**BU**

**Dance Company**

**Handbook
A Guide for Students and Parents**

As a condition of enrollment at BU Dance Company Inc, students and their parents or guardians agree to abide by all the policies set forth by BU Dance Company Inc, its director, faculty, and staff. BU Dance Company Inc, reserves the right to terminate any student’s enrollment at any time for misconduct or inappropriate actions by either the student or his or her parent(s).

**Welcome to BU Dance Company Inc!**
This handbook will serve as your guide to BU Dance Company Inc and its philosophy of dance education. We take our roles as a mentors and teachers in your child’s life very seriously. It is our objective to inspire a passion for the art of dance in every child who passes through our doors. In the process, we strive to set the right example and help your child (and you) create memories that will last a lifetime.

**Philosophy**
BU Dance Company Inc, is committed to providing high-quality dance classes to enhance the overall development of the child. We provide a safe and child-centered environment to encourage our students to explore dance with qualified, nurturing teachers. We believe that dance training encourages young people to develop a positive self-image as they increase awareness of their physical being. Along with improving coordination skills and developing muscular awareness, dance classes give children the freedom to express themselves through movement.

Contact info
**BU Dance Company**
8040 Douglas Ave
Urbandale IA 50322
515-283-2623(28-DANCE)
budanceco@aol.com
www.budanceco.com
Check out our Facebook page as well.

**FOR OUR STUDENTS**The first step to becoming a successful dancer is making a solid commitment to your classes. Strong technique is a key ingredient and class is where you develop that technique. Come to each class prepared to learn and without personal distractions. Class time is your chance to focus on yourself, so try to leave your concerns or worries at the studio door. True progress is made when you look at each class as an opportunity to become better at what you love to do. Dance full-out, stretch a little farther, become more aware of your technique, and make the most of every class. Respect for the teachers is essential. Listen to each correction given, whether it’s directed at you or another dancer. A correction is an honor; it shows you how much a teacher cares about your progress as a dancer. Always say thank you when a teacher offers you constructive criticism. Nothing can stop those students who apply themselves in every class and appreciate their teachers’ knowledge and experience.

**FOR THE PARENTS: “WE’RE IN THIS TOGETHER”**We believe that children’s success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to be a part of your child’s dance education. Our programs rely on a positive atmosphere and educational experience for our faculty and students and their parents. Cooperation between all parents is expected. Showing respect—for other parents, the students, and the faculty—makes an important impression on the children. You are a role model for your child about how to interact with others in a professional setting. Your child’s presence at all classes is imperative. The spirit of teamwork and the lesson of dedication are a big part of our school’s educational process.

Parents and teachers may look at a child’s learning from different perspectives. However, we believe they share a common goal: to ensure that every child receives the best possible training, both physically and mentally. Mutual respect among our faculty and our students’ parents provides the children with the ultimate care and education.

**FOR ALL PARENTS AND STUDENTS**

Understanding Dance Education
As a parent, you play an important role in supporting your student financially, but your emotional support is of equal—and perhaps even greater—value. Encourage your child to be the best that he or she can be regardless of what others may achieve. Dance is an individual art form and children need to be allowed to achieve at a pace that’s comfortable. No two students will progress at the same rate, even if they experience the exact same training. It’s important to encourage children to focus on themselves, giving it their all, and being satisfied with their own accomplishments. Not all children will develop into professional dancers. One of the primary goals of our faculty is to teach life lessons and skills that offer children the best chance for success. Dance education encompasses far more than technique and the steps your children learn. We believe the discipline of dance training gives young people a better understanding of commitment through learning, experiencing the spirit of teamwork, and discovering what they can accomplish through hard work. Our goal is to educate the minds, bodies, and souls of our students, teaching them the skills needed for a successful life, whether or not they stay involved in dance.

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**Class Placement**
Placement decisions are derived from many years of teaching experience. A child is placed in the particular group or class where we feel he or she will feel confident enough to develop self-esteem. Some students who are placed in a higher level will become discouraged, only to lose their passion for dance. Others respond to the challenge of being in a class with students who are more proficient by pushing themselves to work harder. Placement is highly individual and the factors that go into the decision are complex.

**Classroom Observation**
 We Keep  the viewing window open for you. During this time Please be curious to everyone. Space is limited. We always encourage parents to watch and support. Please remember it is very distracting for the students. Please do not try to get their attention. Please enjoy the show! We try to keep the viewing window open as much as possible if we do have to shut the window during a class it is simply because we cannot keep the attention of the students. Thank you for your understanding.

**Medical Information**
Parents must notify the director/and or teachers regarding children who use an inhaler or who may require medications during their time at BU Dance Company Inc. It is also important to inform the director and/or teachers about your child’s existing medical conditions or learning disabilities at the time of registration and throughout the school year. Our teachers are trained professionals who are anxious to work with all children and personalities, and the more we know about your child, the better the dance experience will be for all involved. All information about our students is confidential.

