

# DaySpring Arts & Education

## General Policies, 2021-22



**These Policies will always be subject to the Current Covid Procedures!**

### Arrival and Dismissal Policies and Procedures

- **Parking**
  - Please only park in DaySpring's lot during business hours. Our neighbors need their spaces during the week.
  - We have permission to part in Grainger's south parking lot, catty corner from our front parking lot across the street.
- **Drop off and Pick up**
  - Parents must accompany students to sign them in and out at the front office. No student should be dropped off in the parking lot. Please do not leave students unattended in a classroom, studio, or the lobby.
  - Students not driving themselves must be accompanied into the building with a parent and signed in at the front desk-not dropped off in the parking lot.
    - Upper level dancers acting in accordance with dance department policy may warm up in an open studio up to 15 minutes before class. Dancers who abuse this privilege may lose it at teacher/staff discretion.
  - Students may arrive up to 15 minutes prior to class start time and wait in the main lobby with an adult after being signed in. It is the parent and student's responsibility to ensure that they go into their classroom at the start of class.
  - Please do not leave students unattended in a classroom, studio, or the lobby.
    - Upper level dancers acting in accordance with dance department policy may warm up in an open studio up to 15 minutes before class. Dancers who abuse this privilege may lose it at teacher/staff discretion.
- **Late Pickup**
  - If you anticipate running late to pick up your student, please call the office and let us know so that your child doesn't worry.
  - For evening and Enrichment classes there is a \$10 late fee assessed after parents are 10 minutes late; after ten minutes the fee is \$1 per minute. If Academy students are brought to aftercare it is \$20 a day.

### Safety

DaySpring takes the safety of the students very seriously; to this end we have installed the security system at the front doors as well as several security cameras throughout the interior and exterior of the building.

- Everyone must enter through the main entrance.
- Please notify the school if someone different is coming to drop off or pick up their child. We will not let students leave the building with someone other than family/adult that normally picks them up, unless other instructions have been left with the office.
- Notify us if there is anyone that is not allowed to have access to your child, so that we can take precautionary measures in those situations as well.
- Students are not allowed to leave the building on their own and we don't allow them to wait for parents outside.
- Any student that does not drive themselves must have a parent come into the building and pick them up.
- Parking Lot
  - Please drive slowly through the parking lot at all times.
  - Be mindful of students and parents entering and exiting the building.
  - We also ask that parents do not allow their students to play or run around in the parking lot at any time.

### Tardiness, Absences or Cancellations

- Some classes have consequences for lateness, i.e. in physical classes, if a warm up is missed the student will be asked to sit out of other physical activity. Please call the office if you will be late or if a student must miss a class because of sickness or an emergency.
- Please make every effort to notify your teacher in advance of any planned absences or tardies. Multiple absences affect the student's ability to move forward in the material, and the rest of the class as well.
- Students who miss dress rehearsal or tech week will not be permitted to participate in performances.

- If we have to cancel a class we will do our best to schedule a make-up class, however this is not always possible. We plan for one lost class a year.
- In the case of **Snow Days** or bad weather, the best thing to do is check the Home Page of our Website. We will send out a text notification through our online portal regarding weather related cancelations. We also broadcast as "DaySpring School of the Arts" for afternoon/evening classes and as "The Academy at DaySpring" for morning classes on KMOV TV and KSDK TV. If we are closed during the day (or your school is) it doesn't automatically mean we will be closed for the rest of the evening. Please call if there is any question.

### Medication

- Medications must be brought to school in a container appropriately labeled with the student's name. It should be given to the office with written instructions signed by the parent for administration.
- Students are NOT allowed to carry any medication with them in the classroom. This also pertains to inhalers, EpiPens, ibuprofen and any other medications.
- Students must come to the front desk when it is time to take their medicine. No school staff will be held responsible or liable for medications of any kind.

### Student Illness

- In the classroom the teacher will be the initial judge of the health condition of a child.
- If your child vomits or is running a fever, you will be called to come pick them up immediately. Students will wait in the lobby and will not be allowed to return to class.
- At home students must be fever free and have not vomited for 24 hours prior to coming to school. Please err on the side of caution to help prevent infecting an entire class with an illness.

