



BSD DANCE STUDIO

Welcome Packet

BSD is a dance studio focused on non-competitive dance instruction. BSD strives to provide a learning environment that encourages students to express creativity, develop confidence and build strength. It is our hope that these attributes extend beyond the dance class and carry through to dancer's daily lives. At BSD, we celebrate the uniqueness of all dancers.

We are a safe and welcoming studio family.

We encourage our dancers to
Be **BOLD**, Be **STRONG**, and Be **DEDICATED**.

Together, **WE ARE BSD**.



2023/2024

2023/2024

Welcome!

Please take a moment to read through this packet.

In order to ensure we have a fun and successful semester, please be sure to check your email for studio announcements and updates. Every other Sunday we will send out our "Studio News" electronic newsletter. Our newsletter will include all important up-to-date information regarding the studios including dates, activities and more. If you notice you are NOT receiving any studio emails or the newsletters, it's crucial for you to stop by the desk and make sure all your contact information is correct and updated! It is our goal at BSD to be completely transparent with our families so that there are no financial or scheduling surprises popping up throughout the school year.

Spring '24 and Year-Long Classes begin on **Monday, January 8th**. The deadline for class changes, including drops, is January 20th. To make a change, please [contact us](#). Schedule changes or dropping a class CANNOT be done through your Parent Portal. All class changes or drops must be done by the staff, no later than January 20th. Any other general questions or concerns may be submitted [here](#) and all financial related questions should be forwarded to [Ashley Sheldon](#).

