

**AFREDANZ DANCE
CENTER
WINTER/SPRING 2023
HANDBOOK**



DREAM.DANCE.INSPIRE

Afredanz Dance Center Handbook

Winter/Spring 2023

It is an honor to welcome you to the Afredanz Dance Center family! This handbook is a one-stop information manual that will hopefully shed some light on how things will run throughout the year and answer any questions you may have before the year begins. We would love for you to take the time to read this manual carefully and keep your handbook in a safe place to refer to as you need to. Do not forget that our friendly office staff are always here to help and will happily answer any questions you may have.

Afredanz Dance Center

1711 Market Street
Suite E
Pascagoula, MS 39581

Business Hours of Operation

Monday-Thursday 12 PM-7 PM
Friday- 12 PM-5 PM
Saturday & Sunday-Closed

Instagram: @afredandc

Facebook: Afredanz Dance Center

Website: afredanzdc.com

Email: afredanzdc@gmail.com

Phone: 228-281-3324

Afredanz Dance Center’s Teaching Philosophy....	5
Mission and Vision.....	8
Afredanz Dance Center Core Values.....	9
<i>Cultural and Social Responsibility.....</i>	<i>10</i>
Payment Policy, Fees, & Programs.....	11
<i>Payment Policy.....</i>	<i>11</i>
<i>10 From-A-Friend Program.....</i>	<i>11</i>
<i>Convenience Fees.....</i>	<i>12</i>
<i>Registration Fee.....</i>	<i>12</i>
<i>Tuition Fees.....</i>	<i>14</i>
<i>Adult Dance & Fitness Classes Tuition.....</i>	<i>18</i>
<i>Drop-In Rate.....</i>	<i>19</i>
<i>Online Dance Tuition & Policy.....</i>	<i>21</i>
<i>Recital Fee/Costume Fees.....</i>	<i>24</i>
<i>Private Classes.....</i>	<i>24</i>
<i>Summer Dance Camp Fee Policy.....</i>	<i>25</i>
<i>Refund/Credit Policy.....</i>	<i>26</i>
Afredanz Dance Center Age Groups.....	27
Dance Class Attire Requirements.....	29
<i>Ballet Class Attire Options/Examples</i>	<i>30</i>
<i>Jazz Dance Attire Options/Exam.....</i>	<i>35</i>
<i>Hip-Hop Dance Attire Options/Examples.....</i>	<i>37</i>
<i>African/Afro-Caribbean Attire Options/Examples...38</i>	
Communication, Class Registration, Enroll....	39
<i>Communication.....</i>	<i>39</i>
<i>Parent Portal/Online Account.....</i>	<i>41</i>
<i>Class Registration/Enroll.....</i>	<i>42</i>

<i>Lost & Found</i>	42
<i>Rewards</i>	43
<i>Parental Involvement</i>	43
<i>Recital Day Procedures</i>	44
Afredanz Dance Center Important Dates	46
Missed Classes, Inclement Weather, Schedule 50	
<i>Absences/Missed Classes</i>	50
<i>Inclement Weather/Canceled Classes</i>	50
<i>Faculty Change/Substitute Teacher</i>	51
<i>Schedule Changes</i>	51
<i>Holiday & Vacations</i>	51
Safety, Liability/Medical, & Illness Protocols	
<i>Safety</i>	53
<i>Liability/Medical</i>	55
<i>Covid-19/Sick Protocols</i>	56
Afredanz Dance Center's Code Of Conduct	58
<i>Social Media</i>	67
<i>Privacy</i>	70

Teaching Philosophy

As dance educators, we believe it's our responsibility in this world to impact lives by educating through dance. As dance artists, performers, and educators we know dance has many benefits that can be implemented in everyday life. Regardless of a person's background and future paths, our goal is to make an impact and change their perspective on what dance is truly about. We believe dance instruction and pedagogy should be versatile by allowing dancers endless freedom to be able to express themselves through learning. We have discovered that dance is not only a vehicle for expression, but also a vehicle for change, growth, and development. It is a must for dance to be implemented everywhere and through everything. And as dance educators, we use this vehicle to inspire dancers to live their dreams out loud, tell their stories, be authentically creative, and connect with the world around them.

Afredanz Dance Center is working to shape the future of the world for tomorrow. As dance educators, we understand the importance of teaching and modeling how dance is applicable and vital to everyday life. We believe that experiencing dance is beneficial for self-discovery, building confidence, and resilience. When we

teach, we strategically allow dancers to create creatively, expressively, and emotionally. In hopes, that they will find their medium and space to be their truest selves. Our goal in teaching is to teach dancers how to effectively incorporate their creative side into anything that they do. It was stated by Debbie Allen that “out of limitations comes creativity”, and that is what we inspire our dancers to work through to find their spark. This in return, leads them to become more confident and courageous. When dancers learn how to take risks, they discover how to be resilient and grow. By building resilience, dancers discover their ability to recover, continue through challenges, and not be discouraged. We strive to work with dancers from diverse backgrounds to educate dancers on embracing their cultural identities. In our area, we have seen a need for inspiration through dance, and are prepared for the journey.

Our teaching methods create appropriate ways for dancers to engage creatively, expressively, mentally, physically, and emotionally with guidance. Studies have shown that art activities promote growth in emotional and social skills for any person, not just the gifted and talented. Dance nurtures the motivation to learn, and we plan to use dance as a key element in motivating to learn

by emphasizing active engagement, self-control, focus, determination, and risk-taking. As dance educators, we will expose dancers to endless possibilities that they wouldn't have discovered on their own. There is a quote by Alvin Ailey that we incorporate in our objectives which states, "Dance came from the people and should always be delivered back to the people." We advocate for offering dance to all people regardless of their age or culture because it's through dance that we create a connection.

Our Mission

Our mission is to offer an exhilarating and diverse dance training experience as we strive to make dancing feel liberating. Whether it is therapeutic, technique training, or entertainment, Afredanz Dance Center is all about culture, diversity, and authenticity. We aim to ensure that everyone experiences dance in many different facets and dimensions.

