

Associated Dance Teachers of NJ, Inc.

Workshop Guidelines

Thank you for your support of our organization and your dedication to promoting dance education to your students. In order to help make our workshops a positive dance experience, we are asking that everyone follow these simple guidelines:

REGISTRATION and ASSEMBLY OF STUDENTS:

- 1) The Teacher/Studio Owner, or Studio Rep in charge for the day, must arrive prior to their students, check in at the Registration Desk and proceed to the Studio Assembly Area. Only Teacher/Studio Owner should check-in at desk. No individual students/parents should be checking in at the Registration Desk.
- 2) At the same time, students will be directed to the Studio Assembly Area, where they will wait for their Teacher/Studio Owner. Signs will be posted, with studio names to indicate your meeting area. Teacher/Studio Owner should gather all students, distribute bracelets, and take students to their classrooms.

STUDENT CONDUCT and DANCEWEAR GUIDELINES:

- Absolutely no outside food or drink is permitted in the hotel. Lunch for students is included in the price of the workshop.
- Proper dancewear is expected and required at this workshop. Acceptable attire includes: Leotard, tights, dance skirt, dance shorts or dance pants over the leotard. No street wear, pajama style attire, oversized tee shirts are permitted while taking class, except for Hip Hop class. Proper dance shoes and hair pulled back off face and neck. Minimal jewelry and no hoop earrings permitted.
- Students must adhere to the expected conduct in a Master Class. No gum chewing permitted. Cell phones should be on "manner mode." No acro or gymnastics permitted on the dance floor. Students are encouraged to participate in every aspect of the class and refrain from sitting. If a Master Teacher asks a student to discontinue the dance class due to misbehavior, their teacher will be notified immediately.
- No students permitted to leave the class except for vendor visit during their designated break and for bathroom use.
- Students not permitted to roam hallways or lobby of hotel during any portion of the workshop.
- ADTNJ reserves the right to remove a student from class for improper dancewear or improper conduct. Studio Owner/Teacher will be asked to take responsibility for this student for the remainder of the workshop. No refund will be issued.

SAFETY AND LIABILITY ISSUES:

- For safety issues, no child or infant, unless a registered participant in the workshop, will be permitted in any dance classroom.
- **Teachers are permitted as Observers Only in the Junior, Teen and Senior Classroom** and should not be on the dance floor participating in the class.
- No videotaping or cell phone recording of any classes is ever permitted.
- All students must be able to handle the pace of the master class and we ask teacher discretion in class placement.
- Upon registration, you hereby waive all injury, damage, or loss to your person or property during your participation in ADTNJ Workshops. You further release the Associated Dance Teachers of New Jersey, its board of directors, and staff from liability for injury, damage, or loss.
- Any photos or videos taken by ADTNJ may be used for publicity or advertisement, inclusive of, but not limited to, print and website.



DISMISSAL: (Safety is our No. 1 Priority)

- 1) **Jr. Room and Teen Room:** No Jr. or Teen student will be dismissed without a parent/teacher. After the last class, parents/teacher will enter the Jr. or Teen Room for pick-up. If a teacher or parent has students in more than one classroom, please pick up the youngest first.
- 2) **Sr. Room:** All Sr. Students will be dismissed into the hallway after the last class of the day. Parents/teachers should pre-arrange a meeting spot with student.

ADTNJ thanks you for your continued support and cooperation.