Studio Contact Information

STUDIO EMAIL

staff@bsodance.com

STUDIO ADDRESS

6772 South Westnedge Avenue, Suite B
Portage, MI 49002

STUDIO WEBSITE

wearebsd.com

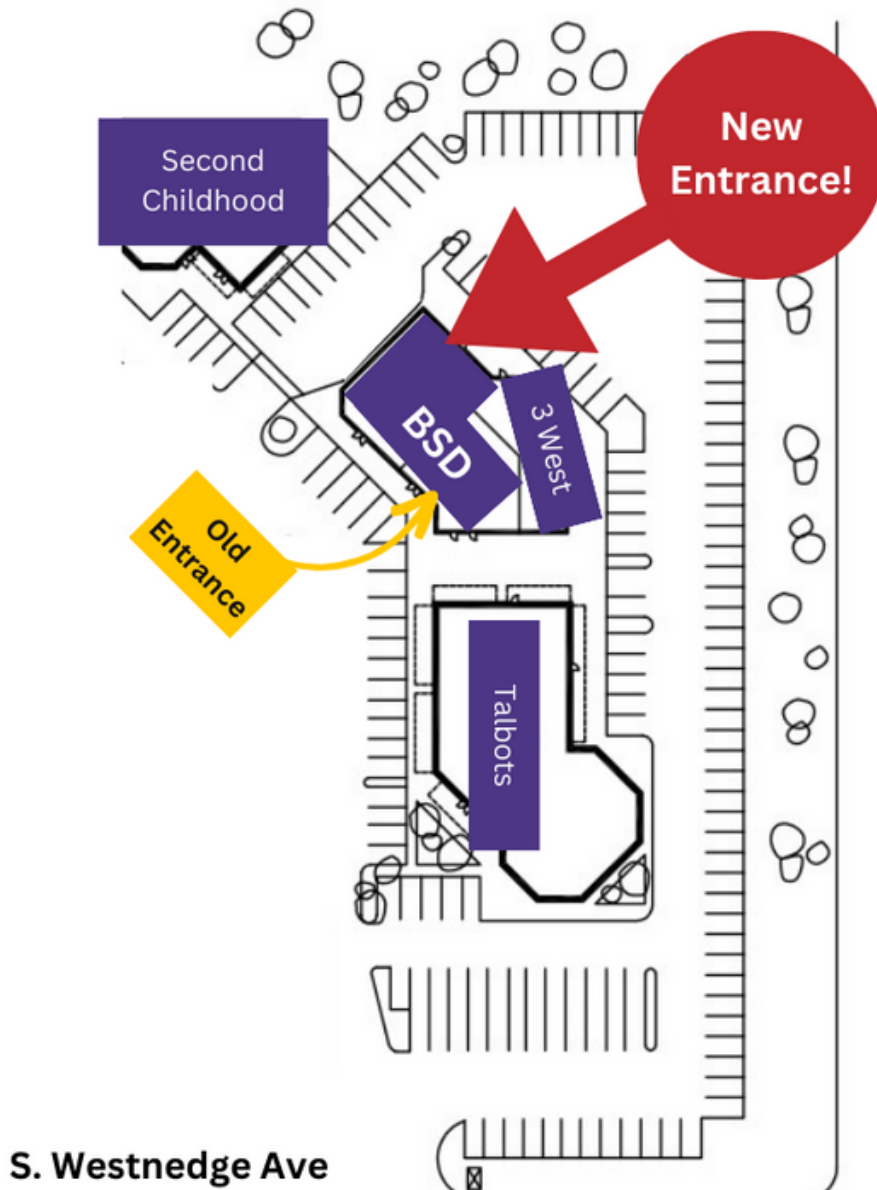


New Entrance

Due to our expansion, we have relocated the entrance of BSD Dance Studio! There is now more parking and less congestion because it is on the backside of the building, next to 3 West Salon.

Do not park in front of the salon.

Keep to spots in front of our studio or elsewhere in the lot.



Fall '23 Important Dates

Oct 1: Registration and Class Changes Close

Oct 2: Classes Start

Oct 15: Fall Recital Costume Fees Posted

Oct 25: Synergy Invites sent out

Oct 28: BSD Annual Truck or Treat

Oct 30-Nov 4: Spirit Week

Oct 31: NO PM CLASSES- Halloween

Nov 1: Synergy Acceptance due

Nov 1: Recital Packet Release

Nov 1: Fall Recital Costume Fees Due

Nov 1: Year-Long Costume Fees #1 Posted

Nov 15: Year-Long Costume Fees #1 Due

Nov 13-18: Peek Week

Nov 20-25: NO CLASSES, *except Halloween PM class makeup on Tues 11/21*

Nov 26: Spring '24 registration opens

Nov 27-Dec 1: Dress Rehearsal and Photos

Dec 2: Fall Recital at Comstock Auditorium

Dec 3: BSD Gives Back Holiday Party

Dec 11-16: Winter Spirit/Fun Week

Dec 16: Last day of classes (semester & year-long)

