

## WELCOME TO ALLEGRO DANCE SCHOOL!

We are so happy to have you as part of our dance family. Our goal is to provide a valuable service to each student, so they acquire the skills, abilities and confidence required to be a great dancer! Our highly qualified staff is here to motivate, inspire and train our students to be the best dancer they can be. We are dedicated to building a strong dance foundation, creating a love for the arts and providing opportunities for our students. This handbook is designed to educate our parents and students on Allegro Dance School policies and answer any questions you may have. The lines of communication will always be open so feel free to contact us with any questions, concerns, and/or input.



## OFFICE HOURS

Hours may vary depending on class schedule. Please call ahead to verify if you are visiting in person.

### REGULAR SEASON

Mon-Wed 12:00-8:30  
 Thu By Appointment  
 Fri 12:00-8:30  
 Sat 9:30-5:00  
 Sun By Appointment

### SUMMER HOURS

Mon-Fri 9:00-4:30  
 Sat Closed  
 Sun Closed

## FIND US ONLINE!



@AllegroDS



@allegrodanceschool\_



@allegrods



www.allegrodanceschool.com

## FIND ANSWERS & INFORMATION HERE:

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## CALENDAR OF EVENTS 2024-2025

We understand how busy the lives and schedules of our dance families get as the year rolls on. We have tried to get all of our important dates set so you can calendar the dates and plan for the year.

*A kind reminder Recital Fee, Costume Rental Fee, Exam Fee are non-refundable and non-transferrable. Please plan your vacation around these important dates if you have committed to to these events.*

### IMPORTANT STUDIO EVENTS/DATES

September 9	First Day of Class
November 1	Term 2 Payment Due
November 23	Recital Rehearsal
December 1	Recital Rehearsal
December 7	Winter Recital
February 1	Term 3 Payment Due
April 1	Term 4 Payment Due
May 5-10	In-Class Group Photo
May 11	RAD Pre-Exam Class
May 25	Recital Rehearsal
May 31	Recital Rehearsal
June 1	Recital Costume Photo Day
June 7	June Recital
June 15-27 (TBC)	RAD Ballet Exam
June 27	Last Day of Class

### COMPETITIVE EVENTS/DATES

September 1	Competition Fee Due
October 20	Makeup & Hair Demo Class
November 3	Team Photo Day
January 26	Costume Photo Day (Group 1)
February 2	Costume Photo Day (Group 2)
February 16	Competitive Dance Showcase
March 30	Open Rehearsal
April 10-13	Competition #1
April 24-27	Competition #2
May 2 - 4	Competition #3
May 15-18	Competition #4
June 8	End-of-Season Party

### HOLIDAYS

October 14	Thanksgiving Day - Studio Closed
December 21-31	Winter Holiday - No Regular Classes
January 1-5	Winter Holiday - No Regular Classes
February 17	Family Day - Studio Closed
March 10-16	March Break - No Regular Classes
April 18	Good Friday - Studio Closed
May 19	Victoria Day - Studio Closed

### DANCE CAMP DATES

December 30-31	Holiday Camp/Acro Intensive
January 2-3	Holiday Camp/Acro Intensive
March 10-13	March Break Camp/ Intensive

## STUDIO COMMUNICATION

Communication is important to us at Allegro! We will do our best to respond to all inquiries within 48-hours (during regular business hours) and we will never leave a question unanswered.

Email is our primary method of communication and are answered multiple times a day. You will receive monthly newsletters and important communication via email, so make sure you add us to your contacts so messages don't end up in your junk mail.

## TEACHER-PARENT COMMUNICATION

Allegro offers full time reception staff during operating hours. Our receptionist will be happy to answer your calls and questions! If you need to contact your child's instructor, you are welcome to email any questions or concerns to [allegrodance5@gmail.com](mailto:allegrodance5@gmail.com), we will then forward it to the appropriate teacher or directors. From this point, we can answer your questions via email or arrange an in-person meeting.

