



## POLICIES AND PROCEDURES 2020.

20 Campbell Street, Castlemaine.

Here at Movement Zone (MZ), each and every dancer is an important and valued member of our studio. We believe dancers should be taught in a safe, nurturing, and non-judgemental environment. Most of all its FUN! Students & families of Movement Zone are part of a vibrant & electric community of hip-hoppers who have a high regard for each other. All who participate are requested to demonstrate the willingness to be held accountable to uphold the values of the studio. In all of our learning we aim to ignite the love & passion of dance. We show respect to the parents, students & staff of MZ & all of the wider dance community. Dance provides a way for a person to achieve a balance of health from the physical to the emotional, from the inside to the outside.

### COVID -19 - POLICY

Movement Zone will, as far as practicable, plan for and make advance preparations for the possibility that its operations will be affected by an epidemic or pandemic.

- 1.1.1 Assist its staff, instructors, volunteers and others, as relevant, to minimise their exposure to the illness concerned.
- 1.1.2 Encourage and assist those who have reason to believe that they are at risk of contracting the epidemic or pandemic to obtain a diagnosis. .
- 1.1.3 Provide standard precautions such as products for hand hygiene, regular cleaning of facilities and relevant signage.
- 1.1.4 Maintain its services and operations throughout the period of concern.
- 1.1.5 Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.
- 1.1.6 Maintain at least 2 metre distance between yourself and anyone who is coughing or sneezing.
- 1.1.7 Avoid touching your eyes, nose and mouth, or shaking hands with others. NO HUGGING, KISSES or HANDSHAKES as a method of greeting.
- 1.1.8 Make sure you follow good hygiene and encourage others to do the same. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze, disposing of used tissues immediately and washing hands immediately after doing so.
- 1.1.9 Stay home if you feel unwell. If you are well enough to dance but would like to minimise the risk of infecting others, sign up to online learning at MZ so you don't miss a class. [www.movementzonedance.com/onlinelearning](http://www.movementzonedance.com/onlinelearning)
- 1.1.10 Keep up to date on the latest hotspots (cities or local areas where the pandemic or epidemic is spreading widely). If possible, avoid traveling to places - especially if you are more at risk.
- 1.1.11 If you are or are likely to be contagious, notify the Sarah Cook as soon as possible. It may be possible or necessary for you to self-isolate by staying at home until you recover.



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Returning to dance activities:

1. Individuals should not return to dance activities in any capacity if in the last 14 days they have been unwell or had contact with a known or suspected case of COVID-19.
2. Any individual with respiratory symptoms (even if mild) should be considered a potential case and must immediately self-isolate, have COVID-19 excluded and be medically cleared by a doctor to return to the training environment.
3. Dance providers, teachers and facilitators should apply a graded return to physical activities to mitigate injury risk, understanding that increased activity after a prolonged period of rest heightens the risk of injury.
4. Special consideration will be made for individuals with medical conditions or over the age of 70 due to increased vulnerability. All adults will have their temperature tested on arrival to studio.

LINK FOR PARENTS REGARDING SYMPTONS LOOK OUT FOR:

<https://kidshealth.org/ETCH/en/parents/coronavirus-child-is-sick.html>

Returning to dance after COVID-19 infection:

1. There is currently limited research on medium to long-term implications of Covid-19 to individual's health. Dancers returning to high intensity exercise may be at increased risk of health complications.
2. Dancers returning to work/practice after COVID-19 infection require full medical assessment to resumption of high intensity physical activity to minimise risk.
3. All staff/volunteers with roles involving physical activity should also have a full medical assessment.

If an individual is being tested for COVID-19:

- they must immediately self-isolate and discontinue practice/rehearsal/classes/performances until COVID-19 has been excluded and they have been medically cleared by a doctor to return to their work/ training/performance environment.
- Tracing of close contacts will be a decision for medical authorities.



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### 'GET IN, DANCE, AND GET OUT'

- Strategies to limit time and person-to-person contact on site will be implemented. (Note class scheduling changes to allow for cleaning)
- NO hugging between students, parents and teachers.
- Minimise use of change rooms, bathrooms and communal areas.
- Students must line up outside and allow the previous class to exit before entering the studio
- Students MUST use provided hand sanitiser on arrival, during class or when necessary
- Paper towelling will be provided to wash hands in toilets
- Students MUST arrive dressed and ready for class or rehearsal (if possible). Please remind students to go to the toilet before they arrive at class.
- Shoes must be worn at ALL times
- School bags if possible, to go home with parents after School
- All Students to bring their own labelled water bottle to class
- All students to eat off site.
- No siblings/parents or carers will be allowed to watch classes or wait in the foyer.
- All participants maintain at least 1.5m apart when not required for a specific dance activity (Markers will be placed on studio floor)
- ADULT students will be asked to have their temperature checked on arrival.
- PLEASE bring your own yoga mat if possible.
- NOTE: There will be NO REFUNDS for term fees. Please make sure you or your child are committed to attending classes and being a part of the MZ community.

### OTHER STUDIO RULES:

- **NO** snacking during class time (especially chewy!)
- **NO** food or drink in the dance room, besides water.
- **KEEP** hands off the mirrors & PA System & respect the studios space.
- Mobile phones are not to be used during class and should be turned off or on mute.
- **SWEARING**, unsportsmanlike conduct, & or gossip will not be tolerated. Students will not speak negatively about one another or the teachers.
- **RESPECT** each-others personal space, students who get in other students faces or personal space will be asked to sit out of the class or if continued other action will be taken.
- We support & celebrate diversity.



