2022-2023

BCS

STUDENT HANDBOOK

401 NORTH AVE VILLA PARK IL • (630)833-0085

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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, however if a conflict arises, you are welcome to request an account freeze, or to withdraw with 30 days' notice. 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

(630)833-0085

TEXT

(630)686-7227

WEB

beyondcenterstage.com
or
bcsperformingarts.com

NO-REPLY TEXT ANNOUNCEMENTS

(855)945-5678

CALENDAR

Sync the BCS Calendar

FACEBOOK

Like our page

Request access to the private parents' group

INSTAGRAM

Follow us

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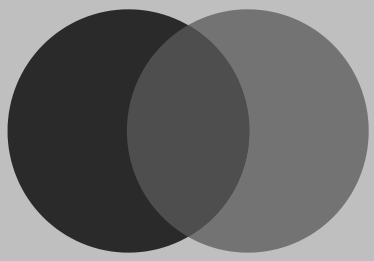


CUSTOMER PORTAL

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, store purchases, 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 each student's schedule & attendance

Payments

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

Policies, Waivers, Class Files & Costumes

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

IMPORTANT DATES

September 2022
First Day: Tuesday, September 6

October 2022
BCS OPEN: October 10

November 2022
BCS CLOSED: November 21-27

December 2022
BCS CLOSED: December 19-January 8
(make ups Dec. 19-23, if necessary)

January 2023
BCS CLOSED: January 1-8
BCS OPEN: January 9
BCS OPEN: January 16

February 2023
Last date to enroll in recital classes: February 1
BCS OPEN: February 20

March 2023
Registration begins for Summer 2023: March 1
BCS CLOSED: March 27-April 2

April 2023
BCS CLOSED: April 1-2

May 2023
Free weeks for make ups: May 15-28
Last week: May 22-28
BCS CLOSED: May 29

PERFORMANCES

Music & Theatre Recital

May 20, 2022, 12:00pm, 2:00pm, & 4:00pm

Call times: 11:30am, 1:30pm & 3:30pm

Participants: Music students (teacher discretion); Theatre students, Beyond Broadway

Location: BCS Blackbox Theatre

Gala Showcase

June 2, 2023, 7:00pm

Call time: 5:45-6:16pm

Participants: BCS Company; high school musicians; ballet variations

Location: Prairie Center for the Arts, Schaumburg

Performing Arts Recitals

June 3, 2023

Participants: Elevation Team, all dance students; high school musicians

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 31: Recital 1, 4:30-6:00pm

Wednesday, May 31: Recital 2, 6:30-8:00pm

Thursday, June 1: Gala Showcase, 4:30-6:30pm

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 should notify the office prior to registration to avoid costume or supply fees. 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 fees.

Enrollment Deadline for Performing
Students may enroll at any time, however students wishing to participate in performances must be enrolled by February 1st.

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. Parents and students are encouraged to add “no-reply@dancestudio-pro.com” to their list of contacts. BCS parents should also join our private Facebook group to receive extra notifications.

Class/Lesson Cancelations
In the event of a class/lesson cancelation, BCS holds a make up week in December and two “free weeks” at the end of the session, to be used for make ups. If no classes/lessons are canceled during the season, classes/lessons will not be held during make up week in December, but students will receive the last two weeks of classes & lessons at no extra cost. If a class/lesson is canceled by BCS more than twice per season, an additional class/lesson will be scheduled.

Inclement Weather
In case of inclement weather or season interruptions, classes and lessons may need to be canceled or held on zoom. Cancelations will be made up during the allotted make up weeks. Refunds are not issued for cancelations.

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.” or “Mr.” 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/Child Supervision
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. Students must be picked up immediately following their class or lesson. Non-enrolled students are not allowed in the studio/lesson room wing. Children must not be left unattended in the waiting areas. Children who cause a disturbance in the hallways, waiting areas or restrooms will be asked to leave the academy.

"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, FREEZES & WITHDRAWALS

Total tuition for the 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.

Monthly Tuition (9-month Session)
Tuition is posted to the student's account on the 15th, 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.

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
Summer tuition is due in full by June 1st. There is no registration fee for the summer session, and tuition will not be prorated.

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.

Discounts
A 10% Discount is given for the 2nd and subsequent siblings.

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

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.

