SADC

A Home for Dance

ADULT PROGRAM HANDBOOK

Shawl-Anderson Dance Center's mission is to build and support a vital and inclusive community for movers of all ages and styles. Founded in 1958, Shawl-Anderson Dance Center provides dance education, institutional support for artists, a performance and rehearsal venue, and partnerships with other community-based organizations. Shawl-Anderson Dance Center shares in the work of re-imagining and creating equitable and positive spaces for expression in the East Bay.

The Adult Program Handbook serves as a guide to the policies, procedures, requirements, programs and resources of the SADC Adult Program. Students enrolled at SADC belong to a multi-generational community dedicated to the advancement of learning and artistry in dance. As a community of individuals, the center has established standards of participation and behavior to help create an environment that is conducive to supporting a rewarding experience for every dancer.

Please check out our Community Agreements and more about our values at our website's About section.

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CONTACT INFORMATION

SADC Elmwood:
2705 Alcatraz Ave, Berkeley, CA 94705 **|** 510-654-5921

SADC Downtown:
2055 Center St, Berkeley, CA 94704 **|** 510-277-7820

General Inquiry: info@shawl-anderson.org

Co-Executive Director of Ed and Operations - Suhaila Salimpour, suhaila@shawl-anderson.org

Education Program Manager - Crystaldawn Bell, adults@shawl-anderson.org

REGISTRATION & ATTENDANCE POLICIES

Memberships/Single Class Drop-In Pack: All registrations will now be done through *class packs*. When purchasing a class, you will have the choice between a multi-class pack or Single Drop-In pack to register for classes of your choosing. At check out, be sure to click "Auto-enroll me using this pack" at the bottom of the Pack's page on desktop and on mobile click "Auto Book" to book into the class selected. Please email info@shawl-anderson.org or call (510) 654-5921 for assistance with your booking.

Subscriptions: We are now offering a SADC Monthly Unlimited subscription priced at $300 per month. The SADC Monthly Unlimited is designed to allow those wishing to take class upwards of 4-6 times a week to pay one price for unlimited classes each month. This subscription activates at time of purchase and is valid for all SADC adult drop-in classes. Autorenew for this subscription will occur each month on the date of first purchase. Please email info@shawl-anderson.org or call (510) 654-5921 for assistance with your booking.

Cancellations (Drop-in): Students may cancel registration up to **3 hours prior to class** start time and automatically receive credit back to their Momence account. Cancellations that occur within the 3 hour window will be charged the full amount for class. To cancel, login to Momence and view "upcoming" and self-cancel from your dashboard. Call (510) 654-5921 for assistance with your booking. Please note, there may be times in which last minute subs will be assigned to classes.

> ***Please note:*** Last minute subs may be scheduled for a variety of circumstances, causing the inability to update class information before the start. Late cancellations due to subs will not be credited back.

Cancellations (Courses): Courses are **non-transferable** and **non-refundable.** A **credit** may be granted ONLY for illness, injuries or emergencies - contact adults@shawl-anderson.org for inquiries. A credit will be considered for last-minute cancellations if you contact us at least 48 hours prior to the course starts.

Tardiness & Waitlist: A registered student's place in class is held for 15 minutes into class time. After 15 minutes, the spot is given to someone on the waitlist. In an effort to prevent injury and to not disrupt other students or the teacher, students are not admitted after 15 minutes into class time. While SADC has a late policy, instructors ultimately guide the learning environment in their classes and may exercise discretion when needed.

PHOTOGRAPHY & VIDEO NOTICE

From time to time, Shawl-Anderson Dance Center may photograph or film classes for promotional, educational, archival, or social media purposes.

By participating in classes, you acknowledge that you or your child may appear in photographs or video recordings. If you prefer **not** to be photographed or filmed, you may opt out at any time by completing our **Media Opt-Out Form** or by notifying the Front Desk before your class.

We will make every reasonable effort to honor your request while maintaining the normal operation of classes. Thank you for helping us celebrate and share the vibrant work of our community.

ADULT PROGRAM PLACEMENT GUIDE

The Center strives to support each student and their class experience. We created this guide to help you find the level that feels right for you based on our guidelines below. Note that levels vary by genre, and proficiency in one style doesn't guarantee proficiency in another. If you're returning after a long break, we recommend starting at an easier level than where you left off. Please arrive early to class to speak with a teacher about access needs, injuries, and questions you might have about their particular class format. You can also write to adults@shawl-anderson.org.

