

THE BALLET CONSERVATORY OF DANCE MUSIC & ART LLC

STUDENT / PARENT RESOURCE GUIDE

SCHOOL HANDBOOK | POLICIES AND GUIDELINES



Student – Parent Policies and Procedures
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1. Introduction

Welcome Message

Dear Students and Parents,

Welcome to BC Dance - The Ballet Conservatory of Dance Music & Art! We are truly pleased with your decision to join our family. BC Dance is committed to providing superior quality and unparalleled service in all aspects of our business, both on the dance floor and off. We believe each person contributes to the success and growth of our school. Above all, we believe that the confidence, pride of accomplishment and joy that students experience in the dance studio will shine a positive, influential light into their daily lives.

This handbook contains general information on our policies, practices, and expectations. Please read it carefully. If you have questions regarding the handbook, please discuss them with our Office Manager.

We look forward to working with your artist!

Sincerely,
The BC Dance Family

Mission & Vision

Mission

We create and cultivate refined young artists who express themselves fully through movement and art.

Vision

The Ballet Conservatory of Dance Music & Art provides pre-professional and recreational classes in a nurturing and respectful environment. Our focus is on classical ballet, with a comprehensive curriculum in Jazz, Contemporary, Tap, Acrobatics, and a supporting education in Music, Singing and Drama, to prepare our students for concert and competitive performances. Through state-of-the-art studios, expert instruction, and community outreach, our students blossom into confident artists and successful young adults.

Core Values

The values we follow (Staff, Students, Parents):

QUALITY:

We set the highest standards of pedagogy, performance, safety, and service to each other.

ALIGNMENT:

We are an organized and innovative business that sets and implements shared goals and expectations for ourselves, our employees, and our students.

PROFESSIONALISM:

We represent BC Dance: The Ballet Conservatory of Dance Music & Art professionally with our actions, appearance, and dress.

IMPECCABILITY:

We communicate respectfully and are impeccable with our words and agreements.

FUNDAMENTALS:

We are fundamentally strong in classical training which allows for innovation and creativity in instruction and performance.

INVESTMENT:

We invest our time and resources to achieve our goals through cultivating our personal best.

2. Our Faculty, Artistic, and Administrative Staff

BC Dance is owned and operated by Mr. Cory Fragoso-Gram and Mr. Alfredo Fragoso-Gram. As Artistic and Managing Director, Mr. Cory is the creative heart of the studio. He creates the dance curriculum and evolving programs, manages faculty and staff, produces all theatrical performances, and assesses and directs students in their

dance goals and contracts. As Finance and HR Director, Mr. Alfredo oversees all financial aspect of BC Dance, and sets policies and procedures for students, parents, faculty and staff.

Marisa Gutierrez, our Office Manager is a direct representative of the Directors and manages all day-to-day aspects of the school.

See www.bcdancetucson.com/about-us/members/faculty for a complete list of instructors.

Who Do I Call? Who's in Charge? – A Guide for Parents

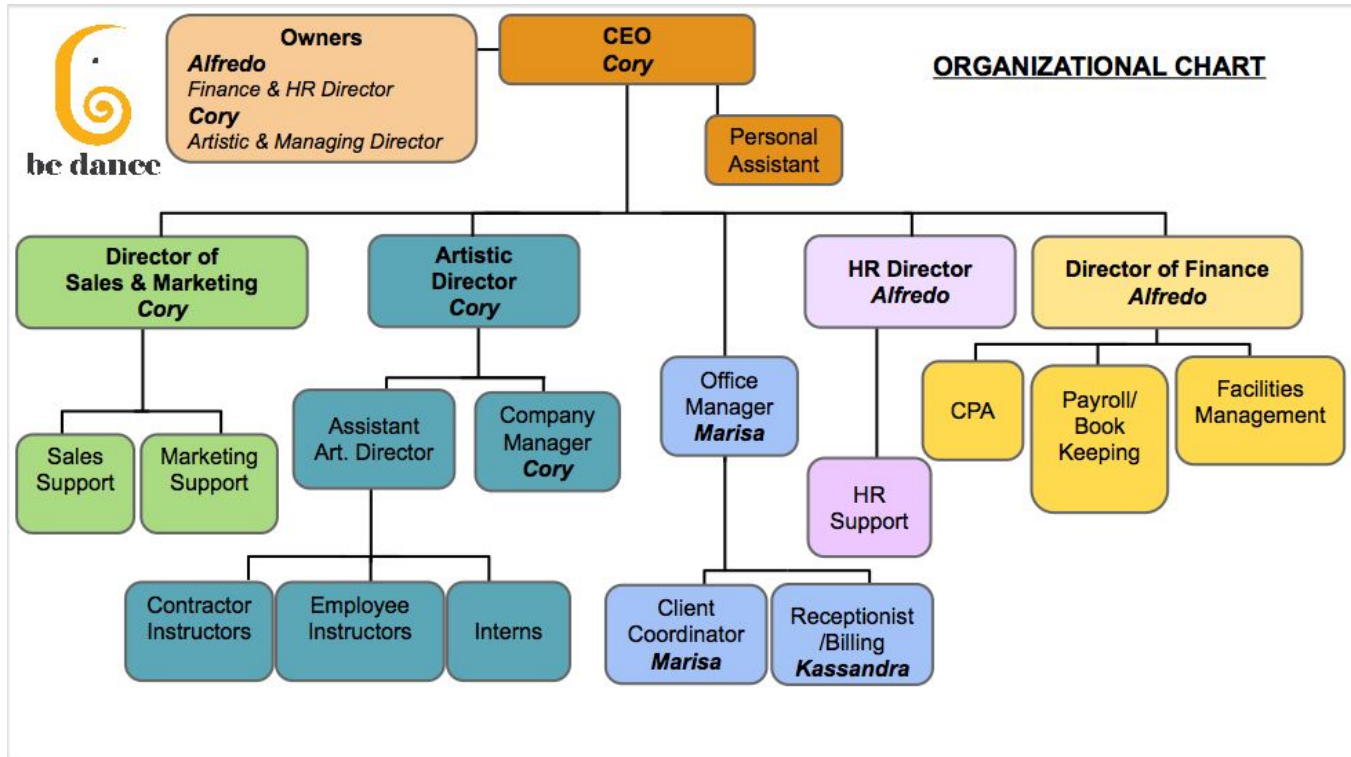
Call the main office number 520.770.7827 or email office@bcdancetucson.com to reach office staff for questions regarding:

- Class and company curriculum
- Performances and special events
- Costume selection
- Class placement
- Companies (BE, BCDC, etc.)
- Registration and scheduling
- Private class reservation/cancellation

The Office Manager is the main point of contact for students and parents for the following items. You can contact her directly at office@bcdancetucson.com or 520.770.7827.

