

WE'RE READY FOR ANYTHING...READY WHEN YOU ARE!

PLEASE REVIEW ALL OF THE INFORMATION AVAILABLE IN THIS PACKET BEFORE COMPLETING REGISTRATION. *All policies are in place to ensure that our students and their families enjoy a safe, organized and comfortable experience while engaged in our programming. Registration for, and participation in, any Performing Arts Workshop program assumes agreement and full cooperation with all Studio/Program Policies as described in this packet and included links. Please complete & sign separate [Release & Acknowledgement](#) form, after reading this packet, to facilitate enrollment in one or more of our programs.*

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CLASS ATTIRE: Dress codes for all classes are established for the benefit of all students to ensure not only a professional look, but to remove all distraction from the learning environment. To that end, please avoid sending students to class wearing costumes, tutus, fashion accessories, hats, tiaras or jewelry of any kind--especially rings, necklaces, bracelets and hoop earrings (stud earrings are ok). Dress codes vary by class. Please see separate [Dress Code Information](#) document for full details.

SHOW COSTUMES: Parents will measure their children according to the guidelines we share in the Fall, and submit their measurement/size choice via e-mail by December 1 (a reminder will be sent to all families, no worries!). Costumes paid in-full by February 1, 2021 will be ordered that week, and students will receive costumes in class as they are delivered, between April-May 2021. Please see separate [Tuition, Payment & Withdrawal Policies](#) for all related costs & deadlines.

PERFORMANCES: This season, we will hold one performance for all Dance Program students in the Spring; and return to a two-performance program next school year. As we must remain flexible while COVID-19 procedures and protections are in place, Spring Showcase details— including any admission cost— will be shared 2 months in advance of the planned performance date of June 5, 2021; and ticket sales will take place 2 weeks prior to the scheduled event. If a live event cannot take place at the time of our planned performance date per government ordinance, Performing Arts Workshop will immediately pivot to *Spring Showcase: Plan B* for all students enrolled in our 2020-21 Dance Program, in full compliance with all local ordinances, as well as all health & safety precautions outlined by the CDC; and with all procedures, viewing options and related fees to be determined if/when such circumstances arise.

ETIQUETTE: We strive to create an atmosphere of respect and camaraderie amongst our faculty, students and their families. Performing Arts Workshop is not like the studios you might see on reality TV, and we plan to keep it that way. Mutual consideration and respect between teachers, parents and students is essential. Making negative comparisons distracts students from achieving their own goals and fosters an unhealthy atmosphere. We want our students to work hard; focus on themselves; and be satisfied with their progress, regardless of what others may achieve. We also want them to work together; support one another; and be happy for each other's success. Rude behavior and critical commentary will not be tolerated. Our rule of thumb: there is never a reason not to be kind.

In the unlikely event of an uncomfortable situation or misunderstanding, please communicate all concerns to the Director via email to info@performingartsworkshop-nj.com for speedy and effective resolution.

RULES

- Smoking is not permitted in our facility, nor within 25 feet of our front entrance.
- We love pets, but children may not bring their pets into the facility in consideration of others' allergies.
- Strollers, skates, skateboards, tricycles, bicycles, scooters and the like are not permitted inside of the facility. If these things must make their way to Performing Arts Workshop, they must travel away from the building with parents/caregivers when students are dropped-off for class to allow for unobstructed social distancing at the building entry.
- Performing Arts Workshop will not assume responsibility for damage, loss, disposal or theft of unsecured personal property which is not directly caused by the actions of our personnel.

COMMUNICATION: Now, more than ever, the key to successful participation in PAW programming is to thoroughly read and keep track of all e-mail and social media updates. The studio and its staff are not responsible for families missing payment deadlines or important events if they have chosen not reference the information provided in digital format. Our office does not call parents/caregivers unless a matter is specific to

their child (teacher feedback, conduct matters, extenuating circumstances, etc.) and we trust that parents will stay up to date on all studio-wide updates as they arise.

Our office hours directly correlate with the schedule of classes during the school year. October 13 through June 5, our office hours will be Tuesday/Wednesday/Thursday 11:00a-7:00p and Saturday 8:30a-1:30p. Our office and facility will be closed on all holidays, Sundays, Mondays and Fridays unless classes are added to our schedule on those days throughout the school year. Please leave a voicemail when the office is closed to ensure a response when we reopen, and please allow 1-2 business days for our team to return non-urgent messages.

Follow us on Facebook ([paworkshopnj](https://www.facebook.com/paworkshopnj)) and Instagram ([@performingartswkshp_nj](https://www.instagram.com/performingartswkshp_nj)) to stay informed, and see fun pictures of your children in action!

