**OUR MISSION**

The Wainwright Dance Academy’s mission is to provide a structured and disciplined dance program in order to develop skills for recreational and competitive dance.

**OUR VISION**

The Wainwright Dance Academy is a non-profit community based organization dedicated to fostering the love of dance.

**Welcome to the Wainwright Dance Academy’s 40th season!**

We are pleased that you are joining us and wish you an exciting and rewarding year!

This handbook has been designed to give you the necessary information to get your dance year off to a great start. Please read it carefully, and keep it handy so you can refer back to it throughout the year.

The WDA welcomes children, youth, and adults of all ability levels and is committed to the inclusion of children with disabilities. In order that we may plan more effectively, please indicate what, if any, supports or accommodations your child may require to enable their participation in our programming. We want to work together to ensure that your child has an excellent experience.

The WDA is operational from September through May with a break at Christmas and Easter. The competitive groups usually attend three (3) festivals/competitions in the spring. Recital weekend is held yearly on Mother's Day weekend.

Fundraising and parent volunteers are essential to WDA's daily operations.

**Disciplines**

The WDA proudly offers many different disciplines of dance. If there is a dance that you are interested in taking, please contact us and we will do our best to put a class together.

Young students (particularly those registered in the “Primary” classes) are required to be potty trained in order to register.

**BALLET**

These classes develop a sense of grace and fluidity through discipline and technique. Ballet is essential to the overall development of the dancer. Ballet classes are offered for **ages 3 and up. Dancers in Ballet 2 (approximately age 9) and up must take two ballet classes in order to compete in ballet at festivals/competitions.**

**Second Ballet** is offered to students in Ballet 2 and up. The same material is covered in the second ballet class. Second ballet is highly recommended for all students interested in taking ballet exams. There are no costume or festival/competition fees for second ballet.

**Pointe** is offered within senior dance classes upon approval of the Instructor**.** *En pointe* (pointe) means "on the tips of the toes" and is a part of classical ballet technique made possible by specially reinforced shoes called pointe shoes or toe shoes. It takes considerable strength in the feet, ankle, leg, knee, and abdomen to dance *en pointe*. Students must be at least 12 years of age before attempting pointe work because bones and growth plates in the feet are usually not fully hardened and developed prior to this age. Serious foot deformities can result from starting pointe too early, even if the student is otherwise strong and skillful. Attempting to dance *en pointe* before the feet and toes are fully grown can cause career-ending damage that will prevent dancing *en pointe* for a lifetime

**JAZZ**

There are numerous styles of jazz (Broadway, classical, and street jazz just to name a few) but all forms of jazz are high energy and fun styles of dance that work to develop flexibility, strength, and style. **Ages 3 and up. Ballet is a co-requisite in order to compete.**

**TAP**

Tap is a rhythmic dance where the heels and toes of the dancer's shoes make a series of percussive sounds. **Ages 3 and up. Ballet is a co-requisite in order to compete.**

**LYRICAL/CONTEMPORARY**

These are very expressive forms of dance that combine elements of ballet and jazz. Many dancers enjoy lyrical/contemporary/modern because it allows more freedom of expression than most other forms of dance typically do. Modern is a style of dancing that is not as restricted as classical ballet. Movements are based on emotions and moods to express feelings in a more relaxed free style of dance. **Ages 9 and up. Ballet is a co-requisite in order to compete.**

**VARIETY (formerly known as Musical Theatre)**

Variety dance is exactly that, a variety of possibilities. In the past, groups have done performances of “Monster Mash” and “Star Trekkin”.  **Ages 8 and up.**

**HIP HOP**

Hip-hop is a dance style primarily danced to hip-hop music. This includes a wide variety of styles including popping, locking, and breaking. Hip Hop became popular during the 1970s. **Ages 6 and up.**

**Recreational Dancers**

Dancers may still participate in single discipline classes recreationally. However, parents should be aware that recreational dancers participating in competitive classes may be asked to sit out for portions of class time during the competitive season to allow the competitive group to practice choreography.

Please be aware that costume fees still apply to recreational dancers as they will be participating in the year-end recital.

**Class Placement**

▪ *Instructors have 100% control over where dancers are placed.* Please respect the decision that they make.

▪ Dancers will be placed in their classes based on their level of technique, effort, attitude, and past history of their adherence to the attendance and disciplinary policies. Class lists will typically be finalized by mid October.

