

BroadwayKids&Company

Overview of Policies & Procedures

Updated September 1st 2021

All students and parents must agree to the policies found on this page before starting classes at BroadwayKids&Company School of Performing Arts (BKCSA). Please read our policies thoroughly before registering for classes. Please note: policies are subject to change.

TUITION

- **Monthly tuition payments are due the first of each month. This is mandatory through online via auto tuition.**
- **10% late fee is added to all unpaid tuition on the 5th of each the month and each month after that the charges remain late.**
- If you wish to pay by Cash or check this must be paid by the 1st. A credit card will need to be kept on file and will be charged on the 5th of the month if tuition has not been paid and will include the late fee.
- Any other charges outside of auto tuition made on the credit card on file will incur at 3% processing fee. (semester tuition payments, show fees, costumes, merchandise, etc.)
- Semester payments need to be paid by cash or check, otherwise will incur a 3% processing fee.
- There is NO prorated tuition for missed classes, vacations, holidays or cancelled classes due to weather. Students can make up excused absences called in or emailed prior to the student's scheduled class. Unattended classes will not be refunded or pro-rated.
- Tuition must be paid in order for your child to hold their spot in class. If tuition is overdue students will not be able to attend until the account is current. This also applies to performances, master classes, show auditions, team competitions, costumes and anything other extra event that includes a fee to participate.
- **Tuition and registration fees are non-refundable.** If there is an unforeseen financial problem, please contact our office at admin@broadwaykidsandcompany.com
- **\$35 fee for all bounced checks**
- Adding classes can be done online by logging into your account via our website or by completing the add/change/drop class request form at the front desk.
- **Classes must be dropped before the 1st of the month or you will be charged with no refund.** Complete the add/change/drop class request form at the front desk. For questions please contact the office.
- All private lessons must be canceled at least 24 hours prior to the lesson or your account will be charged for the lesson. Private voice lessons policies will be emailed upon enrollment.

DRESS CODE

It is important for students to follow our dress code policy for the following reasons:

- A neat and tidy appearance sets an attitude of attentiveness and respect for students, teachers, and the art of Dance & Theatre
- Instructors must be able to see the dancer's body outline clearly to make proper corrections on posture, alignment, etc. Hair must also be properly secured and tied up, off the face and neck for all styles of dance. If you are unable to put your students' hair in a bun please make sure their hair is up and off their face. Low pony is recommended for acro or any tumbling classes. Ballet bun is required for all leveled ballet classes. The only jewelry allowed are small stud earrings. No watches, necklaces. Please leave valuables at home. We cannot be responsible for any items lost at the studio.
- A separate dress code form breaks down the dress code per class
- A proper fitting shoe is essential for your child's growth. Please do not order shoes that are too big and when they get too small you need to purchase new ones. Please make sure you are frequently checking your child's shoes for proper fit prior to coming to class. They cannot take a tap class if they don't have shoes on due to risk of injuries.

Note: *Classes may require different shoes and/or tights for performances*

Ages 2-6 - Order through studio for Clothing and Shoe bundle

Dancewear available online

@ www.discountdance.com Log in to our studio with code TP69507

Blochworld.com for some team level shoes

Shop Local

Dancers Outlet 190 Flanders Rd. East Lyme, CT 06357 860-367-1491 Delores

OBSERVATION

Our lobbies are currently - only students and teachers permitted in building during class time until further notice to limit capacity due to the current pandemic.

Please see our Covid Waiver with our policies and procedures.

BKCSPA COMMUNICATION

- Our monthly newsletter is generally available each month to keep everyone updated on important information, events, vacations, performances, etc.
- To add additional emails to your account simply email admin@broadwaykidsandcompany.com
- Follow us on Facebook and Instagram or visit us online for important studio information
- Please stay tuned for our BKC App coming soon!

ATTENDANCE

- Attendance is very important and vital to the advancement of all students. If a student will be missing class, we ask parents to call or email the office.
- If a student misses 3 or more classes without notice, they will lose their place in class.

