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DANCE

2018 2019

# Student Policy Handbook

Bravo Academy for the Performing Arts  
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# Student Policy Handbook 2018 2019

Bravo Academy for the Performing Arts is committed to providing high quality performing arts education to students of all ages and levels. Our aim is to assist students in building confidence through the development of skills in music, acting, and dance, and to provide a positive and enjoyable learning environment in which to practice these skills. Bravo Academy's administration team members are readily available to parents and students to answer any questions or concerns.

## About the Handbook

The purpose of this handbook is to provide parents and students with a detailed list and outline of school policies, events, holidays and school closures.

## Bravo Academy Academic Year

Private lessons operate on a 36 (Monday) or 38 (Tuesday-Saturday) lesson academic year. This is broken down into four terms. Group programs are held in four sessions, Fall (September-December), Winter (January-April), Spring (April-June), and Summer (July-August). Private Lessons are held from September through June.

## Student's Corner

Student's Corner is a password-protected area of our website for students involved in our Troupe, Music Theatre or Acting Classes. In Student's Corner, you will find class schedules, show information, teacher contact details, and other important information pertaining to your program. Students are expected to check Student's Corner on a weekly basis. Please find the link for Student's Corner in the upper-right-hand corner of the Bravo Academy homepage.

## Customer Portal

The Customer portal is a password-protected section of our website where families can update and check their accounts, class details, school policies, the calendar and print out receipts. Please find the link for Customer Portal in the upper-right-hand corner of the Bravo Academy homepage. To access your account, use the e-mail given to Administration during Registration, whereupon it will prompt you to create your own password.

## Holidays and Special Events

Bravo Academy is closed on all statutory holidays. Lessons that fall on Statutory holidays will be made up by each instructor.

Sep 3 - Labour Day

Sep 4 - Private Lessons Begin

Oct 9 - Thanksgiving

Dec 15-21 - Private Lesson Make-Up  
Week

Dec 22-Jan 6 - Winter Break

Jan 7 - Private Lessons Resume

Feb 18 - Family Day

Mar 11-17 - March Break

Apr 19 - Good Friday

Apr 22 - Easter Monday

May 20 - Victoria Day

June 24-30 - Private Lesson  
Make-Up Week

## **Photos and Recording**

Bravo Academy for the Performing Arts reserves the right to use photographs/video material of the participants for promotional purposes such as website, brochures, displays and in house archives (staff, students, parents). All personal information collected will be used for Bravo Academy's purposes only.

## **Parking**

Free parking is available for all students and parents located on the north and south end of our building. We ask that you be careful of pedestrians and courteous of other vehicles.

## **Lost and Found**

Bravo Academy will keep items left behind for a period of two weeks in the Lost and Found box. Bravo Academy is not responsible for items lost on the premises. The Lost and Found box is located in the coat/boot room of Bravo Academy.

## **Food**

Bravo Academy does its best to be a peanut, nut and gum-free facility, although the school cannot guarantee the absence of allergens at any given time. No food or drink is to be consumed in the studios; only water.

## **Costumes**

For Music Theatre and Acting classes, Bravo Academy supplies all main costume pieces. Students are responsible for shoes and various other minor items. The list of minor items required for each class is sent out and shared in class in advance of all productions.

## **Footwear**

Outdoor shoes are not permitted in the studios at Bravo Academy. Bravo Academy asks that all outdoor shoes and boots be removed at the front of the school and placed in the coat/boot room.

Students are responsible for their own proper footwear for the different classes or shows with which they are involved. Footwear requirements are available upon request, but will always be reviewed on the first day of class and posted in Student's Corner. Proper footwear is essential to ensure students' safety in music theatre, acting and dance.

## **Liability - Release - Waiver**

Students, parents and guardians agree to release, indemnify and hold harmless Bravo Academy for the Performing Arts and the employees and contractors, from and against all claims of injury, damage or loss of any kind whatsoever arising out of the participation in any activities associated with Bravo Academy for the Performing Arts.

## Regular Private Student

A Regular Private Student is a student who has a time slot reserved on a specific day and time each week with the same teacher. Regular students are given the opportunity to perform in semi-annual recitals each year.

