

# DaySpring Arts & Education

## Enrichment Fridays, 21-22

### *Orientation Letter, Policies & Calendar*



**Until further notice please refer to the Covid policies sheet, which may override some of these policies.**

## **Welcome to the Enrichment Program!**

Thank you for choosing DaySpring, and we are so excited to partner with your family in the coming year. We believe the community environment at DaySpring is nurturing and positive for all who participate, including the parents, faculty and staff. We look forward to seeing your students grow and flourish in their given talents as they participate in the classes here.

DaySpring faculty are well- equipped and strive to give the best possible education to your children as well as helping them to build relationships and skills that will carry throughout their lives.

We strive to provide opportunities that give students a chance to develop Critical Thinking, Collaboration skills, effective Communication and Creativity. Our desire is that your student will walk away not only with high quality arts and education training, but also knowing how to tackle problems with a team to come up with creative solutions.

Please be sure to read the policies below; it is meant to be a helpful guide to make everyone's experience here better. Thank you for choosing to partner with us as we strive to provide the best for the students and families at DaySpring.

If you have any additional questions, please feel free to reach out!

Sincerely,  
*Kaetlin Lamberson*

*Enrichment Coordinator*  
*programming@dayspringarts.org*  
*314-291-8878*

# DaySpring Enrichment Policies and Info

## **Lunch**

If you are here for the lunch period from 11:30-12, be sure your student has a sack lunch, including a drink. Please send items that do not need refrigeration. We also strive to create a safe environment for all students, so we ask that you avoid sending items that contain tree nuts or peanuts. All lunch boxes or containers should have the child's name on them. **We also offer a small monetary exchange for parents who volunteer to be a lunchroom monitor for the year. If you are interested in the position, please email [programming@dayspringarts.org](mailto:programming@dayspringarts.org), and you will be contacted with more details. This is a big need each year and can be a great opportunity for parents to get to know the other students and families that their children interact with.**

## **Snacks**

Food and drinks are not allowed in the classrooms during class time. If a teacher is planning something special in a class that involves food, you will receive an email notification prior to the class. In doing so we will check that there are no allergies to what we are using in the class.

## **Special Treats**

Often parents like to send in special treats for the class in honor of a child's birthday or for a holiday. Please keep in mind that several classes eat lunch together. We find it works best if you hand out special treats in your child's last class or after school. The best treats to give out are non-edible ones. Students love to get specialty pencils, stickers and other dollar store trinkets. We would ask that before you send something in that you **email the programming coordinator ([programming@dayspringarts.org](mailto:programming@dayspringarts.org)) the date and the treat you would like to bring.** This will ensure that the information gets to the appropriate teacher and the treat gets handed out.

## **Absences**

If you know ahead of time that your child will be missing classes, we ask that you email [info@dayspringarts.org](mailto:info@dayspringarts.org) prior to the time of absence. If your child is sick we ask parents to call the office that morning and let the school know. This helps teachers to know how to proceed with a class.

## **Arrival and Dismissal Policies and Procedures**

Classes begin promptly at 9am, 10:15am, 12pm, 1:15pm and 2:30pm. If children arrive later than this, they often miss the input or instructions to get started. It can also be distracting to the class to have people arriving at all different times. Therefore, we ask that you make it a priority to arrive on time.

Reminder, parents should sign their student in at the front office and make sure the student gets to class. Please **do not leave students unattended** in a classroom, studio or the lobby.

At the end of the day, parents **must come in** and pick their child up from their last class and sign out at the front desk. Your student will remain in the last classroom, until you come pick them up. We do not dismiss students to the lobby.

Students may not 'hang-out' after school without parent supervision and they may not wait in the lobby for siblings because they do not have a class for a particular hour. For the safety of our students, we require that they have adult supervision at all times.

## **Electronics**

Students should NOT bring any type of electronic devices to school for entertainment or communication purposes. These items are not permitted at lunch time either; instead we would like students to interact with one another during the time they are at DaySpring. If students have a cell phone with them, we ask that students check it in at the front desk and retrieve it after their last class. Phones are kept in a safe place at the front desk. If students need to communicate with parents, we would like them to talk to the teachers and go through the office so we are aware of any situations that are impacting the student while at DaySpring. **If a teacher sees a student with a phone out or hears it ringing during class, they will take the phone and turn it in to the front desk.** It may then be retrieved after the student's last class.

### **Medication**

Medications must be brought to school in a container appropriately labeled with the student's name. It should be given to the Front Desk Administrator with any written instructions for administration. Students are NOT allowed to carry any medication of any kind with them in the classroom. This also pertains to inhalers, EpiPens, ibuprofen and any other medications. If you feel your situation should be an exception, please contact the office to let us know the situation. The staff will not provide any type of medication to a student. If you would like your student to have access to ibuprofen/aspirin during the school day, please leave a bottle in the office with instructions for giving to the student.

No school staff will be held responsible or liable for medications of any kind.

### **Lost and Found Items**

Items that are lost or found will be kept in the room they are found. If you have lost something valuable (phone, computer, purse...) you may check with the Front Desk Administrator to see if the item has been put behind the desk. Please put your **child's name on as many of their items as possible** to ensure that we can get it back to them if left. At the end of the academic year, we donate all unclaimed lost and found items to Goodwill.

Have a great year!

## **DaySpring Enrichment Calendar 2021-22**

Month	Date	Event
September	3 6 10	Friday Enrichment Orientation 9:00am to 12:00pm <b>Labor Day – No Classes</b> First day of Enrichment Classes
October	25-29	Spirit Week
November	<b>22-27</b>	<b>Fall Break – No Classes</b>
December	17 <b>20- Jan 2</b>	Enrichment Last Day Before Christmas <b>Christmas Break – No Classes</b>
January	7	Enrichment Classes Resume
March	<b>21-26</b>	<b>Spring Break – No Classes</b>
May	27 <b>30</b>	Last Day of Enrichment Classes <b>Memorial Day - No Classes</b>
June	1-5	<i>Finale Dress Rehearsal and Performances</i>