▪ Questions, complaints, or concerns regarding placements need to be made in writing and delivered in a sealed envelope to be placed in the brown drop box in the front studio lobby. They will then be forwarded to the Instructors who will deal with the concerns. As with many other athletic organizations, there is a 24 hour cool down period that is to be observed before issuing a concern or complaint.

**Code of Conduct**

**Wainwright Dance Academy (WDA)**

**Duties and Responsibilities of Members**

**Expectations of Dancers**

We strive to provide an enjoyable, friendly, and challenging dance experience for every child. Therefore, expectations are as follows:

1. Please be punctual.

● Late arrivals disrupt class.

● It is up to the Instructor’s discretion whether or not a late arrival is excusable or not**.**

2. Please be attentive

● Class time is precious

3. Swearing, foul language, or disrespectful behaviour will **not** be tolerated.

● Everyone is to be treated with respect – teachers, fellow dancers, and parents.

● Incident reports will be filled out by the Instructor, given to the Board, and retained for one year.

First Offence

The dancer is asked to refrain from the behaviour.

The parent is notified.

Second Offence

The dancer is asked to sit out the remainder of the class, and is asked to complete a reflection report (with parental input as age appropriate).

The parent is notified.

Third Offence

The dancer is asked to leave the class.

A meeting will be held between the parent, Instructor, two Board Members and the dancer (if appropriate).

After 3 offences, it is the Instructor’s choice to allow the dancer to compete at festivals/competitions.

4. Water bottles are recommended. Please label with dancer’s name and have a lid to avoid spills.

5. If you require different attire in the same night, you are not required to change.

6. Change rooms and lockers are not accessible due to Covid 19 precautions. Dancers will need to keep all belongings with them in their dance squares. There will be hooks outside the studios for winter coats.

7. Only wear tap shoes in the back studio. Taps will damage the front studio floor and the waiting area. Tile and carpeting will damage the taps.

8. Cell phone use/texting is strictly prohibited during class time. Leave cell phones on silent mode in bags during class.

9. Dress appropriately.

**Acceptable Attire**

The following is a list of the accepted attire for dancers during class:

WDA wears Suntan Beige and Ballet Pink tights; they are available to purchase at Sprouts & Jabbers in Wainwright. If you tell them you dance with WDA they will provide you with the right color.

**Ballet**

*Girls:*

Pink canvas ballet shoes (split sole for Ballet 5&6 and full sole for all other children)

Solid color bodysuit – black is preferable and will be required for exams

Ballet Pink tights

Hair in a bun

No skirts for ballet

No shorts or tank tops, please

*Boys:*

Shoes same as the girls except black

Snug black or white t-shirt

Black stretch pants or shorts

**Jazz**

*Girls:*

Solid color bodysuit – black is preferable and will be required for exams

Beige tights

Beige jazz shoes (Jazz 6 will require black character shoes)

Ponytail, bun, or braids

*Boys:*

Snug black or white t-shirt

Black stretch pants or shorts

Black jazz shoes

**Lyrical/Contemporary**

*Girls:*

Solid color bodysuit – preferably black

Beige stirrup tights

Dance shorts and tank top are acceptable. (No baggy clothing)

Bare feet

*Boys:*

Snug top

Shorts

Bare feet

**Tap**

*Girls:*

Body suit or form fitting shorts and tank tops

Beige tights

Hair pulled back and off the face

Beige tap shoes

Tap P & Tap 1:

Capezio - mary Jane Tap Shoe Kids #3800C Beige

Bloch - Children’s tap Shoe #DN3720G Beige

Tap 2 and Tap 3:

Capezio - Fluid Tap Shoe Kids #CG17C Beige (this would be preferred over the Bloch option)

Bloch - Tap Flex Girls #S0388G Beige

Tap 4 and Senior Tap:

Capezio - FlexMaster Tap Shoe #CG16 Beige

Bloch SyncTap #So321L Beige or Split Sole

Jazz Tap #LS3006L Beige

*Boys:*

Snug black or white t-shirt

Black stretch pants or shorts

Black tap shoes

Capezio Flex Master (black)

Capezio Fluid Tap (black)

**Hip Hop**

*Girls:*

Body suit or form fitting shorts or pants and tank tops

Non marking running shoes

Hair pulled back and off the face

*Boys:*

Snug black or white t-shirt

Black stretch pants or shorts

Non marking running shoes

**Variety**

Any dancer wear

Hair in ponytail or off the face

Second hand footwear is frequently available for sale at the beginning of the year.