Jan 8: Classes resume, Spring '24 semester begins

Spring '24 Important Dates

Jan 8: Classes resume; Spring '24 semester begins

Jan 20: Registration and Class Changes Close

Jan 21: Year-Long Costume Fees #1 Posted

Feb 3: Year-Long Costume Fees #1 Due

Feb 10: Semester Costume Fees and Year-Long Costume Fees #2 Posted

Mar 3: Semester Costume Fees and Year-Long Costume Fees #2 Due

Mar 10-23: Book Exchange

Mar 16-21: Peek Week

Mar 24-31: No classes; spring break

Apr 1: Recital Packet Release

Apr 12: Food Unites Us Multicultural Potluck

April 27th-May 2nd: Photo/Dress Rehearsal Week

Apr 28: Summer Schedule Release

May 5: Synergy Recital at Vicksburg High School

May 6: Summer Registration Opens

May 11: Spring Recital at WMU Miller Auditorium

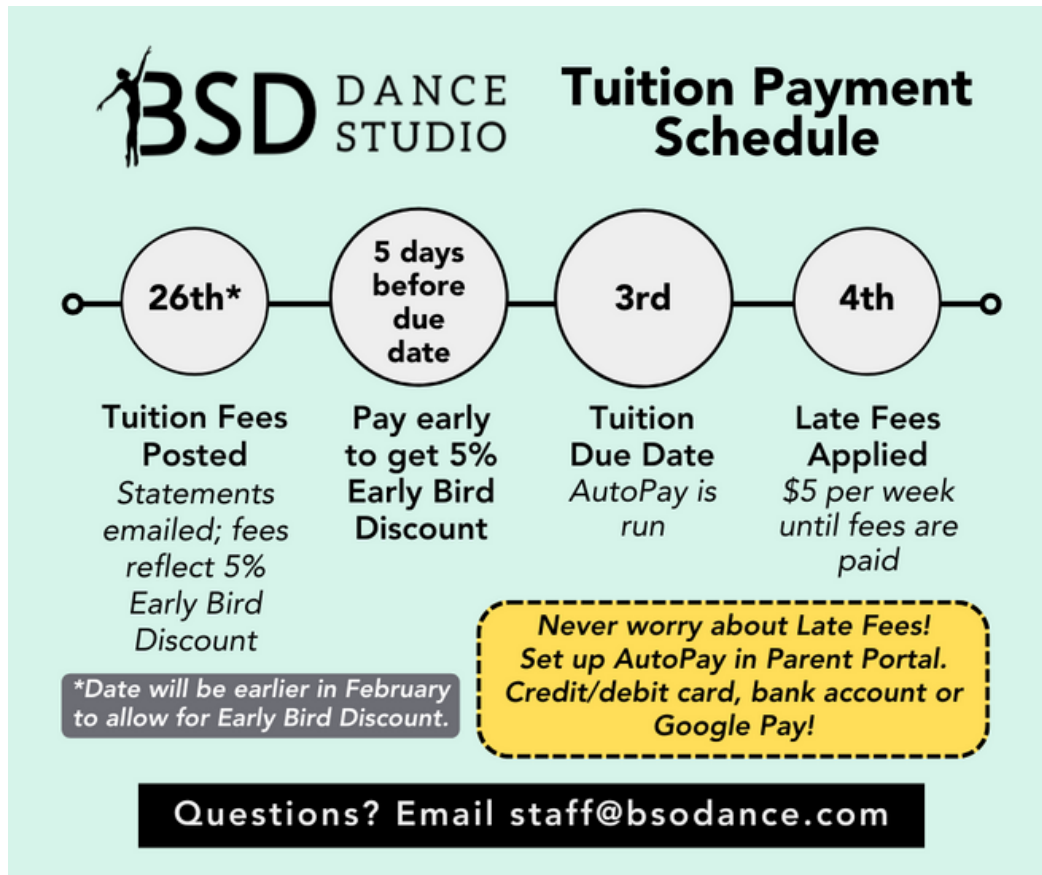
May 13-18: Spring Spirit/Fun Week

May 18: Spring Semester Ends

May 18: End of Year Dance Party

TBD: Summer Semester Begins

Payment Schedule



FALL '23 TUITION

October • November • December

COSTUMES: Fall '23 Recital Costume fees posted 10/15 & due 10/30

SPRING '24 TUITION

January • February • March • April • May

COSTUMES: Year-Long Costumes Fees #1 due with Feb tuition; Fees #2 with March tuition. Semester Costume Fees due with March tuition.

BSD Parent Portal

The BSD Parent Portal is your one-stop shop for making payments, registering for classes, viewing schedules and costumes, listening to recital music, updating dancer information, and more! Sign in by clicking on the Parent Portal link from the BSD homepage. Don't have a login yet? Click "Create an Account" to begin.

The screenshot displays the BSD Parent Portal interface. At the top, a navigation bar includes 'BSD Dance Studio', 'Home', 'Account', 'More', and 'Log Out'. The main content area is divided into two columns. The left column features the BSD Dance Studio logo, a 'Your Account' section with a 'Log Out' button, and a prominent message: 'You owe \$74.00' with a 'Make Payment >>' link. Below this, it states 'You are currently enrolled in Auto-Pay', shows 'Current Students: 1', and '0 New Notes to Read' with a 'Go to Bulletin Board >>' link. The right column is titled 'Today's Schedule' and lists three classes: '5:00pm - Acro 6 Studio B', '7:00pm - Acro 5 Studio B', and '8:15pm - Tap 5 Studio B'. An 'Other Days >>' link is at the bottom of the schedule. Below the main content is a grid of 12 icons for various services: 0 Bulletin Board, Register for classes, Manage Students, Make Online payment (You owe \$74.00), Tickets, Book Private Lesson, Online Store, Shared Files, Waivers, Account Settings, Calendar, and Costumes.

