



Student/Parent Handbook

As a condition of enrollment at Brittany Cody Dance Company, students and their parents or guardians agree to abide by all the policies set forth by Brittany Cody Dance Company, its director, faculty, and staff. Brittany Cody Dance Company reserves the right to terminate any student's enrollment at any time for misconduct or inappropriate actions by either the student or his or her parent(s).

This handbook will serve as your guide to Brittany Cody Dance Company and its philosophy of dance education. We take our roles as mentors and teachers in your child's life very seriously. It is our objective to inspire a passion for the art of dance in every child who passes through our doors. In the process, we strive to set the right example and help your child (and you) create memories that will last a lifetime.

Our Philosophy

Brittany Cody Dance Company is committed to providing high-quality dance classes to enhance the overall development of the child. We provide a safe and child-centered environment to encourage our students to explore dance with qualified, nurturing teachers. We believe that dance training encourages young people to develop a positive self-image as they increase awareness of their physical being. Along with improving coordination skills and developing muscular awareness, dance classes give children the freedom to express themselves through movement.

We have created this handbook to offer our students and their parents a clear understanding of their commitments and responsibility to the school. You may view this handbook at any time online at <https://www.brittanycodydancecompany.com/>

Location:

3328 Riverside Drive
Danville VA 24540
Office: 434-792-9106 Cell: 434-548-4234
brittany.cody@brittanycodydancecompany.com

Mailing Address:

P.O.Box 10668
Danville VA 24543

*Dates and/or expenses listed in this handbook are subject to change.
Please check the website for updates.*

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Registration

Registration is completed online through our website or in person.

Enrollment in a class or classes requires a payment of \$38.00 per class, a non-refundable registration fee, and Registration Form. This must be signed and returned to the studio. A PAPER COPY of this form must be on file to secure placement in classes. Copies of this form will be available at the front desk.

Online Registration:

New Students:

<https://app3.jackrabbitclass.com/regv2.asp?id=530069>

Returning Students:

<https://app.jackrabbitclass.com/jr3.0/ParentPortal/Login?orgID=530069>

Parent Portal

All active families with a valid email address on file with the studio may access their account details at any time via the Parent Portal. First time users must enter the email address they provided at registration and click on the “forgot password” link. A temporary password will be emailed to you immediately so you can access the portal. The portal allows you to update contact and student information, register for classes, email us, change your password, etc. The parent portal link is located on our website under Parent Portal.

Enrollment

Enrollment in a registered class is considered active until the end of each season unless written notice of withdrawal is received. Our season typically runs from September through the last day of recital in May. At the conclusion of each season, all students are considered automatically unenrolled until they register for the next season. Brittany Cody Dance Company reserves the right to cancel class or combine classes with another appropriate class when enrollment is low.

Refunds

Students who wish to drop after classes begin must provide written notice 2 weeks prior to dropping class. A student not showing up for class does not constitute a withdrawal. Tuition charges are based on the date of written notice, not the last class attended. Dancers who enroll and then decide to drop will not receive a refund for tuition. Full refunds, including registration fees, will be given in cases of insufficient enrollment that results in cancellation of a class. Refunds are based on how many classes a student has attended and amount that was pre-paid.

Registration Fees

Registration fees- \$30.00 per dancer \$20.00 per sibling. Registration fees are non-refundable and non-transferable.

Tuition

Tuition is paid monthly while a dancer is enrolled at BCDC. Tuition must be paid regardless of the student's attendance each month.

No refunds or reduction in tuition will be given for missed classes due to vacations, illness, holidays, etc. Some months will have five weeks of class while others have two or three weeks of class; however, monthly tuition will remain the same. Tuition has been determined for the entire studio year and divided into monthly payments.

Payments

All accounts are required to have a payment method on file through their parent portal. It is the account holder's responsibility to keep payment methods up to date.

Monthly tuition and costume payments may be paid by auto draft or prepayment.

You may log into your parent portal at any time to view payments and charges to accounts. Payments may also be made in person at the front desk.

Monthly statements are sent on the first day of each month. If paying by cash money order or check; these are due by the 10th of each month. Any accounts with a balance will auto draft on the 15th of each month. Pending holidays and weekends. If tuition becomes two months delinquent; students are subject to removal from classes. Once tuition has been processed, no refunds of any kind will be given.

Brittany Cody Dance Company reserves the right to apply any unpaid tuition or past due fees to the credit card on file. If any account debit, or credit card charge payable to Brittany Cody Dance Company is returned, rejected or dishonored, Brittany Cody Dance Company shall, in each instance, bill the account an additional \$50.00 to cover costs and expenses incurred in connection with collection. In the event 2 payments are returned, your account will be flagged and Brittany Cody Dance Company will not be able to accept checks for payment. NSF (Returned check fee) \$60.00

Withdrawals

Students are continually enrolled in classes from month to month unless written notice is received. Not showing up to class, not calling or emailing does not constitute automatic withdrawal from a class(es). Instructors are not permitted to withdraw dancers, and the office cannot accept verbal withdrawals. All withdrawals should be sent directly to Brittany Cody at brittany.cody@brittanycodydancecompany.com

Students that miss 3 or more classes consecutively may be withdrawn from the missed class(es) and must re-register if they plan to return, if the class is still available. There are no refunds or credits issued for drops received after September 30th. If no written notice is received, tuition is still owed and accounts will continue to occur monthly charges and late fees.

