

2017~ 2018

The British Dancing Academy



Information for the School Year

Academy Mailing Address is
18403 E Valley Highway
Kent, WA 98032

VISIT OUR WEB SITE
www.thebritishdancingacademy.com
& Like us on face book!

STUDIO LOCATIONS

KENT/RENTON STUDIO (PARK 184)
18403 EAST VALLEY HIGHWAY
KENT, WA

FEDERAL WAY STUDIO
1500 S 336TH ST
FEDERAL WAY, WA

TEL: 425-738-8586

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

The British Dancing Academy
2017-2018 Calendar of Important Dates

August

Tuesday 29th- BDA Meet and Greet 4-6:30pm

September

Labor Day weekend – No classes

Tuesday 5th - First Day of Classes!

October

Monday 23rd - Saturday 28th

Exam information:

Parents of students in levels below please attend this class.

~ Primary ballet and above.

~ Bronze tap and above.

~ Grade 3 modern and above.

Tuesday 31st – Halloween- No classes

November

Monday 20th -Costume fee balance is due.

*After this date \$25 late fee applied. *

Wednesday 22nd - Friday 24th

Thanksgiving Break - No classes

Saturday 25th -Normal Class Schedule

Monday 27th -Exam consent forms due

December

Tuesday 12th (TBA) - Holiday Showcase

Saturday 9th or 16th (TBA)- Nursing Home performances

Tuesday 19th - Monday Jan 1st - Winter break
No classes

January

Tuesday 2nd -Classes resume

January - March exam coaching classes
(Schedule to be announced)

February

Friday 23rd -Sunday 25th-

NUVO Convention Weekend (Invitation only)

Monday 26th- Exam Fees Due

March

Exams: Schedule to be announced

Possible schedule changes for exam classes

April

Monday 9th - Saturday 14th -Spring Break

No classes

Monday 16th - Classes Resume

Monday 23rd -28th -Show Packets issued

May

Tuesday 1st -Ticket Sales Begin

Monday 14th 19th- Pre-Registration for 2018-19
School Year

Saturday 26th - Monday 28th - Memorial Weekend –
No classes

Tuesday 29th - Rehearsal Schedule begins
(Kent Studio)

June

1st -9th -Rehearsal schedule continues (Kent Studio)

10th – 14th (TBA) Dress Rehearsals at the Highline PAC in
Burien

Friday 15th -Cast A Show 7:00 (Highline PAC)

Saturday 16th -Cast B Show 1:00 (Highline PAC)

Saturday 16th -Cast C Show 7:00 (Highline PAC)

Sunday 17th - Cast D Show 6:00 (Highline PAC)

Monday 18th - Cast F Show 7:00 (Highline PAC)

July

Tuesday 10th - Summer Class Schedule begins
Workshop to be announced

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 the professional and nonprofessional student. 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.

BILLING

September's fees must be made prior to the students first class. The remaining fees are due monthly, in advance, no later than the 10th of each month. (unless prior arrangements have been made with the office).

You may pay tuition in one of the following ways:

- a) Online through our student portal.
- b) In person at the Kent office during office hours (cash, check, Visa, MC, or Discover)
- c) By mail: 18403 E Valley Highway Kent, WA 98032 (if payment by check you must include student id and students full name.)

Please note all students regardless of payment method 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.

Please do not send payments with students to class. Normally very few payments are lost in the mail, however some payments are lost or misplaced when brought to class. We also request that no cash be brought or sent for tuition. Please make checks for tuition fees payable to the British Dancing Academy.

PLEASE NOTE: There is a \$25.00 handling charge for returned checks.

******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. This fee can be avoided, by paying tuition by the due date. Late bills will be sent for all accounts that have not been paid by the 30th of each month. We do not like charging late fees or wasting valuable time administering delinquent accounts. We ask that you help us by keeping your account current. **If you have a problem, we are always willing to work out a solution. Please notify the office at 425-738-8586.**

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 notify the office of any address, name, email, or telephone number changes. It is very important that this information be current at all times. Please know that you can keep this information current through the student portal.

CLASSES PRO-RATED

Your tuition is pro-rated and you are paying for 4 classes each month except May when we bill for 5 classes which includes June. Some months may have more or less classes than the billing reflects. Please do not adjust the billing throughout the year. Holidays have been accounted for in the structure of payment. **We do not adjust tuition for vacation, adjustments will only be made due to injury or prolonged illness.**

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

For safety gum will not be allowed in class. 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 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 car pool where possible.

QUESTIONS

Please email Miss Patti at: misspatti@thebritishdancingacademy.com or call the office 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.

Miss Patti will be able to answer most of your questions, however if she cannot, she will take a message and your call will be returned as soon as possible. You may also contact your students 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. ****

REGISTRATION/CLASS PLACEMENTS

Class placements for fall registration will be given out in May. Students will be asked to preregister for class choices by June 18th 2018, after this date we open classes to new students.

During August, a placement email/notice and our registration forms will be emailed and available online to all students who have completed and returned a pre-registration form and have been placed. We require that the registration form along with a payment for the first month's tuition be returned to the Academy by September 1st. The registration forms are necessary to update our files and to ensure we know which students intend to continue with us

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 20th.**

1. Our show for 2018 is a full production performance. An admission of \$20.00 per ticket will be charged to cover expenses. This is a flat fee and will have no additional fee if paying by credit card. All audience members regardless of age must have a ticket to attend.