Our Vision

Our vision is to provide a euphoric dance experience for everyone, in which we inspire the lives of everyday people through the art of dance. Most importantly, demonstrate that dance is not about being anyone else but yourself.

Afredanz Dance Center Core Values

As a vital role in the performing and cultural arts community, there are core values that we stress and exercise daily within the company and within everyone to ensure that we are productive and progressing as much as possible. Our core values consist of:

- ***Cultural exposure*** within each dance genre choreography and technique.
- ***Creativity*** within each fundamental dance technique that is acquired in the modernization of dance.
- ***Complexity*** within each movement to bring challenge and intensity to ensure each everyone is progressing during and after each class.
- ***Commitment*** from staff and dancers to continuously develop and evolve the essential skills needed to reach the next level in the art of dance.
- ***Exhilaration*** throughout the entire course to ensure that everyone is enjoying every moment in the center.
- **Health and wellness** through the art of dance to ensure that everyone receives the benefits that dance provides physically, socially, emotionally, and mentally.

Cultural and Social Responsibility

In addition to our services and core values, ADC believes in giving back to the community and showing community support and appreciation. We will visit many local nursing homes and rehabilitation centers to perform. Even offering free dance classes/workshops on certain days for elementary kids and senior citizens. We will also perform at the local county fair for the public. During the holiday seasons, like Thanksgiving and Christmas, we will host an event that is free for the public, but non-perishable food items are required for admission, to donate to a local food pantry. Our initial goal is to impact and touch the lives of the community through dance and art appreciation. We are very dedicated to giving back and lending a helping hand.

Payment Policies, Fees, & Programs

Afredanz Dance Center Fees and Terms

Payment Policy

All payments to Afredanz Dance Center must be through ACH, debit, or credit cards. We will not be accepting cash or paper checks. Monthly tuition fees will be automatically drafted from a debit/credit card or bank account within your account. Please read the *Tuition Fees* section for more details about automatic drafts paid through the Parent Portal or your online account with us. Please read *Parent Portal/Online Account* for more information.

10 From-A-Friend Program

Afredanz Dance Center created a program that helps dancers who are struggling to pay monthly tuition or would like to dance but cannot afford it. Parents/guardians or customers can pay an additional 10% of their tuition every month to help a fellow dancer. Information about the dancer who will receive funding will not be disclosed, due to privacy, safety, and sensitivity. If you are interested, please contact the front office.

Convenience Fees

Convenience fees are charged at the time of any payment. The convenience fee is **2.99% + \$0.30 (\$0.80 for ACH)** per payment transaction. These fees cover merchant fees for processing payments through debit/credit cards and ACH.

Registration Fee

The registration fee is due at the time of enrollment. This annual fee is recurring at the beginning of every new season of dance classes. The registration fee covers nontuition essentials such as insurance, music licenses, studio communication, administration, and keeping monthly tuition lower. There is a discount for families of more than one dancer enrolled. There also is an option to have the registration fee automatically drafted from your account every new season. Registration fees and payment for the tuition of the season are due at the same time of enrollment. Once the registration fee is paid, it is **NON-REFUNDABLE** for any reason.

Below are the registration fees based on the season and discounts for families.

Example: *1st child* pays \$55 + *2nd child* pays \$50 = *Total of \$105* for the registration fee

Dance Season Registration Fee	
Fee Per Child	Price
<i>Fee for 1st Child</i>	\$55.00
<i>Fee for 2nd Child</i>	\$50.00
<i>Fee for 3rd Child</i>	\$45.00
<i>Fee for 4th Child</i>	\$45.00
<i>Fee for 5th Child</i>	\$35.00
<i>Fee for 6th Child</i>	\$35.00
<i>Fee for 7th Child</i>	\$35.00
<i>Fee for 8th Child</i>	\$30.00
<i>Fee for 9th Child</i>	\$30.00
<i>Fee for 10th Child</i>	\$30.00

Tuition Fees

Tuition fees are based on hours of class taken each week. Tuition will be automatically drafted out of the customer's account on the 5th day of each month. To stop automatic drafts or reschedule drafts for the month, the customer must call the dance center's office to make arrangements **3 days** before the automatic draft date. Payments that are made after the 10th day are considered late. Late payments will be an additional \$10 per dancer. If the tuition is not paid by the last day of the month, the dancer will be dropped from their class. If the dancer reenrolls the following month, the customer is still responsible for keeping the account current by paying off the balance owed and another registration fee.

Once the tuition fee is paid, it is **NON-REFUNDABLE** for any reason. There will be no discounts or prorating for holiday months, bad weather days, and missed classes. Tuition is flat-rated and is based on 4 weeks within a month, even if there are 5 weeks within a month.

An NSF fee of \$27 for any returned check transactions will be added to the balance owed.

Below is the tuition cost per dancer enrolled.

Tuition Cost Per Dancer	
Hours/Times A Week	Price Per Month
55 minutes	\$55 (\$13.75/week)
1 hour	\$60 (\$15/week)
1 hour and 15 minutes	\$65 (\$16.25 /week)
1 hour and 30 minutes	\$70 (\$17.50 /week)
1 hour and 45 minutes	\$75(\$18.75/week)
2 hours	\$80(\$20/week)
2 hours and 15 minutes	\$85(\$21.25/week)
2 hours and 30 minutes	\$90(\$22.50/week)
2 hours and 45 minutes	\$95(\$23.75/week)
3 hours	\$100(\$25/week)
3 hours and 15 minutes	\$105(\$26.25/week)
3 hours and 30 minutes	\$110(\$27.50/week)

3 hours and 45 minutes	\$115(\$28.75/week)
4 hours	\$120(\$30/week)
4 hours and 15 minutes	\$125(\$31.25/week)
4 hours and 30 minutes	\$130(\$32.50/week)
4 hours and 45 minutes	\$135(\$33.75/week)
5 hours	\$140(\$35/week)
5 hours and 15 minutes	\$145(\$36.25/week)
5 hours and 30 minutes	\$150(\$37.50/week)
5 hours and 45 minutes	\$155(\$38.75/week)
6 hours	\$160(\$40/week)
6 hours and 15 minutes	\$165(\$41.25/week)
6 hours and 30 minutes	\$170(\$42.50/week)
6 hours and 45 minutes	\$175(\$43.75/week)
7 hours	\$180(\$45/week)