SCHOOL VACATIONS and HOLIDAYS

- Please refer to our studio calendar that we distribute at the beginning of the year, this can also be found on our website. We follow most of the school calendars for major holidays and vacations but could be different sometimes.
- If a holiday interferes with classes, refunds will NOT be given since tuition is based on a ten month calendar and divided evenly over the months. All holidays and vacations will be emailed to families and posted on our website.
- In order to hold your child's space in classes your monthly payments will continue even in the event that you are absent or on vacation.
- Stopping your payment will be considered dis-enrollment from the classes and you will need to register with a new registration fee and there is no guarantee a spot is available since the class may be waitlisted.

INCLEMENT WEATHER

- Class cancellations will be announced via email, posted on our website and Facebook. Please check these sources before coming to class if the weather is questionable.
- We do not give class refunds for missed class due to weather and we do not prorate. Due to COVID space is limited in other classes, until further notice we will not be offering make-up classes.

ANNUAL STUDENT SHOWCASE

- Our annual student performance generally takes place in June. Venue and Dates TBA. It is a wonderful opportunity for dancers to showcase what they have been working on throughout the year. Performing on a big stage and bright lights encourages independence, confidence and poise in our students! There will be a \$75 show commitment fee which includes rehearsal times and a show T-shirt and is due by Nov 15th or one month after registration, this is non-refundable and will run in auto-tuition with a processing fee if not paid before the due date by cash or check. Participation in the showcase is not mandatory however it is strongly encouraged and the majority of students will be in it. Please notify the office if your dancer will not participate in the recital prior to Oct 15th and we will adjust your account accordingly. Once the commitment fee is paid there are no refunds or credits given. Please refer to our refund policies.

SHOWCASE COSTUMES

- The following classes; combo, tap, jazz, contemporary, kids bop, acro dance, tiny bop & tumble and hip hop will require costumes for the student showcase, balances are due by FEB 1. Unless otherwise notified ballet & Wed ACRO classes are for technique and will not perform in showcases.
- Costumes will not be ordered without payment.
- Costumes are non-refundable for any reason.
- Once a costume has been ordered, the balance must be paid in full. No exceptions.
- Non competitive -Costume prices as follows; Combo class \$150 (includes tights and additional accessories), Single costume \$90 (does not include tights) , Rental fees vary (Acting classes or Production numbers may pay a rental fee if we have in BKC collection. \$15 additional fee per costume for non standard size costume. Single costume prices do NOT include accessories (gloves, tights, socks, shoes, camisole etc with the exception of combo costume) and additional accessories may be required.
- We try to stick with our dance attire requirements for performance but there is a chance that you may be required to purchase different shoes than the dress code shoes for the class.
- Accounts must be up-to-date in order for students to receive their costumes.
- All accounts must be paid in full before students can perform in our show.

ANNUAL THEATRE PRODUCTION

- Our annual MusicalTheatre productions take place in the Spring. Our date for this season April 1-3 @The Kate Pending all details. Tech week would be 3/27-April 3rd
- Students enrolled in Acting class and Broadway Jazz are invited to audition for a part in our annual theatre productions.
- Auditioning is not a guarantee of casting.
- Production deposits are non-refundable.
- Cost is TBD and varies per show and will be communicated via email.
- Accounts must be up-to-date in order for students to audition and participate.
- All accounts must be paid in full before students can perform in our show.

- Show fees are not refundable under any circumstance including children being removed for disciplinary reasons and up to and including a global pandemic

PLACEMENT

- Placement of students is subject to the professional opinion of the teaching staff. The teaching staff will always consult the Artistic Director for all final placement decisions. Students will be placed in classes not necessarily based on their age group but also based on their ability level, dedication, determination, personal growth and attitude.
- Our job is to make sure every student gets the most out of our classes, which is why we ask that parents and students agree with our decision on class placement. Proper placement is necessary for the enjoyment and continuity of training for all students. Providing individualized training is very important to us and although students are usually placed in classes according to age and ability, they may not always remain with the same classmates each year.
- BKCSPA staff reserves the right to ask a student to take some personal time outside of the classroom if he/she is not actively participating, showing respect, or displaying composure and focus.
- New students will be placed in the appropriate level after a week of class and may be asked to come to more than one level their first week for proper placement