No jewelry. Stud earrings are acceptable.

No gum in the studios.

**Set a good example for others!**

**Expectations of WDA Members**

**Dancer’s Attendance**

1. Dancers are asked to wait outside until the instructor allows them to enter the studio. Dancers cannot remain in the studio before or after their set class times due to Covid 19 precautions. Dancers need to be picked up promptly at the end of class.
2. Regular attendance is strongly encouraged. A dancer who is habitually absent disrupts the group’s ability to learn its routine efficiently. When a dancer has been absent for four to six regularly scheduled classes (in a discipline), regardless of the reason, it is the Instructor’s decision whether or not the dancer will compete at festivals/competitions in that discipline. This does not affect the dancer’s performance in the recital. Dancers who miss seven or more regularly scheduled classes will not be competing. In exceptional circumstances, the Board reserves the right to permit a dancer who has missed more than seven classes to compete. If a dancer misses more than two regularly scheduled classes in the month preceding a festival/competition, it will be at the Instructor’s discretion if that dancer competes at that festival/competition. If a dancer is not competing due to attendance issues, festival/competition fees will not be reimbursed. If a dancer misses more than seven regularly scheduled co-requisite classes, they will not be allowed to compete in any associated discipline. It is strongly encouraged that if your child is injured, but is able to sit and watch the class, that your child still attend class in this manner. Auditing a class in this way does not count as an absence.
3. **Students who are feeling ill must not attend classes.** Student’s may return to class upon proof of a negative Covid test or after completion of Alberta Health’s mandated isolation period.
4. Absences will be counted starting after October 31.
5. Please email the WDA at info@wainwrightdanceacademy.com or let the Instructor know in advance if your dancer will be absent for any reason.
6. Please ensure your dancer is dressed appropriately.

**Communication**

1. Monthly newsletters will be e-mailed to you, as well as being posted on the website, Facebook page, and the bulletin boards in the front and back studios. If you are not receiving emails, please contact us so we can confirm that we have your correct address.
2. Any quick questions can be asked through our email address info@wainwrightdanceacademy.com or check out our webpage [www.wainwrightdanceacademy.com](http://www.wainwrightdanceacademy.com)
3. Parents are welcome to attend the first 10 minutes of every Board meeting to voice any questions or concerns.
4. As the handbook has valuable information, please read the handbook and sign the FOIP form to indicate that you have read it.
5. Parents are asked not to approach the Assistant or Junior Instructors with complaints. If a parent has a question or a complaint regarding a class that the Assistant or Junior Instructor is teaching/ assisting with, the parent should ask the Mentor Instructor responsible for the class.

**Parent Conduct**

1. Admirable conduct is desirable, so please refrain from any verbal disputes or other personal confrontations with other dancers, parents, or Instructors. Parents are asked to refrain from using social media in a manner that could reflect negatively on the WDA or its members.
2. As recommended by *Respect in Sport*, parents are to wait a 24 hour cool down period to reflect on the issue before escalating concerns.
3. Please do not approach Instructors for discussions before (Instructors are preparing for class), during (class time is valuable), or after your child’s class (the next class should begin promptly).
4. If you have any questions or concerns, please contact the Board in writing via email, in a sealed envelope left in the brown drop off box in the front waiting area, or attend the beginning of the next monthly Board meeting.
5. Parents are advised that if they wish to make a complaint about an Instructor that the Instructor is entitled to receive a copy of the concern/ complaint so that they can be notified as to who made the complaint. The Instructor may also request a meeting with the parent. Any such meeting would be attended by two Board Members.
6. Please remember that the WDA executive is made up of parent volunteers who are making decisions that are best for the Academy as a whole.

