

american *dance* festival

Pre-Professional Dance Intensive (PDI) July 14-27, 2024 Participant Handbook

CONTENTS

PDI Overview.....	2
Travel, Arrival/Departure.....	2
General Program Information.....	3
Health & Wellness.....	5
Packing List.....	8
Stay Connected.....	8
Living at ADF.....	9
Festival Resources.....	10
Parameters & Policies.....	10
Fees, Payments, & Refund Policy.....	12
Participant & Parent/Legal Guardian Agreement.....	14

ADF SCHOOL STAFF

Nile H. Russell, Director of Education

Heather vonReichbauer, Director of School Administration

Sydney Sirkin, School Assistant

CONTACT INFORMATION

Email: school@americandancefestival.org

Phone: (919) 684-6402

Office hours: Monday–Friday, 9:00 AM–5:00 PM ET

Updated 5/30/24

ADF PRE-PROFESSIONAL DANCE INTENSIVE OVERVIEW

Heralded as “One of the nation’s most important institutions” by *The New York Times* and as “The world’s greatest dance festival” by the New York Post, the American Dance Festival’s sustained record of creative achievement is indivisible from the history of modern dance. We are excited for you to be part of this history and to help us create another remarkable summer of dance!

The Pre-Professional Dance Intensive (PDI) curriculum is designed to develop:

- well-rounded dance artists through high quality training;
- dancers who exhibit community-mindedness and have strong collaborative skills; and
- community members who know how to lead with empathy and follow with respect.

PDI Curriculum

Participants train intensively in Modern dance, creative repertory, composition, Hip-Hop, and Ballet, with masterclasses in Pilates. The school’s emphasis on community-based collaborative learning is realized in daily classes through the way that participants are grouped for classes.

Community, Leadership, and Group Discussion

In cultivating the practice of community-mindedness, participants take part in group activities guided by dorm counselors, faculty, and ADF staff. This time together focuses on engaging in activities that center on building community, collective learning, leadership, and supporting each participant’s artistic voice.

All participants are expected to contribute to an environment where individual actions do not violate the integrity of the community. Intimidation, harassment, and bullying will not be tolerated.

Dorm Counselors

Dorm counselors are selected via an application process. All have previous experience as counselors, mentors, or teachers in summer camps/dance intensives, or college environments. Counselors undergo training at ADF that allows them to get to know one another and prepare to create a supportive and caring community for PDI.

TRAVEL: ARRIVAL, DEPARTURE, TRANSPORTATION & HOTEL

Arrival & Check-In: Sunday, July 14

Participants check-in 10:00 AM–12:00 PM on Sunday, July 14. Check-in will be held at **Gilbert Addoms Residence Hall**, located at 1368 Campus Drive, Durham, NC, on Duke University’s East Campus. At check-in, participants receive their check-in packet, dorm housing assignment, ADF/Duke ID card, prepaid ADF T-shirt (paid by June 1) and final schedule. There is plenty of parking available around the Gilbert Addoms dorm.

Participants unable to arrive by 12:00 PM on July 14 need to inform ADF as soon as possible so other arrangements for check-in can be made. ***Participants will not be able to check in to the dorms prior to July 14th and must depart by 4pm on July 27th.***

On July 14th, participants will attend the ADF Footprints performance at 3:00 PM at Reynolds Industries Theater, located in the Bryan University Center on Duke University’s West Campus. *Parents/Legal Guardians and family are welcome to attend this show, and may purchase tickets for 25% off with the code PREPRO.*

Departure: Saturday, July 27

The PDI Final Showing is on Saturday, July 27, at 12:00 pm, followed by a final gathering with light food provided, from 2:00pm–3:00 PM. Both are free for family and friends to attend. An online RSVP will be sent out during the intensive to the family to collect expected attendance. Check-out will take place after the post-showing gathering, and participants staying in dorms will check-out of their rooms by 4:00 pm. A detailed schedule will be available at check-in.

Commuters

Local residents choosing to live off-campus and commute to the program will have scheduled daily arrival and pick-up times. Commuters will be dropped off at Rubenstein Arts Center between 8:30 am–8:45 am Monday–Friday. Commuters can arrive at Alspaugh dormitory at 9 am on Saturday and 10 am on Sunday to have breakfast with the dorm residents and counselors. Commuters that are running late should contact their dancer’s dorm counselor.