CONCERNS

Concerns must be made to the Artistic Director in writing or during a scheduled meeting. You can send an email to ADMIN@broadwaykidsandcompany.com with the subject CONCERN. Concerns should be limited to company policies, procedure, and philosophy. If you have any instructors, social media or cell phone please do not use this as means of communication. They will not respond to inquiries on their personal accounts and this would be considered a conflict of interest and potentially a breach their BKC Contract. This is your benefit so we have documentation and can properly keep track of questions and concerns.

COMPETITIVE COMPANY PERFORMING ARTS TEAMS

All students who wish to become members of BKCSPA Competitive Team are required to take a certain number of classes per week and must attend a yearly audition for membership. Weekly company rehearsals (in addition to core classes) will be required. Additional fees will apply. Contact our team at TEAM@broadwaykidsandcompany.com for more information.

STUDENT LIABILITY

BroadwayKids&Company LLC School of Performing Arts is not responsible and will not be held responsible for any and all potential liability, harm or health hazards that may

be inflicted upon any student in the studio, waiting area, lobby and parking lot. Also, BKCSPA will not be responsible for any of the students lost personal items. By accepting the BKCSPA policies and signing the Studio Waiver, the undersigned accepts full responsibility for the student and hereby agrees to all of the aforementioned student liability provisions.

MAKEUP POLICY

- ****Due to COVID and our limited capacity we will not be doing make up classes until further notice. ****
- CALL (860-691-0060), or EMAIL (admin@broadwaykidsandcompany.com) to let us know if you will be missing your regular class.

MISCELLANEOUS

(1) Our classes are limited for a more interactive student teacher relationship. However, we need at least 5 registered students to keep a class running. Our schedule is subject to change due to class enrollment (2) Students who arrive at their classes late must quietly enter the studios (even if the doors are closed); (3) Warming up is very important! If you are late to class, please warm up in the back of the room before participating in class. This is to ensure that your muscles are warm. If you are more than 10 minutes late please walk in quietly and sit down to observe class; (4) No street shoes allowed in the dance rooms. Please bring an extra pair of shoes for classes that are not worn outside; (5) All students must stay inside the studio while waiting for their rides; (6) Students must wear proper cover-ups while in the waiting area and outside the studio. (7) Students cannot be dropped off more than 5 minutes before class without supervision. Students must be picked up within 5 minutes of their last class.

STUDENT COURTESY

The students of BKCSPA must give their teachers their undivided attention and respect and support one another at all times.

DISMISSAL / VOLUNTARY WITHDRAWAL

The Artistic Director has the right to dismiss a student at any time they feel their behavior or parent's behavior is not in keeping with the studio philosophy and policies. No refunds will be given.

Tuition is non-refundable and non-transferrable. There will be no refunds or prorating for lessons missed. In the event of a serious medical injury, a request may be made for class tuition to be credited. Approval at the discretion of the Artistic Director and a medical note is required. If we are forced to close due to inclement weather, we will not make up these classes. Please understand that we cannot be responsible for acts of Mother Nature. Snow dates do not affect your monthly tuition.

In addition if the business is forced to close to natural disaster or pandemic then the studio will transition to virtual classes. If you wish to withdraw at this point the same cancellation policy applies. Once tuition and or costume payments have been charged there are no credits. Please refer to tuition & costume policies for additional details.

Showcase commitment fees and costumes are non refundable. In the event that an event is cancelled due to an unforeseen circumstance such as natural disaster or pandemic all costume and commitment fees will be transferred over and applied to student accounts as credit for future events. If the event is rescheduled and you choose not to participate then it is at the discretion of the artistic director as to whether these credits can be transferred over as a credit or partial credit to your account for another season. There are no cash credits.