



ADFA Student Handbook

2016-2017

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Class Description

Mothers Morning Out — This class teaches the fundamentals of Creative Movement, Jazz, and Ballet to many different types of music. Students also participate in a tumbling class where they focus on fundamental acrobatic strengthening and coordinating skills. This 2 1/2 hour class consists of a dance class, tumbling class, snack time, and pre-school activities

1 Hour Combo — The fundamentals of ballet, tap & jazz. Students will begin with ballet and finish with tap or jazz. Students should arrive in class with ballet shoes on. Teachers will assist young dancers with shoe changes.

Jazz/Hip Hop — Combines the upbeat dancing style of hip hop with the technique of jazz. All music selections and dance moves are age appropriate.

Tap — A percussive style of dancing. Its name comes from the tapping sound made when the metal plates on the dancer's shoes touches a hard surface. (Younger students are encouraged to take a combination class, see Combo)

Ballet — Offered for students 7 to 18 years old. These classes are divided into 5 levels and students are placed by age and skill level at the faculty's discretion. Student's age 6 participating in these classes must have teacher approval & take a combo class in addition.

Pointe — Pointe is an advanced form of ballet technique, the main difference is that the shoe worn has a hardened toe and reinforced arch which enables a dancer to dance on the tips of their toes. For this very reason, Pointe is not introduced fully until the student has a strong understanding of alignment and body awareness.

Modern — Modern dance builds on the foundation of ballet and offers dancers the chance to develop torso articulation, core and distal patterning, as well as head and tail connectivity. It develops body, action, space, time, and energy awareness and expressiveness.

Tumbling — For the beginner this class teaches the basics of floor tumbling including forward rolls, back bends, cartwheels and fundamental acrobatic strengthening and coordinating skills. For the more experienced student this class progresses from forward rolls and cartwheels to advance tumbling, including aerial work, back handsprings, tucks and layouts. Teachers work with each student on their individual level. This class also focuses on flexibility, agility, and teamwork.

Hip Hop — A 45 minute class offered to students 7 to 18 years old. Hip Hop is an upbeat style of dance performed to popular music. Although Hip Hop's roots came from urban street dancing, it has become increasingly popular in the entertainment world. Hip Hop takes many forms and is continually changing.

Lyrical — A 45 minute to 1 hour class offered to students 6 and up. Lyrical dance is a fusion of ballet and jazz dance techniques that uses dramatic motion to interpret music and express emotion.

General Dress Code:

- Modesty** — Students should be dressed properly for classes. Clothing with inappropriate language or pictures is not allowed.
- Shoes** — Proper shoes in specific colors are required for all classes.
- Hair** — Hair should be pulled up and away from the student's face.
- Piercing** — the only visible piercings allowed are in the ear lobes of girls. All other piercing should be covered and not visible while in the Studio Lobby.

Class	Shoe Style & Color	Tights & Color	Acceptable Dancewear
6 & Under Dance Class * **5-7 Combo Classes	Ballet: Capezio Daisy 205 Pink Tap: Capezio 3800 Mary Jane Carmel	9c Mesh Transitional Tights in Classic Pink	Leotard & Tights Skirts and shorts may be worn over top of the leotard
*7-8 year old Tap & Jazz Combo Class	Tap: Capezio 3800 Mary Jane Carmel Jazz: Showstopper Jazz Shoe CPO5 in Carmel	1916 or 1916c Ultra Soft Transitional Tights in Carmel	Leotard & Tights Skirts and shorts may be worn over top of the leotard
10 & Up Tap and Jazz/Tap I-V Classes	Tap: Capezio CG17/c or CG16 in Black Jazz: Showstopper Jazz Shoe CPO5 in Carmel	1916 or 1916c Ultra Soft Transitional Tights in Carmel	Leotard, Tights skirts, shorts, &/or fitted shirts may be worn over top of the leotard.
Ballet Only Classes Levels I-II Non-Ballet Co Members	Ballet: Capezio Leather Cobra in Lt. Pink	9 or 9c Mesh Transitional Tights in Classic Pink	Black Leotard If sport bra is needed it must be black
Ballet Only Classes Levels II-V Non-Ballet Co Members	Ballet: Capezio Leather Cobra in Lt. Pink	9 or 9c Mesh Transitional Tights in Classic Pink	T4003Leotard in Black If sport bra is needed it must be black
Tumbling	No Shoes	No tights but if you are coming from a dance class you may wear what you already have on	Unibikes, unitards, or leotard shorts may be worn over top of the leotard
Lyrical	Original Dance Paws	1861 Carmel Stir-up	Leotard , Tights Skirts, shorts, &/or fitted shirts may be worn over top of the leotard.
Hip Hop	Tennis Shoes		Something the student can move freely in
Boys (all ages) *Boys in Ballet should refer to chart below	Tap: Capezio CG17/c or CG16 in Black Jazz: Men's Black Jazz Shoes		* Tumbling/Jazz/Tap/Lyrical - basketball shorts, jazz pants or sweats and Ts