7 hours and 15 minutes	\$185(\$46.25/week)
7 hours and 30 minutes	\$190(\$47.50/week)
7 hours and 45 minutes	\$195(\$48.75/week)
8 hours MAX	\$200(\$50.00/week)

Adult Dance & Fitness Classes Tuition

Adult Dance/Fitness Classes Tuition fees are based on the number of classes taken each week. Tuition will be automatically drafted out of the customer's account on the 5th day of each month. To stop automatic drafts or reschedule drafts for the month, the customer must call the dance center's office to make arrangements **3 days** before the automatic draft date. Payments that are made after the 10th day are considered late. Late payments will be an additional \$10 per person. If the tuition is not paid by the last day of the month, the customer will be dropped from their class. If the customer reenrolls the following month, the customer is still responsible for making the account current by paying off the balance owed, plus the registration fee.

Once the tuition fee is paid, it is **NON-REFUNDABLE** for any reason. There will be no discounts or prorating for holiday months. Tuition is flat-rated and is based on 4 weeks within a month, even if there are 5 weeks within a month. There is an NSF fee of \$27 for any automatically drafted declined transactions.

Below are the rates for Adult Dance and Fitness Classes.

Tuition Cost Per Person	
Classes A Week	Price Per Month
1 Adult Dance/Fitness Class	\$15
2 Adult Dance/Fitness Classes	\$30
3 Adult Dance/Fitness Classes	\$45
UNLIMITED ADULT CLASSES	\$40

Drop-In Rate

The Drop-In Rate is only for dancers and customers who have not made a commitment and signed monthly tuition or agreement. This also includes online drop-in classes. The Drop-In Rate is for specialized classes such as masterclasses that may be offered by a guest artist, a one-time specialized dance technique class that is offered, and customers who do not sign a monthly agreement. The starting cost for a Drop-In class is \$15 per class. This price is subject to change, due to the specialization of the class. The person or dancer participating can register at a Drop-In Rate through our

online portal, in person, or via phone. The registration must be completed **10 MINUTES** before the class starts. **NO EXCEPTIONS!** This will allow the transaction to be fully processed and allow the participant to appear on the class roster. There are no limits on drop-in participation. It works as a pay-as-you-go service.

Online Dance Class Tuition & Policy

Afredanz Dance Center also offers online live dance classes. Almost any class that is offered at the Afredanz Dance Center can be enrolled online. There is a specialized rate for online classes. To participate in the monthly online tuition rate, the dancer must be enrolled in online courses for the entire month at a time. **NO EXCEPTIONS!** The customer can proceed to traditional dance classes after a month of being a virtual student. A family or person will only be allowed to change options once. For instance, if a family or person opts to change to traditional dance classes after a month of being virtual, they will have to finish out the season being traditional. Customers who are enrolled in classes at the traditional monthly rates can do hybrid attendance. *Tuition fees will not be prorated for customers who choose to be*

hybrid. This is also acceptable for customers who are quarantined. Payments for Online Dance Classes are **NON-REFUNDABLE!**

Online Dance Class Registration Fee

Just like in-person enrolled dancers are charged a registration fee, so are online dancers. The online registration fee for dancers 3-18 years old is \$20 and online Adult Dance/Fitness Classes are \$15.

Below are the rates for Online Dance Classes.

Online Dance Tuition Cost Per Dancer	
Hours/Times A Week	Price Per Month
1 Class	\$30
2 Classes	\$60
3 Classes	\$90
4 Classes	\$120
5 Classes	\$150

Online Adult Dance/Fitness Tuition Cost Per Person	
Classes A Week	Price Per Month
1 Adult Dance/Fitness Class	\$10
2 Adult Dance/Fitness Classes	\$20
3 Adult Dance/Fitness Classes	\$30
UNLIMITED ADULT DANCE/FITNESS CLASSES	\$40

Recital Fee/Costume Fees

The recital fee covers the recital venue expenses, audio & visual personnel, videographer, venue security, and staff. The recital fee also covers the necessities and amenities for each dancer, such as 1 costume, seamstress fittings, 1 pair of tights, 1 recital t-shirt, 1 recital program book, 2 free tickets per family, and a download link to our recital video that was recorded during the recital. The costume fees for the recital depend on the

number of costumes and routines dancers are going to participate in. The price of costumes will be given in December. Recital fee/costume fees are due no later than March 31st. This is to ensure that recital details can be promptly manner. If the recital fee/costume fees are not paid by March 31st, there will be a late fee of \$20 per dancer. If the recital fee/costume fees are not paid by March 31st, the dancer will not be able to perform in the recital at the end of the season, but they will be able to participate in the dance production process, such as dress rehearsal, wardrobe aid, recital production aid, usher, etc. The recital fee is subject to be discounted when multiple children within one family participate in the recital. Recital fees/costume fees can be divided into small payments throughout the month. For your convenience, you can opt to have these payments split into equal installments billed monthly starting the month of enrollment thru March. Once the recital fee/costume fees are paid, it is **NON-REFUNDABLE** for any reason. **Dancers participating in online classes can participate in the recital. Dates will be given for in-person rehearsal in preparation for the recital.**

Below are the prices for the recital fee.