Intro (Courses Only)	For those absolutely new to dance, or those returning after an extended absence (more than 10+ years). We recommend taking 1-3 introductory courses for a given style at SADC before moving onto our drop-in program.
Fundamentals	For those with some *recent* dance experience, or those returning after an absence (5+ years). We recommend joining an Intro Course if you are still within the first year of learning a style.
Beginning	For those with at least 1-3 years of recent dance experience in the same style, or those who wish to explore their chosen style at a slower-pace.
Slow Intermediate	Our Intermediate-level class, offered at a slower pace.
Intermediate	For those with several years experience learning dance vocabulary and movement at a quicker pace. Intermediate students can confidently reverse material, take corrections and work in class independently and with others to know the exercises and combinations.
Intermediate/Advanced	For Intermediate students who are looking to be challenged or the Advanced student looking for a slightly slower pace.
Advanced	Advanced requires the ability to learn choreography quickly with a high level of spatial awareness of other students while dancing. Dancers must have strong technique, sound alignment, and maturity to hear and apply all corrections given by a teacher to the whole group.
All-Levels	For students of all levels who are able to modify class content to their level as needed.

ADULT CLASS ETIQUETTE

We know dancers will be coming to the studio with all kinds of dance backgrounds. Whether that be as a brand new dancer, a dance professional, or coming back to dance classes after years away. We encourage a sense of humor and a growth mindset! Most of all - the classes are meant to be fun! Stay hydrated and remember to bring a water bottle!

Attire: You should be in something that is comfortable to move in. A t-shirt, tank top, or sports top are all great options. Leggings, shorts, or stretchy pants are suggested. As the weather gets cooler, layers that can easily be removed can be helpful. A long sleeve shirt is recommended for classes where there may be floorwork. Depending on the dance style, students will take class barefoot, in socks, or with a dedicated pair of indoor-only shoes, such as ballet shoes, jazz shoes, or dance sneakers.

Class format: Most classes will have warm-up exercises in the center of the room, traveling work across the room, and a final combination. Some of our teachers present pieces of the combination throughout the class, and then combine those pieces at the end of class. Some classes will also have guided improvisation exercises to explore concepts, personal voice and choice, and creative solutions.

Etiquette basics: Please show up a few minutes early so you can settle in and the class can start on time as a whole group. Class is meant to be a 90 minute experience. If you need to leave early, let the teacher know before class starts. If you arrive late, enter quietly and wait to join in when the next exercise starts. If the teacher gestures to you to join into the exercise in progress, that is great too.

Age range of the students: One of the hallmarks at Shawl-Anderson Dance Center is the co-generational learning environment. In any given Intro to Course, there will probably be students from 3-5 different generations!

SHAWL ANDERSON DANCE CENTER

ADULT PROGRAM PRICING

SINGLE CLASSES	**PRICE**	**VALID FOR**
Single In-Person Drop-in	$23	3 months
Single Online Drop-in	$16	3 months
Discounted Training Program (DTP)	$15	3 months
CLASS PACKS (IN-PERSON + ONLINE)		
New Adult Student Intro Offer (3 classes)	$30	2 weeks
5-Class COMBO Pack (In-Person or Online)	$110 ($22/class)	3 months
10-Class COMBO Pack (In-Person or Online)	$210 ($21/class)	3 months
5-Class Pack Online	$75 ($15/class)	3 months
10-Class Pack Online	$140 ($14/class)	3 months
SUBSCRIPTION		
Monthly Unlimited	$300	1 month
		# of SESSIONS
ALL COURSES	$132	5 weeks
(non-refundable)	$105	4 weeks
	$80	3 weeks

Class Package Extensions: All multi-class packs are valid for 90 days and *activate at first use*. The New Student 3 for $30 offer *activates at time of purchase* and is valid for 2 weeks. Class packs are not extendable, non-transferable and non-refundable. Requests for extensions will be declined except in cases of illness or emergency. Scholarship packs that have lapsed will need to be reapplied for. Please reach out to adults@shawl-anderson.org for assistance.

Prorated Class + Course Policy: Courses are prorated at the discretion of the Adult Program Coordinator. While we want to maximize student participation, we also want to consider respect for the integrity of the educational container that a course offers. For this reason, we do not offer drop-ins for intro courses.

ADULT FINANCIAL AID

SADC is dedicated to offering financial accessibility for all. We run three programs to support adult learners.

Students can only be enrolled in ONE scholarship program (College Student Incentive, Discounted Training Program, Stephanie Jacob Scholarship, or Work/Exchange Program) at a time. If you have access needs and/or do not have access to a computer, please call the Center at (510) 654-5921, and a steward will assist you. Contact adults@shawl-anderson.org for inquiries about our financial aid options.

College Student Incentive

Here at Shawl-Anderson Dance Center, it is important to us that we are making classes possible for our community not only in Berkeley but in the greater East Bay. With this mission of making classes accessible to those who live in our community, we are creating the **College Student Incentive**!

We recognize that it is a financial commitment and the additional cost of classes at SADC may make it harder for people to afford additional classes. Students will need to fill out this form and provide proof of enrollment to be accepted into the program. You will receive a confirmation email once you are added into the program and a tag will be added to your account on Momence that will provide the discount at checkout. **This incentive is valid towards COMBO class packs** (i.e. for both in-person and online classes) and **In-Person Drop-ins**. Classes will come out to about $12/per class.

