

Bogovich School of Dance

*Bogovich
School of
Dance*

2017-2018

HAND BOOK

Bogovich School of Dance

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Bogovich School of Dance

About Bogovich School of Dance

Here at Bogovich School of Dance we consider ourselves Family. Everyone; Teachers, Dancer's and Dancer's Family's alike work together to make this dance community a safe, loving environment to learn and grow.

We have created this handbook to outline some boundaries and expectation; just as all family have rule to follow, we as a Dance school need to set some rules as well. These rules are not meant to create friction but to allow us to maintain the community atmosphere that so many have grown to love and appreciate.

Bogovich School of Dance

General Studio Rules

- 1) Dancers are expected to arrive 15 minutes prior to class.
- 2) Please remain quiet and respectful while waiting for your class to start as other dance class maybe in progress.
- 3) Be mindful and respectful that the studio is also Tammy and her Family's house.
- 4) Dancers are not to bring cell phones to class. Dancers are in asked to leave their phones with their parents/guardian. Teachers and staff will have phones available in the case of emergency. If a cell phone is seen it will be taken away until the end of class. Bogovich School of dance and it is staff are not responsible for lost, stolen or damaged phones.
- 5) Bogovich School of Dance and any of its staff are not responsible to lost, stolen or damage property.
- 6) ***GUM CHEWING IS NOT ALLOWED FOR ANY REASON ON PROPERTY!***
- 7) No Street shoes are allowed in the studio or on the church stage. This damages the floors.
- 8) No dancing in any type of dance shoes on any part of the property except the dance studio or the church stage. Doing so could cause damage to the dancer's shoes or worse injure the dancer.
- 9) Always keep your hands to yourself.
- 10) Always be respectful and kind to your teacher and fellow dancers. Treat others the way you would want to be treated. Bullying will not be tolerated.

Most importantly always have Fun!

Bogovich School of Dance

Behavioral Expectations

Bogovich School of Dance policy on appropriate behavior is as stated: Our experienced staff will provide clear expectations regarding behavior to ensure a safe and enjoyable experience for all dancers. Should a dancer have difficulty following certain guideline, we follow a 3 warning system where the 3rd warning results in a phone call home. If there is a second call necessary in the same month, we will ask that you come and pick up your Dancer from dance immediately. Should your child/dancer be sent home twice during the month, we will ask that he or she not return to dance for the remainder of the school year. No refunds will be given for days missed due to behavior. Our staff is committed to working with parents to provide Dancers the support they need to meet our behavior expectations.

Behaviors which may result in an immediate dismissal from dance, without warning, include any behaviors that place the child, dancer or staff in emotional or physical danger.

Bullying of any kind will not be tolerated for any reason and is grounds for immediate dismissal from the school.

Parent/Guardian Expectations

Please be a good role model and keep it positive! Negative or inappropriate language and/or behavior will not be tolerated and may result in dismissal of both parent and/or student.

Please communicate all concerns sooner rather than later by contacting the Dance School. Dance teachers are not to be interrupted before, during or after classes. Every effort will be made to address your concerns in a timely manner.

We ask that parents/guardians remain in the waiting area/Livingroom, Dining or Hallway. This rule is in effect so that the children/dancers do not become distracted your presence.

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Dress Code

Be Ready to Dance!

All students should come to every class in the proper dance attire. This is essential for learning technique. *Jewelry is not allowed to be worn during class.*

Contemporary/Hip Hop/Jazz/Tap: Yoga pants or dance shorts and tight tank tops are acceptable; however baggy and/or excessively long pants could result in injury.

Ballet/Point: Tights, leotards, dance skirts and dance shorts are all acceptable; however, jeans or everyday clothing is not appropriate.

Shoes:

Ballet – Ballet Shoes

Contemporary – Ballet Slippers or Toe Undies

Hip Hop – Sneakers that are only worn for Hip Hop class. These cannot be worn outside. Shoes that have been worn outside will damage the dance floor.

Jazz – Jazz Shoes or Ballet Slippers

Point – Point Shoes

Tap – Tap Shoes

Hair:

Contemporary/Jazz/Hip Hop/Tap - Hair needs to be pulled back out of the face (i.e. Ponytails, buns, braids)**

Ballet & Point - Hair must be pulled back in a bun**

**short hair also must be pulled back with a barrette or a headband so it is not in the eyes.

Should a dancer not abide by the dress code they will not be able to participate in class.