Recital Fees		
Fee Per Person Per Family	Discount	Price
<i>Fee for 1 person</i>	<i>0% off</i>	\$250.00
<i>Fee for 2 Children</i>	<i>3% off</i>	\$358.00
<i>Fee for 3 Children</i>	<i>5% off</i>	\$480.00
<i>Fee for 4 Children</i>	<i>7% off</i>	\$760.00
<i>Fee for 5 Children</i>	<i>11% off</i>	\$890.00
<i>Fee for 6 Children</i>	<i>13% off</i>	\$1,044.00
<i>Fee for 7 Children</i>	<i>15% off</i>	\$1,190.00
<i>Fee for 8 Children</i>	<i>17% off</i>	\$1,328.00
<i>Fee for 9 Children</i>	<i>21% off</i>	\$1,422.00
<i>Fee for 10 Children</i>	<i>23% off</i>	\$1,540.00

Adult dance classes have the option of participating in the end-of-the-season recital. The recital fee for adults is \$150 and includes 1 costume and tights if needed. There will be an additional costume fee that will be given in December for fitting the costume and extra costumes if participating in the multiple choreography.

Private Class Policy

We offer private dance classes as an extra service for our clients. Private class days vary and are not always on the same day, therefore you must schedule a session time with our

receptionist. The private class rate varies and is set by the facilitating instructor. Once you have scheduled an inquiry on a private class, an instructor will contact you and we will give you their rate per class session. To secure your session spot, you will have to pay for the session the day before or it will be canceled.

Summer Dance Camp Fee Policy

Summer Dance Camp starts a new season, which means that a new registration fee must be paid. Included in this registration fee, each dancer will receive one camp shirt, a water bottle, and a towel with their name personalized on them. Summer Dance Camp fees vary each year and depend on the classes that are being offered. Summer Dance Camp fee pricing will be released and announced at least two months before the start of the season. Summer Dance Camp fees and registration must be paid before the start of classes. Summer Dance Camp fees are **NON-REFUNDABLE** for any reason!

**SUMMER CLASS POLICIES AND
PROCEDURES WILL BE PRESENTED
WHEN DATES & CLASS
SCHEDULES ARE ANNOUNCED**

Refund/Credit Policy

Most fees are non-refundable, but we do understand that in some unforeseen events, we can allow some grace.

- If there are small children (*Kinder Classes ONLY*) that are not happy with their class/environment, we will refund the tuition fee that has been paid. We will not refund the registration cost. We will keep the registration as a credit. If you choose to re-enroll the child(ren) later in the same season, you will not have to pay another registration fee. If you re-enroll your child(ren) in another season, you will have to pay a new registration fee.

Dancers who become injured during the season and cannot continue to dance or do physical activity, will have the option to credit the month they did not complete or receive a full tuition refund for that month. The registration fee will not be refunded.

Afredanz Dance Center Age Groups

Afredanz KINDerz

This age group is for dancers who are between the ages of 3-6 years of age. The dance class curriculums for this age group focus on motor skills, dance etiquette, social skills, emotional skills, and basic introductory dance vocabulary and movement. Dancers will learn basic positions and steps, which will be differentiated in a manner they can relate to and grasp.

Afredanz FUNdamentalz

This age group is for dancers who are between the ages of 7-10 years of age. The dance class curriculums for this age group focus on establishing the fundamentals of dance technique, vocabulary, and etiquette. Dancers will begin to learn dance vernacular, foundational steps, and positions, and explore dance techniques on the basic level.

Afredanz SCHOLARz

This age group is for dancers who are between the ages of 11-13 years of age. The dance class curriculums for this age group focus on building upon the fundamental knowledge of dance and begin implementing foundations to

prepare for performance-level dance. Dancers will learn how to work independently and develop dance techniques and performance skills. This is considered the beginner/intermediate level in dance.

Afredanz ELITEz

This age group is for dancers who are between the ages of 14-18 years of age. The dance class curriculums for this age group focus intensely on performance skills and developing techniques. Dancers will advance their performance skills and technique to prepare for post-high school careers. This is considered the intermediate/advanced level in dance.

Dance Class Attire Requirements

***ALL** ballet dance class dancers must wear their hair in an appropriate bun. No ponytails or loose hair. *

***ALL** jazz dance and modern dance class dancers must wear their hair in an appropriate ponytail or hairstyle that has hair away from the face. *

No dangly and loose jewelry is to be worn during class.

You can purchase dancewear through the website or in-person. Please allow 5-7 business days for orders to come in. Be mindful that we do not carry inventory on hand, therefore, all dancewear will have to be ordered.

Ballet Class Attire Options	Girls	Boys	Dancewear Class Color Examples
KINDerz Ballet (3-6 years old)	<ul style="list-style-type: none"> • Any colored leotard/dress • Skin-toned matched/pink-colored dance tights • Pink-colored ballet shoes 	<ul style="list-style-type: none"> • Any colored fitted t-shirt • Black shorts or straight-leg sweatpants • Black crew socks • Black ballet shoes 	

**FUNdamentalz-
Introductory
Ballet
(7-10 years old)**

- Any colored leotard/dress
- Skin-toned/pink-colored dance tights
- Pink or hazelnut-colored ballet shoes

- Any colored fitted t-shirt
- fitted shirt
- Black dance footed male dance tights
- Black crew socks
- Black ballet shoes



**SCHOLARz-
Ballet I
(11-13 years old)**

- Any colored leotard/dress
 - Skin-toned/pink-colored dance tights
 - Pink or hazelnut-colored ballet shoes
- Any colored fitted t-shirt tucked in tights
 - Black dance footed male dance tights w/ dance belt underneath
 - Black crew socks
 - Black ballet shoes



**ELITEz-
Contemporary I
(14-18 years old)**

- Any colored leotard/dress
- Skin-toned/pink-colored dance tights
- Pink or skin-toned colored ballet shoes

- Any colored fitted t-shirt tucked in
- Black dance footed male dance tights w/ dance belt underneath
- Black crew socks
- Black ballet shoes



**Adult Dance-
Contemporary I**

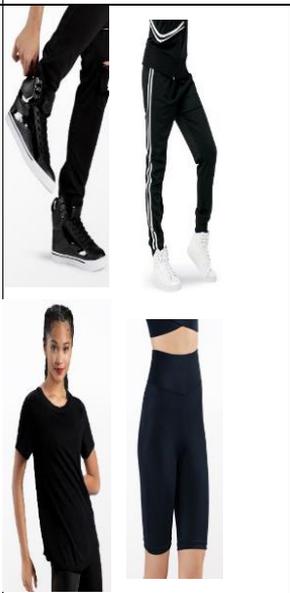
- Any colored leotards/dresses and dance tights
- Pink or hazelnut-colored ballet shoes

