

2025-2026

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# BCS STUDENT HANDBOOK

401 E. NORTH AVE. VILLA PARK IL • (630)686-7227

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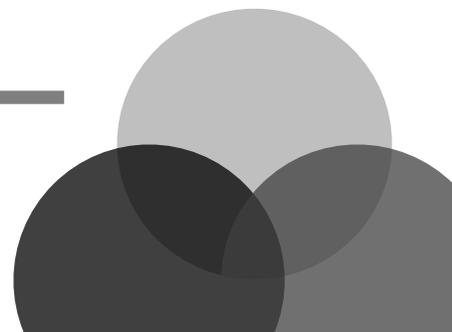
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# ABOUT BCS PERFORMING ARTS ACADEMY

Welcome to BCS! We are excited for you to join our academy, and the BCS family. At BCS, we are committed to the training of each student who comes through our doors. We hope to instill confidence and motivation in our students as they learn to be empowered and take risks. Even the youngest students can do amazing things, and we don't put limits on what any student can achieve!

Our academy is structured in two sessions: a 9-month school year session from September to May, and a 3-month summer session from June to August. Students are enrolled for the full school year session, but must re-enroll for summer and following school year sessions (our company team members are auto-enrolled into their required summer classes). The first semester of our school year session focuses solely on expanding technique and student growth, while the second semester adds literature and performance. Our summer session is reserved for intensives, private lessons, and fun camps!



## ADDRESS

401 North Ave.  
Villa Park, IL 60181

## CALL & TEXT

(630)686-7227

## NO-REPLY TEXT ANNOUNCEMENTS

(855)945-5678

## WEB

[beyondcenterstage.com](http://beyondcenterstage.com)

## CALENDAR

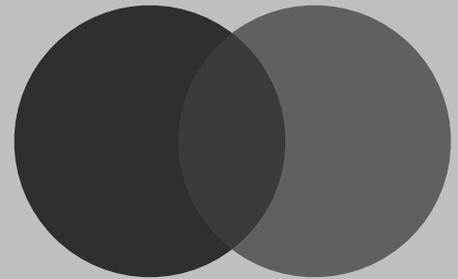
[Sync the BCS Calendar](#)

## FACEBOOK

[Like our page](#)

## INSTAGRAM

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# CUSTOMER PORTAL

All customers have an online account that is created upon registration. In order to login, click the login link on our website, and enter your email address and password. If you don't remember your password or you need to set one up, click on the link to set up a new password.

If you have questions regarding the customer portal, or if you need to drop a student from a class or lesson, please contact the BCS office.

The Customer Portal allows for you to control many aspects of your BCS experience including payments, class enrollment, and more. Here are some functions of the customer portal:

### Enroll in Classes

- View real-time class & lesson schedules & enroll or schedule drop-ins
- See class suggestions

### Manage Students

- Add & edit students
- View schedule & attendance

### Payments

- Make a payment online
- View payments & account information
- Enroll in auto-pay & edit payment info

### Policies, Waivers, Class Files & Costumes

- View and sign policies & waivers
- Easily access student handbooks
- See dance costume pictures
- View recital choreography videos and download class & lesson music to practice at home



# 2025-2026

# Calendar

- Tuition Due (summer tuition, June & July)
- 1st Day of 2025-2026 Session
- BCS Open
- BCS Closed
- Recital Opt-Out Deadline
- Costume Payments Due
- Last day to transfer classes
- Dance Picture Day
- Music & Theatre Recitals, 12pm, 2pm & 4:30pm (BCS Blackbox)
- Last Week of 2025-2026 Session
- Dance Team Auditions (BCS)
- Dress Rehearsal Day #1; participants TBA (Prairie Center)
- Dress Rehearsal Day #2; participants TBA (Prairie Center)
- Gala Showcase 6:30pm (Prairie Center)
- Performing Arts Recitals 11am & 3pm (Prairie Center)
- 1st Day of Summer Session
- Final Dance Team Commitments & Deposit Due
- Last Week of Summer Session

SEPTEMBER 2025						
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FEBRUARY 2026						
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AUGUST 2026						
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30	31					

