please update your mindbody account or notify the office of any address, name, email, or telephone number changes. It is very important that this information be current at all times.

### **DURATION**

1-hour classes run 55 minutes, 1 1/2-hour classes run 85 minutes, and 2-hour classes run 115 minutes. Please make every effort to be punctual, we will expect and require students to be on time to class. Tardiness causes all classes to be late and disrupts the flow of the class. When we approach exams and the annual show, we are aware that classes sometimes run late, due to the amount of work to cover at these important times. During these periods, parents have many questions. If you have questions, please contact the office. The office staff can answer most queries, but for those requiring an instructor, you may leave a message and the instructor will call you as soon as possible, (usually the next day.) Please do not ask questions during class time--the five minutes between classes are for the teachers to prepare for the next class, parent conferences, however short, will delay the classes. Teachers can be reached via email on our website at [www.thebritishdancingacademy.co](http://www.thebritishdancingacademy.co)

### **EXAMS**

Exams are conducted annually, using the syllabi and of the Imperial Society of Teachers of Dancing. Students are prepared for the exams in our exam classes. Students who wish to pursue the exam program are identified by their instructor as having the ability, interest and who are willing to do the necessary work required. These students are assigned to an exam class structured to follow the required syllabi for the exam. Students take their first exam class at the primary level. Prior to this, instructors will be evaluating pre-primary students throughout the year for their potential for exam participation. The objective of the exam program is to maintain a high standard of technique, performance and teaching, promoting dance education and the art of dance. Students learn to conduct themselves with poise and confidence while being evaluated. This is a lesson all students will value for life. Exams do involve additional fee, but in almost all cases, students and parents feel the experience is well worth the expense. In addition to the regular class schedules, exam students are required to attend approximately 5 coaching classes just prior to the exams. During these classes, special attention is given to the fine details of the syllabi.

In the past, we have found that the students who do well in exams are those who take advantage of all we offer in preparation, as well as the full support and encouragement by their parents.

The exams are usually scheduled in March and will require that students be excused from school to take the exams. The exam lasts from 20 minutes for primary students to over an hour for advanced students. Students take exams in pairs, or groups of four or five. Class exams are also taken with the instructor, and it is vital that all classes and the coaching be attended by the entire groups. Attendance of all classes and coaching is required for all exam candidates.

In addition to the coaching, students are provided with the exam syllabus and music which may be used during the exam.

### **GUM, FOOD AND DRINKS**

Please make sure your child does not have gum at the studio. If you have it, dispose of all gum in the cans provided. DO NOT throw it on the sidewalk outside. No food or drinks are allowed in the studios at any time (with the sole exception of water). Anything else must be consumed in the lobby waiting area.

### **BDA NOTICES ARE SENT VIA EMAIL**

Throughout the school year, we provide students with information. Please be aware that not all notices pertain to every student. However, these notices are very important and should be read by all parents and students. This information will be available online through email, and our Facebook page. **It is critical that you become familiar with the student portal, BDA website and Facebook page.** For Exam students, we will be announcing the coaching and exam schedules and the requirements by notice. For the show we provide a detailed package of all requirements. Even though we provide these notices to all students, the office is called many times about information which has been previously provided. These notices are provided for your convenience, information and necessary action.

We also post most notices on our Bulletin Board at the Studio and on our website at [www.thebritishdancingacademy.com](http://www.thebritishdancingacademy.com) . Please review the boards periodically to insure you have all pertinent information.

### **MAKE UP CLASSES**

The Academy is one of very few schools that allows makeup lessons for missed classes. Make ups are given in cases of sickness and injury only. Please notify the office or contact teacher by email and make arrangements as soon as the illness or injury occurs.

### **PARKING**

As you have noticed, parking can be a problem at times. The other businesses in the center have requested that we do not use their parking spaces during their business hours. To help eliminate problems, we recommend carpool where possible.

### **QUESTIONS**

Please email us at: [office@thebritishdancingacademy.com](mailto:office@thebritishdancingacademy.com) or call at: 425-738-8586 if you have questions and concerns. If our staff is out of the office, please leave a voice mail. You will be called back as soon as possible. You may also call Miss Veronica on her home phone if necessary. 425-941-3022.

Our staff will be able to answer most of your questions, however if we cannot, we will take a message and your call will be returned as soon as possible. You may also contact your student's teacher by email through the website. It is located under the Teacher tab, click on tab and there is a separate tab at the bottom- Contact the Teachers.

