



BARBARA ANN'S SCHOOL OF DANCE

PARENT & STUDENT HANDBOOK
revised 9-14-2020



**A LEXINGTON LEGACY SINCE 1945, BARBARA ANN'S SCHOOL OF
DANCE, FOSTERS THE PASSION AND CREATIVE ABILITIES OF
DIVERSIFIED AND GENERATIONAL STUDENTS BY PROMOTING
TEAMWORK, SELF-LOVE, SELF-DISCIPLINE, COMRADERY, AND THE
ART OF DANCE**

BARBARA ANN'S SCHOOL OF DANCE

Welcome to the Barbara Ann's School of Dance. Before putting on your dance shoes it's important that all students and/or parents – whether returning or new – fill out and sign your registration paperwork so we can ensure that we have the most up-to-date contact details for you. This information includes your registration form, media release form (so we can show off photos & videos of our amazing dancers in and around the studio) and public liability/insurance contract.

You can register in person at our office or online at: badance.com

You will find all of the required registration forms at the beginning of the handbook.

Information about classes, and our competition team can be found after that.

Again, welcome to Barbara Ann's School of Dance. I'm looking forward to an exciting year of dance.

Dancingly yours,

Clemmy Ann Bastin

Director & Owner of the Barbara Ann's School of Dance

BARBARA ANN'S SCHOOL OF DANCE

Liability Release Form and Assumption of Risk

I/we realize that participation in dance classes and activities could result in some possible personal injury. Despite precautions being taken by the studio, accidents and injuries may occur. By signing this release form, I/we (the dancer and parent/guardian) assume all risks related to the use of any and all spaces used by Barbara Ann's School of Dance. I/we agree to release from responsibility the Barbara Ann's School of Dance, including all teachers, dancers, staff members, and facilities from any cause of action, claims, or demands now and in the future. I/we will not hold Barbara Ann's School of Dance for any personal injury including: scrapes, bruises, cuts, sprains, fractures, broken bones, concussions or death or any personal property damage/loss, which may occur on the premises before, during or after classes.

Initial _____ Date _____

Furthermore, I/we agree to obey the class and facility rules and take full responsibility for my/our behavior in addition to any damage I/we may cause to the facilities utilized by Barbara Ann's School of Dance.

Initial _____ Date _____

I/we understand that Barbara Ann's School of Dance is a licensed, accredited and insured organization. In the event that I/we should observe any unsafe conduct or conditions before, during or after my/our classes, I/we agree to report the unsafe conduct or conditions to Clemmy Ann Bastin, owner, instructors, or staff members as soon as possible.

Dancer's Name: _____ Age: _____
(Print)

Dancer's Signature: _____ Date _____
(If over 18)

Parent/Guardian Name: _____
(Print)
Parent/Guardian Phone: _____

Parent/Guardian Signature: _____ Date: _____

(Please read and return to Barbara Ann's School of Dance at registration, or before your first dance class)

BARBARA ANN'S SCHOOL OF DANCE

Media Release Form

I hereby grant permission to the Barbara Ann's School of /dance to copyright, reproduce, and/or publish my child's photograph in any and all media, including the Barbara Ann's School of Dance website for the purpose of advertising and promoting the dance studio. I understand that these photographs may be kept on file for future use and in some cases, may be used for print publications. Neither group nor individual photographs will identify my child by name.

Signature: _____
(Parent or Guardian)

Date: _____

Signature: _____
(Student, if aged 18 or older)

Date: _____

Address: _____

*** If at any point you decide to withdraw permission, please call Barbara Ann's School of Dance and speak with the Director. 859-266-5861

(Please read and return to Barbara Ann's School of Dance at registration, or before your first dance class)

BARBARA ANN'S SCHOOL OF DANCE

Tuition Obligation Form

***PARENTS** (** CLASS FEES AND DESCRIPTION CAN BE FOUND ON LINE AT BADANCE.COM OR A HARD COPY IS AVAILABLE IN THE FRONT OFFICE OF BARBARA ANN'S SCHOOL OF DANCE)

I understand that payment for classes and fees are due in full by the end of each semester. If paying monthly, payments are due by the end of each month. I understand that a late fee will be assessed if payment is not received by the 10th of the month for the month prior. Late fee will be 5% of the outstanding past due balance, or a minimum of \$10. I further understand that I am responsible for payment of all fees and costumes **ordered** for my dancer.