**September 2025**

**September 1:** Monthly Tuition due

**September 2:** Classes Begin

**October 2025**

**October 1:** Monthly Tuition due

**October 13:** BCS OPEN

**October 31:** BCS CLOSED

**November 2025**

**November 1:** Monthly Tuition due

**November 24-30:** BCS CLOSED

**December 2025**

**December 1:** Monthly Tuition due

**December 22-January 4:** BCS CLOSED

**January 2026**

**January 1:** Monthly Tuition due

**January 1-4:** BCS CLOSED for winter break

**January 19:** BCS OPEN

**January 29:** Last day to transfer classes

**January 30:** Recital Opt-Out deadline for technique classes

**February 2026**

**February 1:** Monthly Tuition & Recital Costume Payments due

**February 16:** BCS OPEN

**March 2026**

**March 1:** Monthly Tuition due

**March 30-April 5:** BCS CLOSED

**April 2026**

**April 1:** Monthly Tuition due

**April 1-5:** BCS CLOSED

**May 2026**

**May 1:** Monthly Tuition due

**May 9:** Dance Picture Day

**May 16:** Music & Arts Showcase (BCS Blackbox Theatre, 12pm, 2pm, & 4:30pm)

**May 18-23:** Last week of classes

**May 25:** BCS CLOSED

**May 26:** Dance Team Auditions

**May 27-28:** Recital Dress Rehearsals (Prairie Center, Schaumburg)

**May 29:** Gala Showcase, 6:30pm (Prairie Center, Schaumburg)

**May 30:** Performing Arts Recitals 11am & 3pm (Prairie Center, Schaumburg)

# PERFORMANCES

## **Music & Theatre Recital**

May 16, 2026, 12:00pm, 2:00pm & 4:30pm

**Call times:** 11:15am & 1:00pm & 3:45pm

**Participants:** Music students (teacher discretion), Acting students

**Location:** BCS Blackbox Theatre

## **Gala Showcase**

May 29, 2026, 6:30pm

**Call time:** 5:45-6:00pm

**Participants:** Dance team solos, duos & trios, high school musicians (per teacher discretion), & student-led performances (by audition)

**Location:** Prairie Center for the Arts, Schaumburg

## **Performing Arts Recitals**

May 30, 2026

**Participants:** All dance students & teams, musicians (per teacher discretion)

**Location:** Prairie Center for the Arts, Schaumburg, IL

**Recital 1:** 11:00am

**Call Time:** 10:00-10:20am

**Recital 2:** 3:00pm

**Call Time:** 2:00-2:20pm

## **Dress Rehearsals**

**Wednesday, May 28:** Participants TBA, 4:30-8:00pm

**Thursday, May 29:** Participants TBA, 4:30-8:00pm

# ACADEMY POLICIES

## Registration

An annual \$30 registration fee per family is required at the time of registration. Students who do not wish to participate in performances must opt out using the form on the “Performances” page of the BCS website by January 30th. Be sure to specify your private lesson discipline if enrolling in a private lesson. Parents are to notify the office if their child has any health concern of which the parent feels we should be aware.

## When to Enroll

Once enrolled, students are enrolled for the entire session, September-May. If you anticipate any upcoming conflicts, it may be best to choose an alternative class/lesson, or to wait to enroll until the conflict has passed. This will help avoid absences or withdrawal.

## Enrollment Deadline

Students may enroll at any time! We will always find a way to include students in a recital, regardless of enrollment date.



## Communication

BCS primarily uses email & text to communicate with parents and students. If you opt out of receiving BCS emails & texts, you may miss important communications. In addition to our email & phone numbers, parents and students are encouraged to add “no-reply@dancestudio-pro.com” to their list of contacts.

## Student Safety

The safety of our students and staff is extremely important to us. Our facility contains cameras in each dance studio and common area that record at all times. Students may be dropped off no more than 10 minutes prior to their class/lesson, and they must be picked up immediately upon its completion. Non-enrolled students are not allowed in the studio/lesson room wing. As our staff is not able to watch children outside of classes, children must not be left unattended at BCS. Children who cause a disturbance in the hallways, waiting areas or restrooms will be asked to leave BCS.

### **Photo & Video**

Beyond Center Stage LLC reserves the right to use any student images or videos acquired during classes, lessons or performances for promotional and/or marketing purposes. If you would prefer your child not to be photographed or videotaped, please opt out through the Customer Portal.

### **Student & Parent Behavior**

Students & Parents are to address the instructors as "Ms.," "Mr.," or "Coach,," followed by their first names. Students in group classes should raise their hands to speak or ask a question. Students should be prepared to accept constructive criticism from their instructors in order to gain proper correction and further their progress and arts education. Students should use the restroom prior to the start of classes or lessons to reduce interruptions and distractions. Disruptive behavior, horseplay, yelling, screaming, inappropriate language, and disrespect toward other students/parents or BCS staff is not tolerated, and will result in dismissal from the academy.

