



Neptune Theatre School Policies & Updates

(Dated: October 1, 2020)

With Covid-19 restrictions in place, Neptune Theatre is working hard to make sure we maintain our standards of communication with our students and parents. We have adjusted our policies to reflect the current state of the province. Our plan is to go ahead with our programs while adjusting to follow current health and safety guidelines. As these are updated on a regular basis, we reserve the right to make updates as well. This could mean anything from adjusting class sizes, mandating masks, or switching to an online platform. In any event of a change in our plans, parents and students will be contacted directly.

Please review these policies, and email school@neptunetheatre.com if you have any questions.

We will be updating our policies regularly. Please be sure that you have read the most updated version before coming to class.

CHANGES WE ARE MAKING IN THE RUNNING OF OUR CLASSES

- We will have a half hour between each group to allow for sanitizing and airing-out of the space
- Classes will have no more than a cohort of 10 (8 students, 2 instructors)
- We are working in the larger rehearsal studios upstairs to ensure there is space for social distancing
- Staggered times for drop off and pick up have been created to limit the crossover of students from different cohorts
- We will have additional cleaning protocols for all bathrooms and high touch surfaces throughout the day
- Staff, students and parents must wear masks when entering the building and traveling the halls

- No staff or students will be allowed to enter the Neptune Theatre if they are displaying symptoms of Covid-19 (unless linked to an unrelated condition)
 - We will have extra signage and resources related to Covid-19 posted around the facility
 - We will have no live singing in class. (Zoom options are available for singing classes)
 - Patience and compassion will be required for all students, staff and parents. We are all in this together and must look out for each other physically and emotionally
 - Bullying (as always) will not be tolerated
 - Staff will receive extra training to ensure that everyone is informed of the codes of conduct during Covid-19
 - Zoom classes are available for anyone who does not feel comfortable coming to class in person
 - Neptune Theatre School admin attends regular meetings and takes time to read up on guidelines and updates to make sure that we are working under the most up to date guidelines
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CANCELLATIONS, CHANGES, & REFUNDS

Neptune Theatre reserves the right to cancel classes with insufficient registration numbers. In this event, all fees for said cancelled class will be refunded - refunds take 4-6 weeks to be processed. Registrants may also transfer any payment made for a cancelled class to a class that will continue to run provided there is a space available, or request a gift certificate.

Neptune Theatre reserves the right to change and substitute instructors as necessary.

Withdrawal notice must be given to the Theatre School Administrator via email at school@neptunetheatre.com. This notice must be submitted no later than two weeks before the class is scheduled to begin.

- If a withdrawal notice is submitted **more than two weeks** prior to the class's start date, the registrant will be entitled to a refund of the registration cost, minus the \$35 Admin fee per registration.
- If a withdrawal notice is submitted **less than two weeks** prior to the class's start date, the registrant will be entitled to a gift certificate, minus the \$35

Admin fee per registration. Gift certificates do not expire, and can be used toward classes and camps or Neptune show tickets.

- There are no refunds or gift certificates for cancellations as of the first day of class unless the class is cancelled by Neptune Theatre.
 - If a student is forced to stay at home or sent home due to illness, we will prorate the remainder of their registration. This can be refunded to you or turned into a gift certificate. This is to encourage people who are unwell to stay at home and not be penalized. This rate is calculated on a daily basis, not hourly.
 - If provincial guidelines shift, and Neptune is forced to cancel camps or classes, parents will be notified immediately and can change their registration payment into a gift certificate, donation, or pro-rated refund.
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ILLNESS & TRAVEL

- If a student or a member of a student's household is showing any of the following symptoms, they should not come to class:
 - Fever (i.e. chills/sweats) OR Cough (new or worsening)
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- Two or more of the following symptoms (new or worsening):
 - Sore throat
 - Runny nose/nasal congestion
 - Headache
 - Shortness of breath
- Students experiencing nausea or vomiting should also stay home. (These are not a Covid-19 symptoms.)
- Families will be reminded of self screening and will sign a waiver stating that they understand their role of self screening for Covid-19 symptoms multiple times daily.
- If a student begins exhibiting symptoms of Covid-19 while in class, they will be removed from the class and isolated in a safe space until a parent or guardian can be reached. It is our goal to do this swiftly and calmly, as not to alarm any of our students. The other students in the class will be moved to another space while we sanitize the original classroom. This will be standard protocol for anyone exhibiting symptoms.
- When confirming registration information with our admin team, please inform us of any symptoms that are normal to you but may appear to be

Covid-19 related (eg. asthma coughs, pollen allergy causing frequent sneezing, growing pains leading to lack of sleep causing fatigue, etc.).

