BROADWAY ARTS CENTER

Parent / Student Handbook

122 Washington St #5 Jefferson Ga 30549
706 367-7589 www.BroadwayArtsCenter.com
E-Mail Us! Cathy@BroadwayArtsCenter.com

TUITION RATES

Tuition/fees are Non-refundable.

TUITION INCLUDES:

- All Classes from Fall -Spring on studio Calendar
- Recital Tights & Costume(s),
- 4 Recital Tickets PER FAMILY (not per student)
- 1 Dress Rehearsal Pass

TUITION DOES NOT INCLUDE:

- Registration fee,
- Class uniform,
- Optional Events & services
  Ex: DVD/Pictures, parade, camps, christmas performance

CHOOSE YOUR PAYMENT PLAN:

SEE WEBSITE FOR CURRENT RATES.

OPTION 1: THE "EXTENDED" PLAN Our full price plan that extends your Tuition Payments into 8 equal installments. **The FIRST & LAST INSTALLMENTS are DUE UPFRONT (by Sept 15)**. Remaining Payments are due:Oct-March by the 15th of each month. Full season is paid by March

OPTION 2: THE "DISCOUNT" PLAN: Our reduced tuition rate paid in 4 consecutive installments (Sept-Dec) due by the 15th of each month. This plan is reduced because it requires half the record keeping and administrative expense compared to the Extended Plan.Full season is paid by Dec15

OPTION 3: THE "FULL SEASON " PLAN: Pay full season in ONE discounted rate by Sept 15

HOW AND WHEN TO MAKE PAYMENTS

Payments are collected the 1st -15th of the month.

It is your responsibility to pay on time using methods below (we do not send bills).

- We accept Credit cards, cash & checks payable to: BROADWAY ARTS CENTER
- Cash must be in sealed envelope and include student's name & payment amount.
- **Returned Checks:** A $30 fine will be charged for returned checks.
- There are several ways to make your payment:

1. PAY ONLINE at our Website:www.broadwayartscenter.com
2. Set up AUTODRAFT (reoccurring billing) on your online account
3. Inside: Payment box on the dance room door
3. Outside: Lockbox by the door (if we are closed)
4. . Mail it to: Broadway Arts Center 122 Washington St Suite #5 Jefferson GA 30549
5. . Online Banking Thru your Online Bank Account (Ask your bank if you need assistance)
6. CREDIT CARDS/CASH : In the office

LATE FEES: A $10 LATE FEE is applied to all unpaid accounts on the *16th of the month and must be paid by the following class. Plan ahead to avoid late fees - *NO EXCEPTIONS for absence, holidays or breaks

Tuition includes *2 Snow/Emergency Days. Please see "tuition" section of handbook for details.*
Financial Hardship*: If you are unexpectedly unable to pay your tuition – please contact the studio for assistance*

STUDIO POLICIES

Waiting Room

- ✓ Help us keep our waiting room clean and bug free! Parents, siblings and guests please do not bring FOOD or DRINK in the waiting room. Dancers may bring water bottle to class.
- ✓ Please be on time and prepared for the start of class and for dismissal.
- ✓ Students are not allowed in the dance room until their class is called. Do not leave young children unattended in the waiting room before class. Broadway Arts Center is not responsible for students before/after their scheduled class.
- ✓ Stay up to date of information posted in the waiting room and on our website
- ✓ Please be respectful of studio property. Do not let children sit on the credenza or play with studio merchandise, decorations, or office supplies.
- ✓ BATHROOMS: are CLOSED to parents, siblings and guests while class is in session

Class Observation

Parents / siblings / friends are not permitted in the studio unless invited.
Parents/siblings/friends may observe in the waiting room or leave/pick up at the end.
A 2-way viewing window is provided to observe classes in studio A
And a tv monitor with closed circuit camera is available to view classes in studio B
Please be respectful to our teachers - do not disturb or interrupt their classes.

Dress Code

Studio issued dancewear and shoes are required for participation.
Broadway Arts Center provides all class uniforms and shoes.
All long hair should be pulled up. No jewelry, gum, candy or cough drops.
Students must borrow a uniform from the studio if they come to class without one.

Studio uniforms build class unity, reduce distractions, eliminate "competitive" attitudes towards appearance and help create an equal and positive learning environment.

Studio Calendar

Classes follow Studio calendar posted on our website and in the waiting room.
Broadway Arts Center *roughly* follows the **Jefferson City School** calendar for *most* Holidays and breaks. We realize students who attend other school systems may have different breaks – and we welcome them to make up any classes missed due to vacations in another class within 30 days.

