



Policy and Procedure Parent Manual

For license 2017200
School of Atlantic Ballet
Arts After School Program 2025-26

Operated by Atlantic Ballet Atlantique Canada
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Cell (506) 378-4302 *please give this to schools. It is used to reach our staff during after-school hours/pick-ups.

www.schoolofatlanticballet.com
www.facebook.com/SchoolofAtlanticBallet

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INTRODUCTION & PHILOSOPHY

The **School of Atlantic Ballet** strives to maintain a positive and inclusive learning environment for our students. Our goal is to create an environment where every student feels both nurtured and challenged.

The School of Atlantic Ballet enriches the lives of students with music, dance, theatre, and creative expression every day by promoting physical activity, improving health, body coordination, and self-discipline, as well as heightening cultural awareness. From an introduction to theatre and dance, to performing full production songs and dances, students' confidence levels, self-esteem and skills will be developed in a supportive, professional program environment.

Daily instruction is offered in ballet/dance, music, voice, and drama. Weekly activities may also include storytelling through music and movement, character development, history of dance and musical theatre, musical theory and literacy, theatre production and arts and crafts.

All programming is taught with a focus on artistic discovery and personal development.

A. HOURS OF OPERATION/CLOSURES

The **School of Atlantic Ballet Arts After School Program** runs Monday through Friday from 2:00 p.m. until 5:30 p.m. Monday through Friday, with office hours from 8:30 a.m. until 4:30 p.m. Appointments with Program Director Danielle Talbot (for registration assistance, program questions, concerns, etc) can be booked during office hours through the centre's email centre@atlanticballet.ca.

Storm Policy:

Please check your email for all storm related updates. We will post by 7 am.

The School closes if the Codiac Transport buses are not running or there is a power outage affecting our facility.

Closures:

- **Labour Day, Monday, September 1, 2025**
- **National Day for Truth and Reconciliation, September 30, 2025**
- **Thanksgiving Day, Monday, October 13, 2025**
- **Remembrance Day, Monday, November 11, 2025**
- **Christmas Break, December 20, 2025, through January 4, 2026**
- **Family Day, Monday, February 16, 2026**
- **March Break, Monday, March 2, 2026, through March 6, 2026**
- **Good Friday, Friday, April 3, 2026**
- **Easter Monday, Monday, April 6, 2026**
- **Victoria Day, Monday, May 18, 2026**

The School of Atlantic Ballet Arts After School Program does not operate during Christmas Break. The last day is **Friday, December 20, 2025**, and will reopen **Monday, January 5, 2026**.

The School of Atlantic Ballet Arts After School Program does not operate during **March Break** (i.e. Monday, March 2 through Friday, March 6).

The School is open on Anglophone East and Francophone Sud Professional Development and Parent-Teacher Interview days, as well as weather-related school closure days (if Codiac Transpo is still operating), from 8:30a.m. to 5:30 p.m. **Please advise if your child will be attending on these days.**

Parents of children who are in private schools whose days off are different than those of Anglophone East and Francophone Sud must make their own care arrangements for those days.

In the event of a power failure or water main break our school may be unable to open or may be required to close early. Parents will be notified by email and through our Facebook page of a potential closure or called if the School must close earlier than the scheduled program ending/closing time.

B. ENROLLMENT

When a placement becomes available, you will be invited to visit the school and meet with the Director. The following forms are required to be completed before your child can begin at the School and are included in the Dance Studio Pro system [School of Atlantic Ballet Atlantique \(dancestudio-pro.com\)](http://SchoolofAtlanticBalletAtlantique(dancestudio-pro.com)) as part of the registration process. (Forms with an asterisk are only required if applicable to your situation and will be provided on request):

- **Early Learning and Childcare Facility Consent Form** (including Consent Forms: Emergency Transport, Administration of Acetaminophen, Outings, Publicity, Transportation to and from School)
- **Acknowledgement of receipt of the Parent Handbook**
- Denial of Access*
- Extreme Allergy Management*
- Essential Routine Services and ER Plan*
- Administration of Medication and Ongoing Treatment*
- Administration of Medication- consent and record form*
- Return from Exclusion (administered as needed)
- Administration of Acetaminophen*
- Vacation Request Form*
- Withdrawal Form*

In addition, the following documentation must be provided:

- Recent color photo - Photos can be sent electronically
- and a list of authorized persons to pick up your child. Photo ID required on pick up.