Studio Policies and Procedures

INCLEMENT WEATHER: BSD will not hold classes when Portage Public Schools is closed due to weather. Classes cancelled due to inclement weather will not be rescheduled. Cancellations will be sent out via text (REMIND)/email.

PARENT OBSERVATION: Parents are invited to observe and record their child during "Peek Week". Class observation during regularly scheduled weeks is not available.

TUITION: Tuition amounts are per month: Oct-Dec for Fall '23, Jan-May for Spring '24. Tuition is the same whether the month is 3, 4 or 5 weeks. This evens out over the course of the semester. Please remember tuition does not change due to absence or studio closing for holidays or inclement weather.

Class tuition is paid through Parent Portal (DSP) on the 1st of the month. All automatic payments process on the 3rd of each month. Late fees are applied after end of day on the 3rd of the month at \$5.00 per week. All tuition and costume balances must be paid in full prior to recital in order for dancer to participate.

****Monthly automatic payments will be processed for the entire balance on the account each month (including costume fees, etc.)**

COSTUMES: Plan to budget around \$65.00 (plus tax) per dance class (that perform) for recital costumes along with \$10 (plus tax) for recital tights. Recital costumes and tights are ordered at the beginning of the semester. Once costumes are ordered, they are **non-refundable**.

RECITAL: Recital tickets will go on sale about 1 month prior to recital. Plan to budget around \$12 per ticket per show. We will have 2-3 shows and each class performs a total of twice throughout the shows.

WITHDRAWAL: Once registration closes for a term there is a one-month notice is required to discontinue any payments for the following month. To withdraw, a parent must email staff@bsodance.com to inform us of the withdrawal request. Autopay charges will stop after the one-month notice period.

Studio Policies and Procedures

Note: the FULL BSD Code of Conduct is in the Parent Portal and must be agreed to upon registration. Please look over that in depth with your dancer.

STUDIO ETIQUETTE:

- No street shoes, food or gum are allowed inside the dance studios.
- Water bottles are encouraged to bring to class and must be filled with WATER ONLY.
- Please be respectful of all BSD furniture and property, the studio is not a playground.
- It is ok to bring food or snacks into the lobby or dancer area, please be sure to clean up after yourself!
- Dancers may not tap dance in the lobby area while waiting for class to start.
- The studio design allows for multiple classes to be held simultaneously. Please be respectful of the other classes and refrain from activities that may be distracting to the participants/instructors and keep the noise level to a minimum.

CLASSROOM ETIQUETTE:

- Dancers should arrive a few mins prior to class in order to put on the proper dance shoes before entering the classroom so class can begin promptly.
- We are here to learn dance and have fun.
- Dancers must be respectful of their instructors and use class time appropriately.
- BSD does **NOT** tolerate any type of bullying. Leave gossip at the door!

ATTIRE: Dancers must be dressed appropriately to participate in class and have hair pulled back. Dancers should wear form fitting clothes (i.e.)...leotards, tights with the option of "extras" over top for certain classes. See full Attire Requirements page for specific class listing.

SICKNESS: In the event that your dancer is sick please use your best judgement when deciding to send them to class or not. If your dancer has a fever we recommend refraining from sending them until they are fever free for 24hrs. Please contact staff to inform us of any absences. If your dancer would like to make up studio time, please contact us for available classes.

ATTENDANCE: Having good attendance is important to the progression of the dancer, as each week skills are taught that build on the previous week's skills and choreography. Dancers with poor attendance slow the advancement of the class and inhibit personal growth. If regular attendance is not met in required technique classes teachers reserve the right to dismiss dancer from corresponding recital dance.

Studio Policies and Procedures

RESCHEDULING, SUBSTITUTE CLASS AND TEACHERS:

- BSD reserves the right to reschedule or combine classes as necessary.
- BSD reserves the right to provide a substitute or replacement teacher as BSD may deem necessary.

