

# ALONZO KING LINES BALLET

TEENS AT LINES

## Teens at LINES Policies - Fall 2021

### DRESS CODE

#### Ballet

- Female-identified students wear any solid color leotard and flesh or pink ballet shoes. Hair should be neatly and securely pulled back; a bun is preferred. No jewelry, please. Undergarments are highly discouraged under ballet attire.
- Male-identified students wear any solid color t-shirt, ballet tights with dance belt, and flesh or tan colored ballet shoes. No jewelry, please.

#### Contemporary

- Students identifying as female should wear any solid color leotard with jazz pants/ capris or leggings. Hair should be pulled back in a ponytail or bun.
- Students identifying as male should wear any solid color t-shirt with jazz pants/ capris or leggings.

### CLASS ETIQUETTE

- Please do not eat or chew gum. Only water is allowed during class.
- Please do not use your cell phone during class.

### ATTENDANCE

With the safety of our dancers in mind, students arriving to in-person classes or logging on to online classes more than 10 minutes late will not be permitted to dance. They will be asked to observe instead. Students absent for ballet technique will not be permitted to take subsequent classes that day, including contemporary and Choreo-LAB.

### ABSENCES

- If you will be absent, please email [teens@linesballet.org](mailto:teens@linesballet.org).
- Students with multiple or unreported absences will be contacted by the LINES Dance Center staff.

### CLASSES & INSTRUCTION

- The Teens Program reserves the right to cancel individual classes for the session due to low enrollment. Alternative class options or refunds will be offered under such circumstances.
- Instructors are subject to change. No credits or refunds will be issued in this case.

## REGISTRATION

- All registration fees, non-refundable deposits, and initial tuition payment are due at the time of registration.
- Payment plans are available at the time of registration.
- You may make payments toward your balance and/ or change the card held on file any time until the final payment deadline by logging into your ACTIVE account.
- Alonzo King LINES Ballet accepts Visa, Mastercard, American Express, and Discover.
- Any balance due on December 1, 2021 will be automatically charged to your credit card on file.

## PAYMENT OPTIONS

1. Pay in Full - Enter your credit/debit card number and be charged immediately. If you choose 'Paid in Full' in error, we are able to refund you the amount over the deposit, however you will be responsible for a 3.32% fee on the refunded amount and you must register for the monthly payment plan.
2. Pay the Deposit and Sign up for the Monthly Payment Plan - Pay the non-refundable tuition deposit and registration fee today and then pay four monthly installments according to the payment plan. If a payment fails for any reason, you are responsible for paying the missed payment and reinstating the payment plan. Failure to do that within 7 days after notification of failed payment may result in your student being removed from classes until payments are brought up to date. There will be no credits or refunds given for classes missed.

## REFUND POLICY

- All refunds and withdrawals from class must be requested in writing.
- Deposit and registration fees are non-refundable.
- Tuition refund (less deposit and registration fee) is available until September 15, 2021. No refunds available after this date.
- There is no credit for missed classes during the semester.
- Make up classes are not available.
- If, at registration, you chose the option 'Payment in Full' in error, we are able to refund the amount above the required deposit and registration fee, however you will be responsible for a 3.32% fee on the refunded amount.

## SAFETY - Onsite Safety Policies

### COVID PROTOCOLS

LINES Dance Center is taking many precautions to ensure a safe environment, including:

- Instituting and enforcing the above [Onsite Safety Policies](#).
- Continuously disinfecting studios and common areas and providing cleaning supplies in every studio.
- Running air purification machines in each of the six studios.
- Providing face masks upon request.
- Providing hand sanitizer at stations throughout the building.
- Limiting on-site staff to necessary workers only.

## COVID PROTOCOLS for VISITORS

**Visitors who do not adhere to these policies will be asked to leave the space.** Our policies are subject to change based on guidance from the San Francisco Department of Public Health. Policies will be re-evaluated and adjusted as necessary on a regular cadence.

- **WEAR A MASK AT ALL TIMES** – Everyone at the LINES Dance Center is required to wear a mask at all times while on site. This includes students, staff, faculty, visitors, parents, and caregivers.
- **IF 12 OR OLDER, YOU MUST BE FULLY VACCINATED\*** – All in-person participants age 12 and over are required to provide proof of full vaccination prior to the start of the semester. Acceptable proof of vaccination includes the CDC vaccination card, a physical or digital copy or picture of that card, documentation from a healthcare provider, or a personal digital COVID-19 vaccine record issued by the State of California or by an approved private company. Questions can be directed to [teens@linesballet.org](mailto:teens@linesballet.org)

\* Fully vaccinated means two weeks after completion of the recommended vaccination series.

- Show your vaccination card to the LINES Dance Center front desk staff when you check-in for your first class. They will make a note of your status.
- **REDUCE CROWDING** – Please arrive no more than 15 minutes prior to your class's start time to aid the flow of traffic through the building. LINES Dance Center reserves the right to deny entry to any person who arrives late for a class. Please exit the building in a timely manner after your class ends.
- **WASH YOUR HANDS** – Wash your hands frequently with soap, or use hand sanitizer. Avoid touching your eyes, nose, and mouth. If you travel to the building via public transportation, please sanitize your hands upon arrival.
- **TRACK YOUR SYMPTOMS & EXPOSURE** – Do not visit the premises if you have a fever or do not feel well, have traveled internationally within the past 14 days, have been in contact with someone with COVID-19 in the past 14 days, or have tested positive for COVID-19 in the past 14 days.

## GENERAL

- **BE MINDFUL OF YOUR BELONGINGS** – Please bring only what you need and can store in designated areas such as lockers and cubbies. Leave valuables at home.

## CONTACT INFORMATION

We look forward to you joining us this Fall! Please feel free to reach out to [teens@linesballet.org](mailto:teens@linesballet.org) with any questions.