

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/missveronica@thebritishdancingacademy.com

The British Dancing Academy
2026-2027 Calendar of Important Dates

<u>August</u> Monday 31st- first Day of Classes <u>September</u> Monday 7th - Labor Day- No Classes <u>October</u> No scheduled breaks. <u>November</u> Showcase Auditions - TBD Monday 15th - Costume Fees due. *After this date a \$20 late fee will be applied to cover shipping costs. Wednesday 25th - Friday 27th ~ Thanksgiving Break- No Classes ~ Saturday 28th - Classes Resume <u>December</u> Wednesday 16th ~ Holiday Showcase-No Classes ~ Monday 21st - Saturday January 2nd ~ Winter Break -No Classes~ <u>January</u> Monday -3rd - Classes Resume Friday 29th - Sunday -31st NUVO Weekend (Invitation Only)	<u>February</u> Monday 15th -Saturday 20th ~ Mid-Winter Break -No Classes ~ <u>March</u> Show Auditions - TBD <u>April</u> Monday 5th- Saturday 10th ~ Spring Break -No Classes~ Monday 12th -Classes Resume Monday 18th - Saturday 24th - Show Information Issued <u>May</u> Monday 24th-28th Studio Rehearsals Saturday 29th – Monday 31st ~ Memorial Day Weekend – No Classes~ <u>June</u> Tuesday June 1st– June 3rd -Studio Rehearsals Continue Cast A Dress Rehearsal (HPAC) - TBD Cast B Dress Rehearsal (HPAC) - TBD Cast C Dress Rehearsal (HPAC) - TBD Cast D Dress Rehearsal (HPAC) - TBD Friday – 18th Cast A Show (HPAC) Saturday - 19th Cast B and C Show (HPAC) Sunday – 20th Cast D Show (HPAC) <u>July</u> Summer Schedule -TBD
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DIRECTOR'S NOTE: Founded in 1973 by Mrs. Sandra Baca, the British Dancing Academy has proudly provided quality dance education to generations of students. Today, Miss Veronica continues this tradition of excellence, welcoming new students into the BDA family.

At BDA, our dedicated teachers strive to make every lesson enriching, inspiring, and enjoyable in a caring and supportive environment. We take great pride in helping each student develop confidence, skill, and a love of dance.

We offer dance instruction for children and adults of all ages and skill levels. Younger students can participate in our badge-testing program to celebrate their progress, while advanced students may pursue examinations through the internationally recognized Imperial Society of Teachers of Dancing and Royal Academy of Dance.

ATTENDANCE

Students are expected to attend every class in which they are enrolled. In the event that a student must be absent, we ask that the office be notified promptly. Please note that refunds are not provided for missed classes, except in cases of prolonged illness or serious injury that have been substantiated through the office with appropriate medical documentation. Makeup classes are available only for absences resulting from illness or injury and must be arranged through the office, subject to class availability.

Regular attendance and punctuality throughout the academic year are essential to a student's progress and success. Consistent participation enables students to develop skills systematically and remain aligned with course expectations. Conversely, repeated absences can hinder learning, create gaps in understanding, and make it difficult for students to keep pace with the curriculum. Students are therefore expected to maintain a consistent attendance record and demonstrate a commitment to their studies.

Please be advised that a student who misses more than three consecutive classes may be subject to removal from the course.

Tuition & Autopayment

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.**

Tuition Breakdown:

Tuition starts at \$85.00 per month for each one-hour class

Discounts-

2 1-hour classes -8%, 2.5-4 hours 10%, 4.5 hours – 12%, 5 hours or more 15%

Tuition Policy:

Tuition payments are scheduled through automatic withdrawal on the first day of each month. This is established when registering for classes. (Unless prior arrangements have been made with the office). Discounts will be applied once registered and a 1x credit will be added to October's tuition payment.

To avoid a \$15.00 late fee, please ensure your payment is processed by the fifteenth of the month. Kindly confirm that the card we have on file is current and valid. **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**

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.

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.

EXAMS

Exams are conducted annually, guided by the syllabi of the Imperial Society of Teachers of Dancing. Students who wish to pursue the exam program are identified by their instructor as having the ability and interest and who are willing to do the necessary work required.