- Any colored fitted t-shirt tucked in tights
- Black dance footed male dance tights w/ dance belt underneath
- Black crew socks
- Black ballet shoes



Jazz Dance Class Attire Options	Girls	Boys	Jazz Dancewear Examples
KINDERz- Jazz Dance, FUNdamentalz -Introductory Jazz Dance	<ul style="list-style-type: none"> • Any colored leotards, fitted shirt, camisole/tank top • Black jazz pants/capris or dance shorts. • black leggings or skin-toned dances tights • Jazz dance shoes in any color 	<ul style="list-style-type: none"> • Any colored fitted shirt/tank tucked in pants • Black jazz pants or straight leg • Dance belt • Jazz dance shoes in any color 	 
Afredanz SCHOLARz Musical Theater	<ul style="list-style-type: none"> • Any colored leotard, fitted shirt, camisole/tank top • Black jazz dance pants/capris, dance shorts, leggings, or dance tights 	<ul style="list-style-type: none"> • Any colored fitted shirt/tank tucked in pants • Black jazz pants or straight leg • Dance belt 	 

<p>Afredanz ELITEz- Lyrical/ Adult- Jazz Dance</p>	<ul style="list-style-type: none"> • Any colored leotard, fitted shirt, camisole/tank top • Any colored jazz dance pants/capris, dance shorts, leggings, or dance tights • Any colored jazz dance shoes/boots and character shoes 	<ul style="list-style-type: none"> • Any colored fitted shirt/tank tucked-in pants • Any colored pants or straight leg • Dance belt Black/ tan jazz dance shoes 	 
---	--	--	---

Hip-Hop Dance Class Attire Options	Girls	Boys	Hip-Hop Dancewear Examples
<p>KINDerz- Hip-Hop Dance</p> <p>FUNDamentalz- Intro Hip-Hop Dance</p> <p>SCHOLARz- Hip-Hop I</p> <p>ELITEz- Hip-Hop II</p>	<ul style="list-style-type: none"> Any colored style of shirt that is comfortable Any style of black pants/capris/shorts that are comfortable to move in. Clean, soft/smooth bottom, and comfortable tennis shoes that are not used every day. This prevents our dance floors from being damaged. Shoes will be inspected before class starts. 	<ul style="list-style-type: none"> Any colored style of shirt that is comfortable Any style of black pants and shorts that are comfortable to move in. Clean, soft/smooth bottom, and comfortable tennis shoes that are not used every day. 	

African/Afro-Caribbean Dance Class Attire Options	Girls	Boys	African/Afro-Caribbean Dancewear Examples
KINDerz FUNdamentalz- Introductory SCHOLARz- African/Afro-Caribbean Dance I ELITEz- African/Afro-Caribbean Dance II	<ul style="list-style-type: none"> • Any colored leotards, tanks, camisole top • Black leggings, jazz pants/capris • Bare feet 	<ul style="list-style-type: none"> • Any colored fitted shirt/tank • Black pants (<i>straight leg preferably</i>) • Bare feet 	
Adult Dance- African/Afro-Caribbean Dance	<ul style="list-style-type: none"> • Any colored top • Black leggings, jazz pants/capris • Bare feet 	<ul style="list-style-type: none"> • Any colored fitted shirt/tank • Black pants (<i>straight leg preferably</i>) • Bare feet 	

Communication, Class Registration/Enrollment, & More

Communication

We are BIG on communication here at Afredanz Dance Center. We promise to respond to all inquiries within 24 hours and we will never leave a question unanswered. Our friendly office staff can be contacted on Monday-Thursday between 12 PM-7 PM and Friday between 12 PM-5 PM.

For convenience, our primary means of communication is via email. You will receive regular newsletters and important information via email so please ensure you have provided the dance center with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. Don't forget to add our email address to your contacts so we don't end up in the dreaded Spam folder!

We are also proud to provide you with information round-the-clock via the

DanceStudio-Pro app. You can download it from your app store. Just follow the prompts to install our app on your mobile device and you'll receive alerts as they happen. In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will send an SMS and/or telephone to all families. So, for this reason, please make sure the mobile phone number you have provided to the studio is correct and up-to-date. Facebook is a great way for us to keep in touch with many people at once, so we encourage all families to join our closed Facebook group. This group can be found at Afredanz Dance Center Family and will be monitored to ensure all content is appropriate and relevant.

We will always display important information, dates, and dance center details on our noticeboard in reception so please have a quick look when dropping off and picking up in case there is anything you may have missed. We are always happy to chat in more detail about communications you may receive from the dance center, so if you need any clarification, please don't hesitate to call us to chat with one of our helpful team members.

We understand that as parents/guardians, there will be times when you would like to get to know your dancer's teacher better or discuss some concerns. At the beginning of the season, we will have a Meet Your Dancer's Teacher event. During normal dance center business days, you will have to call the front desk to schedule a conference with your dancer's teacher, due to the businesses of the dance center. Conferences can be arranged at your convenience whether virtual, over the phone, or in person. If you need an immediate response and the front office can help you, please let us know.

Parent Portal/Online Account

Our parent portal/online account is a great way to keep parents/guardians, clients, and dancers updated on information and communication. Therefore, make sure that all contact information is correct inside your portal. In the parent portal/online account, you will be able to make payments, sign up for classes, and register. The schedule in your portal will always be up-to-date and current. Information about studio news announcements and closings will also be announced through the

portal. For any reason, your portal is not working properly, please contact the front office. You can access your portal through the DanceStudio-Pro app.

Class Registration/Enrollment

Class registration/enrollment can be completed online through the parent/client portal, by telephone, or in person. You will be allowed to enroll in a class or classes during open registration season. This season will be at least two months before the season of classes starts. For example, if the Winter/Spring Dance Season begins on January 1st, the open registration season will begin on November 1st.

