

# Legacy Dance Company

## Policies 2020-2021

Welcome to the new dance season! Please make sure to read ALL of the policies as they have changed. Our policies and procedures are in place to ensure the most successful and positive season for our students, teachers and parents. It is required that all team members (parents & dancers) understand and abide by our policies/procedures to ensure we can facilitate this.

### DEDICATION

There is a level of commitment required to be a part of the Dance Team. You must have a desired level of commitment not just for yourself, but for your ENTIRE team. Being on this team you depend on all of your other team mates to be at practice consistently and do their part in having the knowledge of their routine. If at any time you are not doing your part as a productive member, you will be suspended from the Dance Team.

**MANDATORY CLASSES FOR COMPETITIVE DANCERS** (*these classes are what is mandatory to be a competitive dancer at LDC, hip hop only is not an option for Sapphire, Amethyst, Diamond, Pearl & Ruby Dancers*)

**Sapphire Group PreCompetitive Dancers:** 2 hour of ballet/week, 2 hour of jazz /week, 1 hour of acro/week,

**Amethyst Group Competitive Dancers:** 2 hours of ballet/week, 2 hour of jazz /week, 1 hour of Tumble Conditioning, 1 hr Production

**Diamond Group Competitive Dancers:** 2.5 Hours of ballet per week (1 hour choreography, 1.5 hour technique), 2 hours of jazz per week, 1 hour of Tumble Conditioning per week (Acro choreography optional but is highly recommended) Production, if dancers are taking contemporary they must be taking lyrical.

**Pearl Group Competitive Dancers:** 2.5 Hours of ballet per week (1 hour choreography, 1.5 hour technique), 2 hours of jazz per week, 1 hr Production, if dancers are taking contemporary they must be taking lyrical.

**Emerald Group Competitive Dancers:** 2.5 Hours of ballet per week, 1 hour of jazz per week, Production

**19 Plus Competitive Group:** 1 Hour class per week

### OPTIONAL CLASSES FOR COMPETITIVE DANCERS

**Sapphire Group Pre Competitive Dancers:** 1 hour of hip hop per week, 1 hour tap per week, 1 hour lyrical pre week, 1 hour tumble condition per week, 1 hour of production per week

**Amethyst Group Competitive Dancers:** 1 hour Tap per week, 1 hour Hip Hop per week, 1 Hour of Musical Theater per week, 1 hour Acro per week, 1 hour of lyrical,

**Diamond Group Competitive Dancers:** 1 Hour of Hip Hop per week, 1 Hour of Musical Theatre per week, 1 Hour of Acro Per week (highly recommended), 1 Hour of Tap per Week (highly recommended), 1 Hour of Lyrical per week, 1 Hour of Junior Pointe 1 Hour per week, 1 hour of contemporary

**Pearl Group Competitive Dancers:** 1 Hour of Hip Hop per week, 1 Hour of Musical Theatre per week, 1 Hour of Acro Per week (highly recommended), 1 Hour of Tap per Week (highly recommended), 1 Hour of Lyrical per week, 1 Hour of Pointe per week, 1 hour of contemporary

**Emerald Group Competitive Dancers:** 1 Hour of Hip Hop per week, 1 Hour of Musical Theatre per week, 1 Hour of Acro Per week (highly recommended), 1 Hour of Tap per Week (highly recommended), 1 Hour of Lyrical per week, Hour of Pointe per week

**19 Plus:** Competitive Choreography, Production

**RULE FOR GRADE 12 AND POST SECONDARY SCHOOL DANCERS** Those students either in their graduating year of high school or older have the option to JUST take hip hop, tap, musical theater, ballet and/or jazz. We do however require dancers to take both ballet and jazz if they want to continue with lyrical or contemporary. If just taking Pointe, Ballet must be taken as well. Also if wanting a solo in a certain style the dancer must be registered in the group class.