ADFA Ballet Co. Class Attire:

Jr Ballet - T4003 leotard in Orchid
9/9c Mesh Transitional Tights in Classic Pink Capezio
Leather Cobra in Lt. Pink
Sr. Ballet- T4003 leotard in Black
9/9c Mesh Transitional Tights in Classic Pink Capezio
Pink split sole ballet shoes that best fits you.

Boys — Attire should be a white fitted tee shirt along with black fitted shorts or jazz pants. The white shirt must be tucked in and the boys must wear white socks with black split sole ballet shoes.

Pre-Pointe & Pointe - Call the studio

*Ballet Shoes and pointe shoes must be sewn completely. Tights must be worn over the feet, no large jewelry and girls must wear a black sports bra if one is needed.

Proper Attire for Ballet I-V



Tuition Rates & Fees

Calculating Tuition — ADFA uses a simple table to calculate tuition rates. **Add up** the number of **hours per week** for all your classes, and then **slide over** to find the tuition **rate** per month. If your total hours per week ends in .25, .50 or .75 — round up to the next fee.

Tuition Payments — 3 Options

Tuition is determined by combining the number of hours a student is registered to take per week.

Monthly Payments — due the first of every month through Check, Credit/Debit Card, Cash

Semester Payments — 2% Discount — 1st Semester due September 1st, 2nd Semester due February 1st

Annual Payment — 4% Discount — due September 1st

Incredible discounts for multi-class students and families:

****Single student family maximum tuition \$240 per month.**

*****Two or more students per family maximum tuition \$270.00 per month.**

Family hours are combined together, each additional sibling after the first add \$5 per child.

If your total hours per week ends in .25, .50 or .75 — round up to the next fee

Hours Per Week	Monthly Tuition	Hours Per Week	Monthly Tuition
30 minutes	\$59.00	4½ hours	\$177.00
45 minutes	\$66.00	5 hours	\$192.00
1 hour	\$68.00	5½ hours	\$217.00
1½ hours	\$88.00	6 hours	\$240.00**
2 hours	\$102.00	6½ hours	\$242.00
2½ hours	\$117.00	7 hours	\$270.00***
3 hours	\$132.00	Mothers Morning Out 9:30-12:00	\$112.00
3½ hours	\$147.00		
4 hours	\$162.00		

FEES

	Fee	Amount	Due
1	*Registration Fee	\$35 per student	At time of registration
2	*First month's tuition	To be calculated	At time of registration
3	**Spring Concert Costume Fees	\$87	September 5th 2016
4	Ballet Company Fee	\$220/Family \$250, (includes Holiday Benefit/Nutcracker Costume Rentals)	September 29 th 2016
5	**Holiday Benefit/Nutcracker Costume Fee	To Be Calculated; <i>This is for Ballet students in Nutcracker but not in Ballet Co</i>	October 6 th 2016
6	Holiday Benefit Concert Fee	\$60 Single Student / \$70 Family	October 7 th 2016
7	***Spring Concert Fee	\$60 Single Student / \$70 Family	January 5 th 2017
8	Tuition Late Fee	Tuition is due on the 1st of each month, no later than the 5th. After that time, a \$10 late fee will be charged on all accounts past due.	