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Payment & Registration Policy

Payment: \$30 Registration fee is required at the time of registration \$10 for each additional child. This registration fee is Non-Refundable.

Classes spaces and times* will be held on a first come first serve basis. A registration fee is required to hold a spot in any class offered. *days and time of classes subject to change due to enrollment*

We will be moving to a monthly fee and no longer offer a per class fee for all regular classes; excluding solo and duet prices. This fee schedule take effect on September 1, 2017. Monthly payments are due the first of each the month no later than the 10th. Payments made later than the 10th of the month will incur a \$10 late fee. The new fees are as follows:

Solos - \$50 an Hour Lesson

Duets - \$35 an Hour Lesson, per Person

45 Minute Classes - \$45 a month

1 Hour Classes - \$50 a Month

1 ½ Hour Classes - \$65 a Month

You are responsible for payment for a class whether or not your child attended on any given week. You are paying for Bogovich School of Dance to hold a space for your Dancer. Discounts will not be given for missed classes.

Any returned/bounce checks will be charged an additional \$25.00 fee.

A non-refundable costume deposit of \$50 per dancer will be due on December 1, 2017 and payment in full is expected when costumes arrive. This is for all costumes for the end of the year performance in June. Costume will be held at the studio until payment in full. A storage fee may be applied if costumers are not paid in full in a reasonable time frame. Dancers may not participate in the End of the Year performance unless costumes are paid in full.

If the costumes are paid in full and storage is required, there will be a \$10 storage fee. Storage is limited and will be available on a first come first serve basis.

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Special Promotions for the 2017-2018 School Year

Free Bogovich School of Dance Gear for paying in advance!

Pay in full for the year by September 1, 2017

1 class – Free T-shirt

2 or more classes – Free Personalized Backpack

Cancellation Policy: No refund will be given for any month that the Dancer has participated in, whether it be a single class or the entire month. Payment will be expected in full for any month the Dancer has participated in. Payment for registration fees & costumes will not be refunded should you choose to leave Bogovich School of Dance. Payment will not be refund for any child asked to leave for any reason. If paid in full, in advance at the start of the year, a refund (minus the \$30 non-refundable registration fee) will be given on cancellations received at least 4 weeks prior to the start date of the 2017-2018 year; 50% refund will be given on cancellations received at least 2 weeks prior to the start date of your session.

If Costumes or other product has been ordered for you, you will be responsible for payment in full regardless of participation.

Forms: All forms must be completed for a dancer to be eligible to participate in the current year. An individual form needs to be completed for each Dancer that will be attending. This is to maintain a cleaner form of record keeping in our office.

Class Enrollment: Classes fill on a first come first serve basis. To be considered for a class, you must submit a completed 2017-2018 Registration Form, 2017-2018 Fee Schedule Form, 2017-2018 Class Schedule Form and submit the registration fee.

The Handbook Acknowledge at the end of this book must be turned in to a Bogovich School of dance staff member before the dancer is allowed to participate in the 2017-2018 school year of dance.

Schedule and teachers are subject to change for any reason. Completing a Class Schedule form does not guarantee a place in the class you have chosen. You will receive confirmation of your Dancer's place in the class/classes you have chosen once all proper paperwork and fees are completed.

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Attendance & Cancellation Policy

Attendance/Weather: You are expected to arrive 15 minutes before your class is scheduled to start. All absences must be given 24 hours advance notice. Unexcused absences are unacceptable. Any excused absences include doctor's notes, flue like symptoms or a family emergency. Effective September 1, 2017, students are allowed four excused absences; if this number is exceeded, students may not participate in the recital. This rule is put into place due to students missing too much time and not being able to perform to the best of their ability. This is unfair to fellow students, teachers and themselves.

Closings: Bogovich School of dance follows all major holidays and school closing/vacations recognized by SAU 29. Please refer to the website for specific dates.

Weather: If School is closed due to weather then classes will be cancelled for the day in most cases. Please check the Facebook page or contact us to confirm.

Cancellations: Any Cancellations by Bogovich School of Dance due to inclement weather or illness will be posted Facebook. These classes will be rescheduled.

