



SPOTLIGHT DANCEWORKS INC.

164 Baseline Road East Unit C

Bowmanville, Ontario L1C 1A2

Phone: 905-697-7644

Spotlight Danceworks Inc. (the Studio) Studio Policies and Guidelines

The Spotlight Danceworks Inc. Studio Policies and Guidelines (including the code of conduct) and Privacy Policy are available on our website. Anyone entering the studio premises is expected to abide by these policies and guidelines. This includes but is not limited to independent contractors, contractors, students, parents, guardians, family members, friends and guests.

Health and Safety – COVID-19: Anyone entering the Studio premises for any reason must sign and abide by the Spotlight Danceworks Inc. COVID-19 Facilities Declaration. The Studio complies with all government mandated face shields, physical distancing, frequent handwashing and limited participation group numbers put into effect by municipal, provincial and/or federal decree. All participants must enter and exit through their designated studio door only and only use the washroom designated for their studio. Please note: waiting areas, changes rooms, viewing windows etc. are closed until further notice. All participants, or in the case of a minor, the parent or legal guardian must review and sign the Informed Consent which references illness, injury, loss of personal property and collection of private information. Other Health and Safety provisions are also in effect. Information may be obtained by emailing Sara@spotlightdanceworks.com

Safety and Medical Concerns:

All participants, or in the case of a minor, the parent or legal guardian must review and sign the Informed Consent which provides specific information regarding the studios policies regarding injury, illness, loss of personal property and collection of private information.

Dress & Shoe Code: For both comfort and safety, all dancers are expected to adhere to the dress code for the type of dance as outlined on the website including proper footwear where applicable. The studios are equipped with specially designed floating dance floors that provide the resilience and absorbency required for dancers. It is extremely important for dancers to wear the proper shoes while they are dancing. **Please note Street Shoes are not allowed on the studio floor.**

Any dancer not appropriately attired may be asked to leave the class for the safety of themselves and others. Students must also refrain from wearing jewelry or chewing gum in class.

The studio is equipped with a security system, fire alarms, extinguishers and safety lights. First aid kits are located in each studio. All exits are clearly marked. A fire and emergency plan is in place and all instructors are aware of emergency facilities and the location of escape routes etc. Please ensure we have up-to-date emergency contact information including cell phones for your child at all times.

To provide the safest environment for all of our students we adhere to the Kawartha Pineridge District School Board's guidelines for the restriction of nut and nut products in our studio and we

ask that you abide by these guidelines. Please ensure you notify us if your child has severe allergies and provide us with access to any medication that may be required while your child is in attendance.

Please also inform the Studio in writing if you have any other medical or accessibility concerns

Virtual Office: The Studio operates a virtual office. We accept registrations and payments electronically only. Office administration is available by phone at times posted on our website. Otherwise all communication is by email to Sara@spotlightdanceworks.com Face to face meetings, if required will be conducted by Zoom, Skype or similar.

Studio Accounts and Payment of Fees: All studio accounts have one primary account holder. This is the account holder that registers and signs or electronically acknowledges the Informed Consent Agreement and Terms and Conditions on the registration form. This account holder will be the one considered financially responsible for the account. Any dancer with an overdue balance of more than 30 days will not be allowed into class until payment in full is received or payment arrangements have been made. Discounts offered are for immediate family members only. Studio Management will make the final decision regarding family discount eligibility.

Payment Options:

Payments are accepted on the 1st or the 15th of the month, monthly over 9 months from September to May or by semester over 3 scheduled payments in September, November and January. The studio offers two types of payment:

- Visa or Mastercard Credit Card – a card number must be placed on file and a 3% convenience fee is charged for all credit card payments
- By Interac eTransfer Receivables Service – a fee does not apply

Class Cancellations: Government mandated closures, closures for acts of nature such as snow storms or any other reason deemed necessary at the discretion of the Studio will be announced via email and posted on social media accounts. There is no discount or refund for cancelled or missed classes. In certain circumstances only related to government mandated closures that are beyond the control of the Studio, the Studio may at its sole discretion extend the dance year and/or offer a credit with expiry date.

Not Responsible for Injuries: As outlined in our Informed Consent Agreement, the Studio is not responsible for injuries sustained in class, on premises, or at any related event.

Lost and Misplaced Articles: The Studio is not responsible for lost or misplaced articles. Please put names on all belongings.

Food and Drink: Food and drink are prohibited in all studios at all times unless otherwise directed by an instructor or teacher. Food and drink may be permitted in certain waiting hours where indicated. However you are responsible for proper disposal of waste in the designated bins. **FOOD and DRINK items MUST NOT BE DISPOSED OF IN THE WASHROOMS.** Please note that Spotlight Danceworks Inc. is a nut free facility.