### **Pets**

BCS is a pet-friendly facility to accommodate our instructor's schedules, and to avoid pets needing to wait in a hot/cold car. Pets must be on a leash or held, and must remain in the waiting room area.

### **Parking**

BCS parking is located on the south side of the building. For the safety of students, parents should avoid lining up cars in front of the building, and may drop students off no earlier than 10 minutes prior to the start of their class or lesson.

*"We desire for each of our students to feel valued, important & accepted."*

### **Student Health**

BCS encourages students to be healthy and to treat their bodies with respect. BCS instructors stress proper eating, practicing, and technique habits to allow students to grow and thrive in all areas of the arts.

### **Practice**

Students are expected to practice outside of classes & lessons. Students should see their instructors if they are not sure how often to practice, or if they need additional materials to aid their practice. No student is permitted to use the lesson rooms or dance studios to practice without permission from an instructor.

# TUITION & WITHDRAWALS

## Monthly Tuition (9-month Session)

Tuition is posted to the student's account on the 25th, and comes due on the 1st of each month. (or the first Monday, if the 1st falls on a holiday). The first payment is due September 1st, and the last on May 1st.

Statements are posted in the customer portal for families to view at any time. Monthly tuition does not include required clothing items, costumes, recital tickets, method and/or theory books, class supplies, additional private lessons, and competition fees/transportation costs.

## How Tuition is Figured (9-month Session)

Total tuition for the 34-week school-year session is divided evenly over 9 monthly payments. Each payment is the same, regardless of the number of weeks in a particular month. While the session is 34 weeks long, tuition is only figured for 32 weeks, to include 2 emergency cancelations. Private lesson tuition has also been adjusted to include 1 student absence for each 8 weeks of lessons.

## Summer Tuition

Summer tuition is due June 1st and July 1st for each respective session. Classes/lessons that run weekly for both sessions will require both monthly payments. There is no registration fee for the summer session.

## Late Enrollments

Students who enroll after the start of the session will pay prorated tuition, based on the student's start date. Prorated tuition and registration fee are due upon enrollment. Summer tuition may not be prorated, depending on the class/lesson/camp.

## Overdue Balances

If tuition becomes 7 days overdue, student attendance is suspended until tuition is paid. A \$20 late fee will be applied. Students with a tuition payment that is overdue for 15 days will be dropped from classes/lessons, and an invoice will be emailed for the amount due.

## Making Payments

All parents not paying tuition in-full are required to enroll in Auto Pay through the customer portal. Auto Pay may be used with a credit/debit card or bank account. Parents who wish to pay with a physical check or cash may submit payment to the front desk before the 1st of each month. There is a 3.1% convenience fee added to all payments made with a credit or debit card.

## Late Fees/Returned Checks

Return check fee is \$25. Late Tuition fee is \$20, applied after 7 days of overdue tuition.

## Withdrawals

- You may withdraw from BCS within your first 4 classes or lessons without penalty. Simply email or text the front desk to be removed.
- To withdraw from any class or lesson a month after your start date, complete the Withdraw Form on the BCS website, and you will be dropped immediately. There is a \$30 administrative fee for all withdrawals. Tuition will continue to be charged until a withdrawal form is received.
- To transfer your registration to another class, call or text the front desk.
- No refunds or credits will be given for costume or tuition payments. Students who wish to re-enroll after withdrawing will pay another \$30 registration fee.

## Refunds

BCS does not issue refunds. Class credits may be issued for circumstances discussed in this handbook. Class credits are valid for the current and subsequent sessions only.

## Rates

BCS is a private organization & rates are subject to change.



# GROUP CLASS POLICIES

## Class Levels

Students enrolling in the DANCE BRIGHT, DREAM, or BEYOND ACTING programs should enroll in the class level that suits their age group & technique level. To enroll in our pre-professional EDGE ballet program, contact us for a placement audition.

Students enrolled in the EDGE program are required to enroll in at least 2 ballet classes per week. During the first few weeks of classes, instructors may recommend a different level. Depending on enrollment, it may be necessary that dance technique levels are combined. Instructors are subject to change.