### ARRIVAL TIME FOR CLASS

Students should plan on arriving at the studio 5 minutes prior to their first lesson, dressed in appropriate attire. This will give students time to change into their dance shoes and warm up allowing classes to begin promptly at the allotted time. If the student arrives after the start time of class they will not be allowed into the classroom, if this happens more than three times a meeting will be requested to re-evaluate commitment to the competitive class and removal from the class is a possibility. ***Please note that the studio opens one half hour before the start of the first class for that day.***

### DRESS CODE

For students in multiple classes, ensure that ballet clothing is worn prior to ballet class. For example: This may mean having to wear your ballet tights and bodysuit with your hair in a bun for a jazz, lyrical, tap or hip-hop class. Ballet requires discipline, so it is important that the ballet dress code is strictly followed.

- Please leave all jewelry at home. Not only is it a distraction when worn but it can be lost or forgotten about.
- Hair must be worn in a bun for ballet and a ponytail for all other classes. Ensure that all bangs are back and secured.
- No loose objects or clothing that may distract the student or teacher.

Dancewear (body suits, bootie shorts, leggings, tights or yoga tops) and dance shoes (tap, jazz, ballet, pointe, lyrical foot undies or Hip Hop runners) must be worn to all classes. Dancers are not permitted to wear jeans, sweat pants, yoga pants, sweat shirts, hoodies or outdoor shoes to any dance class. Students not dressed appropriately will participate at instructors' discretion. **AFTER OCTOBER 1<sup>st</sup>, STUDENTS WITHOUT PROPER CLOTHES OR SHOES WILL NOT PARTICIPATE IN CLASS THIS IS TO ENSURE THE SAFETY OF BOTH DANCERS AND TEACHERS.**

### **DANCE BAG SUPPLY LIST**

All dancers should have a dance bag that they bring to every class. Suggested items include: Hair ties, Bobby pins, Hair nets, Water bottle, Dance shoes & Extra Tights. Dancers **MUST** have the appropriate clothing and footwear when arriving for class. Dancers are encouraged to **label everything** they bring to class. Legacy Dance Company cannot be held responsible for lost or stolen items. Please refrain from packing unhealthy snacks, foods or drinks. Only water is permitted in dance class.

### **OBSERVATION**

All classes are closed to observers. At the teacher's discretion parents may be invited in to watch for the last 5 minutes of class or at the teacher's discretion parents may view from outside or inside the room. Parents are welcome to contact the office/teacher and request to view the class at any time. The closed circuit tv in the lobby is always on for class viewing during class time.

### **FOOD & DRINK**

Due to serious allergies, Legacy Dance Company is a **PEANUT-FREE FACILITY. Absolutely no nuts or nut products are allowed in the studio.**

- In the waiting room and change rooms, please keep the snacks to a minimum, and please clean up after yourself. A microwave is available if students wish to heat up food as well as a fridge to keep food cold.
- Only Water is allowed during classes and in the studios

### **ABSENTEEISM**

**REGULAR ATTENDANCE IS MANDATORY.** If your child is excessively absent for any reason, they may not be allowed to participate in our performances or competitions. Excessive is defined as missing more than 4 classes in our 9 month dance season.

- Attendance in the months of January, February, March, April and May is important in order for proper preparation for our competitions, therefore every effort should be made to avoid missing any classes. Please **REFRAIN** from planning any family vacations in these months. Students should avoid missing consecutive dance classes. Teachers will not slow the pace of their class to accommodate a student who does not attend class regularly. Mandatory classes such as Strength & Conditioning and Ballet Technique are not excusable to be missed, failure to meet this requirement as a competitive dancer will result in student/group probation and or dismissal. Students who are over 10 years old are responsible for learning new choreography that was taught during an absence. Private instruction may be available at an additional cost; please speak with your child's instructor to make these arrangements if necessary. Every year, the dancer who attends class regularly performs the best and excels at a steady pace. One absent dancer not only hurts the progress of the individual, it also inhibits the progress of the entire class. If a dancer will be away for any reason, please phone the studio at least one hour before the scheduled class to let us know. If a student misses more than 4 classes without written notice, the studio reserves the right to terminate lessons. If a dancer is more than 10 minutes late they will not be able to participate and this will be count as being absent. Extenuating circumstances i.e. bad weather and this will be taken in to consideration. The beginning of class is very important as it is when the dancers stretch and warm-up their muscles for the class to reduce the risk of injury. Failure to attend classes on a regular, consistent basis will result in student/group probation and or dismissal.
- Any dancer(s) who are absent from practices the week leading into a competition and the week of competition will be removed from the dance routine and filled in by an understudy for that competition.

