

# BCAPA Dance Handbook 2022-2023

Dance classes at BCAPA are full year courses (August- May) and dance students will often remain in the same levels for more than one year as they learn to master dance concepts and skills. Instructors will approve students to move up to the next class level based on attention span, maturity, focus, strength, attendance, technique, and understanding of the content in their current class level. Learning to dance is a process nurtured by effort, good spirits and discipline. All dance students are expected to adhere to the following expectations at BCAPA.

**Attendance:** Regular attendance to class is essential to a dancer's progress and ability to learn a given style of dance. If a class must be missed, please email the dance director or your child's instructor to let them know.

**Be on Time:** Students should be ready to dance at the scheduled class time and come to class without prompting by the instructor. To avoid injury, students arriving more than 15 minutes late to class will have to sit and observe since the class will have already warmed up.

**Dress Code:** For safety and comfort, all dancers are required to wear proper dance attire to class. Students who are not in dress code will be given one class warning after which they may be asked to sit and observe classes where they are not wearing appropriate class attire. Please consult the dress code handout for specific information.

**Be Good Listeners:** Students should not talk during class or while the instructor is speaking. Excessive talking or behavioral disruption of class will result in the student being asked to leave the studio until they can behave appropriately. If the disruption continues then a parent will be contacted.

**Respect the Space:** Students are encouraged to bring plastic bottles of water to class, but should refrain from bringing soda, juice, glass container, tea or anything sticky into the dance room. No street shoes, food, gum chewing, or drinks other than closed bottles of water will be allowed in the dance studios.

**No Distractions in the Studio:** No phones are allowed in the dance studios, and phones that are left in the dressing room should be turned to silent. Smart watches and health trackers are allowed in class as long as they do not become a distraction. Students may be asked to remove these items if the instructor feels it is necessary.

**Respect for Teachers:** Students must always be respectful towards their instructors both during and outside of class time. Taking corrections and critiques from instructors is an important part of learning to grow as a dancer. Corrections should be met with acceptance and a willingness to learn. Arguing with instructors about corrections, teaching methods, or choreography will not be tolerated. Students should thank their instructor after each class.

**Respect for Peers:** Remember that we are all human! If you do not get along with another student, then do not interact with the student socially and always treat them with respect. Learning to interact with those you may not get along with is an important part of life. If conflicts between students occur, the parents will be immediately contacted.

## BCAPA INFORMATION AND POLICIES

**Communication Methods and Response Time:** The best way to contact BCAPA's dance director is by emailing [hberning@bethelks.edu](mailto:hberning@bethelks.edu). For questions about billing, payments, and music department inquiries please email us at [bcapa@bethelks.edu](mailto:bcapa@bethelks.edu). You can also call and leave a voicemail at 316-283-4902 and we will return your call as soon as possible. Important information like upcoming events and announcements can be found at our website, [bcapaks.org](http://bcapaks.org), or on our Facebook page.

**Drop-Off Expectations:** In the interest of safety, students must be accompanied to and from their classes by an adult. Families are expected to pick up their children promptly at the end of lessons and to call BCAPA if they will not arrive on time. Instructors will ask students to wait for pick-up in our front lobby area if parents are late.

**Accompanying Younger Children:** Children under the age of 8 must be accompanied at all times by a parent or guardian. This includes children waiting in the lobby, playroom or other public areas.

**Parking at Bethel College:** Families are invited to use the loading zone in front of Mem Hall when dropping off or picking up. Additional parking is available to BCAPA students and faculty in the Sports Parking Lot behind Mem Hall or Kauffman Museum Lot on W 27th Street

**Lost and Found:** Any items left at BCAPA will be placed in the lost and found bin by the small dance studio until the end of the semester after which they may be discarded. BCAPA is not responsible for items left, lost, damaged, or stolen from our building.

**Restroom Use:** All dancers are encouraged to use the restroom before their dance classes. If students under the age of 7 must use the restroom during class then they will be taken to the bathroom by the class assistant. If you would prefer that the assistant not take your child into the bathroom then please stay present for the duration of the class so that you may do so if necessary.

**Parent Observation:** Parent/Guest observation inside the studio is not permitted. There will be scheduled observation opportunities throughout the semester. Special arrangements can be made in the event of visiting family, etc. Please speak with the instructor at least one week prior to the visitation to make arrangements.

**Photographs and Video:** Photographs and videos of students taken in classes, at BCAPA events or BCAPA performances may be posted on social media, BCAPA's website and in print materials used to promote our organization. If you do not consent to your child being photographed or recorded then please contact the Operations Manager in order to make arrangements to ensure that your child's photograph will not be taken. Names and/or personal information of students will never be shared without permission from the parent.