- Sponsorship
- Classroom and artistic issues/concerns
- Policies, and procedures
- Parent/teacher conferences
- Billing

Organizational Chart



3. Programs

BC Dance offers two different tracks for two different students: our **recreational program** track and our **BC Dance Company** track. Regardless of the track, students are placed in classes by age and skill level. With all classes we use a placement period to make sure it's a fit for both the dancer's skill level and enjoyment. After this period, if your dancer or the instructors feel that the student might be suited in another class we will make another placement recommendation, and your dancer is able to try that class for free, until we find the right fit for everyone.

Our **recreational programs** are developed for dancers from beginning to advanced, for ages 2 and up, who are interested in taking dance classes recreationally and not at a pre-professional pace or level. Recreational classes are no less challenging than the BC Dance Company track, and the instruction is of the same quality, however, the focus is for the student interested in dancing for fun or exercise. Many of our recreational classes also afford students the option to perform in a full production performance during our Winter and Spring showcases. Although performing is optional, students must declare their preference upon class registration.

The **BC Dance Company** houses specific levels and dance teams for dancers interested in a more in-depth study of the various dance genres. These companies are designed for beginning through advanced and for ages 4-18 years old and some are geared toward competitive dance while others focus on concert performance.

- Beginner: Pink Diamonds, Elite Co. Level 1, Teen Co.
- Intermediate: Elite Co. Levels 2 & 3, Teen Co., BC Rhythm, BCrew, **Ballet Ensemble Junior Co.
- Advanced: Elite Co. Levels 4 & 5, **Ballet Ensemble, Convey, **Pre-Pro Training Track

***Non-competitive branches of BC Dance Company*

Divisions of the School Courses and Age Recommendations

These is a general list of courses offered. Courses may or may not be provided each semester.

Early Childhood division, Ages 1-6

Exposure to dance at a young age helps children develop good posture, strength, balance and coordination. The Early Childhood Division features a progression of five levels of achievement based on age. Students enrolling in the Early Childhood and Elementary Divisions must meet the appropriate age requirement by the beginning of the current school year.

Mommy and Me, Ages Toddler to 3

Designed to begin movement and body awareness starting with the toddler's first steps, this class uses the mother's assistance in bringing listening skills and initiating movement coordination of body parts through dance, games and songs. Taught once a week for 8 weeks for 30 minutes.

Predance, Age 3

Designed for the youngest students, this class stresses coordination, large motor skill development, musical awareness, spatial awareness, and listening skills. Musical instruments such as bells, rhythm sticks, shakers, tambourines, along with age appropriate activity resources and special music help engage the students' attention and imagination. Taught once a week for 30 minutes.

Creative Dance, Ages 4 and 5

Creative Dance focuses on coordination, motor skill development, listening skills, and the development of a child's natural creativity. Musical awareness is enhanced with the help of a pianist. This program is a prelude to formal ballet instruction and stresses creativity and group interaction. Taught once a week for 45 minutes

Preballet, Age 6

Students begin a more formal study of classical ballet through age-appropriate skill development, creative expression, music appreciation, and the relationship between music and dance. This year they wear ballet shoes for the first time. Taught once a week for one hour.

Elementary Division, Ages 7-10

Students are taught fundamental ballet technique and develop the self-discipline necessary to begin the study of classical ballet. These classes solidly prepare students to advance to the next level of study. They accommodate each dancer's developing technique by increasing the ballet schedule and encouraging students in the summers to extend their knowledge of other dance forms.

Classes in this division are carefully graded by age, physical strength and development. Students are promoted according to individual progress in acquiring technique and strength. New students over the age of seven are evaluated to determine placement level. The Elementary Division is made up of three levels and is taught once a week for one hour. (Elementary 3 meets twice a week for 1 hour and 15 minutes.)

Intermediate Division

Students in the Intermediate division range from those experiencing a fun way to exercise to those considering dance as a career. As in most pre professional programs, advancement through the program is based on a student's level of skill and accomplishment, not on his or her age. Many students continue to progress in the study and enjoyment of ballet and other dance forms for several years without the pressure and time commitment that are required for the advanced division. The School of Canton Ballet nurtures both career-track and vocational students.

Advanced placement

Advanced Placement students demonstrate an aptitude for ballet and the ability to progress more rapidly in strength, line, artistry and technique. The students are judged solely by their drive, ability and work in class and rehearsal. Understanding and development of “line” is key to advanced placement work as is a willingness to accept, implement and retain corrections. Advanced Placement students are selected by their teachers and the Assistant to the Director at the end of the school year.

Advanced (Pre-professional) Division (Ballet Ensemble and Companies)

Students are admitted to the pre professional program by audition, the recommendation of their teacher, the results of final exams and upon the recommendation of the Artistic Director. These students make up the Ballet Ensemble and Companies. They are taught in a nurturing environment in which developing self-awareness, confidence and individuality are as important as developing artistry and technique. It is in this division that the young student has the greatest potential for securing technical strengths, musical sensitivity and artistic awareness. The varied curriculum and progression of levels allows for the development of a strong, versatile dancer.

The Advanced Division blends rigorous pre-professional ballet classes with additional enrichment activities that enhance the student experience. Only students who are physically able, technically qualified and uniquely dedicated to pursuing a rigorous course of study are recommended. The teacher works meticulously on each student’s individual dance needs, while closely coaching each student in technique and performance skills. The level of training taught here can prepare serious students for professional careers in dance. Classes and performances promote the success of dancers both technically and artistically through high-quality ballet instruction. In return, company dancers are asked to bring a love of classical ballet, a dedication to their training, a desire to perform, and a commitment to a healthy lifestyle. Good, healthy practices and injury prevention are promoted.

Advanced level students receive the following benefits in addition to their training:

- master classes with international guest teachers
- intensive dance training
- frequent performance opportunities throughout the year
- attendance at the annual XXXX
- opportunities for selected students to take part in national and international ballet competitions

Teen/Adult Classes

Many students begin while others continue their study and enjoyment of ballet and other dance forms for many years through participation in our Teen/Adult classes in Ballet, Pilates, Yoga and other movement forms. The classes meet once weekly throughout the year and emphasis is on enjoyment of movement and appreciation of dance.