Class Changes

Families must notify Brittany Cody by email at brittany.cody@brittanycodydancecompany.com regarding any schedule changes. The absolute last day to add/drop a class is September 30th 2024. Fees will accrue on accounts until written notice is sent.

Costume Fees

Any student enrolled in a class that will perform in the Spring Recital will be charged a costume fee.

Costumes must be ordered in October. If we do not have your payment by the due date, we will not be able to purchase your child's costume(s) until paid. Delaying costume payment will delay shipment and you run the risk of not having them in time.

The recital/costume fee is non-refundable.

The following classes are NOT in the recital and will NOT be charged a costume fee:

Grown Up and Me
Creative Movements
Tiny Tot Tumble
Acro Stars
Pre-Pointe

The BCDC Staff will measure students at the end of September. Once we have all measurements, we will order the child's size recommended by the costume companies. Families that wish to exchange the costume for another size will be responsible for all costs associated with the return. This is also subject to availability of costumes that each company has. We can not guarantee companies will have a different size available nor can we guarantee it will arrive before the spring recital.

Brittany Cody Dance Company is NOT responsible for cost of alterations.

Unpaid Balances/Late Fees

Any unpaid balances for tuition, costumes and goods or services may result in suspension of enrollment if unpaid for 25 days or more. The financially responsible party shall be obligated to pay any cost incurred by Brittany Cody Dance Company for collection. Brittany Cody Dance Company reserves the right to charge past due balances, plus applicable charges, to the student's account under the auto draft authorization. Late fees will be added to accounts with unpaid tuition after each auto draft month. Late fees are \$15.00 per class per month they go unpaid.

Class Placement

Students are assigned to classes according to their age as of October 1st. During the first 6 weeks of classes, students are evaluated on skill level and progress. If a teacher feels it would benefit a child's individual needs to be placed in another class, we will share our thoughts with you and make a collective decision solely focused on the best interest of the dancer.

Lost and Found

Lost and found items are kept in a tub in the office. Check this area regularly as items are cleaned out and donated monthly. We cannot be held responsible for lost or stolen items.

Self-Screening

Parents are encouraged to self-screen their dancer at home prior to coming to the studio. If a dancer is showing any symptoms of illness please keep them home. Students may return to the studio once they are symptom and fever free for at least 24 hours.

Missed Classes

Attending September- December is extremely important. Students should not miss more than 4 rehearsals. Recital Attendance Policy will begin in January when returning from holiday break. If a student misses more than 3 classes, they will not be allowed to participate in the annual recital. There is no tuition deduction for classes missed for any reason including vacation, illness, etc. In order for dancers to reach their full potential and attain their dance goals, consistent attendance is expected. Dancers should make every effort to minimize absences throughout the season.

Tardiness

Dance is a physical activity that requires the body to be warmed up in order to execute movement safely. Late students miss the proper warm-up and/or barre and therefore may sustain injury. Students who arrive more than 10 minutes late may be asked to observe class for reasons of personal safety.

Parent/Visitor Conduct

It is important that all our families feel welcome, comfortable and safe at all times. Parents should not enter a classroom during class time for any reason unless invited in by the instructor. Siblings and visitors are not allowed to play in open studios at any time. Foul language, inappropriate behavior, or negative conduct of any kind is not acceptable. Any parent or visitor displaying such conduct will be asked to leave the studio immediately. This includes the parking lot, lobby and classrooms.

Drop-Off/Pick Up

Students should be dropped off 5-10 minutes before class and promptly picked up after class. For the safety of your dancer, parents must drop off and pick up their dancers inside the studio if they are under 10 years old. Students over the age of 10 may be dropped off/picked up at the door; however, we are not responsible for students outside of the studio. We also ask that dancers do not arrive late to class, as it is distracting to their classmates and instructors.

Students must be picked up on time! We do not have the staff available to sit with your child while not in class. Seniors students in the last classes of the night must be picked up on time. Students not picked up on time will be given 1 warning. After this, accounts will be charged late pick up fees. Doors will open 15 minutes before the first class of the day.

Communication

A current email address is required for all families registered at BCDC. This is solely for the purpose of receiving notices including receipts, bad weather class cancellations, and upcoming events. Always check our website(www.brittanycodydancecompany.com) and social media pages for new information. Any parent wishing to discuss any questions or concerns with the director or teachers will be asked to make an appointment other than during class time. It is sometimes impossible to talk to parents before, during, or after some classes, as we need to keep on a tight schedule, and want to give parents our full attention.