Notes Regarding Fees:

***At Time of Registration** — A \$35 non-refundable **registration fee**, **1st month's tuition** and a **signed registration form agreeing** to all **ADFA rules** in order to reserve your space. Online registrations are required to come into the studio to sign the agreement and receive their handbook within one week of online registration. Once student is registered, absolutely no refunds on registration fee — **NO EXCEPTIONS**.

****Costume Note** — If classes change, then costume amount may also change.

*****Spring Concert Note** — Students who participate in the Spring Concert, must participate in all his/her classes. Students may not "pick and choose" classes to participate in for the Spring Concert.

Studio Policies

Fees & Payment Methods:

1. **Registration Fee** — A \$35 non-refundable registration fee per student is due at time of registration. There is a maximum cap of \$100.00 per family in registration fees.
2. **First Month's Tuition** — August 2016 tuition is due at time of registration.
3. **Tuition Late Fee** — Tuition is due on the 1st of each month, no later than the 5th. After that time, a \$10 late fee will be charged and enforced on all accounts past due. Statements and notices will be sent via email.
4. August through June will be charged a full month's tuition. Whether the month is short (3 weeks) or long (5 weeks), tuition remains the same.
5. **Family Discounts** — All siblings hours are combined together to receive total hours and tuition rate instead of individually, each additional sibling after the first add \$5 per child.
6. **Methods of Payment** — ADFA accepts personal checks, credit cards, debit cards, and cash as methods of payment. If you pay in cash, please give it to an office staff member and receive a receipt. If paying by check, is **very important** that you **WRITE** the **STUDENT'S NAME** in the memo section of your **CHECK** or at the **top** of the **receipt**. Checks should be made payable to "**ADFA**". Only checks may be deposited into the tuition box located in the lobby. All other payment methods should be made in the office.
7. **Debit/Credit Card draft** — ADFA offers auto-drafting, please stop by the office to set your monthly draft. A late charge will be applied to any account that fails to process. It is the card holder's responsibility to update the studio with credit/debit card expiration dates and account number changes.
8. **Advanced Payment** — You may pay in advance for tuition and fees; however, there is no discount unless you are paying for semester tuition or yearly tuition.

Costumes:

1. **Costume Fees** — Costume amounts will be calculated at registration. Changes in a student's schedule can result in a change of costume and costume fees.
 - ➔ Combo classes will perform in the Spring Concerts and will have only one costume.
 - ➔ Students participating in ballet classes levels I and higher, will not have a costume charge for spring concert..
 - ➔ All other classes will have one costume per class unless otherwise stated; we will tell you which ones.
2. **Payment Due Date** — **Spring Concert Costumes** are to be paid in full by **September 5, 2016**. A late fee will be applied after October 5, 2016. **Holiday Benefit/Nutcracker Costumes** are to be paid in full by **October 6, 2016**. A late fee will be applied after November 6, 2016.
3. **Refunds** — After November 1, 2016, costumes are nonrefundable and nontransferable. A student that withdraws from a class after purchasing a costume may pick up the costume between June 19th and June 22nd. Costumes not picked up by the recital date will be donated.

Spring Concert Fees:

1. **Spring Concert Fee** — A \$60 Fee for single student and \$70 for family is due January 5, 2017. The Spring Concert fee covers the cost of the auditorium, sound crew, lighting crew, backstage crew, printing programs, etc. Students in one show will receive 2 free tickets, students performing in both shows will receive 4 free tickets
2. **Opting Out of Spring Concert** — A student that wishes to opt out of the Spring Concert should submit the request in writing. Students may not pick and choose classes for the Spring Concert.