Pointe Work

Pointe work is an exciting and essential part of a ballet student's training. Receiving one’s pointe shoes is a badge indicating that the training is proceeding appropriately. As always, our primary concern is for the long-term welfare of the child. It is important that the child’s progress be properly monitored during her development. Our students begin preparing for pointe work by adding 15 minutes to their normal class time to take Pre-Pointe. During this time they work in flat shoes to learn pointe technique and combinations, and to develop the strength they will need to dance *en pointe*. (see section on Pointe in Divisions of the School)

Each student responds to the demands of pointe preparation differently, and some will need longer than others to be ready for pointe work. Children are given their pointe shoes at 10-14 years old and proceed to grow up with them as a natural part of their ballet training. When children are selected for our AP levels, one of the major decision making factors is their suitability for pointe work.

Many children in the school wait until they are 13 or 14 years old to go on pointe for a variety of reasons, mostly due either to posture, strength or the proportions of body weight and height.

Criteria for Pointe Work

- The student must be 10 years or older
 - The student must have at least 2 years of training
 - The student must be taking a minimum of 3 classes a week consistently (for a total of 4.5 hours or more weekly)
 - The student must have sufficient strength to do the following:
 - Be able to hold their turnout while dancing
 - Have a good posture, a strong, straight back while dancing and hold their bodies, especially the lower back, in strict alignment
 - Use plie while dancing
 - Point their feet while dancing
 - Pique passe with straight leg
 - Be able to hold a passe balance on half-pointe
- The student must be in good health and able to take a whole class. If the student frequently needs to rest because of illness or injury, she is not strong enough for the extra demands that pointe work requires
- The student must pay attention in class and must work well
- The student must be of normal weight for their size
- The student must have enough of an arched instep to stand on pointe
- Children must reach the Intermediate 1AP or Intermediate 2 levels in our school (or come to us from another school with the equivalent preparation and qualifications)

The First Year

During the first year, the children spend a lot of time IN their shoes. Pointe shoes are very uncomfortable and must become like a second skin.

In the end, they spend about ten minutes 2-3 times a week actually standing on their toes. They learn the correct pointe position and how to stand in their shoes properly. The skin on their toes and balls of the feet begins to develop calluses and the first blisters happen. Lots of individual attention is given as each child's pointe position is perfected individually.

At the Ballet Conservatory, classical ballet is our specialty.

Guidelines for Advancement

Guidelines for advancement in The Ballet Conservatory

Taking daily class and working hard each day to improve technique is assumed and is not considered in and of itself as a means for advancement within the company structure.

Apprentice-2 year course

Apprentices are the youngest, newest dancers. They may dance with the corps de ballet but usually in the most inconspicuous place. They spend most of their time understudying corps de ballet and demi-soloist roles.

The position of apprentice offers a special learning opportunity to BC students. A dancer is invited to be an apprentice when his or her technique reaches an advanced level, when seriousness develops and when there is a certain standard of emotional maturity. An ability to accept and concentrate on corrections is important as well as self-discipline and an ability to work for oneself.

During the first year, apprentices learn what it means to attend rehearsals and how to understudy a part. By the second year of apprenticeship, dancers know rehearsal behavior and are developing an understanding of the necessary performance quality and knowledge of how to learn choreography - an art in itself.

Understudies

Understudies dance the main group parts. They learn demi-soloist and soloist roles. They are used in group dances and in certain roles for which they may be suitable.

Dancer must:

- show improvement in technique and performance quality.
- retain choreography and be able to perform it right away
- take corrections quickly, remember and implement them.
- show a willingness and eagerness to learn all kinds of choreography
- be flexible-mentally as well as physically "Go with the flow."
- attend rehearsals in addition to those assigned

Company Members

Generally takes one or two years of work at the understudy level and extensive technical and performance progress.

Company membership comprises three categories of dancers:

- Principal Dancers dance the main roles
- Soloists dance the next most important roles
- Demi-soloists dance solo roles with the corps de ballet. These parts are usually danced with two to four other dancers

From the roster of company members, dancers are selected to dance specific roles based upon their technical and artistic abilities

Private Scheduling

Privates are a great way for dancers to excel quickly in their training or master a specific step with a specialized instructor. Families new to BC Dance often use private instruction as a way to easily acclimate their dance to technique based instruction and to form a close bond with an instructor. Privates are scheduled on a weekly basis through the main office. Times are limited and vary depending on instructor availability and studio space. You may schedule private at the front office. Cancellations must be made 48 hours in advance through the office hours. Cancellations made 48 hours in advance will receive a full refund, but for a shorter notice we will still have to pay the instructor for their time, but you have the option to have someone else take your dancers appointment.

There is a set rate for privates that will be paid in full at the time you reserve a private. Private rates are pre-set for all instructors with the exception of the Artistic director. Contact the office for rates and scheduling.

* All rates include the studio rental fee.

Winter and Summer Recitals

Summer recital is mandatory for all students. Students enrolled in Pre-Pro, Ballet Ensemble, BC Dance Company, and Teen Company are required to participate in the winter recital.

4. Policies and Procedures

Company students, please refer to your individual Company Contracts for additional related policies and procedures.

Attendance

Regular, punctual attendance is important to a child's progress. Parents and children should do their best to always arrive on time for class. If a child is unable to dance that day, you are urged to bring him/her to observe the class as a great deal can be learned by observation. Please call if you plan to be absent from class. We strongly recommend that students attend additional classes one level lower than their assigned level to strengthen their technique.

Arrival

Students should always wear some sort of street clothes (shorts, skirt, pants, etc.) over their dance attire when arriving and leaving from class. They should also be wearing some form of street shoes. Students should NEVER wear their dancing shoes outside of the building as they will pick up debris which ruins their shoes and the studio floors. Dancers should arrive no less than ten minutes before their class to have enough time to dress, prepare their hair and stretch.

Tardiness

Please schedule sufficient travel time to avoid arriving late for class. Children need time to socialize, dress and stretch before class. Children who arrive late are frequently "out of step" for half of the class. Habitual tardiness is discouraged, as it is disruptive to the class and the teacher. If a student is more than 10 minutes late, he/she will be asked to observe the remainder of the class. Students who are late, nevertheless, are encouraged to come and observe class, since much can be learned by observation.

Weather Policy

In cases of inclement weather:

- The Remind App will give information regarding any changes in class schedules.
- The school telephone message (520.770.7827) will be changed to reflect any changes in class schedules due to weather.
- If Tucson City Schools close due to inclement weather, classes will be cancelled.

