



**Rivertown Dance Academy**  
27 S. Washington St., Tarrytown, NY 10591  
[www.RivertownDanceAcademy.org](http://www.RivertownDanceAcademy.org)

---

### **COVID PREVENTION POLICIES**

- Dancers will enter through the main entrance (red doors) individually.
- One parent/guardian may accompany dancers under the age of seven.
  - Parents and guardians accompanying their children under seven years of age may wait in the hallway during their child's class.
- Masks must be worn in the Arts Center at all times by dancers, faculty, staff, parents, and guardians.
- Everyone entering the Arts Center will have their temperature checked (contactless) and will be asked a set of symptom tracking questions.
- Upon entry, dancers must wash their hands and/or use hand sanitizer.
- Dancers must stand in designated places in the studio, at least 6' from others. Dancers' belongings should be placed on the perimeter of the studio, at least 6' away from others' belongings. Placement and spacing will be marked on the floor as well as directed by faculty.
- Dancers ages seven and up will be asked to wipe down their spaces/barres after class with disinfectant wipes. Faculty will take these measures for classes with dancers under the age of seven.
- Restrooms will be sanitized frequently. All high-touch surfaces including doors will be wiped down between classes.
- Each of the three studio spaces in the Arts Center has its own exit doors, which will be utilized by dancers, parents/guardians (if applicable), and faculty.

### **COMMUNICATIONS**

Newsletter updates will be available online and by email. All correspondence will be posted in the newsletters to ensure that you will be up-to-date with RDA news and events. Please make sure you list a current email address on your family's registration form, so you may receive all updates. You can also follow us on our social media accounts to ensure you have the latest and up to date information.

IG: @rivertowndanceacademy

FB: [www.facebook.com/rivertowndanceacademy](http://www.facebook.com/rivertowndanceacademy)

RDA will respond to emails in a timely manner and are available for phone calls by appointment. Do not hesitate to reach out with questions or concerns.

---

**Dance@RivertownDanceAcademy.org**  
(914) 418 - 5270



**Rivertown Dance Academy**  
27 S. Washington St., Tarrytown, NY 10591  
[www.RivertownDanceAcademy.org](http://www.RivertownDanceAcademy.org)

---

### **CANCELLED CLASSES & REFUNDS**

In the case of individual cancelled classes, dancers will be notified via email. If a class is cancelled within two hours of the start time, dancers will be notified by phone call or email. Classes cancelled until further notice by RDA at any point during the term are subject to a tuition credit or refund. Classes missed because of student leave due a documented medical reason are subject to a tuition credit or refund.

### **ATTENDANCE**

Regular attendance in classes is important. Dancers must be in the studio before the start of class-time as the main building doors will be locked during class and unlocked 10min prior to the start of the following class. Dancers must not expect to be able to wait in the hallways for their class. If a student will be missing class, they (or their parent/guardian) must notify the Directors or Operations Manager. Dancers are encouraged to make-up missed classes. If a student is missing an in-person class with rotating attendance, they should notify us in advance of an absence whenever possible in order to allow another student to take their place in-person.

### **DRESS CODE**

Additional dress code information may be provided by teaching faculty

#### Ballet & Early Childhood Classes:

Leotard, ballet tights (pink, black, tan), ballet shoes, optional skirt or dance shorts  
Hair secured off the neck and face in a bun

#### Jazz & Theatre Jazz:

Leotard or form fitting top, leggings or dance shorts, jazz shoes  
Hair secured off the neck and face in a bun or ponytail

#### Modern:

Leotard or form fitting top, leggings or dance shorts, bare feet  
Hair secured off the neck and face in a bun or ponytail

#### Tap

Leotard or form fitting top, leggings or dance shorts, tap shoes  
Hair secured off the neck and face in a bun or ponytail

---

**Dance@RivertownDanceAcademy.org**  
(914) 418 - 5270



**Rivertown Dance Academy**  
27 S. Washington St., Tarrytown, NY 10591  
[www.RivertownDanceAcademy.org](http://www.RivertownDanceAcademy.org)

---

### Hip Hop

Dance/exercise clothing, sneakers  
Hair secured off the face

\* Trial classes can be taken in comfortable clothing before a level is confirmed and dance attire is purchased.

\*\* Please contact the RDA office with any financial concerns; we are here to help.