**Fundraising**

1. Fundraising is an integral part of the WDA. Not only does it keep our course costs down, it also increases our ability to receive Alberta Foundation of the Arts grants. In addition, it is a way to advertise our programs. The WDA is typically allotted a casino every three years.
2. Each family will be issued a booklet of raffle tickets, prepaid in the amount of $50 with registration. Families may choose to sell the booklet to recoup the funds. Any family that fundamentally objects to participation in a raffle may indicate on their registration form that the $50 is a donation.
3. Each family must participate in at least one other fundraiser. The other options for fundraising include, but are not limited to:

* Selling Purdy’s chocolates at Christmas and/or Easter; we ask for a minimum of $250 in sales
* Bellezza jewelry fundraiser (new for 2020-2021)

o Casino fundraiser; every few years the Wainwright Dance Academy may have the opportunity to participate in a Casino fundraiser. During these years the Casino is an acceptable second fundraiser in place of a Purdy’s fundraiser.

4. A $250 fundraising deposit is required at costume pick up for those families who have not completed their fundraising obligations by that time, in either cash, e-transfer by email, or cheque dated for April 30th. If a family did some fundraising but did not achieve the minimum $250 in sales, the difference between $250 and the amount of fundraising completed will be required. The cheque will be destroyed in May if the required fundraising activities have been completed. Alternatively, members may make a $250 cash donation to the WDA.

**Fees**

1. A family registration fee of $60 (non-refundable) per family is due at the time of registration. This covers administrative costs and studio cleaning payments.
2. Please ensure that dance fees, as well as festival/competition and costume deposits are paid at the time of registration, either in whole or by no more than four (4) post dated cheques, with the final cheque dated no later than December 30th.
3. For dancers participating in private classes (solos, duets, or small groups), registrations for these classes must be in by October 15th and deposits for costumes and festival/competition fees are due December 30th.
4. The WDA strives to hold a minimum 25 weeks of instructional classes. Due to the Covid-19 pandemic we will not be held liable for any closures based on instructor illness and / or closures mandated by Alberta Government regulations.
5. There is a $25 charge for any NSF cheques. Cheques will no longer be accepted after two NSF cheques.
6. Dance families who have not made any payments as of Sept 30th will be removed from classes until payment has been made.
7. Parents/ guardians will receive an invoice outlining instructional fees, costume deposits, and festival/competition deposits. All outstanding payments must be received by December 30th. All deposits are non-refundable regardless of attendance at festivals/competitions.
8. At the beginning of the New Year, you will receive invoices for the outstanding balance of festival/competition fees and costume costs. All payments must be received prior to obtaining costumes (Cheques may be post-dated for March 1st).
9. Additional fees may arise during the year for things like hair pieces, pictures, make up, etc. There are fewer costs associated with recreational classes as opposed to regular competitive classes.
10. Dancers have until Oct 15th to inform the Board *in writing* if they wish to drop a class. Invoices will be issued for classes conducted before the notice date at a prorated charge of $10 per hour of class.
11. Dance families who leave the academy prior to costume pick up will have their raffle ticket fees refunded. No other refunds will be given.
12. Dancers registering after October 31st may only register for recreational classes. Please note that the WDA cannot guarantee costumes will arrive in time for the recital for late registrants. Dancers registering after Dec 31st may have their class fees prorated at the Board’s discretion.
13. See appropriate registration forms for your age group for yearly fees.

**Subsidies**

Registration fee subsidies may be available to families who meet eligibility criteria.

▪ **Kidsport**

The Town of Wainwright is involved in the Kidsport Program.

Contact Marilyn Lee recreation@wainwright.ca

780-842-3381 for more info or visit www.kidsport.ab.ca

▪ **Jumpstart**

Jumpstart is a Canadian Tire program to help families get their children involved in sports. Information can be found at [www.canadiantire.ca/jumpstart](http://www.canadiantire.ca/jumpstart)

**Facility**

Studio rental and use for solo practices (outside of instructor solo practices) are suspended at this time due to Covid 19 precautions.

**Private Performances**

1. WDA Instructors, at their discretion, will offer WDA dancers the opportunity to participate in private classes such as solos/duets/small groups. Parents/dancers may approach the Instructors to indicate their interest in participating in a private number*.*
2. A dancer must be registered in a regular class of the same discipline to compete at festivals/competitions. Any requests to make accommodations for a dancer must be made in writing to the Board. Should you choose to take advantage of this opportunity, you will be paying for extra instruction time directly to the WDA Instructor. Separate costumes are required when performing a solo/duet/small group, and the dancers are responsible for this cost. Should the dancer choose to perform their solo/duet/small group at festivals/competitions, there areadditional entry fees that are also the responsibility of the dancer.
3. In order for a dancer to be registered in a festival/competition in a private number, the parent must forward the signed consent forms and deposits to the WDA Treasurer by October 15th. There will be NO late registrations.
4. Private classes may also be offered to dancers who are struggling with a specific skill or technique at the discretion of the Instructor. Fees for any such lessons will be negotiated directly with the Instructor.
5. Please note that fees for private numbers are not collected at the spring or fall registration. All private numbers are invoiced separately by the instructor.
6. If a dancer decides to withdraw his or her private number(s) from competitions, the request must be submitted in writing prior to October 15th to the instructor and the board. Failure to do this will result in being fully charged for festival/competition fees as well as costume fees.