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Medical Eligibility

Ability to Engage in Dance Activities and Assumption of Risk: Bogovich School of Dance takes all possible precautions to reduce risk and provide a safe, healthy and enjoyable experience for all dancers. Despite staff efforts, some risk from participation in dance activities still exists and by registering your child/dancer you acknowledge these risks and their possible consequences including personal injury

Waver and release of Liability: As a parent/guardian of this dancer/child, I agree that I will not hold Bogovich School of Dance, the Marlborough House, its staff or owners liable for any personal injury, property damage or loss of property. These terms serve as a release for myself and members of my family.

Health & Medication: It is your responsibility to inform the Bogovich School of Dance and it's staff of any health or medical issues your child/dancer may have.

Prescription and non- prescription medications or drugs of any kind; including but not limited to asthma medication, Epi Pens, Tylenol, Benadryl, ect., that my child is bring to class need to listed under medications on the Registrations/Consent Form along with direction of administration. Providing any medication to your child/dancer during class, rehearsal or recital time authorizes the Dance School staff to dispense said medication to the dancer/child according to directions.

Bogovich School of Dance has the right to administer first aide when necessary.

Allergy Information

We have several children/dancers with serve, life threatening food allergies. Please refrain from bring peanuts, any type of Nuts or Seeds onto the property. This includes any raw peanuts, tree nuts or seeds and any peanut, nut or seed butter. At Bogovich school of Dance we take food allergies very serious and want to keep all of our dancers safe. Let's work together to continue a great reputations of having a wonderful all-inclusive environment in our school.

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Photo Waiver

Photographs: Bogovich School of Dance and anyone working on their behalf, is granted to use any group or individual photo images or recordings taken during a dance class, rehearsal or performance for publicity or promotional purpose. This use is limited to Bogovich School of Dance publications. There will be no financial or other remuneration for photographing, recording or using the dancer/child identity, either for initial or subsequent transmission or playback.

Please let us know if you object to your child's photograph being taken or used for our publicity purposes.

Photo Day

Picture Day: All dancers are requiring to come dressed with their hair and full make up done as they are to look in the show. Costumes must be stage ready in appearance. Should you have more than one customer to take photos in, dancers should be changing in a timely manner and be ready for their next scheduled photo, changing any hair and make that is required for each costume.

Depending on Age parent/guardian or should stay to help with costumes changes, as staff cannot help with every dancer.

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Performance Day

Performance Day: All dancers are requiring to come dressed with their hair and full make up done for the first number that they are in. Costumes must be stage ready in appearance, Ironed, steamed, tutus rested, ect. Should the dancer be in more than one number they should be changing in a timely without assistance, while keep to themselves. Should assistance be required it will be worked out before the show to know who is helping said dancer.

THERE IS NO SAVING SEATS AT ANY PREFORMACE FOR ANY REASON

Bogovich School of dance reserves the front row of seats at all events/performance!

NO PARENTS ARE TO BE BACK STAGE (Kitchen of Church) FOR ANY REASON, unless a special exceptions has been made by Staff permission only. This rule is in place because it becomes distracting for the students and they need to be paying attention to only the members of staff backstage running the show.

Parents may be asked to be in the Dance Studio to help with costume changes. Only if requested and approved, may parents be in the dance studio. Schedules will be set for which parents will be in the house for which night.

There is not to be any dancers or parents/guardians outside of the dance studio or church during the show. You are not to leave the house unless you have been asked to come to the church for your next number. Being outside talking and running around is distracting, rude and disrespectful to the guest in the church watching the show. Dancers are not to be in the back of the church watching show.

There is to be no talking back stage unless you are addressed by a member of staff. Sound carriers and you could be heard by the audience or be a distractions to your fellow dancers or teachers. This is rude and disrespectful to your teachers, fellow dancers and the audience.

NO CELL PHONES ARE NOT ALLOWED ON A PREFORMANCE DAY FOR ANY REASON!

Teachers and staff will have their cell phones on them in case of emergency. Dancers are to leave their phones at home or with a parent/guardian. If a phone is seen it will be taken until after the show. If a phone is brought on property, Bogovich School of Dance and any of its staff is not responsible for stolen, the loss of or damaged to cell phone.

Bogovich School of Dance

Handbook Acknowledgement

I have read and reviewed this handbook and its contents with my dancer/child listed below. By signing this you agree that you and your dancer/child will be abiding by its contents.

Dancer's Name

Printed Name (Parent/Guardian)

Signature (Parent/Guardian)

Date

Dancer's Copy

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