Commuters typically depart after classes at 5:45 pm on weekdays, or after evening activities or performances at 9:00 pm (or later). Weekend departure times will vary each week. Commuters may opt out of some evening activities but are highly encouraged to attend all performances. When staying for performances, commuters must have cash or credit/debit to purchase dinner at East Union Marketplace on Duke's East Campus.

Commuters who are driving themselves to campus will be required to purchase a parking pass during check in for \$18.25. This pass grants parking for the parking lot next to the Rubenstein Arts Center. A counselor will greet commuters every morning and ensure they arrive safely to class.

Transportation

Participants traveling alone to or from the program will be escorted by dorm counselors or summer staff. We will ensure that your dancer is picked up and dropped off at the airport, train, or bus station. Please complete the travel itinerary form in the participants' online application and staff will follow-up with parents/legal guardians to coordinate pick-up and drop-off plans. Participants traveling with a parent/legal guardian to or from the program will need to provide their own transportation to or from ADF.

Travel Options

[Interactive Map](#) of Duke University's campus and important ADF locations including studios and performance spaces.

- **Car:** The student dorm is located at Alspaugh Residence Hall on Duke University's East Campus: 1344 Campus Drive, Durham, NC, 27705. [Driving directions](#)
- **Air:** The closest airport is the [Raleigh-Durham International Airport \(RDU\)](#), approximately 18 miles from Duke University.
- **Bus:** [Greyhound](#) and [Megabus](#) buses arrive and depart from the downtown Durham station at 515 W Pettigrew St.
- **Train:** The [Amtrak](#) station is located in downtown Durham at 601 W Main St.
- **Car Service:** [Lyft](#) and [Uber](#) provide easy transportation to and from the airport and around Durham.
- **Shuttle Service:** [Charlene Safe Ride \(Brier Creek Taxi & Car Service\)](#) is a trusted and economical company that provides a shuttle service to/from the airport and around Durham.

GENERAL PROGRAM INFORMATION

General Schedule

Students, get ready! The weekdays are filled with 4 daily classes Monday–Friday, which includes Modern and Repertory in the morning, alternating Ballet and Hip-Hop in the afternoon, followed by a collaborative class. In the evenings, participants attend ADF performances, engage in group activities/projects, possible master classes, or have downtime with the opportunity to call home. Weekends consist of group activities, potential performances, and free time to bond with their fellow participants and dorm counselors.

Please refer to the [PDI Sample Intensive Schedule](#) for a general outline. A detailed full intensive schedule will be provided prior to arrival to the intensive.

Attendance Policy

All classes in PDI are required. Participants may only sit out of classes if they are ill or injured. If a student is ill (not contagious/or does not have COVID symptoms) or injured and not in physical therapy, faculty and counselors will help them continue learning through observing class, taking notes, or helping with class. Participants with contagious illnesses or injuries that prevent them from commuting to class will be excused from class and supported by counselors. Alternate plans will be developed for participants whose injuries or illnesses prevent them from returning to dancing before the end of the two-week period.

Dress Code

Participants are asked to abide by a dress code that contributes to a positive learning environment. ADF requires participants to wear clothing appropriate for each dance form. Long hair will need to be tied away from the face. Clothing layers are highly encouraged for warm-up purposes and for changing studio temperatures. Below is a list of

dress code items, as well as clothing suggestions. **All shorts must be mid-thigh length and properly cover the lower body due to the nature of frequent floor work in the program.**

Required dress code:

- **Ballet:** Tights or leggings, leotards or form-fitting tops, ballet shoes.
- **Modern:** Leggings, thigh-length bike shorts, footless tights, or close-fitting sweatpants/exercise pants; and leotards or close-fitting tops, jazz shoes.
- **Hip hop:** Any kind of tops and bottoms, sneakers (non-marking, no black soles), thin knee pads (optional).
- **Repertory:** Depending on the repertory group the participant is placed in, they may need non-marking sneakers.
- **Final Showing attire:** A detailed list of required Final Showing attire will be provided later, if needed.

