

## **Arrival & Dismissal**

### **Parking & Loading Zone**

- Parking is permitted along the street or in any marked stall located in front of or beside the building.
- The student loading zone is for active drop-off and pick-up only for ages 7+ – not for parking or waiting.
- If you are using the loading zone, please make a U-turn at the end of Castleton Street and pull up to the front of the building. Do not leave your vehicle unattended.
- Avoid double parking or blocking the loading docks at any time.

### **Drop-Off & Pick-Up Safety**

- Students under the age of 6 must be accompanied by an adult into the building and to their classroom.
- Dancers waiting for pick-up must remain in front of the building or at the studio's upstairs entrance. Students should not wander into the parking lot or cross the street alone.
- Children may not ride the elevator alone.
- For everyone's safety, students and guests must remain in the BGDC lobby and front entrance area only. Other parts of the building are not open to the public.

### **Reminders**

- Please plan for extra time during peak hours — patience and courtesy go a long way toward keeping everyone safe.
- Always drive slowly and remain alert for children near the building entrance.

# POLICIES & PROCEDURES

## STUDENTS, PARENTS, & GUESTS

### Lobby Etiquette

Our lobby is a welcoming space for families to connect, relax, and support our dancers. To maintain a positive, safe, and focused environment for everyone, we ask all members of our BGDC community to follow these expectations:

#### Respectful Conduct

- Please speak quietly and be mindful that classes are in session. Sound travels easily into the studios and the office, and a calm lobby helps dancers & staff focus.
- Be courteous to staff, students, and other families at all times. This includes keeping conversations positive and free of gossip or negative remarks.
- Please be mindful when using phones, tablets, or other devices in our lobby. Any content viewed should be positive, age-appropriate, and family-friendly.
- Out of respect for everyone's privacy, photos, videos, or audio recordings are not permitted in restrooms or locker room areas under any circumstances. This includes video calls.

#### Space & Safety

- Keep doorways and hallways clear to allow dancers and staff to enter and exit safely.
- Only staff are permitted to open studio doors during class time.
- Younger children should remain supervised by a guardian while in the lobby before, during, and after class.
- For everyone's safety, running, rough play, and climbing on furniture are not permitted.
- The Homework Barre is a designated quiet area to work. Devices should be used with earphones or be kept on silent.
- During dismissal, please do not crowd the entryway to studios.
- The locker room and attached bathroom are for girls only. All other dancers, parents, and guests are welcome to use our two family bathrooms.

#### Food, Drink & Belongings

- Drinks (other than water) should be kept outside of studio rooms.
- Please keep the lobby tidy by throwing away trash and keeping personal belongings organized.
- BGDC is not responsible for lost or misplaced items.



# POLICIES & PROCEDURES

## STUDENTS, PARENTS, & GUESTS

### Emergency Procedures

At Breaking Ground Dance Center, the safety and well-being of our students are our top priority. To ensure a calm, coordinated response during any emergency, all members of our community—students, staff, and guests—are expected to adhere to the following standards:

- **Follow Staff Instructions:** In the event of an emergency, all students, guardians, and guests must follow the directions of BGDC staff immediately and without hesitation.
- **Student Safety First:** Our emergency procedures are designed to keep students safe and accounted for. Do not remove a student from class or the building unless directed by staff.
- **Remain Calm:** Model calm and respectful behavior to support a safe environment for everyone.
- **Evacuation or Shelter Orders:** Depending on the situation, the studio may implement an evacuation or a stay-in-place order. All individuals are expected to comply promptly.
- **Communication:** BGDC Leadership will communicate official updates via AKADA. To subscribe to alerts text START to 914-315-7839. Avoid spreading unverified information.

