

WELCOME

Welcome to East Athens Educational Dance Center. We are excited that you have chosen our dance facility for your performing arts and recreational interest. We hope your whole family will enjoy the classes, programs, and performances we offer. We are adhering to covid-19 policies to ensure the safety of all students and staff. This handbook has been written to describe our program, goals, policies, and the details that go into making each experience as rewarding and successful as possible. It is broken down into five sections: 1) General Information; 2) Facility; and 3) Programs. Please keep it for your reference as it will answer many of your questions.

SPECIAL NOTE TO PARENTS

The East Athens Educational Dance Center requires full participation from parents.

REFER TO POLICIES

Policies and guidelines are in place to ensure the day-to-day operations and the safety of our students. Parents and students should read policies together and have a clear understanding of its contents. Parents should refer to policies first when there is a question about program or facility operations.

APPOINTMENTS

If it is necessary for a parent to meet with staff, an appointment for a private meeting should be set. Meetings and discussions will not be held during staff's peak time or instructor's preparation or classroom time. Appointments may be made by calling 613-3624.

CONDUCT

Families are expected to cooperate and strive to maintain examples of conduct that will be good models for the development of the children.

AUTHORITY

The East Athens Educational Dance Center's staff has the authority to maintain orderly operations and will enforce standards of good conduct of all participants and users of the facility.

CHAIN OF COMMAND

Concerns need to be followed in the proper chain of command to enable staff to reach a resolution.

1. Submit a need of response form within 24 hours of the incident.
2. You will be contacted within 24 hours with a response/resolution.
If not satisfied with the resolution/response, the next step would be to set up an appointment with the Program Specialist to discuss concerns.
3. If not satisfied with Program Specialist, an appointment will need to be made with the Facility Supervisor.
4. If further response/resolution is needed, you may contact the Arts Division Administrator.

MISSION

The mission of the East Athens Educational Dance Center is to present quality dance education to enhance awareness, appreciation, and quality of life for all participants and citizens of the Athens-Clarke County community.

GOALS

- ◆ Provide or facilitate structured dance classes, visiting artist workshops, performances, demonstrations, seminars, conferences and special events.
- ◆ Cultivate public awareness and support of the facility through creative marketing and community outreach.
- ◆ Promote patron usage and satisfaction by maximizing the facility through collaborative programming and rentals.
- ◆ Develop and improve programs through continued analysis of participant evaluations.

FACTS

- ◆ Founded by Lois Thomas-Ewings, the East Athens Educational Dance Center began in 1987 as a volunteer program at the East Athens Community Center. The program provided a performing arts experience to underprivileged African American children in the Nellie B Public Housing area and surrounding community.
- ◆ For the next six years the program continued to grow at the center until it became apparent the program required more space and relocated to a vacant building in Dudley Park.
- ◆ The East Athens Educational Dance Center expanded to offer more classes in ballet, modern dance, and tap to underprivileged children in other low income communities. An annual production was offered to reach a greater diverse audience.
- ◆ The East Athens Educational Dance Center continued to grow and the Parent Reinforcement in Dance Education (P.R.I.D.E.) organization advocated and initiated a proposal for a new dance facility, which was approved for SPLOST 2000.
- ◆ The ground breaking was held in July 2004 for the new 15,500 square foot dance facility to be built in the Miriam Moore Community Service Center at 390 McKinley Drive.
- ◆ On September 6, 2005, the facility was complete and ready for occupation. On September 26, 2005, the brand new facility opened to welcome ninety-five enthusiastic dance students. Five years later in 2010, over 270 students from a variety of diverse backgrounds take classes at the East Athens Educational Dance Center.

ABOUT THE FACILITY

- ◆ Architect: Hussey, Gay, Bell, and DeYoung Architect (Doug Straughn, AIA)
- ◆ Construction: Salloum Construction Company (Albert McNair and Paul Fitzpatrick)
- ◆ Size: Approximately 15,500 square feet
- ◆ Amenities: 1,200 sq. ft. Studio (Studio A)
2,400 sq. ft. studio that can be divided into two 1,200 sq. ft. studios (Studio B1 & B2)
4,000 sq. ft. Presentation Hall, that has the capability of being divided into the two large studios or one large studio and two small studios with the installation of retractable doors. The Presentation Hall, designed for performances as well as special events, has a catwalk around its perimeter for the lighting technician to hang and operate lights, and the sound technician to operate the audio and sound system.
Full Service Kitchen
Male and Female Locker Rooms with Showers
Pre-function Lobby with public restroom facilities
Costume and Prop Storage
Dancewear Store
Fitting Room
Administrative Offices
Loading Dock
Ample Parking

PROGRAM OBJECTIVE

Our lessons are planned so that dancers will:

1. be safe
2. feel secure
3. receive individual attention and encouragement
4. develop self-discipline
5. experience success in order to develop a positive self-image
6. develop dance skills.