**Dos and Don’ts**
Some parents may compare their child’s progress or class placement to another child’s. Watch for this behavior in your children as well and encourage them to focus instead on their own accomplishments. Looking to other students for inspiration is good; however, making negative comparisons distracts children from focusing on becoming stronger dancers. In addition, speaking negatively about your child’s teachers, fellow students, or other parents in front of your child––or other students––could result in problems far beyond your original concerns. Often children will imitate a parent’s behavior with other adults or authority figures. Children learn important lessons from their teachers and parents, acquiring behavior patterns through their example. Our school’s faculty takes that responsibility seriously. It’s our philosophy to encourage our students to feel, think, and act respectfully toward their peers, the adults in their lives, and themselves. If you have questions or concerns about your child’s dance education (such as progress or class placement), please discuss them with your child’s teacher or Miss Johnna. Talking only to other parents can lead to misinformation and confusion. Please contact the school office to set up an appointment; do not approach your child’s teacher or Miss Johnna between or during classes or make contact outside of the school.

If you do request a conference, please listen carefully to what your child’s teachers have to say. They spend a significant amount of time with your child and offer expertise in the field of dance education.

**STAYING INFORMED/Mailboxes**
We work hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. Please follow us on you facebook page. We use use facebook for many updates and events! Please check your e-mail weekly for any updates or events.  Check your mailbox every time you leave class. Notes and important updates are printed and placed in your mailbox. Please ask your child if they received any information each week. If you have any questions regarding the information distributed, we encourage you to contact the office 515-283-2623 (28-DANCE). Website: www.budanceco.com If you have any questions please check our website for the answers. If you cannot find the answer please contact me at budanceco@aol.com

**Weather Cancellations**
School closures due to severe weather conditions will be announced at least 1 hour before your class. Notifications of weather cancellations will be emailed, posted on our Facebook page, and announced on the school’s outgoing voicemail message.

**Dress Code Requirements**
BU Dance Company Inc requires dance attire to attend class. Leotards, sports bra, booty shorts, dance leggings, tights. No street clothes are allowed to participate.

• Students should carry their dancewear, shoes, and other belongings in a dance bag. Please print your child’s name on the bag as well as on all of its contents.

• Dancewear is to be kept in good repair and laundered on a regular basis.

• Jewelry should not be worn to class.

• Dance shoes should never be worn outside.

• Female students should wear their hair tightly secured and styled away from the face.

• Students are expected to observe good personal hygiene habits. Deodorant is required for students age 10 and older.

**Tuition and Expense Policy**
Tuition is due the 1st of the month. After the 5th of the month you will receive a $10.00 late fee. This will not be waived under any circumstance. After the 10th you will receive an additional $5.00 late fee. This will not be waived under any circumstance. Should you owe for two months tuition your student will not be able to participate until your account is current. We will accept cash, checks, (credit & debt cards for a purchase fee (See office)) or money orders for tuition payment. Please write your child’s name in the memo portion of the check. If you pay with cash, please ask for a receipt. If any check is returned due to “insufficient funds” a $25.00 returned check fee will be charged and payment will need to be paid within 15 days of notice for both the amount of the check plus the returned check fee. No student will be allowed to dance until the payment is made in full. We do not print monthly bills for tuition. Your tuition will always be the same every month. We do print bills if you are late on your payment, for recital fee, for costume fees, for competition fees.

**Discounted Fees**
We do offer discounts to families with more than one dancer or to the student who takes multiple classes at our studio. To qualify for the discounts payments must be made on time according to the payment option you have chosen.

**Arrival and Departure**
We encourage students to arrive 5 to 10 minutes before class starts.
For their safety, children under age 10 should be picked up immediately after class. Students ages 10 and older must be picked up no more than 10 minutes after their class is completed.

**Attendance**
All students are expected to attend their regularly scheduled classes. Each class offers a step forward in the educational process. A missed class could leave a child one step behind the other students. During second semester, choreography for the recital will be taught and rehearsed. It is important for children to feel completely confident with the choreography and the year-end performance. Missing class during this period could result in frustration for the students and their teachers and classmates. Students need to attend a minimum of 70% of classes to participate in the annual recital.

**Tardiness**
Dance is a physical activity that requires the body to be warmed up in order to execute movement safely. Late students miss the proper warm-up and therefore may sustain injury. Students who arrive more than 10 minutes late may be asked to observe class for reasons of personal safety.

**Class Visitors**
Safety issues and legal responsibilities make it impossible for us to allow students to bring visitors into the classroom. Students should not invite siblings, other relatives, or friends to their classes with the exception of special events.