### **EXCUSED ABSENCES**

Excused absences are very limited but may include: contagious illness/doctor excuse a death in the family, CERTAIN school functions. **\*\*\* any potential COVID symptoms should remain at home and get tested before returning\*\*\***

### **UNEXCUSED ABSENCES**

1. Work - you have plenty of notice to rearrange work schedules!
2. Doctor's Appointment - please schedule these on off days.
3. Couldn't get a ride, was grounded, had homework, didn't know about it, etc.
4. Simply "not feeling well", and injuries (for the latter two, the student must attend class and take notes/watch).

These excuses all come down to one word, **RESPONSIBILITY**. We understand things happen and we will take individual circumstances into account, but the studio/competition team director(s) have the final say on whether the absence is excused.

## **SOLOS, DUETS, TRIOS & SMALL GROUP ABSENCES**

Dancers who do not attend their regular classes for any unexcused absences, such as a group technique and choreography and are a part of a duet, trio, small group or a solo, teachers will cancel a scheduled practice that following week. If attendance becomes an ongoing issue in regular classes and a dancer is a part of a duet, trio, and small group or has a solo, the dancer will not be allowed to continue with the extra routine. Regular attendance is reported to the office on a regular basis and communication amongst the teachers is always on going.

## **SPRING/MARCH & CHRISTMAS BREAK**

Legacy follows the calendars of both the Public & Catholic school board when determining breaks. We do make some changes to ensure it works with the dance year. Competitive Dancers are only permitted to be absent from class during the designated time off week when the studio is closed for Spring/March Break **Monday March 15<sup>th</sup> 2021 – Sunday March 21<sup>st</sup> 2021** and Winter Break **Monday December 21<sup>st</sup> 2020 – Sunday January 3<sup>rd</sup> 2021** this means that classes occurring the week prior are still considered **MANDATORY ATTENDANCE**. Classes resume from Winter Break on Monday January 4<sup>th</sup> 2021 and Classes resume from Spring Break on Monday March 22<sup>nd</sup>. Please plan trips around these dates as competition season requires **FULL** attendance from our dancers.

## **OUT OF TOWN TRAVEL**

Legacy Dance Company competes out of town once per dance year; this number could change however **one out of town competition is mandatory. The competitive students of LDC are required as per their commitment to be a LDC Competitive Dancer to attend this competition.** There are no exceptions we will be travelling to one MANDATORY CANADIAN competition each year with the possibility of an OPTIONAL CANADIAN competition. Travel arrangements such as accommodation will be pre planned by LDC.

All competitive dancers must stay at the hotel that the group booking is made and abide by the itinerary of the buses determined prior to the trip and are not to alter the itinerary without approval from the LDC President or Studio Director. All competitive dancers are to travel with their full tracksuit (jacket & pant) and have all pieces to their costumes.

## **CASH AWARDS/DANCE SCHOLARSHIPS**

All competitive dancers who attend participate and potentially win cash awards at either the local or out of town competition understand that all cash awards are issued directly to the studio and will be used at the studio discretion to benefit the studio (i.e., renovations, improvements, workshops etc). Cash awards are directly issued to the studio/director by the competition in order for the funds to be used at the studio/directors discretion. Cash awards are NOT scholarships or bursaries and recognize the success of a team effort (dancer, studio, teacher etc).

All competitive dancers who have a paid membership to an organization (i.e., Lakehead Music Festival), submit an application or receive a dance scholarship that is directly issued to the dancer may use at their discretion with a hopes that the funding is put towards their continuing dance education. Dance scholarships are issued directly to the specific dancer based on either an obtained paid membership, application to receive a scholarship or a dance directed scholarship.

## **PLACEMENT POLICY**

Our faculty is extremely careful and concerned when choosing the correct level class for each student. It is very important to remember that all students are individuals with very different talents, skills and ability levels; they will not all progress at the same rate. In maintaining a high quality of dance education, it is therefore sometimes impossible to keep the same students together in class year after year. The most important thing is that the student should be comfortable in their learning environment, not inhibited. We are a progressive studio and **ALL OF OUR CLASSES ARE CHALLENGING.**

\*Classes are given names (For example Diamond, Pearl, Ruby) for the sole purpose of identifying the class for business and scheduling. Many of our classes are divided by age and then by dancer ability. Many of our dancers are coming from different studios and will be assessed based on prior background and technique. We ask that all parents refrain from pushing their child into a level that may not be his/her level. Please trust the judgment of the Legacy Faculty and know that any decisions made are made together and with the best interest of the child in mind.

