

2023-2024



BCS STUDENT HANDBOOK

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

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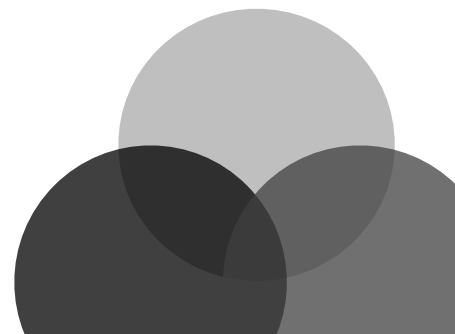
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ABOUT BCS PERFORMING ARTS ACADEMY

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 desire for each of our students to feel valued, important, and accepted. While experiencing professionalism in our staff, programs, and processes, students will see the highest level of quality training and growth. BCS is a results-focused academy, but we also 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. The first semester 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
or
bcsp PerformingArts.com

CALENDAR

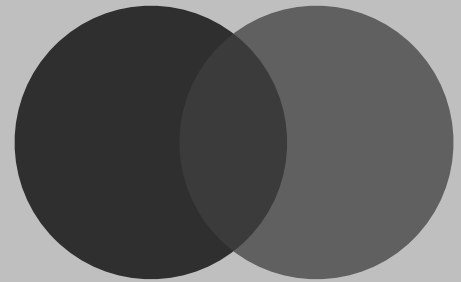
[Sync the BCS Calendar](#)

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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

IMPORTANT DATES

September 2023

September 1: Tuition Installment #1 Due
Tuesday, September 5: First Day

October 2023

October 1: Tuition Installment #2 Due
October 9: BCS OPEN
October 31: BCS CLOSED

November 2023

November 1: Tuition Installment #3 Due
November 20-26: BCS CLOSED

December 2023

December 1: Tuition Installment #4 Due
December 25 - January 7: BCS CLOSED

January 2024

January 1: Tuition Installment #5 Due
January 1-7: BCS CLOSED
January 8: BCS OPEN & Recital Opt-Out Deadline
January 15: BCS OPEN

February 2024

February 1: Tuition Installment #6 & Recital Costume Payments Due
February 19: BCS OPEN

March 2024

March 1: Tuition Installment #7 Due
March 1: Summer Registration Begins
March 25-31: BCS CLOSED

April 2024

April 1: Tuition Installment #8 Due

May 2024

May 1: Tuition Installment #9 Due
May 17: Private Lesson Make Ups, if 2 instructor absences are exceeded
May 20-25: Last Week of the Session

PERFORMANCES

Music & Theatre Recital

May 19, 2024, 1:00pm, 3:00pm & 4:30pm

Call times: 12:30pm & 2:30pm & 4:00pm

Participants: Music students (teacher discretion), Acting students

Location: BCS Blackbox Theatre

Gala Showcase

May 31, 2024, 7:00pm

Call time: 5:45-6:15pm

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

June 1, 2024

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 29: Recital 1, 4:30-6:30pm

Thursday, May 30: Recital 2, 4:30-6:30pm

Thursday, May 30: Gala Showcase, 6:45-8:45pm

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 8th. 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. 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 "Mx.," 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 20th, 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 emailed each month when tuition is posted. 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 emergency cancelations. Private lesson tuition has also been adjusted to include periodic student absences due to illness.

Summer Tuition

Summer tuition is due in full by June 1st. There is no registration fee for the summer session, and tuition will not be prorated. Students who cannot attend the entire summer session should enroll in drop-ins only.

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.

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 mailed 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.

Late Fees/Returned Checks

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

Withdrawals

- To withdraw from BCS within your first 4 classes or lessons, use the New Student Withdraw Form on the BCS website to withdraw without 30 days' notice.
- To withdraw or transfer from one class or lesson while maintaining "enrolled" status, visit the front desk or text (630)686-7227. The last day to transfer classes is January 31st, to ensure costumes are ordered on time.
- To withdraw a month after the start of your classes or lessons, BCS requires a 30 day notice. Complete the Withdraw Form on the BCS website, and tuition will be prorated for an end date 30 days from your form submission. Tuition will continue to be charged until a withdrawal form is received.
- 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 per school year**. 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. It is not recommended that parents accompany their child into class, as it may cause the student or class to become distracted. Dance Bright™ classes may allow parent participation, or viewing opportunities.

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 5 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 30 days' notice 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

Students who are enrolled in private lessons will not be allowed to 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. Some music students may be required to purchase additional materials, such as method books, or music theory workbooks. Students who misplace their printed music will be emailed digital copies 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. 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 conducted, as our tuition accounts for periodic student absences. 2 instructor cancelations are also included in tuition. Any instructor cancelations beyond 2 lessons per season will be made up during break weeks. 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 before the lesson. Lessons must be paid in advance, and 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 in February or March.

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 8th, or upon enrollment. Music students will perform as recommended by their instructor. The last day to transfer classes is January 31st, 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. 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 Fees

Dance costumes are \$80 each, due on February 1st. Although Tip & 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 31st, 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 upon registration for each acting student.

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.