Late Fees/Returned Checks
Return check fee: $25
Late Tuition fee: $20, applied after 7 days of overdue tuition
Costume payment late fee for rush orders: $20

Overdue Balances
If tuition becomes 7 days overdue, student attendance is suspended until tuition is paid. All missed classes/lessons count as an absence during this suspension period. 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.

Tuition Freezes
Tuition may be frozen for 1 month for students who are injured, have a long-term conflict, or have a significant financial hardship and are unable to attend. To apply for a tuition freeze, parents should contact the front desk. Freezes take effect on the 1st of the month. Tuition freezes are not applicable for private lessons. Students who will miss more than 3 weeks of private lessons in a row should withdraw and re-enroll when able. Does not apply to summer.

Withdrawals
Students may withdraw from a class or private lesson by having a parent complete the withdraw form on the BCS website before the 1st of the month. Students withdrawing from BCS entirely will owe an administrative fee of $40. Tuition will continue to be charged until a withdrawal form is received. No refunds or credits are given for costume payments (see exception below). Students who wish to re-enroll after withdrawing will pay another $30 registration fee.

New Students
At BCS, we are dedicated to seeing progress and results in each student. New students may enroll risk-free for 30 days, and if you're not completely happy, you may withdraw with no withdrawal fee. We will also refund any applicable costume fees before February 1st (applies to new students only, within 30 days of enrollment).

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. To enroll in our pre-professional EDGE dance program, contact us for a placement audition. Students enrolled in the EDGE program are required to enroll in 2-3 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
For the safety of our students, admission into pointe classes requires a pointe readiness exam. Contact us to schedule your exam. Pointe students are also required to enroll in a ballet class.

Drop-in Classes
Students may drop into any participating group classes by enrolling online. 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 students are not allowed to participate in the recitals unless they switch to “enrolled” status by February 1st. Students who enroll after dropping into a class will pay prorated tuition. Drop-in class payments may not be used to credit class tuition.

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 viewing opportunities every few weeks.

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.

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. 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. Classes with young children always have assistants present or are monitored via closed circuit tv cameras.

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, stop by the front desk. Not all class levels may allow for makeups.

Injuries
If a student is injured and not able to continue in a group class, the student's account may be frozen upon presenting a doctor's note. For injured students who are unable to continue for the remainder of the season, tuition will be prorated for the amount of weeks for which the student attended, and a refund will be issued for any overpayment within 30 days. Refunds are not issued for costumes that have already been ordered. For short-term injuries, students should watch class and provide a doctor's note when they are ready to begin participating. Refunds and credits are not provided for short-term injuries of three weeks or less.

In-Class Injury or Illness
Students who are injured or ill during class and need to sit out will be required to 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. 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 necessary, as our tuition accounts for periodic student absences. 2 "free weeks" at the end of the session are also included in tuition. Any instructor cancelations beyond 2 lessons per season will be made up.

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 students are not allowed to participate in performances unless they switch to”enrolled” status by the enrollment deadline. 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 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 November 1st, or upon enrollment. Students must be enrolled by February 1st to participate in a recital. Music students will perform as recommended by their instructor.

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 returned. 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 $70 each. Although Tip & Tap and Tip Tap Tumble classes perform 2 dances, they will use convertible costumes, so only 1 costume needs to be purchased. Costumes are non-returnable and non-refundable.

Costume fees are due by November 1st, or upon enrollment. 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.

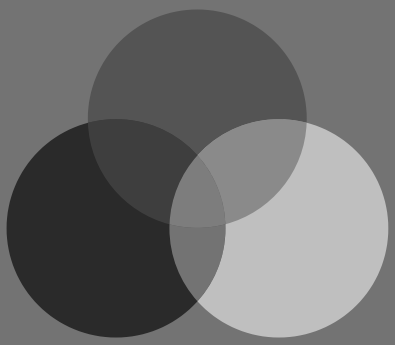
Shoes & Tights
Jazz and Hip Hop classes may require the purchase of additional shoes for the recital. Classes that require tights or tan jazz shoes must purchase these items through the BCS Boutique for consistency of color.

Acting Class Supplies/Costumes
Some acting and/or musical theatre classes may require use of costumes, props, or additional supplies for rehearsals and performances. A $25 supply fee will be due upon registration for each acting student participating in performances that require extra supplies.

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.