If your child regularly carries an EpiPen, you must provide the School of Atlantic Ballet with one. All EpiPens are kept in a secure location. We can only administer EpiPens that are specifically prescribed for the child and is within its expiry date.

No child identified as suffering from a communicable disease, as established by the Minister of Health, shall be admitted to the School.

An initial tour and interview are required before admission to the program. A legal guardian must be present for this meeting to ensure that all who have care of the child have the pertinent information on policy and procedure.

C. FEES and PAYMENT OPTIONS

There is a non-refundable \$100.00 registration deposit payable through the Dance Studio Pro system [School of Atlantic Ballet Atlantique \(dancestudio-pro.com\)](http://School of Atlantic Ballet Atlantique (dancestudio-pro.com)), and due before your child begins at the School. This fee secures the student's placement until the paperwork and payment arrangements have been finalized by an agreed-upon date. Failure to complete documentation and make payment arrangements by the agreed deadline can result in the School of Atlantic Ballet releasing the student placement.

Only full-time new registrations are accepted. The monthly fee is \$480 each month from September to June. In September and January, a \$40 costume fee will be collected in preparation for participation in our Musical Theatre productions. The monthly fee includes Instruction, pick up, Storm days, Professional Development days, Parent-Teacher Interview days, and other dates designated by the school districts.

Our Arts After School Students will be requested to wear their mandatory Arts After School tee-shirt. New students in our Arts After School Program will be charged an extra \$ 25 for the mandatory tee-shirt.

Fees are due on the 1st or 15th day of each month for that month and must be made through the Dance Studio Pro system.

[School of Atlantic Ballet Atlantique \(dancestudio-pro.com\)](http://School of Atlantic Ballet Atlantique (dancestudio-pro.com))

Payment arrangements must be made for the school year for registration to be complete. Failure to make payment may result in suspension or termination of care. If you encounter any difficulty with payment of fees, please speak with the Director.

D. ABSENCES

The School of Atlantic Ballet Arts After School Program is licensed through the Department of Education and Early Childhood Development. Based on regulations, as defined in the Child Daycare Facilities Operator Standards, each licensed facility is registered for a given number of child spaces. Essentially, when you register your child at the School, you are renting a space. That space belongs to your child and may not be given to another child until your child is no longer attending the School. You are, therefore, financially responsible for that space for every day of the week of your child's registration, regardless of

his/her attendance. If your child is unable to attend the School due to an illness or event, you are still responsible to pay your monthly child care fees.

If your child will be out for any reason **due to illness**, or other reasons, you must always advise the Program Director of the reason for the absence. **Please let us know before 1pm on any given day if your child is absent.** Failure to notify will result in a \$10 fee for each occurrence which will be added to your next month's billing. If your child has an illness that is listed as a communicable disease, they must meet the return criteria and you must fill out the return document (in some cases a doctor's exam and signature is required). *Please see appendix B at the back of this manual.*

Regular fees will apply to each month when your child is ill or not attending the program. This applies no matter how long your child is ill and not attending the School and regardless if they were required by the School to leave due to the Department of Health regulations. As long as your child is enrolled in the program, monthly fees must be paid in full to maintain your spot.

Attendance:

The School of Atlantic Ballet Arts After School Program is a developmental program. Regular attendance is required to ensure your child does not fall behind. During the school year, we request that you pick up your children after core classes have ended. Should your child have commitments outside of the School, please share their schedule with us in advance. Attendance at rehearsals is especially important in the weeks prior to a performance, and continual absence might result in recasting.

E. POLICY FOR FEES IN ARREARS

The School of Atlantic Ballet Arts After School Program is a non-profit organization that depends on the timely payment of fees. An account that is late by one week, will be charged a \$10 fee per week for each week late. Non-payment of fees, however, will not be tolerated for more than two (2) weeks and is case for termination of service.

After school services may be terminated for that child at the given notice of three (3) days at the discretion of the Director after consultation with the CEO. If your account is not up to date your child(ren) may not have the opportunity to participate in weekly skill development activities. Children are able to re-enter activities once the account is up to date.

F. FINANCIAL ASSISTANCE

Financial assistance is available through funds from Human Resources Development New Brunswick to parents/guardians who qualify. You can find out more information about the Child Care Assistance Program by calling the Human Resources Development N.B. office at 1-866-426-519. You do NOT need to be on income assistance to be eligible for the childcare assistance program.