STATEMENT OF PHILOSOPHY

1. We believe in the value of fair treatment of all people.
2. We believe teaching the art of dance is an honor.
3. We believe each student is an individual and should be treated with respect and encouragement.
4. We believe bringing out the best in each dancer is important.
5. We believe that each child has different talents and it is our job to develop them to the fullest.
6. We believe that dance is a tool which can help children develop positive self-image.
7. We believe that children deserve to have teachers who are capable and caring and whose values enable them to be excellent role models.
8. Children are always accepted to our center regardless of race, creed, national origin or sex.

VOLUNTEER OPPORTUNITIES

Much of the success of the East Athens Educational Dance Center is attributed to the many volunteer each year that assist with the services, programs, and performances that are offered. One of the key components in offering support through volunteerism has been the East Athens P.R.I.D.E. (Parent Reinforcement In Dance Education), Inc. Established in September 1995, the organization's membership are made up of the parents of EAEDC dance students and concerned citizens. The mission is to function as a support group that will provide volunteer assistance to meet the needs of the East Athens Educational Dance Center. After a brief hiatus EAEDC is looking to broaden its support base and promotion of dance. Assistance is provided in the areas of public awareness, fundraising, private and business sponsorships, keeping abreast of policies that affect EAEDC, planning parties and receptions, and other related services that support the artistic growth of the students. The East Athens Educational Dance Center welcomes you, your family and friends to make a difference through volunteer services. To learn more about volunteer opportunities for ongoing programs and upcoming events, please call 706-613-3624. The list of volunteer opportunities below are just some of the essential areas where programs, performances, and services benefit the most.

| | | |
|---------------------|----------------------------------|--|
| Classroom Assistant | Dance Instructor/Assistant Dance | Instructor/Choreographer/Assistant Choreographer |
| Usher | Ticket Booth | Locker Room Monitor |
| Concessions | Stage Hand | Stage Manager |
| Party/Reception | Mistress/Master of Ceremony | Dressing Room Monitor |
| Seamstress | Wardrobe/Hair/Makeup | Sound Technician |
| Lighting Technician | Parking Lot Monitor | Graphic Design |
| Music/Video Editing | Administrative Support | Photographer/Videographer |
| Fundraising | | |

DONATIONS

We gratefully accept private, business, and in-kind donations. Through generous donations, the East Athens Educational Dance Center can help fulfill the dreams of many children who aspire to showcase their talent, hard work, and love of dance to the Athens-Clarke County community. As designated by the donor, monetary donations may go towards special projects or purchases, the funding of classes, and the purchase of dancewear and costumes for students who need assistance. We also accept in-kind donations of used dancewear, costumes, and dance shoes to assist students. With a donation of \$200 or more, donors are listed for one year in our publications and are publicly recognized during special events and performances. All monetary donations are listed on the Gift Givers page of the program book for the Annual Dance Production held at the Morton Theater and donors are announced at the end of the show. The Annual Dance Production reaches nearly 2,500 Athens-Clarke County citizens. Donors are also recognized at the Annual Recital that reaches 400 citizens. Donations can be made by cash, check, or money order (payable to Athens-Clarke County). Checks and money orders can be mailed to :

East Athens Educational Dance Center
Athens-Clarke County Leisure Services Department - Arts Division
P.O. Box 1868
Athens, Georgia 30601

GENERAL INFORMATION

We are dedicated in making the East Athens Educational Dance Center a clean, safe, and enjoyable environment for all. Everyone is expected to be courteous, helpful, cooperative, polite, respectful, follow instructions, and practice safety at all times while in the facility or on the grounds. When visiting our facility, the following is prohibited:

