



School Guidelines

Student and Parent Expectations 2023-24

Our Mission – to teach dance with INTEGRITY, EXCELLENCE & THE LOVE OF CHRIST.

We have the privilege of using Elmbrook for our classes. We are so thankful for this space! We ask students and parents to follow these guidelines:

Safety of Your Children:

- Walk young children to the desk to sign in. Supervise them in the hallway.
- Pick up children promptly following their class.
- **Age 11 and under – must be signed in and out by an adult** at the Acts Dance Desk.
- Age 12 and up – may sign themselves in and out at the desk.
- We will not dismiss children age 11 and under into areas outside our B100s wing alone.
- **Do not drop dancers off prior to 3:45 pm.**
- Acts Dance Hospitality Staff will be available at the desk *Monday-Thursday, 4:00-7:00 p.m.*

Student & Parent Expectations:

- Students should arrive 10 minutes early and be ready to dance when class begins.
- **Young students MUST use the restroom before class.**
- Students and parents are expected to respect teachers, fellow students, and other parents.
- Modesty - Students must wear cover-ups over their dancewear when coming to and from class. (No leotards or dance shorts showing when walking in and out of the building).
- Use restrooms to change. No changing in hallways.
- Ballet slippers, jazz shoes, or hip hop sneakers are not to be worn outside. Street debris will damage dance flooring.

Classroom Behavior:

- Be courteous and respectful. Work hard and do your best!
- No talking during class. Keep hands to yourself. No hanging on the barres.
- Students who are disruptive will be asked to sit out or leave the room if they are a distraction.
- If disruptive behavior persists, parents may be asked to come and sit with the child in class the following week and for as long as necessary, until the child can demonstrate self-control.
- We are committed to working with children to help them fully participate, but not to the detriment of other students in the class.

In the Studio:

- Studios may be used during class times only, under direction of instructors.
- No gum.
- No food, sports drinks, or other beverages in the studios.
- Only water bottles and personal dance items are allowed in the studio.
- Use hall hooks for backpacks, coats, boots, and shoes. Keep benches clear for parent seating.

Outside the Studio:

- Remain quiet in the hallways during class time.
- Pick up garbage found in the hallway outside of the studios.
- Parents and siblings may wait in the common spaces at Elmbrook.
- No running or playing in the hallway. Respect other ministries and activities happening at Elmbrook.

Classroom Attire & Hygiene:

- **Class uniform must be worn.** Refer to the Dress Requirements document on our website.
- Hair must be pulled back:
 - **Ballet – Dancers must have a bun for class.** Please ask if questions on how to do this.
 - **Modern, Contemporary, Jazz, Hip Hop – secured neatly** from the face in a ponytail, braid, bun, etc.
- Proper hygiene and cleanliness is expected. Students age 10 and up should wear deodorant.
- Warmups – fitted Acts Dance attire and black dance shorts or leggings may be worn for warmth, but must be removed after barre, or upon teacher request.

Lost and Found & Swap Bins

- Acts Dance has Lost & Found Bins separate from Elmbrook, located on the shelf across from Studio A, near the Hospitality Desk. Unclaimed items are donated at the end of each semester.
- Swap Bins for Acts Dance attire and dance shoes are on a shelf across from Studio A, near the Acts Dance Office. Gently used dance items may be placed in the bin for other students and will be available to those in need of a new size. *Please: no holes, stains, or shoes without a mate!*

Parent Communication

- **Email is our primary communication with you!** Please check email regularly for information and updates. Newsletters and parent emails are sent through an email app called S'more. To ensure emails don't go to junk or promotions folders, add amandastruebing@users.smore.com to your contacts.
- **Text Messages** - Last minute reminders, weather updates, or other changes may be sent by text using the Remind app. **Text @1728 to 81010** to be added to our Remind parent list.
- Email connect@actsdance.org if you or your child are ill or unable to attend class.

Sick Policy

For the well-being of our students and teachers, do not bring your child to class if they have been sick, if a family member is ill and potentially contagious, or if they stayed home from school due to not feeling well. If your child is taking antibiotics, take medication for at least 24 hours before coming to class. We gladly offer make-up opportunities, so please have them take the time needed to rest and recover.

Do not send your child to class if they have any of the following:

- Sore throat or cough
- Fever within the past 48 hours
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- New onset muscle pain or chills
- Vomiting or diarrhea within the past 24 hours
- Runny nose with any colored discharge
- Any skin infection or unexplained rash
- Pinkeye or other eye infection

Make Up Classes

With permission of the instructor, students can make up missed lessons in a class level at or below theirs. Contact us to find out which level is best and for available class space.

Inclement Weather

Acts Dance will post closings due to weather on the school Facebook page and website, actsdance.org. Decisions regarding class cancellation due to inclement weather are made by 2pm.