



Policies and Procedures 2011-2012

Class Attire

All students are required to purchase the appropriate leotard, tights and shoes for their class. These items can be purchased at Sock Basket, 2433 Laurens Road, Greenville, SC, 29607, (864) 676-0635 and A Dancer's Place, 14 Patton Avenue, Asheville, NC 28801, (828) 253-1434.

- All Pink Tights Capezio 1816 BPK
- Ages 3-5 Motionwear 4354 Pink Dance Dress
- Ballet 1 & 2 Motionwear 2105 Lt. Blue Cap Sleeve Leotards
- Ballet 3 & 4 Motionwear 2515 Burgundy Cami Leotard
- Pre-Pro Trainees Capezio CC102 Navy Blue Leotard
- Pre-Pro Beginner Motionwear 2515 Royal Blue Cami Leotard
- Pre-Pro Intermediate Eurotard 44819 Purple Adult Cami Leotard w/ adj Strap or Eurotard 44819C Purple Child Cami Leotard w/adj Strap
- Pre-Pro Advanced Capezio CC102 Black Cami Leotard
- Boys Black tights, pants or shorts, white T-shirt and black ballet shoes
- Jazz and Tap Black tap or jazz shoes, a solid color leotard and black jazz pants
- Modern Black tights, level-specific leotard, and bare feet
- Ballet Shoes Capezio Canvas Split-Sole
- Pointe Shoes Russian Pointe

Please keep in mind: Student's name should be in all shoes leotards and tights. Dance shoes should not be worn outside as this brings dirt onto the dance floor as well as wearing out shoes. Tights are not required for 3-5 year olds. For girls 10 and over, hair should be neatly tied back in a bun.

For Pre-Professionals: During the winter months, only BCA approved warm-ups are allowed in class. No sports bras, regular bras, or panties. Dance bras with nude or clear straps are permissible. No skirts, leg warmers, or other extras. Please see the Pre-Pro Handbook for more info.

Class Attendance

Attending class is the responsibility of each student. It is important to attend all classes in order to progress with training. Classes missed due to sickness, school holidays and other obligations may be made up in another class. Classes missed due to BCA rehearsals, performances or other unavoidable events will be rescheduled. Please inform us if you will be missing a lesson. Students are expected to arrive at the studio on time for the start of their class. Credit or refunds will not be given for classes not attended.

Facilities

We ask students and families to please respect the facilities. No Food or Drink allowed in the actual studio. Please pick up after yourselves and throw away trash. Adequate supervision should be provided for siblings. Please check that you have all of your belongings before you leave. Clothes left for more than a few weeks will be taken to a donation center.

Make Up Classes

We encourage students to make up missed lessons. We ask that you call the office if you plan to attend a make-up lesson. Classes must be made up within 30 days of the missed lesson. In the case of inclement weather call the studio or check the BCA website -- there will be a message stating if we will be holding classes. We do not necessarily follow the school systems. Classes missed due to weather will not be rescheduled, but you are welcome to make it up in another class.



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Parent /Teacher Communication

Teachers are always happy to speak with parents! We will make every effort to keep you informed. If needed you may call or email the office to schedule a convenient time for a conference. It is sometimes difficult to speak at length between classes, as this delays the start of the next class.

Pre-Professionals

Dancers enrolled in the pre-professional program should consult the Pre-Pro Handbook and Pre-Pro Contract for more information.

Spring Recital

The recital will be Sunday, May 20, 2012. The recital highlights our students and participation is encouraged. The Spring Recital fee is due by Jan. 15, 2012.

Tuition & Fees

The registration fee and the first installment or semi-annual payment are due upon registration of each student. Tuition is based on an annual fee. There are 2 payment options:

1. 2 Semi-Annual (S/A) Payments Due August 22, 2011 & January 15, 2012
2. 9 Installment (I) Payments Due Sep–May on the 1st

Yearly payments reflect a discount on the annual tuition. Should you choose to pay in 9 equal installments, tuition is due on or before the 1st of each month. A late fee of \$10.00 will be added after the 7th of each month. Tuition is non refundable. **Check, Cash, Visa, MasterCard accepted.**

45 Min Class: \$55 (I) or \$225 (S/A)

1 Hr Class: \$60 (I) or \$245 (S/A)

1 ¼ Hr Class: \$65 (I) or \$270 (S/A)

1 ½ Hr Class: \$70 (I) or \$290 (S/A)

2 Hr Class: \$75 (I) or \$310 (S/A)

Nutcracker: \$65 (4 Pmts Due Sep-Dec) or \$240 (S/A)

Pre-Pro Trainee: \$250 (I)

Pre-Pro Beg: \$225 (I)

Pre-Pro Int: \$250 (I)

Pre-Pro Adv: \$260 (I)

The **fees** for the 2011-2012 year are as follows:

30 Registration Fee (\$45 Family Max)

\$50 Nutcracker Performance Fee (Due at Registration)

\$50 Spring Ballet Performance Fee

\$50 Spring Recital Performance Fee (Due Jan. 15)

\$10 Late Fee (After the 7th of the Month)