



STUDENT & PARENT HANDBOOK

Children's Program Mission Statement:

The American Dance Institute builds artistic, athletic, confident individuals. Our faculty and staff strive to provide a nurturing environment where everyone who enters our doors feels better on the way out than they felt on the way in.

We commit to providing the finest quality professional dance instruction in an environment that is challenging, disciplined, and rigorous while at the same time safe, healthy, and nurturing. In accomplishing these goals it is central to the philosophy of ADI to demand of each student the very best effort of which he or she is capable and to give in return the care and attention the student deserves.

The American Dance Institute is a 501(c)(3) non-profit organization.

Parents

Inclement Weather Policy: Please check our web site, or call ahead if there is inclement weather. ADI DOES NOT FOLLOW MCPS. On weekdays, a decision to run morning classes will be made by 7:00 AM. For afternoon and evening classes a decision will be made by 12:00pm - noon. On Saturdays, a decision to run classes will be made by 7:00 AM.

Parents are urged to use their judgment based on your neighborhood conditions.

Student Drop Off and Pick Up: Parents must accompany all students in the Pre Ballet Division and Levels 1 through 3 into the building. Parents are responsible for children prior to their class time and will remain with their child until their scheduled class begins.

Parents of Pre Ballet students must supervise children in the Dressing Rooms at all times. Parents of older children will be held responsible for their child's dressing room behavior.

American Dance Institute is responsible for children during their scheduled class time only.

It is the responsibility of the parent or guardian to have children picked up at the end of their scheduled class time, event or performance.

Lateness: Students more than 10 minutes late to class will not be allowed to participate. Students must be in the classroom after arrival and will watch class in this case.

Communication: Parents are asked to direct any problems or questions to Pamela Bjerknes; Artistic Director pbjerknes@americandance.org. The bulletin board located in the lobby by the Pilates Room is an important resource for students and parents. Class schedules, rehearsal schedules and important notices are placed there. The Front Desk staff is not allowed to give out student or teacher phone numbers; therefore, we ask that phone numbers be exchanged on an individual basis.

All written communication to parents and students will be via email. Please ensure that the front desk has your correct email address.



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Registration: Parents are required to submit Registration Forms, Under 18 Parent Consent and Photographic Consent forms for each registration period.

Returned Check Fee: There will be a \$30 fee for all returned checks.

Refund and Credit Policy: Tuition and deposit is non-refundable except under the following conditions:

- The class placement may be subject to change pending the results of the placement classes held during the first week of the session.
- In the event that the Institute cancels a scheduled class, tuition will be refunded from the date of cancellation.
- If a student sustains an injury or illness that prevents him or her from attending classes for an extended period of time (more than 3 weeks) or for the remainder of the semester, the family should submit a written request for credit or withdrawal along with documentation from the child's doctor. In this case, the Institute will issue a credit applicable towards the student's next tuition payment.
- If a family is relocated more than 50 miles away from the Institute, tuition will be refunded (the deposit will not) from the date of the last class taken.
- If a student is placed in a class other than the one originally registered for and this creates an unavoidable schedule conflict, the tuition and deposit will be refunded in full.

Total tuition is due for the entire term regardless of payment option.

Withdrawal Policy: If a student wishes to withdraw from a class before the end of the registration period parents are required to fill out a Withdrawal Form. If the withdrawal is approved for refund (minus the deposit), you will be responsible for 4 weeks tuition from the date the American Dance Institute receives notification. Forms are available at the Front Desk.

Failure to withdraw will result in charges for the full tuition due.



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Students and Parents

Student Code of Conduct:

Students of the Institute will:

- Be respectful and always polite to other students, parents, teachers, pianists and anyone associated with ADI.
- Take responsibility for one's own actions.
- Have consideration of the property of others.
- Have a sense of ownership and pride in the school.
- Conduct themselves in a manner reflecting the professionalism of the Institute at all times.
- Be ready for class, rehearsal and events on time.
- Arrive on time. Attendance and punctuality is mandatory.
- Arrive prepared and ready to work.
- Not talk during class and rehearsals.
- Follow all directions promptly.
- Use quiet voices in dressing area and lobby.
- Have no harmful physical contact with other students.
- Not participate in rough play.
- Clean up after yourselves.
- Be in uniform for all classes and rehearsals.
- Have a neat appearance at all times to include dress, hair, jewelry and shoes.
- No eating or drinking in costume.

Any student failing to comply with the code of conduct will have their parents notified immediately and will not be allowed to participate in classes, rehearsals or performances.