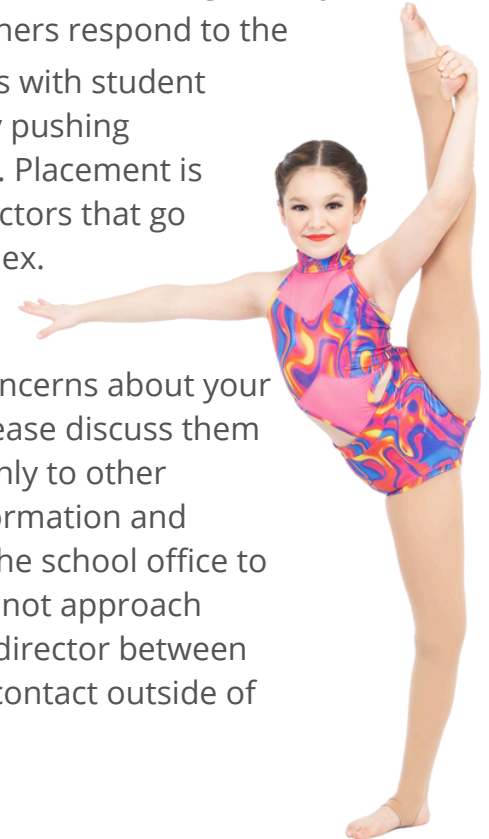
***Students and parents are restricted from contacting teachers by phone, email, text messages, etc. All communication regarding the studio and dance classes must go through the School.***

## CLASS PLACEMENT

The school faculty meets regularly to discuss the students' progress and/or placement. It is our policy to offer appropriate opportunities to every child.

Placement decisions are derived from many years of teaching experience. Often a child is placed in a particular group or class where he or she will feel confident, in order to promote the development of self-esteem. Some students who are placed in a higher level become discouraged, only to lose their passion for dance. Others respond to the challenge of being in a class with student who are more proficient by pushing themselves to work harder. Placement is highly individual and the factors that go into the decision are complex.

If you have questions or concerns about your child's dance education, please discuss them with the director. Talking only to other parents can lead to misinformation and confusion. Please contact the school office to set up an appointment; do not approach your child's teacher or the director between or during classes or make contact outside of the school.



### A MESSAGE FOR OUR PARENTS

We believe that children's success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to be a part of your child's dance education.

Encourage your child to be the best that he or she can be regardless of what others may achieve. Dance is an individual art form and children need to be allowed to achieve at a pace that's comfortable. No two students will progress at the same rate, even if they experience the exact same training. It's important to encourage children to focus on themselves, give their all and be satisfied with their own accomplishments.

Not all children will develop into professional dancers. One of the primary goals of our faculty is to teach life lessons and skills that offer children the best chance for success. Dance education encompasses far more technique and the steps your children learn.

We believe the discipline of dance training gives young people a better understanding of commitment through learning, experiencing the spirit of teamwork and discovering what they can accomplish through hard work. Our goal is to educate the minds, bodies and souls of our students, teaching them the skills needed for a successful life, whether or not they stay involved in dance.

### A MESSAGE FOR OUR STUDENTS

The first step to becoming a successful dancer is making a solid commitment to your classes. Strong technique is a key ingredient and class is where you develop that technique. Come to each class prepared to learn and without personal distractions. Class time is your chance to focus on yourself, so try to leave your concerns or worries at the studio door. True progress is made when you look at each class as an opportunity to become better at what you love to do. Dance full-out, stretch a little further, become more aware of your technique, and make the most of every class.

Respect for the teachers is essential. Listen to each correction given, whether it's directed at you or another dancer. A correction is an honor; it shows you how much a teacher cares about your progress as a dancer. Always say thank you when a teacher or choreographer offers you constructive criticism. Nothing can stop those students who apply themselves in every class and appreciate their teachers' knowledge and experience.

Dance is a fun experience for everyone, and we are ready to show you how!



## INFORMATION FOR PARENTS OF PRESCHOOL DANCERS

The first few weeks of classes serve as an introductory phase to help students become comfortable with the overall dance experience, the classroom, their teacher and their classmates. Right from the beginning we focus on your child's coordination, listening skills, musical awareness and developing imagination. We accomplish this through age appropriate music and song, simple stretching exercises and games in an environment of creativity.