When taking online classes, please wear the footwear that works best with the surface on which you are dancing. Ie. tap shoes do not need to be worn for online tap classes.

### CLASS PLACEMENTS

RDA administration and faculty will place each student in the level(s) appropriate for their age and experience. Registration is dependent upon faculty and administration approval.

### PAYMENT AND PRIVACY POLICY

#### TUITION

A full or partial payment (with agreed upon payment plan in place) must be made by September 11 in order to secure a dancer's space for September in-person classes. Registrations will be accepted on a rolling basis, and in-person options will be available for newly registered dancers at the start of each month. We accept credit cards, checks payable to Rivertown Dance Academy, and Zelle QuickPay ([dance@rivertowndanceacademy.org](mailto:dance@rivertowndanceacademy.org)). No cash will be accepted for online class tuition.

#### CREDIT CARD PAYMENTS

Credit card payments are accepted in order to make RDA more convenient for you. Each credit card payment will be charged a 2% transaction fee.

All credit card payments are processed by PCI compliance company, Braintree. RDA does not store any credit card information in our database.

Customer information is collected for the purpose of processing your donation or class payment. This information is kept confidential and is not shared.

### ONLINE CLASS POLICY

---

**Dance@RivertownDanceAcademy.org**  
(914) 418 - 5270



**Rivertown Dance Academy**  
27 S. Washington St., Tarrytown, NY 10591  
[www.RivertownDanceAcademy.org](http://www.RivertownDanceAcademy.org)

---

### CODE OF CONDUCT

NEW: All students will enter the online classroom through a waiting room. Please enter your name when you enter Zoom so faculty can easily recognize you as an RDA student. This is for the safety of all participants.

Please do not have gum, food, or drinks other than water with you during your online class.

Please do not use your cell phone for non-class reasons while participating in an online class.

Please keep your camera on for the duration of class.

### ATTENDANCE

Regular attendance in class is important. Dancers arriving more than 10 minutes late to class will not be allowed to join the class from the Zoom waiting room. This is for the safety of dancers in the online class. If a student will be missing class, they (or a parent/guardian) must notify the Directors. Dancers are encouraged to make-up missed classes.

### ACKNOWLEDGMENT OF RISK AND WAIVER OF LIABILITY FOR IN-PERSON CLASSES

As a condition of use of Rivertown Dance Academy or participation in any class, intensive, or activity, you agree as a participant or parent/guardian of a participant in the program, to assume all risks and hazards of engaging in or spectating at any Rivertown Dance Academy activity or rented facility, including assuming all risks for personal injury, death and property damage.

You further agree to hold harmless Rivertown Dance Academy, their staff, contractors, instructors, volunteers, officials, sponsors, partners or representatives from liability for any losses, damages or injuries that may occur in any way as a result of these activities or facility uses – regardless of cause.

You further certify that you are properly prepared to engage in any activities you have selected and that you have recently consulted a physician to establish that it is safe and appropriate for you to engage in these activities.

---

**Dance@RivertownDanceAcademy.org**  
(914) 418 - 5270



**Rivertown Dance Academy**  
27 S. Washington St., Tarrytown, NY 10591  
[www.RivertownDanceAcademy.org](http://www.RivertownDanceAcademy.org)

---

Participants (or the parents/guardians of minor children) may also be required to complete a medical health history and/or sign an additional waiver of liability prior to participation in any programs or classes. Anyone recovering from an injury or illness must first discuss their return to physical activity with their physician and Rivertown Dance Academy instructor prior to enrolling/participating.

You further agree that there is there is risk associated in regard to the COVID-19 pandemic and possible exposure.

Therefore, having read and understood this waiver and in consideration of your accepting my entry into Rivertown Dance Academy facility or program, I, for myself and anyone entitled to act on my behalf, waive and release Rivertown Dance Academy, all staff, volunteers, sponsors, and representatives from all claims or liabilities of any kind arising out of my participation in (or as a spectator of) any program or use of any facility.

NOTE: If a facility user or program participant is under 18 years of age, you as a parent or legal guardian, agrees to the same terms, conditions and waiver of liability set forth in this agreement.

\_\_\_\_\_  
Printed Name of Participant

\_\_\_\_\_  
Signature of Participant (or Guardian if under 18y)

\_\_\_ / \_\_\_ / 2020

Date

---

**Dance@RivertownDanceAcademy.org**  
(914) 418 - 5270