

Company Policies

Company Policies During Covid-19:

The following applies to the Fall Program being conducted during the months of October & November 2020.

Each class minimum will be 3 couples.

Each class maximum will be 15 couples.

(The maximum class size, as determined by the guidelines from NS Dept. of Health, i.e. Dr. Strang, is 50 people, which would be 48 persons & 2 instructors.)

We will never have 48 persons in a class, due to facility limitations, and to manageable student/teacher ratios.

Each class is one hour in duration, with 5 minutes between each class to allow for cleaning, and exiting & entry to the Studio.

All couples will be requested to pay the fee in advance to hold their spot in the class. **No refunds.** However, remaining monetary balance of the Dance Term may be applied to future dance programs, should participants have to withdraw for unforeseen reasons. Payment is to be made via e-transfer, or credit card only. (No cash please)

Single participants are welcome, provided they arrange to have either a Dance Partner, or a Dance Volunteer for the duration of the Dance Term. A Dance Partner or Dance Volunteer is to be the same person for the duration of the Dance Term. Single participants will ensure that \$240. is paid to cover their partnership. (No Student rate during this time).

Points of clarification:

- Single participants partnering with a Dance Volunteer are required to pay a double fee.
- Single participants partnering with one of the instructors are required to pay a double fee.
- Single participants partnering with another paying single participant will pay the "normal fee".

Repeating single participants know each other, and know the usual Dance Volunteers. If you require their contact information, we can help with that. Should one of the Dance Partners or Dance Volunteers miss a class, one of the Instructors will fill in with partnering.

The last date for registration & payment will be **4 days** prior to the first class.

Classes will be cancelled if the minimum number is not met by that date.

Early registration and payment is recommended in order to hold your spot in class.

Covid-19 Liability Waiver

All participants will provide signed copies of their Covid-19 Liability Waiver at the start of the Dance Term.

You may request a copy of our waiver via email.

You may print the waiver, fill in required information, and bring it to your first class.

You may also scan the waiver after filling it out, and forward it, to us, in jpeg or pdf format prior to the first class.

We will also have copies which may be filled out when you arrive for your first class.

Physical distancing is not required during each class

We continue to follow the NS Health document (issued 18 Sept) which came into effect 1 October.

This directive allows for "Social Groups" to a maximum of 50.

Each class is "Social Group" or "Bubble Group", and is the same for the duration of the Dance Term.

Physical distancing is not required within each "Social Group".

The wearing of face masks is not mandatory while in class.

The wearing of face masks is up to the individual, but is not recommended during fast dances.

In order to adhere to the "Social Group" concept, **we cannot allow "Drop Ins"**.

We will allow persons to do make-up classes in a class outside of their usual class.

This will apply if the 50 person "Social Group" maximum is not exceeded by the total taking a dance category; for example, if the total participant count doing Ballroom is less than 50, Ballroom participants may participate in any of the scheduled Ballroom classes.

Physical distancing is required during the cleaning, exiting and entry period between each class

Masks are required when physical distancing cannot be maintained between one "Social Group" and another "Social Group". This will occur off of the dance floor when one group encounters another during cleaning, exiting and entry to the building. At all locations, this period of time will be a minimum of 5 minutes.

At Trena's Studio (1119 Bedford Highway)

Wear a mask to enter the building and keep the mask on while in the reception area. After changing to dance shoes, leave your street shoes in the reception area, and bring your jackets & purses into the dance floor. Masks may be removed while on the dance floor. When your class is over, don your mask, enter the reception area, change quickly into street shoes, and exit the building without delay. The next class may enter the building, wait in the reception area, and proceed to the dance floor only after all of the previous class has exited the dance floor. Avoid touching surfaces. Avoid the use of the washrooms as much as possible. If you need to use a washroom, use only the washroom at the front of the Studio. We intend to sanitize surfaces such as light switches, door knobs, taps, toilets, etc. between each class. The dance floor will be cleaned before and after each evening of dance classes.

At Edgett Dance & Wellness (59 McQuade Lake Crescent):

Wear a mask to enter the building, and keep the mask on while in transit from the front door to the dance floor. During inclement weather (winter), change into dance shoes on the ground floor reception area. Leave soiled outer footwear on the ground floor. Bring your jackets & purses to the dance floor. Masks may be removed while on the dance floor. When your class is over, don your mask, to transit from the dance floor to the assigned exit door. The next class may enter the building, wait in the reception area, and proceed to the dance floor only after all of the previous class has exited the dance floor. Avoid touching surfaces. Avoid the use of the washrooms as much as possible. Washrooms are located off of the reception area. We intend to sanitize surfaces such as light switches, door knobs, taps, toilets, etc. between each class. The dance floor will be cleaned before and after each evening of dance classes.

At 1531 Grafton Street (3rd Floor):

Wear a mask to enter the building and keep the mask on while in the lobby, elevator, the 3rd floor reception area, and the tiered seating area. Minimize the number of persons on the elevator. Enter the large dance floor space, proceed to the tiered seating area with all of your belongings, change to dance shoes, and leave your items in the tiered seating area. Keep masks on while in the tiered seating area. Masks may be removed once you've proceeded to the dance floor. When your class is over, don your mask, proceed to the tiered seating area, change quickly into street shoes, and exit the building via the elevator (or the exit stair at the north end of the building). The next class may enter the building via the lobby & elevator, and wait in the 3rd floor reception, or the tiered seating area, until all of the previous class has exited the dance floor before proceeding to the dance floor. Avoid touching surfaces. Avoid the use of the washrooms as much as possible. Washrooms are located at the end of the long corridor. We intend to sanitize surfaces such as light switches, door knobs, taps, toilets, etc. between each class. The dance floor will be cleaned before and after each evening of dance classes.