Preschool dance is about helping children learn to tap into their imaginations and express themselves creatively and begin to learn simple dance steps. So don't be disappointed if your child doesn't pirouette around the house or look like a budding ballerina right away.



## SEPARATION FROM THE PARENT

The process of separating from the parent as the child attends dance classes is an important accomplishment of preschool dancers.

As children mature, they begin to identify themselves as independent personalities. In separating from you, the parent, your child is learning:

- to develop an interest in the activities of the dance class
- to feel comfortable with other children in the class
- to understand that his/her parent will come back and pick him/her up
- to understand that all parents leave their children and come back for them

It is important to know that at times young children will explore the limits of attending dance class and say they don't want to go. This period may occur any time, but it is usually short-lived. Here are some suggestions that might help you handle the situation:

- Emphasize what the child is doing at dance class rather than what you do while he/she is in class.
- Avoid prolonged good-byes.
- Ask the teacher for help in separation. We expect the crying and are experienced with similar situations.

## DANCE EXAMINATIONS & ASSESSMENTS

At Allegro, we offer classes following RAD (Royal Academy of Dance) Ballet syllabus for Ballet; the BATD syllabus for Tap and Jazz, and the Acrobatic Arts for Acro.

Each year, our dancers are encouraged to take part in the exam sessions, it provides an opportunity for dancers to attain their personal best and have fun. It gives them a goal to work towards and a sense of achievement after taking the exam. It is designed to recognize the progress and achievement of students of all ages and levels of ability.

### ROYAL ACADEMY OF DANCE (BALLET)

Allegro Dance School offers an extensive ballet program for aspiring dancers from age 5 and up. We are proud to be one of the dance schools in York region that is certified by the Royal

Academy of Dance, London, England. All classes are taught under the guidance of director Fanny Ko, who is an Examiner of Royal Academy of Dance.

We proud ourselves in offering opportunities to dancers of all ages and levels. Thus, we offer both Class Awards and Exams - to suit the

needs and ability of our dancers. Neither one is "better" than the other, however, it is important to note the differences to better understand which option is more suitable for your child.



### CLASS AWARDS (CA)

With Class Award, a teacher is present in the room. Although they are not allowed to instruct or help the children with the steps in any way, they are there to be supportive and to announce the order of each exercise. More often than not, the children find this familiar figure in the room with them a great comfort and support during the CA session.



With CA, there is slightly less syllabus to cover, and it's marking system offers a more broad indication of standard rather than a detailed breakdown. This caters to students who are new to the exam experience or is not able to commit to more than one ballet class per week.

### EXAMS

In an exam, students are marked on very specific criteria and components. They are awarded a mark of between 0-10. There is also a vast amount of syllabus to cover with exams. The higher the grade, the more there is to cover. Some grade may include solo and partner work, which are very valuable skills to learn for their dance journey.

Exams are definitely a more formal atmosphere. Students must two or more classes per week to be take part in exams. Students in Level 6 & up must take a minimum of 3 ballet classes to be entered for Exam.

*\*The final decision of whether a student takes CA or exam will be at the discretion of the director.*

## UNIFORM REQUIREMENTS

Allegro Dance School maintains a dress code to encourage concentration and a sense of inclusiveness. Variations in attire can be distracting and contribute to feelings of inequality. Uniformity in dancewear allows the teachers to assess how well the students are implementing the technique being taught, problems with alignment and other important dance training.

- Students should carry their dancewear, shoes and other belongings in a dance bag. Please label your child's bag and belongings.
- Dancewear is to be kept in good repair and laundered on a regular basis.
- Watches, jewelry and safety pins should not be worn to class.
- Dance shoes should never be worn outside.
- Female students should wear their hair tightly secured in a neat bun for all classes except Hip Hop (a secure ponytail is accepted).
- Students are expected to observe good personal hygiene habits. Deodorant is required if necessary.

UNIFORM GUIDELINE CAN BE FOUND [HERE](#).

All dance attire can be purchased at the studio or at your local dancewear store.

## STUDIO POLICIES

To ensure the smooth, safe running of Allegro and create an enjoyable experience for all, we want to share our studio rules and expectations. If you have questions or concerns, please let us know, we would be happy to help.