- The Neptune Theatre School will follow up with any ill students and family; if the student is sent for a test for Covid-19 the administration will maintain contact and log all interactions until there is a negative response.
- In the event that a case of COVID-19 is confirmed to be connected to a childcare setting, Public Health will provide additional guidance on the required actions. Public Health is responsible for case management and contact follow-up of all COVID-19 cases, and for determining the need for individual or public notifications.
- In the event a parent or child is undergoing testing for contact-tracing, the student should not come to class until they have received a negative test result. Classes will otherwise continue as usual in accordance with the Public Health Office recommendations that activities may continue as usual unless results come back positive.
- In the event of a student testing positive for Covid-19, or if there is a second wave of cases in the province, Seasonal Classes would move to an online platform. Parents would be notified immediately of this change.
- If a student is forced to stay at home or sent home due to illness, we will prorate the remainder of their registration. This can be refunded to you or turned into a gift certificate. This is to encourage people who are unwell to stay at home and not be penalized. This rate is calculated on a daily basis, not hourly.
- We have been advised that all Nova Scotians travelling outside of the Atlantic provinces should self isolate for 14 days after returning to the province. If a student is registered for a Neptune Theatre class, and any member of the household has travelled within 14 days of the start of class, or has travelled and did not self isolate, that student will not be permitted to attend class. For these instances, our normal refund policy will apply, and you should email school@neptunetheatre.com to inform us of this travel.

SOCIAL DISTANCING, MASK WEARING & RULES

The Theatre School is committed to maintaining an excellent standard of education and a safe learning space where students can creatively express themselves. We intend to keep this standard while adjusting our approach to include health and safety measures.

- Students and parents will be asked to view our information video on Seasonal Class regulations before joining us on the first day of class. This video will be included in a reminder email sent to all registrants one week before the first day.
- We are working within the 10 person cohort guidelines outlined by the NS Government. The policy reads, "gathering limit without social distancing - you can form a close social group of up to 10 people without social distancing; you're not required to be exclusive but are strongly encouraged to maintain a consistent group (people shouldn't gather in random or spontaneous groups of 10)" (Source [HERE](#)). Our students must continue to maintain 6 feet of distance between themselves and other students and teachers of other classes. We will work together to limit unnecessary physical contact. As outlined in the school reopening plans:
 - The province announced new rules [mandating wearing masks in public](#). The announcement also came with the statement for schools, daycares and day camps to continue to follow their reopening plans, which for Neptune are as follows: When social distancing from other groups cannot be guaranteed (travelling the hallways, waiting at drop-off & pick-up, cases of First Aid, etc), masks must be worn. Students will not be required to wear masks in their selected classroom in their group of 10 (unless they wish). Families are reminded to provide clean masks and a safe pocket or bag (paper bag is recommended) for students to store masks in when they are not being used. If a student does not come to class with a face mask, we will provide them with a disposable mask that day, and ask that one be sent with them for next class.
- We understand schools are mandating masks be worn all day for grades 4 and up. While we maintain a maximum of 10 people per class (8 students, 2 instructors), we are only mandating masks be worn during sign-in, sign-out, and when social distancing is not guaranteed (travelling throughout the building, First Aid, etc). If a student would like to wear a mask during class, we will support this decision, but it is not mandatory. This decision may change as schools and our government update policies.
- We encourage parents to work with their young children, and practice with them putting their own mask on before they start attending classes.
- Students (and parents) will be expected to arrive at class with washed hands, a face mask on, and use hand sanitizer when entering the building each day. Students will sanitize their hands before leaving the building, and may use their own sanitizer from home or make use of the products provided by Neptune Theatre.
- It must be made extremely clear, these measures have been put in place to ensure the safety of students and staff members. If a student is unable

to comply with these policies, they will be reminded of them. If they are still unable to follow the rules, we will be making a call home to arrange an early pick-up time, and they will not be permitted to return to class. We understand this may be harsh, as we know our students and staff love to learn and have fun, but we have to be strict on these rules to ensure everyone's safety.

- Please be sure to remain in contact with your child about these changes and the effects it may have on the mental health and anxiety. It is important to have discussions about these changes, and fears that students may be having. We will work to have support resources regularly posted at our studios, on our social media and website.
 - Please have a conversation with your child(ren) attending classes to let them know we will have extra staff wearing masks on site to do extra cleaning in bathrooms and classrooms. We do not want students to be worried or alarmed by these extra activities; this is not because anything is wrong, we are simply working to maintain the highest level of sanitation possible.
 - We also need parents and guardians to understand that while we are taking every precautionary measure possible, there is still a possibility someone attending classes may be exposed to Covid-19. This is true for us, same as it is true for people going to the grocery store or going to work. We want to express that Neptune Theatre cannot be held responsible for an outbreak of Covid-19, and are working closely with health and safety officials to prevent this from happening.
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DROP-OFF & PICK-UP

For students attending Seasonal Classes at Neptune Theatre, we will be performing drop off and pick up on a staggered schedule. Specific details will follow in an email home closer to the beginning of classes.