- 1) Smoking, the use of tobacco products of any kind, and open container alcoholic beverages in or on the property of the East Athens Educational Dance Center.
- 2) Bringing food (including chips, candy, and gum) and beverages for general consumption in our facility. The only exceptions are during special events in which food and beverages are served, and special programs and dance camps in which participants are given a break or lunch period.
- 3) **At this time the Lobby is closed to anyone that is not a participant in class.**
- 4) Improper use of furniture (climbing on furniture, lying down on furniture, putting feet in the chairs, sitting on the arms of the chairs, sitting on the tables, etc.)
- 5) Conducting unauthorized meeting and activities.
- 6) Soliciting of any kind.
- 7) Conduct that disrupts or obstructs any program or activity that is a part of the overall facility operation.
- 8) Any action, event, or group of events that constitutes a violation of federal, state, or local law.
- 9) Not complying with emergency and fire code procedures.
- 10) Obstructing hallways and walk areas.
- 11) Parking in areas that obstruct the pathway of the city bus, emergency vehicles and fire trucks, including leaving a vehicle in the drop-off circle in front of the facility.
- 12) Failure to comply with lawful discretion given by East Athens Educational Dance Center staff acting in the performance of their duties.
- 13) The destruction, damage, vandalism, or theft of city property, or property of others. Any damages to the facility, property, equipment or other items are the responsibility of the user. Replacement or repair costs will be determined by the Athens-Clarke County Leisure Services Department.
- 14) Any lewd, obscene, or indecent conduct or expression including profanity.
- 15) Any action which in the judgment of staff constitutes an attempt to inflict, or the actual infliction of, or injury to other participants or staff.

LOBBY

- 1) The lobby area is a place in which we conduct public business. **At this time the Lobby is closed to anyone that is not a participant in class.**

Note: Parents are required to drop off their child and wait while their temperature is checked. Please return 10 minutes before class ends.

PARKING

Vehicles must be parked in the designated parking lots to the right and left of the building. Designated handicap and electric car parking is for those types of vehicles only. Do not leave your vehicle parked in the traffic circle in front of the facility or at the curbside for any reason. The traffic circle is used strictly for a quick drop off of a student and the parking of emergency vehicles.

Note: We are not responsible for loss or damage to vehicles or contents while parked on our property.

ENTERING AND EXITING THE FACILITY

Everyone must enter and exit the building through the main lobby. No unauthorized person is permitted to open any exterior doors located in the hallways to exit the facility unless it is an emergency situation or a scheduled emergency drill.

FIRE ALARMS/EXTINGUISHERS, SECURITY KEY PADS, THERMOSTATS

The tampering with and playing with fire alarms, extinguishers, fire doors, security keypads, and thermostats will result in the immediate dismissal from our facility.

RESTROOMS

Students, families, and guests are to use the proper restroom facility. The capacity of the restroom is limited due to Covid-19. Sanitary items and paper towels are not to be disposed of in the toilets. These items have proper disposal cans. Restrooms are to be kept neat and clean. Students should remove all personal belongings when exiting the restroom, and loitering in the restrooms is not permitted. Students are not permitted to dress for class in the lobby restroom. The locker room is the designated dressing area for all students.

UNAUTHORIZED AREAS

Unless given permission, parents, visitors, and participants are prohibited from entering unauthorized areas of the facility such as administrative offices, reception area, kitchen, loading dock, catwalk, storage and utility closets. Corridors leading to the locker rooms and dance studios are off limits to parents and visitors without permission.

TELEPHONE USAGE

The telephone can be used for emergency calls or to call for a ride home. No personal calls are allowed. Due to the limited phone lines, everyone must have permission before using the phone. There is a 5-minute limit on calls.

CELL PHONES

Cell phone usage in the facility can interfere with the alarm, computer and tele-data systems. If your phone interferes with our system, we will ask you to turn it off or go outside to use your phone. Please refrain from making social phone calls when waiting in the lobby. Students must turn off cell phones once they enter the building. Cell phones are to be stored in the lockers and not brought into the studios. Cell phone use of school age children should be limited to emergency calls, calling for transportation, and calling parents.

CHILDREN LEAVING THE FACILITY

For the safety precautions, school-age students who are waiting to be picked up may not leave the facility without being properly signed out by a parent, guardian, or designated adult. High school students who transport themselves are required to sign themselves out and notify a staff person prior to their departure. **Students should not leave out wearing only dance clothing and should always wear a cover up.**

SUSPICIOUS ACTIVITY

Immediately report any suspicious activity on the grounds, in the adjacent areas, or inside the facility to a staff person.