Those parents driving in from outside Tucson will be asked to use their judgment regarding the safety of driving through their area to reach The Conservatory. Make up classes can be scheduled for any classes missed due to a weather emergency.

Makeup Classes

If it is necessary for a student to miss a class, the teacher or Administrative Assistant must be notified before the class is missed, in order to have the absence excused. Only excused absences may be made up in alternate classes. Missed classes may be made up by appointment. Students should ask their teachers to suggest the best class for them to use as their make up class. Make ups are done in a class below the regular level and must be completed within the same semester and cannot be carried over into summer or fall classes. No refund or credit is given for missed classes.

Security

- Parents dropping off their child at the front door should watch their children until they have safely entered the building
- Parents picking up their children should instruct their child to stay within the facility until they see you and your vehicle. They should not hang outside the door nor stand outside the door

- Please ask your children to stay in the reception area of the building and not to wander through the commercial center and outside areas
- Please ask your children not to leave the premises without adult supervision

Parking

During regular business hours, please use the parking spaces closest to the studio to prevent inconveniences for other businesses in the commercial center.

Picking Up Your Dancer

It is very important that you pick your child up in a timely manner. Students must be picked-up within 15 minutes after their last class or at class end if it is the last class of the day. We care deeply about our students but our very limited staff cannot be responsible for childcare duties that take them beyond their job descriptions and normal working hours. If you are running late, please call the office. Should there be repeated tardiness (more than 1 occurrence) from the same family, the School will charge the family \$20 for every 15 minutes or portion thereof, in order to retain personnel past their regularly scheduled hours.

Health

Injury Procedure

There are times when a student may have an injury or illness that may make them unable to participate fully in their scheduled class. They are to arrive for their class at the regular time and observe the class unless they are contagious (see below) or in bed.

Should a student injure themselves in class they are to notify their teacher immediately so the proper procedures may be followed.

Infectious Diseases

To protect both the individual and his classmates, parents must keep a child at home during the highly infectious first stages of a cold or other communicable ailment.

Medical Absences

Children who must miss class due to illness or injury should present a doctor's excuse to the office. Depending upon the length of time the student will be absent from class and the nature of the illness or injury, missed classes may be made up or a tuition credit may be issued. However, no credit will be provided without a written doctor's excuse.

Classroom and Behavioral Matters

Progress Reports

Written progress reports are distributed at the end of the year for all levels above Creative Movement.

Home/School Communications

While instructors are always happy to discuss and answer questions about a student's progress, they are not always available in the hallways for discussion. Requests for appointments can be made through the office so that adequate time can be given for discussion.

If you suspect that a problem is developing, please call the Office Manager first. It is far more satisfactory to deal with a small problem immediately before it has the opportunity to develop into a major concern. Circumstances of a special nature may include consultation with the Artistic Director.

The faculty is always happy to speak with parents regarding any concern they may have. It is always better for the teachers to hear about a problem directly and before it becomes overwhelming. As time between classes is very close, please leave your name and phone number with the Office Manager and he/she or the Artistic Director will call you at the earliest possible opportunity.

If your child has any physical or emotional problems, please advise the Office Manager and Artistic Director so that special attention may be given to the student. If you notice a drastic change in the student's reaction to class, either positive or negative, please advise the Artistic Director. The more information that we have to work with, the better it is for all.

Conferences

BC Dance holds Parent-Teacher Conferences each spring. Please see the school calendar for specific dates. Conferences may be scheduled at any time during the year if there are specific concerns. Contact the office manager to schedule a conference.

Teaching Method

Dance instruction requires that the teacher physically touch the students. The student who wants to improve appreciates verbal or physical corrections. Actual touching and physical moving of body parts is essential to the proper teaching of dance. Proper dance training happens only when the student feels the correct body position and in most cases that requires the teacher place the body into position. This can cause muscular discomfort. It is not unusual for a dancer to come home with sore muscles just as participants in any sport or physical activity might do. Communication and education for both dancers and parents is very much a part of our program. Parents are welcome to observe class with an appointment and speak to the instructor regarding any special concerns.

Corrections

As a part of their training, dancers will receive frequent constructive criticism (called corrections) throughout the year. Corrections are given to assist and teach. The student should understand that a correction is a gift and should be received as such.

Dance Etiquette

In today's world of instant informality and less than perfect manners, dance class, especially ballet class, provides an oasis of true courtesy and dignity, a remnant of the royal decorum of the Baroque age. In ballet we create an environment conducive to learning and physically demonstrate the esteem in which we hold your art, our teacher and our fellow students. Considerate, respectful behavior is expected. Courtesy is especially important for performing artists. A performance is a complicated machine with a lot of moving parts and politeness is the essential lubricant.

Class Observation

Takes place during the last class of each semester unless there is a school performance.

Discipline

It is our ultimate aim to have each student respond to an inner-directed sense of right and wrong rather than be motivated by the fear of externally imposed consequences. The Conservatory expects that all instructors, students and parents will model acceptance and kindness toward all people and will insist that the highest standard of behavior will be upheld in their presence.

- No gum chewing, food or drinks are allowed in the studios AT ANY TIME. These may eaten or left at the reception area in a secured, no-spill container in the student's bag. Water bottles may only be used between barre and center.
- No phone use is allowed during class time.

- No containers, empty or otherwise should be left in the studios or reception area; use the trash bins.
- The studio is a place to work quietly and with concentration. When students enter the studio, they must feel they are entering a special place where they can achieve anything they work for.
- Students are encouraged to enter the studio prior to class for a time of quiet practice or stretching.
- Students should be waiting outside the classroom prior to their scheduled time if another class is inside.
- All street clothing must be removed before entering the studios.
- Behavior in the halls and the dressing room should be polite and quiet.
- Respect for the instructor and for one another is essential to a successful classroom environment.

Waiting Areas During Class Time

Parents are invited to wait for their child in one of the many commercial establishments surrounding our school. If you have brought other children with you while waiting to pick up a child, please be sure that you are supervising them. We strive to make this a safe and comfortable environment for you and your children. With this in mind, we ask:

- Please be considerate of those around you. At no time should someone be throwing objects, running through the lobby or rough housing within the lobby and dressing room areas.
- Crayons and paper to color on are available for waiting children. Please return them to their proper place when finished with them.
- Please be sure that all children clean up any snacks and behave appropriately at all times.

Visitors/Observers

Arrangements may be made for special visitors to observe a class from time to time. Please contact the Office Manager before class to arrange a visit.

