

Pacific Dance Centre Registration Package 2020/21

Thank you for registering with Pacific Dance Centre! Please read this registration package for information regarding **COVID-19 Protocol, General Studio Policies, New Procedures for Students, Schedule and Fees.**

In response to the COVID-19 pandemic, Pacific Dance Centre has revised its policies to reflect new health and safety guidelines. Please read through carefully. All students and their families are expected to adhere to these new protocols and policies.

COVID-19 Protocol for Pacific Dance Centre	
Safety Measure	Explanation
Entrance Doors	Classes in the hall will use front doors, classes in the church will use back doors.
Studio Lobby Closed	To reduce traffic in and out of the building and overall headcount inside the facility.
Students Only	Only students (with an upcoming class) are allowed in the building. At this time, parents/guardians will not be admitted into the building to help minimize the headcount inside the facility unless prearranged with a staff member.
Change Room Closed	To reduce traffic in an unmonitored area. Dancers can use the washroom stall to change, if necessary. Dancers should ideally arrive with dance attire on, and may wear warm up pants and sweaters overtop.
Class Transitions	If a student has a transition from one studio to another with a 15 minute break, they may arrange with PDC to consume a snack. Proper hand hygiene is mandatory before and after consuming food. Please contact the studio directly to arrange this.
Washroom	Only one stall open in each washroom. One person allowed access at a time.
Class Times	Changes to class times to allow for cleaning in the crossover (15 minutes).
Floor Markings	Floor markings will be in place for each dancer's place at the barre and in the centre. Dancers will be directed on this by the instructor.
Smaller Class Sizes	Classes to be capped at 8 students per class at this time.
Sanitization Practices	Cleaning of door handles, washrooms, barres, and other high touch surfaces at the start and in between classes.
Restructure Drop-off and Pick-Up of students	Drop-off and pick-up of students will happen outside only.



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No "Hands-On" Learning	There will be no "hands-on" teaching or learning. Students and teachers will respect the 2-meter distancing at all times. Students will be directed through floor markings and the teacher's directions. Only in an instance where a teacher needs to assist a student with a physical injury (or another safety instance) would the teacher need to come in close physical contact with a student.
Changing Clothing Before/After Class	Each dancer is to bring a small bag or basket for their personal belongings (ie: Sweater/pants/socks/ballet slippers, etc). Bag to be placed on a sanitized bench during class.
No Food Allowed	Dancers should eat outside, in the car or at home before class and should wash their hands before and after eating. No food is allowed at the studio (except teachers), unless it has been pre-arranged as in the case of class transitions (see <i>above in Class Transitions</i>)
Hand Sanitization Before Class	Sanitization stations will be located at the entrance to both studios and within each studio. Dancers are required to sanitize their hands upon entry.
Keep Doors/Windows Open	Keep doors/windows open as much as possible to allow for an increased circulation of fresh air.
No Hand Held Props	There will be no hand held props used in class (ie: ribbons, scarves, etc), unless brought by the student as requested by the teacher.
Update studio with appropriate signage	Signage throughout the studio and outside the studio with new protocols will be in place.
Water Bottles	One, labelled water bottle per student allowed. No refilling at the studio at this time, please.
Screening Upon Arrival	Parents and guardians are encouraged to monitor themselves and their children for any signs of illness: Do you or your child exhibit any of the following: Coughing, fever, sore throat or difficulty breathing? Any patron (parent, guardian, child) that answers 'yes' to the question above is not permitted to enter the facility. Anyone who has symptoms of COVID-19 is recommended to call Island Health's COVID-19 Call Centre: 1-844-901-8442 or visit www.islandhealth.ca/covid19 for more information.
Payment Methods	At this time, we will accept payment by e-transfer and PayPal only (to pacificdancecentre@gmail.com)



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Other General Studio Policies

Fee payments - The annual registration fee per family is \$35.00 (non-refundable) and is due on or before September 8, 2020. Payment of annual class fees may be made in one of three ways: a) in full, dated September 8, 2020 b) in 2 instalments, dated September 8, 2020 and January 1, 2021 or c) in 10 monthly payments, to be paid on the 1st of each month (Sept-June). A \$25.00 charge will be billed for each NSF cheque.

Missed Lessons - As of September 8, 2020, there are no refunds or credit for a missed lesson. A make-up class may be arranged with the teacher and must be done within two weeks of the missed class. Make-up classes are only available if the space allows in a particular class.

Placement Classes (new students) - Placement classes are \$20/class, payable in advance by online e-transfer (non-refundable). If a student then decides to register, the fee will be subtracted from the monthly owing. If a student registers partway through a month, a prorated fee amount will be applied.