Lessons are available for all ages and levels (beginner to ARCT) and in all styles including classical, pop, and music theatre. Preparation is available for Royal Conservatory of Music (RCM) or Conservatory Canada (CC) music exams, university entrance preparation, auditions, opera or music theatre role preparation, competitions and music festivals. Private lessons are designed to suit the needs of each individual student and students are encouraged to explore both the technical and creative sides of music. An average lesson includes instruction in: ear training, sight reading, technique, theory, studies/vocalises and repertoire.

### Trial Lessons

Students who wish to enroll in Regular Private Lessons are entitled to one 15-minute trial lesson per instrument of interest. After a trial lesson, this slot will be held for one week, after which all registration materials and payments must be received or the slot will be reopened.

### Registration and Payment for Regular Private Lessons

A regular private student is fully registered once the following materials are complete and submitted:

- 1) Signed Registration Form;
- 2) Annual Registration Fee (\$30 per student and \$50 per family);
- 3) Recital Accompaniment Fee (\$25 - voice students only);
- 4) Required to provide tuition installments for the terms applicable (Term 1: Sept. 1; Term 2: Nov. 1; Term 3: Jan. 1; and Term 4: Mar. 1).

*Note: Music lessons are exempt from HST. HST only applies to dance, acting, music theatre classes and camps.*

### Annual Private Lesson Recitals

All Regular Private Lesson students have the opportunity to perform in two formal recitals per year held in November and June. At all recitals, students are encouraged to invite family and friends to share their performance experience. A non-refundable annual \$25 accompanist fee is required for all voice students at time of registration.

### Withdrawal/Refund from Private Lessons

Four weeks written notice is required if a student decides to terminate lessons for any reason. If a student must withdraw immediately, they will forfeit a fee equal to four lessons from the date of written notice. Bravo Academy will refund any remaining tuition beyond the 4 weeks and return any postdated cheques. All makeup lessons must be made up by this time or the lessons will be forfeited. Refunds will be mailed within 3 weeks of the student's last lesson date.

# Casual Private Student

For students who are not registered in Regular Private Lessons or Group Programs at Bravo Academy, but want to take occasional lessons, the “casual student” option is available. Lessons are booked with a specific instructor based on the instructor’s availability. A casual student is not committed to a specific time slot and books lessons on a casual basis with the teacher as available. A casual student lesson time is guaranteed if it is booked with a minimum of one week notice.

## Registration and Payment

A casual student is fully registered once full fees and a signed registration form have been submitted. Fees must be paid 48 hours in advance of the lesson in order to confirm the time slot.

## Make-up Lessons

Any casual lesson booked will not be made up, and fees will be forfeited, if cancelled with less than 48hrs notice. If it is cancelled with more than 48hrs notice, the lesson can be rescheduled. If a rescheduled lesson is cancelled, no further time will be made up, and fees will be forfeited.

# Coachings

Bravo Academy offers individual coaching sessions in voice, acting, and dance, for all Group Program and Regular Private Lesson students. These sessions must be booked through Administration and paid in advance. Fees are available upon request, and differ by instructor and length of coaching session.

## Registration and Payment

A coaching is confirmed once the following actions have occurred: 1) Contacted administration and confirmed instructor and time availability. 2) Payment has been received. Payments can be made cash, cheque, or credit card. Fees must be paid 48 hours in advance of the coaching in order to confirm the time slot.

## Make-up Lessons

Any coaching booked will not be made up, and fees will be forfeited, if cancelled with less than 48hrs notice. If it is cancelled with more than 48hrs notice, the lesson can be rescheduled. If a rescheduled lesson is cancelled, no further time will be made up, and fees will be forfeited.

# Group Programs

## Registration and Payment

A student is fully registered in a group program once the following materials are complete and submitted:

- 1) Signed Registration Form;
- 2) Annual Registration Fee (\$30 per student or \$50 per family);
- 3) Program fee(s) are paid in full at the time of registration.

### Group Program Withdrawal Policies

Written notice is required for all group program withdrawals. Any student who wishes to withdraw from a group program before the first day of class may apply their account credit to another class or private lessons, provided they enroll in the new program within the 2017/18 school year.

Refund policies: 1) Withdrawal before first day of class: A refund, minus an Administration Fee of \$35 and the Annual Registration Fee, will be available.

2) Withdrawal before the second class: A refund, minus the fee of one class, an Administration Fee of \$35 and the Annual Registration Fee, will be available.