Breaks / Studio In-service

While students are off on breaks, the studio is hard at work with the "behind the scenes" planning for classes and our show. We are busy writing scripts, creating choreography, ordering / sorting costumes, making tickets / programs, set / lighting designs, building sets / props, editing music. This preparation time is essential for an organized, creative and professional production.

Class Enrollment

Classes with low enrollment or attendance may be shortened, merged or cancelled.

TUITION

- ✓ Tuition for our full season classes is based on meeting once a week (see studio calendar for full season dates). ***EXCLUDING: All holidays/ breaks listed on our calendar along with 2 "Emergency" days (per class) reserved for bad weather or teacher illness – see below.***

- ✓ All Tuition and Fees are Non-Refundable and Non-Transferable.No refunds or tuition reductions are awarded for absences – no exceptions

- ✓ **Tuition due dates remain the same regardless of holidays/breaks/absences.**

- ✓ **Tuition is collected between 1st -15th of the Month. A $10 LATE FEE** applies to all payments received after the close of business on the 15th of a each month and must be paid by the following class.

- ✓ Accounts 2 months in arrears will be denied classes until payments are made.

- ✓ **All tuition for the year must be paid by MARCH 15** Costumes and Tickets will be held until your balance for the season is paid.

- ✓ **Withdrawal** requires 30 days notice. Students who pre-register and withdraw before classes begin will be subject to a $75 penalty if we are unable to fill the spot we were holding for them. No refunds nor Costumes awarded if students withdraw before spring recital.

Class Cancellations

Classes not held if ***Jefferson City* or *Jackson County*** schools close for bad weather.
In the event of bad weather - tune into the local Radio/Tv to find out if schools are closed
Check our website or call the studio 706-367-7589 for class cancellations
(We will NOT call students)
Two "emergency" days (per class) were previously deducted from tuition to be used for this purpose. Because you were NOT charged for these 2 days – the Studio is not obligated to reschedule or refund classes cancelled for bad weather or other emergency.
However, You are welcome to make up any cancelled class in another class within 30 days. (contact us ahead to arrange) On the VERY rare occasion that a class misses more than 2 days because of bad weather the studio will make arrangements to "make good" for those days

Picture Day

Picture Day is a time honored tradition in the dance industry!
During this special week a professional photographer will be at the studio to take pictures of each class in their costumes and individual photos for anyone who wants them.
This is an *optional* service that we provide - you are not required to purchase pictures.
PARENTS MUST BE PRESENT FOR PICTURES

Class Attendance

Students need to be present in class each week to grow and progress as dancers.
Dance is an individual & team activity. When students are absent it affects the entire class.
Students with poor attendance may be denied participation in the recital,
switched to a lower level class, or held back the following year.

HEALTH and SAFETY

Too sick for School? Then too sick to Dance!!
For the health and safety of our staff and students-
Students who stay home sick from school – may NOT attend dance that day.
Please keep your child home if they have a bad cough, fever or showing signs of sickness.
You may make up 3 missed classes in another class within 30 days. (call ahead to arrange)

Class Placement

Proper class placement is important to ensure that students are successful.
Students are placed by age and ability.
The first few weeks of class are considered a trial, and instructors may move students to higher/ lower level classes based on their evaluation.

Class Discipline

Broadway Arts Center relies on clear, consistent class rules and boundaries with positive reinforcement to maintain class discipline. We offer gentle but firm guidance and the "Time out" technique for students who demonstrate inappropriate behavior. We ask that parents trust our highly educated and experienced staff in handling class behavior. Please be respectful to our instructors and do NOT interfere or interrupt their classes. This undermines the teachers authority and causes added disruption. If we need your assistance we will ask. Yelling, belittling or physical actions by students, staff or parents is NEVER allowed. Disruptive/ disrespectful behavior is not tolerated and will result in immediate dismissal without refund.

Withdrawal

When you enroll in a "full season" class you are making a school-year long commitment.
And just as you would cancel your phone or cable – you must notify us if you no longer want our services or you will continue to be billed for your space, *regardless of your attendance*.
Withdrawal for any reason, requires notifying the office in WRITING 30 days in advance to be removed from the billing cycle. TUITION IS NON_REFUNDABLE
Tuition will NOT be pro-rated if you withdraw in the middle a billing cycle.
No costumes are awarded if you withdraw before the spring performance
Students who pre-register and withdraw before classes begin will be subject to a $75 penalty if we are unable to fill the spot we were holding for them .