### DROP OFF & PICKUP

Children who are not dancing may not be left unsupervised at the studio. Students may be dropped off no more than 10 minutes prior to start of class. Students should be picked up within 10 minutes from end of class time. If a parent is not here within 10 minutes from the end of class, after the last class of the night, you will be charged \$5 for the first 10 minutes and \$1 per minute thereafter to pay for the staff member to stay and supervise your child. Please call or email us if you are late for pickup.

### USE OF LOBBY & CHANGING AREA

This area is reserved for students and staff only. For dancers who required assistance putting on their dance uniform, we encourage you to change at home prior to arriving at the studio. For parents with young dancers who prefer to stay in the premise, you may wait inside your car at the parking lot. Should your child needs you or if there is an emergency, we will contact you by phone with the phone number you've provided on file.

### ATTENDANCE

All students are expected to attend their regularly scheduled classes. Each class offers a step forward in the educational process. A missed class could leave a child one step behind the other students. It is important for children to feel completely confident with the choreography and class syllabus to be well-prepared for our recitals and/or exams.

### MISSED CLASSES

Upon registering for dance with us, tuition is ongoing and pays for the reservation of the child's spot in the class. This includes family holidays booked beyond the holidays observed by Allegro Dance School and sick days. We do not offer refunds or credits for missed classes, including cancelled classes due to inclement weather or extraordinary circumstances beyond our control. We do understand that unexpected events occur. We allow two make-up lesson per term, per dancer. You must email [allegrodance5@gmail.com](mailto:allegrodance5@gmail.com) the date and class of your missed lesson, and an administrator will email you available make-up lessons of equal or lower level. Upon your confirmation, your make-up lesson will be scheduled. **No make-ups will be allowed without advanced notice or confirmation.**

### CLASS VISITOR

For safety reasons and to minimize distraction for our dancers and teachers, visitors are not allowed into the class. While your child

might thrive under your presence, other children might feel uncomfortable or distracted. We will arrange observation day or send home class videos for your viewing.

### LOST & FOUND

Please label all dancewear, shoes, and personal items with your child's name. We will make every effort to locate and return lost items; however, we cannot be responsible for any items that your child brings to class.

### CLASS CANCELLATION

Allegro Dance School reserves the right to cancel or amalgamate any classes temporarily or permanently due to emergency, weather conditions or enrollment less than four students. In case of inclement weather, cancellation notice will be sent via email and will be posted on our Instagram and Facebook page. Parents will not receive a phone call. Please ensure you have provided a valid email address in order to keep up with communication.

### PRIVATE AND SEMI-PRIVATE CANCELLATION

24-hours notice must be given in for any private or semi-private lesson. If a semi-private student misses a class without notice, that class is forfeited. Semi-privates may only be cancelled or changed if both parties notify us at least 48-hours in advance. No refunds for private or semi-private classes. The class will run with the other attending students (with no adjustment to the session fee) and the class is forfeited for the student who is missing the class.



## TRANSFERRING CLASSES

Any class or level change must be discussed with the director before making that change. Our faculty takes into account the child's development, terminology understanding, physical strength, demeanor, application of corrections, and respect in regards to level placement. Consistency is key to dance education, switching between genres or levels throughout the season is not encouraged. Each student is allowed ONE transfer per season with no extra charge.

## PAYMENT

Upon registration, you are committing to your dance classes for the full school year from September to June. Payment can be made in full for the year or in FOUR instalments. Pay-per-term option is available upon request with a payment fee of \$15 per term per payment. Alternate payment plan is available upon agreement with the director, an additional administrative/processing fee may apply.



## LATE PAYMENT POLICIES

Payment is required to complete registration. Payment is considered late after the first class of the term has started. A late charge of \$15 will applied if payment is not received within 7 days from the payment due date. After 14 days from the payment due date, another \$15 will be charged. After 21 days, Allegro reserves the right to prohibit students with outstanding fees from attending classes until full payment is received.

## DECLINED PAYMENT/NSF CHEQUES

All N.S.F. or declined and returned cheque, Visa, Mastercard will have a service charge of \$35.