*Note: No refunds will be issued after the second class of the session.*

### Attendance

Attendance is an important factor in all of our group programs, as all productions are ensemble-based, and each student carries an equally important weight in the show. **It is recommended that students not miss more than two classes per session.**

1) Students should arrive dressed and ready to start class on time;

2) If a student will be away or late for a class, we request that the student call or email the school prior to the class so that adjustments can be made to the rehearsal schedule.

*Note: Bravo Academy reserves the right to cancel any group class or camp due to insufficient enrollment. All tuition fees will be fully returned to the enrolled families.*

### Advanced Music Theatre Troupe Programs

There is a separate handbook for the Troupe programs (Junior, Youth, Studio and Teen). If you require a copy, please see administration.

## Summer and March Break

### March Break/Summer Camps

All payments for camps are required in full in order to hold a space. Music Theatre Camps are designed for ages 7-12yrs and have extended care options.

### Refund/Cancellation Policy

All payments for camps are required in full in order to hold a space. A fee of \$20 will be charged for all NSF cheques. Written notice is required for all Camp withdrawals.

1) If a student withdraws from a camp eight weeks in advance of camp start date they will receive a refund minus a \$50 non-refundable administration fee.

2) If a student withdraws from a camp four weeks in advance of camp start date they will receive a refund minus a \$100 non-refundable administration fee.

3) If a student withdraws from a camp two weeks in advance of camp start date they will receive a refund minus a \$200 non-refundable administration fee.

4) No refunds are issued if a student withdraws with less than two weeks to the start of the camp.

### Summer Private Lessons

Summer private lessons are available through July and August. Please contact us for more information.

### Refund/Cancellation Policy

All lessons purchased must be used in the summer. Students must notify us with at least 48 hours' notice to cancel a lesson.

# Missed Lessons and Make-up Policy

## Plus 24 Hours Notice

Regular Students can receive up to two make-up lessons per year (September - June) with more than 24 hours notice for any reason. (Note: If a student registers after Jan 1 they receive only one +24 hours notice make-up lesson) If a make-up lesson is not possible, the fee for the lesson will not be refunded. If a student misses or needs to cancel a scheduled make-up lesson, another one will not be scheduled. A make-up lesson week is scheduled at the end of the year (Please see back page of this handbook for exact dates of make-up lesson week).

## Less Than 24 Hours Notice

Students cancelling lessons with less than 24 hours notice forfeit the lesson time and lessons will not be made up.

## Late

No lesson time will be made-up if a student arrives late for a lesson.

## Teacher Absence

Bravo Academy reserves the right to have a supply teacher teach a lesson in the event a teacher is ill, absent or unavailable. If a lesson is cancelled due to a teacher's absence, the student will receive a make-up lesson for each lesson a teacher is away. If an instructor cancels any lessons or classes, the instructor is obliged to make up those lessons or classes. If an instructor plans to be away for an extended period of time, a supply teacher will be arranged.

## Sickness

All student sicknesses are subject to Bravo Academy's 24 hours notice policy. Out of consideration for our teachers, who are performers and educators, as well as other students in the school, we ask that students who are sick consider staying home if they are contagious or very ill. In the event of ongoing or major illness, please contact administration immediately to make appropriate arrangements.

## Holiday/Snow Day/School Closure

Lessons will be made-up in the event that lessons fall on a statutory holiday or are cancelled by Bravo Academy. All school closures will be listed on the school's website.

## Bravo Academy Events

Lessons will be made-up in the event that lessons fall the same time a student is required to attend a Bravo Academy rehearsal or show for a Group Program.

## Group Programs

No make-up lessons or classes will take place if a student misses any group class. A make-up lesson will take place in the event of a school closure or teacher absence.

## Religious Holidays

All private lessons will be made up by a student's instructor in the event of a Religious Holiday. Students must notify their private instructor at least 24 hours in advance of the absence to take advantage of this policy.

