



## Summer Camps 4 - 18 years



### Neptune Theatre School Policies & Updates

**(Dated: September 13<sup>th</sup>, 2021)**

Phase 5 will begin on September 15th in Nova Scotia, followed by the implementation of a vaccine policy on October 4th for all non-essential businesses. To ensure a safe and seamless transition, and keeping school restrictions in mind, the Neptune Theatre School will not be moving into Phase 5 until October 4th at the earliest.

**Between September 15th and October 3rd, we will continue to operate under Phase 4 restrictions, and will reassess whether we feel confident in moving to Phase 5 restrictions on October 4th.**

If you have any questions or concerns, please email [school@neptunetheatre.com](mailto:school@neptunetheatre.com)

*We will be updating our policies regularly following the Nova Scotia government's 5 Phase reopening plan and any modifications. Please be sure that you have read the most updated policies before coming to camp.*

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### CANCELLATIONS, CHANGES, & REFUNDS

#### Cancellations due to low enrollment

Neptune Theatre reserves the right to cancel classes with insufficient registration numbers. In this event, all fees for said cancelled class will be refunded or turned into a gift certificate (at the registrants' preference). 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. We will do our best to give notice of a canceled class no less than 3 business days ahead of the program start date.

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

## Cancellations due to Covid-19

If Neptune Theatre School is required to close down due to Covid-19 under the guidance of public health, we will attempt to reschedule classes to a later date. In the event that this is not possible, gift certificates or refunds will be issued on a prorated basis. Neptune will communicate these decisions within 5 business days of the closure.

## Cancellation due to inclement weather

Neptune Theatre will do our best to make a decision based on pending inclement weather by 7pm the day before classes are set to run. Please check your emails regularly if there is an extreme weather forecast (including cyclone, extreme heat or snow/ice).

If we decide we need to make a "same day decision" on cancellation we reserve the right to postpone or cancel the start of classes until noon and to make the decision by 9am the same day.

Neptune policy is to have programs go ahead as long as public transportation is running. We reserve the right to make a decision based on a case by case basis, keeping in mind the health and safety of students, parents, and staff.

## Withdrawal Policy

Due to high demand and lower group limits, Neptune is working at full capacity for classes. Due to this, withdrawal notice must be given to the Theatre School Administrator via email at [school@neptunetheatre.com](mailto:school@neptunetheatre.com) as soon as possible.

- If a withdrawal notice is submitted **more than a week** 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 a week** prior to the class's start date, the registrant will be entitled to a 50% refund of the registration cost, minus the \$35 Admin fee per registration.
  - There are no refunds 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 the classes they miss. This can be refunded to you or used as a credit towards your account. 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. Please do not come to class if you are sick.
  - If provincial guidelines shift, or there is inclement weather and Neptune is forced to cancel classes, parents will be notified as soon as possible.
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## ILLNESS & TRAVEL

### Illness

- Please complete the [Public Health Daily Covid Checklist](#) before arriving at camp.
- If a student or a student's family member is showing any of the following symptoms, they should not come to class:
  - Fever (chills, sweats)
  - New or worsening cough
  - Sore throat
  - Runny nose or nasal congestion
  - Headache
  - Shortness of breath or difficulty breathing
  - Nausea or vomiting
- If a student is forced to stay at home or sent home due to illness, we will prorate the remainder of the classes they miss. This can be refunded to you or used as a credit towards your account. 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. Please do not come to class if you are sick.
- If a student or staff starts displaying symptoms of Covid-19 while in class, we will follow our "Cozy Corner" protocols of isolation;
  - inconspicuously removing the individual from the group, arrange for immediate pick up, monitoring (at a safe distance and while masked) and asking the person to book a test at: [covid-self-assessment.novascotia.ca/](https://covid-self-assessment.novascotia.ca/)
  - Administration will also monitor other participants and staff and students for symptoms and will keep track of any increase in absences.