G. REGISTRATION AND WITHDRAWAL

All registration forms must be completed through the Dance Studio Pro system [School of Atlantic Ballet Atlantique \(dancestudio-pro.com\)](http://School of Atlantic Ballet Atlantique (dancestudio-pro.com)) before your child's first day of care at our program. Payment arrangements for the school year must be finalized prior to the first day of care.

Please report any changes in address, phone numbers, emergency contacts and employers at once. An up-to-date file must be kept for each child including a written authorization of who can pick your child up. It is important that you keep us informed of any changes in case we must get in contact with you.

If you withdraw your child from our program, we require one month's written notice, and you are responsible to pay that month. If one month notice is not given you will still be responsible for the following month's fees.

H. STAFFING

All of our staff members:

- Are 19 years of age or older
- Have completed and cleared an RCMP criminal record vulnerable sector check
- Have completed the Department of Social Development's SD Record Check
- Have current First Aid and CPR certificates; and
- Adhere to the Provincial Immunization Program
- All leading teaching staff are credited professionals in their respective disciplines.

I. CHILD GUIDANCE POLICY

Punishment of any kind including physical, emotional, exclusion, and humiliation, is strictly forbidden. Appropriate child guidance methods include:

1. Discussion of problem and/or re-direction
2. Opportunity for the child to make his/her own choice with the emphasis on positive reinforcement
3. This policy is discussed verbally between the Director and the parent/guardian upon the child's registration.
4. If a parent/guardian has a concern about the care of his/her child, follow the steps outlined on "Parent Concerns" (section CC of this document)

Staff recognizes each child as an individual in regard to age, stage of development, temperament and culture. Staff guides children's behaviour by using prevention and intervention strategies. Staff use their knowledge and skills to ensure that a child's self-esteem is enhanced. All staff of the program are aware of this policy.

There are general guiding rules of behaviour for all the children who attend The School of Atlantic Ballet Arts After School Program. We would appreciate it if you would help to enforce these rules when picking up or dropping off your child.

- a) Walk in the school, especially the hallways. For the child's safety and the safety of others please DO NOT allow them to run.
- b) Speak softly; use an indoor voice.
- c) Physical or verbal aggression must not be used against children.
- d) Respect must be shown towards self, classmates, and staff/volunteers at all times.

J. DISCHARGE

We are trained to address a variety of common behavioral issues in children. Should a problem behavior (see examples below) persist that our staff is unable to resolve, you will be notified through an incident report, and we will work with you to correct this behavior. After the second incident, the parents will be contacted immediately to discuss the issue and the child will be placed on probation. After the third incident, the parents will be contacted and asked to remove the child from the School. Payment will be due only for services rendered to the point of discharge.

Examples of problem behaviors:

- Biting
- Kicking
- Bullying
- Name calling
- Putting other children in danger with physical behavior

K. CUSTODY AGREEMENTS

In the case of custody disputes, each parent will be granted access to the children except when a copy of a court order indicated limited access is on the child's file. Such information will be included on the child's emergency contact sheet. It is the responsibility of the parent(s) to produce a copy of a court order indicating limited access.

L. PICK UP/DROP OFF

Pick-up is available from several schools in the Greater Moncton Area. Please check with us to see what schools we are currently picking up from. Children are transported via our School Buses, & automobiles. Drivers are teaching staff and volunteers all of whom are on file with our School and have completed: criminal records vulnerable sector check, Driver Abstract Record, SD Check & First Aid and have read the

NB Child Day Care Operators Standards and NB Child Victims of Abuse and Neglect Protocol and have a current Canadian driver's license in good standing.

We have some walking schools and District School bus drop off locations which staff walk to, to pick up children. Parents will be sent a picture of their driver/walkers and each carry identification with The School of Atlantic Ballet Arts After School Program Validation. We ensure that the children know their drivers/walkers and are comfortable. Drivers/walkers carry a first aid kit in their cars or on person.

School Location Driving:

Children wait at their school with their school staff or our staff at the agreed upon location until the driver arrives. The driver will ensure that the children see them and, if necessary, will go into the school to retrieve children and accompany them to the vehicle. The driver ensures that each child is in appropriate seats for age/size and helps, if necessary, with seatbelt fastening. Most routes have multiple schools on them. The driver will transport the children from school directly to the teaching site once the route is complete. The driver then accompanies the children into the teaching site or secures them to another teacher to do so. Children are signed in.

School Location Walking:

Children wait at their school with their school staff at the agreed upon location until the staff/volunteer arrives to meet them. The staff/volunteer then accompanies the children directly to the teaching site and accompanies them in or secures them to another teacher to do so. Children are signed in.

