

The British Dancing Academy



Student Handbook

VISIT OUR WEB SITE
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/www.thebritishdancingacademy.com

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

The British Dancing Academy
2025-2026 Calendar of Important Dates

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| <p><u>September</u></p> <p>Monday 1st - Labor Day- No Classes Tuesday 2nd – First Day of Classes</p> <p><u>October</u></p> <p>Friday- 31st- Halloween- No Classes</p> <p><u>November</u></p> <p>Showcase Auditions - TBD</p> <p>Monday 17th - Costume Fees due. *After this date a \$20 late fee will be applied to cover shipping costs.</p> <p>Wednesday 19th - Friday 21st ~ Thanksgiving Break- No Classes ~</p> <p>Saturday 22nd - Classes Resume</p> <p><u>December</u></p> <p>Wednesday 17th – ~ Holiday Showcase-No Classes ~</p> <p>Monday 22nd – Saturday January 3rd ~ Winter Break -No Classes~</p> <p><u>January</u></p> <p>Monday -5th -Classes Resume</p> <p>Friday 23rd -Sunday -25th NUVO Weekend (Invitation Only)</p> <p><u>February</u></p> <p>No scheduled breaks.</p> | <p><u>March</u></p> <p>Show Auditions - TBD</p> <p><u>April</u></p> <p>Monday 6th- Saturday 10th ~ Spring Break -No Classes~</p> <p>Monday 13th -Classes Resume</p> <p>Monday 20st- Saturday 24th - Show Information Issued</p> <p><u>May</u></p> <p>Saturday 23th – Monday 25th ~ Memorial Day Weekend – No Classes~</p> <p>Tuesday 26th – 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 12th Cast A Show (HPAC) Saturday 13th Cast B and C Show (HPAC) Sunday 14th 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 warmly welcome each of you to our studio. We are committed to making this year both productive and enjoyable for all our students. Our teachers are highly trained and deliver exceptional instruction. We take great pride in our studio and our students, maintaining high expectations and achieving excellent results.

The British Dancing Academy offers comprehensive training for both children and adults. For our younger students, we have an informal testing program where they can earn badges as a mark of their achievement. Following this, students can progress to the Academy's examination program, which adheres to the syllabi of the Imperial Society of Teachers of Dancing and the Royal Academy of Dancing. These esteemed organizations are based in London, England, and have a global reputation.

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 maintain consistent attendance and punctuality from September through June. Sporadic attendance often leads to students falling behind and feeling frustrated, making it difficult to keep up with the standards 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 divided into 10 monthly payments, with the June payment covering the final two weeks of the year, 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 need more time, we are always willing to work out a solution. Please notify Miss Veronica by phone 425-941-3022 or email missveronica@thebritishdancingacademy.com**

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. **If adding or dropping a class Miss Veronica must be notified**

before tuition is charged on the 1st of each month. Refunds are not guaranteed. Also notify Miss Veronica if you are planning to leave the Academy. If you do not notify the office and are still on our roster, you will be charged and 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 always be current.

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

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 . 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 your students 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 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. ****

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 17th.**

1. Our show for 2026 is a full production performance. There is an admission ticket fee that will be announced later in the year.
2. The dates for the 2026 show are June 12th-14th. Rehearsal dates TBD.
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 \$88.00 per class for Minis, \$98.00 per class for Juniors and \$100.00 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 17th**. 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 up to date 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 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. 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-

- 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- Plum Shirred Dance Dress (available at studio only) Pink Tights, Pink Ballet Shoes.
3. Level 1 and 2 Ballet Minis– Violet Shirred Dance Dress (available at studio only) Pink Tights, Pink Ballet Shoes with elastic.
4. Level 1 and 2 Ballet Juniors- Amethyst Leotard (available at studio only), Pink Tights, Pink Leather Ballet Shoes with elastic.
5. Level 3 and 4 Ballet Juniors- Teal or Navy Leotard (available at studio only), Pink Tights, Pink Leather Ballet Shoes with elastic. ***Level 4 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. Level 1 Ballet Senior and Above - Black Leotard, Pink Tights, Pink Leather Ballet Shoes with elastic 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.