\*All classes are challenging. Even a beginner class should still give every dancer the chance to improve on something. If you feel that your child would like extra work or to be pushed harder, we can suggest private lessons with the teacher, but please refrain from asking for your child to be moved to a higher level class. It is not safe or responsible for us as teachers to do this so it is our policy to place a student for the year and keep that placement for the remainder of the year.

\*Always remember that dance is supposed to be fun for the students. The goal at Legacy is for all dancers to grow at their own level and to have fun learning in safe and welcoming environment. Legacy is pushing to promote a bully free zone and a positive environment. We understand that sometimes conflicts arise and we ask that these conflicts be dealt directly with the teacher and/or studio director by appointment. We ask that all conversations in change rooms and waiting areas be kept positive and upbeat for our students learning. If this is not possible, we ask parents/students to leave those areas.

\*The instructor's judgment must be respected first and foremost. Please remember that the instructor is looking at your child through trained, expert eyes. If your instructor's judgment is not respected in all areas of your child's training, his /her dance education may be compromised.

\*Legacy Dance Company prides itself on having a friendly, family-like atmosphere with enough strong instructors to help each dancer develop into the best that he or she can and WANTS to be. From time to time, our instructors must make decisions whereby certain students are chosen for solos, competition groups or special parts or auditions. These decisions are not easily made and are thought out carefully. The parents and teachers must work together to help students understand that not all students can be chosen for all things. We want our students to be happy for each other and not to think of their teammates as competitors. It is our intention to teach the students to learn from each other and to be motivated by each other. \*We encourage all of our students to work hard and become the best dancers they can be, but they must work at a level that is suitable for them. Students and parents should understand that corrections given by a teacher are meant to help the student to grow. It is never made with the intention of hurting or discouraging the student. Teachers hope that when corrections are given to dancers that the dancer is going home and working on those corrections and coming back ready to learn more or with clarification questions. This is how progress is made and how learning is accomplished.

\* Mandatory Intensive Attendance – in order for our teachers to make a well informed decision on placement for the upcoming dance season, we expect all dancers, new and old to attend the two week intensive at the end of August/beginning of September. If this is not attended the dancer may end up in a lower group than expected. Anyone unable to attend can possibly schedule a private evaluation, but this will be subject to an additional charge, as each potential instructor will have to attend.

## SUITABLE BEHAVIOR

Excessive talking or other misbehaviour will not be tolerated and may result in the student being asked to observe class instead of participating. All students and parents must respect the structure and teaching style of all instructors. While instances of disruptive behavior or derogatory comments about others are extremely rare, we must point out that such behavior will not be tolerated at Legacy Dance Company. Continued issues with a dancer's behaviour will result in the dancer being invited to leave the class, along with their parents, and may include permanent exclusion from the studio. We will not tolerate any forms of bullying from dancers or parents, and will take appropriate action when dealing with such behaviour. Students will be expected to take corrective action before being allowed back in to the class. Similarly, in the unlikely event that there is an issue with the parent, both the dancer and parent will be asked to leave the school until the parent's behaviour is corrected, and suitable reconciliation has been made.

## REGISTRATION AND PAYMENT OF FEES

A non-refundable deposit of \$250.00 per student is required at time of pre- registration. **Term 1 (Sept 8<sup>th</sup> 2020) Term 2 (Dec 1<sup>st</sup> 2020) and Term 3 (Mar 1<sup>st</sup> 2021)** must be paid by postdated cheque or automatic credit card payment. First term is non-refundable. Any term fees not secured by cheque or credit card will be subject to an additional \$25.00 administrative fee per term.

