

Handbook

2018-2019



www.BroadwayTraining.com

10 Washington Avenue
Hastings-on-Hudson, NY 10706

Class Absence or Lateness

development@broadwaytraining.com
914-478-7065

Submit Ensemble Conflict Requests for Approval

director@broadwaytraining.com

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BTC Contacts

TRICIA INZIRILLO, ADMINISTRATOR

BTC@broadwaytraining.com
914-478-5825

For assistance with all daily BTC functions: including billing inquiries, tuition, and fundraising.

HEATHER LOSCHIAVO, MANAGING DIRECTOR

development@broadwaytraining.com
914-478-7065

For assistance with all student body related questions including: daily items, faculty/student communications, registration, entrance interviews, and class placement.

JASON BRANTMAN & FIONA SANTOS

ARTISTIC DIRECTORS

director@broadwaytraining.com

For assistance with special projects including: classroom and career assessment, recommendations, production information, staffing, and hiring.

For Marketing and Press opportunities: marketing@broadwaytraining.com

Student Information

At Broadway Training Center of Westchester (BTC), we value open and honest communication above all else. We believe strongly in creating a positive, safe, family environment. In order to foster this atmosphere of trust, it is very important that parents and students communicate directly with the managing director and/or artistic directors who will then help you communicate with faculty. It is important to provide us the opportunity to liaison for you.

- **Student Code of Conduct**

Students will have the freedom to be creative. To make this possible, we require students to be highly responsible for themselves, and respectful of the rights, privacy, and property of other students and teachers. Teachers and students are expected to be respectful, compassionate, sensitive to others, and in control of their own behavior. Unacceptable behavior will result in disciplinary action.

- **Expulsion Policy**

If a student violates the Student Code of Conduct at any time, BTC will evaluate the situation with care. Disruptive behavior will be handled in the classroom whenever possible. In the case of continued misbehavior, or even a single serious incident, parent(s) and the Artistic and Managing Director(s) will be notified, the student may be placed on probation, and the student may be asked to leave a class and/or dismissed from the school. Suspension and/or dismissal will occur only after all other avenues have been exhausted. The Director(s) reserve the right to suspend or dismiss any student who violates the Student Code of Conduct. The Artistic and Managing Director(s) will report to the Board of Directors on the suspension/dismissal and its circumstances. In any situation that might result in suspension or dismissal, both the student and the parent(s) will be informed of the nature of the infraction and given the opportunity to give an explanation of the behavior and participate in a conference with the instructor, the Artistic Director(s), and/or the Chairman of the Board of Directors. Upon review, the Board of Directors will make a recommendation to the Artistic Director(s), who will make the final decision on appropriate disciplinary action. Parents will be notified by telephone and by mail of any suspension or dismissal action.

Students who are suspended or dismissed from BTC due to a violation of the Student Code of Conduct will not be given a refund. Parents agree to pay for any and all damages intentionally caused by their child to BTC property and/or the property of others.

- **Attendance**

Full active participation and consistent on-time attendance to every class is the only way a student can master performing arts classes taught at BTC. Students work as a team, the success of each class and rehearsal depends on all members being there. Students are expected to take their commitment to this program seriously and be in class on time and in proper class attire (see dress code). If a student is absent from class, that student is not developing the skills necessary to succeed in the program, loses the sequential building from the previous class, and lets down the entire class team. We recognize that illness, injury, and personal emergencies may arise that make it impossible to attend every class, but we ask students to keep missed days to an absolute minimum.

The following policies apply to class attendance at BTC:

1. Students and/or parents please call prior to class to discuss the student being late or absent and the reason. This insures that no student will be unaccounted for, and allows teachers to plan for class.

2. All Ensemble Program participants: absences must be discussed in advance and need to be submitted in writing after obtaining permission from the Artistic Directors.
3. If a student misses two unexcused classes, the parent will be notified by BTC. Excused absences are illness, injury, and valid personal emergencies. All other absences are unexcused unless cleared with the managing director in advance. We do this to ensure your child's safety and whereabouts.
4. If a student continues to have unexcused absences the student may be asked to renew his/her commitment in ways deemed appropriate after discussion between the directors, the student, and the parent(s).

There are NO refunds, deductions, or credits for student absenteeism.

• **Lateness**

If a student is late for class or not in proper class attire the student may be asked to observe the class rather than participate in it. This decision is left to the instructor, who will make the decision based on the safety of the student and the interruption of the class work.

• **Make Up Classes**

Since there is only one section for each class, BTC does not offer make up classes due to absenteeism. However, when a class is canceled for weather, the student is entitled to do a drop-in on a different class after scheduling it with the managing director.