Parent Transport:

If parents are dropping off their child(ren) they must accompany their child(ren) into the teaching site and to a staff. Parents must also come upstairs for end of day pick-up. Students will not be allowed to wait downstairs. Children must be signed in and out by a staff member.

Parent responsibility:

If a child does not require a pickup on any given day, the Program Manager must be notified before 1pm on the day. Failure to notify will result in a \$10.00/incident fee attached to the next month's billing.

Taxi:

On a non-routine basis and as a last course of action where one of our regular or back-up drivers is unavailable to do pick-up, The School of Atlantic Ballet Arts After School Program does have a taxi service on standby. The drivers we use are past volunteers of the School and we have on file: their criminal records SD check, driver's license.

In the case of Taxi use The School of Atlantic Ballet Arts After School Program will:

1. Only use taxi service for children for whom a taxi waiver has been signed.
2. Inform the parent/guardian by phone and email as to the change in pick up for the day affected and leave messages if there is no answer. This is usually on the day of, as it is a backup measure of transport only.
3. The School of Atlantic Ballet Arts After School Program will notify the school of taxi pick up.

The Parents Will:

1. Check their phone and email messages to ensure they are receiving the information in a timely way.
2. If the parent has declined taxi service, they will be responsible for child transport on that day.

Taxi will:

1. Go into the school to accompany child out to the vehicle or if already known and secured by child, wait beside Taxi in view of child and staff.
2. Identify themselves to the child.
3. Provide identification to the school if asked.
4. Transport child to the School teaching site and accompany them to a staff.

Accidents:

In the case of accident parents will be contacted immediately.

M. LATE PICK-UP POLICY

Pick-up at the Arts After School Program is available weekdays until 5:30 p.m. The accounts of children picked up later than 5:30 p.m. will be charged a late fee of \$1/minute. Late payment charges will show up on the next month's invoice. The late fee is established by Program Director and CEO and will be reviewed annually. Repeated failure to comply with the late pick-up policy could result in termination.

If the child has not been picked-up by closing time and the School has not been advised of the parent(s) tardiness, the following procedure will be employed:

1. Parent will be phoned at home, at work and on cell phone. In the event that the parent(s) cannot be located, the emergency contacts named on registration form will be phoned and asked to pick up the child.
2. If neither the parent(s) nor the emergency contacts can be reached after 30 minutes, Emergency Social Services (Child Protection Services) will be phoned and asked to take custody of the child. Should it be necessary to contact Emergency Social Services parent(s) will be informed that their child can be located through Emergency Social Services and or the RCMP.

N. IMPAIRED PICK-UP PERSON

The RCMP has recommended the following guidelines. If a staff member has reason to believe that a parent or pick up person has had anything to drink or cannot safely operate a motor vehicle they will:

1. Request that the individual leave their vehicle and arrange alternate transportation and/or
2. Ask the individual to leave and phone alternate/emergency contact to pick up the child and/or

3. If the child is removed by the pick-up person, immediately call the police with a description of the vehicle, the individual's name, license plate number and home address.
4. Report this incident to the DEPARTMENT OF SOCIAL DEVELOPMENT.

O. CHILD ABUSE/NEGLECT

Any staff or volunteer who suspects neglect/abuse of a child has a lawful obligation to immediately report this directly to the Department of Social Development as per The NB Child Victims of Abuse and Neglect Protocols. All such information will be managed confidentially.

If a staff member or volunteer suspect abuse or neglect of a child being cared for at the School, the Program Manager/CEO and appropriate staff will be consulted, and a record of the concerns will be kept.

P. DRESS CODE

Daily:

- Indoor footwear – non marking sneakers or shoes. There is no outdoor footwear permitted in the hallways or studios. No shoes are allowed on the ballet floors so most students will remain in socks when not dressed for ballet class.
- All personal items must be labelled with your child's name.

Dance/Ballet:

- All students in Arts After School are required to bring a white t-shirt and black pants or shorts to change into for their weekly ballet/dance classes. This clothing can be stored at the ballet for days with scheduled dance classes.
- We request that any students with long hair have their hair neatly tied back in a ponytail, bun, or similar style. There will be time before dance class for students to change and tie hair back.

Q. FOOD & NUTRITION

We have a number of students with food allergies.

Parents are required to report known food allergies and sensitivities at time of registration, or as soon as there is a medical diagnosis. This information is recorded and accessible to all School staff and volunteers.