Parent Signature: _____ **Date:** _____

Parent Name: _____
(Print)

Dancer Name(s): _____
(Print)

BARBARA ANN'S SCHOOL OF DANCE

Competition Fee Obligation Form

***PARENTS** (** REHEARSAL & COMPETITION FEES AND DESCRIPTIONS CAN BE FOUND ON LINE AT BADANCE.COM OR A HARD COPY IS AVAILABLE IN THE FRONT OFFICE OF BARBARA ANN'S SCHOOL OF DANCE)

- I understand that payment for Competition Rehearsal Fees are due in full at the first Competition Rehearsal, unless other arrangements have been made with the Director.
- I understand that Competition Entry Fees are due by the date published on the Team BASD Page.
- I understand that my dancer may not be allowed to compete if my account is not current
- I understand that my dancer will not be given costumes if my account is not current
- If my dancer's account has an outstanding balance, I understand that payments will be applied in the following order:
 1. Technique Classes
 2. Team choreography & rehearsal fees
 3. Solo/Duo/Trio choreography & rehearsal fees
 4. Costume Fees
 5. Workshop Fees
 6. Competition Entry Fees
 7. Recital Fees

Parent Signature: _____ **Date:** _____

Parent Name: _____
(Print)

Dancer Name(s): _____
(Print)

BARBARA ANN'S SCHOOL OF DANCE

REQUIREMENTS FOR ALL DANCERS AND PARENTS

- **RESPECT:** Parents & Students maintain respect for the director, the instructors, your fellow dancers, your fellow parents, and the art of dance
- **ATTITUDE:** Parents & Students maintain a positive attitude. It is vital to your child's growth as a dancer.
- **READINESS:** Dance is a discipline. Parents, please ensure your dancers arrive on time. Dancers, be ready to dance when class begins, and have all your proper attire. Be willing and ready to learn.

RECREATIONAL & BEGINNING DANCERS

DRESS CODE

- Leotard of any color
- Tights of any color
- Hair secured off of face in a bun or ponytail
- Ballet Shoes
- Tap Shoes

LEVELED DANCERS

PLACEMENT EVALUATIONS ARE MANDATORY EACH YEAR

- Class placement evaluations are held in August prior to the start of fall semester
- Times and placement fees are announced on the web page (badance.com)
- Dancers are evaluated by age group as follows:
 - Dancers interested in Level 1 & Level 2
 - Elementary School Aged dancers Level 3
 - Middle & High School Aged dancers Levels 4-6
- Please complete the class registration form (available in the BASD office or on line at badance.com) prior to arrival at placement evaluation/auditions
- Placement fees are due prior to or at time of placement evaluations

Dancers not able to attend the regular audition/placement session will be expected to arrange a separate placement audition/evaluation and pay the appropriate fee.

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WHAT IS NEEDED FOR CLASS PLACEMENT EVALUATION

- Studio account must be current for each dancer
- **Dress Code** for placement evaluation/auditions:
 - **Level 1 & 2:** wear leotard, & tights. Have hair tied up. Bring ballet and tap shoes.
 - **Levels 3-6 and Team BASD:** wear black leotard, pink tights, hair in bun. Bring jazz/pedinis, foot undeez, ballet shoes, and tap shoes.
- Please have your child audition in the age group that they will participate in as of January 1 or by their current grade level. Placement/audition group does not determine final placement of dancer
- Parents, please explain to your dancers the importance of having a great attitude. Personality is another key to the placement process.
- Arrive at the studio at least 30 minutes prior to audition time
- Parents & Students be prepared to complete all necessary forms
- Dancers be stretched and ready to dance when called in for evaluation/audition
- The evaluation panel will select the placement for all students.
- Parents please understand that the Director and Judging Panel have thoroughly evaluated the placement of your child.
- You will receive an email with the results by 5:00pm on the Monday following placement evaluation/auditions.

Placement is based on age, ability, attitude, and the maturity of the dancer -- both mentally and physically. Age is not the primary indication of class placement. *To help the students with their placement/audition process there is a skills list enclosed at the end of the handbook.*

BARBARA ANN'S SCHOOL OF DANCE

DRESS CODE

Teachers reserve the right to dismiss students from class if not dress properly

Level 3 to Level 6

- Leotard
- Full footed tights
- Hair in a secured bun
- Ballet, jazz and tap shoes

BALLET CLASSES

- Black leotard
- Pink full footed tights
- Hair in a secured bun
- Pink ballet shoes

JAZZ CLASSES

- Black leotard, or black fitted tank top with black booty shorts, black jazz pants or black leggings ONLY
- Black or tan tights: may go bare legged if booty shorts are longer as per CAB
- Jazz shoes or pedinis
- Hair in a bun or pony tail