### Class Behavior

- We expect behavior & attitudes to reflect the values that we hold important. These include respect for authority and consideration for others, responsibility for self, self-discipline, kindness, modesty etc. While you are at DaySpring, please honor these values.
- Food and beverage, except water bottles, are not allowed in the classes.
- No parent or student is allowed in the studios or classrooms outside class time without special permission from a teacher.
- Classes begin on time. Please be prompt in arrival & pick up.
- Cell phones, games, tablets, toys, etc. (unless used for classroom activities) will be allowed before and after class only. No devices of this type will be allowed to be visible or used during classes. No dangerous objects will be allowed at any time.
- Parents are asked to not enter the class while it is in session. It is distracting to the students as well as the teachers to include observers in their classes. Also please be considerate in talking to the teachers in the limited time between classes. If there are questions, you are always welcome to leave a note for them to call you or send them an email.

### Around the Building

- Students must stay in the building with their teacher, unless written permission is previously given.
- If your student is going to multiple classes between arrival and pick up, it is their responsibility to get to each subsequent class. Please review their schedule with them so they understand where they need to be and when.
- If your child (under 16) has a gap between classes longer than 15 minutes, an adult must be in the building with them. Outside of class time, students must remain with their parents.

### Building Access - Families, Visitors, and Contractors

- All adults entering the building beyond the front lobby must sign in at the front desk and receive a lanyard before proceeding into the building. **During COVID Restrictions, there will be a health check and temps taken. The lobby may be closed to non students.**
- On your way out of the building please sign out and return the lanyard
- We ask that you adhere to this policy even for short visits such as pick up and drop off (if you are entering beyond the front lobby)

### Lost and Found Items

- Items that are left behind will be kept in the room they are found.
- Valuable items will be kept at the front desk (phone, computer, purse...).
- We suggest you put your **child's name on as many of their items as possible.**

- At the end of the academic year, we donate all unclaimed lost and found items to Goodwill.

## Communication

- All communications regarding classes will be sent through our online portal. Please take the time to add [noreply@jackrabbittech.com](mailto:noreply@jackrabbittech.com) to your contacts in your email account, this avoids the possibility of important emails being mis-identified and filtered into your junk email.

## Calendar

- Please be sure to check the calendar on the DaySpring Website under "About". It is updated with the holidays and school breaks.
- Please note, DaySpring does hold classes on other "Monday" holidays besides Labor Day & Memorial Day.

## Payment

- **Commitment**
  - All classes and private lessons are billed monthly.
  - Arts classes enrollment and financial commitments are expected for the duration of the semester.
  - Academy and Preschool enrollment is a school year long commitment.
  - All registration, material, supply, and activity fees are non-refundable. Tuition deposits are refundable, after the completion of a school year. Tuition deposits will be rolled over to the next school year, or may be refunded to you, if not returning for the next school year.
  - The registration fee must be paid in full to hold a student's place in a class.
- **Payment** - Arrangements are to be settled in the Parent Portal by the first day of classes. For all classes there are two payment options:
  - 1) Pay monthly through our online portal. Payments can be set up using a checking/savings account, or a debit/credit card. Payments will be withdrawn on the 1st or the 15th of each month.
  - 2) Families that choose half or full year payments will have a credit applied to their online account that their monthly invoice will be deducted from until there is no longer a credit available.
    - To calculate your half year payment: multiple your monthly amount by 4 1/2 months.
    - To calculate your full year payment: multiply your monthly amount by 9 months.
  - Families that take semester private lessons will be billed monthly for 5 months in the fall, 5 months in the spring, and 2 months in the summer.
  - Checks are to be made out to DaySpring.
    - You may either mail them to 2500 Metro, Maryland Heights, 63043
    - Drop them off at the front desk.
    - We also take Visa and Mastercard however, there is a 4% convenience fee charged to your credit or debit card.
- **Special circumstances**
  - Families starting late in the semester will receive a prorated monthly price assessed by the office.
  - Class changes may be made within the first month of enrollment. If you choose to change classes any other month there will be a class change fee of \$15.
  - Withdrawals can be made during your first month of enrollment with no further financial commitment. After your first month a \$30 drop fee will be charged.

**Thank you for being here! Please contact us with any questions.**