Attendance - Students are expected to attend their classes by arriving on time and on a regular basis. At this time, latecomers will not be accepted into class unless prearranged with the teacher. All absences should be reported by calling 250-477-6114 or by emailing pacificdancecentre@gmail.com. Multiple unexplained absences will affect a student's class placement and/or participation in any performances and/or exams.

Withdrawal - Should a student wish to withdraw from the studio, we ask for one full month's notice. All fees owing beyond the month will be returned. For example, if a student wishes to withdraw on Dec 1st, 2020, written notice must be provided to Pacific Dance Centre by Nov 1, 2020 in order to have December's tuition cheque returned. In the case of failing to provide one month's notice to withdraw, Pacific Dance Centre reserves the right to charge for the following month's tuition.

RAD Examinations - Royal Academy of Dance (R.A.D.) examinations are scheduled only when the teacher determines that there are students who have progressed to a stage where they would benefit from the exam experience. Selection is based on the desire and readiness of each student. Candidates must be taking the appropriate number of classes per week to be considered (i.e.: the maximum number of classes offered for a particular level). In-house (non-RAD) exams are held at the discretion of the teacher.



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Festivals - PENDING FOR 2020/21 - The teacher may select students for participation in dance festivals. Participation in a festival is not an automatic part of enrollment at PDC. Students enrolled at Pacific Dance Centre may only enter the ballet section of a festival by Mrs. Eastick, Mrs. Vernon and/or Ms. Wickes. Other disciplines are exempt from this policy. Fees for festival participation & costumes are in addition to regular annual class fees. All festival candidates are by invitation only.

Recital - PENDING FOR 2020/21 - All students perform in the year-end recital. Students are expected to attend all classes and rehearsals, including, but not limited to the Dress Rehearsal and Technical Rehearsal (schedule to be determined). Students who do not attend all scheduled rehearsals may not be allowed to perform. Also, if more than one performance is scheduled, students must attend all scheduled performances. Costume fees will be billed separately from regular annual class fees.



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New Procedures for Students

If you or your child are feeling unwell, do not enter the facility at this time, thank you.

Student arrival to the studio:

- Students are to arrive with their ballet clothing under their street clothes and hair already in a bun
- Students may bring a small bag containing their ballet slippers, water bottle, etc
- Please fill water bottles at home
- All students and parents must wait **outside** the designated entrance
- There is no access to the building without the teacher's supervision and at this time **only students (during their class time) are allowed in the building**
- While waiting, please ensure you are physically distanced from other students and their families (6 feet apart)
- Approximately 5 minutes before the start of class, the teacher will come outside to retrieve the students
- Students will enter the studio and immediately sanitize their hands
- **No Latecomers:** If you arrive after the teacher has retrieved the students and the front doors are closed, you will NOT be allowed access into the building, unless prearranged with the teacher.
- All doors will be locked during class time in order to secure the building, unless a door is being used to aid in air circulation
- Students are not allowed any access to the kitchen, preschool room or change room area at this time
- The washrooms are available for use (one person at a time)

During class time - *The dancers will be directed by the teachers to ensure they are following these procedures:*

1. Each dancer is to place their belongings in their bags and will store them on a marked "X" on a bench (pew)
2. Dancers must remain at their barre spot (see signs and RED tape on the barre) during the barre section of class
3. Once in the centre, they must stay on or near their YELLOW X and 6 feet apart from each other (teachers will monitor this)
4. When dancing from the corner, dancers must be spread out along the barre while waiting in line and note the floor marking for the corner person (Markings in PURPLE)



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5. The teacher markings (in ORANGE) are designated areas for the teacher (near the sound system/down the centre of the room (for barre work) and in front of the entrance to the studio (for centre work facing the mirrored wall).
6. Absolutely no physical touch between students and/or student and teacher either before/during/or after classes is permitted
7. Dancers will be monitored at all times for physical distancing and overall well being.
8. No use of props or other hand held items during class (including cell phones), unless brought by the student as requested by the teacher.

Washroom use

- The dancers may use the washroom, but only one person is allowed in the washroom at a time
- Everyone must sanitize their hands (even after washing) upon re-entering the studio

If a student falls ill during the class

- The teacher will call the parent/guardian immediately and inform them that they must immediately come and pick up their child
- The child will be directed to sit on a chair in the studio, away from others, while they wait.
- Parents are not allowed inside the building, except in the case of an emergency
- **If it is an emergency, the teacher will call 911 first and then call the parent immediately after**

Dismissing the dancers

- Dancers will be monitored by the teacher to ensure proper physical distancing is followed while exiting the building.

