

Covid-19 Procedures

First of all, we are so excited to back to dance! We missed all of our dancers and dance families so much.

LPDC strives to provide a safe and healthy environment for all dancers and participants. Due to the Covid-19 mandates and safety recommendations, we will be adhering to the following procedures until the Covid-19 pandemic has passed. These procedures were decided on by following the state guidelines and procedures being taken by other dance studios across the state. This is an inconvenience to us all, everything is going to take longer than usual, but we must follow the guidelines if we wish to remain open. Being that this is a fluid situation and it is new, there may be some trial and error in procedures and changes when necessary. We will need a lot of help from our parents to help with procedures and we thank you for your cooperation and understanding.

REGISTRATION NIGHTS

1. Registration night times have been extended from 4:00 – 9:00 PM to allow for social distancing. We are still limited to 10 people in a room at once so unfortunately, please be prepared for some waits. We are hoping that with the extended time that the amount of people can spread out more readily.
2. Registration is always least busy between 8 and 9 PM so you may avoid some lines if you come later.
3. Masks are required to enter the building for registration.
4. You will have your temperature recorded and will be asked a questionnaire when entering the building.
5. You will only be able to enter the building through the side doors on Merrill St.
6. Everyone will exit through the main doors on Ferris Ave.
7. When you arrive, please check in with a name and phone number and then you can go wait in your car. We will text or call you when we are ready for you.
8. Additionally, please allow us time to wipe down common areas after each person.
9. Please bring only a parent and the dancer to registration. If your dancer does not need new shoes, please don't bring the child either.
10. If anyone is available to help, please let us know. We will need helpers.

CLASS PROCEDURES

ARRIVAL AND CHECK IN

1. Please arrive at least 15 minutes early to check in.
2. Parents will check in their dancer at the main entrance on Ferris Ave and pick up your dancer at the breezeway door located by the driveway on Ferris Ave.
3. If you have questions or need help at the end of class, please knock on the kitchen door to the left of the exit and someone will answer.
4. Dancers under 18 will have to be checked in by a parent.
5. Each dancer's temperature will be recorded, and a list of questions must be answered.
6. Once the dancer has been ok'd for entry, the parent and child will both be issued a matching lanyard. This lanyard must be presented when picking up your dancer. Please turn in both lanyards before you leave. Adult dancers will be issued a single lanyard.
7. Weekly volunteers will then assist the kids getting to class, getting on their shoes and getting the dancer back to their parent at the end of class.
8. Due to social distancing, parents will only be permitted to stay on a rotating schedule. One parent per class will be permitted to stay each week. This may increase to 2 if the state increases the allowable number of people in a room limitation.
9. We will be using Google Forms to sign up for your days. We want to give all parents an opportunity to observe class.

10. If it is your week to observe, we ask that you assist bringing dancers to the classroom and help the younger dancers with their shoes.
11. When you pick up your dancer, please turn in both lanyards.
12. We will need additional volunteers each night so if you are willing to help out a full night, please let us know. Volunteers are needed to help bring students to their classes, help younger dancers with their shoes and assist wiping and cleaning surfaces in between classes.

CLASS SOCIAL DISTANCING

1. LPDC will be using colored dots on the floor to mark each student's area to leave their belongings during class and get their shoes on. The dots will be spaced 6 ft apart.
2. Additionally, the distancing dots will be used in the dance area as well so everyone remains distanced.
3. Everyone must wear a mask in the building including dancers.
4. All dancers must use hand sanitizer before class.
5. Due to the use of masks, we will be conscious of exercises given in class so we do not over tax our bodies. Additionally, all classrooms have doors leading outside. We will keep these doors cracked and older students may step out and remove their masks for a moment as needed.
6. Please pack a beach towel or yoga mat with your dancer to use when we are working on the floor.
7. Choreography, class exercises and across the floor movements will be adjusted to account for social distancing.
8. Water fountains will not be available to the public so please send your dancer to class with a full water bottle. We will not be able to fill them in the building.
9. IT IS IMPERATIVE that younger dancers who take class for an hour or less use the restroom before they come to class to further limit contamination in the building.