Company Policies Before, During & After Covid-19:

Practice & Make-Up Classes

For those registered as a couple, we offer the option to attend other similar classes during the week. For example, if you are registered (& paid) for a Ballroom dance term, you may attend any of the other scheduled Ballroom classes during the week (during that dance term), at no additional cost. This will allow for extra time to keep up with the class, or will allow for make-up time if absenteeism is due to illness, work commitments, or vacations. (During Covid-19 this is dependent on "Social Group" size)

For those registered as a single, the option described above applies only if you can arrange to have a dance partner attend the make-up class with you, or if you get the instructors' approval in advance of the make-up class.

Dance Volunteers & Single Participants

We work hard to achieve a gender balance for all of our classes. For those participants who do not have a partner, we arrange to have dance partners for them: i.e. other single participants, "Dance Volunteers", or the Instructors. The male or female "Dance Volunteers" do this on their own time (for free), and use their own gas money getting to and from the Studio. They often commute in from the outskirts of HRM, and a one hour class can eat up a total of 2 hours of their time. We don't want to have them waste their time getting to the Studio, only to find out that the single participant they're going to partner, did not show. It is imperative therefore, that we get at least 24 hours notice if the single participant cannot make it to a particular class.

Gift Certificates

- Gift certificates purchased for 9 week group classes will be honoured to a value of new/current prices.
- A gift certificate does not have an expiration date for the service it offers.
- A gift certificate is refundable minus a 5% processing fee for up to a year after the date of issue.
- A gift certificate is non-refundable beyond one year past the date of issue.
- Once it is used to do dance classes, the refund policy above applies.
- If the Gift Certificate was purchased at a fund raising event, it is not refundable for cash.
- A gift certificate is transferable to any party.

Dress Code & Shoes

1. Classes are a scent free environment (no perfumes please).
2. There is no dress code (casual clothing is recommended).
3. Students are expected to carry their footwear to the classes.
4. No street footwear on the dance floor (especially in winter).
5. Shoes should have a smooth bottom.
6. Dance shoes are recommended (refer to our [Links page](#) for dance shoe suppliers).
7. Sneakers are not recommended.
8. If footwear is an issue, woolly socks may be worn. (Socks are sometimes safer, especially for Level 1 classes).

Cancellations Due to a Weather Event

We live in Canada, and as such, students are expected to have winter tires installed on their vehicles (with studs if necessary). Every effort will be made to avoid a cancellation. A cancellation will reschedule the class to the following week, thereby prolonging the term one extra week. If a cancellation is called, it will be called not sooner than 4:00 PM on the day of the event. Notification of the cancellation will be indicated on our "no answer"

telephone message. Additionally, we will notify students via phone and/or email. Cancellation will be called only if the following conditions apply:

1. Snow has fallen to a depth of four inches (10cm) or more by 4:00 PM on the day of the event, or there is a reasonable expectation that that amount will be exceeded by 8:00 PM on the day of the event.
2. The venue hosting the classes has shut down for the evening because of the weather event (out of our control at 1531 Grafton Street and other locations).
3. Loss of electrical power at the venue hosting the classes.

Company Policies Before & After Covid-19:

Payment and Refund Policy

For those registering as a couple, payment for classes is requested on the 1st day of a dance term, by cash or cheque. Make cheques payable to "**Michel Dubé**". If payment is preferred by Visa or MasterCard, it is by phone only, a minimum of 48 hours in advance of the commencement of a dance term (we have no mobile card reading device). Credit card payments are processed at our home office, and credit card receipts will be provided on the 1st day of a dance term or via email. If payment is preferred by E-transfer, it is requested a minimum of 48 hours in advance of the commencement of a dance term. Communicate the answer to the "Security Question" via email.

For those registering as a single, full payment is requested in advance of the commencement of a dance term by Visa, MasterCard, or E-transfers. Advance payment is requested to "hold your spot" in a particular class. There are limited spots for singles in each class, and it's on a first come, first served basis. Your spot is only secure after payment for the entire term is received. Registering and early payment is highly recommended.

As a single participant, you will be dancing with one of the following:

- A single male or female participant
- A male or female "Dance Volunteer"
- One of the Instructors

Payment for "Drop in" fees is by cash only. We reserve the right to refuse "Drop in" participants if the gender balance of the class is compromised. Payment for private lessons is by cash or cheque only. For late registrants, payment is to be made not later than their first day of class, of a scheduled 6 or 9 week dance term.

If a refund is requested, the following shall apply:

1. If the request is made between the 1st and 2nd class of a scheduled dance term (6 or 9 classes), a refund will be granted minus a \$20. /person drop in fee.
2. If the request is made between the 2nd and 3rd class of a scheduled dance term (6 or 9 classes), a refund will be granted minus a \$40. /person drop in fee (covering both of the first 2 classes).
3. If the request is made after the 3rd class of a scheduled dance term (6 or 9 classes), the refund will consist of a credit note only, and to the value of the remainder of the dance term. A credit note is transferable to any party.