Legend	Holiday (Make-Up)			Holiday (No Make-Up)		Make-Up Lesson		
2018/19 Private Lesson Calendar								
Mon		Tue	Wed	Thu	Fri	Sat	Sun	
Term 1								
	Sep 3	1	Sep 4	Sep 5	Sep 6	Sep 7	Sep 8	Sep 9
1	Sep 10	2	Sep 11	Sep 12	Sep 13	Sep 14	Sep 15	Sep 16
2	Sep 17	3	Sep 18	Sep 19	Sep 20	Sep 21	Sep 22	Sep 23
3	Sep 24	4	Sep 25	Sep 26	Sep 27	Sep 28	Sep 29	Sep 30
4	Oct 1	5	Oct 2	Oct 3	Oct 4	Oct 5	Oct 6	Oct 7
5	Oct 8	6	Oct 9	Oct 10	Oct 11	Oct 12	Oct 13	Oct 14
6	Oct 15	7	Oct 16	Oct 17	Oct 18	Oct 19	Oct 20	Oct 21
7	Oct 22	8	Oct 23	Oct 24	Oct 25	Oct 26	Oct 27	Oct 28
8	Oct 29	9	Oct 30	Oct 31	Nov 1	Nov 2	Nov 3	Nov 4
9	Nov 5	10	Nov 6	Nov 7	Nov 8	Nov 9	Nov 10	Nov 11
Term 2								
10	Nov 12	11	Nov 13	Nov 14	Nov 15	Nov 16	Nov 17	Nov 18
11	Nov 19	12	Nov 20	Nov 21	Nov 22	Nov 23	Nov 24	Nov 25
12	Nov 26	13	Nov 27	Nov 28	Nov 29	Nov 30	Dec 1	Dec 2
13	Dec 3	14	Dec 4	Dec 5	Dec 6	Dec 7	Dec 8	Dec 9
14	Dec 10	15	Dec 11	Dec 12	Dec 13	Dec 14	Dec 15	Dec 16
MU	Dec 17	MU	Dec 18	Dec 19	Dec 20	Dec 21	Dec 22	Dec 23
	Dec 24		Dec 25	Dec 26	Dec 27	Dec 28	Dec 29	Dec 30
	Dec 31		Jan 1	Jan 2	Jan 3	Jan 4	Jan 5	Jan 6
15	Jan 7	16	Jan 8	Jan 9	Jan 10	Jan 11	Jan 12	Jan 13
16	Jan 14	17	Jan 15	Jan 16	Jan 17	Jan 18	Jan 19	Jan 20
17	Jan 21	18	Jan 22	Jan 23	Jan 24	Jan 25	Jan 26	Jan 27
18	Jan 28	19	Jan 29	Jan 30	Jan 31	Feb 1	Feb 2	Feb 3
19	Feb 4	20	Feb 5	Feb 6	Feb 7	Feb 8	Feb 9	Feb 10
Term 3								
20	Feb 11	21	Feb 12	Feb 13	Feb 14	Feb 15	Feb 16	Feb 17
21	Feb 18	22	Feb 19	Feb 20	Feb 21	Feb 22	Feb 23	Feb 24
22	Feb 25	23	Feb 26	Feb 27	Feb 28	Mar 1	Mar 2	Mar 3
23	Mar 4	24	Mar 5	Mar 6	Mar 7	Mar 8	Mar 9	Mar 10
	Mar 11		Mar 12	Mar 13	Mar 14	Mar 15	Mar 16	Mar 17
24	Mar 18	25	Mar 19	Mar 20	Mar 21	Mar 22	Mar 23	Mar 24
25	Mar 25	26	Mar 26	Mar 27	Mar 28	Mar 29	Mar 30	Mar 31
26	Apr 1	27	Apr 2	Apr 3	Apr 4	Apr 5	Apr 6	Apr 7
27	Apr 8	28	Apr 9	Apr 10	Apr 11	Apr 12	Apr 13	Apr 14
28	Apr 15	29	Apr 16	Apr 17	Apr 18	Apr 19	Apr 20	Apr 21
Term 4								
29	Apr 22	30	Apr 23	Apr 24	Apr 25	Apr 26	Apr 27	Apr 28
30	Apr 29	31	April 30	May 1	May 2	May 3	May 4	May 5
31	May 6	32	May 7	May 8	May 9	May 10	May 11	May 12
32	May 13	33	May 14	May 15	May 16	May 17	May 18	May 19
33	May 20	34	May 21	May 22	May 23	May 24	May 25	May 26
34	May 27	35	May 28	May 29	May 30	May 31	June 1	June 2
35	Jun 3	36	Jun 4	Jun 5	Jun 6	Jun 7	Jun 8	Jun 9
36	Jun 10	37	Jun 11	Jun 12	Jun 13	Jun 14	Jun 15	Jun 16
MU	Jun 17	38	Jun 18	Jun 19	Jun 20	Jun 21	Jun 22	Jun 23
MU	Jun 24	MU	Jun 25	Jun 26	Jun 27	Jun 28	Jun 29	June 30