- Level 1 Ballet 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. Level 2 and 3 Modern Juniors- Any color leotard or tight-fitting dance top with dance shorts or dance capris. Students may wear foot undies. *Please note- nude color “foot undies” will be the only color allowed for exams or on stage.

2. Level 4 Modern Juniors - Any color leotard or tight-fitting dance top with dance shorts or capris. Students may wear foot undies. *Please note- nude color “foot undies” will be the only color allowed for exams or on stage.

3. Level 1 Modern Seniors and Above- Any color leotard or tight-fitting dance top with dance shorts capris or 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.** Students 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, students must have proper fitting leather tap shoes.

HAIR

Ballet requires a bun done with pins and a hairnet for class. Modern, jazz and tap must have hair neatly pulled back and out of the face. Dancers find it hard to focus 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

A detailed schedule of Parent Watch Day for students' Pre-school-Level 2 Ballet minis, Level and 2 Tap minis and Level 1 and 2 Jazz minis will be provided by their teacher at the beginning of the year. 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. Children must not be left unattended.

* 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, 2025.

COSTUME FEES

MINI'S - \$88.00 (Preschool, Kg, Pre-Primary, Level 1 and 2 Ballet, Level 1 and 2 Tap, Level 1 and 2 Jazz)

JUNIORS - \$98.00 (Level 1-4 Ballet, Level 2-4 Modern, Level 1-4 Tap, Level 1-3 Jazz and Level 1-B Senior)

SENIORS - \$100.00 (Level 1-5 Ballet, Level 1-5 Modern, Level 1-5 Tap, Jazz level 1-A, 3, and 5, Adult Ballet and Jazz)

NOTE: Costume Fees must be paid with a credit card, no later than November 17th. **Your card will be charged for costumes after that date. You must let Miss Veronica know if you do not wish to participate by November 17th.** Please let us know if you need more time. Payments on more than one costume can be set up in partial payments September – November through autopay. **Contact Miss Veronica at missveronica@thebritishdancingacademy.com**

Are you looking for a way to support your child's education and extracurricular activities while connecting with other dedicated parents? We invite you to join the BDA Booster Club! By becoming a member, you'll play an essential role in enhancing the BDA experience for all students, from organizing events to raising funds for new programs and resources. Your involvement will make a direct impact on the success and growth of our BDA community. Come be a part of something special and help us continue to build a strong, supportive environment for our students!



The BDA Booster Club is a non-profit Parent Community, established to support the students of the British Dancing Academy and their parents

Scan the QR code to join.



This form will be handed out on the first day of classes.

The BRITISH DANCING ACADEMY

18403 E Valley Highway Kent, WA 98032

PRODUCTION CONSENT FORM

MUST BE RETURNED NO LATER THAN November 17th, 2025

(Please Print legibly)

Name of Parent: I _____

Give my Permission for:

Name of Student _____

TO PARTICIPATE IN THE BRITISH DANCING ACADEMY 2026 SHOW.

Name of Student _____

WILL NOT PARTICIPATE IN THE BRITISH DANCING ACADEMY 2026 SHOW.

_____ MINI'S - \$88.00 (Preschool, Kg, Pre-Primary, Level 1 and 2 Ballet, Level 1 and 2 Tap, Level 1 and 2 Jazz)

_____ JUNIORS - \$98.00 (Level1 -4 Ballet, Level 2-4 Modern, Level 1-4 Tap, Level 1-3 Jazz and Level 1-B Jazz Senior)

_____ SENIORS - \$100.00 (Level 1-5 Ballet, Level 1-5 Modern, Level 1-A, 3 and 5 Jazz, Level 1-5 Tap, Adult Ballet and Jazz)

Payment in full _____ Due Nov 17th

Set up autopay 3 partial payments September _____, October _____, November _____

Costume fees must be paid by credit card no later than November 17th. **If your dancer will not be participating in the show, you must inform Miss Veronica before this date. Otherwise, your card will be charged for the costumes after November 17th.**

I AGREE TO PAY ALL TUITION FEES AND ANY OUTSTANDING BALANCE WHEN NOTIFIED THAT COSTUMES ARE AVAILABLE. 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 TO RECEIVE COSTUMES.

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