Sitting or standing in the Studio Doorways: parents and siblings should be kind enough not to stand or sit (either in a chair or on the floor) in or near the doorways of the studios during classes and rehearsals where the children can see you. We invite you to glance in briefly, but please be good enough not to stand and watch for more than a moment or two.

The problem is that the children do not give their full attention to their instructor when there is another audience to draw their attention. Some children behave differently when their parents are watching, others simply want to wave or keep their eye on their parent for approval or input. Small children sitting inside the studio, running in and out of the doorways and laughing or doing gymnastics where the students can see them is also extremely distracting. To this end, we have installed curtains at each studio which will be drawn while class is in progress.

For you to receive full value for your dancer's class time, they need absolute concentration. The fewer distractions available to them, the more progress the teachers can make in each class. Please enable us to give your children the best possible training in classical ballet.

Exams

The exams consist of a series of classroom exercises memorized by the students. This is a test for their memory. The chosen exercises show the level of technical accomplishment that each child has achieved in relationship to their peers as well as in comparison with the levels below and above them. This is a test of their progress and their desire for advancement.

Exams are just a tiny taste of what an audition will be like for them in the future. All dancers, all performers, all job hunters in fact, need to know how to present themselves at their best under pressure.

Citizenship

Responsible citizenship, combined with consistent effort, is the basis for success in life. It is essential that students understand the Conservatory's expectations concerning citizenship and student recognize that each individual is

accountable for his or her actions. We believe that the citizenship of our students is as important as success in dance.

All members of the BC Dance community must demonstrate the ability and the willingness to conduct themselves with courtesy and self-control, to respect the rights and property of the individual and the Conservatory, and to demonstrate a seriousness of purpose and a spirit of cooperation and trust.

Code of Ethics

Dancers of The Ballet Conservatory represent the highest standards of morals, ethics, honesty and responsible behavior. They set a good example for their peers and for the younger children in the school.

- Dancers will be truthful, straightforward and honest having integrity in their dealings with each other, other dancers, their teachers and other adults
- All dancers will treat each other with respect, consideration and courtesy.

Competition, though encouraged within the classroom situation, should not be felt in the halls and dressing rooms. Each Dancer should help and encourage all of the others to do their best and set a good example for others.

Statement Against Discrimination

The Ballet Conservatory admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, gender or sexual orientation in the administration of its educational policies, scholarship and other school administered activities.

Statement Against Harassment

The ongoing policy of The Conservatory is to provide an environment free of harassment or discrimination. Consistent with that policy, The Conservatory will not tolerate any unlawful harassment of students or employees. Such prohibited harassment includes verbal or physical conduct which is based upon an individual's race, color, religion, gender, sexual orientation, national origin, age, or disability and which:

- 1) has the purpose or effect of creating an intimidating, hostile or offensive environment
- 2) has the purpose or effect of unreasonably interfering with an individual's performance; or
- 3) otherwise adversely affects an individual's opportunity.

Such prohibited conduct may include, but is not limited to, verbal slurs, negative stereotyping, hostile or demeaning acts (including purported "jokes"), and written or graphic material, which shows animosity, aversion or denigration toward an individual or group based upon race, color, religion, gender, sexual orientation, national origin, age or disability.

Sexual harassment (as distinguished from gender harassment) deserves special mention.

Unlawful sexual harassment includes, but is not limited to unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature:

- 1) When submission to such conduct is made, explicitly or implicitly, a term or condition of instruction, participation in School activities or employment.
- 2) When submission to or rejection of such conduct by an individual is used as the basis for casting, promotion, evaluations, or employment benefits; or
- 3) When such conduct has the purpose or effect of substantially interfering with an individual's performance in the classroom or in roles in which they have been case, in work performance, or in creating an intimidating, hostile or offensive School environment or working environment.

Sexual harassment may include, but is not limited to, explicit sexual propositions, sexual innuendo, sexually suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits,

foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as grabbing, patting, pinching, or brushing against another's body.

Any student or employee who feels that he/she has been subjected to harassment by anyone, based on race, color, religion, gender, sex, national origin, age, or disability, either in the classroom, on the job or in connection with The Ballet Conservatory employment, and who is unable to resolve such matter promptly and satisfactorily, should submit a detailed written report of the offensive behavior to the Office Manager or the Artistic Director. The Ballet Conservatory forbids retaliation against anyone who, in good faith, has reported such unlawful harassment, or has assisted in the investigation of such matters.

It is the policy of The Ballet Conservatory to investigate all harassment complaints thoroughly and promptly. To the extent reasonably practicable, The Ballet Conservatory will keep such complaints, and the terms of their resolution, confidential. If an investigation confirms that prohibited harassment against any employee, a Ballet Conservatory customer, contractor, student, volunteer or visitor, the The Ballet Conservatory will take appropriate disciplinary action, up to dismissal from employment, dismissal from the School and/or appropriate intervention by legal authorities. Appropriate disciplinary actions also will be taken against any employee found to have willfully falsified any such claim of harassment.

Information/Registration

Schedule

See bcdancetucson.com/schedule or current school brochure.

Registration

We assume that everyone will continue in the spring semester, same class and time. If you will not be returning please notify the office in early January to free up that space in class.

Early Registration

Summer class schedules will be ready in late April/early May. Fall class schedules will be ready in July for anyone wishing to register early. Spring class schedules will be ready in December. First month's tuition is required to hold a place in class.

Classroom Attire

Dancers are participating in a disciplined art form that requires disciplined preparation. The dress code encourages improved concentration. Clothes (washed after every class) and shoes should be marked INSIDE with the student's name and kept in a dance bag to insure that all items are ready for class.

Tights, pink for girls and black for boys, enable muscles to be seen. Pink and white shoes continue the line of the leg, and leotards outline the body so the physique can be clearly seen.

- Nothing should be worn except the uniform as the uniform is several layers.
- Boys aged 11 and up must wear a specialized athletic supporter for male dancers. They must have tights that meet the top of their thin white socks or slip into their shoes at all times.
- Ballet slippers must have elastic SEWN across the instep and tights must cover the feet.
- New Shoes - New shoes should be checked by the instructor before they are worn, as they cannot be returned once dirty. Parents should not cut strings or ribbons but ask the teacher to do it. Shoes will be checked, ties adjusted and cut by the teacher on the first day of class for the younger children.
- Pointe Shoes - Only the instructor should cut the ribbons and ties on toe shoes.
- Jewelry and watches should not be worn. Tiny earrings are acceptable.
- Legwarmers and shorts may not be worn in ballet class.
- No pins should be used anywhere in the uniform.