**Medication:** Students are responsible for bringing any emergency medications with them to classes and lessons including EpiPens, inhalers, or other medication that the student may need while at BCAPA.

## **Tuition, Fees, and Payments**

**Tuition:** Tuition is due upon enrollment in August and on the 15<sup>th</sup> of each month after that starting in September. Dance class tuition for each semester is broken into 4 even payments across the 16 week fall semester. Please keep in mind that while your payment each month might not correlate with the exact number of classes in that month it will even out by the last payment of the semester. Since the spring semester is 18 weeks long there will be 4 even payments due on the 15<sup>th</sup> of the month January- April and a half payment due on the 15<sup>th</sup> of May to account for the last two weeks of the semester. Since tuition is paid to reserve your child's place in class each week all lessons must be paid regardless of the attendance of the student. Refunds or credits will not be given for missed classes.

**Fees:** All student accounts are charged a \$30 annual family registration fee as well as a \$50 annual performance fee per dancer. The only exceptions to these fees are adult dance classes, one time camps and workshops. All annual fees are due at the time of registration and are **non-refundable**. For all other tuition prices and discounts, refer to the course listings.

**Payments:** Initial tuition payments are due by the first lesson and/or class. Monthly payments are due by the 15<sup>th</sup> of every month September-May. If tuition payment is late then a \$10 late fee will be applied to the family's account. If payments are more than 4 weeks late then students will face suspension from lessons and/or classes unless a payment arrangement has been made with the BCAPA Director. Payments can be made one of 3 ways:

1. Online: Online payments can be made in person or through Studio Director. Add a 3% fee to all online credit/debit card payments.
2. In person: If paying in person and no one is at the desk to take payment, please drop payment (with student's name) in the lock box mounted on front desk.
3. By mail: Checks can be mailed directly to BCAPA at 300 E 27<sup>th</sup> St. in North Newton, Ks.

**Withdrawal Policy:** By enrolling you are reserving your spot for the full year of classes or lessons. Fall registrations will automatically be rolled over into the Spring semester as long as accounts are current and families have not notified us of any changes. BCAPA requires a two week notice for early withdrawal from lessons and/or classes. If two weeks of notice is not given prior to withdrawal, the family will be charged the full payment for the next month.

**Scholarships:** BCAPA offers needs-based music and dance scholarships each semester. To apply for financial aid, complete a scholarship application form. Scholarship applications must go through a review approval process and scholarships are not guaranteed. Please note that scholarship families are required to volunteer at BCAPA events throughout the semester.

## **Cancellations & Makeups**

**Dance Class Absences:** If a student must miss a class, they are welcome to attend another class similar to or below their level of technique during the month of the absence. Please check with your instructor for a list of appropriate classes. There are no refunds or credits for missed classes. Classes that are cancelled by BCAPA will have a makeup class scheduled or family accounts will be credited for cancellations.

**Inclement weather:** In the case of inclement weather, BCAPA will communicate any cancellations by email, Facebook, and phone if necessary. While BCAPA does not follow local school cancellations directly, BCAPA is advised by area cancellations and strives to make final decisions regarding weather cancellation by 2 pm of the day affected. Instructors may choose to hold lessons virtually in place of in person classes due to inclement weather.

**Sick Policy:** If a student must miss lessons and/or classes due to a contagious illness or other health condition, please contact your instructor immediately. A doctor’s note may be required to return to lessons and/or classes. If a student is sick but not contagious then they are welcome to observe the class and take notes of what is being learned. Cell phones and other electronics are not allowed in the classroom even when students are observing.

**Cancellations due to attendance:** If no students are present at a normally scheduled class after 15 minutes then the class may be cancelled for the day per the instructor. This cancellation will not be posted or emailed to families and the instructor may leave or lock the building if it is the last class of the day. Cancellations due to student absences will not be made up or refunded.

<b>CONTACT INFORMATION</b>	
<b>Bethel College Academy of Performing Arts</b> 300 E 27th Street, North Newton KS 67117	EMAIL: <a href="mailto:bcapa@bethelks.edu">bcapa@bethelks.edu</a> CALL: 316-283-4902 TEXT: 316-804-8864 WEBSITE: <a href="http://www.bcapaks.org">www.bcapaks.org</a>
<b>Haylie Berning</b> , Director of Dance	<a href="mailto:hberning@bethelks.edu">hberning@bethelks.edu</a>
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