CONTEMPORARY CLASSES

- Black leotard or black fitted tank with black booty shorts, black jazz pants, or black leggings ONLY & NO bare midriffs
- Black or tan tights; may go bare legged if booty shorts are longer as per CAB
- Foot paws, undies, pirouettes, or bare footed
- Hair in a bun or pony tail
- No socks

TAP CLASSES

- Black leotard or black fitted tank with black booty shorts, black jazz pants, black leggings ONLY & NO bare midriffs
- Black or tan tights
- Black or tan tap shoes
- Hair in a bun or pony tail

HIP HOP CLASSES

- Leggings or shorts, form fitted tank top NO bare midriffs
- Tennis Shoes

NO CELL PHONES ALLOWED OUT IN STUDIO, THEY MUST BE ON VIBRATE AND IN DANCE BAG

ONLY WATER TO DRINK IN THE STUDIO

NO FOOD IN STUDIO AT ANY TIME

BARBARA ANN'S SCHOOL OF DANCE

TEAM BASD COMPETITION GROUPS

We appreciate your interest in the Barbara Ann's School of Dance and the Team BASD Competition Team. Becoming a member of the team requires a significant amount of time, commitment, hard work and responsibility. We are providing this informational communication in order to provide interested individuals with some answers to the many questions we have received, and to explain the policies set forth by the Director. It is of utmost importance that you consider all of the dynamics associated with committing to the team when auditioning for TEAM BASD.

Competition team auditions are held annually in conjunction with class placement evaluations. Placement determinations will be mailed by 5:00pm on the Monday following placement evaluation/auditions.

- The evaluation panel will select the placement for all students and groups
- The Director reserves the right to make all final determinations regarding placements
- **If a student is injured**, the studio has the right to determine if the injured dancer will be able to remain in the piece and if so, has the right to change spacing and choreography to meet the best needs of the team
- Should you have general questions regarding the competition team and want more information please set up an appointment with Clemmy Ann.

COMMITMENT FOR COMPETITION

The Barbara Ann's School of Dance offers competition work to the dancer who is committed to learning about the dance world on a competitive level. We select dancers for each team based on their varied levels of ability and commitment.

Dancers are required to be evaluated for class placement and Team BASD participation annually. Dancers will be chosen for dances based on their level of commitment in weekly technique classes and rehearsals, ability, skill level, and maturity as a dancer.

Participation on TEAM BASD competition team is great fun but it requires a significant commitment to dance and a good deal of time and effort. Both students and parents should decide if they have the time to commit to the team before deciding to be on the team.

EXCLUSIVITY POLICY – IMPORTANT

For all competition level dancers – Students are representing Team BASD and may not perform or compete for any other studio, competition team, or dance company unless discussed with the Director. Taking master classes, workshops or strictly technique classes are acceptable, with PERMISSION as long as students are not performing, competing or representing another studio, and are meeting all of their class requirements at BASD. Students may not attend other competitions as independent competitors without the permission of the Director.

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FINANCIAL COMMITMENT FOR TEAM BASD

Parents should note there are many expenses involved with Team BASD: team fees, competition fees, Team BASD apparel, dance shoes, costumes, accessories, makeup, travel costs, and the cost of **mandatory** dance classes and workshops.

- **Competition fees are non-refundable.** They will not be prorated due to injury, illness, dropped classes, or departure from the Team.
- **Annual Team rehearsal/participation fee is \$250** for 1-2 dances and **\$450** for 3-5 competition dances, and does not include class tuition. It can be paid as a lump sum or broken down into payments by arrangement with CAB.
- A **\$100 competition deposit** is required for **each** competition team member. This fee is a "holding fee" for competitions in order to retain our placement within the competitions. ****The \$100 will be applied to competition fees in the spring.**
- **Fees for each competition will be due at least 6 weeks prior to that competition. If the student's accounts are not current by the due date, the dancer will not be entered in the competition.**
- In addition to the competition fees, there will be a service fee, TBD by CAB based on competition location, in order to cover time, travel, and assistance for the teachers at competitions. This fee is charged to each dancer.
- There will be a prop service fee that includes materials, labor, insurance, and travel expenses. Amount to be determined by CAB. This fee is charged to each dancer.
- Annual **audition fee** (TBD) is due on or before the placement/audition date. This is non-refundable. Dancers accepting a position on the team must fulfill the time and financial commitments outlined for the entire dance year (August-July).
- A **\$60.00 costume deposit (per dance)** is due by October 15th final payment due Nov. 15th.
- **TEAM BASD SPIRIT PACK** (includes makeup, accessories, team apparel) cost TBD
- The cost of **Workshops** range from \$40 for a 1-class workshop- to a maximum of \$300 for a multi-day workshop
- In odd years there will be a **Nationals Competition** rehearsal fee and competition fee that is due May 1st. This will be based on the number of hours each dance rehearses during the scheduled National rehearsals.
- **You will be responsible for the National fee and rehearsal fee if you did not tell the Director prior to April 1st that you will not be attending Nationals.**
- If you are attending Nationals, attendance at all rehearsals for the two weeks prior to Nationals is **mandatory**
- **Costume costs vary, and range from \$75 - \$200 each.** Every effort is made to minimize the cost of costumes. Costume props & accessories can range up to an additional \$100 per costume.