**Competition Entry Fees** – Dance Canada Due November 1<sup>st</sup>, Thunderstruck Due November 1<sup>st</sup>, Festival Due January 1<sup>st</sup>, Mandatory Out Of Town Competition Due February 1<sup>st</sup>, and Optional March 1<sup>st</sup> ***NO exceptions to these deadlines will be allowed. If fees from your first competition are not paid in full then you will be offered to dance in our novice dance stream.***

**Discounts-** \$250.00 deposit by **July 16<sup>th</sup> 2020:** save 10% off the total year group tuition before HST. This discount is a \$250.00 per dancer to receive the 10% off per dancer. NOTE: the deposit is non-refundable. \*\*\* Last year's credits can be applied to this\*\*\*

**NEW** \*Emergency Services (EMS, Fire, Police, Military) save 10% off the total year group tuition before HST when you sign up for 2 or more classes. Cannot be used with other offers, discounts. Other restrictions may apply.

## NSF CHEQUES

A \$40 (non-negotiable) fee will be charged for cheques returned NSF. Late fees will be charged on all accounts if payment arrangements are not made within seven days of the NSF Cheque.

- **Any NSF cheques returned will require alternate form of payment immediately; studio will advise a family if they are unable to pay via cheque due to NSF cheques.**

## LATE FEES

A \$25 (non-negotiable) late fee will be charged for all late payments. This includes all competition fees, costume deposits and balances and term fees. If you are unable to make a payment on time please contact the office prior to the due date. Interest will be charge on all accounts 30 days or more past due. ***All dancers who have outstanding balances that have not been discussed with the office for payment retrieval will be removed from the upcoming competition or recital and not permitted to participate. Families who have had balance issues in previous dance season will be required to set up payment plans prior to the start of the following season.***

**REFUND POLICY** Upon receipt of written notification to withdrawal from classes, our refund policy applies as follows:

- Full refund within 7 days of Registration signing
- All refunds after First Term has started are issued at the Directors' discretion. There will be no refunds on costume deposits once costumes have been ordered.

Withdrawal from term 2 must be done in person one week prior to the start of the next term. To withdraw from classes a parent must:

- Inform Legacy Dance Company administration in person
- Legacy Dance Company reserves the right to terminate lessons to any student without notice. In such cases, a full refund for unused lessons will be given.

## **COSTUME FEES**

All dancers participate in the year end recital and require a costume that is ordered from the United States. A costume deposit of **\$50.00 per class requiring a costume** will be collected from October 19<sup>th</sup> 2020 to October 24<sup>th</sup> 2020 for competitive dancers and March 1<sup>st</sup> to March 6<sup>th</sup> 2020 for novice dancers. The balance of the cost of costume will be collected in February. Costumes will not be released until balance is paid. Any dancer who does not withdrawal from classes as per the policies and costumes has been ordered for that dancer, credit cards on file will be subject to charge for the outstanding balances. Additionally, any student with an outstanding tuition balance will not receive their costume until tuition balance is zero.

## **EXTREME WEATHER / UNEXPECTED CLOSURE/ CLASS CANCELLATIONS**

If the studio is unable to hold classes due to extreme weather or other events beyond our control, the missed lesson(s) will be rescheduled at a later date. Please call the studio for cancellation information or stay up to date with our Facebook page as it is the most immediate form of communication. At the Directors' discretion classes may be cancelled or combined with other classes due to insufficient enrollment. In all cases, we will do our best to place students in a similar class. The schedule is subject to change. Classes may be cancelled during the dance year at the discretion of the teacher & director, notice will be provided via email. All classes will be made up during the makeup period or at another date set by the teacher.

## **PHOTO RELEASE**

The studio is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements, social media and other promotional materials. Permission is also granted for the studio to copyright such photographs in its name.

## **INJURIES**

Parent/ Legal Guardians of minor students and adult student waive the right to any legal action for any injury sustained on studio property resulting from normal dance activity or any other activity conducted by the student before, during or after class time.

## **COMMENTS, COMPLIMENTS & CONCERNS**

Legacy Dance Company has an open door policy. Please contact the office manager or administrative staff at the studio with any concerns or comments. We do ask that for the sake of the students, instructors not be contacted during class time. Please refrain contacting instructors by personal cell phone, texting, emailing and by Facebook. Please call ahead to schedule a meeting time to address any concerns with the studio director and instructor.