As a precautionary measure, the School makes all reasonable efforts to eliminate allergens from the premises when a single child has an anaphylactic allergy. The School is a nut-free and scent-free facility.

Water is always available to all children. Please make sure your child has a water bottle so he or she can stay hydrated.

The School is not licensed to sell, cut and serve food, or provide plates and utensils. All food brought into the School is the responsibility of each parent. Students should only consume the food that their own family has prepared.

We request that parents and family refrain from bringing food for sharing among our students. Our School have children with severe food allergies, and it is our responsibility to protect their health. According to Health Canada, there are nine priority food allergens in Canada: peanuts, tree nuts, sesame seeds, milk, eggs, fish, soy, wheat, and sulphites. We have children who have at least one or a combination of these allergies, among other less common allergies, and reactions range from mild to anaphylactic.

Please help keep our children safe in supporting our policies.

We are also an inclusive environment, where all students may take part in all shared activities. Excluding a child from a group experience (e.g. a birthday cake) because of his or her allergy, for instance, would be counterproductive to our mandate.

Our students participate in physical activity daily and we highly recommend supplying food that consists of a nutritional content and quantity that will enable your child to sustain his/her energy level and focus.

SPECIAL DAYS:

We recognize that children like to celebrate special occasions (i.e. Birthdays, Holidays) with special treats but we are not able to have food treats shared within our School. Please do not send in food items. Thank you.

R. ABSENCE/ILLNESS

If your child will be absent from our program, you must notify us as early as possible and indicate the reason for the absence for documentation, including possibilities of illness. Should your child become ill while in our care, you will be called, and your child will need to be picked up within one hour of this communication. Your child will be kept in comfortable isolated area with a staff member until your arrival. *NB Parent's Guide for managing illness is found at the back of this booklet.*

If a child has or may be affected by a disease that is required to be reported under the Public Health Act and the regulations under that Act by the operator of a licensed facility, the operator shall inform the Minister through the proper forms and inform all parents or guardians of the children that a child has or may be affected by the disease.

S. MEDICATION POLICY

1. Staff will administer only medication, whether over the counter or prescribed, that is brought to the facility by the parent and is correctly labeled with child's full name, dosage information, Best Before Date/prescription date, child proof cap and original bottle and labels. Over the counter medication will

only be administered according to the labelled directions. No over the counter medication will be administered for more than three consecutive days without a physician's order.

2. In addition, prescribed medications must have: the name of the physician, name of child, Instruction, the time period of use.

3. All medication must be accompanied by a medication form (*see Child Profile Administration of Medication Record Part A*) that will be signed by the parent/guardian. The medication forms must be completed with the following information: Child's name, medication name, dosage, time, date and parent's signature. The staff who administers the medication shall complete the medication form. The staff member must include the date, actual time the medication was administered, and the name of the medication and signature each time the medication is administered. Only staff having a valid first aid certificate will administer medication.

4. Staff will obtain written parental consent to administer acetaminophen (*see Child Profile appendix M*) and at first symptoms will call parent to discuss acetaminophen decisions.

5. Staff and parents will complete the Administration of acetaminophen form on the day of administration of medication.

6. Medication is to be administered properly to the correct child.

7. Medication will be stored in an appropriate environment in the fridge or at room temperature.

8. Medication will be stored inaccessible to children. No medication will be stored in the children's cubbies or back packs.

9. Emergency medication that needs to be with the child at all times will be easily accessible to all staff. All emergency medication will be stored in the staff backpack that goes everywhere that the group goes or, if in studio, in a secure, known, accessible location. All children requiring emergency medication (Ventolin, allergy medication, epi-pens, etc.) will have action plans completed and put in the room and put into the emergency binders.

10. Staff can refuse to give medications or do a procedure for which clear instructions have not been provided or for which they are not trained.

T. ACCIDENT/ILLNESS POLICY

If your child is seriously injured, we will contact you immediately. This includes possible broken bones, bleeding lasting more than 10 minutes, injuries requiring stitches or injuries to the head or back. Injuries occurring during program time will be treated with the best of staff knowledge and abilities as all staff members are certified with first aid and CPR training. Should your child require more immediate attention, any cost incurred will be the responsibility of the parent(s)/guardians. If a staff member feels an injury is serious enough (example broken bones), staff will call an ambulance. The incident will be filed into a daily log and the parents/guardians will be informed the same day of the details of the incident and treatment given. The parents/guardians must sign the daily log. A copy is given to parents, a copy is sent to the Department of Education and Early Childhood Development and the School will keep a copy in the student's file.

