

VIII. ROUTINES AND PROCEDURES

Attendance

Regular, punctual attendance is important to a child's progress. Please call if you plan to be absent from class. If a child is unable to dance that day, you are urged to bring him/her to observe the class as a great deal can be learned through observation. Students who wish to strengthen their technique should attend additional classes one level lower than their assigned level.

Arrival

Students should always wear some sort of street clothes (shorts, skirt, pants, etc.) and street shoes over their dance attire when arriving and leaving from class. Dance shoes are ruined if they are worn on sidewalks or streets. Dancers should arrive no less than ten minutes before their class to have enough time to dress, prepare their hair and stretch.

Tardiness

Please schedule sufficient travel time to avoid arriving late for class. Children who arrive late are frequently "out of step" for half of the class and they disrupt the class and the teacher. If a student is more than 10 minutes late, he/she will be asked to observe the remainder of the class.

Weather Policy

In cases of inclement weather:

- The homepage of the website will give information regarding class schedule changes.
- The school telephone message (330-455-7220) will be changed to reflect any changes in class schedules due to weather. WHBC will be notified and will include it in their closings
- If Canton City Schools declare a snow day, all classes prior to 2 p.m. will be cancelled.
- Cancellation for classes starting after 3pm will be made by 1 p.m. that same day.

Parents driving in from suburban and rural areas are asked to use their own judgment regarding the safety of driving through their area to reach Canton Ballet. Make-up classes can be scheduled for any classes missed due to a weather emergency.

Make up Classes

No credit or refund is provided for missed classes. If the student misses classes due to illness or other unavoidable reasons, class may be made up anytime within the same semester.

Security

A security guard is provided during evening classes

- *Drop off*-watch your children enter the building.
- *Pick up*-instruct your child to stay within the facility until they see you and your vehicle.
- *Waiting*-children remain in the Ballet wing until picked up by parents.

Parking

Enter the parking lot on the Market Avenue entrance across from Nationwide Insurance.

During Cultural Center events display your Canton Ballet PARKING PASS to notify the parking attendant that you are going to Canton Ballet and you will not be charged. **DO NOT LEAVE YOUR VEHICLE IN THE CIRCLE.**

Waiting Area

Parents are invited to wait for their child in Canton Ballet's lobby. There are vending machines available for your convenience. Bring your cell-phone, your laptop or a really good book and make our home your home. The password to our wireless network is posted on the bulletin board. If you have brought other children with you while waiting, please be sure to supervise them. We strive to make this a safe and comfortable environment for you and your children.

With this in mind, we ask you to:

- be considerate of those around you. At no time should someone be throwing objects, running through the lobby or rough housing within the lobby and dressing room areas.
- be sure that all children clean up any snacks or crafts and behave appropriately at all times.

Picking up your dancer

Students must be picked-up within 15 minutes of class end. We care deeply about our students but our very limited staff cannot be responsible for childcare duties that take them beyond their job descriptions and normal working hours. **Should there be repeated tardiness (more than 1 occurrence) from the same family, the School will charge the family \$20 for every 15 minutes or portion thereof**, in order to retain security and personnel past their regularly scheduled hours.

IX. HEALTH

Injury Procedure

Infectious Diseases

Medical Absences

- A student with an injury or illness is to arrive for class at the regular time and observe the class unless they are contagious or in bed.
- To protect both the individual and his classmates, parents must keep a child at home during the highly infectious first stages of a cold or other communicable ailment.
- Should a student injure themselves in class-they are to notify their teacher immediately so the proper procedures may be followed.
- Children who must miss classes due to illness or injury should present a doctor's excuse to the office for a tuition credit to be issued.

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