**Please do not disturb teachers during class time or during the break between classes.**

## REFUNDS

Class tuition fees are not refundable except in the case of prolonged illness or severe injury. In these cases, you must notify the office and provide a copy of a doctor's certificate. If your absence does not qualify as stated, do not adjust your bill. You will be expected to pay and will be billed. **\*\* We do not adjust tuition for vacations. \*\***

## SHOW

Our annual show is the highlight of the year for many of our students, and parents. It does involve extra expense and extra time. **The show is completely voluntary. Students have the choice to participate or not. There are no penalties for not participating. We ask you carefully consider your option to participate, prior to paying the non-refundable costume fee per class by Monday November 22<sup>nd</sup>.**

1. Our show for 2024 is a full production performance. There is an admission ticket fee that will be announced later in the year.
2. The dates for the 2024 show are June 14<sup>th</sup>-16<sup>th</sup>. Please check the calendar for rehearsal dates.
3. Spring activities at school often interfere with attendance to dance classes prior to the show. We require very little extra rehearsal for a very polished performance. If your child is involved in extra-curricular activities that will interfere with dance class, please do not sign up to be in the show because it is not fair to students who maintain regular attendance.
4. All students who want to be in the show will be required to be at all rehearsals and adhere to academy polices contained in the show/rehearsal information package. Absence of rehearsal will not be tolerated. After two missed rehearsals you will be removed from the performance. High School Graduation of the student dancing is the only permitted excuse for a missed rehearsal. A complete rehearsal package will be provided to each student at the end of April. Students who miss, arrive late or leave early cause problems for both the teachers as well as the students who attend all rehearsals as scheduled. Please keep this in mind when signing up for the show.
5. Costumes for our shows are very carefully chosen to suit the theme of the entire show. Our staff will choose costumes that are economical but provide the required effect. We do make every effort to keep the costs down, however, as is true of all clothing, costume costs increase each year. For planning and budget purposes, costumes can range from \$85.00 to \$95.00 per class for junior students and to \$98.00 per class for Seniors.
6. We must pay for costumes/materials in advance because the costumes are custom made per our order, therefore, we will require a non-refundable costume fee per class, due **November 20<sup>th</sup>, 2023**. There will be no additional cost when you pick up your costume in May as you will have already paid in full. This costume fee does not include tights or shoes. Tuition balance must be \$0 to receive costume. This includes exam fees and other outstanding balances.

**IMPORTANT:** When you have given your permission to be in the show and have paid the non-refundable fee, there will be **no refunds**. Even if you drop dancing prior to the show. The academy is unable to return costumes once ordered. You also agree to accept the show polices of the academy which will be printed in the rehearsal information package.

**VERY IMPORTANT COSTUME INFORMATION:** Costumes will not be given out if there is an outstanding balance on an account.  
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### **British Dancing Academy Uniforms**

All ballet uniforms, tights and accessories will be on hand for you to purchase at the Academy throughout the school year. Students dancing at our Federal Way location will be fitted and have uniforms brought out if they are unable to visit our Kent location.

We have chosen a specific style and look for ballet uniforms, it is important to comply, especially if your child is in an exam level class. Modern, jazz and tap do not require a specific uniform, but we do have requirements. Students who participate in Modern and Tap exams will be guided by their teacher for requirements specific to their level for exams.

Shoes are not sold at the studio. We do require that students wear quality leather dance shoes. Bloch, Sansha, So Danca, and Capezio are brands we require. Please do not buy your students ballet shoes from Target or Payless. It is very important that you have your child's teacher check the fit of the shoe prior to sewing elastic or ribbons or wearing. Dance Shoes are available at these stores-

- Dance Trendz in Kent 206-922-7878
- On Pointe in Bellevue 425-643-2386
- Dancewear Center in Renton and Kirkland 425-827-6343

\*\*\*Pre-School Ballet Uniforms through Grade 3 Ballet Uniforms will be sold exclusively at the Kent studio. If you are a Federal Way student, we will have someone to fit you during your first week of class.