Broadway Arts Center

Reserves the right to deny class / performance participation (without refund) for the following:

- ✓ **Accounts over 2 months in arrears**
- ✓ **Excessive absenteeism**
- ✓ **Negative attitudes of Student/Parent**
- ✓ **Improper attire**
- ✓ **Inappropriate or disrespectful behavior**
- ✓ **Unwillingness to abide by studio policies**

Spring Performance

Each spring Broadway Arts Center invites all its students to participate in an end of the year production to demonstrate their new skills. Unlike many other studios, that offer a "showcase" style recital, we offer a mini-musical! Broadway arts Center presents an original story using unique characters, sets, props, costumes, lighting and microphones on a profession stage.
Although performance is an important part of a dancer's education, our priority is on education. Class time is spent building skills and technique not solely practicing "show" routines.

Our show will last about an hour. Each class will present ONE number in the show.
Students desiring more performance opportunities are encouraged to take multiple classes .

Costume/Performance expenses are INCLUDED in your tuition and
are Non-Refundable and Non-Transferable

All costume, music, casting, all other performance details are the sole decision of the director and will be revealed after Winter Break so that our main focus and priority will continue to be on Education and our weekly lessons.

Costumes are ordered in the Fall – Students who join late will only be able to perform IF we are able to get a costume in time – rush delivery fees may apply.

Multiple Performances

To accommodate all our supportive fans, Broadway Arts Center may present more than one performance. Most students will perform in just ONE show, but some students may be required to perform in multiple shows. This will be determined each year by the needs of our script
Your tuition includes 4 tickets (total) per family – **not per show**. If your child is in multiple shows the additional performance will NOT raise your tuition NOR raise the number of tickets you receive (4). You may purchase additional tickets to any performance or consider being a volunteer.

Siblings

We know it can be difficult to schedule activities for multiple children, and we try our best to make it as easy as possible for you! To help out families we currently offer very generous discounts for sibling tuition. We also designate showtimes for each class on our schedule at the start of the season. This gives you the opportunity to choose classes that will perform in the same show and avoid additional ticket expenses. (Tuition includes **4 tickets** (total) **per family –** not per child, not per show. Addition tickets can be purchased.)

Performance Updates

As our season progresses, additional information or updates will be posted on the board in the waiting area. Make it your responsibility to keep abreast of this important information. It is our goal to make the performance experience organized and exciting for all involved. It's a team effort for students, their parents and Broadway Arts.

Home Study

To ensure that the students feel comfortable about their performance, we ask parents/guardians to encourage them to rehearse their choreography / lines on a regular basis. We will upload a practice video of your childs dance to our website so you can practice at home.

Costumes

Many hours are spent determining the correct costume for each class.
They are always age-appropriate and of the highest quality possible. Unless told otherwise, costumes include all accessories (headpiece, gloves, etc.)

Distribution

Costumes are distributed when all outstanding balances for the season (including all tuition, Late fees & performance fees) are paid in full. Students should NOT wear their costume, tights, or accessories prior to Pictures/ Rehearsal/ Performance. **Deadline for all balances is MARCH 15**

Sizing

Costume measuring begins the first week of class. Each child was measured to determine his/her proper costume size. Two inch allowances for growth are made for all students.

Alterations

Although rare, if alterations are needed after the costume has been distributed, they will be the sole responsibility of the parent/guardian. Alterations may be made for size only - adjustments may not alter the overall design or look of the costume.

Costume Care

Please put your child's name on all costumes, shoes, accessories and tights. Store your child's costume in a garment bag and place all accessories in a clear plastic bag. Press or steam costumes prior to rehearsal, hanging it in the bathroom with the steam from the shower works well to get out wrinkles. DO NOT wash costumes in washing machine; dry clean only (After the show)

Tights

To ensure that there are no discrepancies in color and style, ONE pair of tights are included: pink (ballet) or tan (Tap, Theater). Please do not wear before the Dress Rehearsal.
It is recommended to order an additional pair of tights incase of runs/ rips.
We will accept orders for tights up till March 15

Shoes

Students must have the proper color/style shoes for their class for the performance. These requirements are outlined in the dress code policy in your registration brochure.
We will accept shoe orders till March 15 .

Withdrawal

No refunds will be made if a student withdraws from the program prior to the performance. Students who withdraw before recital will not be entitled to a costume.

Makeup

Stage make-up is part of show business! Without makeup the bright stage lights will "wash out" your child and you will not be able to see them as well on stage or video. Makeup should be applied heavier than ordinary day-to-day use. You may use your own discretion on colors
All female students are required to wear make-up for the recital.
(lipstick, blush, eye-shadow, and mascara)
For male students a just little blush works well but is not required.