LATENESS/ABSENCE/MAKE-UP CLASSES: Please see Tuition, Payment & Withdrawal Policies for more details.

CALENDAR: Our Calendar of Events will outline all special events, planned closures and other important dates throughout the season. This document will be shared with all confirmed registrants during the first week of class in October.

COMPANY KIDS: Performing Arts Workshop's *Company Kids* program normally provides additional performance opportunities, masterclasses/workshops and access to more intensive training beyond regularly scheduled classes. We will postpone enrollment for *Company Kids* this season and revisit our options when it is safest to do so. Any updates will be shared, as they arise, via e-mail and social media.

OUR NEW NORMAL: COVID-19 PROCEDURES & PROTECTIONS

PLEASE KNOW THAT WE WANT OUR STUDENTS TO HAVE FUN! WE UNDERSTAND THAT STRICT RULES MAY FEEL LIKE "NO FUN"; BUT WE ALSO KNOW THAT OUR STUDIO FAMILIES UNDERSTAND HOW IMPORTANT IT IS TO KEEP BOTH OUR KIDDOS & OUR TEAM SAFE. YOUR COOPERATION ENSURES THAT WE WILL CONTINUE TO OFFER PHYSICAL, ARTISTIC AND SOCIAL EXPERIENCES TO YOUR CHILDREN, AT A TIME WHEN SUCH EXPERIENCES ARE NEEDED MOST.

FACE COVERINGS, SOCIAL DISTANCING & HAND HYGIENE

All who enter our building— including our students, teaching faculty, support staff and other approved individuals— must wear a secure, cloth mask which completely covers their mouth and nose; keep a 6-foot distance from others; and sanitize or wash their hands properly. Full compliance is expected until face coverings & social distancing measures are no longer required by government ordinance regarding indoor activities.

CLEANING & DISINFECTION

Our schedule is designed to allow ample time for cleaning and sanitizing floors (steam mop) and surfaces (disinfecting wipes & UV-C sanitizing wands) before opening, in between each class, and at closing time. Skin-safe hydrogen peroxide sanitizing wipes, hand sanitizer and hand soap will be available to students and staff, at all times.

Air Doctor™ purifiers in each dance room will ensure optimal air quality for our in-studio dancers, at all times. UV-C towers will sanitize every square inch of air and surface in the facility overnight, every night, in addition

to the physical disinfection performed by our staff at closing time. Professional disinfectant cleaning of the entire facility will support the above efforts on a (minimum) bi-weekly basis.

PPE, ETC.

All dance rooms, our office and bathroom will have fully stocked cabinets containing disposable masks, gloves disinfectant cleaners, hand sanitizer and first aide kits, which may only be unlocked by our staff.

Our entire team will have individual lockers and access to an unlimited supply of PPE, ensuring they will always have what they need to effectively teach & protect our students; and fully comply with our studio policies. Our team will also receive pre-season training in all new polices & procedures.

As an added precaution, all new soap dispensers are automatic and bathroom light switches are motion-sensors.

DROP-OFF/PICK-UP

While COVID-19 procedures and protections are in place, only registered students and staff may enter the building at their scheduled class times. Drop-off and pick-up will be supervised by our staff at the building entry on Morgan Street. Our entire facility will be closed to parents/caregivers, siblings, and all other visitors until all government ordinances regarding COVID-19 are lifted. The only exception will be 2-4 year olds attending class with one (1) caregiver to participate along with them throughout the entirety of class— this provision is limited to Tumble Tots throughout the school year; and Song & Dance for each child's first four (4) classes. We thank all families for their cooperation, as we strive to limit exposure and maintain social distancing in our common areas while classes are in session.

All class times include 10 minutes at the beginning for drop-off & situating students in the classroom; and 5 minutes at the end for dismissal to parents/caregivers at the front door of the building. Students should not arrive at the facility early and must be picked up on-time.

- Drop-off begins at the scheduled class time—*ex. If Hip Hop/Tap meets 4:00p-5:00p, then drop-off begins no earlier than 4:00p.*
- There is no grace period for pick-up. Parents/caregivers must be outside of the building entrance at the moment their child's class ends. *ex. If Hip Hop/Tap meets 4:00p-5:00p— pick-up is 5:00p, sharp.*

These procedures will allow us to maintain proper social distancing and other safety protocols put in place to keep you, your children, and our team, safe while engaged in our activities. Additional staff will assist at our front entrance, in our lobby and float between classes to ensure students and teachers are fully supported during their time in our facility.