Schedule Changes:

1. **Class Changes** — A student may drop and add classes depending on availability. The parent must fill out the "**Student Drop / Add Form**" located on **page 11**. Class changes will not be allowed after January 5, 2017. Private lessons may be required for late registrants; this will be at the teacher's discretion.
2. **Withdrawal** — A student wishing to drop all their classes is considered to be withdrawing from the studio. Parents are required to give a 30-day written notice and are responsible for 30 days tuition. The parent must fill out the "**Student Drop / Add Form**" located on **page 11**. A student not showing up for classes does not constitute a withdrawal.

Student Class Placement:

1. **Age Groups** — All classes (except Ballet I-VI) are based on the student's age as of September 1st.
2. A student may select a class in a younger age group, but may not choose a class in an older age group unless approved by ADFA Faculty and Director. The instructors have the final say as to which class(es) students are placed in.
3. **Ballet I-V** — Ballet I-V is for dancers 7 years old and up (6 year old students with teacher approval). Ballet levels are based on skill set and/or age. All 7 years olds coming from combo class and all new ballet students ages 7-8, should register for Ballet I-II. You must have a referral from an instructor to register for ballet levels III and up. It is common for a student to remain more than one year in a ballet level.

Studio Policies cont...

Student / Parent / Teacher Relations:

1. **Emails** — Instructors can be contacted via email to ADFAoffice@ADFAsudio.com or through the form on the **Contact Us** page on the www.ADFAsudio.com website. Please do not try to catch an instructor between classes. Class schedules are very tight and our instructors would like to give your questions and concerns the proper attention.
2. **Phone Calls** — You may leave a message for a teacher at the studio. Please do not call any staff member at home. Due to varied work schedules, emails are best.
3. **Disruptive Behavior** — Disruptive behavior will not be tolerated. If this occurs repeatedly, the parent will be contacted. If it continues, the student will be dismissed from class that day.
4. **Opening Class Doors** — Please respect our instructors. All classes are closed session. Do not open the door during class time. Please wait patiently in the hall. When classes are over, the instructor will open the door for the next class to enter.
5. **Parent Observation** — There will be a parent observation just before winter break, and in the spring. Parents will be invited to attend and watch the entire class.

Personal Belongings:

1. **Labels** — Please label all shoes, dancewear, dance bags, coats, etc... with the students first and last name. Many items get left behind. If the item left behind is properly labeled, the studio will attempt to contact the parent and hold that item in the "pick-up drawer," located in the studio office.
2. **Lost & Found** — The lost and found is located in the plastic bins in the dressing room at the studio. Items left at the studio over winter break, spring break and summer break will be donated to Good Will. Please check these bins regularly. ADFA is not responsible for lost or stolen items.

Lobby & Student Lounge Rules:

1. **No Horseplay** — Parents are asked to keep students and waiting siblings from aggressive horseplay in the waiting areas.
2. **No Acrobatics** — Students should not be performing any gymnastics in the halls or waiting areas.
3. **No Food, No drinks** — sodas, coffee, gum, or food of any kind in the waiting room, dressing room, or studio dance rooms by students, parents, siblings, or friends. Only water bottles are allowed.
4. **No Pets** — No animals allowed.
5. **Student Drop Off** — Students should not be dropped off earlier than 10 minutes prior to class or stay longer than 5 minutes afterwards. They must remain inside until their ride arrives. There is an additional \$10/child charged for students left past 5 minutes of the last class of the day. Please walk your student in or make sure they have gone inside their dance room before leaving.
6. **Parking Lot** — No student of any age should hang out in the parking lot without a parent present.
7. **Leaving the Studio** — No student is to leave the studio without a parent's permission.
8. **Time between Classes** — Young students should not be left unattended between classes.
9. **Student Lounge** — We ask that the ADFA Student Lounge is only used by students. ADFA has many committed dancers who spend many hours a week at the studio and need the lounge to eat, take a break and do homework. Parents are more than welcome to use our Lobby area.
10. **Courteous** — Please be courteous to fellow parents. Our waiting areas can become crowded and a little common courtesy can go a long way.