### WITHDRAWAL

If withdrawing from classes at anytime throughout the season a \$35 cancellation fee must be paid. Withdrawal request must be made 14 days prior to the next payment via e-mail to [allegrodance5@gmail.com](mailto:allegrodance5@gmail.com). Repeated absences do not confirm that a student has withdrawn. All fees are non-refundable and non-transferrable after deposit. There is no refund or credits for costume rental fee, recital fee, and exam fee. There will be no reimbursement for classes not taken. No refunds for withdrawals after the start of the term, credit only if a doctor note is provided. No refunds or credits with 4 or fewer classes remaining in the term. Account credit can only be used for the same program within a paid period or the same program for the upcoming season if approved administratively. No refund or credits after May 1st.

### FOOD AND DRINK

Food and drink is not allowed inside the studios. Feel free to bring snacks to leave in your dance bag to eat between classes in the lobby or back hallway area. Only water is allowed in the studio.

### ILLNESS

To help protect your own child's health and to minimize the possibility of contagion at the studio, please keep your child at home if she or he is sick. If symptoms or other conditions deemed contagious are observed in your child during a class, you may be called to pick up your child immediately.

### EMERGENCY EVACUATION

Although we have never experienced an emergency evacuation at the studio, we are prepared for such a circumstance. Students are to evacuate quietly and walk in single file as quickly as possible to the designated area, where teachers will roll call. Students and teachers are to return to the building when the all-clear signal is given.

### PARKING LOT SAFETY

The studio is home to children of all ages. Please enter and exit our parking lot with extreme caution. Never park your vehicle in any area that is not a designated parking space. Please do not allow dancers and/or their siblings to play in the parking lot.

### QUESTIONS & COMPLAINTS

Any questions or complaints must go through the office. Parent and students are not permitted to contact Allegro teachers via phone, in persons or via email/ social networking with the studio. Issues must be brought to the attention of the studio director first. Personal meetings with the studio owner can happily be arranged through the office.

### DISRESPECT

In the rare case of a parent or student showing disrespect or defamation to any parent, staff member, or student, a meeting will be called immediately and dismissal may be considered at the discretion of the studio director. Physical, mental, emotional, or cyberbullying towards parents, staff, or students will not be tolerated and may result in dismissal from the studio.

## SOCIAL MEDIA POLICY

Use of Facebook, Twitter, Instagram, blogging, and other online social media vehicles is commonplace. This policy is intended to provide students and parents with guidelines to eliminate any confusion concerning the use of social media.

- Remain mindful that your behaviour on Social Media. Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory, or hateful towards staff, students, or families may subject to the director to disciplinary or legal action.
- Any content revealing or referring to sensitive studio information is not allowed to be shared online.
- Students and parents should neither claim nor imply that they are speaking on behalf of the studio.
- While affiliated with the studio, any posts that are racially, sexually, physically, or religiously offensive will not be tolerated.
- All matters pertaining directly to the studio
  - whether it be fees, scheduling, placements, or performance opportunities
  - may not be communicated via Social Media. If you have any questions or concerns, please contact the studio director directly.



- Videos of class or rehearsals should not be posted in its entirety; Allegro Dance School owns the copyright to all choreography taught at the school.

Our social media disciplinary plan is as follows:

1st time - Warning

2nd time - Meeting with parent/student/director(s)

3rd time - Dismissal from the studio

*\*Depending on severity of the infraction, we reserve the right for immediate dismissal.*

## BEHAVIOURAL GUIDELINES & POLICY

In order to maintain a happy healthy professional environment, students are taught the importance of being a part of the group. We encourage students to have respect for other students, teachers, staff and studio property. We foster the development of good habits and compliance with rules of conduct.

Our team members are trained to use constructive techniques of discipline to maintain class control and handle individual misbehavior.

- Children who exhibit unacceptable behaviour or attitude are told what is wrong and directed to a positive alternative approach to behaviour.

- If a child hit another child, the two are respectfully separated and each is asked to explain what happened. They are then asked to help solve the problem, talk to each other and reconcile with each other.
- Children who are disruptive will be respectfully asked to stop the behavior. If the behavior is repeated they will be reminded of it and told how it affects others. If the disruption continues, the children involved will be asked to sit down for a short period of time (usually 3-5 minutes) before rejoining the class.
- Children are encouraged to be inclusive to all, if this is not happening the children concerned will be approached.
- If the child's misbehavior continues to disrupt the class, the parent/guardian will be called to pick up the child.