Hair

One of the cardinal rules of being a dancer is having the hair groomed so that it is immobile and not distracting. Hair must be fixed in place, close to the head, without exception. There are to be no hanging braids of any kind or beads. If there is no possible way for a dancer's hair to be fixed this way, please see the teacher for instructions.

Girls must wear their hair in a bun with NO BANGS and their class flower headpiece. Buns must have rubber band, hairnet and hairpins. No scrunches. Please use long hairpins with long hair. Hair that is too short for ponytail and other options listed above can be held in place with a headband.

Students should learn how to fix their own hair. It will take practice, but before long they will be able to do it easily in the car on the way to the studio if necessary. All students will be expected to meet hair requirements.

Valuables

Please guard your valuables. If necessary, bring them into the studio with you. The school is not responsible for lost or stolen articles.

Class Assignments

Students may not change class day or time within the semester without prior approval of the Artistic Director. In emergency situations, the Office Manager may be consulted for alternate class openings.

Nutcracker

Each year The Ballet Conservatory will include students over the age of 4 in the production of Nutcracker. Schedules and further information will be posted on the website and passed out in late October.

Summer Performance

Takes place in the month of May. All students above 4 years of age take part. Schedules and further information will be posted on the website and passed out in January of the performance year.

Casting

Casting decisions are made by the Artistic Director in conjunction with the classroom instructor. As a rule, casting decisions are not considered a topic for conversation with the artistic staff. If you feel strongly that you must discuss it with someone, please make an appointment with the Artistic Director by contacting the office.

Videos and Photographs of Performances

As a service to parents, we videotape performances and make them available for a small fee. Photography is permitted at rehearsals, however, flash photography may not be used at any time that there are dancers on stage. It is extremely hazardous for the dancers and prevents the lighting designer from doing his work. As a courtesy to all attending the performances, please enjoy the event and let us tape it for you.

Electronic Devices

It is understood that parents may give a student a cell phone for his/her safety. Cell phones must be kept out of sight and TURNED OFF during class. No electronic devices may be used inside the class. IF A CELL PHONE RINGS DURING CLASS IT WILL NOT BE ANSWERED. Please call the office at 520.770.7827 to leave a message for your dancer.

Email and Text Notices

To join our emailing list for information and updates and texting list for last minute notices, sign up by emailing us at: office@bcdancetucson.com.

Costume Dress-Up Week

During the year certain times are designated dress up weeks, dancers are invited to arrive for their class in costume. Wear your most beautiful costume! (Please choose something that you can dance in.)

Parent Participation Week

One week during the year, parents are invited to join their dancers in class to get a true taste of what the dancers go through. Please wear something that you can move in comfortably and leave your other children at home so that you can devote yourself solely to bonding with your dancer.

Bring a Friend to Class Week

One week during the year, dancers are invited to bring a friend to class with them to experience what the dancer experiences every class day. The friend should wear something that allows them to move comfortably and to sit on the floor.

Treats

Dancers may bring a treat for their *entire class* if they wish to celebrate their birthday. Parents should coordinate with the Office Manager in advance of the date. The treat may be eaten in the reception area.

Intensive Workshops

Open to serious students of dance, an exciting program of activities is planned to enhance the daily training necessary for aspiring dancers. A placement class may be held on the first day of workshops. Students attending all four weeks will take part in a special performance at the end of the workshop.

Summer School

Anyone who wishes to be considered a serious dancer; anyone in the Advanced Placement levels; and anyone who is accepted as an apprentice or company member of The Ballet Conservatory companies; is required to attend summer school. The summer school requirement is a minimum of 5 weeks of classes at The Ballet Conservatory or another approved school during the summer.

Intermediate and advanced students with professional aspirations are encouraged to take part in the national summer school auditions held during the early months of the year. Auditioning is a valuable part of a dancer's training and the more auditions that one does, the easier they become. Even if the student is not planning to go away for the summer, the audition process is a valuable one and one that should be experienced by any serious dancer. Please ask your teacher for more information or check in *Pointe Magazine* in December and early January.

Work Study Program

The Ballet Conservatory has a work/study program for advanced students. Under this program, students who qualify will have the opportunity to act as classroom assistants for younger children's classes.

Social Media

Parents and students are encouraged to use the internet responsibly; especially interactive social media sites, personal blogs, message boards, and the like (outside class hours, for students). If a parent or student decides to post opinions about the Company, individuals, or other studios s/he should avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, disparaging, obscene, threatening or intimidating to teachers or staff, other students or parents, or other studios and their students. The Company encourages students and parents to praise or make positive comments about the students or the Company and its staff on public forums. Individuals should be aware that when they make their personal information public, it is no longer personal and private, and any such information reflects upon the individual, the Company, and all the students.

A student or parent should not post commentary that disparages individuals, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile environment. The Company also prohibits posting of confidential or proprietary information for which it has a legitimate business or ethical interest in keeping private.

5. School Performances

Winter, Summer and Year-in Sox Affair Performances

Nutcracker Participation

Please read and check each item carefully. Please pay particular attention to your dancer's rest and nutrition during the busy holiday time.

It is VITAL that every dancer attend each rehearsal. Theater rehearsals are essential for a smooth performance. Nerves can lead to confusion and unhappiness and one person's absence will make a problem for all the others in their dance. The theater rehearsals will enable all the children to relax into the stage environment and make a happier experience for all. Please be certain that your child is present and ready at the scheduled time. Prior to evening rehearsals and all performances, children should be encouraged to eat a light but nutritious meal and to rest. Junk food should be avoided. Before the Sunday performances, all children should be fed a light meal and given some quiet time.

STUDIO REHEARSALS

No parents, please. Children will be fully supervised during all rehearsals. Please be nearby as rehearsal often lets out early.

THEATRE REHEARSALS

During the week preceding our Nutcracker performances, most rehearsals will take place in the theater. See your rehearsal schedule. We ask that before the performance you take your children to the dressing areas and leave them with our chaperones. The backstage area will be extremely congested. Please do not come backstage during rehearsals, unless you are a chaperone. Let the Office Manager know if you would like to chaperone at least two rehearsals and/or performances.

FINAL DRESS REHEARSAL

- Take your child to the dressing room
- Dress rehearsals - parents welcome in Balcony ONLY
- Photos are permitted - NO flashes please, as it can frighten or disorient the children
- Videos are permitted - please use a battery pack

TICKET SALES

It would be wonderful if it were possible to offer free tickets for parents to all performances. Unfortunately, there is a large amount of expense involved in mounting a production on the scale of The Nutcracker; theater rental, lights, crew, costumes, scenery, programs, music, etc.