Please let ADF know if you are unable to fulfill any of the required dress code items for any reason. We are happy to assist you in getting the necessary items or finding an alternative.

Final Showing

The PDI Final Showing is on Saturday, July 27, at 12:00 pm. The performance will be videotaped and made available online for participants and parents/legal guardians after the festival. Family and friends are welcome to attend this showing for free and an invitation with details will be sent out at a later date.

Performances

Participants attend most performances at ADF during the PDI program. If family or friends wish to purchase tickets to a performance, we recommend that they are [purchased online through the Duke Box Office](#). Reynolds Industries Theater inside the Bryan University Center and Page Auditorium are located on Duke University's West Campus. Both share an event parking space at the Bryan Center Parking Deck. ADF buses/vans will transport participants to performances. ***Parents/legal Guardians may purchase tickets for 25% off with the code PREPRO.*** Code is valid ONLY for Footprints performance on July 14th at 3pm.

Performance Content

ADF curates and presents a wide range of performances. Some performances might include controversial content, such as profanity, nudity, or provocative topics. ADF does not present performances whose controversial aspects are gratuitous or lacking in artistic merit/integrity. If ADF determines that a work being seen by participants has controversial content, ADF will hold preparatory sessions and follow-up conversations in which participants can discuss any aspects that may have been new or difficult for them to process.

ADF performances marked for adult content, including specific details of that content, will be shared with parents/legal guardians and participants prior to July 14rd. That said, it is impossible to create a comprehensive list of performances with potentially controversial content since each family and individual has different understandings of what is controversial or triggering. Parents/Legal Guardians can request that their participant opt out of any performance due to content, and participants will always have the option to leave a performance at any time, should they feel the content is triggering, a violation of their beliefs or family values, or a threat to their well-being. Counselors will accompany and support participants who need to remove themselves from a performance.

Videotaping and Photography

Throughout the festival, participants may be photographed and videotaped in class for future marketing purposes by ADF staff.

HEALTH & WELLNESS

Preparing for a new environment

As laid out in the Participation Agreement, the parent/legal guardian recognizes that adjusting to a new environment, which often involves being away from current support systems, can be a stressful and emotionally challenging experience for participants. The parent/legal guardian acknowledges these challenges and agrees to identify and provide, as necessary based on the participant's individual circumstances, additional support, professional counseling, and/or medical assistance both prior to and during the program.

Integrating into a new community and being away from home, especially if it's the first time, may trigger homesickness for some participants. It's key to discuss homesickness as a family and prepare your participant for welcoming new experiences in different environments. ***We strongly encourage each parent/legal guardian to refer to this [helpful article](#) around the subject of homesickness for great ideas around how to prepare their participant for staying at a camp for an extended period of time.***

Self-Care/Illness & Injuries

ADF encourages participants and parents/legal guardians to begin having conversations about self-care before arrival. Practicing self-care can offer longevity and continued joy in a discipline that requires physical and mental strength. Here are some encouraged self-care practices:

- Eat properly throughout the day
- Drink lots of water
- Get enough rest at night
- Continue to take dance classes consistently until ADF begins
- Schedule moments of rest for the body
- Warm up the muscles before class and stretch after class

ADF recognizes that illness and injuries do happen. In the event of illness or injury, ADF staff will seek medical treatment and/or physical therapy for the participant at Duke Student Health (dependent on paid Health Fee), or another nearby (Duke or non-Duke) facility. When possible, ADF staff will make a good faith effort to contact parents/legal guardians before seeking treatment. If this is not possible, ADF staff will notify parents/legal guardians as soon as possible of any and all diagnoses/treatments. Participants arriving at ADF with any pre-existing injuries or illnesses are required to inform the ADF staff.

Health Insurance

Participants in all programs must provide ADF with proof of adequate health insurance coverage. Participants are responsible for obtaining adequate coverage on their own. Proof of coverage must be provided before arrival. Participants will not be allowed to take class until the ADF School office has their insurance information on file—no exceptions! Health insurance cannot be obtained through ADF.