If your child has a minor injury (bumps, scrapes, etc.) staff will treat on sight. The incident will be filed into a daily log and the parents/guardians will be informed the same day of the details of the incident and treatment given. The parents/guardians must sign the daily log. A copy is filed into the student's file.

U. TOYS FROM HOME

Our School discourages children from bringing toys from home as they could get broken, lost or stolen. They also create a distraction from class time participation. If toys are brought to our School, children will be asked to leave them in their backpacks. The school is not responsible for any lost or damaged items.

V. TRANSPORTATION/OUTINGS

Parents will be notified in advance of planned outings and associated costs. A signed authorization form must be returned to the School (*see Child Profile*). If your child is not able to participate, parents may need to find alternate care. From time to time, we may take the children on walks and trips to the park. The School of Atlantic Ballet Arts After School Program holds no responsibility when your child is travelling in a motor vehicle. If you have made an arrangement with another parent, a staff member, or any other outside source, you release The School of Atlantic Ballet from any responsibility and in certain instances may be required to sign a separate document to that effect.

Sometimes, weather permitting, instructors will bring students to the park for outdoors education, play, and rehearsals. Instructors must bring emergency parent contact lists and a first aid kit for all outings.

On arrival, instructors must check the park for safety, in accordance with the below checklist:

- No water (puddles, pails of water or wading pools) near the play equipment. Children can drown in as little as 5 cm (2") of water.
- No dangerous objects in the play area, such as litter, broken glass or needles
- No health hazards from animal contamination, such as animal feces
- Surfacing such as wood chips, rubber or soft sand is kept in good condition
- Surfacing covers at least 1.8m (6 ft) in all directions from the play equipment
- Platforms have ramps and guardrails to prevent falls
- No sharp points, open gaps or edges on equipment that can catch on children's clothing
- Swing seats are made of soft material such as rubber or canvas
- Play equipment is firmly anchored to the ground
- Watch for tripping hazards like exposed concrete or tree stumps around play equipment
- Take off anything that could choke children on the play equipment such as scarves, drawstrings and helmets

If there are unsafe elements present in the park, instructors must bring students back to the studio and inform the Program Manager. The Program Manager shall then contact the municipality and provide details for follow-up.

All students and instructors must wash hands with soap with running water when they return to the studio after going to the park.

W. CONFIDENTIALITY/CODE OF ETHICS

All staff members are required to keep information regarding our clients, staff, practices, etc. in the strictest confidence. In certain instances, we may need to share information about your child with another parent (i.e. your child was hit by another child, etc.). Only relevant information will be shared. You will be informed and included in any problem-solving involving conflict and your child.

X. EVACUATION PROCEDURE

SITUATION: FIRE ALARM SOUNDS

- All staff report to Studios to assist in evacuation.
- Designated lead instructor in each studio checks for indication of fire at each exit and leads evacuation of the building by the nearest safe exit. See map for details.
- Designated second instructor in each studio gathers emergency kit and documents, and enlists other staff to check change rooms, bathrooms, offices, and second floor to ensure no student remains, then exits the building by the nearest safe exit closing all doors upon exit.
- All instructors, staff, and students report to the Emergency Assembly Location at the Southwest corner of the back of the parking lot to wait for instruction from building management or the fire department. See map for details.
- Roll call is taken to ensure that all students are accounted for.
- Under no circumstances will anyone re-enter the building until the fire alarm is turned off and an “all clear” has been given by building management or a member of the fire department.
- If the building cannot be re-entered, as deemed by building management or the fire department, instructors, staff, and students proceed safely to the emergency alternate location: The lobby of the Crowne Plaza Hotel at the corner of Highfield Street and Main Street. Student’s parents should then be called and notified of the situation.

SITUATION: FIRE SIGHTED

- If a fire is sighted, immediately activate nearest fire alarm pull station, enlist help of other staff members, and call 9 1 1.
- If trained to do so, use fire extinguisher to put out the fire.

- Evacuate the building as per procedures above, and do not re-enter the building unless deemed safe to do so by a member of the fire department.

Y. INCLUSION POLICY

The School of Atlantic Ballet is an inclusive facility and is fully accessible to all children and their families regardless of their race, colour, religion, national origin, ancestry, place of origin, age, disability, marital status, real or perceived sexual orientation and/or gender identity, sex, social condition or political belief or activity (New Brunswick Human Rights Act, 2011).