**Public Performances**

1. Individuals or groups of dancers may be asked to perform locally throughout the year at schools, retirement facilities, fundraisers, etc. These performances will be set up via a WDA board member and information will be sent out as it becomes available. The instructors will choose which numbers will perform and there must be an instructor or WDA board member present during the performance.
2. Please be aware that any choreography done by WDA Instructors may NOT be performed outside of WDA planned events without first obtaining written permission from the WDA Board and the choreographer.

**Festivals**

1. The Festival Director, in conjunction with the Instructors, will ensure that eligible dancers are registered for festivals/competitions each year.
2. Recreational dancers do not compete in festivals/competitions.
3. Makeup is worn by everyone as the stage lights make everyone appear white and sickly. The makeup highlights eyes and smiles, and gives the dancers a look of healthy colouring on stage. Appearance is part of the judging criteria.
4. Younger dancers (ages 3-4) typically attend one festival. This gives the dancers experience on the big stage, but is not intended as a competition.
5. All competitive older groups usually attend three festivals/competitions. Select groups may be participating in more festivals/competitions.
6. Competition times may be during the week and may require staying at a hotel (i.e. if dance times are early in the morning or if your child is in more than one dance, etc.). The WDA can recommend hotels but it is the responsibility of the dance family to book and pay for hotels.
7. Dancers MUST be ready to compete (fully dressed in costume with hair and makeup done and waiting with the rest of their group) one hour before competition time. This allows for warm-ups, stretching, practice, and lining up backstage. It also provides extra time if the festival/competition is running ahead of schedule.
8. Cover ups or dance jackets are to be worn over costumes when outside the practice hall and change area. Wear your WDA jacket with pride!
9. There is NO photography or videotaping allowed at festivals/competitions. Audience members must conduct themselves according to the festival/competition rules and regulations. Failure to follow the rules could result in disqualification of our academy from the festival/competition. Those running the festival/competition, NOT the WDA, enforce these rules.
10. Dancers (age 8 and up) new to a discipline will register as recreational until they have been evaluated by an Instructor.

**Recital**

1. At least one family member (Mom, Dad, or both) are required to sign up and work at the recital. Various positions are available for any of the performances. This commitment is in addition to the required fundraising activities.
2. Please do not sign up to work on a night that you have purchased tickets to watch the show. We have found that this just doesn’t work as you need to be in two different places at once.
3. You must provide non-staining snacks and drinks for your child as they wait for their turn to perform, as they are not allowed to leave the change room. You may also send coloring books, playing cards, etc. to keep them busy. Running around tires them out, and they may hurt themselves.
4. A parent or responsible adult for each child in the younger dance groups will be required to stay in the meeting hall to help supervise the children and to make sure all costumes and make-up are ready before the children go backstage.
5. Parents are kindly asked to donate two (2) dozen cookies or squares. These are for the audience members during intermissions, not for our dancers.
6. Recitals typically run for 2 to 3 hours. Private numbers are usually performed at a separate performance.
7. Theatre Etiquette – Please remember when watching your child’s performance that several important factors help everyone to enjoy the show. If you are not following etiquette, you may be asked to leave the theatre immediately.

● Turn off all electronic devices.

● Do not enter or exit the theatre during a performance, and do not move around the theatre.

● Please be as quiet as possible during the performances.

● Please stay and enjoy all the performances so that all the students in our school have an audience for their dances.

**Costumes**

1. Costumes are yours to keep as you have paid for them.
2. A sheet requesting your child’s measurements will be sent home in the fall. It can take up to 4 months to process our costume order, so please get the measurements back to the Costume Director by the assigned due date.
3. There will be a costume pick up night at the studio typically in February or early March.
4. Dance fees must be paid in full before costumes can be picked up.
5. There may be a night during the dance season to order WDA “spirit wear” (jackets, tank tops, etc.). These items are to be purchased separately by the family. Certain spirit wear items may be mandatory for community events and recital.