Medication Policy

Residential participants are not allowed to hold any medications. Medication will be collected and reviewed at check-in, held by program staff in secure storage, and distributed to the participant as required, with the exception of urgent-need medications that need to remain on the participant at all times. The program will not collect medications from commuter participants. A medical professional will review all medications collected at check-in and reach out to parents or guardians with any questions.

- Bring medications in the **original prescription bottle labeled with the participant's name, the contents, and dosage information**. Be sure there is enough medication to last for the entire intensive, and ensure the medication is not expired.
- All medications, including over-the-counter products, are stored securely (refrigerated if necessary). **The only exception to this policy will be for urgent-need medication such as insulin, diabetic supplies, rescue asthma inhalers, and epinephrine devices, which participants may keep with them.**
- Based on participants' needs, designated daily AM and PM times for taking medication will be scheduled. Other times will be established as needed to accommodate midday medications. Dorm counselors will distribute medication following our established policies to ensure that medication is provided to the correct participant.
- Once distributed, participants must self-administer their medications and take them in the presence of the dorm counselor. Participants are responsible for remembering to take their medications. Dorm counselors and other program staff will not administer any medications, except for epinephrine devices and glucagon in emergency situations.

- For injected medications: If the participant cannot self-inject, the medication must be administered by a licensed health practitioner. **Parents/Legal guardians are responsible for scheduling any needed appointments for injections for their participant** at a local medical facility within a 10-mile radius of Duke University's campus. Program staff will provide transportation to and from the scheduled appointment.

Program Medical Professional

ADF works with a medical professional to oversee program medication policies and management, and to provide ongoing medical support to the program. The medical professional is on call throughout the duration of the program should an illness or injury arise for any participant and will be readily available to consult and/or provide triage as needed for medical issues.

Duke Student Health Center

Located at 305 Towerview Road on West Campus, 919-681-9355.

Hours of Operation*:

Mon/Tues/Wed/Fri 8:00 AM–4:00 PM, Thurs 9:00 AM–4:00 PM (Closed Sat/Sun & M–F, 12–12:30 PM)

**subject to change*

A wide range of services are available and covered by the Student Health Center Fee. There is a laboratory on site. There is limited, short-term parking and a drop-off/pick-up space at the Student Health Center entrance. Parking is available in the Medical Center Parking Garage on Trent Drive in front of the Duke Clinic (where the Student Health Center is located).

[Learn more at their website.](#)

Student Health Center Fee (\$60) Coverage

ADF participants may pay a fee and receive basic health care through Duke University. Paying the Student Health Center fee DOES NOT replace medical insurance. All participants who pay the fee must also provide proof of insurance. With the Student Health Center fee, students are eligible for basic assessment/treatment at the Student Health Clinic on Duke University's West Campus during the program. The Student Health Center fee does not cover Emergency Room visits.

Insurance will be filed for lab studies not covered by the health center fee, prescriptions, and x-rays. The Student Health Center fee includes the following services:

- Diagnosis and management of acute and chronic illness and minor injury
- Laboratory studies performed in the Student Health Lab
- Medical supplies
- Health education materials and services
- Nutrition consultation
- Duke University Counseling and Psychological Services (CAPS). Please call 919-660-1000 to speak with a counselor or make an appointment.

Prescriptions are not covered under the student health fee, so participants should be prepared to pay the cost by having available cash, checks or credit cards. All participants are required to bring their private prescription benefit card to minimize out-of-pocket cost.

Services NOT Covered by the Health Fee

Participants unsure whether a procedure or service is covered should ask prior to their appointment. The following services are not covered by the summer Student Health Center fee and will be the financial responsibility of the participant:

- routine dental care
- x-rays
- specialist care
- emergency room or urgent care facility

In the case of an emergency, we will take the dancer to the closest urgent care or hospital.

Physical Therapy

The ADF Physical Therapy room is located inside the Rubenstein. Services are available on a walk-in basis for limited hours on Mondays, Wednesdays, and Fridays. The physical therapist is only available for ADF participants and faculty who become injured at the festival. The visits are covered by ADF and of no cost to the dancer.