STAGE MAKEUP

(see details on website Performance Participant page)

Makeup should be applied to children at home. It should consist of rouge and a little pink lipstick should be applied shortly before appearing for the girls. Volunteers are needed to help with makeup in the theater each night. Please let the office know if you would like to help with makeup and/or hair.

HAIR

Hair should be as neat as possible. Reindeer should wear a bun. Hairnets are required for all buns and hair should be slicked back with Dippity Do and/or hair spray. Dancers should bring extra rubber-bands, bobby pins, and hairnets to the theatre in their dance bag.

EYEGASSES MAY NOT BE WORN AT THE FINAL STUDIO REHEARSAL, THE STAGE REHEARSAL OR IN THE PERFORMANCE

CHAPERONES

A few parents will be asked to volunteer as chaperones. Their duties will be the following:

- Check-in children as they arrive for rehearsal or performance
- Assist them with dressing, hair and makeup
- Keep them calm and quiet until their time to dance
- Take them to their place onstage, take them back to dressing room and stay until all children in your group are picked up. There will be an extremely limited opportunity to observe the performance while chaperoning, but the hustle and bustle backstage can be equally exciting.

SHOES AND TIGHTS

- Leather or split sole shoes only
- Reindeer no shoes, pink tights, pink leotard, no panties
- Street Urchins black ballet slippers, black tights
- Package Children: Girls: pink ballet slippers, pink tights
- Boys: black ballet slippers, black tights
- Party girls, Angels, Polinchinelle Girls, Cherubs, All Mice pink tights, pink ballet shoes
- Party Boys, Polinchinelle Boys ,white ballet shoes

PLEASE PUT NAMES ON INSIDE OF ALL EQUIPMENT. White and pink shoes and tights must be spotlessly clean and without holes or runs of any kind. NO pins. No writing on soles of shoes.

GENERAL INFORMATION

Theater rehearsals are most important. The time scheduling is as close as possible, and every effort will be made to get the children out early, but unforeseen circumstances may cause delays. Please do not plan appointments close to rehearsal time. It is important for each dancer to rehearse onstage in order to be relaxed and enjoy the performance experience.

- Please, absolutely no jewelry may be worn onstage; no pierced earrings. If they absolutely cannot be removed, please cover with thin piece of band-aid.
- Do not bring money or valuables to the theater
- Children will need to remove their eyeglasses for stage rehearsals and performances
- No gum chewing in the theater at all
- Please make a list of all items the dancer will need. For the school age child, it can be a responsibility that is most beneficial if he\she is encouraged to make his or her own list and then be double checked by the parents.
- The dancer will perform better and be more relaxed if encouraged to rest before the program. Also a light, early meal is desirable.
- Only clear nail polish is permitted on dancers
- No flash pictures or videos are to be taken during the performance
- Pictures (without flash) and videotaping (with battery) is permitted during theater week, from the balcony only
- Please put names on INSIDE of all equipment, shoes, etc.
- Absolutely NO eating or drinking in costume, except water
- No part of costume is to be taken home at any time

Dancers will need to be picked up between performances, taken home, given a light meal and some time to rest before returning for the evening performance.

The rules are numerous, but they are essential to a smooth running performance. We ask your cooperation and patience, should schedules not go quite as planned. Every effort will be made to make rehearsals and performances as smooth running as possible.

FINAL REHEARSALS

Rehearsals are essential for a smooth performance.

The theatre rehearsal is VITAL. We will have only one for each class. The time scheduling is as close as possible, but unforeseen circumstances may cause delays. Please do not plan appointments close to rehearsal time. It is important for each dancer to rehearse onstage in order to be relaxed and enjoy the performance experience. Parents should plan to wait for their young children in the theatre during rehearsals. Sometimes they will finish early, other times a little bit late.

EYEGASSES MAY NOT BE WORN AT THE FINAL STUDIO REHEARSAL, THE STAGE REHEARSAL OR IN THE PERFORMANCE.

PERFORMANCE

Do not bring money or any valuables to the theatre, as their safety cannot be guaranteed. No gum chewing in the theatre at all. Your dancer will need:

- Nutrition and rest: the dancer will perform better, and be more relaxed if encouraged to rest before the program. Also a light early meal is desirable.
- Grooming: ABSOLUTELY no jewelry or nail polish may be worn on stage.
- Clothing: Dancers are required to wear the school uniform leotard and tights to be included in the performance
 - Shoes and tights MUST BE SPOTLESSLY CLEAN WITHOUT HOLES OR RUNS of any kind. Leotard and tights must be the correct uniform color and fabric. No embellishments, ruffles, sequins or sparkles are permitted.
 - Ballet skirts are ALWAYS tied on the natural waist above the belly button not on the hips as it makes the line of the legs long and attractive.
 - Children should not wear underwear beneath their ballet clothes. It is similar to a bathing suit. A leotard and tights are already two layers of clothing and other layers simply make a bunched appearance onstage.
- Makeup: Makeup may be applied to the children at home, in the case of rouge (small amount) and eyebrow pencil if they are very blond. For girls - a little pink lipstick should be applied shortly before appearing. There will be a makeup crew at the theatre if help is needed. Intermediate dancers should bring their own makeup kit with their own supplies.
- Hair: Hair should be as neat as possible.
 - ALL GIRLS MUST HAVE THEIR HAIR IN A BUN WITH A HAIRNET and with their class flower headpiece. Bangs are not permitted. Hair must be thoroughly sprayed or hair gel used, without frizzies. Boys' hair should be neat and not too long.
 - Intermediate female dancers should bring their own hairbrushes, pins and hairnets as well as hair spray and gels

ARRIVAL ON THE DAY OF THE PERFORMANCE

See printed information sheet (to be provided)

Backstage space is EXTREMELY limited so please come completely ready.

Please remember that no flash photography is permitted during rehearsals or performances as it is extremely hazardous to our little dancers. We don't want anyone to be startled or injured.

- Arrive at the scheduled time at the stage door with hair and makeup ready.
- Children below Intermediate levels should arrive dressed with their hair and makeup done wearing a skirt or pants over their leotards and tights. Intermediate and above should dress at the theatre (but do hair and makeup at home) so that their tights are not baggy.
- Leave child with backstage chaperone and exit through the stage door and enter the lobby of the Palace Theatre through the MAIN entrance to see the performance.