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Class Uniforms: Students are required to wear the ADI class uniforms at all times. A complete uniform list is posted on ADI's web site. All uniforms must be clean and in good repair.

Shoes: All ballet slippers must have sewn, not tied elastics. Pointe shoes when applicable must have sewn ribbons and elastics. Jazz and flamenco shoes must be clean and in good repair.

Hair: Ladies -Hair must be secured tight in a high or low bun, hair net or bun cover required. Short hair must be secured away from face.

Men & Boys - Hair cut per teacher's instruction, neat, and away from face.

ADI faculty and desk staff will not assist your child with hair prior to their class time.

Jewelry: Small stud earrings only. No necklaces, no watches, no bracelets, no ankle bracelets or dangle earrings are allowed.

If a student is not in uniform an OUT-OF-UNIFORM NOTICE will be sent home and the student may not be allowed to participate.

Letters of Recommendation: If a student is in need of a recommendation letter, TWO WEEKS NOTICE is required. Be aware that many students request letters of recommendation at the same time of year. Insufficient notice will result in short letters or none at all.

Lost and Found: Ladies Lost & Found is located in Locker #1 in the Ladies Locker Room. Children's Lost & Found will be placed on top of cubbies in the Children's Dressing Room. Men & Boys Lost & Found will be placed on the benches in the Men's Locker Room. We encourage all students to label their shoes, tights, etc., to insure that the proper items are recovered. ADI is not responsible for items lost or stolen in the facility.

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Facility Rules and Regulations:

- Parents must supervise all children in the Lobby area at all times.
- Siblings must be supervised at all times.
- No loitering in the Dressing Rooms, Library, Playroom, Lobby or Parking Lot.
- No running in hallways, lobby, and dressing areas.
- No loud talking or singing in the common areas.
- No boom boxes or tape recorders in common areas.
- No rough housing.
- No climbing on walls, lobby wall or furniture.
- No food, drinks other than water, or chewing gum allowed in the building at any time.

Dressing Room Rules and Regulations:

- Floors must be kept clear at all times.
- Keep all personal belongings in lockers.
- Locks on lockers permitted only during daily class time unless lock is registered with the Institute. Lock registration only for Levels 6 and 7.
- Any locks not registered with the Institute and left on overnight will be destroyed and the locker's contents removed.
- **ADI is not responsible for items lost or stolen in the facility.**

Library Rules and Regulations:

- Children 10 and older may use the Library.
- Library is for quiet study only.
- No food, drink or gum allowed in the library.
- Computers for homework only. Computer use is logged and parents will be notified if students abuse the computer or Internet use.

Play Room Rules & Regulations:

- The Playroom is for children ages 5 and under.
- Do not leave children unattended; children must have adult supervision in the Playroom at all times.
- Older siblings are encouraged to use the Library and Lobby area.
- No food, drink or gum allowed.
- Older siblings may sit quietly and read or do homework.
- Quiet play only, classes are in session at all times.
- No throwing toys.
- Parents must pick up toys and books when leaving.
- No toys or videos allowed that are inappropriate for small children.
- Do not climb on walls or furniture.

The Institute staff will ask parents to remove children from the playroom when the rules are not followed or children are disruptive to the Institute's programming.

Student Performances and Events:

All students must arrive on time.

Attendance is mandatory for all rehearsals and performances.

Students must attend the entire rehearsal and performance times scheduled.

Each child is required to check in and out with the ADI adult in charge of attendance.

Costumes: No eating or drinking in costume. All costumes and headpieces are the property of ADI. A \$50 fine per item will be charged for ADI costume pieces not returned immediately following the performance including ADI headpieces, skirts, and leotards. Any costume, headpiece or other ADI supplied item must be replaced by the student if lost or damaged.

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For performances and events all students must have:

- Clean tights and shoes. For students performing on pointe, three pairs of pointe shoes are required.
- Required class and performance uniform or other costuming as required beforehand.
- ADI recommended makeup kit.
- Sewing kit including: sewing needle, pink, white and black thread and scissors.
- Hair brush, hair spray, hair net, long bobby pins for headpieces, short bobby pins, and hair pins.
- Water bottle recommended.
- When instructed, snacks and quiet activity materials (books, drawing pad, etc.)

Contact Information:

ADI Front Desk (301) 984-3003

Pamela Bjerknes ext. #13 – email: pbjerknes@americandance.org

Toy Ray – email: tray@americandance.org

Jen Campbell – (Pilates) email: jcampbell@americandance.org

Students found in violation of the above will be asked to leave the school without a tuition refund.