



Dear new and returning CPAC families,

WELCOME to our 55th ANNIVERSARY School Year Session!! THANK YOU for being a member of the Cuppett Dance Family!

We are so excited to begin teaching your children the beautiful art of dance during this special Anniversary year!

You will receive e-Newsletters throughout the year and our first one will come out shortly; but for now, I wanted to give you this very important information in advance of our **opening day, which is this Tuesday, September 6th!**

To assist you this first week, we are providing the **Drop Off/Pick Up Policy** for the Main Park Street Location below:

Drop Off & Pick Up Policy - Studios A, B, C and D:

- Please drop your child off at the front entrance(s) whenever possible.
- Young children should be escorted into and out of the building.
- Please be prompt when picking up your child. It is frightening to young children when parents are late. Please discuss with your child when and where you will be picking them up (front or rear) prior to their class. Students age 3-7 will be kept in the dance room with their teacher if parents are late to pick up. Older students should wait in the lobbies if parents will NOT be greeting them at the dance room door when they are dismissed.
- Parents and students waiting in the lobbies during class times should please talk quietly so as not to disrupt classes being held.
- Siblings are always welcome, but are not permitted in the other dance rooms when classes are not being held, must maintain appropriate behavior so as not to disrupt the class, and at no time may siblings be left anywhere in either Center without supervision.
- For safety, tight automobile spacing and high traffic volume, students are not permitted to wait for pick up or linger outside the rear entrances at any time.
- Older students may leave the premises to go eat with parental permission only.
- **Students should always have the appropriate cover ups on when entering/exiting the building or walking from one location to the other. Dance shoes should not be worn outdoors.** Please remove street shoes before walking on the dance floors. There is no food or drink (except bottled water) permitted in the dance rooms. Thank you!!

Drop off/Pick up Procedures for Maple Ave. Studio

(Note: An email was sent yesterday Maple Avenue families further detailing the Maple Avenue location procedures)

Beginning and Advanced Combo classes

Parents (or an adult the parent has given permission to) need to come inside to the studio entrance (Suite L-2) to drop off and pick up students in this age group.

All other classes

We prefer to have parents drop off and pick up students in the Suite but recognize that this is not always easy for all parents. Our objective is to put student safety first and consider parent ease as best we can. Desk staff personnel need to be in the office as much as possible which is why there is a time window for pick up. **Please use the following procedures for drop off and pick up:**

- When dropping off, we prefer if the student is walked to the Suite. Older students can be dropped off at the front or back door and walk down to the suite on their own with parental permission (but not on their first day of class if they've never danced at this location before)
- At the end of class, the desk staff person will gather **all** students who have NOT been picked up in the Suite by their parent or other adult chaperone by the time the students are done dressing and ready to go.
- The desk staff person will walk these students up the stairs to the **FRONT lobby** which is well lit, offers protection from the elements, and from which the desk staff and students can easily see outside.
- Parents will form a car pool line, starting **NO EARLIER than 10 minutes** before the end of class time, along the **front** of the building with the passenger side of the car closest to the building.
- If a student is not picked up from the car pool line within 15 minutes of the end of class time, then they will be taken back to the Suite and the parent will need to come in and pick them up.

Storage of dance bags/coats:

- Due to the limited space in the dressing room, teachers will allow students to bring in their dance bag and coat/outside shoes to place along the wall in the studio. There will be an assigned place for each class to minimize confusion at dismissal time.
- Teachers will dismiss younger students one at time from the studio, checking to see whether the parent is there or not.

We will have schedules posted in the lobbies of each Studio to assist parents in finding their dance rooms. Please stop by the office if you need any assistance!

Remember to tell your friends about Cuppetts - registration is ongoing!

Dancingly,

Amy Cuppett Stiverson, Business & Artistic Director

Nicole DuBar - Administrative Director

Our friendly Administrative Team & our amazing Teaching Faculty!

Cuppett Performing Arts Center, the area's finest dance instruction and a Vienna tradition since 1962!

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