

DL STUDIO GUIDELINES, COVID PROTOCOLS & PROCEDURES, STUDIO RULES & EXPECTATIONS & REFUND POLICY

DL STUDIO GUIDELINES:

1. **PICK-UP/DROP-OFF:** All parents and caregivers picking up and dropping off students **MUST PARK** their car and walk their crew member to the door. Please **do not park in front of the studio**. Class times have returned to a back to back schedule, any attempt to park directly in front of the studio causes a bottle neck for any and all trying to leave or come in for class as well as for those visiting our neighbors. **Parents and caregivers, please wait outside for students to be dismissed.**
2. **QUIET WHILE WAITING:** Crew members should be mindful of waiting outside the studio for another class to be dismissed. Crew members should keep voices down to a whisper so as not to disturb the current class in session.
3. **BE ON TIME:** Please arrive to the studio **ON TIME** with a mask on, in uniform, hair pulled back (if applicable) and sneakers on. Please contact the teacher/studio ahead of time if early dismissal is required.
4. **UNIFORM:** Class uniform must be worn to each class, **no exceptions**. Class uniform is, DL T-shirt (received on the first day of class), solid black joggers, solid black leggings, or solid black shorts and sneakers.
5. **SNEAKERS:** We highly suggest sneakers with no tread at the bottom such as Converse or Vans (**No flip flops, Uggs or slip ons. For safety reasons children will not be permitted to dance unless they have sneakers on**).
6. **NO JEWELRY, INCLUDING WATCHES.**
7. **GO BEFORE CLASS:** All crew members should use the bathroom before the start of class. Parents of our little ones, please be sure to remind your sons and daughters to use the bathroom before class.
8. **CUBBIES:** All bags, jackets, sweatshirts, and any other additional items (**EXCEPT** water bottles) should be placed in the hallway cubbies. Water bottles can be placed at the back of the classroom). ALL DL Crew members must bring a water bottles.

COVID POLICY & PROTOCOLS

1. **Cleaning Protocols:** In addition to our current daily and weekly cleaning protocols we will be ensuring that all door handles, surfaces and bathrooms are cleaned in between each class.
2. **Disinfection Procedure:** All class equipment and props such as cones and dots will be sanitized after each use.
3. **Hand Sanitizer:** Additional hand sanitizers have been placed throughout the studio both in and outside the classroom for all to use upon entry and exit of the studio and during class.
4. **Hand Washing Policy:**
 - a. ALL Students will be required to wash their hands upon entering the studio.
 - b. Staff will be required to wash hands before and after each class.
5. **Personal Protective Equipment:** Any staff members stationed at the front desk will be mandated to wear a mask when speaking to any client or child. Additionally, staff members will be wearing masks during class. Mask breaks will be taken by staff members during class while they maintain the proper social distancing guidelines.
6. **Physical Distancing:** Socially distanced markers have been placed on the floor to ensure the appropriate space is kept in between participants.
7. **Staff COVID Policy:** All staff members will be asked to sign a declaration stating that they are re-entering DL Studio without infection or symptoms of COVID-19 (or other). They will also provide their guarantee that if in the future symptoms or infections occur, they will notify DL Studio management immediately. DL Studio management will then follow the below communication guidelines to parents and clients.
8. **Communication:** In the unfortunate event that there is a case of COVID-19 of a DL Staff member, a notification will be sent out via email to any class that could have had possible exposure. The appropriate DL staff member will abide by all guidelines for isolation provided by the CDC and will return to work once they have met the requirement. Classes will continue to run with a substitute instructor.
9. **DL Crew Member COVID Policy :** In the event a DL Crew member tests positive for COVID within 2 days of being inside DL Studio, we ask parents to notify DL Studio so that we can undergo the appropriate contact tracing and notification to their class. Unless, otherwise noted within communication, classes will continue to run as scheduled.
 - a. Any DL Crew member placed into quarantine for contact tracing purposes, can contact the studio and we will provide a Zoom option to take class.

