

The British Dancing Academy



Student Handbook

VISIT OUR WEB SITE

www.thebritishdancingacademy.com

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STUDIO LOCATION AND MAILING ADDRESS

KENT/RENTON STUDIO (PARK 184)

18403 EAST VALLEY HIGHWAY

KENT, WA 98032

TEL: 425-738-8586

office@thebritishdancingacademy.com/www.thebritishdancingacademy.com

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

The British Dancing Academy

2024-2025 Calendar of Important Dates

<p><u>September</u></p> <p>Monday 2nd - Labor Day- No Classes Tuesday 3rd – First Day of Classes</p> <p><u>October</u></p> <p>Thursday- 31st- Halloween- No Classes</p> <p><u>November</u></p> <p>Monday 17th - Costume Fees balance is due. *After this date a \$20 late fee will be applied to cover shipping costs.</p> <p>Wednesday 27th - Friday 29th ~ Thanksgiving Break- No Classes ~</p> <p>Saturday 30th- Classes Resume</p> <p><u>December</u></p> <p>Wednesday 18th – ~ Holiday Showcase-No Classes ~</p> <p>Monday 23rd – Saturday January 4th ~ Winter Break -No Classes~</p> <p><u>January</u></p> <p>Monday -6th -Classes Resume</p> <p>Friday 24th -Sunday -26th NUVO Weekend (Invitation Only)</p> <p><u>February</u></p> <p>No scheduled breaks.</p>	<p><u>March</u></p> <p>Exams: Schedule to be announced.</p> <p>Show Auditions - TBD</p> <p><u>April</u></p> <p>Monday 7th- Saturday 12th ~ Spring Break -No Classes~</p> <p>Monday 14th -Classes Resume</p> <p>Monday 21st- Saturday 26th - Show Information Issued</p> <p><u>May</u></p> <p>Saturday 24th – Monday 26th ~ Memorial Day Weekend – No Classes~</p> <p>Tuesday 27th – Studio Rehearsals Begin</p> <p><u>June</u></p> <p>Saturday 1st – 6th 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 13th Cast A Show (HPAC) Saturday 14th Cast B and C Show (HPAC) Sunday 15th Cast D Show (HPAC)</p> <p><u>July</u></p> <p>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 and draws on the 1st 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. Auto-pay will continue to draw until the office is notified that the student has dropped, refunds are not guaranteed.

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. Auto-pay will continue to draw until the office is notified that the student has dropped, refunds are not guaranteed.

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. If you have questions, please email the office office@thebritishdancingacademy.com or the student's teacher. 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.

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. 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 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 . 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 make-up 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

Please be mindful of when parking. 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 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. 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. **** Auto-pay will continue to draw until the office is notified that the student has dropped, refunds are not guaranteed.

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, however, students who opt out will have their last class the week of March 31st. We ask you carefully consider your option to participate, prior to paying the non-refundable costume fee per class by Monday November 17th.**

1. Our show for 2025 is a full theater production including drops, props and costumes. To cover our costs we do charge an admission ticket fee that will be announced later in the year.
2. The dates for the 2025 show are June 13th- 15th. 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 policies 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 \$87.00 to \$97.00 per class for junior students and to \$99.00 per class for Seniors. Costumes will not be ordered without a signed consent.

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 17th, 2024**. 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 all 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 policies 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.

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

We have chosen a specific style and look for ballet uniforms. We require our dancers to comply as it sets the tone for the discipline and demands of this beautiful art form.

There is no required uniform for Tap, Jazz or Moder, however, we do expect students to be in proper dance attire with hair up and off the face. Leotards of any color, tight fitting dance tops with dance shorts, yoga pants or capris are all acceptable. Baggy T-shirts, baggy pants and jeans are unacceptable. **Tap students,** I ask that you please be respectful and honor this request.

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.

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. (No Ribbons)
5. Grade 2 and Grade 3 Ballet- Teal Leotard (available at studio only), Pink Tights, Pink Leather Ballet Shoes. (No Ribbons) ***Grade 3 ballet students** will be notified 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. (No Ribbons) and Pointe Shoes.
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 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 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 on stage.

JAZZ

1. Jazz (All Levels)- Any color leotard or tight-fitting dance top with dance shorts, pants or 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 or tight-fitting top with dance, pants, 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

Hair must be in a neat 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

Parent Watch Day for students' Pre-school-Grade Standard 2 Ballet, Level 2 Tap and Level 2 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 ISSUES

In the event of snow, or other weather conditions, that may cause problems for class attendance, please check our website: 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 17th, 2024.

COSTUME FEES

MINI'S - \$87.00 (Preschool, Kg, Pre-Primary, Primary and Standard 1 Ballet, Level 1 and 2 Tap, Level 1 and 2 Jazz)

JUNIORS - \$97.00 (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 - \$99.00 (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 17th. Costumes ordered late will include a \$20.00 shipping fee. 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 17th.

The BRITISH DANCING ACADEMY

18403 E Valley Highway Kent, WA 98032

PRODUCTION CONSENT FORM

MUST BE RETURNED NO LATER THAN November 17th, 2024

(Please Print legibly)

Name of Parent: I _____

Give my Permission for:

Name of Student _____

TO PARTICIPATE IN THE BRITISH DANCING ACADEMY 2025 SHOW.

Name of Student _____

WILL NOT BE PARTICIPATING IN THE BRITISH DANCING ACADEMY 2025 SHOW.

_____ MINI'S - \$87.00 (Preschool, Kg, Pre-Primary, Primary and Standard 1 Ballet, Level 1 and 2 Tap, Level 1 and 2 Jazz)

_____ JUNIORS - \$97.00 (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 - \$99.00 (Inter Foundation Ballet and above, Advanced (Junior- Senior) Jazz, Grade 5 Tap and above, Gr 6 Modern and above, Adult Ballet and Jazz)

Please charge the card on file _____ Fee will draw on November 17th.

I will pay through portal _____

Please notify the office at office@thebritishdancingacademy.com to set up autopayment or make payment arrangements.

PLEASE NOTE A SHIPPING FEE OF \$20.00 WILL BE APPLIED TO COSTUMES ORDERED LATE.

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: _____

The BRITISH DANCING ACADEMY

MAILING ADDRESS:
18403 East Valley Highway
Kent, WA 98032

PRODUCTION CONSENT FORM AND COSTUME FEES

This form due by November 17th, 2025