Hair

All hair must be neatly pulled off the face in a Bun unless otherwise notified.
Long bangs should be secured back (shorter bangs can remain as long as they are neat)
All items used for securing the hair (barrettes, clips, bobby pins, elastics) must blend with your child's hair color. Other than the assigned head piece - additional decorative items (Beads, Bows, etc.) are NOT permitted. Be sure to secure head pieces tightly – practice securing and moving around with head piece ahead of time.

Pre-Planning

Gather your costume (s), accessories, shoes, tights and makeup several days in advance so you know if something is missing or isn't right. Make a check list of all items needed and check it before you leave for the theater. Some additional items you may want to bring:
Extra Tights, Safety Pins, Hairspray, comb, extra bobby pins, Baby powder for Itchy costumes

Dress Rehearsal @ THE THEATER

Upon arrival One accompanying parent/guardian will receive their Parent Pass (with their dancers name on it) This card will admit ONE parent into the rehearsal for free - and is used to pick up the dancer at the end of the rehearsal. All additional guests (age 3-up) attaining the dress rehearsal will be subject to a $10 admittance fee.

Students MUST arrive already dressed in their costume with makeup and hair done.
(Students in multiple numbers should arrive in their First numbers costume)
The dress rehearsal allows the students to become familiar with their performance, costume, and being on stage. Lighting, music cues, set changes, microphones and all other logistics for an organized and professional performance are rehearsed so that students make the best possible impression.. We run an organized and timely dress rehearsal: your help with this process will guarantee a professional production. **Participation in the rehearsal is MANDATORY – no exceptions** Please arrive on time.

Green Room Etiquette

Students will spend more time in the green room (backstage waiting area) than on stage, so please do your best to keep them organized, occupied and clean! NO FOOD or DRINK is allowed in the green room. Students must respect others space and property in the green room. Broadway Arts reserves the right to dismiss any student who exhibits inappropriate behavior.

Costume Changes

All costume changes must be made in their classes designated area, NOT in bathroom stalls

Finale

All students will participate in the finale, which we will rehearse in class. A run-through of the finale will take place at the end of rehearsal. After which, students will be dismissed. If for any reason rehearsal runs later than expected – we will dismiss our younger classes before the finale. Classes that need additional practice may be asked to stay after.

Drop off & Pick Up - Dress Rehearsal & Show

Students must arrive **DRESSED i**n **full costume, hair & makeup done.**
Parents/guardians should bring students to the **BACKSTAGE** entrance around the side of the theater (not through the auditorium) where they will be checked in at the doorway where a BAC volunteer will escort dancers to their green room. **Parents /guardians and guests are NOT allowed Backstage.** One Parent per family will receive their Parent Pass when they drop off their child - this will allow that parent into the **Dress Rehearsal** for free (all other guests that attend the rehearsal will be subject to a $10 admittance fee.) After rehearsal parents will need the pass to check out children from the stage

CAMERAS at Rehearsal ONLY

Videos and photography are ONLY allowed at the Dress Rehearsal! No electrical outlets will be provided , so be sure your batteries are charged.
Absolutely NO Video or Cameras of any kind are allowed the day of the show:
Not only is it a dangerous and distracting to the performers, it is also a matter of privacy.
Security guards will ask you to put ANY cameras back in your car.
Athens Video Services will provide a professional video of the performance for anyone who would like a copy. Order forms will be available prior to the show as well as at the rehearsal and show.

Auditorium Rules

No Food , Drink, or Smoking allowed.
(B.A.C is FINED by the theater if guests or students do not comply!)

NO COSTUMES IN THE AUDIENCE

The Theater Charges a $200 cleaning fee for Glitter in the Auditorium!!!

Performing students are NOT allowed in the auditorium at any time during their rehearsal or show. (Unless part of their performance)

Students who are not performing must bring a change of clothes to watch another show (and must have a ticket)

NO CELL PHONES/ PICTURE PHONES

Cell phone signals interfere with our wireless microphones. Even in "silent" mode, cell phones will cause our microphones to cut out. Please leave your cell phone home or power it completely OFF. Please remind your guests of this important rule as these microphones are very expensive to use and students deserve their performances to be heard. Picture phones are also prohibited as they too interfere with our microphones. Because this causes such serious technical problems, we ask for you and your guest's complete cooperation in this matter.

THEATER CLOSED BETWEEN SHOWS

All students, guests and volunteers must vacate the theater immediately after the show. The theater will re-open 30 min prior to next show. Saving seats for the next show is not permitted

Backstage

Family members and friends do not belong in the backstage areas or green room before/during/ after at the rehearsal or show. The backstage area has limited space and is filled with delicate props and sets. After the show there is no admittance back in the auditorium/stage.

