

# Bremerton Dance Center

## *Studio Policies and Code of Conduct*

### Statement:

Bremerton Dance Center (BDC) was established in 1964 in Bremerton, Washington. Classes are offered to students, age 18 months through adult, who enjoy dancing as well as for those who wish to pursue a professional career. We are located at 515 Chester Avenue with three spacious studios, dressing rooms, kitchen, dining area in the basement, and parent waiting areas.

Bremerton Dance Center reserves the right to change, without notice, any statement concerning, but not limited to: Rules, policies, tuition, admission, evaluations and curricula.

### Registration

To register, submit a completed registration form with the non-refundable registration fee in person at Bremerton Dance Center. Registration forms are available in the BDC office or on the BDC website. There is a \$30.00 non-refundable Registration Fee for the primary dancer on a family's account, and \$5.00 for each additional student on a family's account. This fee is paid at the beginning of the BDC school year. Enrollment at Bremerton Dance Center is on a semester basis. Tuition accounts must be current to enroll in classes. For class placement, please contact the BDC office/School Director. Please maintain current contact information, including an email address, for your household.

### Tuition

Tuition rates can be found online at: [www.bremertondancecenter.com](http://www.bremertondancecenter.com). They are also printed on the seasons Bremerton Dance Center schedule. The program at BDC is on-going and tuition is due even for unattended classes. There are no refunds or credits. Missed classes may be made up within one month of a missed class. Tuition is due at the beginning of the semester. For your convenience we have a 'monthly' payment plan, which is due by the first of every month. The semester payment is a discounted rate offered by BDC, which must be paid in full by September 25<sup>th</sup> and February 19<sup>th</sup>). **Monthly payments do not receive the same discount as the full semester rate.** Monthly Payments are due on or before the first day of each month starting September 1.

### Billing Policy

- Accounts on the monthly payment plan are emailed late notices by the 25<sup>th</sup> of each month.
- Payment is due by the 1<sup>st</sup> day of each month.
- Late Fee: \$10.00 on accounts not paid by the 15<sup>th</sup> of each month.
- NSF Check: \$ 25.00
- Any account more than 60 days delinquent will be processed by SABA & Associates Collections to recover the past due funds.

Factored into the rates are rehearsals and performances, which compensate for any cancelled or missed classes. Tuition is non-refundable, however, if a student is absent from classes they are encouraged to make up those classes within a month. Make up classes must be at the same level or lower as missed class. Dancers who participate in annual productions must maintain a current balance with BDC. In order to purchase a recital costume and/or pick up a recital costume, tuition must be current with BDC.

### **Admission & Enrollment**

***Children's Division*** classes, which include Mommy and Me (18 months+), combination classes 1-3 (Ages 3+), and ballet levels 1-3 (Ages 6+), have an Open Enrollment policy. Each class is based on a graded curriculum applying appropriate instruction for age and physical development of the studio. Mommy and Me is a class held for parents and children age 18 months through 3 years old. The class focuses on preparing young dancers for Combination Classes and allows dancers to explore the environment of the studio with the support of a parent in the classroom. Combination Classes are a once-per-week class, which prepares students for classical ballet training by exploring music, rhythm, and movement. Students in combination classes learn the basics of dance, beginning tap, and tumbling. Ballet Levels 1-3, starting at age 6 and up, introduces students to classical ballet. Beginning tap corresponds to the ballet levels and explores rhythm and basic tap up through the Rhythm Time Step.

***Students/Professional Division*** Ballet levels 3-6 (Ages 8+) offer students the opportunity to develop their dance technique. In addition to these classes students are encouraged to enroll in Pointe, Jazz, Modern, and Tap to complement their overall training. Students who wish to pursue a higher level of technique are encouraged to enroll in two or more ballet classes per week. Students are eligible to enroll in beginning pointe at age eleven and must have a BDC teacher's recommendation. Dancers must also be enrolled in two or more ballet classes a week. Students may start Jazz level classes at age 8 and at age 11 they may enroll in Modern and Hip Hop.

***Pointe Class Requirements*** Dancers eligible for Pointe must meet all of the following requirements. Dancers must be eleven years old or older, have three years of ballet training, enrolled in two or more ballet 5 level classes per-week, and maintain a demi-pointe height that is 90 degrees to floor. Dancers must have the required strength to dance in pointe shoes in order to avoid injuries, which can be detrimental to a dancer's health. All dancers must have a referral from a BDC teacher and approval from the School Director to enroll in Beginning Pointe. Dancers are required to maintain Pointe shoe health. Dancers with "dead" shoes must have new shoes by their next class. This Policy is set in place for the safety of the dancers. It is recommended that dancers in Pointe level 2 and up have a back up pair of Pointe shoes.