**Exams**

1. Exams may be offered in Ballet, Jazz and Tap. Invitation is at the discretion of the Instructor. There will be extra costs involved should you decide to participate in the exams.

**Pictures**

1. WDA organizes group and individual pictures to be taken by a professional photographer.
2. Dates will be included in a newsletter or email.
3. All dancers are encouraged to take part in the photo shoot even if pictures are not being purchased, so we that have complete pictures of all our groups.

**Lost and Found**

1. There are lost and found boxes located in the front and back studios.
2. Please check the lost and found boxes regularly as they are often full of items.
3. All items left over Christmas Break and at the end of the year will be donated.

**Class Cancellations**

1. The Wainwright Dance Academy will publish studio closures for holidays, etc., in the monthly newsletters.
2. Cancellations will be announced on our Facebook group, and will be emailed to those who provide their email addresses at registration.
3. Classes are not run over Christmas or Easter Breaks.
4. Classes are usually cancelled on statutory holidays but are still typically run on Remembrance Day.

**Board of Directors**

The WDA is operated by a volunteer Board of Directors. Parent volunteers are essential to the operation of the Academy.

The Board is comprised of the President, Vice-President, Secretary, Treasurer, Communications Director, Costume Director, Fundraising Director, Recital/Festival/Competition Director, Facilities Director and four Members at Large (including Festival/Recital MAL, Special Events MAL, Communications MAL, and Administrative MAL).

Elections take place at the **Annual General Meeting** (AGM) in September or may occur at a General Meeting if a vacancy occurs prior to the AGM. Typically, a General Meeting is held in the spring in conjunction with registration. Board Members are elected for one year terms with the exception of the President, Treasurer and Secretary which are two year terms. The President & Vice President positions cannot be held by anyone with a family member that is a current instructor at the WDA.

**Board meetings** are held monthly, with additional meetings scheduled when necessary.Parents are welcome to attend the first 10 minutes of any Board meeting to discuss any concerns/issues they may have or to just touch base with the Board as a whole. Members are to send an email to info@wainwrightdanceacademy.com to put items on the agenda to be discussed.

**Board Member Responsibilities**

Board Members are elected to represent the best interests of all the dance families.

Board Members may miss no more than 3 Board meetings, otherwise they may be removed from the Board.

In addition to attendance at Board meetings, each position has additional responsibilities. Parents who are interested in joining the Board are encouraged to talk to current Board Members to get a sense of the time commitment and duties involved in each position.

For our children’s safety, all Board Members are required to have a criminal record check.

**Committees**

The Board may also establish committees from time to time to work on various tasks. Parents who have time to offer are encouraged to contact the Board.

**Contact us**

Wainwright Dance Academy is located at 113 10th Street, just south of the clock tower.

Our email address is info@wainwrightdanceacademy.com

The website address is [www.wainwrightdanceacademy.com](http://www.wainwrightdanceacademy.com)

Our Facebook group can be found under Wainwright Dance Academy. It is a closed group in order to keep the dancers’ information private. You will need to ask to join. Please note the Facebook page is for administration only, and is not the appropriate method of communication for addressing concerns.

The phone number for the studio is 780-842-5535. It is used for outgoing calls only. Messages will not be checked and you will not get a hold of instructors or board members by calling this number.

**Return to Dance**



**Wainwright Dance Academy 2020-2021 Season Proposal**

July 2020

Wainwright Dance Academy

Wainwright, Alberta

**Overview**

* Implement dance classes to minimize the risk of transmission of infection among dancers, instructor and volunteers.
* Provide procedures for rapid response if a dancer, instructor or volunteer develops symptoms of illness.
* Ensure that all participants maintain high levels of sanitation and personal hygiene.

**Goal**

* To allow dancers from the Wainwright area to return to class for their physical and mental well being and continue their dance training in the safest environment possible.