PLACING SHOE ORDERS AND ORDER PICK UPS THE FIRST WEEKS OF CLASS

1. If you ordered shoes or class wear at registration, all ordered items will be delivered to the dancer at the first class. We will bag their items, label with their name and attach their order form. When you pick up your dancer, please initial the order form showing that you received your items and hand it back to the person at the door before you leave. This is how we keep track of orders and inventory.
2. If your dancer ordered dancewear, we will not dress your child but we will help them with their new dance shoes. Please send them to class in clothes they can move in the first day and then you can dress them properly at home for the following weeks.
3. If you need to order shoes, please do so at the end of your class. Please pick up your child at the check out door. The kitchen door by the exit will be open for parents to order shoes if they did not do so at registration. We will ask parents to stand outside the door while we size the dancer as we still have our room limits to adhere to.
4. The outside kitchen door will also be where you will go to ask questions or need assistance. Again, your patience and cooperation is appreciated.

STAFF SAFETY PRECAUTIONS

1. The bandshell staff, our dance staff and our volunteers will be wiping down all shared equipment like ballet barres and common touch areas in between each class. This would include items like bathroom faucets, counter tops and door handles to name a few.
2. It is vital that parents have their current information in DSPro and that you are utilizing the Parent Portal for information and communication.

OTHER CONSIDERATIONS

1. We will not be holding a holiday show this year.
2. We are planning on a spring recital.
3. Currently, there is a limit of 10 people in any room. For all Level 1 and 2 classes, we will be closing enrollment at 8 students and taking a wait list for classes. Most of our classes usually have 10 or less students but we have a few Level 3 – 5 that max out at 15. Our options to deal with these classes is as follows:
 - a. These few larger classes be split into two rooms until the limit of 10 people is lifted.
 - b. We may also explore some rotating Zoom options as well but this should only affect a few classes.

WHAT IF A STUDENT OR STAFF MEMBER TESTS POSITIVE?

1. If a student, staff member or parent tests positive, you must notify Lincoln Park Dance Company.
2. If a student, staff member or parent has been exposed to someone testing positive, you must notify Lincoln Park Dance Company.
3. An email will be sent out to all students notifying them that someone in contact with the dance company has tested positive or has been exposed.
4. We will then follow any guidelines set forth by the state and city at the time as to our response. This could include closing the building for a day for additional cleaning, closing the building for 14 days or any other mandates that we are asked to follow.

WHAT IF WE CAN'T START ON TIME?

1. If we are not allowed to start by Sept. 14th, final tuition dues will be prorated to reflect the late start.
2. We will continue to re-evaluate the situation each week and make a decision to either postpone our start date further and again deduct the prorated amount for the late start from tuition or we may consider starting the season virtually.
3. We will continue to re-evaluate the situation and make decisions accordingly.
4. If we go to a Zoom format for a month or so, there will be no refunds as students will be attending classes.

WHAT IF WE HAVE ANOTHER SHUTDOWN?

1. We have made some tentative plans in case there is another shutdown before the season has ended. Of course, these plans are some ideas of how we might move on but there are no guarantees as to what solutions may be taken. It will depend greatly on when the shutdown occurred, how many weeks we had left and how ready everyone was for recital.
 - a. If we are shutdown during the season, we plan to make up any lessons that we can make up and refund for any lessons that cannot be made up.
 - b. Depending on the school's availability, we may be able to push back our recital 3 to 4 weeks and extend our season to make up some missed weeks.
 - c. If we already have recital dances complete or close to it, we may be able to offer a few of the shutdown weeks via Zoom lessons and hold an outdoor recital somewhere. We would not offer refunds for weeks that Zoom classes were made available.
 - d. Again, we can't give any definitive solutions as this situation has been ever changing.

RECITAL AND COSTUMES

1. We plan to finish out our recital theme from last year, keep the same music from our classes and when possible, use the costumes we had from last year.
2. Choreography will likely be mostly changed because of different dancers in the classes and removing any personal contact in the choreography.

3. We will do our best to use those costumes from last year, but it will be a decision that we have to make class by class. It will depend on how many new dancers are in the class and if the costume is still available this year.
4. If we cannot get enough of a particular costume to keep it the same, you may still need to get a new costume.
5. If you change classes or move up a level this year, you will need to purchase a new costume for that class. Keep your previous costume though because you may be able to sell it to a new dancer in your previous class.

Unfortunately, this has been such an unprecedented situation so although there has been a great deal of thought put into options if we are shutdown again, there is no guarantee that any of them will be available to us at the time. We will have to spend the season reassessing as situations unfold and continue to ask for your cooperation and understanding.