***Teen/Adult Program*** The Teen and Adult Program at Bremerton Dance Center is designed for students who wish to pursue dance for personal expression, health, recreation, or as an avocation providing a social outlet. The school provides a varied curriculum while maintaining superior quality of instruction sufficient for the continuing dancer. Students may enroll according to interest and ability. Classes include levels of ballet, Adult Ballet, Hip Hop, Jazz, and Modern.

### **Student Placement, Advancement, and Evaluations**

Please note that classes fill quickly and are on a first-come, first-served basis. First time students and/or students who return to BDC with a long-term absence from the school must take an

evaluation class, approved by the School Director. This policy must also be adhered to for students who are enrolling from other dance studios.

Student advancement is not automatic from one class level to the next and it is not uncommon for a student to spend two to three years in a level. The BDC School Faculty evaluates dancers at the end of the dance season. Class schedules and placement are available at the start of August. Some students may advance mid-year, however advancements must be recommended by the student's teacher/s and approved by the School Director. Please do not request a mid-year advancement. If a student is eligible, the School Faculty will notify the School Director.

Dancers in Ballet 1-5 will receive a written evaluation at the end of each semester, via email. Dancers in Ballet 6-Company are eligible to meet with BDC's School Faculty and the School Director for a progress conference. Conference dates will be posted in the BDC hallway between the Lobby and Studio 1. Conference times are on a first-come, first-serve basis.

### **Class Observation**

Parents/guardians are invited to observe class during designated observation weeks, assigned by your student's teacher. This is an opportunity to experience ballet class from start to finish: barre and center. This observation is not open to the public (friends, etc.), but is for parents/guardians to observe their student's progress.

### **Watch Day Etiquette**

We encourage attendance at observation classes and know this is a special and unique educational opportunity. Parents must follow the guidelines below:

- Please plan to stay for the entire class period; leaving during class is distracting. If you do need to leave the studio during class, please wait for an appropriate break before exiting and re-entering, i.e. between combinations and/or the transition between barre and center.
- Please do not bring children under the age of 4, unless they can sit still for the entire class period.
- Color crayons and markers are not allowed in the studios.
- Please silence your cell phones and no photography is allowed during class. Parents may take a photo of their own dancer, before and after class. With permission, if your student's class is working on a dance; parents may record the dance for their records and/or so students can practice their recital dances at home.
- No food or drink in the studio.
- **Please no talking during class. This also applies to parents who are in Studio I during non-watch days.**
- Special permission may be given, from the student's teacher, to observe at another time.

### **Outside Dance Instruction**

Bremerton Dance Center strongly discourages dancers from taking classes outside of the studio. Outside training may conflict in a dancers training and may interrupt a dancers progress at Bremerton Dance Center. If Bremerton Dance Center does not provide the desired classes for your student, please contact the School Director for advice.

Dancers interested in attending summer programs outside of the Bremerton Dance Center are encouraged to seek guidance from the School Director. This process will ensure that the dancer is auditioning/applying for programs that are most appropriate for the dancers' age and skill level.

### **Private Lessons**

Private lessons are available for dancers' Ballet Level 4 and higher. Private lessons are for dancers who wish to focus on areas of their technique and are not to be in place of classes or rehearsals. Accounts with BDC must be current in order to receive a private lesson. Please contact the office for more information if you are interested in scheduling a private lesson.

### **Bremerton Dance Center's Annual Year-End Recital**

Each spring Bremerton Dance Center's school year culminates with a production we call Spring Recital. The recital consists of two parts. This production is for BDC students enrolled in Combination classes, Ballet level classes, and Tap, Jazz, Hip Hop, and Modern Classes. Parents are asked to volunteer for this production. Volunteers are used for sewing costumes, moving props, and watching over classes during the production. This production requires the purchase of costumes, which the dancers get to keep. Dancers are also expected to participate in additional rehearsals one week prior to the show. Costume fees are due in January and the student's tuition must be current with BDC prior to ordering costumes. Costumes are ready for distribution by the first week of May and the dancer's tuition must be current with BDC in order to receive their costumes. For more information please review BDC's Recital 101 on BDC's website or ask for a copy from the BDC office. *If a student misses more than 30% of any one class during the Spring Semester (6 of 18 weeks), they will be deemed ineligible to perform in that class's dance for the Spring Recital. In the event that this happens, there is no refund or return of the recital costume.*

### ***Performances with Peninsula Dance Theatre***

Peninsula Dance Theatre (PDT) is a non-profit performing company hosted through Bremerton Dance Center. Each year PDT presents *The Nutcracker Ballet*. Students of BDC may audition to take part in this performance.