PICK UP

See printed information sheet (to be provided)

School Student Showcase Performance

Student Showcase performances, like the Sox Affair Series, will be held at the studio. A similar procedure to the Nutcracker procedure will be followed, modified for the studio installations.

May Recital

Similar to the Nutcracker procedure, with differing costume requirements. See printed information sheet (to be provided).

6. Community Outreach

The vision of the Outreach division is an expression of The Ballet Conservatory's spirit of artistry and passion. It creates dynamic, multi-sensory learning experiences through dance activities, fostering an appreciation of ballet and other dance genres as a vital cultural art form to all ages and backgrounds. The mission is to educate and uplift individuals of all ages and socioeconomic backgrounds.

THEATRE PERFORMANCES (FUTURE GOAL)

The Ballet Conservatory aims to serve area schools as one of its community outreach programs and have our community's children witness the magic of dance through this program. The goal is to have all performances be complete with costumes, sound, lighting, make-up and stage sets. These matinee performances are open only to student groups. There is a modest admission charge.

Three options offered each year:

- Peter and the Wolf, performed the first week in October for preschool through third grade students
- Nutcracker during mid December for students from elementary school and up.
- Spring Gala features either a classical ballet or a variety of contemporary works ranging from classical ballet to jazz to modern. The mixed program is suitable for junior high or high school students.

7. Business Matters

Tuition & Fees

To reserve a place in any class, a deposit of an amount equal to the first monthly installment plus the registration fee (if applicable) is required. As always, space in some levels is at a premium. Classes will be closed when a predetermined number for each level is reached. Waiting lists are always available.

Paying Tuition

To reserve a place in any class, a deposit of an amount equal to the first monthly installment (plus registration fee if new student) is required. The annual tuition savings discount applies to tuition paid in full by August 1. Installment payments are due on the 1st of the month and are payable through Auto-pay, or before the 1st by cash or check. An

active debit or credit card must be on file. If monthly tuition is not paid within 15 days from the beginning of each month, a late fee will be applied.

Billing

Monthly Tuition Fees are **AUTOBILLED ON THE 1ST OF THE MONTH**. Monthly fees remain the same regardless of the number of lessons taught within a month due to holidays or regardless of child's absences. An active debit or credit card must be on file.

'AUTOBILL' is where we will run your credit card or bank withdrawal automatically on the 1st of each month to cover ALL charges on your account from the last month and tuition for the next month. **Everyone is required to be on autobill**. You are welcome to pay charges with cash or check, before the 1st of the month, but anything remaining will run on the 1st.

Late Fees and Returned Checks

A late fee of \$20 will be assessed for payments received after the 10th of the month – NO EXCEPTIONS. A \$35 return check fee will be added onto all insufficient fund checks. There are no refunds for missed classes. (Your child may elect a make-up class in another non-performance class that fits both their age and skill level for any classes they miss).

Discounts and Incentives

(only one discount may be applied, based on the highest discount available):

- Open Classes: additional class after the first class are at a reduced rate
- Six months paid in advance receives 5% off tuition.
- 10 months paid in advance receives 10% off tuition.*
- Family discount – 2nd child receives 10% off tuition, additional children receive 20% off tuition. (applies to immediate family members under the same custodial parent/guardian.)

Financial Assistance

BC Dance now has an official Booster Club that is affiliated with Parent Booster USA and has been granted its 501(c)(3) tax exemption. The Booster Club is led by a volunteer board of directors who will engage with participating families to guide fundraising activities that will benefit our teams. The board's desire is to see each member of the Booster Club raise \$1,000 for the next dance season. We will all need to work together to achieve this goal! Funds raised by members of the Booster Club will help to offset costs for conventions, costumes and more! Becoming a member is easy and voluntary but comes with the perks of receiving financial assistance associated with educating and growing our amazing teams of dancers. Stay tuned for more information on how you can become a member and get involved.

Boy's Scholarships

It's no secret...we need boys! And ballet provides remarkable benefits to boys playing sports. A special scholarship program is offered for boys from age 7 and up. Requirements to receive scholarship is enrollment in a Ballet class, and participation in the Nutcracker performance and May performance.

Refunds/Tuition Credits

Registration fees and tuition are non-refundable, except for medical reasons with a doctor's written explanation, or due to relocation. Tuition credits may be allowed under certain circumstances, if a withdrawal form, available from the Office Manager, is received prior to withdrawal.

Withdrawal

If a student withdraws from class for any reason, the parent must notify the office as soon as possible. Tuition credits or refunds will not be issued unless a withdrawal form is completed and returned to the office within one week of the withdrawal.

No credit or refunds are given for missed classes. In the event of a prolonged illness or injury that prohibits dancing, a doctor's statement must be presented to the manager in order to secure a partial refund. Registration fees are not refundable. Classes missed cannot be made up after withdrawal. To withdraw from a class, written notice must be received in the office two weeks prior to the withdrawal. Parents are responsible for all fees prior to written notification. There is no credit for classes missed prior to two weeks after written notification.

Sponsors

Corporate and Business Sponsors make it possible for The Ballet Conservatory to create wonderful new community performances like the Sox Affair series, bring in guest instructors, and provide a state-of-the-art facility and equipment for our dancers. Our future endeavour for community outreach programs will also be supported by our sponsors.

Sponsors receive a variety of benefits including recognition in the Performance Program books, recognition on the web site, and their business card placed at our reception area.

For more information about becoming a Sponsor, contact our Office Manager at 520.770.7827 or email: office@bcdancetucson.com

Handbook Disclaimer

The contents of this handbook serve only as guidelines and supersede any prior handbook. Neither this handbook, nor any other policy or practice, creates student/parent contract, or an implied or express promise of continued enrollment at BC Dance. Enrollment with BC Dance is not guaranteed; this means BC Dance may terminate a student's enrollment at any time, for any reason, with or without cause or advance notice. BC Dance reserves the right, with or without notice, in an individual case or generally, to change any of the policies in this handbook, or any of its guidelines, policies, or practices, at any time.

Changes in Policy

Change at BC Dance is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and guidelines at any time with or without prior notice. Changes will be effective on the dates determined by BC Dance, and after those dates all superseded policies will be null and void. No individual instructor or manager has the authority to alter the foregoing. Any student or parent who is unclear policy or procedure should consult the Office Manager.

6.16 Attachments

[Sign waivers/releases](#)

[Pictures](#)

[Homework Recommendations](#)

[Resources / Links \(vocabulary appendix\)](#)

[Growth/Development, Leadership](#)

[Bella the Elephant](#)