**Lost and Found**
Please mark all dancewear, shoes, and personal items with your child's name. We will make every effort to locate and return lost items; however, we cannot be responsible for any items that your child brings to class.

**Illness**
Colds, flu, and other contagious diseases occur frequently and spread easily among children. To help protect your own child’s health and to minimize the possibility of contagion, please keep your child at home if you observe any of the following symptoms: Nasal discharge that is green or yellow, Complaints of ear pain, Persistent cough, Severe sore throat, Eyes that are pink, burning, itching, or producing discharge, Diarrhea or vomiting, Fever. If these symptoms or other conditions deemed contagious are observed in your child during a class, you will be called to pick up your child immediately. When your child has a fever, please keep him/her at home until the temperature returns to normal. If there are any lingering signs of illness, such as glassy or watery eyes, listlessness, and drowsiness, please keep your child at home. This will help to ensure that the illness has passed and that your child will be well enough to resume class activities the following week.

**Parking Lot Safety**
The school is home to children of all ages. Please enter and exit our parking lot with extreme caution. Never park your vehicle in any area that is not a designated parking space. If you park in a space that is very close to the building or its windows, please do not leave your car idling. Please do not allow siblings to play in the parking lot.

**Student and Parent Use of Social Media**
Use of Facebook, Twitter, LinkedIn, blogging, and other online social-media vehicles is commonplace. This policy is intended to provide BU Dance Company Inc, students and parents with guidelines to eliminate any confusion concerning the use of social media.

• You DO NOT have permission to reveal any information that compromises BU Dance Company Inc. By that, we mean you are forbidden to share personal information about the director, other students or their families, or anything that is proprietary and/or confidential to them or BU Dance Company Inc.

• Students and parents should neither claim nor imply that they are speaking on behalf of BU Dance Company Inc.

• Never post anything that could compromise the self-esteem of students who attend BU Dance Company Inc.

• If you post videos of class or rehearsals, don’t post any choreography in its entirety; BU Dance Company Inc owns the copyright to all choreography taught at the school.

• Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use. As stated in this handbook, parents and students should never post negative comments about other schools or teachers. Also, please do not post negative comments about school activities such as competitions, conventions, and performances, or about the directors of those events.

• Ensure that your social networking conduct is consistent with all of the policies contained in this handbook.

**General Policies**

• Parents and students should not enter the office space of the school. Please feel free to communicate through the open window of the office.

• Use of the school telephone is limited to emergencies only.

• Parents and students should never interrupt a class in session.

• Only water is allowed in the studios. No food, drinks, or gum.

• We love babies and young children and appreciate the chance to meet our students’ siblings. However, our priority is the safety of every child on the school premises. Children must be supervised at all times and are not free to run around the lobby or classroom areas.

• Please do not dispose of dirty diapers inside the school.

• No cell phones or computers may be used during class time. (This means no emailing, Internet use, or text messaging.) In the waiting area you are welcome to use your electronic devices.

• Students and parents are restricted from contacting teachers by phone, email, text messages, etc. All communication with teachers or the director must go through the BU Dance Company Inc, office.

• Never speak negatively about teachers, students, or parents from other schools.

• All students must show respect for their teachers at all times. Inappropriate behavior could result in dismissal from the school.

**Annual Recital/Recital Fee**
All students are invited to participate in our annual recital to be held each spring. We do charge a $125.00 recital fee per student or $200.00 per family. This helps to cover the cost of the venue, lights and sound equipment and staff. A lot goes into the end of the year show and it is our greatest expense.  Please note that all students must participate in the dress rehearsal in order to perform in the recital. We offer a recital handbook with all the information parents and students need to know to make the recital experience enjoyable for all.

**Costumes**
We spend many hours determining the correct costumes for each class. They are always age appropriate and of the highest quality possible. Costumes include all accessories (hats, gloves, etc.), but do not include shoes or tights. In an effort to ensure that costumes are delivered in time for school photographs and an organized distribution to our students, costume orders are placed before Winter break. Costume manufacturers do not accept cancellations or offer refunds; the school does not refund costume payments. Costumes will not be ordered until they are paid for in full. Parents or guardians accept full responsibility for all expenses, including surcharges and postage for costumes that are ordered late. BU Dance Company Inc, is not responsible if costumes are not received in time for the recital due to late payments. Costume payments are the sole responsibility of the parent or guardian.

**Recital Photos**
Class photos will be taken in the spring at the studio. Dates and times will be made available when confirmed. Please confirm your child’s time on the update provided on the costume note.

After the group photo shoot, students may choose to have solo portraits taken. There is no obligation to purchase photos. Please arrive 10 minutes before your child’s scheduled time since photo shoots tend to run ahead of schedule.

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Sign below, cut, and return to our office NEXT WEEK!

Cut & Return

Child’s First & Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and understand the Student Handbook provided to me.

Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_