• **Acting & Voice Class Supplies**

The same notebook each week, a pencil, a water bottle and ALL handouts from previous classes. Comfortable clothing you can move well in. Sneakers - no flip-flops or sandals.

• **Required Dance Attire**

Primary Ballet:

Pink leotard, pink tights, ballet skirts, and pink ballet slippers. Hair in bun.

Basic Ballet:

Pink canvas or leather split sole ballet slippers. Baby Blue leotard, pink tights, and ballet skirts. Hair in bun.

Beginner, Intermediate & Advanced Ballet:

Pink canvas or leather split sole ballet slippers. Black leotard, pink tights, ballet skirts, and dance sweaters allowed at the barre. Hair in bun.

Pointe (all levels): students should discuss pointe shoes with instructor and class placement with Managing Director. (Attire follows Ballet class level above.)

Ballet attire for Boys: Black dance pants, white form-fitting t-shirt, black ballet slippers.

Primary Jazz-Hip Hop:

Black dance pants, form-fitting t-shirt or leotard, black jazz sneakers.

Jr. Hip Hop & Jazz- Hip Hop:

Black dance pants, form-fitting t-shirt or leotard, black jazz sneakers, and kneepads. Cold-weather

dance attire that is form fitted will be permitted during winter months. (NO Sweatshirts.)

Jr. Broadway Jazz & Broadway Jazz:

Black dance pants, form-fitting t-shirts over leotards for warm up are OK, black soft-soled jazz shoes. Cold-weather dance attire that is form fitted will be permitted during winter months. (NO Sweatshirts.)

Modern Dance:

Black dance pants, form-fitting t-shirt or leotard, dance paws for boys and half sole canvas lyrical slipper for girls. (Kneepads)

Tap (all levels):

Shorts over tights or dance pants, form-fitting t-shirt, black tap shoes, and socks. (NO jeans)

Respecting each other's shared space is a part of professionalism. This includes personal hygiene and the use of deodorant, and supportive undergarments such as sturdy sports bras or dance belts in addition to required class attire.

Hair must be up for every class.

No jeans and no jewelry.

Bring a Water Bottle.

▪ **Performances: Ensemble & Recital**

Tech weeks and dress rehearsals are mandatory for all performers. This is for the safety and well being of each student on the stage. (Please see school calendar on page 7.)

Class Times

BTC reserves the right to change the schedule based on student enrollment and teacher availability. Please see our course guide on line for greater understanding of curriculum. All K-12th grade classes perform in an end of year recital.

Grade K-1

Little Singers: Wednesday 4:15-5:00pm
Drama Club: Friday 3:30-4:15pm
Primary Ballet: Thursday 3:30-4:15pm
Primary Modern: Thursday 4:15-5:00pm
Primary Tap: Saturday 10:00-10:45am
Primary Jazz-Hip Hop: Saturday 10:45 -11:30am
Mini Ensemble: Wednesday 5:00-6:30pm

Grade 2-3

Little Singers: Wednesday 4:15-5:00pm
Storytelling Theatre: Thursday 5:15-6:00pm
Primary Ballet: Thursday 3:30-4:15pm
Primary Modern: Thursday 4:15-5:00pm
Primary Tap: Saturday 10:00-10:45am
Primary Jazz-Hip Hop: Saturday 10:45 -11:30am
Mini Ensemble: Wednesday 5:00-6:30pm

Grade 4-6

Musical Theatre: Friday 4:15-5:00pm
Beg. Acting: Thursday 6:00-7:00pm
Basic Ballet: Tuesday 6:00- 7:00pm
Basic Tap: Tuesday 5:00-6:00pm
Jr. Broadway Jazz: Saturday 10:00-11:00am
Jr. Hip Hop: Thursday 4:15-5:15pm

Grade 7-8

Voice Technique: Friday 4:00-5:00pm
Voice & Music: Monday 4:00-5:00pm (Placement after teacher assessment only)
Improv Technique: Saturday 11:00am-12:00pm
Beg. Ballet: Wednesday 4:00-5:00pm
Int. Ballet: Tuesday 4:00-5:00pm (Placement after teacher assessment only)
Intro/Beg Pointe: Thursday 6:15-7:00pm (Invite Only)*
Beg. Tap: Monday 5:15-6:15pm
Int. Tap: Wednesday 5:00pm-6:00pm (Placement after teacher assessment only)
Modern: Saturday 9:00-10:00am
Jazz-Hip Hop: Thursday 5:15-6:15pm