## Pointe & Pre-Pointe

For the safety of our students, admission into pointe & pre-pointe classes requires a readiness exam. Contact us to schedule your exam. Pointe students are also required to enroll in a ballet class.

## Drop-in Classes

Drop-in classes are paid per class, and must be paid in advance. Drop-in dance students should also take note of the academy dress code. Drop-in class payments may not be used to credit class tuition.

## Class Cancellations

Tuition for group classes accounts for **2 emergency cancellations during the school year season.** Cancellations beyond 2 per school year will be made up during BCS break weeks.

**Parent Viewing**

Studio doors remain closed during all classes. Parents may view classes on the TV monitors in the waiting area. With the exception of the Dance Buddies class, it is not recommended that parents accompany their child into class, as it may cause the student or class to become distracted.

**Dress Code**

Students will not be allowed to participate in group classes without proper attire, no exceptions (see dress code). Students who arrive to class out of dress code will be sent to the BCS Boutique to purchase proper attire for class. Dance students should be prepared to purchase several pairs of shoes throughout the season. View our Dress Code & Dance Apparel Fit Guide for more info on what to expect regarding your purchase of dance apparel.

**Attendances & Tardies**

All absences must be reported to the BCS office, or in the customer portal. For the students' safety, a student who arrives more than 10 minutes late to a group class may be asked to observe the class only. Students are not permitted to miss more than 3 classes per semester. Students who miss 3 classes will be required to purchase a private lesson to catch up on materials and technique. Students who accrue four absences in a row will be dropped from classes.

**Make Ups**

Students may make up any of their missed classes within 30 days, in a class of the same level or lower. To schedule a make up class, visit the BCS website. Not all class levels may allow for makeups.

**Class Procedures**

Students check in and out at the front desk kiosk. Dance Bright students should bring their items into the dance studio. All other students should store their items in the locker rooms or hallway cubbies. BCS is not responsible for lost or stolen items. Once the studio door is opened, students should enter for class. All students should use the restroom prior to the start of class to avoid class disturbance. Dance classes that incorporate multiple genres will allow time for students to change shoes during class. Dance instructors may dismiss students up to 3 minutes early to allow students to change for back-to-back classes.

**Physical Correction**

Dance classes at BCS involve hands-on corrections from instructors. Parents should inform the front desk if their child has a sensory need, or is not comfortable being touched in a class.

**Injuries**

If a student is injured and not able to continue in a class, the student may withdraw without penalty by submitting a doctor's note via email or at the front desk. Withdraws are not processed until BCS receives a doctor's note and the withdraw form is submitted. Refunds are not issued for costumes that have already been ordered. For short-term injuries (3 weeks or less), students should continue to attend, and watch class. The student should provide a doctor's note when they are ready to begin participating. Credits are not provided for short-term injuries.

**In-Class Injury or Illness**

Students who are injured or ill during class and need to sit out will be required to call a parent. Students who request an ice pack during a class will need to sign one out from the front desk.

# PRIVATE LESSON POLICIES

*Weekly lessons are perfect for serious students who are able to commit to a half-hour or hour-long private lesson each week for the session. Enrolling in a weekly lesson means that you have a “reserved” lesson spot each week.*

## Conflicts of Interest

It is not recommended that students who are enrolled in private lessons take the same type of lesson from a teacher at a different school. Teaching methods and philosophies may vary greatly from studio to studio, and may hinder, rather than help, a students' progress.

## Music Lesson Materials

Music students are required to bring any and all sheet music and theory homework to each lesson. Piano students must have access to a piano or keyboard at home, in order to practice outside of lessons. Piano students will also be required to purchase piano method books ranging from \$14-\$32 for a set, depending on the student's level. Voice students may also be required to purchase a theory or sight-singing method book. Students who misplace any printed music they receive in lessons will be emailed digital replacements only.

## Attendance

Rescheduling is the best way to avoid student absences. To reschedule, visit the front desk at least 1 week in advance, or text (630)686-7227. Instructors with a full schedule may not have the ability to reschedule. Emergency absences should be reported to the BCS office, or in the customer portal, as soon as possible before a lesson. Students who accrue four absences in a row will be dropped from their private lesson spot, with no refund. No refunds or credits will be issued for any student absences.

## Make Up Lessons

Make ups for missed lessons are not typically conducted, as tuition accounts for periodic student and instructor absences:

- 2 instructor absences are accounted for in tuition for each school-year session.
- 1 student absence is accounted for in tuition for every 8 weeks of lessons.
- Any instructor cancelations beyond 2 lessons per school-year session will be made up during a break week, or after recital.
- Any Instructor absences during the summer session will be made up.
- Refunds will NOT be issued for instructor absences in lieu of make up lessons.