#### **BALLET**

1. Pre-School Ballet- Pink or Yellow tiered dance dress (available at the studio only) Pink Tights, Pink Ballet Shoes.
2. Kindergarten Ballet and Pre-Primary Ballet- Pink or Plum Shirred Dance Dress (available at studio only) Pink Tights, Pink Ballet Shoes.
3. Primary Ballet and Standard 1 Ballet – Violet Shirred Dance Dress (available at studio only) Pink Tights, Pink Ballet Shoes (No Ribbons)
4. Grade 1 and Standard 2 Ballet- Amethyst Leotard (available at studio only), Pink Tights, Pink Leather Ballet Shoes with Ribbons.
5. Grade 2 and Grade 3 Ballet- Teal or Pine Leotard (available at studio only), Pink Tights, Pink Leather Ballet Shoes with Ribbons. \***Grade 3 ballet students** will be notified (as well as parents) when ready to start pointe work. Do Not buy pointe shoes until your child has been told she is ready.

6. Inter Foundation and Above - Black Leotard (available at studio), Pink Tights, Pink Leather Ballet Shoes with Ribbons and Pointe Shoes. **\*Regulation Demi Pointe shoes required for Adv 1 and above** (broken down pointe shoes will no longer be acceptable for exam)

7. **Boys- Pre-school, Kindergarten and Pre-Primary**- White tight fitting short sleeve t-shirt (Champion brand from Target is good) or white leotard, black tights or black stretch dance shorts, white socks and white or black leather or canvas dance shoes.

- Primary and above- White tight-fitting short sleeve t-shirt or white leotard, black footless tights, dance belt, elastic belt to roll tights, white or black socks and white or black leather or canvas dance shoes.

## **MODERN**

1. Grade 3 and Grade 4 Modern- Any color leotard or tight-fitting dance top with dance shorts. Students may wear foot undies. \*Please note- nude color "foot undies" will be the only color allowed for exams or on stage.

2. Grade 5 and Grade 6 Modern- Any color leotard or tight-fitting dance top with dance capris. Students may wear foot undies. \*Please note- nude color "foot undies" will be the only color allowed for exams or on stage.

3. Intermediate Modern and Above- Any color leotard or tight-fitting dance top with black tights. Students may wear foot undies. \*Please note- nude color "foot undies" will be the only color allowed for exams or on stage.

## **JAZZ**

1. Jazz (All Levels)- Any color leotard or tight-fitting dance top with dance shorts or dance capris. Baggy clothing of any type is not allowed. Primary and Junior Jazz-No Shoes. Grade 1 Jazz and above may wear jazz shoes or foot undies. \*Please note- nude color "foot undies" will be the only color allowed on stage.

## **TAP**

1. Tap (All Levels)- Any color Leotard with dance shorts, dance capris or tap skirt. Jeans and baggy clothing of any type is not allowed.

Please do not purchase inexpensive vinyl shoes, as they are bad for the students' feet.

## **HAIR**

Please make sure that the hair is done neatly. Hair must be in a bun for ballet class and off the face and neck for jazz and tap. A dancer is unable to focus correctly if the hair is falling loosely about the face.

## **VALUABLES**

Do not leave valuables unattended or in your cars. You may bring your possessions into classrooms and place them where your teacher designates. The Academy cannot be responsible for any losses of personal property or valuables.

\*Dancers- Please remember to turn off cell phones during class time.



## VISITING / PARENT WATCH DAYS

We will be resuming Parent Watch Day for students' Pre-school-Standard 2 Ballet, Level 3 Tap and Level 3 Jazz . A detailed schedule of Parent Watch Day will be handed out on the first day of classes. Older students will have an opportunity for observation day. Date and time tbd.

## WAITING ROOM

\* The waiting room is for parent's comfort and convenience and for students while waiting for their classes. Please help us keep it tidy and comfortable.

\*Young children must be supervised by an adult while in the waiting and rest rooms.

\* Students waiting for class, remember the waiting room is for everyone, parents as well as students. Many students do their homework between classes, please refrain from making excessive noise. If you eat dinner between classes. Remember to put all the garbage in the trash cans provided. (Food and drinks left on the floor attract ants!) In short, treat our waiting room as you would your living room at home and clean up after yourselves.

**IMPORTANT:** During exam time, the waiting room is used to prepare students for their exams. We do not allow parents or siblings to use it at this time. When the "Do Not Enter" signs are displayed, please come in to use the rest rooms and leave as requested.

## WEATHER PROBLEMS

In the event of snow, or other weather conditions, that may cause problems for class attendance, please check our website: [thebritishdancingacademy.com](http://thebritishdancingacademy.com) or Facebook Page to verify class schedules.

## **LAST BUT NOT LEAST...**

**DON'T FORGET:** The costume fee and show consent form is on the back of this information booklet. Non-refundable Costume Fees for each class are due November 20<sup>th</sup>, 2023.