## **COMMUNICATION**

Please refer to the Policies & Procedures, Monthly Newsletters, Website and Facebook page before directing questions to a teacher or director. Most times answers are provided in these detailed documents. Dancers & parents are responsible for reading, calendaring & replying to as necessary all emails, newsletters and/or information given out in their classes. LDC shall be notified of all email, phone, & address changes. Parents & dancers may not contact LDC staff about studio matters on their personal cell phones, Facebook or other social media, unless permission is granted from the LDC staff member. Any questions/issues about the studio, classes/teams, instructors, the director or any other aspect of LDC shall be address at an appropriate time by calling 807-343-2623 or emailing [info@legacypa.ca](mailto:info@legacypa.ca). Please read all emails, newsletters, notes and/or view the website – [www.legacypa.ca](http://www.legacypa.ca) – before calling. Front Desk Staff, Instructors' & Director's time is very valuable. **DO NOT ABUSE THE PRIVILEGE OF HAVING AN INSTRUCTOR'S PERSONAL CELL PHONE!**

## **THEFT**

Legacy Dance Company is not responsible for lost or stolen items. Please refrain from bringing items of value to the studio and or leaving them in dance bags in the change room. Anyone caught stealing will be reported to the police and immediately removed from the studio. Those caught stealing will no longer be permitted to attend classes at Legacy Dance Company. Any and all theft that occurs during within the studio that is not caught must be dealt with separately from the studio.

- *It has shown that cell phones and iPod have become useful in the class for recording routines and assisting students when practicing at home. With that in mind if a student wishes to do so they may bring a device to class, but it must be turned in*

*to the teacher at beginning of class and can be picked up when instructed to do so. At no other times should the device be used during class.*

## **DANCE INTENSIVE**

Competitive dancers are required to attend the Dance intensive that takes place during the month of June of each dance season. The June intensive is four weeks long and three days per week. Competitive dancers wishing to remain competitive the following year must attend the Dance Intensive for assessment and placement consideration for the following dance season. Prospective competitive students from any novice program or outside of Legacy are encouraged to attend the June Intensive as well.

**Dance Intensive is a part of the competitive dance year, following the school year; we like to provide our dancers with more training and skills where we are not focused on competitive choreography. We are more focused to improving your abilities and determine if further development is required in the summer. With registration continually open potential group movement throughout the year is always a possibility so knowing the dancers potential at different times of the season can assist the teachers in making the best decisions for the dancers and their groups. The cost will remain the same at \$279.00 + tx and must be paid for no later than June 1st. The Dance Intensive is part of the contract that every competitive dancer signs at the beginning of the year. If you chose not to attend the Intensive, we will assume that your dancer is no longer dancing at the competitive level at Legacy Dance Co, but are invited to join our Novice classes at any time. We understand that with new dancers they are only required to take the August/ September portion, but will be expected to take it the following June. Please note that the Legacy Dance Co competitive season runs from September to end of June, and this year we have shortened that for less interference with exams, graduations, summer holidays.**

## **MANDATORY FUNDRAISING**

This Year we will be continuing with the "FUNDRAISING \$70" Every competitive student is required to participate in our fundraising drive and there are two ways to do this. The first was is a straight \$70 contribution paid in cash to the PA before the end of September. **NOTE: your dancer will not be permitted to begin class until the fee is received, also you will not be able to participate in fundraising if the fee is not received, lastly you will not be able to purchase a discounted banquet ticket and will be required to pay full price.**