COMMUNICATIONS: Every other Sunday, we will send out our “**Studio News**” **electronic newsletter**. Our newsletter will include all important up-to-date information regarding the studio including dates, activities and more. If you do not receive the emails, you can subscribe to the list here: <https://view.flodesk.com/pages/64e353c1c35bea8b6cf591c1>

We also utilize **Remind** for timely notifications (studio closings, class cancellations, etc.) and **Google Classroom and Calendar**. Look for an invite to join Remind early in the semester. Google Classroom (join here: <https://classroom.google.com/c/NTIzMzk3Mjk1Njc5?cjc=jmepzws>) allows families/dancers to access updated videos of their choreography for continued practice at home or in the case of absences, along with resources and important information. All important dates including any class makeups etc will always be up to date on the Classroom's Calendar.

You can also follow us on social media for reminders.

- **Instagram:** [@bsddancestudio](https://www.instagram.com/bsddancestudio)
- **Facebook:**
 - Business Page: <https://www.facebook.com/bsddancestudio/>
 - Private Group. Search "BSD Dance Studio (Enrolled Families Only)"

LOST & FOUND, SECURITY: A lost and found basket is located in the main lobby. Please check the lost and found basket regularly as all lost and found items will be donated on the 1st and 15th of each month. Please do not leave belongings unattended. BSD is not responsible for any lost or stolen items.

REFUNDS & CREDITS: Tuition, registration fees, and costume fees are non-refundable. Refunds are only issued when BSD cancels a class due to low enrollment. Account credit will be issued when the student or parent initiates a schedule change. Credit will be applied to any BSD tuition or fees due within one year.

Shoes and Attire

Dance with Me

- Comfortable clothing, ballet shoes or socks

Storybook Ballet

- Pink Leather Ballet Shoes
- Leotard and tights (any color and style)

Combo 1 - 6, Morning Combo 1-2, and Petite Ballet & Tap

- TAN Bloch "Tap On" Tap Shoes
- Pink Leather Ballet Shoes
- Tan Split Sole Jazz Shoes (Combo 6 ONLY)
- Leotard and tights (any color and style)

Combo 7 & Combo Technique 8+

- TAN Bloch "Tap Flex"
- Pink Leather Ballet Shoes
- Tan Split Sole Jazz Shoes
- Leotard and tights (any color and style)

BOYS: Combo Classes

- So Danca BLACK Lace Up Tap Shoe
- Black Leather Ballet Shoes
- Black Split Sole Jazz Shoes (Combo 6 - 7)
- Comfortable clothing (no buttons, snaps, or zippers)

Acro ALL Levels, Aerials and Springs

- Convertible or Stirrup Tights
- Leotard (any color and style)

Ballet Technique Levels and Pointe

- Pink Leather Split Sole Ballet Shoes
- *Pointe Shoes for Pointe Dancers Only*
- Pink Convertible Tights
- Black Leotard (no skirts or dance shorts attached)
- Hair Pulled Back in SECURE BUN

Heels

- Character Shoes or prior heels shoes
- Leotard and tights (any color and style)

Girls' and Boys' Hip Hop, Hip Hop Flip Flop, Intro to Hip Hop and Petite Hip Hoppers

- Clean Tennis Shoes (not worn outside)
- Comfortable clothing (no buttons, snaps, or zippers)

Jazz 1 - 7/ Musical Theaters

- Bloch "Pulse" Tan Jazz Shoes
- Leotard and tights (any color and style)

Lyrical 1 -7/ Contemporaries/ Modern

- So Danca BA45 Half Sole (Color to match dancer's flesh)
- Leotard and tights (any color and style)

Petite Poms and Poms 1 & 2

- Clean tennis shoes (not worn outside)
- Comfortable clothing (no buttons, zippers, or snaps)
- Silver Holographic Poms (this brand & style ONLY):
Just for Kix Poms - Silver Holographic - 4 inch

Tap 1 - 2

- TAN Bloch "Tap On" Tap Shoes
- Leotard and tights (any color and style)

