



# Silver Spring Dance General Policies

## Studio Closings

Classes that are canceled due to inclement weather or any other emergency will be rescheduled later in the season closer to our Spring Concert. Any closings will be reported on WGAL.com, SSDC's Facebook and Instagram, and on our outgoing voicemail message. Families will also be emailed directly. Closings will be reported by no later than 3pm for afternoon/evening classes and 8am for morning classes. **We do NOT automatically follow the Hempfield School District for weather related closures, so please make sure you check!**

## Work-to-Dance Program & Parent Volunteers

Any parent who would like to be considered for our Work-to-Dance program should contact the studio director. All Work-to-Dance parents and Spring Concert Volunteers must have their updated clearances (federal, state police, and Compass), and SSDC must retain a copy of these clearances on file.

## Communication

Clear and thoughtful communication is an important hallmark of our program. If you have any questions or concerns about our policies or your dancer's participation, please bring them to our director.

The best way to set up a call or meeting with our director or a member of our staff or board is to send an email to [silverspringdance@gmail.com](mailto:silverspringdance@gmail.com) or send a message through the Parent Portal. During the dance season, you will usually receive a reply in 24 hours or less.

Families will receive at least one email per month with schedules, reminders, and important studio information. Please read these carefully and make sure to mark your calendars with any important dates.

**It is the responsibility of the parent/guardian to make sure we have updated email addresses, phone numbers, and physical addresses on file for each dancer.**

We also regularly post studio updates and reminders on our Instagram and Facebook pages. Please make sure you are following Silver Spring Dance on Facebook and @silverspringdance on Instagram.

## Drop Off/Pick Up & Parking

Silver Spring Dance will open 15 minutes before the first scheduled class of the day. Students may be dropped off no more than 15 minutes before the start of their scheduled class time. Students must be picked up on time. If a family has a need for an early drop-off or late pickup, arrangements must be made with the director.

Parents of dancers under age 7 (Creative Dance and Pre Level) and of dancers who need assistance to use the bathroom must wait in the lobby during their dancer's classes.

**Only one car per family is permitted in our parking lot at a time.** Our parking lot is busiest before 6:30pm, so we ask that parents who are able to drop their dancers off



during this time (excluding Creative Dance and Pre Level students) to please do so. We also encourage dancers to carpool if possible.

Parents and teen drivers may park anywhere in the lot **EXCEPT** directly in front of the big house/apartments next to the entrance (to the immediate left of the parking lot entrance.) You may also park in the gravel by the fence that runs parallel to Marietta Ave. Otherwise please park only within the designated spots. If no parking is available, you may drop your dancer off and park across the street at Trio.

### **Dress Code**

Dancers must comply with our dress code, which is available in full on the website and at the front desk upon request. If a dancer is financially unable to afford the proper dance clothes, the parent should contact the director for assistance.

### **In-Class Behavior**

Frequent classroom disruptions may signify that a child is not ready for dance class or enjoying class. These issues will be discussed with parents and may result in removal from the class or placement in a different level.

### **Bullying/Harassment**

Silver Spring Dance has a zero tolerance policy regarding any type of bullying or harassment, including but not limited to physical violence, threats of physical violence, cyber bullying, verbal harassment, and sexual harassment. Incidents of bullying or harassment must be brought to the director immediately. All incidents will be documented and reviewed by the Board of Directors. Students, parents, or staff found to be engaging in these behaviors will be dismissed from Silver Spring Dance.

### **Non-discrimination Policy**

Silver Spring Dance does not discriminate on the basis of race, color, religion/creed, gender, gender identity/expression, national origin/ancestry, disability, marital status, sexual orientation, or military status in any of its activities or operations. Silver Spring Dance is an equal opportunity employer.