RA

According to Dr. Bonnie Henry, anyone who has travelled internationally and returned to British Columbia, must self-isolate for 14-days. Students who live in the same household as a confirmed or clinical COVID-19 case who are self-isolating, or who have been exposed to a confirmed COVID-19 infected person, are advised by public health to self-isolate. Please do not come to the studio if you or someone in your immediate family is in self-isolation.

**Please do not come to the studio if you or your child are feeling ill.
Please report all absences to pacificdancecentre@gmail.com / 250-477-6114**



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Schedule 2020/21

Day	Time	Level	Teacher	Location
Mondays	3:45-5:15	Grade 4	Mrs Vernon	PDC (H)
	5:30-6:45	Grade 3	Mrs Vernon	PDC (H)
	7:00-8:15	Grade 3	Mrs Vernon	PDC (H)
Mondays	4:00-5:30	Intermediate	Ms Leah	PDC (S)
	5:45-7:15	Intermediate F	Ms Leah	PDC (S)
	7:30-9:00	Advanced F	Ms Leah	PDC (S)
Tuesdays	3:45-5:15	Grade 5	Ms Leah	PDC (H)
	5:30-7:00	Advanced 1	Ms Leah	PDC (H)
	7:15-9:15	Intermediate	Ms Leah	PDC (H)
Tuesdays	2:00-4:00	Adv 2 Coaching	Mrs Eastick	CW
	4:15-6:15	Advanced F	Mrs Eastick	CW
Wednesdays	4:00-5:00	Grade 1 (2nd yr)	Ms Leah	PDC (H)
	5:15-7:15	Intermediate F	Ms Leah	PDC (H)
	7:30-9:00	Advanced 1/2	Ms Leah	PDC (H)
Thursdays	3:45-5:15	Grade 4	Mrs Vernon	PDC (H)
	5:30-6:45	Grade 3	Mrs Vernon	PDC (H)
	7:00-8:15	Grade 3	Mrs Vernon	PDC (H)
Thursdays	4:15-5:15	Jr Contemporary	Ms Tara	PDC (S)
	5:30-6:30	Jr Contemporary	Ms Tara	PDC (S)
	6:30-7:45	Elem Contemporary	Ms Tara	PDC (S)
Fridays	2:00-4:00	Adv 2 Coaching	Mrs Eastick	PDC (H)
	4:15-6:15	Advanced 1	Mrs Eastick	PDC (H)
	6:30-8:00	Intermediate/Adv F	Mrs Eastick	PDC (H)
Fridays	5:15-6:15	Conditioning	Ms Tara	PDC (S)
	6:30-7:30	Conditioning	Ms Tara	PDC (S)



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Saturdays	9:30-10:30	Grade 1 (2nd yr)	Ms Leah	PDC (H)
	10:45-12:45	Grade 5	Ms Leah	PDC (H)
	1:00-2:30	Intermediate F	Ms Leah	PDC (H)
	2:45-4:45	Advanced 1	Ms Leah	PDC (H)
Saturdays	9:15-10:15	Grade 1 (1st yr)	Ms Tara	PDC (S)
	10:30-11:00	Pre-Primary	Ms Tara	PDC (S)
	11:15-12:00	Primary	Ms Tara	PDC (S)
	12:15-1:00	Primary	Ms Tara	PDC (S)

Locations: PDC (H) = Hall, PDC (S) = Sanctuary, CW = Charlesworth

Fees for Pacific Dance Centre 2020/21		
Registration Fee (per family)		\$35
Class	Hrs/week	Cost/Month
Pre-Primary	0.5	\$40.00
Primary	0.75	\$55.00
Grade 1 (1st yr)	1.00	\$70.00
Grade 1 (2nd yr)	2.00	\$125.00
Grade 3	2.50	\$155.00
Grade 4	3.00	\$180.00
Grade 5	3.50	\$205.00
Intermediate Foundation	5.00	\$265.00
Intermediate	5.00	\$265.00
Advanced Foundation	5.00	\$265.00
Advanced 1	5.50	\$280.00
Add-on classes	Hrs/week	Cost/Month
Conditioning with Ms Tara	1.00	add \$30.00
Adv 1/2 Ballet Combined (Wednesday)	1.50	add \$40.00
Junior Contemporary	1.00	add \$30.00
Elementary Contemporary	1.25	add \$35.00
Inter/Adv Contemporary Workshops	1.50	\$20.00 each
All Assessment/Drop-in classes	N/A	\$25.00 each



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