

DaySpring Arts & Education

General Policies, 2023-24



Arrival and Dismissal Policies and Procedures

- **Parking**
 - Please park only in DaySpring's front or back lot during business hours.
 - We have permission to park in Grainger's south parking lot, northwest of DaySpring's front lot.
- **Drop off and Pick up**
 - Parents must accompany students under 12 into the building and sign them in, and out, at the front desk. 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.
 - Students may arrive up to 15 minutes prior to class start time and wait in the main lobby after being signed in.
- **Late Pickup**
 - If you anticipate running late to pick up your student, please call the office and let us know so that we can provide adequate supervision.
- **After Care**
 - After care is available on Monday, Wednesday, Friday from 3:45-5:30 pm. Drop in rates are \$20 per day.

Safety

- Everyone must enter through the main entrance.
- Please notify the school if someone different is coming to drop off or pick up a child. We will not let students leave the building with someone other than the adult who normally picks them up, unless other instructions have been left with the office, and the Teacher has been notified as well.
- 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.
- Students under 12 are not allowed to leave the building on their own, and we don't allow them to wait for parents outside.
- **Parking Lot**
 - Please drive slowly through the parking lot at all times.
 - Be mindful of students and parents entering and exiting the building.
 - Students should not be unattended in the parking lot at any time.

Tardiness, Absences, or Cancellations

- Some classes have consequences for lateness. 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.
- If we have to cancel a class we will strive to make-up the class, however, this is not always possible.
- In the case of **inclement weather**, we will send out a text from 281-305-6678, if your cell phone number is listed in jackrabbit.com, and email notification through our online portal regarding weather related cancellations. We also will add updates to our website and 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 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 and labeled with the student's name. It should be given to the front desk with written instructions signed by the parent.
- Students are NOT allowed to carry any medication with them in the classroom. Contact administration for exceptions.
- 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

- If your child vomits or is running a fever, you will be called to 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 returning 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 beverages, except water bottles, are not allowed during class periods.
- Electronic devices are allowed before and after class only, unless it pertains to the class.
- Parents should not enter classes while in session.

Around the Building

- Students must stay in the building with their teacher.
- If your student is participating in multiple classes during the day, it is their responsibility to get to each class independently.
- If your child (under 14) 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. For breaks over 30 minutes, please contact administration for possible solutions.

Building Access - Families, Visitors, and Contractors

- All adults entering the building beyond the front lobby **must sign in at the front desk** before proceeding into the building. On your way out of the building please sign out.
- 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 put in the gray bins in the vestibule.
- Valuable items will be kept at the front desk (phone, computer, purse...).
- 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 parent portal. Please take the time to add noreply@jackrabbittech.com to your contacts in your email account, this avoids the possibility of important emails being misidentified and filtered into your junk email.

Social Media

- If you are a NEW family to DaySpring, please take the time to “like” and “follow” our Facebook page to stay on top of all things DaySpring!
 - Facebook: <https://www.facebook.com/dayspringarts/>
 - Instagram: @dayspringarts
 - Twitter: <https://twitter.com/dayspringarts1>
 - Website: <https://www.dayspringarts.org/>

Calendar

- Please be sure to check the calendar on the DaySpring Website under “Parents”. It is updated with the holidays and school breaks.
- Please note, DaySpring does hold classes on other “Monday” holidays besides Labor Day, Memorial Day, & Martin Luther King Jr. 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 enrollment is a school year long commitment.
 - All enrollment, material, supply, and activity fees are non-refundable.
 - The enrollment fee must be paid in full to hold a student's place in the Academy.

- **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 each half year by check or credit card (September and January).
 - Checks are to be made out to DaySpring.
 - You may either mail them to 2500 Metro Blvd, Maryland Heights, 63043
 - Drop them off at the front desk.
 - 2) Pay automatic monthly payments using our Parent Portal. Payments will be withdrawn on either the 1st or the 15th of each month.
 - Arts and Academy monthly payments will be September-May
 - Private Lesson monthly payments will be August-May
 - We accept Visa and Mastercard however, there is a 4% convenience fee charged to your credit or debit card.
 - 3) For Summer Classes and Camps, half payment must be made with registration. The second half will be billed, and payment will be due at the bill date prior to the camp/class.
 - Full tuition paid will be credited back to your online portal or refunded to you if a drop/transfer is made at least one month before camp starting. 50% of tuition paid will be refunded if a drop/transfer is made at least 2 weeks before camp starting. No tuition will be refunded if a drop/transfer is made less than 2 weeks before camp.

- **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 \$25.
 - Withdrawals can be made from classes during your first month of enrollment with no further financial commitment. Monthly payments will still be due for the month that the drop takes place. After your first month, a \$50 drop fee will be charged. Withdrawals must be approved through the Department Head.
 - Withdrawals that are made from the Academy and private lessons, will be charged a \$50 drop fee. Monthly payments will still be due for the month that the drop takes place. Withdrawals must be approved by a Director.
 - If your payment is late, declined or returned for any reason, a \$25 fee will be charged per incident to your online account starting June 1, 2023.

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