We proudly employ many new Canadians, and our student body is proportionally representative of the diversity of the Greater Moncton community.

Our facilities are equipped with elevator access, wide doorways, large washroom facilities, and large activity spaces.

Our Arts After School programming reflects the interests, diversity, and individual strengths and abilities of our students. Every student is supported appropriately in their learning and personal development as they participate in our daily curriculum activities.

Z. GENERAL CODE OF CONDUCT

We reserve the right to refuse admittance to any person who jeopardizes our ability to provide a positive and supportive atmosphere as described above. Disrespectful or disruptive behaviour or language is not appropriate and will not be tolerated. Please be courteous in your dealings with our teachers, reception personnel and staff. Parents displaying disrespectful or inflammatory behaviour or conduct will be asked to leave the School and such behaviour may result in the discharge of their child from the class and program.

Bullying, harassment and intimidation of fellow students will not be tolerated. Any such behaviour on the part of a student may result in dismissal from the School and ultimately in suspension from the program.

AA. STUDENT CODE OF CONDUCT

The school respectfully requests the following:

1. Students are to display a courteous manner at all times and comply with the rules of the School.
2. Students are to conduct themselves in a manner that does not interfere with others use and enjoyment of the program.
3. Students are to arrive on time for class and rehearsal (calculate 5-10 minutes before class to allow time to change and stretch).
4. That students do not wear jewellery (small earrings are OK).
5. Students with long hair should arrive with their hair tied into a ponytail, braids, or a bun.
6. Students are to arrive prepared for class activities.
7. Students bring the proper class attire.
8. Students or parents inform reception beforehand if they will be late or absent.
9. Disruptive classroom conduct, chronic tardiness and inappropriate behaviour or appearance may result in dismissal from class or the School.
10. That students respect all studio equipment (no hanging off or leaning against barres, piano and no touching of sound/stereo system).
11. No electronic devices are to be brought into the studio (cell phone, iPods, mp3-players) – please leave these items in the change room or at home (We are not to be held responsible for lost or stolen articles).

A student may be disciplined for failing to comply with the Code of Conduct

BB. STAFF CODE OF CONDUCT

All School of Atlantic Ballet teachers have the requisite experience and qualifications appropriate to the levels and techniques being taught. All our teachers undertake to:

1. Work in an open and cooperative environment with all students and their families
2. Recognize and respect uniqueness, dignity, and potential of each individual student.
3. Act in such a manner as to promote and safeguard the interests and wellbeing of all students.
4. Apply appropriate teaching methods and assessment procedures with students and ensure that students and families receive or have access to advice when necessary.
5. Use flexible teaching skills to create a productive and positive learning environment.

CC. PARENT INVOLVEMENT

Parents/guardians may visit the facility anytime their child is present and be admitted immediately.

Anytime there is a concern about a child, the staff will speak with the parent(s) immediately and seek a solution which involves the parent's insights and wisdom regarding their child. Parents will be asked to be involved in supporting their child's success in the program. If needed, additional parent-staff-child meetings will be set for resolution and success.

If parents have any concerns, they should send a written communication (email) directly to the Program Director. The Program Director will work with the parents and staff to resolve the issue in a positive manner.

The School encourages parents to become involved in the program as they are able in the following ways: Parent meetings, show set construction, Costumes, Promotions, Driving, Supervision in Tech week, Set Up & Break Down, Donation of supplies.

DD. Administrative Structure and Grievance Process

The School of Atlantic Ballet Arts After School Program 1 & 2 are registered NB Day Cares and is under the operation of The Atlantic Ballet Theatre of Canada, a Federal Non-Profit organization. Our CEO is Susan Chalmers-Gauvin, and we are governed by a Board of Directors. Our Day Care is staffed by a Director and Instructors who are professional artists and/or childcare specialists. We have a Parent Advisory Board composed of 2 staff members and a minimum of 2 parents from each of the 2 Day Cares we operate. This Board works to support healthy communications and co-ordinate parent volunteer efforts.

If parents have concerns of any kind, they may speak to the Director who will help them with a resolution process. If the parent is not satisfied and feel they require further support they may meet with the CEO, Susan Chalmers-Gauvin. We always work towards positive solutions.

