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TO: **ALL HCCCI Employees**
FROM: **Human Resource Management Office**
RE: **IMPLEMENTATION OF RHYTHM & RECHARGE: ZUMBA & FITNESS COLLECTIVE**
DATE: **October 24, 2025**

I. POLICY STATEMENT

Holy Child Central Colleges, Inc. (HCCCI) upholds the importance of fostering a healthy, motivated, and cohesive workforce. To promote physical wellness, mental well-being, and workplace harmony, the institution launches the **Rhythm & Recharge: Zumba & Fitness Collective**, a weekly fitness and wellness initiative for all employees.

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HUMAN RESOURCE MANAGEMENT OFFICE

IV. SCHEDULE

- **Day:** Every Friday
- **Time:** 3:00 PM – 4:00 PM (1 hour)
- **Location:** School Lobby
- **Frequency:** Weekly

V. IMPLEMENTATION GUIDELINES

1. **Zumba Instructors**
   - Certified instructors shall facilitate sessions every Friday.
   - The instructor's fee shall be ₱600.00 per hour.
   - Sessions shall include beginner-friendly routines adaptable to all fitness levels.
2. **Activities**
   - 45 minutes of Zumba/dance fitness and 15 minutes of cooldown/stretching.
   - Monthly themed sessions (e.g., *Latin Fiesta Fridays*, *Retro Dance Workouts*) to maintain engagement.
3. **Attire**
   - Participants must wear proper workout attire (e.g., sports shoes, breathable clothing).
   - Restrictive or non-movement-friendly clothing such as jeans or sandals is discouraged.
4. **Equipment and Facilities**
   - The institution shall provide sound systems, hydration stations, and first-aid kits.
   - Employees are encouraged to bring personal water bottles and towels.
5. **Attendance**
   - Participation is voluntary but encouraged.
   - Employees who cannot attend should inform their immediate supervisor in advance.

VI. ROLES AND RESPONSIBILITIES

1. **Employees**
   - Participate actively and consistently in the program.
   - Respect instructors and fellow participants during sessions.
2. **Program Coordinators (HR Office)**
   - Manage scheduling, logistics, and instructor coordination.
   - Monitor participation and gather feedback quarterly.
3. **Supervisors**
   - Support employees' participation by allowing reasonable schedule adjustments when applicable.