The ADF PT clinic is intended for examining acute injuries sustained during the festival; it cannot provide ongoing physical therapy for long-term injuries, nor can it guarantee service for pre-existing injuries. Dancers who need ongoing therapy more than once a week will need to be treated at the Duke Sports Medicine clinic (insurance coverage required). Note that the ADF therapists do their best to treat everyone who comes in, but due to the high demand, and limited availability, it's impossible to guarantee that every injured dancer will be seen immediately.

Please note:

- New patients must arrive at least 15 minutes prior to closing time.
- Treatment is first-come, first-served, but more urgent injuries may be bumped sooner at the therapist's discretion.
- Non-Clinic Hours: depending on severity, go to Duke ER or Duke Urgent Care on Hillandale Road.

Disposable ice bags are available outside of the Physical Therapy room located in the Rubenstein and the School Office located in Gilbert-Addoms Dorm.

PACKING LIST

Below is a suggested packing to help participants prepare for their arrival to ADF. Because this is a suggested list, we ask participants and parents/legal guardians to review the items and see what works best for them. Required items are **bolded**.

Dance:

- ◇ **Class-specific clothing (page 3: "Dress Code")**
- ◇ **Water bottle**

- ◇ Hair accessories
- ◇ Hair dryer, straightener, curling iron, etc.
- ◇ Makeup & makeup remover
- ◇ Feminine hygiene products

Dorms:

- ◇ **Sheets (twin extra-long)**
- ◇ **Pillow & pillowcases**
- ◇ **Blanket**
- ◇ **Bath towels & face/hand towel**
- ◇ Shower caddy
- ◇ Flip flops for shower use
- ◇ Laundry supplies
- ◇ Bathrobe
- ◇ Pajamas

Daily:

- ◇ **Prescribed and over-the-counter medications**
- ◇ **Everyday clothes**
- ◇ **Comfortable walking shoes**
- ◇ Identification
- ◇ Money/debit card
- ◇ Bug spray
- ◇ First aid supplies
- ◇ Clothes to attend performances (Venues can be cold. ADF suggests bringing cover ups for performance nights.)
- ◇ Umbrella/rain gear (Highly encouraged)
- ◇ Snacks (Highly suggested: energy snacks & bars for between classes)
- ◇ Camera, computer and/or cellphone – devices to facilitate communication with home and creating materials in class.
- ◇ Notebook for journaling

Toiletries:

- ◇ Shampoo & conditioner
- ◇ Body wash & soap
- ◇ Razors & shaving cream (if applicable)
- ◇ Face wash
- ◇ Toothbrush & toothpaste
- ◇ Lotion & sunscreen
- ◇ Deodorant

All ADF participants will need an alarm device (smart watch, cell phone, or alarm clock) to make sure you arrive at all classes and events on time.

Notes: Due to common allergies, we recommend participants **DO NOT bring snacks with NUTS**. Dorm counselors will take dorm residents in need of supplies shopping upon arrival to the program as needed.

STAY CONNECTED

Mailing addresses for all ADF participants at the festival is the same. Participants will be notified when they receive mail.

US Postal Service

Participant Name
c/o American Dance Festival PDI
East Campus-Duke University
PO Box 90772
Durham, NC 27708-0772

UPS, DHL or FedEx

Participant Name
c/o American Dance Festival PDI
Gilbert-Addoms Residence Hall
1368 Campus Dr.
Durham, NC 27708-9962

Parents/Legal guardians receive a full contact sheet of dorm counselors and program staff prior to the start of the intensive.

Important Contact Information

Main ADF phone number: (919) 684-6402
Email: school@americandancefestival.org

Social Media

Connect with ADF before arriving!

- Facebook: American Dance Festival
- Instagram: @AmerDanceFest
- Youtube: AmerDanceFest

LIVING AT ADF

**Duke University On-Campus Housing:
Alspaugh Residence Hall
1344 Campus Dr, Durham, NC 27705**

Residential participants share a dorm room with a roommate from the program. The dorm includes:

- Centralized heating and air conditioning
- Each room contains:
 - o Desk, bookshelf, desk chair, dresser, metal bed frame (42" high off ground), mattress 36"x 80" (extra-long), closet, large window with screen and mini blind. Bathrooms are shared on each floor.
- Dorm Hall amenities: common room, laundry room, vending area, study rooms, and shared kitchen with traditional size refrigerator/freezer combo, microwave, traditional stove/oven, sink, table and chairs, and cabinet space.
 - o Laundry facilities accept coins, credit card, and money uploaded to your ADF/Duke card.

