

Parent Handbook for Chase Park and Jesse White Community Center

Hello Design Dance Parents and Families,

Thank you for enrolling in our programs at one of our community center locations. We are thrilled to have you join us and we hope you'll continue to enroll in our ongoing programs. At Design Dance, we value parent feedback and suggestion, so please keep in touch and let us know about your experience with our classes! We have put together this guideline for parents to answer some of our frequently asked questions about our various locations, dress code and classroom policies. Please review and let us know if you have any questions as you begin your journey with Design Dance.

Move Others. Move Yourself.

Warm Wishes,
Maggie Ferrell
Operations Manager

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I. Locations and Parking

Chase Park

Chase Park is located at 4701 N. Ashland Ave. in the Ravenswood/Lincoln Square Neighborhood of Chicago, IL (60640). There is often free or paid street parking on the surrounding streets of the Park (Leland, Ashland) but there is no parking lot. Design Dance usually occupies the upstairs dance room (located on the 2nd floor, last door on the lefthand side) but we do run programming in other rooms in the building. If you are unsure which room to enter, please speak with the park staff at the entrance to the building.

Jesse White Community Center

Jesse White Community Center (JWCC) is located at 412 W. Chicago Ave. in the River North Neighborhood of Chicago, IL (60654). There is very limited parking in this area and no parking lot. This center is a short few block walk from the Chicago Brown Line Stop. Design Dance is normally located in the fitness room on the first floor, behind the entrance desk of the park, but

we do run programming in other rooms in the building. If you are unsure which room to enter, please speak with the park staff at the entrance to the building.

II. Dress Code

**Dress code applies to all park sites.*

Ballet: Dance attire or athletic clothing that allows for a wide range of movement. Simple ballet skirts and tutus are acceptable. Ballet shoes are encouraged but not required. Please no socks as this can be very slippery and dangerous to the dancer.

Creative Movement, Jazznastics: Dance attire or athletic clothing that allows for a wide range of movement. Ballet or jazz shoes are recommended. Athletic shoes are acceptable, as long as they are intended for indoor use only (no outdoor shoes in the dance room). Please no socks as this can be very slippery and dangerous to the dancer.

Dance with Me: Dance attire or athletic clothing that allows for a wide range of movement. Dancers are invited to dress for the respective Ballet or Hip Hop styles, as listed here. We ask that guardians are also prepared for movement. Please no socks as this can be very slippery and dangerous to the dancer.

Hip Hop: Dance attire or athletic clothing that allows for a wide range of movement. Clean athletic shoes are recommended. Athletic shoes must be specific to indoor activity, as no outdoor shoes are allowed in the dance room. Please no socks as this can be very slippery and dangerous to the dancer.

Tap: Dance attire or athletic clothing that allows for a wide range of movement. Tap shoes are recommended and may be required by the instructor. Hard soled shoes are a good alternative to purchasing tap shoes for initial classes.

Modern: Dance attire or athletic clothing that allows for a wide range of movement. Ballet shoes are recommended. Bare feet are also acceptable.

III. Classroom Policies

Observation Policies: Parents and family are invited to observe classes during family observation days at the end of each session. You will receive an email from Design Dance about this event.

It is of utmost importance that dance students develop a healthy, positive, and respectful relationship with the dance instructor. It is therefore important that parents, siblings, or other family members are not present in the room during class time (with the exception of Dance with Me Classes). By limiting distractions, this will increase focus, productivity, and allow for a safe

place for the students to explore their artistry, build courage, and create connections with their peers.

In some cases we offer a showcase at the end of the session! In this case, the performance will be in lieu of a family observation day. Please know that we want the performance to be a special surprise for the audience! If you are unable to make the showcase, you can contact info@designdance.net to schedule a family observation.

Dance with Me Classes: Students enrolled in Dance with Me Classes should be age 2 and have an adult present. A DWM Adult is expected to participate with the child throughout the classroom exercises; for this reason, younger siblings may not be brought to class.

Make up Policies: If a student misses a class they are more than welcome to attend a make-up class. The make-up class must be age appropriate and completed within the session of the missed class. Please email maggie@designdance.net to reserve your spot in a make-up class.

IV. Registration, Refunds and Exchanges

Registration for each session takes place in the months preceding the session. Design Dance will send out registration reminder for students in a current session to let them know of registration for the next session. Tuition is due at the time of registration. Design Dance does have payment plans available if necessary, just reach out to us at 312-361-0864. *We encourage parents to register early, as classes do fill up!*

Within the first two weeks of the session, parents may continue to enroll, switch classes, or drop classes and receive a full refund of tuition. After the first two weeks of the session, parents will not be able to receive a refund or credit for a future Design Dance class.

Within the first two weeks of the session, Design Dance may choose to run a class with low enrollment. If the class does not receive the requisite amount of enrollees to sustain the course in that time, Design Dance may cancel the class. In that event, parents would be eligible for a full refund or a Design Dance credit to be used in the following session.