



PARENT HANDBOOK

updated 12/19/16

Welcome, and thank you for registering your child for classes at ADF's Samuel H. Scripps Studios! At ADF's Studios, you will find that our programs are dedicated to providing a sound scientific and aesthetic base for all levels of training. Our studios serve as a center for creative activity in Durham, North Carolina, in which students learn in a welcoming and non-competitive environment from faculty who are experts in their fields. We hope that you will find this handbook useful in learning what to expect, and what is expected of you, during the upcoming term. Please feel free to contact us with any questions!

CONTACT INFORMATION

Julia Pleasants, Studio Manager
721 Broad Street, Durham, NC 27705
phone: 919-797-2871
email: studios@americandancefestival.org
(Office hours: M-F, 10a-6p)

Important information (deadlines, cancelations, reminders, etc.) will always be sent to you via email, as time often does not permit us to call each individual family. Please make sure that you read any emails sent by the Studio Manager. We promise not to flood your inboxes!

TUITION POLICIES

Registration is required for full-term Youth Classes; we do not offer Youth Classes on a drop-in basis. Youth trial classes are available if there is still space in a class by the first day of the term. Students are allowed to attend one class as a trial for a \$15 fee. If the student registers for the class, the \$15 fee will be deducted from the total tuition due. Parents should contact ADF's Studios to check trial class availability.

Youth tuition is only refundable within the first 2 weeks of the term for which your child is registered. The tuition refund is prorated, based on classes taken. If a student must withdraw from a class, written notification is required and must be sent to ADF's Studios.

There is a 10% discount available for households registering for two or more youth classes per term. Please register in-person or by phone to receive this discount. Payment plans are also available. To be enrolled in a payment plan, parents must set up an automatic monthly draft of their credit card by contacting the Studio Manager. Should your card be declined during one of your monthly payments, ADF's Studios will contact you for your updated payment information. In the event of a declined payment, your child will not be able to continue with classes or register for any further classes until the outstanding monthly balance is paid. Total tuition must be paid in full before the end of the Studio Manager to make these arrangements.

CLASS CANCELLATION & MAKE UP CLASSES

When it comes to canceling classes due to inclement weather, we will evaluate on a case-by-case basis and contact you via email. For any canceled classes, your child is welcome to attend a different class for their age group as a make up (no advance notice needed—just show up when your schedule permits). In the event there are excessive weather cancellations, we will do our very best to extend the term to make up for classes missed.

This make up policy also applies if your child misses classes for personal reasons. We cannot issue refunds for missed classes, but your child is welcome to attend a different class for their age group as a make-up (no advance notice needed – just show up with your schedule permits). Make-up classes must be used by the end of the term in which the class was missed. You may not carry over make-up classes to the following term.

You are not required to report occasional absences to ADF's Studios or your child's instructor; it is understood that most students need to miss class for doctor appointments, family vacations, or minor ailments from time-to-time. If you find that your child will miss classes for an extended period of time, please communicate this to ADF's Studios or your child's instructor so that we don't worry about them!

If your child is sick, we would greatly appreciate you keeping them home until they are fully recovered. Although we will miss them, we prefer to not spread the illness to other students, faculty, and staff. This goes for anything contagious: common cold, rashes, lice, flu, etc.

STUDIO BEHAVIOR & ETIQUETTE

Your help in observing the following studio etiquette guidelines is greatly appreciated, as it will make the class experience more enjoyable and educational for everyone.

We ask that you arrive at least 10 minutes early for class so that students are dressed and ready to dance when class begins, especially since important warm-up exercises take place at the start of class. Students should use the bathroom before class begins and are expected to remain in the studio throughout the class period when possible. Students will not be prevented from using the bathroom during class time, but we ask that they try to go before class starts. If a student needs to use the bathroom during class, they should let the teacher know and return promptly. Late arrivals and repeatedly entering and exiting the studio can be distracting and disruptive to other students and the instructor.

Family or visitor observation of classes is typically welcome (at the instructor's discretion). There are viewing windows and benches outside each studio. Please be quiet and courteous while sitting in the viewing hallways so as to not disturb class or others. At times, the instructor may choose to fully or partially draw the blinds if observers become a distraction. If the instructor invites you into the studio, please remove your shoes. This will help to protect our special dance floors.