Students living in the dorms must provide their own bedding (pillows, sheets, blankets, etc) and linens (towels, etc).

Dining On-Campus:

Meal Plan

All participants must purchase one of the below ADF meal plan options. Participants must attend all meals during the designated times:

- Dorm Residents = \$1,190 (includes double dorm room & 3 meals/day)
- Commuters = \$198 (lunch only, 7 days per week)

Marketplace in the East Campus Union

Duke University Dining Services in the East Union Marketplace will provide on-campus food service for program participants and is conveniently located near Randolph Residence Hall. [East Union Marketplace/Trinity Cafe on East Campus](#)

There are dining points/cash loaded to each students' ADF/Duke ID card that is living in a dorm. This covers dinner on the date of arrival, breakfast on the date of departure, and 3 meals/day for all other days. Each meal swipe will reduce the total cash balance on the student's card. To track the remaining balance at any time, ask any dining vendor for a receipt. Please note, unused funds are nonrefundable.

Allergies

- Duke Dining identifies foods containing the eight major food allergens (wheat, dairy, eggs, fish, shellfish, tree nuts, peanuts, and soy, plus sesame) as well gluten containing foods in all of our dining locations.
- ["Ask Me" allergen program](#) is set up so there is always a member of the restaurant staff available to assist guests with allergen related menu questions.
- Peanut oil is not used in any dining facility.

Commuters

Participants commuting from home must purchase the lunch meal plan, which covers lunches seven days per week for the two weeks, except for the first and last day of the intensive. For dinners on performance or other mandatory nights, commuters eat in the East Campus Union Marketplace on a pay-per-meal basis and will need to bring additional money for these meals (cash or credit/debit cards).

Pay-per-meal

All participants and visitors may eat in the East Campus Union Marketplace on a pay-per-meal basis.

- Breakfast: \$12.85
- Lunch: \$15.85
- Dinner: \$19.10

Credit/debit cards and cash accepted. There is an ATM in the building.

**All meals purchased using cash or credit card at the Duke University Marketplace are taxed at the 7.5% current local rate.*

FESTIVAL RESOURCES

Studios

Participants will be transported to and from their regular classes and performances via the Duke and ADF bus. Some activities and events will include a fair amount of walking. Bring comfortable walking shoes, sunscreen, bug spray, and rain gear!

Lilly Library

Lilly Library on East Campus, which houses Duke's collections of dance materials, is closed for renovation for the next two years. Most of Lilly's books, films, journals, and other materials will be moved to offsite storage or to Perkins and Bostock Libraries on West Campus. How can I get books or films that I used to get at Lilly? Just look things up in the [online catalog](#), and the current location will display.

Banking Facilities

A Wells Fargo ATM is located in The East Union on Duke's East Campus and a variety of ATMs are available on the second floor of the Bryan University Center on West Campus. A Wells Fargo and Chase branch are located two blocks from East Campus on 9th St, along with other banks in the area. The American Dance Festival cannot cash checks for students and cashing out-of-town checks at banks is discouraged.

East Campus Store

Located next to East Campus Union in Alspaugh Residence Hall, the store has general grocery items, stationery and school supplies, magazines, and sundries. Cash or credit/debit is accepted.

ADF Store

The ADF Store will be open for PDI check-in day and during our closing reception.

Laundry

Laundry rooms are located in each of the dormitories and operate via coin or card. Cost for laundry is \$1.50 for the washer and \$1.25 for the dryer.

PARAMETERS & POLICIES FOR PARTICIPANTS

Cell Phone & Device Policy

The purpose of attending a dance intensive is to focus on your training, creativity, and building relationships. To further support this environment, we have a Cell Phone & Device Policy in place to reduce screen time and increase time and presence with others within the ADF community.

Cell phones and internet-enabled devices must remain turned off and/or on silent during class time, except during designated times. Students may use their devices to support a classroom learning experience or project, or as needed for emergency use. The technology break allows students to be more present in the learning environment and enables them to form strong and lasting relationships within the ADF community. Students will work with dorm counselors to create community guidelines about device use during the intensive.

