



## **General Policies**

Last updated: May 21, 2020

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## **Welcome:**

Hi!

We are SO EXCITED to have you join the community of artists at Spark! If you don't already, we hope you will quickly feel at home at Spark. We have listed several of our policies and expectations below. We hope this information is helpful for you to understand some more of the details of how we operate as a studio. If you have any questions at all please don't hesitate to contact me!

Sincerely,

Remiah Towns  
Founder  
[info@sparkarts.org](mailto:info@sparkarts.org)

## **Costume, Music & Movement Choices:**

- Spark aims to be a space where Christian values and God's creativity are reflected.
- We have chosen to keep music and movement choices age appropriate, respectful, and a positive influence on our culture. While all our music may not be "Christian music", it will all be chosen with a purpose. We want to glorify God with everything we do!

## **Class/Lesson Fees:**

- We strive to keep our prices affordable so that all families can benefit from our reasonable prices. If you are unable to afford the fees, please contact us to inquire about the Spark Student Assistance Fund.

## **Costumes (for productions and events):**

- As a community of artists we value the big picture of the events we put on. Therefore, our costume fee will be a rental fee as we focus on purchasing quality costumes that will be kept at Spark and used for subsequent events.

## **Rules & Expectations:**

- Spark believes that it is important to communicate expectations as well as the 'why' behind rules we set.
- As a team of instructors, we talk about how we can create a healthy environment for every student while creating the best culture for them to improve in their art. Dress codes, homework, punctuality, and preparedness will ensure that students get the most out of their experience at Spark.

## **Competitions & Exams:**

- We value using art as a gift to the community and world. We have therefore chosen not to take part in competitive events or exams, but we still maintain our priority to pursue excellence.
- Hard work and discipline will be expected in each class.
- We endeavour to express ourselves emotionally and creatively in all classes.

## **Community:**

- We view the families involved in Spark as a community and encourage students to support and cheer each other on in their journey.
- We encourage and teach students to respect one another in class situations and not disrespect their fellow students or instructors verbally, physically, or emotionally.
- To help keep our prices affordable, we appreciate parent involvement with Spark events as they are able (sets, props, and sewing is always needed).

## **Levels & Ages:**

- We believe in pushing students to their own next level - understanding that the process should be enjoyable, challenging, and inspiring.
- We believe that people of all ages and backgrounds are welcome to train and develop.
- While some group classes are not labeled for a specific level of skill, students may be moved should another class be a better fit for them.
- We believe in training dancers in healthy technique in order to keep our students' bodies safe and able to participate for many years to come.
- We believe that art is for a lifetime and, therefore, our students don't finish their careers when they're done high school. It's actually just the beginning.

## **Student and Parent Policies:**

- All instructors, students and their families deserve to be in a safe and respectful environment while at Spark.
- Treat others kindly and politely
- Show respect for others by being helpful and supportive
- Parents/Students will respect the values of Spark and honour how the company chooses to implement those values

## **Inclement Weather:**

- The safety of our students and instructors is of utmost importance to us. It is from this heart that this policy is written.
- Spark follows the lead of the Waterloo Region School District. You can assume if public schools in Elmira are open, Spark is open, and all classes and lessons are running.
- If we decide to close the studio, or a specific teacher needs to cancel their classes, families will be sent an email notification. It is our aim to notify you as early as possible (e.g. the night before or first thing in the morning). If weather is questionable, please do check your email before coming to class to see if we have emailed you.

- We recognize that even though Spark is open, your family may not feel comfortable or safe travelling to Spark. We respect your decision to stay home! Please do send us an email to let us know you aren't coming.
- Group classes cancelled due to weather will not be rescheduled.
- For private lessons, we will do our best to reschedule. Make-up lessons are dependent on the availability of the instructor and the studio. This is not guaranteed but we will do our best.
- If you are ever unsure about anything stated in this policy please don't hesitate to contact us.

## **Stairs/Accessibility:**

We are super excited to host classes in such a beautiful space in downtown Elmira. One of the realities of this charming 19th century building is that there is no ramp or elevator into the building. Please be careful at all times when walking up or down the small staircase at the entrance.

## **Parking:**

There is street parking (parallel) on Arthur St. Please note there is a 2-hour limit during certain hours of the day. For evening classes parking should be widely available. If you are having difficulty finding parking or need more than two hours, additional all-day parking is available across the street in the parking lot behind Shell.

## **Communication:**

In addition to our website we are active on Facebook and Instagram. We encourage you to follow us on social media as that is where we will post current news and updates. As a new arts centre we are so thankful every time you like, comment, and share a post about @sparkartsandevents. This helps make others aware of Spark. Email will continue to be the primary method of communication regarding details specific to your class. Please read all of our emails carefully and reply with any questions. Some studio-wide emails will come through Mailchimp.

## **Why doesn't Spark have a phone number?**

Because studios have varying hours and staff are usually occupied teaching when they are at the studio, phone calls are usually left unanswered. To enable us to be even more responsive during and after hours, we have chosen to encourage people to reach out by email or social media first. We can certainly follow-up by phone or in-person if needed!

## **Illness:**

No student, sibling, parent, or teacher is permitted to come to Spark if they are feeling ill. If a student is found to have cold/flu symptoms in class, they will be sent home. It is never worth risking making others sick, even if it ends up being just a cold or flu. If the illness will extend beyond one week, contact us about the possibility of continuing lessons virtually.

The following is a list of regulations adopted for the control of contagious diseases. These regulations are for your protection. If any of these situations occur please notify your instructor/Spark.

*Chicken pox:* Exclusion from class/lesson until all pox marks are dry and student is free of fever. Re-entry to class/lesson is permitted by contacting instructor/Spark and sending a note with student to class/lesson.

*Measles:* Exclusion from class/lesson for at least six days from the onset of symptoms. Re-entry to class/lesson is permitted by contacting instructor/Spark and sending a note with student to class/lesson.

*Mumps:* Exclusion from class/lesson for nine days from onset of swelling. Re-entry to class/lesson is permitted by contacting instructor/Spark and sending a note with the student to class/lesson.

*Tonsillitis:* Exclusion from and re-entry to class/lesson is permitted by contacting instructor/Spark and sending a note with student to class/lesson.

*Pink Eye:* Exclusion from class/lesson until 24 hours after medical treatment has begun and discharge has ceased.

*Lice:* Exclusion from class/lesson until student has been treated properly and all nits are removed. Re-entry to class/lesson is permitted by contacting instructor/Spark and sending a note with the student to class/lesson.