

Studio Limited Access Policy

Description... The Studio Limited Access Policy or "SLA" is a policy & procedure put in place for the safety of our dance families & students. The Policy is not a constant but rather put into action temporarily during periods in which a current situation requires closer attention to the health and safety of our students.

Kyle Kahn Studios or "KKS" strives to ensure we provide excellent dance classes as well as a safe environment. KKS closely monitors & stays up to date on all community challenges & happenings. We strive to have amazing classes & keep our studio operating the best possible for our young dancers through all situations that may occur. KKS will always follow the mandates of our local government and law enforcement.

Brought to Action... The SLA can be brought to action with a minimum of a 24-hour notice to our dance families. Should an emergency happen, it might be brought into action without notice & immediately communicated to our dance families. The notice of action will always be communicated directly from KKS via email, text message & Parent Portal Studio Message Board. We will never send information through a student or parent. Only the director can bring the SLA into action.

Situational Causes... The SLA can be brought into action in cases of community health & sickness challenges, government safety or health mandates, immediate area safety challenges, natural disasters or a situation that has deemed it necessary to ensure the safety and health of our students.

Class Schedules... All classes will remain as scheduled during SLA time. No changes to day or start time will occur. Each class will end 5 minutes early during SLA time. If a situation arises that will cause a class or classes to be rescheduled due to circumstances out of KKS's control or closure, the "Studio Closures Policy" will take effect.

Adjusted Procedures During SLA Time

Lobby Accessibility...

Student Drop Off... Or lobby & homework bar areas will be temporarily closed to all others except students.

- One of our excellent Faculty members will be stationed in the lobby near the door to welcome you & ensure your young dancer arrives safely to class.
- We ask one parent/guardian to drop off.
- Parents/guardians & other siblings not enrolled in dance classes may then enjoy the fresh air in our sitting area outside or catch up on that TV episode you missed in your vehicle.

Student Pick Up

- Each class will end 5 minutes early.
- At the end of each class, we will see you again to pick up your young dancer.
- One of our excellent Faculty members will be stationed in the lobby near the door to thank you & ensure your young dancer arrives safely to their parent.
- We ask one parent/guardian to pick up.

Restroom Facilities... All others except enrolled students, refrain the best possible from using the restroom facilities. We understand emergencies happen & KKS will never deny you use of the restroom. Please take care to be courteous during the SLA time to keep lobby traffic to a drastic minimum.

KKSApparelCo or "KKSA"... The in studio dance store will be open for normal hours with limited accessibility during SLA time. Purchases can still be made.

How to shop with us & still get amazing prices in dancewear:

- **Send your order & payment with your young dancer.** We will help the student find the correct item & make their purchase. The parent will be texted a receipt as usual. Students may make purchases with cash, check or debit/credit card. By the parent/guardian allowing their child to make a purchase with the parent/guardians form of payment, the

parent/guardian agrees KKSA will not be held liable for any unauthorized purchases made by the student. No refunds or credits.

- **Text or Call the studio & place an order.** You will then be emailed a payable invoice in real time. Once this invoice is marked paid, we will fill your order and ensure your young dancer receives it for take home. We cannot charge KKSA orders to your Studio Parent Portal nor take debit/credit card payments over the phone. You will be able to pay via debit/credit card via the electronic invoice emailed to you.
- **For shoe fittings,** please text the studio to make an appointment. If the parent/guardian would like to be present, only one Parent/Guardian may accompany the student to the fitting. We are very happy to help your young dancer with the fitting & ensure they get what is needed should a parent/guardian not attend.

Communications During Class Time... Utilize the studio phone number 678-764-3909 as our "Student Phone & Smart Device" Policy is still in effect during SLA time. Your young dancers are in great hands. Should you or your dancer need to contact one another, we will be right by the studio phone answering phone calls & text messages. Our parents are always welcome to call the studio should an emergency occur & you need immediate access to your young dancer in class. This procedure will not change.

Attendance During SLA Time... We trust our parents & respect their decisions in regards to their young dancers.

- **The "Attendance Policy" will pause during SLA time.**
- **The "Make Up Class Policy" is still in effect.** All make up classes for absences will be subject to this policy.
- **The "Tuition Policy" is still in effect.** No refunds, credits or prorates will be offered if KKS is open for business.

If KKS is open then we trust our studio safe & healthy to operate. It is safe to attend class as regularly scheduled during SLA time. We are open and our dance classes will rock as usual.

In-Studio Events... KKS themed weeks like "Luck of a Dancer Week", "Kindness Week", "Spirit Week" & others like it, will still go on as scheduled. Other in-studio events outside of themed weeks will be communicated individually. If we have not sent you a cancellation of an event, please consider it as scheduled.

The health & safety of our students at KKS is always a #1 Priority.