DL STUDIO RULES & EXPECTATIONS:

1. **HANDS TO OURSELVES:** Unless deemed a part of a dance or exercise in class, all crew members must keep their hands to themselves. Personal space and respecting one another's boundaries is extremely important. DL Studio has a zero tolerance policy for any aggressive and/or violent action including, pushing, shoving, hitting and/or punching. Any student seen doing these behaviors will be immediately removed from the studio, addressed with the appropriate student(s) and if deemed appropriate, parent parties.
2. **NO EATING AND/OR CHEWING GUM:** Any and all food must be eaten and disposed of outside the studio.
3. **NO GYMNASTICS:** Unless being taught by a DL instructor as a part of class, there are NO gymnastics inside DL Studio.
4. **NO RUNNING:** Unless a part of a dance or warm-up, no running in the studio. The floor is hard and we do not want anyone to get hurt.
5. **NO TOUCHING THE MIRRORS**
6. **RESPECT & KINDNESS:** We ask all crew members, staff and parents to treat one another with respect and kindness.
 1. When instructors are speaking, you are listening. When other crew members are speaking in class, you are listening.
 2. Encourage and congratulate your fellow crew members in class.
 3. Be kind to yourself. Many movements may feel very foreign to crew members. This is normal. The only way to learn and to become better is by doing and practicing.
7. **NO BULLYING and/or TEASING:** DL Studio has a zero tolerance policy on bullying and/or teasing. Any crew member seen or heard bullying and/or teasing another crew member will be immediately removed from the classroom, addressed and if needed their parent or caregiver called for pick-up.
8. **3 STRIKE POLICY:** DL Studio implements a three strike policy for all students inside the classroom. Crew members who repeatedly ignore or break the rules will have three opportunities in the classroom to adjust their behavior appropriately. Once a 3rd strike is issued, crew members will be asked to sit out for the remainder of class. Parents can expect to be invited into the studio where crew members will be asked to share with you why they were asked to leave the studio. If any crew member is asked to sit outside 3 or more times within a semester, DL management will ask for a meeting with parents to review the crew members conduct and if needed, remove the crew member from class, unrefunded.

DL's Expectation of Crew Members:

- We expect that you will enter the studio ready to listen, learn and dance (A LOT).
- We expect that you will arrive on time and in uniform.
- We expect that you come in ready with good, positive energy.
- We expect you to not know everything. That's why you are here.
- We expect that you will treat myself, fellow crew members and all DL staff members with respect & kindness.
- We expect that you will listen.
- We expect that you will always try, even when it is very hard or maybe seems impossible.
- We expect that you will smile a lot.
- We expect that we will have a lot of fun together.
- We expect that you will work very hard.

What you can expect from DL & Staff:

- In addition to choreography, you can expect to learn several foundational elements, movements, grooves and styles of Hip Hop and/or Breakdancing.
- You can expect to learn where Hip Hop came from, it's culture and the 5 core elements of it.
- You can expect to be treated with respect and kindness.
- You can expect to be challenged.
- You can expect us to help guide you through those challenges.
- You can expect to smile and laugh.
- You can expect to have a lot of fun.
- You can expect to work hard.
- You can expect to be rewarded for hard work.

Refunds & Credits

A request for refund one month or earlier prior to class start will receive a full refund, less registration fee.

A request for refund 29 days to two weeks prior to class start will receive 50% refund, less registration fee.

A request for refund two weeks to two days prior to class start will receive a 25% refund less registration fee.

There are NO REFUNDS OF TUITION for any cancellation requests made two days or less prior to class start and once classes are in session.

In the case of a medical emergency, condition or injury that would prevent a student from continuing his or her classes, Dance on the DL reserves the right to treat any tuition reimbursement on a case by case basis.

DL Studio does not provide refunds for any instance related to opposition of studio mask and/or in-studio COVID-19 safety protocols.