Students (and any family members or visitors) must conduct themselves politely and quietly while in class and while waiting for class in the lobbies and bathrooms. If your child is crying or having a difficult time adjusting to their new class, please wait until they are calm before having them enter the studio. If your child begins to cry during class, please calmly bring them out into the lobby to recover.

We understand that young children may initially have trouble adjusting to these expectations or experience separation anxiety. For this reason, we recommend parents of young children remain in the building during their child's class. Although we encourage students to be in the studio on their own, no one will force your child into class, or force you to stay outside the studio, if they are experiencing anxiety. The instructor can help facilitate this transition, and, most importantly, will maintain an open channel of communication with parents.

All students must conduct themselves in a manner that is respectful of other students, faculty, staff, and the facility. Harassment, intimidation, bullying, or otherwise disruptive and inappropriate behavior will not be tolerated and may result in permanent dismissal from classes. Any participant who is dismissed for inappropriate behavior will not be granted a refund.

CLASSROOM ATTIRE

We do not have a strict dress code, however, we ask that students follow these guidelines:

- Comfortable clothing that allows a full range of motion (example: leggings/gym pants/tights and a t-shirt/tank/leotard)
- Bare feet * (no socks or footed tights)
- Long hair pulled back away from the face
- No jewelry (small ear studs are okay as long as they do not inhibit participation)
- No costumes (except for any special events, at the discretion of the instructor)

*Canvas or leather ballet shoes are suggested for all ballet classes. Sneakers or jazz shoes are permitted in Hip Hop, provided they are clean and have white or tan soles. No black-soled shoes or street shoes, please, as they leave marks on our studio floors.

FREQUENTLY ASKED QUESTIONS

1. My child needs to miss a class/has missed a class. Can they make up in another class? Do we need to schedule it? Your child may make up in another class, provided there is room in the class and your child is the correct age for the class. Feel free to ask reception staff if space allows for a make up. You do not need to schedule make up classes in advance, you may simply show up when your schedule permits. Make-up classes may not be carried over into the next semester. If you wish to make up a class your child has missed, it must be made-up by the end of the semester in which the class was missed.
2. My child's current class doesn't seem like the right fit. Can we switch classes or receive a refund? Our recommendation would be to try another class to see if it better suits your child. Please contact us at studios@americandancefestival.org, and we will be happy to help facilitate the switch. If you choose to withdraw your child instead, you may receive a tuition refund if it is within the first two weeks of the term.
3. Is there a performance or a recital at the end of the term? We do not have any formal performances for our youth classes, however, instructors typically choose to do an informal showing for family and friends during the last class session. Your child's instructor will let you know of their specific plans toward the end of the term.
4. Can I leave the building while my child is in class? Young children may initially have trouble adjusting to a new class or experience separation anxiety. For this reason, we recommend parents of young children remain in the building during their child's class. You are welcome to observe class from the viewing hallway or relax in the lobby. When in doubt, it is best to discuss with your child and your child's instructor if they are comfortable with you leaving the building. If you cannot stay during your child's class, please make sure the desk staff has an accurate phone number in case of emergency.

5. Are there any scholarship or financial aid options for youth classes? ADF does offer tuition scholarships to dedicated students who demonstrate financial need. More information on scholarships can be found on our [website](#). We also offer payment plans if you are able to pay the full tuition amount, but not all at once.
6. What is your weather cancellation policy? We will evaluate on a case-by-case basis and contact you via email. Of course, if at any point you feel uncertain about making the trip to class, please use your best judgment! Your safety is top priority. Make up classes will be available, so do not feel pressured to come to class if we are open but weather conditions near you are questionable.
7. My child is having some separation anxiety. Is it okay for me to come into the studio during class until they are ready to be on their own? Typically this is more than fine and the instructor is able to help your child eventually feel more comfortable taking class by themselves. However, we ask that you (and any family members that must accompany you) follow the same etiquette that is expected of your child:
 - Refrain from repeatedly entering/exiting the studio
 - Conduct yourself politely and quietly
 - Respect the instructor and other students by refraining from side conversations