

**FOUNDATIONS DANCE COMPANY
RECREATIONAL INFORMATION HANDBOOK
2020-2021**

This handbook will serve as your guide to Foundations Dance Company and its philosophy of artistry and dance education.

WELCOME TO FDC!

“At Foundations Dance Company we believe that dance lessons are life lessons. We instill values of determination, commitment, teamwork, and leadership in our students which will benefit them in all aspects of their lives. We believe in building strong, technical foundations in both our recreational and competitive students to ensure their progression allows them to achieve their fullest potential. Our mission is to provide a space for students where they can feel accepted and appreciated at all times, while they grow and nurture their love of dance. Foundations Dance Company is a dance family. We value the friendships made between dancers and their families, and the special bonds created between students and their teachers, knowing that making memories together is just as important as developing their education and artistry.”

As a condition of enrollment at FDC, students and their parents/guardians agree to abide by all the policies set forth. FDC reserves the right to terminate any student enrollment at any time for misconduct or inappropriate actions by either the student or their parents.

FDC is committed to providing quality dance instruction to enhance the overall development of the student. We believe that dance training encourages young students to develop a variety of skills and gives them the freedom to express themselves through movement.

The highest educational standards are expected from all FDC faculty members. As a member, an individual pledges to continue their education through workshops, seminars, and certification programs, in addition to other learning opportunities. The faculty believes that continuing their education is vital to providing the best instruction for the students.

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INTRODUCTION TO DANCE

FOR OUR STUDENTS

The first step to becoming a successful dancer is making a solid commitment to your classes. Strong technique is a key ingredient and class is where you develop that foundation. Come to each class prepared to learn and without personal distractions. Class time is your chance to focus on yourself, so try to leave your concerns or worries at the studio door. True progress is made when you look at each class as an opportunity to become better at what you love to do. Dance full-out, stretch a little further, become more aware of your technique, and make the most of every class. Respect for the teachers is essential. Listen to each correction given, whether it is directed at you or another dancer. Nothing can stop those students who apply themselves in every class and appreciate their teachers' knowledge and experience.

FOR OUR PARENTS

We believe that children's success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to be a part of your child's dance education. Our programs rely on a positive atmosphere and educational experience for our faculty, students and their parents. Cooperation between all parents is expected. Showing respect for other parents, the students, and the faculty makes an important impression on the children. You are a role model for your child about how to interact with others in a professional setting. Your child's presence at all classes is imperative. The spirit of teamwork and the lesson of dedication are a big part of our studio's educational process. Parents and teachers may look at a child's learning from different perspectives. However, we believe they share a common goal: to ensure that every child receives the best possible training, both physically and mentally. Mutual respect among our faculty and our students' parents provides the children with the ultimate care and education. Dancers and their parents should be aware that dance is a physical skill. In order to help students and facilitate their learning, instructors will need to guide their movement by touch. This allows dancers to achieve proper alignment and learn the anatomy of dance.

2020-2021 DANCE SEASON

Classes will commence on Saturday September 12th 2020, and run until May 31st 2021.

There will be no regular classes on:

October 12th, 2020 (Thanksgiving Monday)

December 21st, 2020 - January 3rd, 2021 (Holiday Break)

February 15th, 2021 (Family Day)

March 15th -20st, 2021 (March Break)

April 2nd-5th, 2021 (Easter Break)

May 24th, 2021 (Victoria Day)

Please note the following:

Payments are made monthly from September to May. Classes are charged weekly and billed monthly to ensure you are getting exactly what you pay for. Therefore you are not charged for classes that do not happen because they fall on one of the above dates.

We may utilize PA days for any class cancellations due to inclement weather. You will be given two weeks prior notice should we decide to schedule additional dance on PA days.

Refund Policy

In the case that a student decides to withdraw from their class(es) prior to the end of the season, written notice of their withdrawal needs to be submitted to the studio via email 30 days prior. No further payment, beyond any outstanding balance, would be required, however there will be no refunds issued for classes attended. In addition there are no refunds for any classes missed during the season. Without proof of withdrawal the spot will remain reserved for the dancer and tuition will continue to be charged. Notification of the discontinuation of class is especially important given our current situation as class capacities are lower than usual in order to maintain safe social distance.

In the case the Government were to issue another state of emergency and therefore shut down dance studios, classes will continue on a virtual platform via zoom. In order to compensate, tuition fees will be discounted by 25%. While it will not be mandatory for Recreational students to participate in the virtual classes, we strongly encourage students to do so in order to remain connected and continue working toward their goals.

Return to Studio COVID-19 Protocols

Screening & Monitoring:

Signs for both passive and active screening will be posted on our door, and in the lobby.

Prior to arrival, all dancers/guardians must sign an electronic waiver prior to the start of EACH day of classes. If a dancer answers YES to any of the questions, they will not be permitted to attend the lessons. Staff will not retrieve dancers until this waiver is received.

After completing the waiver, each dancer will be actively screened with an Infrared Thermometer upon entering the facility.

As per the by-law, anyone above the age of 5 entering the studio must wear a face mask when occupying common areas. This is inclusive of and not limited to entering and exiting the building, while waiting for screening and when taking washroom breaks. Anyone over the age of 5 without a mask will not be permitted entry into the facility.