In cases where parents feel they have a concern about the health and safety functioning of our Day Care and do not feel their concerns are being addressed, they may reach:

**Regional Early Childhood Services Coordinator Anglophone East /
Coordonnatrice Services à la petite enfance Anglophone Est
Department of Education and Early Childhood Development /
Éducation et Développement de la petite enfance
Riverview Middle School
45 Devere Road, Riverview, NB, E1B 2M4
Tel/Tél: 506-856-2131 | Fax/Télé 506- 856-5404
<http://www2.gnb.ca/content/gnb/en/departments/education/elcc.html>**

EE. ACKNOWLEDGEMENT

I have read the above notice and understand that by allowing my child to continue to attend The School of Atlantic Ballet, I voluntarily assume all risks and agree I will not hold the Atlantic Ballet Theatre of Canada Inc. or any of their respective employees, directors, or officers liable for any resulting illness or injury.

X _____

Date: _____

Guardian

X _____

Date: _____

Witness

Should you have questions or concerns, please don't hesitate to contact us.

Thank you,

The School of Atlantic Ballet

APPENDICES

APPENDIX A: Philosophy/Vision/Goals

Who we are

Atlantic Ballet Theatre of Canada was established in 2001 as Atlantic Canada's only professional ballet company. We create original productions and tour all over the world. As of 2017 we have a new name: The Atlantic Ballet Atlantique Canada.

From our inception and in addition to striving for artistic excellence we have been strongly committed to community. For the past 17 years we have delivered innovative and high standard original ballet-theatre productions along with extensive community activities with cultural, economic, educational and social outcomes. Through the delivery of our artistic, community and outreach performances/projects our Company is committed to:

- Positively impacting people
- Strengthening our communities and
- Promoting inclusivity

As such, The Atlantic Ballet Atlantique Canada strives to produce art of high artistic standards and also to use our art as a vehicle for public education and to build relationships with the broadest possible community reach, extending to large, small and diverse communities. The Atlantic Ballet Atlantique Canada has a wide range of experience in providing outreach and educational opportunities to literally thousands of individuals each year. We collaborate annually with over 100 partners which includes governments at all levels, organizations and institutions concerned with education - both formal and informal - literacy groups, multicultural, social service organizations, professional associations, agencies and organizations serving children and youth at risk.

Vision

In 2012 we were proud to open our School for Arts and Education, Greater Moncton's first fully integrated performing arts program taught by professional educators and artists. As of 2017 our new name is School of the Atlantic Ballet.

Our vision for the School of the Atlantic Ballet is to encourage and nurture creativity, uniqueness and artistic excellence within every student through the performing arts by offering developmentally appropriate programming taught by professional artists/ educators.

Our distinctive program encourages diversity by allowing students to embrace their unique talents within our broad range of disciplines. The breadth of our program means that every student has an opportunity to develop, to be engaged and to learn. Our program is designed to engage students in arts programs that in turn will aid in the development of academic, performance, creative and critical thinking ability, problem solving and communication skills, teamwork, self-discipline, confidence and positive self-image, physical coordination and stamina through physical activity.

Values

Holding true to our values we know that the School of the Atlantic Ballet is a place where every child is welcome. We want to create a safe and comfortable learning environment in which students can excel and express themselves freely.

Our values are centered on having a well-rounded program that meets the needs of students, staff and parents of the School of the Atlantic Ballet. Our values are based around the following: passion, respect for the individual and diversity, artistic excellence; accountability, responsiveness, leadership in nurturing creativity.

Goals

The School of the Atlantic Ballet. is focused on providing youth with creative programming, skills development and mentorship opportunities with professional artists and educators that enhances their knowledge, understanding and experience of all aspects of performing arts while nurturing individual creativity and artistic development within the performing arts disciplines-dance, voice, acting, musical theatre and performance.

Our goals for the School of Atlantic Ballet are for every student to develop to their full potential within our program. We want to encourage students to explore their unique talents. We want every student to learn from our professional artists and educators. We believe that every child will develop new skills and be more confident and well-rounded individual.

What makes our program different?

The School of Atlantic Ballet is established and administered by an international standard professional company. Youth are being trained according to standards of professional artistic excellence. All programs and classes for students from ages 2 1/2 years to 18 years of age are taught by professional artists and educators in their respective discipline. Youth have the opportunity to learn, be engaged and mentored by individuals who work as professionals in the performing arts in a positive and supportive learning environment.

The School of Atlantic Ballet offers a broad range of program opportunities for students to develop. Rather than focus on a single discipline, their strengths can develop in one or more areas depending on interest and ability: dance, voice, acting, theatre production, leadership.

Further, students have the opportunity to be part of a fully produced production.