

# BRAVO Center, LLC

## POLICY AND PROTOCOL

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The following are the basic policies for Dance Unlimited Dancers at the BRAVO Center:

1. **CLASSES** - Dancers are placed by grade, ability and class size. If there is no audition for placement, teachers will observe dancers in class and will make any class changes as seen fit. All class changes will occur prior to new session or within 4 weeks of the beginning of a new season. Some students (i.e., students in Pointe) may be required to have a written medical professional's approval prior to participating in class.
2. **PARENT/STUDENT INFORMATION:** *You are responsible for all information that is posted on the website* You are also responsible for any communications emailed by the studio. It is your responsibility to make sure the office has your most current personal information.

**Please send your dancer prepared for class! (see Dress Code)**

Put your dancer's name on dance shoes, water bottles, costumes and all other personal articles. The BRAVO Center assumes no responsibility for lost or stolen items. Keeping a special bag just for dance will help keep you organized!

3. **SUBMITTING PAYMENTS** - Payments may be submitted on-line or in person at the studio. We take cash, checks, M.O. and most major credit cards.

**ALL ENROLLMENT CANCELLATIONS MUST BE SUBMITTED TO THE OFFICE IN WRITING PRIOR TO THE DEADLINE DATE POSTED ON WEBSITE.**

Your student remains enrolled at the BRAVO Center until written notification is received by our office. Therefore, you are responsible for the payment of tuition up to and through the day the written notice is received. There are no refunds for costumes or tuition after April 1, 2022.

If a class change requires a change in tuition amounts, any decrease will be refunded by the BRAVO Center, LLC upon the new class placement. If a class change requires an increase in tuition, the increased amount will be included in any unpaid balance.

A \$5.00 monthly fee will be added to any payment plan/invoices unpaid by their due date.

**NEW: Automatic withdrawals are now available- contact office for more information**

#### **4. IN CLASS OBSERVATION – UNAVAILABLE AT THIS TIME DUE TO COVID**

5. **DRESS CODE** - *see DRESS CODE FORM for complete information*  
Dancers should come to class prepared to move; otherwise, it will be assumed by the instructor that the dancer will only be observing on that day. Masks are required to be worn by everyone.

**Please note: The BRAVO Center, LLC ASSUMES NO RESPONSIBILITY FOR LOST OR STOLEN ARTICLES OR VALUABLES.**

6. **BEHAVIORAL EXPECTATIONS** - Horseplay and rough-housing will not be tolerated in or around the BRAVO Center, LLC, or at any event in which your child participates. *Any behavior, including inappropriate language, that is not conducive to a comfortable and safe learning environment will not be tolerated. If a problem does arise, it will be brought to both the student's and the parents' attention by a teacher or the director, and will be handled at the Studio's discretion.*

**The BRAVO Center, LLC reserves the right to cancel ANY students' enrollment at any time for behavioral problems, nonconformity to policy and protocol, or non-payment of accounts.**

7. **ARRIVALS AND DEPARTURES-** **Waiting area is currently closed until further notice.** No student should be dropped off more than 5 minutes prior to his or her class time. Please be timely in retrieving your students as well. Thank you.
8. **SHOW INFORMATION** - A student must attend all required sessions **and** his/her dance account must be **paid in full** to be eligible to perform with the BRAVO Center, LLC.

**All Technical Rehearsals and Dress Rehearsals are mandatory to perform.**

9. **COSTUMES:** The BRAVO Center, LLC must order costumes for the entire class at the same time to assure same style, dye lot and size availability. We follow the vendors recommendations for sizing and will do our best to match your child to the appropriate size. Costumes may require small alterations for a perfect fit and these are the responsibility of the dancer and parents.

Parents- please notify teachers of any style concerns within the first 3 weeks of a new session to assure honored requests.

*(i.e., Request full tops if your student wishes to have her stomach completely covered.)*

Costume material and design cannot be guaranteed by the BRAVO Center, LLC due to vendor availability or costume discontinuation. Staff/Volunteers will measure students during class times for ordering purposes.

*Once a costume is ordered it cannot be returned if it shows any sign of being worn or has been in your possession over 3 days from receipt. It is your responsibility to return the costume to the BRAVO Center in a timely manner. Sorry, no merchandise credits on costumes.*

*All non-service items such as costumes, shoes, dancewear, and show tickets are subject to sales tax.*

All costume specifications subject to change at any time.

- Costume sizes are determined by the individual's measurements.
- Costumes may require some personal alterations, which are the responsibility of the dancer and/or their families. (i.e. adjust straps, hemming, attaching sequin braid, and accessories)

Depending upon costume style/selection, estimated time of arrivals can be anywhere from 3 weeks to unfortunately, months. We have limited our vendors to those who can provide costumes in a timely manner through Covid.

***Upon vendor delivery, the costumes will be distributed to students with accounts in good standing.*** If students' accounts are not up-to-date, the BRAVO Center, LLC reserves the right to hold any or all of that particular student's costumes until all of their accounts are paid in full to date. Your signature on your student's registration is your agreement to policy.

10. **ATTENDANCE** – The BRAVO Center, LLC’s Dance Unlimited Dancers season schedule coincides with the Baraboo school year. If there is a Baraboo School break or snow day, there is no dance class. DUE TO COVID- We will meet in person unless a state shut down occurs or by the director’s discretion. If a class is cancelled, a make-up class will be offered with 2 weeks’ notice to the dancer. In the event of an unforeseen cancellation (Example: Teacher illness and no substitute is available), we will make every attempt to contact all families. We apologize in advance for any inconvenience a cancellation may cause you. As an added precaution, call the BRAVO Center if you are unsure if classes are being held due to weather before leaving home. You are ultimately responsible for the safety of your child.

Should another statewide shut down occur we will be offering instruction via Zoom or like online service. There are no refunds on tuition for classes held via Zoom.

If a student has 3 absences in one session, we strongly suggest they schedule a personal private lesson to “catch up.” These private “make-up” lessons are \$45 per 45-minute lesson, payable at the time of said lesson.

**ATTENDANCE CONTINUED:**

It is unacceptable to miss class due to work or regular sports practice. Please let your coaches, employer, and club advisors know your pre-arranged dance schedule, as poor attendance negatively affects any future class placements, along with your eligibility to perform. Your clear communication between all involved parties is imperative.

**\*\*Please Read Carefully\*\***

The BRAVO Center, LLC reserves the right to restrict any student’s performance opportunities or studio enrollment for excessive absences, behavior problems, past due accounts, etc. As Parent and/or Guardian of the registered student, you are responsible for all tuition and invoices from the time of enrollment. If a dancer achieves the age 18 years old after registration, the parent and/or guardian who registered and signed the registration paperwork is still responsible for said dancer’s account. Whether said dancer performs or not, it is the parent and/or guardian who registered and signed the registration paperwork for said dancer that is responsible for all invoices and expenses applied towards dancer’s account.

If you have any questions, comments, or suggestions, please contact the BRAVO Center, and we will respond to you in a timely manner. Due to COVID-19 we will use phone and email as our primary contact. Facebook messaging cannot be guaranteed- but we do check it occasionally.

**DUE to COVID-19 we need to remain flexible with dates, times and locations.**

**Please make sure you check your spam folder for BRAVO EMAILS.**

*Thank you for your cooperation and commitment to your child’s success at the BRAVO Center, LLC!!*