Grade 9-12

Voice Technique: Friday 4:00-5:00pm
Voice & Music: Monday 4:00-5:00pm (Placement after teacher assessment only)
Vocal Performance Cabaret: Monday 5:00-6:30pm (Invite Only)*
Int. Acting: Wednesday 7:00-8:30pm
Adv. Acting/Improv: Tuesday 6:00-8:00pm (Invite Only)*
Beg. Ballet: Wednesday 4:00-5:00pm
Int. Ballet: Tuesday 4:00-5:00pm (Placement after teacher assessment only)
Adv. Ballet: Tuesday 5:00-6:00pm (Invite Only)*
Intro/Beg. Pointe: Thursday 6:15-7:00pm (Invite Only)*
Int./Adv. Pointe: Thursday 7:00-8:00pm (Invite Only)*
Beg. Tap: Monday 5:15-6:15pm
Int. Tap: Wednesday 5:00pm-6:00pm (Placement after teacher assessment only)
Adv. Tap: Wednesday 6:00-7:00pm (Invite Only)*
Modern: Saturday 9:00-10:00am
Jazz-Hip Hop: Thursday 5:15-6:15pm
Broadway Jazz: Monday 4:00-5:00pm (Invite Only)*

4th – 12th Grade: Performance Ensembles

Fall Combined Ensemble:
Friday 5:00-7:00pm & Saturday 12:00-2:00pm

Spring Junior Ensemble:
Friday 5:00-7:00pm & Saturday 12:00-2:00pm

Spring Senior Ensemble:
Monday 6:30-8:30pm & Saturday 3:00-5:00pm

BTC 2018-2019 Calendar

(914) 478-5825

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Su	M	Tu	W	Th	F	Sa								
							BOLD	= performance or session start						
								= school closed						
								= registration or parent observation week						

<p>September 2018</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p>October</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> <p>November</p> <table border="1" style="width: 100%; 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Broadway Training Center
10 Washington Ave
Hastings-on-Hudson, NY 10706

Daily Procedures

- **In Case Of Emergency & Medication**

Every student must have an ICOE on file in case of an emergency. Please do not withhold information regarding your child's medical history from us. It can help aid the office in understanding a given classroom dynamic, but most importantly a completed form ensures the safety of your child both physically and mentally. All records are kept confidential.

Medications should come to school only when absolutely necessary. Many medications can be given in time-release forms or dosages can be spread out so that medicines can be given at home. Medications must be brought to school by a parent or guardian, not by the child. The medication must be in its original and clearly labeled bottle or container. Please see our administrator or director if medicines must be dispensed during the school day. We are unable to dispense over the counter medicines (such as Tylenol or Advil) without parental consent. (Please see health form)

- **Snow Policy**

In case of inclement weather, the student should **check the banner on the website or call the office at 914-478-5825 to hear the outgoing message**; BTC is closed if the Hastings-on-Hudson schools and/or their after school programs are cancelled. The studio does not reschedule classes that are canceled due to inclement weather. When a class is canceled for weather, the student is entitled to do a drop-in on a different class after scheduling it with the managing director.

- **Emergency Evacuation Route**

If we are instructed to evacuate, or it seems prudent to do so, we will walk east from BTC and along Southside Avenue to the Metro North Parking Lot. If needing to exit through BTC's rear emergency exit we will gather in the parking lot at 9 Ridge Street, directly behind our building. The Fire Department has assigned us to go to these places and await instructions. If it is not possible to remain outside in either of the parking lots, we will walk to the village Town Hall located at 7 Maple Avenue. Students will remain with their teachers. In this situation, no student, **REGARDLESS OF AGE**, will be allowed to go home alone. A student will only be released to a parent or guardian. If we are at an alternate site, you will be told where to pick up your child by phone or email. Local authorities are aware that we have children in the building 6 sometimes 7 days a week and will guide us in an emergency.

- **Drop-off/Pick-up**

BTC is equipped to have supervisors on premises from 15 minutes before classes begin until 15 minutes after classes end. BTC reserves the right to charge a late pick-up fee of \$20 per half-hour for students left at BTC after closing time. This is a fee charged for inconvenience, not a service we provide.

It is unlawful and unsafe to double park while waiting for students. The police department has advised that vehicles should either pull up Washington Ave into the section painted with white stripes, or wait down the hill on Southside Ave (alongside the railroad tracks). You may stand in either place but please do not leave your car unattended or they will ticket you and fine BTC as well. If you plan to come in to see us, please find local parking or park for free in the municipal lot (by the train station) after 6pm and on weekends.

- **Lunch**

During the Ensemble & Summer program lunch period, students 13 and over with permission from their parents may go out to the local deli/pizzeria/bagel shop/Chinese restaurant to buy lunch and bring it back to the studio. The Program Director and Artistic Directors reserve the right to deny a trip out to buy lunch in the event of bad weather, behavior issues, safety issues, or scheduling. We will give advance notice in the event that a lunch trip won't happen. (In inclement weather, you should assume it would not happen and that you need to bring your lunch.) A signed permission slip must be on file in the office. If you need a permission slip please see our administrator or managing director to obtain one.