CLASS SIZE LIMITS

The State of New Jersey mandates that indoor recreational facilities, such as dance studios, are permitted to operate at 25% capacity. Until restrictions ease, space in our dance rooms is limited to 6-8 students depending on age, style of dance and level. Students waitlisted for in-studio classes may register for the same classes online (provided space is available), until government restrictions on maximum capacity for indoor recreational activities are eased.

At this time, we are limiting registration for our online classes to 9 students, and reserve the right to increase that number if circumstance (weather, illness, etc.) or government ordinance dictates that we must pivot to a 100% virtual program for our entire student population for any number of weeks or months.

CLASS PROTOCOLS

Every student will have their own 6-foot x 6-foot “dance island” for every class. We have marked the floors in each of our dance rooms to provide visual cues for students at every age/level to easily recognize the parameters of their personal dance spaces; and have color-coded the borders to use as teaching tools, rather than promoting any feelings of confinement.

Intensive level students will remain in one room for all techniques, and have 5-minute breaks between techniques. Unless an intensive level student is enrolled in an additional open level class, these students will remain in the same dance room for the entirety of their time in the studio, limiting exposure to individuals outside of their dance class “bubble”.

In instances of class turnover, the “dance islands” used by students being dismissed will be completely cleaned and sanitized with a steam mop and/or disinfecting solution & UV-C sanitizing wand before another student (or group of students) is permitted to use the space.

Masks will be worn while entering and exiting the dance room, and during all movement activities within the dance room. Students may only remove their masks during brief, socially distant breaks inside of their dance room and within the parameters of their “dance island”. During these breaks, they may drink water (all students) and/or have their snack in between techniques (only students attending class for 90 consecutive minutes or more).

CONTACT/NO CONTACT BANDS

All students will receive green and red wristbands on the first day of class; and instruction for all students will be strictly verbal/visual during that first session with our faculty. Thereafter, we ask that parents to choose which bracelet their child should wear for class(es) each week to indicate how you wish for your child to be instructed:

- **RED** indicates no contact permitted, stick to verbal/visual instruction.
- **GREEN** indicates postural corrections or other assistance is permitted with instructor’s hands sanitized before and after contact.
- If bracelets are forgotten, we will assume **RED**/no contact, out of an abundance of caution.

VISITING/VIEWING CLASSES

Opportunities to watch in-studio classes from personal devices will be provided to all families enrolled in our programs. These details will be shared with registered families, only, before the first class of the season in October. While COVID-19 procedures and protections are in place, parents/caregivers and siblings may not enter the facility for any reason (sorry, not even to use the bathroom). If you need to speak with the Director about your child, please email info@performingartsworkshop-nj.com and allow one business day for a reply.

EATING/DRINKING

Absolutely no food or beverage is permitted in the facility for classes less than 90 minutes in length. Student should, however, bring their own water in a bottle, clearly marked with their full name.

Students attending class for 90 consecutive minutes, or longer, may bring a simple & nutritious snack for sustained energy to be consumed during scheduled breaks inside of their dance rooms, and within their 6-foot “dance island”. Please understand that anything which requires utensils, hot food, full meals, candy, chips, crackers and other greasy/messy snacks will not be permitted in the facility. We suggest foods that are easy to

finish within 5 minutes or less and require little to no clean-up, such as whole fruit, cheese sticks and chewy granola bars; or a self-contained snack, such as a squeeze yogurt, smoothie or fruit puree'. No nuts or gum!

IMPORTANT: Performing Arts Workshop will not provide access to faucets or water refilling stations, for everyone's protection.

PERSONAL BELONGINGS

Students must leave all personal belongings at home (or with the parent/caregiver who drops them off), except for their dance bags and dance shoes.

DRESSING FOR CLASS

Students may not change clothes at the studio, under any circumstance, and absolutely must get dressed for dance at home. This is for their own comfort, and for the protection of other students attending Performing Arts Workshop classes. All outerwear, cover-ups and street shoes may be removed in our lobby, upon entry, where students will have an assigned cubby & coat hook for weekly use. Cubbies and coat hooks will be sanitized with a UV-C wand and disinfectant wipe after dismissal of every class.

USING THE RESTROOM

Children should use the bathroom at home before arrival for dance class, however we do understand "when you gotta go, you gotta go"! As such, all students attending our classes must be able to use the restroom independently, with the exception of toddlers attending every class with their caregiver in full participation. If a 3-5 year-old attending class independently requires assistance, a team member will wear disposable gloves (sanitized before assisting the child) and remain "masked-up" at all times. Before re-entering the dance room, our team will ensure that students thoroughly wash & sanitize their hands.