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- **BRING** a positive attitude to class. Attitudes that are disrespectful, uncooperative, or aggressive do not have a place at MZ. Students need to remember they are role models for other participants & show leadership by setting a dedicated example.
- **PARENTS/CARERS** are more than welcome to sit in our foyer whilst class is on. Tea & Coffee is available (small donation required).
- There is to be no running within the studio.
- Arrive 5 minutes before your class begins so you can begin stretching & warming up.
- Students are responsible for their own property. We will not be responsible for lost or stolen items. Ensure all dance clothing & shoes are labelled. Bags & Coats are to be hung on the provided hooks in the foyer.
- All students must remain inside the studio foyer until they are collected by: parents or a responsible adult. This is for the safety of all students.
- **NO** student or parents is permitted to record or take photographs at our studio without permission from the teacher.
- Stay updated at: **Facebook** @movementzone
- **Instagram** @movementzone / **YouTube:** Movement Zone Dance /
- **TikTok:** @movementzone **WEB:** [www.movementzonedance.com](http://www.movementzonedance.com)
- Or check your emails regularly for updates & information.
- Students are encouraged to practice at home and improve upon their skills & also flexibility or via <https://vimeo.com/movementzone>
- Private lessons are offered during the term & School holidays, plus holiday programs, showcases, flash mobs & events
- Discrediting Movement Zone & casting a negative image of the studio is not acceptable.
- Embrace the MZ family rules ☺

### UNIFORM REQUIREMENTS.

Hip hop, Breakdance & Funk being a more relaxed style of dance means you can bring your own style to what you wear. But wear something you feel comfortable in that is loose fitting. Track pants, leggings, loose shorts, baggy tops & singlet's are all appropriate. You can wear street sneakers for hip-hop too; good ones are basketball style sneakers, Converse style, Volleys or flat-soled runners. Remember to please have hair tied back; bring kneepads (these can be left at the studio in a zip locked bag, named), NO loose fitting jewelry.

MZ Knee Pads, Jackets and T-Shirts are available for purchase & required for EVERY student. Email Sas: [sarah@movementzone.com](mailto:sarah@movementzone.com) to place your order.



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### ENROLMENT AND CANCELATION POLICY

- To enrol at MZ a parent/guardian & student must read & agree to our policies and procedures. An enrolment form must then be completed & handed in at class.
- Enrolment continues from time of enrolment (payment of annual enrolment fee) for the full calendar year. You do not need to re enrol each term. If you wish to cancel your enrolment you must do so in writing. Students who do not return to classes in a subsequent term & have not advised MZ prior to the end of the previous term will be required to pay the full term fees. NO REFUNDS.
- The studio must be contacted within 24 hours if a student will be absent from class for any reason.
- Enrolment information & changes by families must be updated via email or text message. This includes any medical issues.
- Class cancellations are sometimes necessary. If class cancellation occurs & make up classes are not available, a refund will be offered for the pro-rata cost of the cancelled class. We will use our best endeavours to accommodate the needs of families but cannot guarantee the rescheduled classes will suit all.
- NO Refunds for cancelled classes due to COVID-19.

### FEES POLICY

- Payment for term fees must be made two week prior to classes commencing. NO Casual fees.
- Payments can be made by Electronic Transfer, within a National Australia Bank Branch, via credit card or via cash (Please quote invoice number). Bank details can be found at the bottom of your invoice.
- Students will not be able to attend class if payments are over due by 2 weeks.
- If parents would like to request a payment plan, please email Sas: sarah@movementzone.com or call 0402 087 949
- There are **NO refunds** for missed classes. If a student is unable to attend a class due to illness, injury or compassionate grounds, a makeup class can be taken before the end of each term. This only applies for Junior/Teen & Soul Funk classes.
- Silver Top Dance Classes policy – See below in fees.

Online learning available for **\$20 per month** (classes will be uploaded for students, plus other fun tutorials!). Subscribe by heading to:

<https://www.movementzonedance.com/onlinelearning>



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### FEES 2020.

#### **(ALL) MINI FEET & JUNIOR CLASSES (45min-1hr):**

- \$170 term pass

#### **(ALL) TEEN ADVANCED/BREAK BEATS, ADULTS CLASSES & STDT (1hr -1:15min):**

- \$180 term pass

10% discount applies for 2<sup>nd</sup> member in a family.

15% discount applies for 3<sup>rd</sup> & 4<sup>th</sup> member in a family

20% discount applies for 1 student doing a 2<sup>nd</sup> class each week.

#### **ANNUAL FEE:**

- An annual fee of \$30.00 per family/person will be charged beginning of each year or upon enrolment. This will cover insurance, music licences, equipment, administration costs etc. \*This is not refundable.
- **LATE FEES APPLY!!**

#### **REHEARSAL FEE:**

- A fee of \$10 per student is payable for any rehearsals outside of the normal class.

#### **QUERY & COMPLAINTS.**

I appreciate sometimes parents or carers need to talk to teachers about their children but this may not be during class time. Please make a time outside class time when they are free. Or please email director Sas Cook: [sarah@movementzone.com](mailto:sarah@movementzone.com)

I will endeavour to get back to you promptly.

#### **PHOTOS & VIDEOS.**

Every now and then we like to post some photos of our classes, performances, and general "studio life." These photos/videos are used for advertising, Facebook, Instagram and YouTube.

Please let us know if you do not grant permission for your child/self to be photographed or filmed.



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Thank you for your time to read over this, I encourage all parents of junior students, to go through the Studio Rules with their child/children so they understand & I am open to any other suggestions that may be helpful to the MZ family of dancers!

Regards, Sas Cook.

Founder & Director

***Movement Zone Studio***