



## Summer Camps 4 - 18 years



### Neptune Theatre School Policies & Updates

**(Dated: July 13, 2021)**

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 are adjusting our policies to reflect the current state of the province. Our plan is to go ahead with our programs while adjusting to follow health and safety guidelines. As these guidelines are updated by the province and Public Health on a regular basis, we reserve the right to make updates to our policies as well. This could mean anything from adjusting class sizes to cancelling classes. 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](mailto:school@neptunetheatre.com) if you have any questions.

***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 exposure**

If Neptune Theatre School is required to close down due to an exposure on site under the guidance of public health, refunds will be issued on a prorated basis. Full refunds will be given on a case by case basis. Neptune will communicate the process for refunds or transfer of funds within five 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 camps 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 the start of camp until noon and to make the decision by 7am 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.

### **Withdrawal Policy**

Due to high demand and lower group limits, Neptune is working at full capacity for camps and 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. 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 camp if you are sick.
- If provincial guidelines shift, or there is inclement weather 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**

### **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 camp:
  - 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 week. This can be refunded to you or put as a credit on 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.
- If a student or staff starts displaying symptoms of Covid-19 while at camp 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 follow up directly within 24 hrs of the person going home sick.
  - Administration will also monitor other participants and staff and students for symptoms and will keep track of any increase in absences.

## Travel

- As of June 30th, the borders to Nova Scotia have opened. The guidelines on this are currently that:
    - People may enter Nova Scotia from PEI, Newfoundland, and New Brunswick without restrictions.
    - People travelling from outside the Atlantic provinces can enter Nova Scotia, but will need 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.
    - If any member of your household is travelling outside of Nova Scotia please use due diligence and follow the travel and isolation guidelines listed by Nova Scotia and public health. If you have been cleared by public health and are not required to self-isolate, you may come to camp. (Updated travel restrictions [HERE](#), including a full list of exemptions.)
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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 [Day Camp Guideline](#) issued by Public Health on June 9th, with updates from the Phase 4 reopening guidelines in effect starting July 14th:

- masks are no longer required for children age 12 and under in child-care settings, including day camps and overnight camps
- masks are no longer required at outdoor public places where it may be difficult to maintain physical distance, such as markets, playgrounds and parks
- **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 should arrive every day with a face mask. If a student forgets or loses their face mask, we will provide them with one that day, and ask that one be sent with them from home for the rest of the week.
- When in their classrooms, students aged 12 and under can remove masks in accordance with the Phase 4 guidelines. Students in the 13+ age groups are required 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 camp. 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://www.health.novascotia.ca/covid-19/) **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 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 the entire camp 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](#).
  - Neptune will communicate about schedules and refunds within 24hrs of the original notice.
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## **PLAYGROUND & FIELD TRIPS**

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

Our students will have access to the Shambhala School playgrounds. We are also planning 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 (and Discovery hybrid 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" 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" camps (age 13-18) and Adult Classes**

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)

#### **For students attending "Discovery" camps (age 7-15)**

Location: Discovery Centre

[1215 Lower Water Street, Halifax, NS, B3J 3S8](#)

Phone: 902-492-4422

Email: [info@thediscoverycentre.ca](mailto:info@thediscoverycentre.ca)

### **HOURS OF OPERATION**

Please note that other than scheduled classes Neptune Theatre School will not be open on the weekends during the summer of 2021.

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, Monday to Friday 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 camp. Each class will be recorded separately. This presentation recording will be emailed to parents the week after their child(ren) attended camp (it takes a week to edit the content). Please note, you will only receive recordings from the camp your child(ren) took part in, you will not receive a presentation for each group. It may take 5-10 business days to receive your recording.

We will be making an end of summer "video yearbook". This would involve clips from the whole summer. Your child may briefly appear in this video which will be distributed publicly. 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 if the students are more than 6 ft apart and/or for a brief solo performance. This is following the guidelines for musicians/vocalists.

Masks will always be worn during rehearsals, unless performing a "dress rehearsal" more than 6 ft apart for a performance period of under 15 minutes. Students will never be forced to remove masks.

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### **SUPPLY LIST**

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

- Sunscreen
- Labelled water bottle
- Hat
- Hand sanitizer
- 1 pair indoor shoes
- 1 pair outdoor shoes

- Non-medical grade face mask
  - Colouring supplies (coloured pencils, or crayons, or markers)
  - Snacks - no nuts, no shellfish
  - Lunch - no nuts, no shellfish, no microwaveable lunches
  - A suggested change of clothes is recommended to bring in case of accidents or water play (we will do our best to inform you of water play at least a day in advance).
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### **PRE-CAMP 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, 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**