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Entering and Exiting Classes: Dancers must wait until the instructor or teacher is present before entering a studio, unless directed otherwise by an instructor or teacher. Any dancer, parent or guardian entering a studio must take direction from the Instructor or teacher present, who will operate within the parameters of the Informed Consent Agreement, the COVID-19 Facility Declaration and the Terms and Conditions of the Studio. All dancers must exit the studio at the end of class. Parents/Guardians must be at the designated exit door to pick up their dancer 5 minutes prior to the end of the class. Dancers are not permitted to use the studios when a teacher is not present unless arrangements are made through the Studio office.

Year End Recital Costumes: Costume fees for the year end recital are non-refundable. Costume may only be picked up when the account is paid in full with no balance remaining.

B.A.T.D. Examination Fees: Exam fees are charged over and above class fees and are remitted directly to the British Association of Teachers of Dancing. There are no refunds. Students taking exams must adhere to the examination dress code, including proper foot attire, as outlined on our website at www.spotlightdanceworks.com. Optional examination preparatory classes may be made available to students at extra cost, however all required exam work is taught and reviewed in technique classes.

Values – In-class and Performance Code of Conduct: We want your child's studio experience to be instructional and fun-filled in an atmosphere that fosters growth in capability and self-confidence. To help us achieve these goals, please ensure you and your dancer are aware of the following studio values and in-class and administrative guidelines. All students and instructors are expected to display these values in their classes and performances.

Spotlight DanceWorks Values: In-class and Performance Code of Conduct

At Spotlight DanceWorks a DANCER stands for:

- D** – Dedication – commit to fully participating in classes and performances individually and with other dancers
- A** – Accomplishment – work to achieve technical skills goals and choreographed routines
- N** – Non-discrimination – always interact with others in an honest, respectful and non-discriminatory manner
- C** – Cooperation – follow the instructions and guidelines provided by teachers, helpers, adjudicators, and performance organizers to the best of your abilities
- E** – Encouragement – be encouraging to yourself and others showing good sportsmanship, avoiding gossip, criticism, or denigrating comments for any member of the dance community, parent, or peers
- R** – Responsibility – act as a role model showing respect for yourself and others at all times.

Zero Tolerance Policy – Harassment and Workplace Violence: Spotlight Danceworks Inc. has **Zero Tolerance on or near our premises** for bullying, hate crimes, vandalism and harassment of any kind including on the basis of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction. Failure to comply with this policy may result in dismissal from the Studio and legal action under the Human Rights code. If you feel you are experiencing harassment or violence, immediately inform Sara Hodgins and provide a written account to sara@spotlightdanceworks.com. Immediate action will be taken to address your concerns following the prescribed steps outlined in the province of Ontario’s remediation guidelines.

Zero Tolerance Policy – Smoking, Vaping and Controlled Substances: Spotlight Danceworks Inc. has **Zero Tolerance** for anyone on or near the Studio’s premises (as outlined by law) that does not follow the smoking, vaping and use of controlled substances (including alcohol and cannabis) laws of Ontario and Canada or engages in the use of illegal substances on or near our premises or prior to entering our premises. There shall be no smoking of tobacco or vaping:

- Inside any building or covered entrances or any temporary structures such as canopies, awnings or tents, owned, leased or otherwise occupied by Spotlight Danceworks Inc.
- Within a five (5) metre radius of any entrance of a Spotlight Danceworks Inc. building or structure

Students, instructors, parents/guardians, friends, guests contractors and all others are prohibited from obtaining, selling, possessing or using alcohol, cannabis, prescription drugs not prescribed for that person or illegal drugs on or near Spotlight Danceworks premises, or while attending classes or performances. Further, Spotlight Danceworks Inc. does not allow abuse of alcohol, cannabis, prescription drugs not prescribed for that person or illegal drugs while in attendance at Spotlight Danceworks Inc. events or events where Spotlight Danceworks Inc. is in attendance. Failure to comply with these policies may result in dismissal from the Studio and legal action.

Social Media: Students and parents are expected to use social media in a responsible manner. Students and parents using social media to knowingly disparage any aspect of their dance team or class, instructors, their peers, or Spotlight DanceWorks Inc, owner, administrator or instructors or the studio itself, will be dismissed from the Studio. Videos containing studio choreography **MUST NOT** be posted on any social media site without the approval of Spotlight Danceworks Inc.

Accessibility: Spotlight Danceworks Inc. is committed to providing accessible customer service. If you have an accessibility issues, please notify Spotlight Danceworks Inc. and we will immediately address your concerns.