Lost & Found

Dancers' items should have their names on them and have electronic devices securely put away. Afredanz Dance Center is not liable for any missing valuables. Afredanz Dance Center takes no responsibility for any stolen or misplaced property on the studio premises, and we encourage our families to avoid bringing valuable items into the studio where possible. If there are items left behind and not claimed, they will be held in the front office's lost & found for an entire season. After the

season has ended, items will either be discarded or donated.

Rewards

At Afredanz Dance Center, we believe in rewards and celebrations. Throughout the season we will do birthday acknowledgments, recognition of achievements, dancer of the week, and more. Please notify us if your child(ren) cannot have candy or has allergies to certain foods.

Parental Involvement

Afredanz Dance Center will communicate through email, text, social media, and the parent portal. Please make sure your contact information is correct. We will not spam or give your information to anyone that is not a staff member. We invite the parents to help with fundraisers, public performances, scenery, and recital. We also ask and encourage your child(ren) to practice their dances at home. We can easily send you their music upon request. Encourage your child(ren) to stretch every day. We will give incentives to dancers whose stretches have improved. For dancers to be their absolute best, they must practice outside of their regular studio time.

This is where parents can come in and work with their child(ren). Parents will also be invited to observe a dance class several times throughout the season.

Recital Day Procedures

We understand that recital day is the most exciting day of the season, but there are a few procedures that must be followed to make this day run smoothly.

- During tech day, all dancers, production crew, and staff will need to be at the location 10-15 minutes before their call time.
- During dress rehearsal and the day of the recital, dancers are to come to the location comfortably dressed. Dancers are not to wear their costumes on their way to the recital location. They are expected to get dressed at the location.
- During tech rehearsal and recital day, staff and production crew are to wear **ALL SOLID BLACK. NO EXCEPTIONS!**

- Once tech/dress rehearsals and the recital show have started, parents/guardians are not allowed backstage. We will have staff and a production crew to assist small children.
- Once a dancer completes their performance, they will not be allowed to go sit in the audience. The only exception is the KINDerz and FUNdamentalz class dancers, in which there will be a designated area for them to sit. There will be an encore bow at the end of the recital. We want all dancers to take the stage in their final bow for the season.

Afredanz Dance Center Important Dates

We understand wholeheartedly how busy the lives and schedules of our dance families can get as the year rolls on, so we have tried to get all our important dates organized and ready for you so you can plan other commitments. Below we have listed some of our most important "Save the Dates" with more information (including times, costumes, requirements, etc.) to be communicated via email, Facebook, DSP app, and announcement as we get closer to the events. If you know ahead of time that your family will be unable to attend these events due to planned holidays or existing commitments, please let reception know at your earliest convenience.

Dat es	Events	Description/Infor mation
HAPPY NEW YEAR 2023!!!		
Jan. 9th	Dance Classes/Work shops Begin	<i>Trial/demo classes begin. Regular classes began as well.</i>
Jan. 16th	MLK DAY	NO CLASSES
Jan. 28th	EVENT	TBA

Feb. 1st	<i>Paint ADC RED for American Heart Month</i>	<i>More information will be given a week prior,</i>
Feb. 11th	TBA	TBA
Feb. 17th & 18th	Healing Market	<i>Join us for our first Healing Market Vendor Event. Check with the front desk for more information!</i>
Feb. 20th- 21ST	MARDI GRAS BREAK	NO CLASSES
Feb. 28th	Black History Celebration	<i>More information will be announced a week prior.</i>
Feb. 26th – Mar. 3rd	Costume Measurement Week	<i>We will be doing costuming measurements of all dancers. Please make sure that your dancer is in class this week.</i>
Mar. 18th	EVENT	TBA
Mar. 31st	Deadline for Recital Fees & Costume Fees	<i>Recital fees & costume fees are due and must be paid in full.</i>

April 3rd - 10th	EASTER BREAK/ SPRING BREAK	NO CLASSES
April 22nd	EVENT	TBA
April 24th- 29th	INTERNATIONAL DANCE WEEK	<i>We have workshops throughout the week, and a huge dance concert/event on International Dance Day, April 29th.</i>
May 1st- 5th	Recital Costume Fittings	<i>Please make sure that your dancers are in class this week. They will try on their costumes and receive alterations if needed.</i>
May 4th	Thank A Dance Teacher Day	<i>Make sure to thank your dance teacher this day!</i>
May 7th	Mommy and Me Mother's Day Dance Class	TBA
May 20th	EVENT	TBA

May 25th	Last Day of School/Graduation for Pascagoula- Gautier School District	NO CLASSES
May 29th	MEMORIAL DAY	NO CLASSES
June 3rd	Daddy and Me Dance Class	TBA
June 5th – 9th	TECH REHEARSAL WEEK	<i>Please follow the Tech Schedule Protocol. Let us know if you have any questions.</i>
June 10th	RECITAL	TBA
THANK YOU FOR AN AMAZING SEASON! JOIN US FOR OUR SUMMER SESSIONS!		

Absences/Missed Classes, Inclement Weather, Schedule Changes

Absences/Missed Days

Missed classes will not be prorated. Dancers or clients can make up missed classes by attending another class within the same age group/level. The make-up class can be a different genre of dance class than currently enrolled in. To take advantage of this opportunity, you must first clarify it with the front office manager. Clients and dancers who pay the monthly tuition for classes are allowed to take classes virtually if they are unable to physically make it to class. If a client or dancer would like to make up class virtually, they must contact the front office manager at least **20 MINUTES** before the class starts time to receive the link to the class.

Inclement Weather/Canceled Classes

If schools in our local area are closed during bad weather days, then most likely we will also be closed. We will send out alerts and announcements if we decide to continue or

cancel classes. Please be on the lookout for messages through text, email, or your portal.

Faculty Change/Substitute Teacher

We reserve the right to place dancers according to their age, ability, and dance experience. Some classes require prerequisites or permission from the instructor. All faculty members are subject to change. In the event of a change, we will always substitute an equally qualified instructor. There may be a day when a teacher must take time off. If this happens, we will have a substitute teacher in their place. We will not cancel a class just because a teacher is absent.