Tap 3 - 4

- TAN Bloch "Tap Flex"
- Leotard and tights (any color and style)

Tap 5, 6, 7

- BLACK Jason Samuel Smith Tap Shoes
- Leotard and tights (any color and style)

Adult Classes- Comfortable Clothing

- **Adult Ballet:** Pink Leather Ballet Shoes or socks
- **GrownUp Get Down:** Clean Tennis Shoes
- **All Levels of Adult Tap:** Black Tap Shoes (Capezio or Bloch Brand)
- **Strength & Flexibility:** socks or barefoot
- **Adult Heels:** Character Shoes or clean heels

Ballet & Pointe Shoes



PINK Leather Ballet Slippers

Dance with Me, Storybook Ballet, Morning Combo 1-2, Combo 1 - 7, Combo 8+, Petite Ballet & Tap



BLACK Leather Ballet Slippers

BOYS Combo Classes



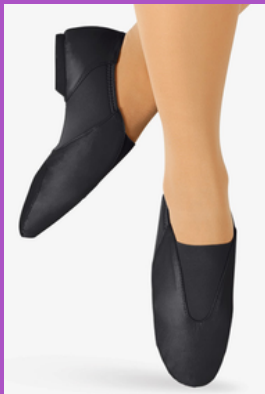
PINK Leather Split Sole Ballet 1-7

and Pointe



Pointe Shoes
All Pointe Classes

Jazz & Lyrical Shoes



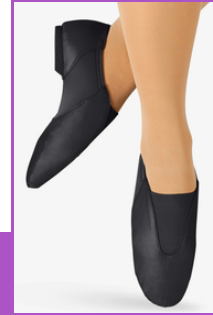
BLACK Split Sole Jazz
BOYS Combo 6 - 7



TAN Split Sole Jazz
Combo 6 - 7



TAN Bloch "Pulse"
BLACK Bloch "Pulse"- Boys
Jazz 1 - 7 & Musical Theaters



So Danca BA45 Half Sole
Lyrical 1-7
Contemporaries

Tap, Poms & Hip Hop Shoes



TAN Bloch "Tap On" Tap Shoes
Morning Combo 1-2,
Combo 1 - 6,
Petite Ballet & Tap,
Tap 1, & Tap 2



TAN Bloch "Tap Flex"
Combo 7 & 8+, Tap 3 & Tap 4



BLACK So Danca Lace Up
Boys Combo Classes



BLACK Jason Samuel Smith
Tap 5, 6 & 7



Clean INDOOR
only tennis shoes

2023/2024

Fall Recital Information

RECITAL - SATURDAY, DECEMBER 2, 2023

RECITAL: Recital for fall semester-length classes is scheduled for December 2nd at Comstock Auditorium. There will be 2 shows. If your dancer(s) is unable to attend recital performances please inform us as soon as possible. Instructor's planning and choreography depends on this information., along with costume ordering.

RECITAL COSTS: Plan to budget around \$65.00 (plus tax) per performance class for recital costumes along with \$10 (plus tax) for recital tights. Recital tickets are around \$12 per ticket per show. Each group performs twice on stage over the course of the shows.

All important information related to recital, dress rehearsal, etc. will be released in the Fall 2023 Recital Packet on NOVEMBER 1, 2023.

Spring Recital Information

RECITAL - SATURDAY, MAY 11, 2024

RECITAL: Recital for Year-Long programs and Spring '24 semester-length classes is scheduled for May 11, 2024 at Miller Auditorium. There will be multiple shows. Synergy Recital is Sunday, May 5, 2024 at Vicksburg High School. If your dancer(s) is unable to attend recital performances please inform us as soon as possible. Instructor's planning and choreography depends on this information., along with costume ordering.

RECITAL COSTS: Plan to budget around \$65.00 (plus tax) per performance class for recital costumes along with \$10 (plus tax) for recital tights. Recital tickets are around \$12 per ticket per show. Each group performs twice on stage over the course of the shows.

All important information related to recital, dress rehearsal, etc. will be released in the Spring 2024 Recital Packet on APRIL 1, 2024.