2. The dates for the 2018 show are June 15th, 16th, 17th and 18th. Please check the calendar for rehearsal dates. June 15th Friday evening will be Cast A, June 16th Saturday matinee will be Cast B, Saturday evening will be Cast C, June 17th Sunday evening will be Cast D and the final performance will be June 18th Monday evening Cast F.

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 \$77.00 to \$87.00 per class for junior students and to \$97.00 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 20th, 2017**. 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 once we have 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. Remember if you have paid your tuition just before costume distribution, it may not have been credited to your account when you go to pick up your costume. If this is the case, you will not be able to pick up your costume with this balance showing.

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. All dance shoes are available from the Dance Collection Shop in Federal Way- 1500 S 336th St #5 Federal Way, WA 98003 253-838-4030

***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 Rhinestone Petal Dress (available at the studio only) Pink Tights, Pink Ballet Shoes.
2. Kindergarten Ballet and Pre Primary Ballet- Pink Shirred Sleeve 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 with Ribbons *****(Primary Students-** ballet shoe ribbons will be earned)*******
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 Leotard (available at studio only), Pink Tights, Pink Leather Ballet Shoes with Ribbons. ***Grade 3 ballet students** will be looked at for pointe shoes once we get started. Do Not buy until your child has been told she is ready.

6. Grade 4, 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. Baggy clothing of any type is not allowed.

Miss Sarah has pre-approved tap shoes at the Dance Collection. Please do not purchase inexpensive vinyl shoes, as they are bad for the students’ feet.

HAIR

Please make sure that the hair is dressed 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

1. Our parent "watch day" is the first class of each month. Parents are welcome and urged to observe one class each month. We are proud of our students and our work and encourage parents to see what we accomplish in class. (Please note – there is no watch days in September or December)

2. During exam preparation, we ask parents of our jr students to watch as much as possible, so that they can actively monitor a student's practice at home.

In April, during show preparation, we close all classes to parents & observers.

REMINDERS FOR PARENT WATCH DAY

1. **TURN OFF CELL PHONES.** Please be in the moment of your child's efforts. We ask that you refrain from taking video's and pictures during the entire class. Enjoy watching your child participating live in front of you.

2. **NO FOOD OR DRINK IN THE STUDIOS.**

3. **PARENTS - PLEASE DO NOT TALK OR INTERRUPT THE CLASS.** Students are easily distracted

4. **BE MINDFUL ABOUT LAUGHING.** No matter how cute they are, some students get their feelings hurt, they think you are laughing at them.

5. **NO SIBLINGS**

6. **PLEASE STAY FOR THE WHOLE CLASS.** If you must leave during the middle of class, please do not come back in. The exiting and re-entrance is disruptive to everyone.

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, so don't make 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. 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 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 Deposits for each class are due November 20, 2017.

COSTUME FEES

MINI'S - \$77.00 (Preschool, Kg, Pre Primary, Primary and Standard 1 Ballet, Level 1 and 2 Tap, Primary and Jr Jazz)

JUNIORS - \$87.00 (Grade 1, Standard 2, Grade 2 and Grade 3 Ballet, Grade 3 and 4 Modern, Level 3 and 4 Tap, Grade 1 and 2 Jazz)

SENIORS - \$97.00 (Grade 4 Ballet, Inter Foundation Ballet and above, Foundation Jazz, Advanced (Junior-Senior) Jazz, Bronze Tap and above, Gr 5 Modern and above, Adult Ballet and Jazz)

NOTE: Please pay the costume deposit separately, do not include with monthly tuition fees.

Please send your deposit with this form to:

The BRITISH DANCING ACADEMY
18403 E Valley Highway
Kent, WA 98032
No later than November 20, 2017

The BRITISH DANCING ACADEMY

18403 E Valley Highway Kent, WA 98032

PRODUCTION CONSENT FORM

MUST BE RETURNED NO LATER THAN November 20, 2017

(Please Print legibly)

Name of Parent: I _____

Give my Permission for:

Name of Student _____

TO PARTICIPATE IN THE BRITISH DANCING ACADEMY 2018 SHOW.

Please check your child's level and price before paying.

_____ MINI'S - \$77.00 (Preschool, Kg, Pre Primary, Primary and Standard 1 Ballet, Level 1 and 2 Tap, Primary and Jr Jazz)

_____ JUNIORS - \$87.00 (Grade 1, Standard 2, Grade 2 and Grade 3 Ballet, Grade 3 and 4 Modern, Level 3 and 4 Tap Grade 1 and 2 Jazz)

_____ SENIORS - \$97.00 (Grade 4 Ballet, Inter Foundation Ballet and above, Foundation Jazz, Advanced Level Jazz, Bronze Tap and above, Gr 5 Modern and above, Adult Ballet and Jazz)

Payment in full _____ Due Nov 20th

Payment in 1/2 _____ Due Oct 20th _____ Due Nov 20th (**Not an option after Oct 20th**)

Payment in 1/3 _____ Due Sept 20th _____ Due Oct 20th _____ Due Nov 20th (**Not an option after Sept 20th**)

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: _____ Total Enclosed _____

NOTE: Please pay the costume deposit by mail, online or office.

THE BRITISH DANCING ACADEMY 18403 E Valley Highway Kent, WA 98032

The BRITISH DANCING ACADEMY

MAILING ADDRESS:
18403 East Valley Highway
Kent, WA 98032

PRODUCTION CONSENT FORM

This form due by November 20th, 2017