Students may be dropped off within the 15 minutes before class starts, and picked up within the 15 minutes after class is over. We ask parents to be as punctual as possible as we have many groups coming through the entrance within their allocated time slot to avoid a large crowd.

For a full breakdown of our intended drop off and pick up schedule, please see the end of this document.

- We will be speeding up our drop off procedures by calling ahead of the first day of class. This call will be to confirm registration, make sure our

class list is as up to date as possible, and answer any questions parents may have.

- On the first day of class, an assigned staff member will greet parents outside the door of the theatre. They will ask a set of questions to ensure all who come to class are experiencing no symptoms of Covid-19 and have not been travelling outside of the Atlantic provinces. We ask that students and parents arrive with their masks already on. Please only have one person accompanying the child for pick up and drop off.
- Once they have verified everything, students will be escorted into the building where their teachers will be waiting to greet them. Once all students have arrived, the group will head to class. Class sizes are kept to a maximum of 8 students with 2 instructors.
- As campers enter the building, they will need to sanitize their hands. We will have a sanitizing station at the entrance of the building. Students are welcome to bring their own sanitizer from home as long as they know how to access it and use it without assistance.
- Pick up will work the same as drop off. Our assigned staff member will check with parents to see who they are here to get, and to make sure they are on the authorized pick-up list (confirmed on the first day at drop off). If they are on the list, we will escort the student(s) out of the building. We will ask parents to wait outside, until the weather does not accommodate this.
- If someone has come to pick up a student and they are not on the authorized pick-up list, we will ask them to step to the side and wait. We will call our students' contact number to verify they have permission to perform pick up and add their name to our list.
- If you are running late, please call the camp phone (902 222 8863) to let us know.

FINAL DAY PRESENTATIONS & MEDIA RELEASE

We are working within the 10 person restriction limit on class sizes, and are therefore unable to have our usual final day presentations in person. Our plan is to record what our students work on throughout the Fall term on the final day of class. Each class will be recorded separately. This presentation recording will be emailed to parents within two weeks after the last day of class (this is to allow our team to edit videos). Please note, you will only receive recordings from the class your child(ren) took part in, you will not receive a presentation for each group.

SUPPLY LIST

We will be asking parents to send students with the following every day:

- Labelled water bottle
 - Hand sanitizer
 - 1 pair indoor shoes
 - Non-medical grade face mask
 - Snacks for all classes longer than 1 hour - **no nuts**
 - Additional props, basic costume or craft supplies may be requested by specific instructors, but nothing that would not be able to find at home.
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PRE-CLASS PRACTICING

We ask that parents of our younger students practice social distancing and mask wearing. We encourage parents to work with their children on how to properly wash their hands, apply and remove a face mask on their own, and how to maintain social distance.

Please visit the following links for instructional videos your can go over with your child before they attend class:

- Social Distancing - [Click Here](#)
 - Hand Washing - [Click Here](#)
 - Face Mask - [Click Here](#)
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DROP-OFF & PICK-UP SCHEDULE

SATURDAY			
Class Name	Drop Off Time	Class Time	Pick Up Time
Get Moving! (4-6yrs)	8:45am - 9:00am	9:00am - 10:00am	10:00am - 10:15am
Rhythm of Your Heart (7-9yrs)	9:15am - 9:30am	9:30am - 11:00am	11:00am - 11:15am
Theatre 1-2-3 (A) (4-6yrs)	10:30am - 10:45am	10:45am - 11:45am	11:45am - 12:00pm

Storytelling Skills (7-9yrs)	11:30am - 11:45am	11:45am - 1:15pm	1:15am - 1:30pm
Tools of the Trade (10-12yrs)	12:15pm - 12:30pm	12:30pm - 2:30pm	2:30am - 2:45pm
Acting Essentials (13-18yrs)	1:45pm - 2:00pm	2:00pm - 5:00pm	5:00am - 5:15pm
Razzle Dazzle (10-12yrs)	3:00pm - 3:15pm	3:15pm - 5:15pm	5:15am - 5:30pm

SUNDAY			
Class Name	Drop Off Time	Class Time	Pick Up Time
Theatre 1-2-3 (B) (4-6yrs)	8:45am - 9:00am	9:00am - 10:00am	10:00am - 10:15am
Movement in Action (13-18yrs)	9:15am - 9:30am	9:30am - 11:00am	11:00am - 11:15am
1, 2, 3 - IMPROV! (10-12yrs)	10:30am - 10:45am	10:45am - 11:45am	11:45am - 12:00pm

***Thank you for taking the time to read over our policies,
We look forward to seeing you in class!***