If use of a cell phone or other device is used inappropriately or to bully other students, ADF has the right to collect any devices and will discuss the issue with the parent/legal guardian. ADF is not liable for loss or damage to devices brought to the program.

Dorm Policies

Duke University dorms are a shared community space. Participants are expected to respect their peers, ADF, and Duke University community living standards, described below. Transgender or gender nonconforming participants who have specific housing needs based upon their gender identity or gender expression may contact ADF at school@americandancefestival.org or (919) 684-6402.

Supervision:

Dorm counselors are with participants at all times, including all meals, classes, performances, and group activities.

Curfew:

All participants need to be in the dorm by 9:00 PM every day. Participants may not leave the dorm until the next morning. Participants have in-room quiet time Sunday–Thursday nights, 10:00 PM–11:00 PM, with lights out by 11:00 PM. In-room quiet time on Friday and Saturday nights is 11:00 PM–midnight, with lights out by 12:00 AM. On some nights, ADF events and performances will run past the standard curfew time, and amendments will be made to that evening's final check-in and lights out times.

Dorm Rooms, Shared Spaces, and Common Areas:

ADF is a busy environment with a great deal of social and group interaction. To balance this atmosphere of continual engagement and to provide some privacy and quiet time to participants, dorm rooms should only be shared space for the two roommates occupying the room. Participants should not enter dorm rooms that are not theirs. If participants want to spend time with friends who are not their roommates, they may do so in dorm common areas.

The dorm is the community's collective home. When using any shared space, ADF asks participants to be mindful of the larger community and leave the space clean and orderly. Shared spaces include assigned rooms, bathrooms, kitchens, laundry rooms, and common areas. To ensure that all participants and their belongings stay safe, ADF asks participants to keep all doors locked when leaving for the day, to **NOT** prop open outside doors, and refrain from lending their key or ID card to anyone.

While we know that damage is not always intentional, please note that participants are responsible for the cost of any damage to their room or communal spaces at ADF.

Roommates:

Participants will have a roommate during their stay. ADF understands this may be the first time a participant is away from home and possibly the first time they will share a room and personal space with another individual. Participants and parents/legal guardians should begin talking about living in a new, shared space and how each participant will now be a part of the ADF PDI community/family. ADF will continue the conversation with participants once they arrive.

Keys & ID Cards:

For safety reasons, ADF asks participants to report any lost key or key card immediately. There is a **\$125** replacement charge for lost keys and a **\$15** replacement fee for lost ID cards.

Prohibited Activities:

ADF hopes to provide an atmosphere of trust and camaraderie. Disciplining participants is not the primary purpose of staff or counselors. That said, should harmful or dangerous actions occur that require disciplinary measures, ADF will respond to them promptly and decisively to ensure that the community remains safe. While most behavioral concerns are resolved through meetings with program staff, certain actions by participants constitute clear-cut and serious violations of program policies and, in some cases, violate campus regulations and state or federal laws. ADF reserves the right to dismiss any participant from the festival, at the staff's discretion, due to egregious misconduct or violation of rules that include, but are not limited to, the rules listed in this handbook.

Participants who engage in the following actions will be immediately dismissed from ADF:

- Possession of weapons of any kind.
- Possession, sale, or use of alcohol, tobacco products, illegal drugs, or paraphernalia of any kind (in accordance with federal age laws).
- Theft.
- Tampering with fire alarms.

Participants who engage in the following will be subject to disciplinary action, which may include dismissal from ADF:

- Leaving the dorm without a dorm counselor or leaving campus without permission.
- Violating the dorm room policy by visiting a room that is not your own or permitting another participant to enter a dorm room that is not the participant's.
- Violating host site regulations, policies, and procedures, or federal, state, or local laws, rules, regulations, or ordinances.
- Using hate language in any context other than when appropriate to an artistic exercise.
- Excessive damage to host campus property.
- Risky behavior that endangers the participant's safety or the safety of others.
- Sharing prescribed medication.