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- Group fees are per dancer per dance and range from \$40-\$60 for each competition
- Costs of solos, duos, & trios range from \$50-\$150 per group member per competition.
- Once dancer has been measured and costumes ordered it is your financial **obligation** to pay for **all** costumes ordered for your dancer. **NO EXCEPTIONS!**

Additional In-House choreography fees are as follows:

- Small Group (4-9 dancers) - offered only by Director at \$75 per person
- Large Groups & Line Dances (10 or more) \$50 per dancer
- Guest choreography fees will be on a dance by dance & per person basis

TIME COMMITMENTS FOR TEAM BASD

1. CLASS REQUIREMENTS

OVERVIEW

- All dancers must take the required weekly accelerated technique classes to be a member of one of the Competition Teams
- All dancers must attend classes weekly, so as not to hinder placement on the team.
- Unattended classes must be made up so the dancer can maintain proper technique.
- Dancers with a solo, duo or trio are expected to take additional technique classes.

2. WORKSHOP REQUIREMENTS

- Attend Mandatory Workshop brought in by BASD
- Students on TEAM BASD are **EXPECTED** to take summer classes being offered at the studio as well as extra independent summer workshops to continue their dance training.

3. REHEARSAL/PERFORMANCE REQUIREMENTS/OPPORTUNITIES

- Attendance is required during all tech classes and required competition rehearsals. **First full team rehearsal and mandatory parent meeting will be emailed to you from the BASD office after the placement/audition process.**
- All solos, duos, and trios are required to have weekly and/or bi-monthly sessions.
- All Team Members will attend 3-4 Regional Competitions (within a 3-hour drive)
- In odd years we will attend a National Competition
- In even years we will have an Intensive Workshop with outside teachers and choreographers.
- Participate in community performances and other events as scheduled
- **Participate in annual BASD recital.**
- Dancers are required to attend all rehearsals.

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- All rehearsal conflicts must be emailed to the BASD office and be **submitted at least one month in advance** for studio consideration. Special circumstances will be considered at the discretion of the Director.
- Dancers missing class due to illness must present a doctor's note and make an effort to learn what they missed in both weekly classes and competition rehearsals..
- Team BASD Rehearsals are **Mandatory**. **All conflicts must be submitted 1 month prior to the event (i.e. SAT's, ACT's, family weddings, 25th/50th anniversaries, confirmation/religious events)**. **Failure to attend rehearsals, or class may result in ineligibility to perform in an upcoming performance/competition.**
- **Excused absences are at the discretion of the Director.**
- If you are attending Nationals, attendance at rehearsals for the two weeks prior to Nationals is mandatory – **NO EXCEPTIONS**

TEAM BASD PARENT/FAMILY SUPPORT

- We need prop moms & dads to volunteer their time and talents
- Each family is required to volunteer a minimum of 2-hours per year towards helping with creating props, transporting props & equipment, altering and/or "blinging" costumes, organizing team functions (pizza parties, etc.), supporting recital (taking tickets, working backstage with dancers, ushering)
- Please email the BASD office with your areas of interest.

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TEAM BASD CODE OF CONDUCT

- Each student should strive to be the best dancer he/she can be. This requires hard work and the willingness to take corrections and apply them daily to his/her technique. Each dancer must also have a positive, healthy outlook on his/her strengths and weaknesses.
- Each student must listen to and respect parents, the director, and his/her teachers.
- **Team BASD members should set a good example to all students. A student will be asked to leave class/rehearsal if inappropriate behavior occurs. *Students on Performance Team also may not talk in their class/rehearsal or be disruptive. The teachers will state this rule at the beginning of the year. Two warnings will be given and after that the student will be asked to leave the class and his or her parents will be called.***
- **Students who receive warning(s) for inappropriate conduct may also be placed on probation. Additional occurrences of inappropriate conduct may result in dismissal from Team BASD, and/or dismissal from Barbara Ann's School of Dance.**
- While at competitions or when performing in a public place, each student and parent must be on his/her best behavior and remember that he/she is representing BASD.
- Team BASD members are expected to be dressed in TEAM BASD attire for cover-ups and during the awards ceremonies on stage. **Each member of the team should also be supportive of fellow students as well as set good examples by applauding and cheering for other groups at competitions.**
- As a team member, he/she must come to each rehearsal knowing the dance. Each dancer should keep their music and a notebook in his/her dance bag to use when learning a dance. Occasionally, parents may be asked to videotape your dance or to watch your dance to aid in practicing at home. Each dancer must give 110% to every dance he/she performs in during rehearsal and competition.
- Each team member should realize that doing your best is more important than winning. Each competition is different, with varying levels of difficulty. Each team member should realize that sometimes he/she may win the platinum or the bronze, but striving to do one's own personal best is more important than the trophy. Each competition is a challenge. **Conquer the challenge and do not let the challenge conquer you!!!**
- Being a team member is a **privilege** that should not be taken for granted. The students and teachers form a unique family, which builds confidence and betters the child as a dancer. Please consider your loyalty and commitment to the TEAM BASD before you commit.