- **Lost and Found**

There is a lost and found rack located directly outside the office. At the end of each semester, any unclaimed items are donated to charity.

Registration & Tuition

- **The Entrance Process**

If you are interested in one of our performance programs an entrance interview is mandatory. You may, however, register for one of our individual age appropriate acting, voice, or dance classes without an entrance interview and still participate in our end of year recital performance.

- **Course Guide**

Descriptions of our course offerings are available online. All course offerings are subject to availability. Student assessment(s) for placement into Intermediate or Advanced level classes must be scheduled via phone or email in advance with our managing director.

- **Enrollment**

We encourage registration during designated weeks to ensure the class of your choice. In order to provide proper training and quality education BTC chooses to keep class size small.

- **Wait List**

1. If you have been placed on a wait list for a “closed” class another class will be recommended to you. You will be notified if your position on a waitlist has changed.
2. If you have been placed on the waitlist because you have not yet made yearlong tuition payment arrangements you will be advised to complete your registration to ensure proper class placement. The student is not allowed to attend or claim his/her space in class until all payment arrangements are finalized with our administrator.

- **Payment Schedule**

BTC offers a variety of ways to pay for your child’s tuition. We are always willing to work with you. Communication is highly recommended and our payment schedule is as follows:

With first payment, submit either postdated checks for the next two scheduled payments or credit card authorization.

- ✓ 1st Payment: At time of Registration
- ✓ 2nd Payment: Monday, November 12, 2018
- ✓ 3rd Payment: Monday, February 4, 2019

BTC applies a \$20 fee per installment. Avoid installment fees by paying the total tuition at time of registration.

- **Discounts**

- ✓ **Early Bird Discounts –Pay in Full**

Early Bird discounts on our summer programs happen during March and May 2019.

Early Bird discounts on our yearlong programs happen in May and July of 2019.

Applied after multi-class discount on full year enrollment, and workshops

(All discount deadlines will be published by March 2019.)

- ✓ **Multi-Class Discounts**

Over \$1,600 = 5%

Over \$6,000 = 20%

Over \$3,000 = 10%

Over \$7,500 = 25%

Over \$4,500 = 15%

(Applied to final payment at time of registration. Not retroactive for classes added later.)

- **Refund Policy**

Regretfully, BTC cannot issue refunds.

- **Scholarships**

Limited Scholarships are available based on demonstrated financial need. Applications must be received by August 22, 2018 to be considered for the 2018-2019 school year and by June 17, 2019 for the summer sessions. Please inquire in the office for a scholarship application.

- **Donations: Scholarship Fund**

We appreciate any donations you wish to make to the BTC Scholarship Fund.

- **Donations: Capital Improvement**

As a not-for-profit 501(c)(3) organization all donations are tax deductible and appreciated. Contributions to our capital improvements fund allows BTC to continually provide quality classroom items such as ballet barres, scripts, sheet music, and more.

Additional Programs

- **Ongoing Adult Enrichment Programs**

Quality professional style classes for the beginner and advancing adult in acting, voice and dance disciplines. All classes available year long or by semester. BTC also offers a *special* on dance classes by 8hr class card! All adult courses are a welcoming mixed level experience.

- **Student Referral Program**

The best compliment you can pay us is to mention BTC to your friends. Currently enrolled students can refer a friend to BTC by following these steps:

1. Tell the prospective student about BTC
2. Ask the prospective student to mention that they were referred by you when they contact BTC via email.
3. Let us know about the prospective student with whom you have spoken by notifying us via email.

After completing these steps and upon the registration of the new student, the referring student will receive a free one-hour private lesson from Fiona, Heather, or Jason as a token of our thanks.

- **Work-Study**

Work-study opportunities are available for responsible students age 14 and up. Tasks include office work, errands, studio maintenance and special projects. Work-study hours are applied towards the student's tuition. Please inquire in the BTC office if interested.



BTC Student/Parent/Instructor Contract

As a student of BTC, I understand my rights and responsibilities. I take my commitment to my program and my fellow classmates seriously. I have read the Students' Bill of Rights, the Code of Conduct, and the Attendance Policy, and I agree to abide by these rules.

Student's name

Student's signature

Date

As a parent of the above BTC student, I understand and support my child's choice to commit to this training program. I will assist my child in meeting the responsibilities s/he has chosen to undertake. I have read the BTC Policies, and agree to abide by these rules.

Parent's name

Parent's signature

Date

As the instructor to the above student, I understand my responsibilities. I am aware of my student's rights and needs, and will keep an open line of communication between the student, his/her parent, and myself, in order to continue serving those needs. I have read the BTC Policies, and I agree to abide by these rules.

Instructor's name

Instructor's signature

Date