#### **Eligibility Requirements:**

- Must be seven years old, by the final Nutcracker performance, or older.
- Enrolled in a ballet class by September and taking the appropriate ballet classes with BDC.
- Have one full year of ballet (combo classes are excluded).
- Must be current on tuition with BDC.

Peninsula Dance Theatre reserves the right to ask dancers to participate in *The Nutcracker Ballet*. Parents of BDC students will be asked to sign a PDT Performance Contract. Roles are selected through an audition process and there will be a production fee for participation. For further

information about PDTs *The Nutcracker Ballet*, please review our Nutcracker 101 on BDC's website or ask for a copy from the BDC office.

### **Code of Conduct**

It is the policy of Bremerton Dance Center to maintain a positive, healthy and productive learning and working environment for all students, staff and dancers. As part of the dancers training, BDC students are expected to behave in a responsible and disciplined manner, and to adhere to the School's rules and regulations, both inside the BDC facility and outside in the greater community, as representatives of BDC. Students are expected to treat BDC staff with respect and maintain a positive attitude. If a dancer is unable to maintain the proper etiquette in class, the teacher may excuse the student from the class. If the dancer is excused from class, the office will notify parents. BDC strives to ensure that all rules are clear and reasonable, and students are expected to observe the established Code of Conduct. BDC reserves the right to suspend or dismiss any student whose conduct or attitude is found to be unsatisfactory. Please respect the expertise and decisions of the BDC School faculty and staff.

### **The following are absolutely forbidden at Bremerton Dance Center:**

Physical intimidation or injury, verbal harassment, theft, destruction of studio property or property of others, verbal abuse; lewd, vulgar conduct; profanity, sexual harassment or coercion, firearms or weapons of any kind, self-destructive behavior, willful destruction or misuse of BDC or another person's property, inappropriate use of the internet, improper use of cell phones.

Any of the above actions will be reported immediately to the School Director who will decide the appropriate disciplinary action. Penalties may include (but are not limited to):

- Dismissal from the School
- Suspension from classes
- Referral to counseling
- Fines
- Probation

**Possession of drugs and/or alcohol:** Any student/parent found using drugs, consuming or under the influence of alcohol (including providing drugs or alcohol to another student) will face expulsion and will not be permitted back onto the BDC property.

### **Attendance**

Students are expected to attend all enrolled classes. Students, or their families, must report all absences to the BDC office prior to class time. Any student, 10 years or older, who is injured, is expected to observe classes and take notes. Attendance is critical to consistent progress and advancement in the school. Poor attendance (for any reason) may jeopardize a student's placement and/or participation in productions. Make-up classes are offered to students and must be made up within a month of the absence. There are no refunds for missed classes.

It is essential that students come to class on time. Late arrival does not allow students sufficient time to warm up, may cause injuries and disrupts class concentration. Students more than ten

minutes late must ask the teachers permission to join class. If denied, the student will need to observe class and take notes.

### **Building Rules**

- Be respectful of the staff by keeping noise levels to a minimum in the lobby areas.
- Personal items must either be stowed under a chair in the lobby areas or taken into class and properly stowed away.
- Please do not enter/leave through the back door to Studio 1 during classes.
- Food and drinks are restricted to the basement; gum is not allowed.
- Students are responsible for disposal of their garbage and are expected to treat the facilities, furniture and equipment with respect.
- No rosin is allowed in either studio.
- Be familiar with drop off and pick up Policies.
- Dancers must be fully covered when entering and exiting the building. Please wear a cover up over class uniform.

### **Dress Code**

Limited dancewear is available at the school. BDC dress code is to be adhered to and dancers will not be able to participate in classes if dress code is disregarded. All female dancers are required to wear their hair in a neat high bun in ballet and pointe classes. In Combination classes, female dancers must wear their hair up away from their faces. If shoes are too small for the dancer or have holes in them, the dancer is required to have new shoes by the following week. It is important that the dancer feels proud and confident in himself/herself when taking class; when dancers feel their best, they will dance their best.

### ***Ballet Classes***

Girls: Pink tights, pink ballet shoes, and the appropriate class level leotard.

Ballet Levels Pre-Ballet, II:	Royal Blue (Short Sleeved)
Ballet Levels III, IV, V	Burgundy (Camisole)
Ballet Levels VI, Company Dancers	Black (Camisole)

Boys: Short sleeved white t-shirt, black tights or jazz pants/shorts, black or white ballet shoes & socks.

### ***Combination Classes I, II, III***

Girls: Pink short-sleeved leotard, pink tights, pink ballet shoes, tap shoes, and a dance bag.

Boys: Short sleeved white t-shirt, black/grey tights or jazz pants/shorts, black or white ballet shoes, black tap shoes & socks, and a dance bag.