How to contact the BCDC Staff:

The BCDC staff will not answer private messages regarding the studio or classes sent to their personal phone numbers, Facebook, Instagram, Snapchat or any other forms of social media. We ask that you please respect our staff's personal and family time outside of the studio. You may message our studio Facebook, Instagram account or email them directly. Please allow at least 24-48 hours for staff to respond to emails. However, weekend emails may not be seen/read until the next business day.

Brittany Cody- brittany.cody@brittanycodydancecompany.com

Ashley Adam Johnson- danzes.ashleyadams@gmail.com

Caitlin Foster- caitlin.bcdc@gmail.com

Taylor Brace- tbrace5678@gmail.com

Gretchen Lamb- candcdance@gmail.com

Weather

In the case of bad weather and we must close, delay or close early, an email will be sent to all students and parents, as well as notices posted on social media. Brittany Cody Dance Company does not use a specific school district as a guideline, as many times the weather is clear by the time our evening classes begin. We will carefully monitor the weather to make the best decision for our students and staff. Most decisions will be made and announced by 2:30pm.

Picture Week

Class photos will be during regular class times by Alan Dalton Photography. As a courtesy to the other dancers in your class, please plan on attending the photo session regardless of your intention to purchase photographs. There is no obligation to purchase photos, however we do use these photos for advertising. Please arrive early for your child's scheduled time since photo shoots tend to run ahead of schedule.

Recital Handbook

In the Spring of each year we distribute a recital handbook with all the information parents and students need to know to make the recital experience enjoyable for all. Please make sure to read this thoroughly once received. As it will contain important information and have detailed schedules per class.

Recital Tickets

All accounts must be paid in full in order to purchase tickets. All tickets are reserved seating and will be purchased on a first come first serve basis. More details will be available in the Spring.

Studio Etiquette

It is expected that all dancers behave with a level of self-control and respect that is appropriate for their age. Students will have verbal warnings from instructors when necessary. If the behavior problems persist after 2 teacher warnings, students will be asked to leave class and call a parent for pick up. Disrespect to teachers and/or students will not be tolerated.

Dancers should wait in the lobby or hallway until the teacher arrives and opens the studio for class time. The studios are not a playground for dancers; therefore, do not allow your dancers to run freely in the studio, lobby or hallway. We are not responsible for injuries, and items broken by dancers outside of class. It is the responsibility of the dancer to pay the cost of repairs.

There are no cell phones, gum, food or drink allowed in the studios. Only closed top water bottles are permitted inside the studios.

Dancers should arrive no more than 10 minutes early to prepare for class and to ensure they are in the class on time.

Although we understand traffic and other unforeseen circumstances may prevent a dancer from arriving on time occasionally, dancers that are consistently late to a class may be asked to move to another class to prevent future disruptions to a class.

Please get permission in advance from the instructor/choreographer before recording or posting videos of choreography to social media.

We ask that noise be kept to a minimum in the lobby and hallway. Loud noise from these areas can be heard in the studios and is disruptive to our students and instructors.

Please dispose of all trash and try to keep the studios, lobby, restrooms, and dressing areas clean for all families to enjoy. We ask that diapers are wrapped, and large food containers are disposed of in the large trash can OUTSIDE.

Brittany Cody Dance Company cannot be held responsible for unattended students or siblings left in the lobby areas. Do not drop off young dancers more than 10 minutes before class without a parent or guardian to watch them. We also ask that you do not leave dancers with an hour or more between classes. If you are late, you assume full responsibility for your child's welfare. Small children, not in class, should be supervised parents or guardians at all times.

General:

- For the safety of each dancer, please wear cover-ups over dance attire/costumes when arriving and leaving the studio.
- Dance shoes should only be worn in the studio and not outside. Sneakers or outside shoes worn in the studio, should be clean and free of dirt, mud, pebbles, etc.
- Jewelry is not permitted in class with the exception of small stud earrings.
- Please put the dancer's name on all items brought into the studio, including on all dance shoes.
- Brittany Cody Dance Company is not responsible for lost or stolen items.

Dress Code and Attire

All students are required to dress properly for class. Dancers' hair should be pulled back away from the face for all classes. Students who do not follow the dress code will not be able to participate in class. Dance shoes should not be worn outside of the studio. Please label all shoes and dance items with students FIRST and LAST name.

It is incredibly important that your dancer follows our guidelines for dance attire and footwear within the walls of our studios. The BCDC dress code was created to keep your dancer safe, prevent injuries and ensure that he or she receives the best dance instruction possible. Additional copies of our dress code are available at the front desk.

Pointe shoes should be professionally fitted. We recommend Carolina Dancewear in Greensboro, NC. Most retailers require appointments to be made. **DO NOT WAIT UNTIL LAST MINUTE.**

For students in 6th grade and above- Leotard and Tights are PREFERRED. However, we will allow form fitting shorts and tanks. If we see that students are not following these guidelines, we will switch back to solely leotards and tights.

Please note that tights are required for all ballet, pointe, tap and jazz classes.