Show Ticket Policy

Tickets are required of all guests to attend Recital

Children under 3 yrs do not need tickets – but must sit on an adults lap.

BAC iS NOT RESPONSIBLE FOR LOST TICKETS!

Each family will receive 4 (free) show tickets that must be reserved online ahead of time and 1 Free Dress rehearsal wristband for the accompanying parent which will admit them into the rehearsal for free. There is a $10 admittance fee for all other guests (siblings, Parents, relative or friends) that attend the rehearsal. Additional tickets may be purchases online

Parent Volunteers

Volunteers WILL be able to watch their child dance from the audience! The performance weekend is a hectic experience; all volunteers must work in a cooperative manner at all times. Our backstage crew works very hard to put a system in place that works; we ask all volunteers to rely on our experience and follow instructions.

Do not bring guests, including children, with you while you are volunteering.

*CLASS MOMS

Class mothers are needed for each class to supervise the dancers backstage. They will have a seat reserved in the audience to watch their child's number. Class moms must assure that each child in their care is safe and accounted for at all times. They are responsible for making sure each child is in the proper costume, shoes, and accessories. They must line the children up properly and assist them quietly up the stairs to the backstage at the appropriate time. They will exit the side door to the auditorium and watch from their reserved seat. After the number is over, they will return their class to the green room. The number of volunteers needed is determined by class size. Volunteer positions will be filled first come-first serve. If more Moms volunteer for your class than needed you may be asked to assist with another class.

QUESTIONS?

This handbook covers everything you need to know about class, performance and rehearsal, please read it carefully. If you have further questions; the best way to reach me is through e-mail, where I can respond quickly and efficiently. Reach me at BroadwayArtsCenter@gmail.com.

Putting together a show takes a great amount of organization and pre-planning. Please appreciate our efforts to provide a positive and professional experience for all involved. With your help and cooperation, we can have a FUN and successful show, where every child can shine!

PLEASE KEEP UP WITH RECITAL PAGE ON OUR WEBSITE

We will be posting details on costumes, routines and more as the season progresses!!

Scroll Down for Recital Check List!!

RECITAL CHECK LIST!!

☐ **IMPORTANT INFORMATION** Please read your STUDIO HANDBOOK (Posted Online: www.BroadwayArtsCenter.com) Please see our recital page for hair demos, ticket info and more

☐ **BACKSTAGE VOLUNTEERS!!** Sign up Online to help Backstage! Volunteers arrive 40 min prior to start

☐ **COSTUMES & PICTURES:**

COSTUME WEEK: Parents join us for the last 20 min of class to receive costume. All tuition & outstanding late fees form the season must be paid in full to receive your costume

PICTURE DAY: Book an appointment online for your personal dance portrait !!

☐ **THEATER POLICIES!** Please explain these rules to all your guests ahead of time.

- **NO CAMERAS/ VIDEOS AT SUNDAYS SHOW** (you may take pictures/video at rehearsal only)
- **NO CELL PHONES** (they interfere with our wireless Microphones & Distract performers)
- **NO FOOD, DRINK or SMOKING**.
- **NO ONE ALLOWED BACKSTAGE** (except staff, students & volunteers)
- **NO COSTUMES IN THE AUDITORIUM** - there is a $200 cleaning fee if glitter is found in the auditorium - students must enter and exit thru the backstage door only.

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☐ **SATURDAY: MANDATORY REHEARSAL: AT THE THEATER.**

Arrive in FULL COSTUME! Check-in your dancer to the BACKSTAGE 20-30 min prior to your start time and receive your wristband. Please be on time! Have hair and make up done – BEFORE you arrive. Students remain backstage for the entire show. Afterwards ONE parent (with pass) should PROMPLY pick up dancer from the stage and exit swiftly so we can prepare for the next group.

☐ **SUNDAY RECITAL!!**

Will run just like Saturday. Arrive DRESSED in FULL COSTUME. Theater will OPEN 30 minutes prior to show! Check students into backstage 20-30 minutes before show time. Check out immediately following each show – theater CLOSES between shows to be cleaned and reset.

☐ **TICKETS** Reserve your Tickets ONLINE!!

☐ **ORDER A DVD**!

Order ONLINE or at the Theater *Personal video cameras are allowed at the* ***dress rehearsal*** *ONLY!* ***No cameras at the show.***

☐ **RECITAL FLOWERS** Flowerland Florist will be selling flowers at the theater for your convenience

☐ **PRE-REGISTER** Falll Classes are filling Fast! Save your spot today! www.BroadwayArtsCenter.com

☐ **SUMMER DANCE CLASSES!!!** Join the fun and keep up your skills over the summer!