### ***Tap, Jazz, and Hip Hop***

Girls & Boys: Jazz pants, capris, or shorts, fitted t-shirt or tank top, appropriate shoes, and hair in a pony tail. **No Jeans**

### ***Modern***

Girls: Any color/style of leotard, pink or black tights, fitted shorts or warm-up gear, bare feet, and hair pulled back.

Boys: Fitted shirt or tank top, tights, shorts, or jazz pants, and bare feet.

### ***Mommy and Me***

Girls and Boys: Comfy clothes, dancer should be able to move easily, and ballet shoes or socks with grip or skidders. Dancers may wear leotard and tights, if desired.

Moms and Dads: Comfy clothes (i.e. gym wear) and socks.

### **Additional Dress Code Guidelines**

No shirts, legwarmers, skirts, etc., may be worn in ballet or combination class. During the cold seasons, dancers may wear limited warm-up gear at the start of ballet classes, but must not exceed dégagés. Jewelry should be minimal: small earrings and watches at the teachers' discretion. Shoes should be neatly sewn with like color thread. NO safety pins.

Dancewear is to be kept laundered and in good repair. Any holes should be mended with same color thread. Please mark clothing, shoes and dance bags with the student's name and class level.

Dress Code must be adhered to in all Peninsula Dance Theatre rehearsals. Do not use fabric softeners when laundering dance attire; it damages studio floors. When lying on the floor in modern, jazz, or hip-hop dancers should cover their backs to avoid slick spots on the floors.

### ***Dress Code for Arriving and Leaving the School***

No one is to arrive or leave BDC wearing only leotard and tights. This policy reflects the professional atmosphere of Bremerton Dance Center and our concern for the safety of our students.

### ***Dress Code on Holidays***

Students are expected to follow the BDC Dress Code on holidays with the exception of Halloween. Students may wear costumes to class on Halloween, provided that costumes do not restrict movement or cause great distraction in class. Students may be asked to remove costumes or costume pieces at the discretion of the Faculty.

### ***Dressing Rooms***

When your child arrives for class, please instruct him/her to change his/her clothes in the dressing room. They may leave their clothes (including coats and clothes worn over leotards) in the dressing room. Dancers may also keep their clothes in a dance bag, in their assigned studio. You are welcome to accompany your child to the dressing room.

### **INJURIES**

All student injuries and accidents in and out of ballet class must be reported promptly to the School Office or School Director. If an injury occurs (either in or outside of class), please do the following:

- Notify appropriate faculty and BDC office immediately so that proper documentation can be made.
- Apply ice if necessary.
- If the student is unable to bear weight, they will be dismissed from class and/or rehearsal and must see a doctor.
- Once the student has been approved to return to dance by their doctor, the dancer will need to notify the School Director to set up a recovery plan before returning to classes.
- BDC recommends dancers with injuries observe their classes and take notes.

### **Notices and Messages**

All BDC notices and messages are received via email. Please make sure BDC has a current email address at all times. Please notify [bremertondancecenter@gmail.com](mailto:bremertondancecenter@gmail.com), if you feel that you are not on the email list. If you do not have an email address, it is your responsibility to check the lobby and BDC office for posted notices and messages.

### **BDC Advertisement**

Dancers may be photographed and/or videotaped during classes, rehearsals, and/or on stage by BDC Staff/Photographer. BDC will only use images for their own personal archives and/or for commercial purposes and will never pair a dancers name with the image, unless provided with permission from the parent/guardian. If you wish to never have your dancers' image used for BDC commercial purposes, please contact the BDC office.

### **Bathrooms**

Bremerton Dance Center is located in an historical building with historical plumbing. Please avoid over usage of toilet paper and **do not** flush feminine products. All dancers, under the age of seven, must be accompanied by an adult. The girl's bathroom **is not** a dressing room; please use the provided dressing room for changing.

### **Parking**

Parking at Bremerton Dance Center is limited to street parking and a small lot behind the studio. The lot parking is for BDC staff and PDT company member dancers and parents. When parking in the small lot, please pull all the way forward to allow enough room for all cars. Parking regulations are metered on Chester. Please be courteous of our neighbors and do not park in front of their garages or driveways. BDC is not responsible for any parking fines or violations.

### **Dropping off or picking up students**

When dropping off or picking up your students, parents must pull up on the curb or into the alley. Stopping on Chester, off of 6<sup>th</sup> Street, may cause an accident. Students under the age of 10 must be escorted to and from the building. **All students under the age of 7 must have a parent/guardian present in the building during classes.** No student is allowed to wait outside the building after dark.

### **Emergency Closure**



If BDC should have an emergency closure for any reason, parents will be notified by email within 12 hours of classes.

**Policies/Code of Conduct Violations**

Students and parents who regularly violate BDC's Code of Conduct or Policies may be dismissed from BDC at the discretion of the Studio Director.