SEASON 11, HERE WE COME!

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: Students will be measured for costumes by January 27, 2023. Costumes paid in-full by February 1, 2023 will be ordered that week, and students will receive costumes in class as they are delivered, between April-May 2023. Please see separate *Tuition, Payment & Withdrawal Policies* for all related costs & deadlines.

PERFORMANCES: All students will perform in our Spring Showcase. While the exact date is tentative until the start of our season in October, please reserve May 19-21, 2023 for showcase-related events. All showcase details— including any admission cost— will be shared no less than 8 weeks in advance of the planned performance date. 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 *Showcase Plan B* for all students enrolled in our 2022-23 programs, 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, please bring a lock to secure them outside fo the building.
- 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: 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, and will be noted on our Calendar of Events, shared during the first week of class in October. Our office and facility will be closed on all holidays, Saturdays, Sundays and Mondays 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) and Instagram (@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 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 provides additional performance opportunities, master classes/workshops, and access to more intensive training beyond regularly scheduled classes for dancers age 7-17. There is an additional, competitive component for intensive dancers age 10-17. All Company members will sign agreement to Company-specific policies & procedures. Company Kids dancers must take a minimum number of classes per week. Please see 2022-23 Company Kids Enrollment Packet for full details when released, August 2022.

PANDEMIC POLICIES

Masks will be optional for the 2022-23 school year. We continue to require all who enter to sanitize their hands upon entry. Do not send your child to class if anyone in your household exhibits symptoms of illness (online options & make-up classes will be available).

CLEANING & DISINFECTION

Our team cleans & sanitizes floors (steam mop) and surfaces (disinfecting wipes & UV-C sanitizing wands) before opening, during high-traffic periods, 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.

PPE, ETC.

All dance rooms, our office and bathroom have fully stocked cabinets containing disposable masks, gloves disinfectant cleaners, hand sanitizer and first aide kits, which may only be unlocked by our staff. As an added precaution, all soap dispensers are automatic and bathroom light switches are motion-sensors.

DROP-OFF/PICK-UP

Students age 4 and under, in their first year attending our program, may be accompanied into the facility by ONE adult (no friends or other family members), to remain onsite for the time of their scheduled class (no earlier or later).

All students age 5 to 17, as well as 4 year olds attending their second year of our program may be walked into the facility by ONE adult (drop-off only, no waiting room) and picked-up inside at dismissal time (no earlier). Our entire facility will otherwise remain closed to parents/caregivers, siblings, and all other visitors to ensure

our students have adequate, obstructed space in the reception/waiting area during their scheduled class times.

The only exceptions to drop-off/pick-up rules will be infants & toddlers attending activities with one (1) caregiver to participate along with them throughout the entirety of class— this provision is extended to Tumble Tots throughout the school year; and Song & Dance for each child's first three (3) classes at drop-off and pick-up, only (the waiting room will remain closed during class time). We thank all registered families for their cooperation with these non-negotiable policies & procedures.

NOTE: Students should not arrive at the facility more than 5 minutes early, and must be picked up promptly at dismissal time.

CLASS SIZES
We have voluntarily reduced our capacity to 8 students per class, in-studio and online. We reserve the right to increase that number at the discretion of our Director.

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- we reserve the right to do so without delay.

VISITING
Except for students age 4 and under in their first year attending our classes, please remember that parents/caregivers, siblings, other family and friends may not enter the facility for any reason beyond drop-off and pick-up (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 2 business days for a reply.

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. **There is no class viewing after March 10, 2023**, as students enter their final trimester of preparations for for our Spring Showcase.

EATING/DRINKING
Absolutely no food or beverage (except water) is permitted in the facility for students attending classes less than 90 minutes per day. All students should, however, bring their own water in a bottle, filled & 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. Please understand that anything which requires utensils, i.e. 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: Please ensure your child's water bottle is filled before drop-off.

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 a cubby & coat hook for weekly use.

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"! If a 3-4 year-old attending class without a caregiver present requires assistance, a team member will wear disposable gloves to help them. All students age 5 and up must be able to use the restroom independently. 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 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 for Hudson County, NJ.

ADDITIONAL POLICIES FOR ONLINE DANCE CLASS PARTICIPATION
We are thrilled to offer online instruction to ensure the continuation of our program under any circumstance.

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 two business days 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. Please send a text message to (201) 424-3075 if your child is unable to participate at the last minute due to in-home technology issues, and our Administrative team will contact you within 2 business days to arrange a make-up class.

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 5 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 5 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 arrange an online make-up class with our team 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, make-up classes will not be scheduled beyond **March 24, 2023**.

Tuition, Payment Withdrawal Policies | Dress Code information
Releases & Acknowledgements

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.