If a dancer becomes symptomatic during a session, a parent will be contacted for their immediate retrieval.

In order to reduce the risk of spread, students must be picked up by their scheduled end time and no later. There will not be a place for the child(ren) to wait if their ride is not here on time.

Please note: Effective immediately, our amended health policy for staff and dancers requires anyone feeling even the slightest bit ill (*new or worsening cough, fever/feverish, difficulty breathing, diarrhea, new loss of taste*) to stay home at this time.

Physical Distancing:

No more than 12 persons in studios 1 & 3 at all times (this is inclusive of staff and dancers combined).

No more than 17 persons in studio 2 at all times (this is inclusive of staff and dancers combined).

No parents, guardians, siblings etc. of students ages 4 and up will be allowed in the studio at this time, entrance will be permitted for scheduled dancers only. For those dancers under the age of 4, one masked guardian will be permitted to wait in the lobby area of the studio for the duration of their child's class. Social distancing measures will be in place within the lobby and must be self enforced by each guardian.

Distance perimeters will be blocked out with washable tape on the floor of each dance room. Each dancer will be assigned to their own perimeter.

We will be removing the use of the change room at this time to limit access points, and keep traffic in direct flow as much as possible.

Physical belongings brought to class must be labelled and will be kept in the student's own designated spot. (please keep it as minimal as possible as to not impede their dance space).

Visual cues for distancing will also be posted throughout the studio.

At times, we will be using all three dance rooms in order to host multiple lessons at once. All dancers will remain in their designated rooms, unless requiring washroom use, to help reduce the risk of spread. When a dancer is not in their designated dance space, a mask must be worn.

Hand & Respiratory Hygiene:

Hand washing signage will be posted in the washroom.

Hand hygiene will be mandatory upon entering the building:

1. Immediately upon entrance, you'll notice a hand sanitizer station set-up with signage.
2. Use of hand sanitizer is mandatory upon entering the building and before and after any and all classes.
3. Should you be unable to use the hand sanitizer station, pump soap dispenser and single use paper towels will be available in the washroom.

Please note:

Washroom access will be limited - please encourage your dancer to use the washroom before they leave their homes. Of course if a situation arises where a dancer needs to use the washroom, or should they be at the studio for an extended amount of time they will be allowed, but we would like to keep it at a minimum as washrooms will be sanitized every 30-45 minutes.

Cleaning & Disinfecting:

- We will be using a disinfecting agent for all touch surfaces, and for the bathroom.
- A separate floor cleaning disinfectant will be utilized.
- All touch surfaces and floors will be washed as soon as the dancers are done with the space.

- Washrooms will be disinfected every 30-45 minutes throughout the duration of the day.
- Any studio equipment used will be disinfected before and after use.
- Each evening a deep clean will be done.

Personal Protective Equipment:

Teachers will be teaching with facemasks.

They are not mandatory for dancers as they will be keeping 6ft. of distance, however they are welcome to be worn.

CLASS ATTIRE

Dancers must be in fitted clothing for their classes. Sports bras, tanks, fitted tees, shorts, crops, tights, bodysuits, activewear etc are all acceptable choices.

Baggy/loose clothing is required for hip hop class, however, is not to be worn in any other class.

Hair must be neatly secured back.

No jewellery.

Appropriate footwear for the corresponding class.

SHOES FOR HIP HOP MUST BE CLEAN, INDOOR SNEAKERS. DANCING IN OUTDOOR SHOES, BAREFEET, OR SOCKS WILL NOT BE PERMITTED FOR HIP HOP.

PAYMENT SCHEDULE

While we remain under the restrictions of COVID-19, all payments must remain contactless (E transfer or online payment through the Dance Studio Pro software). All payments must be paid on OR before the 1st of each month. If payment has not been made by the 5th, a \$25.00 late fee will be applied to your account. If you will be away for a payment deadline you are responsible for arranging that payment, and if it is missed the late fee will still be applied. It is imperative that your account is in good standing by the end of each month. In the case that an account goes unpaid for two consecutive months, the student will not be able to attend classes until all outstanding fees have been paid.

*Upon registration, **each family** is required to pay a non-refundable \$15.00 registration fee. This fee covers the cost of administration fees.

Payments are made on the 1st of every month. The dancers account is charged for each weekly scheduled class.(See pre determined closure dates above). The account is billed monthly for the classes.

**At this time we will not be collecting any costume deposits or other fees that would pertain to recital. We have chosen to wait out the idea of preparing for a year end show until we know more about how the season might play out.*

September 1st	Tuition Due
October 1st	Tuition Due
November 1st	Tuition Due
December 1st	Tuition Due
January 1st	Tuition Due
February 1st	Tuition Due
March 1st	Tuition Due
April 1st	Tuition Due
May 1st	Tuition Due

COSTUMES and RECITAL *should it apply

Each dance will have a specific costume. If accessories or tights are required, they will be provided upon receipt of the costume. Shoes required for each dance are not included in the costume and your responsibility to purchase. A shoe list will be determined, and emailed or physically distributed to you.

(Please note: All Hip Hop classes will require any all black clean/indoor shoes)

Costume Fee	\$100.00
Hip Hop & Acro Costume Fee	\$75.00

Should we be able to have a year end recital, a one time \$25.00 media fee will also be charged to each family which will cover the cost of the recital footage.