## COSTUME FEES

MINI'S - \$85.00 (Preschool, Kg, Pre-Primary, Primary and Standard 1 Ballet, Level 1 and 2 Tap, Level 1 and 2 Jazz)

JUNIORS - \$95.00 (Grade 1, Standard 2, Grade 2 and Grade 3 Ballet, Grade 3, 4 and 5 Modern, Level 3 and 4 Tap, Bronze and Grade 4 Tap, Level 3, 4, Foundation Jazz)

SENIORS - \$98.00 (Inter Foundation Ballet and above, Advanced (Junior- Senior) Jazz, Grade 5 Tap and above, Gr 6 Modern and above, Adult Ballet and Jazz)

**NOTE: Signed costume Consent Form and Costume Fees must be paid with a credit card, no later than November 20<sup>th</sup>. With your permission we can run your card on file. Please let us know if you would like to break-up payments on more than one costume up by setting up an autopay. This can be done September -November 20<sup>th</sup>.**

# The BRITISH DANCING ACADEMY

18403 E Valley Highway Kent, WA 98032

## PRODUCTION CONSENT FORM

**MUST BE RETURNED NO LATER THAN November 20<sup>th</sup>, 2023**

(Please Print legibly)

Name of Parent: I \_\_\_\_\_

Give my Permission for:

Name of Student \_\_\_\_\_

TO PARTICIPATE IN THE BRITISH DANCING ACADEMY 2024 SHOW.

# \_\_\_\_\_ MINIS - \$85.00 (Preschool, Kg, Pre-Primary, Primary and Standard 1 Ballet, Level 1 and 2 Tap, Level 1 and 2 Jazz)

# \_\_\_\_\_ JUNIORS - \$95.00 (Grade 1, Standard 2, Grade 2 and Grade 3 Ballet, Grade 3, 4 and 5 Modern, Level 3 and 4 Tap, Bronze and Grade 4 Tap, Level 3, 4, Found Jazz)

# \_\_\_\_\_ SENIORS - \$98.00 (Inter Foundation Ballet and above, Advanced (Junior- Senior) Jazz, Grade 5 Tap and above, Gr 6 Modern and above, Adult Ballet and Jazz)

Payment in full \_\_\_\_\_ Due Nov 20<sup>th</sup>

Payment in 1/2 \_\_\_\_\_ Due Oct 20<sup>th</sup> \_\_\_\_\_ Due Nov 20<sup>th</sup> (**Not an option after Oct 20<sup>th</sup>**)

Payment in 1/3 \_\_\_\_\_ Due Sept 20<sup>th</sup> \_\_\_\_\_ Due Oct 20<sup>th</sup> \_\_\_\_\_ Due Nov 20<sup>th</sup> (**Not an option after Sept 20<sup>th</sup>**)

I AGREE TO PAY ALL TUITION FEES AND ANY OUTSTANDING BALANCE WHEN NOTIFIED THAT COSTUMES ARE IN. I ALSO UNDERSTAND THAT ONCE A COSTUME IS ORDERED, IT MUST BE PAID FOR WHETHER THE STUDENT FOR WHICH IT WAS ORDERED IS IN THE SHOW OR NOT.

I UNDERSTAND THAT ALL TUITION AND ANY PAST DUE PAYMENTS MUST BE CURRENT BEFORE COSTUMES WILL GO OUT.

I HAVE READ AND UNDERSTAND THE INFORMATION CONCERNING THE SHOW IN THE ACADEMY INFORMATION PACKAGE, WHICH IS PROVIDED TO ALL STUDENTS. I UNDERSTAND THAT PARTICIPATING IN THE SHOW IS OUR CHOICE AND IS IN NO WAY COMPULSORY. I AGREE TO ALL ACADEMY POLICIES CONCERNING STUDENT AND PARENT PARTICIPATION IN OUR PRODUCTION.

Parent's signature: \_\_\_\_\_

Charge card on file Yes \_\_\_\_\_ No \_\_\_\_\_

Set up Autopay (more than one costume, starting September / October) Yes \_\_\_\_\_ No \_\_\_\_\_

NOTE: Please pay the costume fee online or in the office. With your permission we can set up costume fees on autopay or run the card on file. We no longer accept cash or checks.

# The BRITISH DANCING ACADEMY

MAILING ADDRESS:  
18403 East Valley Highway  
Kent, WA 98032

## PRODUCTION CONSENT FORM AND COSTUME FEES

This form due by November 20<sup>th</sup>, 2023