Medical Insurance:

- ➔ Dance Arts INC DBA The Academy of Dance and Fine Arts does not carry medical insurance for its students.
- ➔ It is required that all dance students be covered by their own family insurance and if injury occurs, it should be understood that the student's policy is the only source of reimbursement.

Studio Policies cont...

Absenteeism & Inclement Weather:

1. **Illness Policy** -Parents are advised to keep their students at home for the following conditions:
 - ➔ Pain any complaints of unexplained or undiagnosed pain.
 - ➔ Runny nose (green mucus indicates infection), watery eyes, coughing, sore throat, or productive cough. Difficulty in breathing – wheezing or a persistent cough.
 - ➔ Fever (100°F or more)
 - ➔ Infected skin or eyes or an undiagnosed rash. Severe itching of body and scalp.
 - ➔ Unexplained diarrhea or loose stool combined with nausea, vomiting, or abdominal cramps. These may indicate a bacterial or viral infection that is easily passed from one child to another.
 - ➔ Nausea and vomiting.
 - ➔ Children with known or suspected communicable diseases or lice.
2. **Missing Classes** -If a student will be missing 2 or more consecutive weeks of class, please contact the studio office. The office staff will relay the information to the instructors.
3. **Inclement Weather** -In case of inclement weather, there will be information on the telephone outgoing message regarding the studio's status. ADFA will also post any closings or schedule changes in the "News" section of our website
4. **Make Up Classes** -There are no refunds for missed classes. These can be made up any time before May in an age appropriate class, even if it's a different style than what the student is taking.

What to Expect Your First Week! ☺

1. The halls are very crowded the first few weeks of classes. This will settle down after the first few weeks.
2. There is a lot of switching around of classes as parents are trying to get settled in the new schedule of the year. Please be patient. Classes often have to change at the same time; so that dancers can go to the different subjects they are taking.
3. Like school, the first few weeks of class are review, and getting everyone comfortable with new classes and new teachers. This helps to make the students comfortable and the teachers can see if they are in the correct class.
4. Combo classes (preschool through 6 years old) will need to have their shoes each week when entering class. Please put shoes in a dance bag that they will bring in with them. Put your child's name in the shoes and on the bag. The teachers will help dancers change shoes in the middle of the class. Please do not wear street shoes into studio dance rooms.
5. If dancers have been placed into classes that are not correct for them — don't worry — we will find a more suitable class!
6. Parking is the #1 complaint with parents in dance schools around the nation. This is something that can't be helped. **Please be careful to watch for children walking in the parking lot! Often times they are not seen as well so drive slowly!** There is additional parking in the back of the building.
7. Parents, it is best to get your dancer in class on-time, ready to dance. In November, April & May all families from all classes will be invited to come and see what we have been doing in class.
8. The youngest dancers will often have tears or anxiety the first few weeks. This is normal. The teachers are trained to get children "on task" quickly. It is not uncommon to have a few dancers on a few hips the first month of class! The best way to ensure success is to assure them they are going to have fun. Leave as quickly as possible so we can carry on with class as if nothing is wrong and the little ones will be fine. Please keep noise down at the window and don't let siblings open the door or knock on the window. This will distract the dancers.
9. Please have all dancers use the bathroom before class. Teachers will gladly take them if they do need to go during class, but this can be a disruption.
10. You do not have to stay in the studio while your child has a class. However, you must be here to pick your child up on time. If you are running late, please call the studio so that we can get them to the office to wait for you.
11. If you have questions or concerns, please stop by the office. Every staff member wants your experience here to be positive and rewarding.