**Specifications**

**Facility Considerations**

* Facility access will be through both the front and back studio doors, to provide direct access to each studio and minimize traffic throughout the facility.
* The lobby and change rooms will be off limits with barriers set up.
* Drop -off is available at the front and back entrances. All dancers will be dropped off no earlier than 5 minutes prior to the start of their given class. Parents are asked not to enter the facility to minimize number of people in the facility. Exceptions may be made for pre-school dancers when required on a case by case basis if physical distancing can be maintained.
* Spectators will not be permitted for any classes.
* All dancers will enter and exit the facility individually, groups are only permitted if they are made up of individuals who live together.
* Dancers are asked to wait outside the facility until called in and screened by a volunteer for their class and will be asked to vacate the building immediately after their class has ended.
* A washroom will be designated for use by each studio for use when necessary.
* Doors between studios are to remain closed to provide a physical barrier between studios.
* Instructors will be assigned a designated studio for their respective classes.
* Dancers will be asked to bring filled and labelled water bottles and not use water taps in the facility to fill bottles.
* All participants, volunteers and instructors are asked to use supplied hand sanitizer of a minimum 60% alcohol upon entering and exiting the facility.
* Facility will be equipped with proper signage as per AHS guidelines in regards to hygiene and physical distancing.
* There will be a designated shoe drop off at the entrance of the building and a designated area to hang outerwear in an effort to keep the studio clean.

**Screening**

* All dancers, instructors and volunteers will be subject to screening daily, before their involvement in dance class.
* Any person who exhibits symptoms of COIVD-19, has travelled internationally in the 14 days prior to any class, or has been in close contact with a positive case of COVID- 19 must stay home and isolate.
* If, during class, a child develops COVID-19 symptoms, the instructor will contact the parent immediately and the dancer will be asked to isolate in the change room until

pick up.

**Registration**

* All registrations will be taken prior to the start of any classes.
* Registrations forms will be provided digitally to participants and a drop off location provided.
* If registrations need to be taken in person, registrants and operators will be asked to wear masks when physical distance of 6ft cannot be maintain.
* Operators will ensure all up to date contact information for dancers and their guardians is collected to ensure rapid response to any illness is possible. Registrants will be informed that contact information may be used for tracing purposed.
* Registration will be limited to dancers who reside within the MDs of Wainwright and Provost.

**Classes**

* Ballet, Tap, Jazz, Hip-Hop, Lyrical, Variety and Pre-school classes will be offered to dancers aged 18 months to 21 years.
* Dancers will be required to come dressed appropriately for class, with only their shoes needed and filled and labelled water bottle. Students will be asked not to bring additional bags or items to class.
* Instructors will be asked to maintain a 6ft physical distance from all dancers. If for any reason an instructor cannot maintain this physical distance, they will be asked to wear appropriate PPE.
* Instructors will be asked to practice proper hand hygiene before and after each class.
* As dressing rooms will be off limits, dancers will be given a marked area in each studio to leave their water bottle and don the appropriate footwear at the beginning of class,
* Classes will be conducted workshop style giving each dancer a minimum of 6 ft, up to 9 ft area where space allows. Floor of studio will be appropriate marked to help maintain space. Dancers are encouraged to wear masks when entering and exiting the building until they are in their designated dance space.
* Cohort groups of a maximum 30 dancers will be formed to help minimize transmission of any infection and allow for rapid response should any dancer in a group become ill. These groups will remain the same dancers across all dance genres. Cohorts of dancers will remain the same for the duration of Stage 2.
* Doors will remain locked during classes, so that students for the next class do not come in early. Classes will be scheduled 15 minutes apart to ensure there isn’t any overlap between dancers arriving early and leaving.
* Each class will have a documented attendance of participants and instructors should it be required for rapid detection purposes.
* Dancers will be asked to exit the facility immediately following class to ensure no mixing of dancers of each cohort group between sessions.
* Use of props will be minimized and designated to specific dancers where possible. If props for performances must be shared, dancers will be required to perform proper hand hygiene before and after touching props and refrain from touching their faces. Props will also be regularly disinfected.
* Singing along with music will be discouraged during classes.

**Sanitizing**

* Barres and door handles will be wiped with a disinfectant spray between and floors will be washed with bleach solution between each class.
* Stereos, light switches and other materials only touched by instructors will be disinfected daily.
* Entrances area and bathrooms will be sanitized by volunteers periodically each day and at the end of each day in accordance with AHS guidelines.

PLEASE NOTE: This document is subject to change as the provincial and federal health and safety requirements are updated going forward.