

STEP IN TIME DANCE 2020-2021

Policies and Procedures

Please read the following information before registering your dancer.

We are very excited to get started with our 2020-2021 Dance Season! Before heading back to classes, we are asking parents to please read the following changes carefully. We've made adjustments to our normal procedures in order to better address the ongoing health situation and ensure that our dancers, instructors and families are safe.

Communications

All communication will be sent out via email using our mass communication system. Please ensure that you are receiving emails from us so that you don't miss out on any updates.

We also have Facebook groups for each class available where instructors may post videos, updates and reminders on. These have a private setting so that only members can see posts. Facebook requires that you be "friends" with someone in the group to be added. If you do not know another parent in this group and would like to be added please contact your child's instructor and they will be able to connect you to the page. Please note that these groups are intended for information purposes only. Any post deemed to be negative or rant-like will be removed immediately. Any concerns need to be addressed through the appropriate channels, first through your instructor, then via email to info@stepintimedance.ca.

Arrival and Pick-Up Procedures

Detailed information on arrival and pick-up will be sent to you as part of your registration email. At the moment, the instructions are for the Hampton location.

We are hoping to secure a location for our Sussex dancers for this season but the new location will depend entirely on enrollment. Please stay tuned for more information on arrival and pickup protocols once we have secured our location.

Precautions for Dancers

If your dancer has any of the COVID-19 symptoms, please keep them home until they are well again. If they have come in contact with any person diagnosed with COVID-19 they may not attend classes for 14 days.

Payment Methods

During registration, you can choose to pay for the season in full for the year or break it up into monthly payments to be withdrawn from your account on the 5th of each month. The deadline to submit your banking information for monthly payments is Thursday August 27th, 2020. Please see information regarding potential payment interruptions below.

Costumes for the 2020-2021 Season

In previous seasons, we have included the costumes that dancers wear for their year end showcases as part of the monthly fee. This year, given that there's a possibility of an extended lockdown where we may have to suspend payments, we felt that it would be easier to remove the costume portion of the monthly payment. For this reason, a costume fee will be collected in January 2021 and will be invoiced separate from the monthly dance fee which covers dance instruction. The amount due will vary based on the class(es) your dancer is enrolled in. We will have more information as the season progresses, which will give us a better idea of what our new season will look like.

Mandated Studio Closure

Our dancers, dance families and instructor safety are our number one priority. In the event that in studio sessions are halted due to government restrictions, the remainder of the classes for that month will be held via live zoom classes. If, at the end of the month, classes are unable to continue going forward, no fees will be charged for the upcoming month and dance classes will be evaluated by studio owners based on the guidelines set in place by Public Health and the government. We intend to keep the schedule online the same as the in-studio schedule with only slight adjustments due to the change in platform. Tuition remains the same whether classes are running in studio or online for that month.

Cancellation and Refund Policy

Should you cancel your registration you must notify us in writing by emailing info@stepintimedance.ca. Notice must be received by the 20th to ensure that there is adequate time to process the cancellation. You will receive your tuition back minus the following:

- 1) *\$20.00 cancellation fee
- 2) Classes that have taken place up until notice of discontinuation

Refunds will be granted up until February 1st, 2021. In the event of a mandated shut down, refunds will be granted regardless of the drop date as per the policy above. No partial month refunds are provided whether you have paid in full or monthly.

If you've paid in full: If you wish to discontinue classes and you have paid in full you will receive a full refund minus the classes already taken and a cancellation fee of \$20.00.

If you've paid monthly: If you wish to discontinue classes and you pay monthly, your monthly payments will stopped for the following month, and a cancellation fee of \$20.00.

**Please note that no partial month refunds are provided whether you have paid in full or monthly. All monthly class fees are non-refundable past the first day of the month incurred and in alignment with the payment and withdrawal policies laid out in the fee policies. Fees are put towards dance instruction and are not contingent on whether a recital or competition are performed. Studio owners and staff will determine if performances continue forward, taking into account the best interest of the dancers, dance families, staff and studio.*

ProKids-Jumpstart

If your dancer is participating in the Pro Kids or Jumpstart programs, you must send confirmation of their acceptance to info@stepintimedance.ca. Dancers who we have not received confirmations for will not be permitted to begin classes until we have received that information.