Camps, Private Instruction, and Competition Companies

Holiday Camps

ADFA Holiday Camp provides care and enriching experiences for your children during school breaks. ADFA Holiday Camp offers kids a fun-filled safe environment while school is out and you are at work. Activities include arts and crafts, games, physical activities, movie time. Parents should pack a brown bag lunch and drink, the studio will provide snacks. Camps during the year will be offered during Iredell-Statesville School Closing and are as follows:

<i>Date</i>	<i>Time</i>	<i>Cost</i>	<i>Registration Deadline</i>
Nov TBA			
Nov TBA			
Dec-TBA			

Note: There is no registration fee for ADFA students and their siblings however a \$5 Non Refundable Registration Fee will apply for non-ADFA students.

Private Instruction

ADFA offers private instruction for all ages in a variety of dance styles, cheerleading, cheer dance and pageantry. Please contact the studio for prices and availability.

Competition Companies

ADFA competition companies are open to all students who are interested in furthering their dance education. ADFA has been a leader in dance for over 35 years and the consistent success of our companies is a testament to their training. ADFA companies and company directors have received top awards all over the country. Many of our company members have gone on to college with dance scholarships and/or dance professionally. Here at ADFA we have several competition dance companies to choose from. Ages range from 5 to 19. If you are interested in hearing more about ADFA Companies please contact the studio.



Events

Mooreville Christmas Parade

The Mooreville Christmas Parade is an annual tradition that ADFA has been participating in for 34 years. All ADFA students are invited to ride on our float in the parade. The Christmas parade is always the **Tuesday before**

Thanksgiving (Nov 22 @ 3:30) and is held in **downtown Mooreville**, on Main St. Students participating in the parade

will need to purchase an ADFA sweatshirt to wear on the float, details on sweatshirt orders and parade details to come.



Holiday Benefit Concert/Nutcracker (Ballet I-IV Students)

- ➔ DATE — December 1st, 2nd, & 3rd
- ➔ LOCATION — Elevation Lake Norman

ADFA Jr / Sr Ballet Companies and ballet classes will be holding a Holiday Benefit Concert where a portion of the proceeds from the show will be given to a cause in need.

Jr. and Sr. Ballet Companies and Ballet I and V classes are required to participate in the Holiday Benefit Concert/Nutcracker.

Ballet I-IV Program

ADFA prides itself on its outstanding ballet program. All students, from beginner to advance, receive the absolute finest ballet education offered in the area. This timeless art form not only teaches students discipline, balance, agility, and musicality but also offers an awareness and appreciation of the arts they can take with them the rest of their lives. We at ADFA believe Ballet to be the absolute foundation of all dance forms which is why we encourage

as many of you to participate in this program as possible. All Ballet I-V

Students will participate in the Spring Concert with a short ballet presentation.

Spring Concert

- ➔ DATE — Saturday, June 15th, 16th & 17th
- ➔ LOCATION — **Elevation Lake Norman**

ADFA Spring Concert is our end of year presentation. All ADFA students will participate in the concerts where they will show everything they have learned throughout the entire year.

Everyone is invited; it will be a fabulous evening of dance and entertainment.



Awards Ceremony

- ➔ DATE — The last week of classes during your child's class
- ➔ LOCATION — The **Academy of Dance and Fine Arts**

Awards are presented to students attending ADFA for 3, 6, 9, & 12 years of dance. ADFA will also present "Excellence in Dance," "Most Improved," "Best Attitude," and all scholarship recipients.



If there are any **changes** to your **child's schedule please fill out this form** and **put it** in the **payment box** located in the **lobby. Thanks!**

ADFA

Student Drop / Add Form

Date: _____

Student Name: _____

What are you doing? (Circle One)

Dropping All

Dropping One

Switching

Adding

If you are **Dropping One**, **Switching**, or **Adding a class** please fill out the **information below**.

DROPPING

Teacher: _____

Class Day (Circle 1)

Class Time: _____

Monday

Tuesday

Wednesday

Thursday

Friday

ADDING

Teacher: _____

Class Day (Circle 1)

Class Time: _____

Monday

Tuesday

Wednesday

Thursday

Friday

Reason For Change:

Parent Signature:

****Please place** in the **payment box** on the **same day** as **class change** so we may **update** your **account accurately**.