## TERMINATION OF ENROLLMENT

In certain circumstances, when it is in the best interest of one or more students, it may be necessary for the studio director to terminate a student's enrollment. Every effort will be made to correct a problematic situation before terminating enrollment. Reasons for termination of enrollment include, but not limited to the following:

- Disruptive or dangerous behavior by students or their parents.
- Abuse of other children, staff or property.
- Any drug or alcohol abuse on studio property.

## ADDITIONAL INFO & POLICIES

- Parents and students should not come behind the desk at any time.
- Students will be held accountable for damage caused to studio property.
- Please check your email frequently to keep up-to-date with all studio's news.
- Please place boots/shoes on racks provided. This is to keep the lobby clean and also follows fire regulations.
- Parents and students should never interrupt a class in session.
- Only water is allowed in the studios. No food, drinks or chewing gum.
- Watch what you say in the lobby area, a space intended for the comfort of our students' parents and families. At no time should anyone utilize this area to commiserate with others about their dissatisfaction with the school, its faculty or choreographers, or other students and their families.
- ***Students and parents are restricted from contacting teachers by phone, texting or personal email. All communications with teachers or director must go through the office.***
- Never speak negatively about teachers, students or parents from other schools.

## LEADERSHIP OPPORTUNITIES

As part of Allegro's mission to nurture and empower children, we are proud to offer various leadership programs to train our students to be confident leaders of tomorrow!



We have two separate Assistant Teacher Programs - the Mentor Program and the Apprentice Program. Applications for either program are due the end of August for the following season.

### THE MENTOR PROGRAM

For dancers ages 13 and up who are interested in volunteering their time in assisting a class during the season. They will learn how to be an effective assistant by training alongside one of our staff members, and gain hands-on experience with their specified class.

### THE APPRENTICE PROGRAM

For more serious assistants who are at least 16 years old and have had two years of Mentorship Program. Their focus will be on being more of a leader in class (warming the class up, assisting with choreography, etc.) and taking their teaching skills to the next level. If accepted, this is a volunteer basis, with the opportunity of camp counselor position after one year of the Apprentice Program.

### REQUIREMENTS FOR ASSISTANTS ARE:

- Lead the class by example by following all of Allegro's guidelines and standards.
- Exhibit strong leadership skills and the ability to lead with poise and respect for all students, instructors & staff.
- Be at every class and rehearsal and be there on time.
- Ability to lead the class in warm up/stretch.
- Take attendance.
- Assist dancers with shoes, bathroom trips and anything else they may need.
- Remind dancers to respect the studio (no food, no pop/juice, no hanging on barres, hands off mirrors, etc.)
- Take initiative when instructors are working with other groups to work with the remaining dancers.
- Help manage music as needed.
- Absolutely NO cell phone use is permitted (exception would be using phone to run music).
- Absolutely NO sitting on the floor.
- It is your responsibility to find a substitute if for any reason you are unable to assist your designated class.
- Will be required to fill out and submit a mid-season self evaluation to check in on your Assistant requirements.

*If your dancer is interested in the Assistant Teacher Program, please contact our director for enrollment details.*

## CHILD PROTECTION POLICY

The Child Protection Policy is in place to promote the welfare of children to keep them safe. All dance teachers employed by Allegro are required to have a Criminal Background Check with Vulnerable Sector (where possible). This is a way to determine whether someone has a criminal record and whether they are suitable for employment.

### POLICY STATEMENT

All children have the right to safety and protection. Allegro is dedicated to taking the necessary steps to ensure that its staff is made fully aware of and understands the importance of ensuring child protection. It is incumbent upon all Allegro's employees, volunteers, contractor, and partners not to condone or tolerate behaviour which constitutes any types of violence against children. There is a duty upon all individuals to prevent violence against children by discouraging inappropriate activities and addressing and reporting all incidents.

