



## Summer Camps 4 - 18 years



### Neptune Theatre School Policies & Updates

**(Dated: July 27, 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 are adjusting our current policies to reflect the current state of the province. Our current 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 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. Please be sure that you have read the most updated version before coming to camp.

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#### **CANCELLATIONS, CHANGES, & REFUNDS**

Neptune Theatre reserves the right to cancel classes with insufficient registration number. In this event, all fees for said cancelled class will be refunded.

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.

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](mailto:school@neptunetheatre.com). This notice must be submitted no later than one week before the class is scheduled to begin.

**Policy (in effect after June 19th, 5pm)**

- 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.
  - Summer registrants who choose to cancel will have the option to turn their \$35 Admin fee into a Membership fee. This Membership entitles you to our weekly newsletter, free online content, activity sheets, discount codes, early registration privileges for new programs being offered at Neptune, no admin fees for a year, and is normally a \$60 value. This Membership lasts for one full season (June 1st - May 31st the following year). These newsletters will commence once Summer Camps are up and running.
  - 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 week. 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.
  - 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 student's household is showing any of the following symptoms, they should not come to camp:
  - Fever (chills, sweats)
  - Cough or worsening of a previous cough
  - Sore throat
  - Headache
  - Shortness of breath
  - Muscle aches
  - Sneezing
  - Nasal congestion or runny nose
  - Hoarse voice
  - Diarrhea

- Unusual fatigue
- Loss of sense of smell or taste
- Red, purple, or blueish lesions on the feet, toes, or fingers without clear cause
- Nausea or vomiting
- Families will be reminded of self screening and will sign a waiver stating that they understand their role is self screening for Covid-19 symptoms multiple times daily.
- If a student begins exhibiting symptoms of Covid-19 at camp, 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 Camp Directors, please inform us of any symptoms that are normal 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 the 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. One (1) confirmed case of COVID-19 in the school would be considered an outbreak and may result in partial or complete shutdown of the camp. The Neptune Theatre School would call and email families immediately and maintain regular updates.
- In the event a parent or child is undergoing testing for contact-tracing, the camper will be removed until their household has received a negative test result. Camp will otherwise continue as usual, parents will be notified by e-mail of the contact-tracing, but in accordance with the Public Health Office recommendations activities may continue as usual unless results come back positive.
- If a student is forced to stay at home or sent home due to illness or Covid contact tracing we will prorate the remainder of the week. 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.
- 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 or camp, 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 camp. For these instances, our normal refund policy will apply, and you should email [school@neptunetheatre.com](mailto:school@neptunetheatre.com) to inform us of this travel.

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## **SOCIAL DISTANCING, MASK WEARING & CAMP 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 strict health and safety measures.

- Students will be required to view our information video on Summer Camp regulations before joining us on the first day of camp. This video will be included in a reminder email sent to all registrants one week before the start of camp.
- We are working within the 10 person cohort guidelines outlined by the NS Government. The new policy reads, "Individuals may gather together in close social groups of up to 10 persons per group without adhering to the physical distancing requirements of two meters or six feet." (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:
  - Recently 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 for students to store masks in when they are not being used.
- Students will be expected to arrive at camp with washed hands, a face mask on, 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 brought from home.
- We have always had a strict no sharing food policy, and will be expanding that to craft supplies. Parents will be given a supply list of things students

should bring with them each day in their reminder email one week before camp begins. This list will 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.

- In instances where social distancing might be more difficult, instructors and students will be expected to wear a non-medical grade face mask. For example, if a student scrapes their knee and requires a bandaid, the instructor and student will put on a face mask. The instructor will then sanitize their hands, and proceed with cleaning the knee and applying a bandage. 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 does not come to camp with a 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.
- 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 summer camps, but we have to be strict on these rules to ensure everyone's safety.
- Please have a conversation with your child(ren) attending camp to let them know we will have extra staff wearing masks on site to do extra cleaning in bathrooms, lunchrooms, 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 summer camp may be exposed to Covid-19. This is the truth us, same as it is the truth 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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## **PLAYGROUND & FIELD TRIPS**