- Verbal or physical harassment of participants or staff, including, but not limited to, bullying and playing pranks or practical jokes, including via electronic means.
- Fighting, including hitting or pushing another person, either as an aggressor or in response to the aggressive or irritating actions of another.
- Possession of matches, lighters, candles, fireworks, or any other incendiary device.
- Tampering with fire extinguishers or hoses.

Prohibited Items:

ADF reserves the right to confiscate prohibited items for the duration of the program. ADF cannot assume responsibility for loss or damage to confiscated items. Possession or use of certain prohibited items may result in dismissal from the program.

Participants may not bring the following items to ADF:

- illegal drugs
- weapons of any kind
- alcoholic beverages
- tobacco products, vape pens, electronic cigarettes, hookahs, matches, or lighters
- candles, incense, or fireworks
- pets of any kind

Laws:

Participants must always follow all university, state, and federal laws.

Notice

These rules are consistent with the Duke University residential supervision requirements. There are no exceptions to these rules. If any of these rules are broken, the severity of the participant’s reprimand will be at the discretion of program staff. Certain actions can result in immediate dismissal from ADF. No refunds will be given to participants dismissed from ADF and travel expenses resulting from dismissal will be the responsibility of the participant and parent/legal guardian. Please communicate with the dorm counselors or staff about anything of concern or any questions. Ultimately, we are here to help participants have a fun, healthy, and enriching summer!

FEES, PAYMENTS, & REFUND POLICY
--

Fees/Payments

The application fee, tuition, and housing & meals fees are required. Housing fees are not required for commuting participants, but the lunch meal plan is required. All other fees are optional. Visit the ADF website for a complete list of fees. Please note, dorms cannot be guaranteed unless paid by June 1.

The payment deadline is June 1. Contact the ADF School office if full payment cannot be made by the deadline to discuss payment options. Payments should be made through the participants’s online application via credit/debit card. Contact school@americandancefestival.org with any questions.

Participants may log back into their application at any time to make payments in any increments until the **June 1 payment deadline**. Applications reflect the balance due, and students sign in with the email address they used when completing their online application. Click the “Continue” button to make a payment once the online application is in the Forms & Payment Phase.

Refund Policy

Nonrefundable Fees (at any time)

- Application Fee = \$60
- Tuition Deposit = \$300 (part of the full tuition cost)

Withdrawal & Refunds

- **The \$60 application fee and \$300 tuition deposit are nonrefundable.**
- **June 1, 2024**
All paid tuition (less the \$300 deposit), housing, and meal fees will be refunded in full only if written notice of withdrawal is received on or before this date.
- **June 2–July 13**
Tuition (less the \$300 deposit) will be refunded for medical reasons only. A signed doctor’s note is required. Housing and meal fees will be refunded in full.
- **After July 13**
Tuition will not be refunded for any reason. Prorated housing and meal fees will be refunded if a student leaves the festival early. Housing and meal refunds require approval from Duke University.
- All program withdrawals will incur a \$40 withdrawal fee. When applicable, ADF refunds will be processed within 2–3 weeks of withdrawal.

Dismissal from ADF

Any participant dismissed from ADF due to disciplinary action will not receive a refund. Participants are responsible for their own travel expenses incurred due to an immediate dismissal.

PARTICIPANT & PARENT/LEGAL GUARDIAN AGREEMENT
--

Thank you for reviewing the policies outlined in the handbook. Please contact the ADF School with any questions or concerns.

Participants who attend the ADF Pre-Professional Dance Intensive live and work under conditions that assume that they are responsible young adults who will make a positive contribution to the ADF community. Please read the entire Participant Handbook and the Participant Forms. Sign below to indicate that you are aware of the nature of our program and that you approve of your participant’s attendance.

I _____ (Participant) have read, understand, agree, and will act in accordance with ADF’s Pre-Professional Dance Intensive (PDI) Program Handbook.

I _____ (Parent/Legal Guardian) have read, understand, agree, and will help ensure my Participant acts in accordance with ADF’s Pre-Professional Dance Intensive (PDI) Program Handbook.

Participant Signature: _____ **Date:** _____

Parent/Legal Guardian Signature: _____ **Date:** _____

Please print and sign this page and email it back to school@americandancefestival.org prior to the start of PDI.