Class Selection

Because our class sizes will be limited, we have decided to build classes based on enrollment. In the registration form, you will be asked to select which dance style(s) your dancer will be attending. The instructors will group dancers according to age and ability from there. **Deadline to register for these classes will be Monday August 24th**. After this date, class schedule will be completed. You may still register after this date; however, there is a possibility that classes are full and you will be placed on a waitlist. **Please note:* Step in Time Dance understands the importance of dancing with friends. We would like to give dancers the opportunity to dance with their friends from school, community, or other connections but we also offer a wonderful studio atmosphere where fast new friendships are formed. When registering your dancer, you may make note in the Special Requests box, to request your child be placed in a class with another child. The deadline to make friend/family requests is at the time of registration. Requests are not guaranteed, as ages, ability and space limits are also factors, but we will always try our best where possible.

Credits from 2019-2020 Season - Interrupted Classes

If you were registered in the 2019/20 season, and had paid in full, you will automatically receive a credit equivalent to two months tuition applied to your 2020/21 fees. If you have decided not to register, no refunds will be provided.

Costumes from 2019-2020 Season

For those of you who have not yet received your costumes from last year's season, we will distribute them during the first week of class in September. If you are NOT returning in September and haven't received your costume yet, email us at info@stepintimedance.ca and we will arrange a costume pick up time.

COVID-19 or Other Government Regulated Closures

Please note that any and all decisions regarding COVID-19 in the upcoming year are made with the dancers, dance families, and staff health, safety and best interest at heart. As COVID-19 is a very expected, unpredictable thing, our plans may need to be adjusted. We appreciate your flexibility within this as situations may arise that have not yet been planned for. Communication will come out in the event of new scenarios as we are able to determine best next steps.

If you've read and agree to all policies laid out above, please click here to continue to the registration page.

REGISTRATION PAGE

Registration Categories

We will be placing dancers individually based on their requested class, age, and ability.

Pre-School Tap Weekday (30 minutes/week)

Pre-School Tap Weekend (30 minutes/week)

Pre-School Ballet (30 minutes/week)

Pre-School Ballet (30 minutes/week)

Jazz and Tap Only (1 hour/week)

Hip Hop Only (30 minutes/week)

Ballet Only (1 hour/week)

Jazz, Tap and Hip Hop COMBO (90 minutes/week)

Jazz, Tap and Ballet COMBO (2 hours/week)

Hip Hop and Ballet COMBO (90 minutes/week)

Jazz, Tap, Hip Hop and Ballet COMBO (2.5 hours/week)

DETAILED ARRIVAL & PICK-UP PROCEDURES

1. When you arrive, please use the path closest to the studio and line up along the markers outside the studio. For younger dancers, only one adult per dancer please.
2. The instructor will open the main door when they are ready for dancers to arrive and dancers will enter and wash their hands one at a time. Parents will drop off dancers at the main door. To keep our numbers down, there will be no admittance beyond that for anyone other than dancers.
3. Your instructor will be waiting in the coat area to direct traffic and remind dancers of procedure. The washroom in the coat area is closed to the public and will be used for handwashing. Your instructor will pump soap into the dancers hand and they will wash their hands (the water will already be running) as they enter the studio. After washing their hands, they will go into the dance area and find their "home base" square where they will dance for the duration of the class.
4. Washroom use during class: dancers will wipe down the doorknob and taps after use. For younger dancers, the instructor will do this.
5. Cell Phones: cell use is not permitted in the studio (they are a hot bed for germs!). If it's absolutely necessary for a dancer to bring their phone into the studio, it must be in a plastic bag in their dance bag and the dancer must wash their hands after using it. Parents, we are looking for your cooperation with this. Please discourage dancers from bringing their cell phones into the studio.

6. As much as we all love dancer hugs and huddles, these will not be allowed for the time being. Dancers are encouraged to use “Jazz Hands” or “Heart Hands” or an “Air Hug” instead. Since there are no phones allowed, no selfies either.

7. Pick-up: Parents of young dancers are asked to use the path on the left-hand side (away from the building) to arrive for pick-up. You will need to go beyond the entrance and around the side of the building to line-up for pickup. Please refrain from arriving too early as the dancers will be able to see you in the window and it will be a distraction for them.

8. Dancers Exit: Dancers will be asked one at a time to wash their hands again before collecting their bag and exiting the studio. For younger dancers who have an adult to pickup, this will be done in the order that parents are lined up.

9. Floors will be wiped down and steam mopped, and common surfaces will be wiped down and washed frequently. Instructors will wear a mask when coordinating arrival and departure but not for the duration of the class. Dancers do not need to wear a mask. If you would feel more comfortable sending them with one on, you are certainly welcome to. We recommend also sending a small plastic container that they can store it in in their “home base” when they’re dancing. We are quite certain it will be uncomfortable to wear once they are moving so it will be nice if they have an option to take it off without leaving their home base.