The entire restroom— toilet, sink, faucet, soap dispenser, light switches, floors and doorknobs— will be thoroughly disinfected after each use...which is, frankly, not much different from our standard practice pre-pandemic!

ILLNESS PROTOCOLS

Performing Arts Workshop's staff and students will follow all COVID-19 protocols outlined by the Centers for Disease Control regarding potential exposure, suspected illness and confirmed illness as they pertain to individuals and members of their households. Please see [CDC Illness Protocols](#) and separate acknowledgement on our [2020-21 Release Form](#) for full details.

ADDITIONAL POLICIES FOR ONLINE DANCE CLASS PARTICIPATION

We are thrilled to offer online instruction to ensure the continuation of our program in the event of another government-mandated shut-down of our facility; and for families who are not quite ready to attend in-studio classes!

The option to take class online is currently available for most age groups. Students taking class at home may attend with students taking class in-studio (hybrid format) while in-studio classes are offered; and will receive the same quality instruction and attention from their instructors. Please continue reading for full details.

VIEWING: Students attending Performing Arts Workshop dance classes online must have an area free from obstruction and distraction, for their own benefit and in consideration of the students attending class at the same time in-studio. Unless age 3-5 with full parent/caregiver participation, we kindly ask that online dance students are permitted to attend class without family members or other visitors in their dance space while they

are taking class. Please be assured that opportunities to watch online dance classes from personal devices will be provided to all families enrolled in our programs (these details will only be shared with registered families).

COMMUNICATION: The link for scheduled classes cannot be used for a teleconference with our teachers or other staff before, during or after the regularly scheduled session. We are happy to arrange a time to connect with you about your child— simply email info@performingartsworkshop-nj.com and allow one business day for replies to non-urgent messages. If there is an emergency during class time, please call the studio at (201) 424-3075.

SETTING UP YOUR SPACE: When attending class(es) online, it is the registered family's responsibility to ensure their dance area is clear, clean and suitable for the activity they will engage in. Performing Arts Workshop is not responsible for a student's ability or inability to fully/properly execute technique, steps and/or choreography resulting from the state of their home dance space. If you have questions about setting-up an at-home dance space for your child, send a message to info@performingartsworkshop-nj.com at your convenience and our team will be happy to share some tips!

ATTIRE & COSTUMES: Online dance students should be dressed in uniform attire & dance shoes (same as in-studio students) to ensure our faculty can clearly see their movements and provide appropriate feedback/corrections on the screen. Please see Page 1 for complete details.

TECHNOLOGY: It is the registered family's responsibility to provide a reliable device, power source and stable internet connection for their child before attempting to sign-in for classes. Performing Arts Workshop will not assume responsibility for troubleshooting personal device, power source, audio/visual, and/or connectivity issues that may arise in our students' homes during our class time; however, we will provide access to the class recording, should any time be missed for such reasons. Please notify our Tech Associate (contact provided at season start) if your child is unable to participate at the last minute due to in-home technology issues, and our Administrative team will send the class recording to you within two (2) business days.

PROCEDURES: Online dance students will receive a link for access to their scheduled class(es) at the beginning of the season in October. The link will be active only during the scheduled class time. **For security, all those signing-in for online classes will first enter the "waiting room" and our faculty will only "let in" students whose names appear on the screen exactly as they appear in our registration system.** Online classes will follow the same schedule as in-studio classes, with the first ten minutes provided for arrival and settling-in (no need to sign-in earlier than the class start time as it will only contribute to a longer wait); and the last 5 minutes will be used for farewells and dismissal.

LATENESS/ABSENCE/MAKE-UP CLASSES: Students attempting to sign-in to an online class after the first 10 minutes of scheduled class time will not be able to attend class that day. While there are no refunds for classes missed due to lateness, absence or inability to make time for a make-up class on Performing Arts Workshop's existing schedule, families may request the class recording by contacting our Tech Associate (contact provided before first class) and/or arrange for an online make-up class within two weeks of the original absence, with one opportunity to reschedule before the time cannot be made up. Subject to all terms described in our Tuition, Payment & Withdrawal Policies, no recordings or make-up classes provided after April 24, 2021.

[Tuition, Payment Withdrawal Policies | Dress Code information](#)
[Releases & Acknowledgements | CDC COVID-19 Protocols](#)

Performing Arts Workshop reserves the right to amend policies, as needed, or as required by government ordinance. Any updates will be shared via e-mail & our website, as they arise.