Schedule Changes

There will be a very rare chance that our set class schedule will change within a season. If we were forced to make a change in the schedule, we will send notice a week before making the change.

Holidays & Vacations

Our regular dance class season is from September-June. We also offer summer dance classes and camps throughout June and July.

At the beginning and end of the summer, we do take a couple of weeks off to plan and prepare for new classes and enjoy the summer with our families. Our schedule follows Pascagoula-Gautier School District's calendar. If the schools do not have classes, neither will we.

Safety, Liability/Medical, & Covid-19/Sick Protocols

At Afredanz Dance Center, we take safety very seriously. Below are some of the protocols that we will take if there happens to be sickness, illness, or injury.

Safety

The safety of our families and staff is our number one priority, Afredanz Dance Center is very serious about upholding Child Protection laws and policies within the dance center as well as at public performances and in the online arena (website and social media).

As part of your registration, you will have read and signed a media waiver allowing us to proudly use images and video footage of your dancer for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please see our reception staff who will happily assist you.

We will have several CCTV cameras and parent viewing sessions within the studio rehearsal space which can be checked by parents and family members from the comfort

of our waiting area and studios. All our teachers and staff members have undergone official checks allowing them to work with children.

The directors and staff are educated on the negative impact of inappropriate music and costume selection when it comes to performing dance routines and are wholeheartedly committed to ensuring children in all our dance routines are not subjected to any inappropriate songs or costumes. We recognize that songs with sexist, explicit, violent, racist, homophobic or criminal content may influence our dancers and/or audience and we will strive to avoid using such music. We are committed to restricting costumes that project sexuality and contain explicit graphic or textual content.

Our staff members have all been trained in first aid. We enforce a nut-free policy at the studio to ensure the safety of any students or parents with allergies to nuts or nut products and encourage gluten and dairy-free foods when involved in fundraisers or dance center events. Afredanz Dance Center takes no responsibility for any stolen or misplaced property on the dance center premises and we encourage our

families to avoid bringing valuable items into the dance center where possible. You will find within our registration forms a public liability/insurance statement. Please read this document carefully and sign it before the commencement of classes so you fully understand the rights and responsibilities of your family and our dance center.

Liability/Medical

- Afredanz Dance Center is not liable if a dancer or a client incurs an injury in the dance center. Depending on the severity of the injury, if the dancer or client incurred the injury outside of the dance center, the dancer/client must be examined by a physician before returning to class. Customers must sign a Liability and Medical Waiver before taking a class.

- Afredanz Dance Center does not assume any responsibility for or obligation to provide financial or other assistance in the event of injury or illness, including but not limited to medical, health, or disability insurance or support.

COVID-19/Sick Protocols

These are the protocols in place for COVID-19 and other sick-related issues.

- If anyone in the household tests positive, the dancer or client must be virtual for at least a week.
- If a dancer or client is showing COVID-19 symptoms, they will need to stay at home. If a dancer or client is wanting to take the class that same day virtually, they must contact the front office **20 MINUTES** before the class starts time for the link.
- Masks are not required for dance classes but are recommended for nonvaccinated persons. There are different forms of protective nose and mouth covering that can be used for preventing COVID-19 from spreading. Make sure the chosen mask is breathable and does not restrict airflow while dancing or actively moving. The lobby will also have masks available.
- If a dancer or client is sick, meaning running a fever, nauseated/vomiting,

experiencing shortness of breath, or aching muscles (not soreness from dancing or physical activity), they must stay at home at least 24 hours before returning to dance classes. If the symptoms persist, they must get tested or receive a diagnosis from a doctor before returning to dance classes.

- Throughout the instruction of classes, we will continue to be mindful of social distancing.
- After each class, the studios will be sanitized. There will also be hand sanitizer stations near the entrances of each studio.

Afredanz Dance Center's Code of Conduct

To ensure the smooth, safe running of Afredanz Dance Center and an enjoyable experience for all, below you will find our Code of Conduct. As always, we are open to feedback, so if any of the requirements outlined below are unclear or concerning, please give us a call to discuss this further. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action against any dancers, clients, or parents/guardians who breach our dance center's code of conduct.

- No food, gum, or drinks are allowed into the dance studios. **NO EXCEPTIONS!**
- Food and drinks are only allowed in the lobby. It is the dancers, customers, and parents/guardians' responsibility to clean up after themselves. Failure to follow this rule will result in prohibiting bringing any food or drinks into the dance center.
- During classes, the lobby is closed to the public. **ONLY** dancers, clients, future clients, and parents are

allowed in the lobby. This eliminates excessive traffic and having strangers around children.

- Parents/guardians of KINDerz dancers must remain on-site and not leave.
- All dancers **MUST** be potty trained.
- All the dance center's staff members, dancers, and clients are to be treated with respect and dignity. If a staff member, dancer, and/or client is verbally/physically assaulted, the aggressor will be permanently removed from the dance center and will not be refunded. **NO EXCEPTIONS!**
- Cyberbullying or any other form of bullying is not tolerated. If there is an event when any form of bullying is occurring, the participants will be permanently removed from the dance center and will not be refunded. Afredanz Dance Center

believes in creating a safe space for **EVERYONE.**

- It will be best to show up at the dance center 10 minutes before your class starts. The class will start on time and if you are 15 minutes late, you will not be allowed to join in class that day, due to safety and interruptions. You have the option of joining virtually when you are late. Please contact the front office for more information.

- All dancers must follow each dance class's dress code. Although, we do understand that life happens and sometimes attire may not be available in time for class, if a dancer does not dress in entire for five consecutive classes, they will be removed from the class. If there are issues with obtaining the proper attire for a class, please contact the front office.

- Inappropriate touching is prohibited in the dance center. We believe that

everyone's body is their safe space. Staff will only touch dancers to correct alignment or fix the position of the dancer. Staff is encouraged to ask for permission from the dancer before touching them. If there is any inappropriate conduct and a dancer feels violated, a report must be filed with the front office. Any witnessing of inappropriate touching must be reported to the front office.