WEATHER ALERT

Weather radios are located in all studios and are required to be turned on during severe weather situations so that action can be taken if necessary. In the event that an alert is issued, all classes will immediately cease and the participants will be led to a designated safe location inside the facility. During severe inclement weather all classes will be canceled and participants will be asked to stay at home or be picked up if they are at the facility. Parents will need to call the East Athens Educational Dance Center (706) 613-3624 for information regarding cancelled classes.

LOST AND FOUND

We are not responsible for student's personal belongings. Students should not bring money, jewelry, or items of value inside the building. Students need to write their names in dance items (especially shoes) for easy identification in case they are lost, misplaced, or accidentally taken home by another student. We will keep items that are found in the building up to two weeks. Afterwards, items not claimed may be discarded, sold, or stored for alternative use.

SUBJECT TO CHANGE

Teaching staff, operating hours, classes, programs, performances, procedures, policies, schedules, meetings, appointments, fees, dancewear, and costumes are all subject to change.

COMPLIANCE

Failure to comply with our policies or to cooperate with staff may result in any of the following:

- 1) Verbal reminder or verbal warning
- 2) Temporary dismissal from our facility and grounds
- 3) Suspension or expulsion from our facility
- 4) Staff calling the Athens-Clarke County Police Department

NOTES

SIGNING OUT AND AUTHORIZATION FOR PICKUP

All students regardless of age are required to be signed out when exiting the facility. The parent/guardian who signed the registration form is the only official person to pick up the child unless an *Authorization for Pickup* form allowing others to pick up the child is submitted. In an effort to protect the child, it is the parent's responsibility to:

- 1) Come to the door in order for your child to be released. Children are not permitted to sign themselves out.
- 2) Inform all authorized persons to sign out the child. Also inform them of the late pick-up fee.
- 3) Alert the staff (and child) of anyone that is absolutely off limits in picking up the child.
- 4) In case of an emergency, call the staff if the child will be picked up by someone other than who is authorized.
- 5) Inform the staff if the teenage child drives to and from the facility. Teenagers that transport themselves are responsible for signing themselves out and notifying a staff person prior to departure.

*During Summer Camp, we assign numbers and students are picked up from the traffic circle.

STUDENT DRIVERS (High School students only)

Parent/Legal guardian must sign an Authorization of Release form giving permission for their child, who is of legal age to drive and holds a valid driver's license, to transport themselves to and from the facility. Student drivers may not transport other students unless it is properly authorized.

LATE PICKUP FEE

Students must be picked up promptly after class is dismissed. Parents must notify us by telephone if they will be late picking up their child. We allow up to 15 minutes after class is dismissed for students to be picked up. Afterwards parents will have to pay a late fee of \$10.00 for each 15 minutes after pick up time. I.e. 30 minutes equals \$20. Payment must be made before child returns to class.

SALE OF DANCEWEAR

- We sell only to students currently enrolled in our classes and programs.
- Dancewear such as leotards, tights, ballet shoes, and tap shoes are sold on the premises and are inspected for any damage prior to fitting.
- Parent is advised to assist in the fitting of the child's dancewear. Parents are responsible for items damaged during fitting.
- It is highly recommended that dancewear be purchased a day or more prior to class day and not at the last minute, and that the student be present to try on all items.
- All sales are final. Once the items have been purchased and taken out of the facility, we will not provide a refund or exchange.
- Dancewear store is available Monday through Thursday only. Closed Fridays, during break periods, and when staff is unavailable.
- No sales after 6:00pm. Days and times are subject to change depending on the facility hours, time of year, and upcoming events.
- No shoe sales 1/2 hour prior to class due to insufficient fitting time.
- We will sell leotards and tights prior to class without a fitting providing the purchaser knows the correct size. Otherwise, purchase must be made at a more convenient time when student can be fitted.

DRESS REQUIREMENT

- Students are required to wear the proper dance attire to classes, and be neat and clean.
- Students who arrive to class inappropriately dressed will not be allowed to participate and will be counted absent. Inappropriately dressed: 1) underwear showing under leotard; 2) no dance shoes or wrong type; 3) soiled or ripped tights/leotard; 4) wrong type/style/color dancewear for the class
- We will not loan out any dancewear for classes or rehearsals.
- All girls are required to wear their hair neatly combed and pulled up in a ball or pinned back. Fingernails should be short and neatly trimmed.
- Students are not allowed to wear jewelry such as earrings, necklaces, bracelets, watches, or rings while taking class.
- Hair ornaments such as beads and berets are not permitted and student will not be allowed to take class unless the ornaments are removed or tied down with a scarf.