

## Appendix E - Communication Policy

1. If you have a question and are unsure of where to find the answer, ask your questions using the remind app or email the executive at dancellb@gmail.com. You will receive acknowledgement of your email within 48 hours.
2. Concerns must be brought forward using the concern form [https://docs.google.com/forms/d/e/1FAIpQLSfMQ0ImUuzwqqiFdvKny8Q7C4aL3PIW0mc\\_bVg\\_QzNCvyB2kQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfMQ0ImUuzwqqiFdvKny8Q7C4aL3PIW0mc_bVg_QzNCvyB2kQ/viewform) (found on website) and will be brought to the attention of the executive and instructor team for review.
3. The incident form is to be filled out in the case of something happening to you or your dancer in the dance studio that you would like the board to know about. [https://docs.google.com/forms/d/e/1FAIpQLSeus5fxtlV\\_Z1d6340jIPE6BJbxVAclE\\_U0i6L0pgqluAb-Rw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeus5fxtlV_Z1d6340jIPE6BJbxVAclE_U0i6L0pgqluAb-Rw/viewform)
4. Concerns and Incidents will be added to the agenda of our next monthly executive meeting for discussion.
5. As we have many junior instructors we ask that parents do not approach them at any time to discuss concerns/issues. All concerns/issues must be brought forward through our google form found on the website.
6. Only instructors and dancers are permitted in the classroom during class time unless invited in by the instructor. This is for all ages and if younger dancers need a break they must exit the classroom to avoid distracting the other dancers and class instruction.