## Drop-in Lessons (participating instructors only)

Students may enroll in a drop-in lesson through the BCS customer portal or by stopping by the front desk at least 24 hours in advance. Lessons will not be scheduled until payment is received. Drop-in lesson payments may not be used to credit tuition. There are no refunds for missed drop-in lessons, and no make-up lessons. Registration fee does not apply.





# PERFORMANCE POLICIES & FEES

## **Performance Handbooks**

Handbooks for all performances will be available in class files in the customer portal, as well as on the BCS website. Handbooks will also be emailed to all participants by spring break.

## **Participation**

Performances at BCS are not mandatory, but are encouraged. To opt out of performances, please fill out an "opt-out form" on the BCS website by January 30th, or upon enrollment. Music students will perform as recommended by their instructor. The last day to transfer classes is January 29th, to ensure costumes are ordered on time.

## **Dance Costumes**

Dance students participating in performances will be measured for costumes in class, and will receive their costumes near spring break. Upon costume arrival, students should try on their costumes at BCS. If a costume is too small, it may be exchanged. If a costume is slightly big, the student may need to have it altered. BCS may offer simple alterations for a \$30 fee. Once parents ensure all costume pieces are included, and the costume is a suitable fit, they may sign the costumes out from the BCS office. All costume pieces, shoes and tights should be labeled with the student's name.

## **Hair & Makeup**

Students are required to wear recital hair & makeup as indicated on the BCS website for all dress rehearsals and performances.

### **Costume & T-shirt Fees**

Dance costumes are \$90 each, and recital t-shirts are \$15 each, due on February 1st. These are required for all students participating in the Performing Arts Recital. Costumes for the Ballet Production may be ordered in advance, and will range from \$15-\$35 for rentals. Although Tap & Tap classes perform 2 dances, they will use convertible costumes, so only 1 costume needs to be purchased. Costumes are non-returnable and non-refundable. Costumes will not be ordered until payment is received, and a rush fee of \$20 will be charged for costumes that are paid late. Costume fees do not include shoes, tights, or jewelry. The last day to transfer classes is January 29th, to ensure costumes are ordered on time.

### **Shoes & Tights**

Jazz and Hip Hop classes may require the purchase of additional shoes for the recital. Classes that require tights or tan jazz shoes must purchase these items through the BCS Boutique for consistency of color.

### **Acting Class Supplies/Costumes**

Acting and/or musical theatre classes may require use of costumes, props, or additional supplies for rehearsals and performances. A \$30 supply fee will be due on Feb. 1st for each performer, if additional supplies are required.

### **Performance & Rehearsal Attendance**

Attendance in classes and lessons is mandatory for the week leading up to a recital or performance. Dress rehearsal is mandatory for all students participating in the Performing Arts Recitals. Students with an unexcused absence during the mandatory attendance week or dress rehearsals will not be permitted to participate in the performances.



# WAIVERS

## **Release of Liability**

All students and the parents/legal guardians are aware of possible physical injury that may occur during activities at Beyond Center Stage, performances and/or rehearsals, and are willing to assume those risks. It is agreed that Beyond Center Stage LLC, its officers, directors, instructors and associates are not responsible for personal injury or property loss. Student and the parents/guardians have read and understand the academy policies represented in the BCS Student Handbook, and agree to abide by them at all times.

## **Medical Authorization**

Beyond Center Stage LLC, its owners and operators have parent/guardian permission to seek medical treatment for a participant in the event they are not able to reach a parent/guardian. Parent/guardian declares any physical/mental problems, restrictions, or condition and/or declare the participant to be in good physical and mental health.

## **Payment Information**

Parent/guardian/student (if over age 18) understands that it is his/her responsibility to provide accurate payment information, and to update credit card information and payment frequency preferences via the online customer portal. Beyond Center Stage functions on a year-long session for enrolled students, and any monthly payments are part of a payment plan to pay down the total balance due. Monthly payments are not considered a recurring charge. Questions and disputes regarding payments, refunds, or account accuracy should be submitted to the BCS office. Any refunds owed due to account errors will be given immediately. Parents/students agree not to chargeback fees for tuition, costumes, class/lesson supplies, or competition fees.