Students are eligible to take their first exam class at the primary level (Level 1 Minis). 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, style, performance and 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 fees, 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 4 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 during the weekday and may require that students be excused from school to take the exams.

More information on exams will be available in November.

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 teacher by email and make arrangements as soon as the illness or injury occurs.

PARKING

Please Park in the designated area in front of the BDA studios. As many young dancers regularly walk to and from classes, please drive carefully and observe a safe speed in the parking lot.

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 avoid interrupting teachers during classes or between-class breaks.

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.

Please note: Students who withdraw without notifying the office may not be eligible for a refund. Tuition is not adjusted for vacation absences.

SHOW

Our annual highlight for the year is our end of year Show at the Highline Performing Arts Center. This is a full production with drops, props and costumes. It is a magical time of year that gives our students the opportunity to perform onstage, in front of an audience.

Participation in the show is not mandatory; however, we do ask that participating students come to all classes and rehearsals. If your child's schedule does not allow full participation, we recommend not participating in the show.

Costumes are ordered in December to help ensure they arrive in time for the show. Costume fees will be automatically charged to the credit card saved in the student's portal on December 1st. Students with more than one costume may make partial payments from September through December. This must be arranged with Miss Veronica in September.

Students who choose not to participate in the show must submit a written notice before costume orders are placed. Costume fees become non-refundable once the costumes have been ordered.

A \$20.00 shipping fee applies to costume orders placed after the deadline.

1. Our show for 2027 is a full production performance. There is an admission ticket fee that will be announced later in the year.
2. The dates for the 2027 show are currently scheduled for June 11th-13th. Rehearsal dates TBD.
3. 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. 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.

4. 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 to \$98.00 per class for junior students and to \$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 **December 1st**. 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, shoes and some accessories. Tuition balance must be up to date to receive costume. This includes exam fees and other outstanding balances.

IMPORTANT: Once costumes have been ordered, 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

Ballet Uniforms are available only at the studio.

Tights are always available for purchase and must be purchased through the student portal.

Students are required to wear the designated ballet uniform for all classes unless otherwise specified. Please note; Bras and underwear do not belong under ballet uniform.

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 or canvas dance shoes. Bloch, Sansha, So Danca, and Capezio are brands we require. Please do not buy your students ballet shoes from Target or Amazon. 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 studio.

BALLET

1. Pre-School Ballet- Pink Shirred 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 Ballet Shoes with elastic.
5. Level 3 and 4 Ballet Juniors- Navy Leotard (available at studio only), Pink Tights, Pink 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 Ballet Shoes with elastic and Pointe Shoes. Dancers, please make sure you purchase a well-fitting leotard that does not require a bra underneath.
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.** Black jazz Shoes (Capezio or Bloch brand only)

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. Beverages and food may only be consumed in the lobby and must be cleaned up after consumption

Food and beverages may only be consumed in the lobby, and all items must be cleaned up afterward.

***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.

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.

I have read the information packet and understand the tuition and attendance policy. _____

I acknowledge the dress code and agree to follow it. _____

I understand that Costumes will be ordered in December and Costume fees will be automatically charged to the credit card saved in the student's portal on December 1st. _____

Please note-Students with more than one costume may make partial payments from September through December. This must be arranged with Miss Veronica in September.

As a family-owned business, we understand that financial challenges can arise from time to time. We are committed to working with our BDA families to help keep children dancing. If you need to make payment arrangements, please contact Miss Veronica.

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, 2026.

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 - \$105.00 (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 16th. **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 16th.** 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 to arrange payment schedule.**

The BRITISH DANCING ACADEMY

18403 E Valley Highway Kent, WA 98032

PRODUCTION CONSENT FORM

MUST BE RETURNED NO LATER THAN November 16th, 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 (Level 1-4 Ballet, Level 2-4 Modern, Level 1-4 Tap, Level 1-3 Jazz and Level 1-B Jazz Senior)

_____ SENIORS - \$105.00 (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 16th

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

Costume fees must be paid by credit card no later than November 16th. 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 16th.

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 16th, 2025