## **IMPORTANT DATES / STUDIO CLOSINGS**

Term One Due- **Monday, September 7<sup>th</sup> 2020**  
Dance Classes Starts- **Monday, September 14<sup>th</sup> 2020**  
Thanksgiving **STUDIO OPEN \*\*regular classes- Monday October 12<sup>th</sup> 2020**  
Halloween Dance – **Saturday October 24<sup>th</sup> 2020**  
Term Two Due- **Monday December 1<sup>st</sup> 2020**  
Christmas Showcase – **Sunday November 29<sup>th</sup> – PENDING LOCATION**  
Winter Break **STUDIO CLOSED- Monday December 21<sup>st</sup> – January 4<sup>th</sup> 2021**  
Competitive Extras Showcase – **February 7<sup>th</sup>, 2021 – PENDING LOCATION**  
Family Day **STUDIO CLOSED- Monday, February 15<sup>th</sup>, 2021**  
Dance Canada TBCA – **February 18<sup>th</sup> – 21<sup>rd</sup> 2021**  
Thunderstruck TBCA- **TO BE DETERMINED**  
Term Three Due- **Monday March 1<sup>st</sup> 2021**  
Spring Break **STUDIO CLOSED- March 15<sup>th</sup> – March 21<sup>st</sup>, 2021**  
Lakehead Music Festival TBCA- **TO BE DETERMINED**  
Good Friday **STUDIO CLOSED- Friday April 2<sup>ND</sup>, 2021**  
Easter Monday **STUDIO OPEN \*\*regular classes Monday April 5<sup>th</sup> 2021**  
Out of Town Travel **MANDATORY – TO BE DETERMINED**  
Out of Town Travel **OPTIONAL – TO BE DETERMINED**  
Last Day of Classes- **Saturday May 23<sup>rd</sup>, 2020**  
Dress Rehearsal Thunder Bay Community Auditorium – **Sunday May 16<sup>th</sup> 2021**  
Recital Thunder Bay Community Auditorium- **Monday May 17<sup>th</sup> 2021**  
Year End Banquet- **TO BE DETERMINED**

### **\*\*\*NEW COVID POLICIES\*\***

It has been our priority to provide a healthy and safe, clean environment for all dancers and staff required by our sport governing body as well as the provincial and federal government. Also, to allow optimal training for all our dancers as required by our sport governing body encompassing the health and fitness of all dancers. Because of these uncharted and very fluent times for us to open we will be implementing some changes. Please be patient as we are working closely with the local health unit to keep all of our dance family safe and healthy.

**UPON ARRIVAL - This will be mandatory for every person entering the building** - There will be a hand sanitizer station set up at the front doors that everyone must use upon entry. Face coverings for all non-dancers will be required as well. The Lobby will be closed for parents as spectators during this time as well to keep the potential spread low. Entry and exit will only be permitted from the front entrance at this time, the back entrance will be locked and not permitted for use.

**Kinder and Novice Classes** – these classes will be run primarily in the basement studios. Please arrive for dance just a few minutes before class and all dressed for class as bathroom use will be very limited. We are also asking that all spectators, and other family members not to utilize these facilities during these times. Also as much as possible we need to limit the amount of people in the building so for the older children we are requesting a drop off system because the lobby will not be open for parents during this time. For Kinders we are asking that parents bring them in and get them settled, and leave if possible. Again we realize some of our little humans still need their parents so they would be able to remain in the class for the duration. We would ask that the parents when in the building be wearing a face covering of some sort (mask, scarf etc). We will be limiting class sizes as per our mandated reopening direction.

**Competitive Students** – Seeing as your time at the studio is more extensive each group will have a designated “Home” studio and washroom. Please upon arrival go straight to your home studio with all of your belongings. You will notice that the schedule is quite different this year, but we need to operate in this way to limit the spread of the virus. Basically each group will be in their “home” studio for three consecutive days (2 days for Emeralds). The schedule may not reflect what studio is your group home studio just yet as we will have to wait until we have the finalized group numbers. (a larger group will be in the main studio etc) Then after your consecutive days that studio and washroom will be entirely sanitized prior to use by the next group. This is the only way to keep our dance family safe and healthy. We have always prided our studio in making an optimal schedule for everyone, but this year we need to take these precautions in order to remain open. Hopefully one day again we will be able to return to the bustling studio life and optimal schedule.

Students must bring full water bottles with them to class. Filling water bottles will not be permitted at the studio for sanitary reasons.

**Payments** – As much as possible we would appreciate payments done online or by phone, but we have installed protective measures in the office for those times that you need to come in. The office will only be allowing a two-person limit at any time and will require you to wear a mask when visiting. **A meeting must be made via email if anyone needs to speak with someone in the office or make a payment.**

**Drop Off & Pick Up** - All parents must wait outside in their cars to greet their dancer 10-15 minutes before the end of class. This is for safety reasons so the monitor and dancer can see the driver. All classes (one hour long or more) will finish 5-10 minutes early to ensure there is no traffic in the stairwells and so that we have ample time to clean the studio in between classes. Please ensure you arrive early to pick up your dancer on time.