### Travel

- As of September 15th, travel restrictions in Nova Scotia are as follows:
    - Travel restrictions remain in place. Everyone who travels from another Canadian province or territory (outside Nova Scotia, Prince Edward Island, or Newfoundland and Labrador) needs to complete the [Safe Check-in Form](#) and may need to [self-isolate](#) when they arrive in or return to the province. Self-isolation requirements are based on [vaccination status and testing](#).
    - [Travellers entering Canada](#) must follow Government of Canada rules set out by the emergency orders under the Quarantine Act, including testing and quarantine requirements. Learn more: [entering Canada by air](#) and [entering Canada by land](#).
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## MASKING, SOCIAL DISTANCING, & CAMP RULES

### Masking

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 strict health and safety measures. The following is based on [Public Health Guidance for Schools](#):

- Maintain indoor masking in school settings while the province remains in Phase 4 of reopening.
  - This applies for all ages where physical distancing cannot be maintained.
  - Masks may be removed when eating, drinking, or when engaged in physical activity.
  - Consider how to build in opportunities for mask breaks during the day.
  - Refer to <https://novascotia.ca/coronavirus/masks/> for more information on mask wearing.
- Masking in schools should be revisited once the province enters Phase 5 of reopening.
- Schools should foster an environment where mask-wearing is accepted and normalized for those who choose to wear masks in situations where it is not required.
- Personal protective equipment (PPE), such as eye protection (e.g., face shields), is not required for general use. Some students have specialized healthcare needs with plans that require the use of PPE. Individual planning is recommended for staff working with these students.

With this in mind, Neptune Theatre School will continue with the following guidelines, and will revisit this policy when the province's new vaccine policy comes into effect on October 4th:

- **Students and staff will be required to wear a mask when social distancing cannot be guaranteed.** Students and parents will be encouraged to practice putting masks on for times when social distancing cannot be maintained. Students and parents should arrive to class with a face mask on. If a student forgets or loses their face mask, we will provide them with one that day.
- Students 3 and under attending our Tots Class are not required to wear face masks, but parents attending class with them are.
- When in their classrooms, students aged 4 and up will continue to wear masks unless social distancing can be guaranteed or they are filming a presentation video.
- Masks can also be removed:
  - when eating or drinking
  - when playing outdoors
  - where 2 metres of physical distancing can be maintained
  - for videos and outdoor show and share

- Masks will always be worn during singing rehearsals indoors, unless performing a “dress rehearsal” more than 6 ft apart for a performance period of under 15 minutes.

### **Handwashing and other precautions**

- Students will be expected to arrive at classes and camps with **washed hands** and use hand sanitizer before entering the building each day. Students will wash their hands frequently throughout the day and be encouraged to use their own sanitizer that they bring from home or sanitizer provided by the theatre school.
- Hand sanitization is provided throughout the facility for frequent supervised hand sanitization.
- We have always had a strict **no sharing food policy**, and have expanded that to craft supplies. When required, parents will be given a supply list of things students should bring with them each day in their reminder email the week before camp begins. This list may include things like colouring supplies, personalized hand sanitizer, sunscreen, a hat, water bottle, etc. Supplies that can be cleaned between uses (liquid glue bottles, scissors, etc) will be supplied by the Theatre School as usual. Please remember as well, **no nuts or shellfish** in snacks or lunches.
- 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 have fun during classes and camps, but we have to be strict on these rules to ensure everyone's safety.
- 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 or camps may be exposed to Covid-19. This is a very real possibility, same as it is a possibility 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.

### **IN CASE OF COVID EXPOSURE**

If you think anyone in your household may have been exposed to Covid-19 we ask that you please refrain from joining us until you have received proper guidance from Public Health.

### **Covid Exposure offsite**

Please consult the [potential exposure list](#) on a daily basis. As a precaution, please keep track of your shopping, social, and group settings you visit throughout the summer.

If you have been to an exposure site, please let us know, and we ask that you follow public health directives, and visit [covid-self-assessment.novascotia.ca/](https://covid-self-assessment.novascotia.ca/) to book a **COVID-19 test**. Please follow Public Health guidelines on what type of test to get, and when to self-isolate.

**If Neptune is notified of a positive case involving a staff member or student:**

If there is notice of a positive case involving one of our staff or students, Public Health will call Neptune directly to inform us of the case.

- As with any positive case, public health asks us to pass on close contacts of the case (anyone who could have been less than 2m apart for over 15 minutes) and advise us of next steps.
- Everyone who is a close contact will be notified by Public Health, tested and may be asked to self-isolate for 14 days.
- Neptune will follow up with staff and students with as much information as we are permitted to share. We will do so in a timely fashion.
- Neptune will use the guidance of Public Health to determine when and how long we need to shut down our operations for.
- We will be following the cleaning and disinfecting guidelines put out by the [Centre of Disease Control](https://www.cdc.ca/).
- Neptune will communicate about schedules and refunds within 5 business days of the original notice.