Applications are accepted on a rolling basis. At the start of every fall semester (August) students will be asked to resubmit proof of enrollment for the program.

Discounted Training Program

The Discounted Training Program (DTP) is intended for those over 18 with an annual gross household income of $50,000 or less. All applicants will be considered including but not limited to: artists, students, senior adults, teachers, partially employed folks, and more. We will be **prioritizing applicants who aim to take class at least 2 times a month**. All information shared on the application is confidential. Apply by filling out this form.

What is the Discounted Training Program?: With DTP, dancers can purchase single class and/or multi-class passes at a rate of $15/class. The application process for the upcoming cycle will open on the 15th of the preceding month and close at the start of the new cycle.

Am I eligible for DTP?: Eligible applicants are expected to have a total annual household income of $50,000 or lower. If your income is higher than this but you have extenuating circumstances which make paying in full difficult, please write so in your application.

How long can I be in DTP? Can I reapply?: Each DTP cycle is 6 months long. Dancers can reapply for DTP towards the end of each cycle for as long as they continue to meet the requirements. *Please note, we want to prioritize space for new applicants to keep DTP equitable.*

What classes can I take with the DTP discount?: DTP students can purchase single class passes to be used towards any regularly scheduled in-person, online, and outdoor adult classes. Courses and workshops are exempt from the DTP discount.

What if I can't afford classes, even with the DTP discount?: We encourage anyone experiencing financial hardship to check out our Scholarship Fund or Work Exchange Program (WEX). Please note that **you can be enrolled in only one financial aid program at a time**.

Stephanie Jacob Scholarship

The Stephanie Jacob Scholarship Fund is a need-based scholarship for adult dancers of all ages and levels. This fund was established and is supported by Stephanie Jacob, a former SADC adult student, in conjunction with the Bill Graham Memorial Foundation, and members of our community who share their love of dance with others through donation. Click here to apply.

Am I eligible for a scholarship?: To qualify for this scholarship, we generally ask that your annual household income is **$50,000 or less.** If your household income exceeds this and you have extenuating circumstances, please share the details in your application below. All information shared on the application is confidential. Applications are accepted on a rolling basis.

Do I need to be a current student at SADC to receive a scholarship?: Applicants are not required to have trained with us in the past, but we do ask you in the application to specify why you are interested in training with SADC

How are scholarships awarded?

Scholarships are awarded one of two ways:

1) A 5 class package **(valid for 90 days from first use)**

2) A registration into an Intro Course. Please specify which course you are interested in .

Please note: All scholarships are awarded based on a percentage. Please clarify the range of 40-100% off the original price.

My scholarship is complete/has expired. Can I reapply? : You must have a unique scholarship application for each scholarship. If your scholarship has expired, you will need to reapply. Students can receive up to **two** scholarships within a six-month period. Those new to the scholarship program will be prioritized to help keep our program equitable.

Teacher Assistant Program (TA)

SADC teacher assistant positions are designed for those interested in developing skills as a dance teacher through hands-on experience. This is a great entry level opportunity for teens, college students, and young professionals though all ages are welcome and no prior experience is necessary. Focused skills include leadership, lesson planning, communication, conflict-resolution, child-development knowledge, and dance organization. Assisting may be done for trade or college credit. You can read more about expectations, responsibilities and compensation here. Please fill out this google form to apply.

Work/Exchange (WEX)

Whether you are new to the dance scene or a seasoned professional, the WEX program at SADC offers an excellent path for making new connections, staying active in your community, and building administrative and functional skills within a nonprofit organization. With WEX, you receive $21/hour credit for every hour worked, which can be used to take classes, courses, or rent space at SADC. Duties include: cleaning, helping with performances, stewarding/front desk help, and more. To share your interest, please complete our WEX program application here.

COVID-19 POLICIES

As of November 1, 2022, SADC is no longer checking proof of vaccination for the Covid vaccine. Masks are optional for some classes. Each teacher decides if masks are mandatory or optional, subject to change. We will provide masks on-site but we suggest each student carry one with them.

We do strongly suggest that all participants be vaccinated and boosted for Covid and its variants. We do reserve the option to reinstate and/or update our full Covid-related

policies and procedures at any time. Thank you for your participation in making in-person dancing together as safe as possible. If a major surge of Covid (or other health crisis) occurs, we ask that families be ready to pivot to online learning. As a last resort, if we have to go 100% online, Zoom classes are easily accessed via our registration system. Thank you for your flexibility and continued care as we navigate how to keep everyone as safe as possible in an intergenerational dance setting.

Covid Exposures: If there is a positive Covid exposure at SADC, we will notify the other class participants via email immediately. If you are participating in our programs and have a positive Covid test, please notify us immediately by calling 510-654-5921 or emailing info@shawl-anderson.org.

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