**Screening Procedures** - All individuals, including children, parents/guardians, staff, contractors, and volunteers will be screened prior to arrival. Entry will be denied to any person who has any of the symptoms outlined below. Did the person have close contact with anyone with acute respiratory illness or travelled outside of Ontario in the past 14 days? Does the person have a confirmed case of COVID-19 or had close contact with a confirmed case of COVID-19?

Does the person have any of the following symptoms (all dancers who have the below symptoms should not even attend the studio and should call and advise the office they will not be attending):

- Fever
- New onset of cough
- Worsening chronic cough
- Shortness of breath
- Difficulty breathing
- Sore throat
- Difficulty swallowing
- Decrease or loss of sense of taste or smell
- Chills
- Headaches
- Unexplained fatigue/malaise/muscle aches
- Nausea/vomiting, diarrhea, abdominal pain
- Pink eye (conjunctivitis)
- Runny nose/nasal congestion without other known cause

**How to Ensure Physical Distancing** - Only registered students may enter the building, when advised by the business, to reduce cross-over and maintain appropriate physical distance before and after their scheduled class time. Class start and end times will be staggered if necessary, to limit the number of students in a common space at the same time and adhere to physical distancing requirements. All outdoor belongings (shoes, jackets, et cetera) will be placed and stored at least two metres apart or will be kept with the parent/guardian outside of the business. Space markers will be placed in common areas, retail spaces, and classrooms to ensure two metre physical distancing requirements are always adhered to. Waiting rooms will be closed, other than for students who need a caregiver. Parents/guardians will be advised of necessary physical distancing requirements and encouraged to wait outside or in their vehicles where/when possible. Parents/guardians will be advised to wait with students until the designated drop off time, and to meet their child outside the building after class at the designated time. Children's safe exiting of the building to a parent/guardian will be monitored by staff.

Parents/guardians must sign an acknowledgment of policy agreements. Class schedules will be adjusted to allow for the cleaning of studios, barres, and any equipment used between classes as directed by the MOH and Local Public Health Units.

**Adapting Classes** – If classes are unable to proceed in September, we will work with each family to accommodate them we will follow all recommendations sport governing body as well as the provincial and federal government and if required to close the facility we will continue classes either outdoors if required in appropriate approved space or virtual if required. Classes will be adapted for all ages, both novice and competitive and will be carried out alternatively.

#### **What else have we been doing?**

- Providing hand sanitizer at the door and in all rooms
- Placed signage throughout to maintain 6ft apart
- Limited class sizes & added additional classes to maintain limited class sizes
- Staggered start & end times to avoid congestion in the entrances
- Established a drop off and pick up protocol to avoid unnecessary people being in the building
- Established an enhanced cleaning protocol for between classes and at the end of every day

**Our request** - We could not have predicted we would be in this situation, and it is important that children be able to continue healthy physical and social development and so in being able to aid families we ask that you be kind while we navigate the new normal and provide the best and safest learning environment for all at Legacy. Please continue to check Facebook, Instagram and your email as frequently as possible to keep up to date with ongoing changes as required. NOTE: all policies and procedures are subject to change as required and as frequently as required.

**If there is a second wave of COVID- 19 and we are once again forced to close the studio we will resume classes online through zoom or teams with no refunds or credits.**



## TEAM COMMITMENT

We have read the Team Contract and agree to participate on the Team indicated above. We understand and agree to abide by all the rules, stipulations, and policies of the selected team. We are firmly committed to the Important Dates and Times indicated and will be available as required.

We understand the fees we are submitting with this contract are non-refundable. We agree that any failure on our part to abide by the contract may result in dismissal from the Team. We understand that following the rules is vital to the success of the Team.

We commit to be motivated, to work full-out in our classes and rehearsals, and to take and implement corrections from our teachers without complaint. We commit to always representing our Team and Studio in a positive manner.

## **Welcome to Legacy Dance Company!**

Artistic Director

Alex Scerba

I have read and understand Legacy Dance Company's policies and procedures as listed on this page and agree to abide by them.

Parents signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dancers signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDIO COPY

I, \_\_\_\_\_, have read and understood Legacy Dance Company's policies and procedures as listed on this page and agree to abide by them.

Parents signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dancers signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office signature: \_\_\_\_\_ Received: \_\_\_\_\_