- **Drop-offs:** Adults dropping off dancers 11 years old and younger, must walk dancers inside the building before leaving the premises.

- **Pick-ups:** Adults picking up dancers 11 years old and younger must walk into the dance center to pick up their dancers.

- **PARKING:** Please be aware that there are other businesses located on this lot using the same parking lot. You can park along the side of the building. Across the street, at the side parking lot of the building that

is not being utilized. You can also park in the larger parking lot on the side of Clocked Out Sports Bar.

- We are unable to take responsibility for our dancers before or after their scheduled classes and it is the responsibility of the parent/guardian to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the dance center immediately to inform us of the situation so we can keep your child calm and safe until they can be collected.

- There are designated entrances and exits after each class. This allows classes to transition smoothly. Parents/guardians picking up small children must be at the exits to receive them. There is a 5-minute class transition time, and we began classes on time.

- No profanity is to be used in the facility. This is a family-friendly environment.

- At Afredanz Dance Center, we understand that sometimes there may be bad days, but we also understand that we must remain respectful of people regardless of bad days. Afredanz Dance Center has the right to refuse service without refund, especially if staff or other persons are being treated harshly in the space. We advocate for positive energy in the space and will adjust if needed. We do not want people to be triggered for the sake of their mental and emotional health. This is a safe space, and we will continue to make it safe.
- Dancers are expected to be on their best behavior during class. If there becomes a problem with a dancer being disrespectful of the instructor and their peers, misconduct, and constant interruptions, we will have a meeting/conference with the dancer and parent/guardian and see if we can encourage change or find other options. We believe that

everyone deserves a chance, but we also want all our dancers to have fun and an exhilarating experience.

- No devices of any kind are allowed to be out during dance class. Phones, smart watches, and earbuds must be in your bag or securely away when class begins.
- Families who do not comply with their fee or costume payment obligations may be charged a late fee, and/or excluded from performances. External debt collection may occur when fees remain overdue, and this will be at the expense of the client. Costume expenses are the responsibility of the parent/guardian, and costumes will not be issued to dancers with unpaid class fees.
- No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. Parents/guardians are not to approach teachers or dancers during

class and if messages or food/drink/medication need to be passed on to a dancer, it must be done through a staff member. All parents/guardians must wait in the waiting areas or outside of the studios until classes have been dismissed.

- Any questions or complaints must go through reception – parents/guardians and dancers are not permitted to contact teachers via phone, in person, or via email / social networking with dance center issues. Personal meetings/conferences with the dance center director can happily be arranged via reception.
- In the rare case of a parent/guardian or dancer showing disrespect or defamation to any parent/guardian, staff member, or dancer, a meeting/conference will be called immediately, and dismissal may be considered at the discretion of the director. Physical, mental, emotional, or cyberbullying by

parents/guardians, staff, or students will not be tolerated and may result in dismissal from the dance center.

- Only private lesson dancers and clients are permitted to post or share choreography with the permission of their teacher and choreographer.
- Afredanz Dance Center's management reserves the right to change teachers or dance class schedules, when necessary, at any time throughout the year.
- Choreography, costuming, and dance center policies remain the intellectual property of Afredanz Dance Center and may not be reproduced or sold by any dancers, parents, or staff without the permission of the director.

Social Media Policy

Afredanz Dance Center's Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, micro-blogs, wikis, podcasts, forums, instant messaging, and geo-spatial tagging (for example, Facebook check-ins). Please see below for our regulations regarding social media and feel free to contact our office staff if you have any questions.

- Please remember that your anonymity on social media is never guaranteed and to exercise caution when posts, images, or videos identify children in your care.
- Remain mindful that your behavior on social media remains in keeping with Afredanz Dance Center's code of conduct in this handbook.
- Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards staff, dancers, or families may subject the owner to disciplinary or legal action.
- Should you wish to engage on social media while identifying as a dance center volunteer or employee, you may only do so

with integrity, and respect, and adhere to the privacy and confidentiality policy.

- Any content revealing or referring to sensitive dance center information is not allowed to be shared online.
- Intellectual property laws (for example, costume design and choreography) must be observed by all dance center patrons when posting online.
- While affiliated with our dance center, (for example, images of your child in uniform) we will not tolerate any posts that are racially, sexually, physically, or religiously offensive.
- All matters pertaining directly to the dance center - may not be communicated via social media. We have an open-door policy and encourage all communication, complaints, and feedback to be communicated to the office staff directly.
- We discourage parents/guardians, dancers, and teachers from becoming 'friends' or 'followers' on social media unless there is

an existing relationship. We consider all dance center members to be family and as such feel the obligation to respect and monitor personal boundaries.

- Families found to be engaging in ‘hidden’ or ‘private’ groups formed for the specific purpose of discussing dance center matters will be encouraged to join our closed Facebook group for public discussion and warned against discussing dance center matters in their private online groups.
- Photos or Videos taken from performances or rehearsals may NOT be posted online, without ADC’s consent.
- You may not post photographs/videos that feature dancers other than your own online without the proven consent of their parent/guardian.
- Identifying information about any featured minors - including names, ages, or location - must be removed when posting on social media.

Privacy

When you purchase or hire a product or service with Afredanz Dance Center, the information we may collect from you includes your name, address, telephone number, email address, medical information, and perhaps a credit card or bank details. It may also include details of the products and services we provide to you as well as the status of your enrollment. We only collect information directly from our dancers or their parents/guardians primarily to provide services and products to you and administer invoicing and debt collection.

We may occasionally use your information to promote and market to you information that we consider may be of interest to you unless you contact us and tell us not to do so.

We will never sell or pass on any of your information to third parties unless required by government authorities or in the event of debt recovery. Any information passed on will be done so with appropriate privacy and confidentiality protection.

Information is stored securely in paper or electronic form and is accessible only by authorized personnel.

If you would like to know what information we hold about you or wish to update the information, or if you wish to be removed from all further direct marketing communications, please contact our office by telephone.