### PURPOSE

The purpose of this policy is to protect children through defining what constitutes violence against children and to provide direction for reporting when any of these types of violence are directly known or reasonably believed.

### SCOPE

This policy applies to all employees, volunteers, contractors, and partners whose contract would require them to have contact with children.

### DEFINITIONS

**Child** – For the purposes of this policy, any human being under the age of 19 years.

**Child protection** – all responsibilities and activities undertaken to prevent or stop violence against children. undertaken to prevent or stop violence against children.

**Violence Against Children** – any acts of omission or commission that cause physical and/or emotional harm to a child. Types of violence against children are:

- **Child abuse** – any form of physical, emotional and/or sexual mistreatment or lack of care that could cause physical injury or emotional damage to a child, whether done in person or through the use of technology (including but not limited to computers, the Internet, cell phones, cameras, web cameras and other media).

### **Forms of child abuse:**

- **Physical abuse of a child** – occurs when a person physically hurts or threatens to hurt a child, or by any means deliberately creates a significant risk of physical hurt to a child.
- **Emotional abuse of a child** – occurs when a person repeatedly or severely attacks a child's self-esteem through use of language, gestures or other behaviour that is degrading, isolating, humiliating, terrorizing, rejecting or corrupting, or that ignores a child's need for basic emotional care, or where a person by any means deliberately creates a significant risk of emotional harm to a child.
- **Child sexual abuse** – occurs when a child is used by an older or more powerful child or adult for sexual stimulation or gratification. It can involve contact or noncontact, (see definition of child exploitation below), and includes the development of sexual relationships with children not condoned under local or Canadian law, or using language, gestures or other behaviours that are sexual in nature with children.
- **Child neglect** – inattention to the basic necessities of life such as shelter, education, medical care, supervision, safe environments and clothing, and includes acts or omissions that deny a child basic necessities.



- **Child exploitation includes:**

- a) the actual or attempted abuse of a position of authority, differential power or trust in relation to a child, with a view to profiting sexually, monetarily, socially or politically from the use of the child;
- b) intentionally viewing, downloading or distributing any sexualized, demeaning or violent images involving children; or
- c) taking a photograph or other image of a child or making representations of a child in a way that can reasonably be interpreted as sexualized, demeaning or violent.

**Bullying and harassment of a child** – occurs when a person's behaviour is insulting, intimidating, humiliating, malicious, degrading or offensive to a child, potentially including the misuse of power of position. The behaviours can occur directly (in person) or indirectly (using technology or through other messages), and undermine the child's right to dignity. Harassment occurs when these types of behaviours are based on discrimination such as against age, sexual orientation, gender, family status, disability, race, colour, ethnicity, religion, marital status, etc.

#### REPORTING CHILD ABUSE

Employees, volunteers, contractors, and partners must be aware of their personal legal obligations to immediately report any direct knowledge or reasonable belief of past or present incidents of child abuse to a children's aid society.

The following steps must be taken by whomever witness the abuse:

1. Report the direct or suspected child abuse according to the children's aid society;
2. In writing, report the incident to the director or supervisor

#### ADDRESSING BULLYING AND HARASSMENT OF A CHILD

In the case that an employee, volunteer, contractor or partner possesses direct knowledge or reasonable belief of bullying and harassment of a child, s/he must take the following steps:

1. Stop the inappropriate behaviour and protect the targeted child while hearing both sides. ;
2. Report the bullying and harassment incident to the parents or caregivers and where it applies, to the school or organization in charge of the safety of the child;
3. Notify her/his supervisor and/or director for appropriate next steps.

#### CONFIDENTIALITY

Reports of violence against children will be received in a confidential manner. Information contained in a report may be shared with individuals as may be necessary or in accordance with legal requirements.

#### BREACH OF POLICY

If an employee, volunteer, contractor, or partner fails to report a known or reasonably believed situation of violence against a child, s/he may be subject to immediate disciplinary action, up to and including termination of employment.

Intentionally accusing someone of any types of violence against a child, known to be false, is a serious offence and is subject to disciplinary action. The Society reserves the right to discipline those whose reports or complaints are frivolous or vexatious

**For additional information, please visit:**

<https://www.ontario.ca/page/child-welfare-and-child-protection-services>