Please copy and sign the Handbook Signature Form and return to the office on or before placement/audition.

BARBARA ANN'S SCHOOL OF DANCE
TEAM BASD HANDBOOK SIGNATURE FORM

Please sign in the space below to indicate that you and your child have both read, discussed, understand and agree to the rules set forth in the handbook.

By signing this you are adhering to the commitment for:

Barbara Ann's School of Dance Initial _____ Date _____

Team BASD Competition Group Initial _____ Date _____

Parent Signature: _____ **Date:** _____

Parent Name: _____
(Print)

Dancer Name(s): _____
(Print)

BARBARA ANN'S SCHOOL OF DANCE

SKILLS FOR LEVEL PLACEMENT

Level 1

- Ability to pay attention
- Knowledge of splits right side, left side, and middle splits
- Correct battements (Kicks)
- Heel stretches right and left
- Clean single pirouette: turned in parallel and turned out both sides
- Sense of timing and rhythm
- Knowledge of basic tap skills
- Ability to learn a routine quickly
- Stretch through feet

Level 2 - All of the above plus:

- Splits right, left and middle
- Clean double pirouettes: turned in parallel and turned out both sides
- Good flexibility on both legs
- Good spotting for more advance turns
- Tilts and tilt kicks
- Grand Jete leaps right and left
- Ability to take instruction from various teachers
- Leap in second position
- More advance tap skills with quick recall of tap terminology
 - i.e. pick-ups, 2 & 4 sounds, working on wings & 2 sounded toe stands
- Ability to learn several routines quickly
- More stretch through feet with high releve

Level 3- All of the above plus:

- Working on more advance turns such as fouette and second turns
- Working on more advance leaps and jumps such as Barrel/Calypso/Switch leaps and flat grand jetes both right and left and hyper extended second position leap, tilt jump
- Good flexibility with over flexing
- Leg grab and leg grab single turn
- Working on triple turns: turned in parallel and turned out both sides with the correct foot placement and correct prep
- Coupe turns right and left with correct prep
- Extension and control
- Ability to pick up fast choreography in various styles of dance, retain it, and perfect the dances in a short period of time
- Tap technique skills must be more intricate and difficult
 - i.e. Four sounded pickups, wings, 4 sounded toe stands
- Strength in feet and correct foot placement
- Being aware of core and body placement
- Ballet turns jumps and leaps

Level 4: All of the above plus

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- Clean triple pirouettes and working quadruple turns on both sides with the
- Correct prep for turned in parallel and turned out turns
- Single front and back attitude turns
- Being able to put tricks together such as second turns into illusion or tilt or double/triple pirouette into jete jump
- Single and double leg grab turn
- Sail or float turns
- Ability to improve and put the emotional impact a dance may need.
- Maturity in the dancer
- Ability to have good work ethics in all classes and with all choreography
- To be an all-around dancer i.e.: ballet, tap, jazz, contemporary, lyrical, hip hop being a tumbler in also helpful
- Stronger feet and higher releve
- Stronger core work needed
- More ballet training for better technique

Level 5 & 6- All of the above at a greater skill plus

- Clean quadruple turns right and left turned in parallel and turned out
- Turns of any kind need to have multiple rotations with the correct prep
- More advance combinations in all styles of dance with the correct technique applied, maturity in the dancer, displaying and understanding the emotional content of the piece while dancing and performing
- Needs a good ballet foundation to increase the skill level of the dancer
- Switch side leaps and switch tilts
- Stretch completely through feet and legs: backs of knees
- Taking criticism and turning it into a positive
- Being the best dancer you can be inside and out
- Being a role model for young dancers
- Always challenge yourself in dance classes and in competition