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## **PLAYGROUND & FIELD TRIPS**

### **For students at the Shambhala location**

During March Break and Summer Camps, our students will have access to the Shambhala School playgrounds. We may also plan the following:

- Field Trips: we are able to take students to Needham Park, which is an approximate 7 minute walk from the Shambhala School. Teachers will accompany students and make use of the field, playground, and grassy areas of the park. If students cannot maintain social distance from groups outside their cohort, masks will need to be worn.
- Tent Time: we will be making use of a canopy tent provided by Neptune Theatre at our camp, which can be used when instructors would like to lead a lesson outside. This will ensure students are outside and getting fresh air while still being in the shade. This is not an enclosed tent, meaning it has posts and a canopy (not walled off).

### **For students at the Neptune location**

- Students without a signed permission to leave form may be accompanied by an instructor to outdoor locations nearby.
  - Students with a signed permission to leave form may sign themselves in and out at the beginning and end of the day, and leave the premises for lunch.
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## **DROP-OFF & PICK-UP**

Please do not arrive before your assigned drop-off or pick-up time. We are running a staggered drop-off and pick-up schedule, so it is important registrants arrive and depart within their assigned timeframe. Please consult your welcome email for your assigned pick up and drop off time.

We are not offering pre or post camp care at this time.

If you need to drop a student off late or pick them up early, please contact us at the appropriate point of contact listed below.

### **Drop off location and points of contact:**

#### **For students attending "Kids" March Break or Summer Camps (age 4-12)**

Location: Shambhala School

[5450 Russell St. Halifax, NS B3K 1W9](#)

*\*Please pull up and remain in your car until a member of our team meets you at your vehicle.*

Phone/Text: 902-222-8863

Email: [camp@neptunetheatre.com](mailto:camp@neptunetheatre.com)

#### **For students attending "Teen" March Break or Summer Camps (age 13-18), Seasonal Classes, PD Day Camps, Adult Classes, and all other in-person programs**

Location: Neptune Theatre

Scotiabank Stage Entrance (across from East of Grafton)

[1593 Argyle Street, Halifax, NS, B3J 2B2](#)

*\*Students who sign a permission to leave waiver do not need to be accompanied by a guardian. Note that Argyle street will be closed to vehicles.*

Phone: 902-429-3750

Email: [prepro@neptunetheatre.com](mailto:prepro@neptunetheatre.com)

## **HOURS OF OPERATION**

Please note that other than scheduled classes Neptune Theatre School will not be open on the weekends. When weekend classes are taking place (Fall, Winter, Spring sessions), the Theatre School offices will be closed Mondays and Tuesdays.



If you have an emergency during a weekend, such as a Covid-19 exposure, please email Director of Education, Laura Caswell directly with the subject line "URGENT" at [lcaswell@neptunetheatre.com](mailto:lcaswell@neptunetheatre.com)

All other administrative work will be handled during business hours, from 9am-5pm; [school@neptunetheatre.com](mailto:school@neptunetheatre.com), 902-429-3750.

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### **FINAL DAY PRESENTATIONS & MEDIA RELEASE**

We are working within gathering restrictions, and are therefore unable to have final day presentations in person. We will instead record what our students work on throughout the week on the final day of class. Each class will be recorded separately. This presentation recording will be emailed to parents 1-2 weeks after their child(ren) attended classes (it takes time to edit the content). 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.

We may make a "video yearbook" or take some photos or videos on themed days. Your child may briefly appear in this content which may be distributed on our social media accounts. Please alert us immediately if you have any issues or questions about this.

### **Masking in videos:**

Note that we will be following masking guidelines at all times. For video presentations, we may permit staff and students to remove masks for less than 15 minute increments of filming. This is following the guidelines for musicians/vocalists.

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### **PRACTICING SAFETY**

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, and how to maintain social distance.

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

- Social Distancing - [Click Here](#)
  - Hand Washing - [Click Here](#)
  - Face Mask - [Click Here](#)
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**In the phased reopening, updates will be posted regularly.**

**Please follow us on instagram and facebook  
@neptunetheatreschool for regular updates**