The province has announced that playgrounds are open to the public. Our students will have access to the Shambhala School playground for our youngest

age group, and the St. Joseph's playground across the street for the older age groups. We are also planning the following:

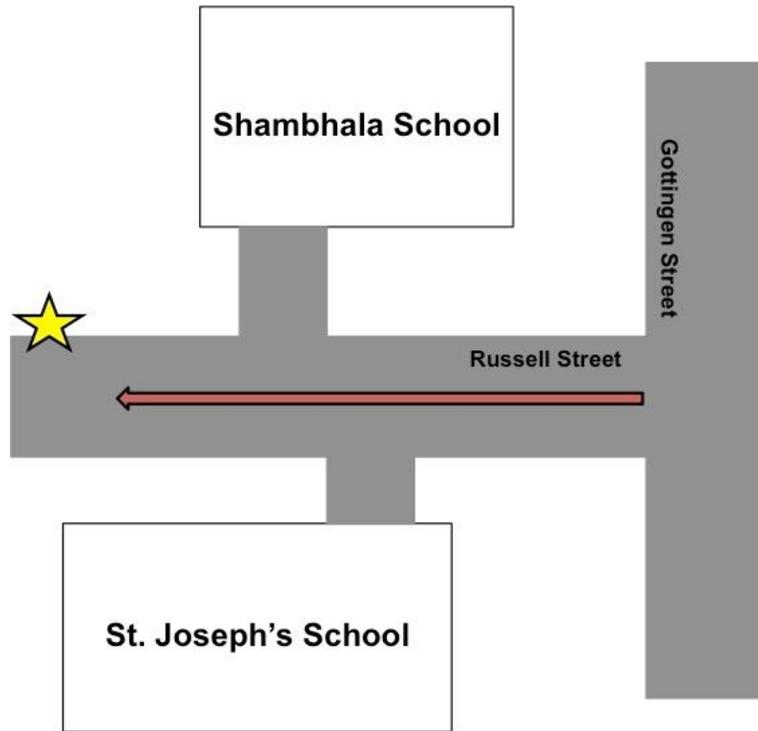
- Field Trips: we are planning on taking students to Needham Park, which is an approximate 7 minute walk from the Shambhala School. Teachers will accompany students and make use of the field, playground, and grassy areas of the park.
- Tent Time: we will be making use of a canopy tent provided by Neptune Theatre at our camp, which will 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).

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### **DROP-OFF & PICK-UP**

For students attending camp at the Shambhala School this summer, we will be performing drop-off and pick-up on a staggered schedule at the curb on Russell Street. Here is a breakdown of the schedule and how it will look:

<b>Age Group</b>	<b>Drop-Off Time</b>	<b>Pick-Up Time</b>
10-12 years	8:30am - 8:45am	3:45pm - 4:00pm
7-9 years	8:45am - 9:00am	3:30pm - 3:45pm
4-6 years	9:00am - 9:15am	12:15pm - 12:30pm



- An assigned staff member will meet you at the curb on Russell Street just past the Shambhala School driveway (where the star is located in the image above). Once they have verified your drop-off information, your child(ren) should exit the vehicle, and will be escorted into the building and up to class with one of their teachers. The other teacher for that class (each class has two instructors), will be in the classroom with the students who have arrived (classes are no more than 8 students). If a student is reluctant to exit the vehicle because they are nervous about attending camp, you should pull your vehicle into the St. Joseph's parking lot across the street until they are ready to join us. Once everyone is signed in, we will check in on you and find a way to comfortably get your child into the camp building.
- Before campers enter the building, they will need to sanitize their hands. We will have a sanitizing station at the entrance of the building.
- Pick-up will work the same as drop-off. Our Camp Director will check with the car at the front of the line to see who you are here to get, and to make sure you are on the authorized pick-up list (confirmed on the first day at drop-off). If you are on the list, we will escort the student(s) to your car. On a nice day, students will be outside waiting with their teachers. On rainy days, they will be inside and ready to go. If you are not on the authorized pick-up list, we will ask you to park in the St. Joseph's parking lot across the street, and will call our students' contact number to verify you have permission to perform pick-up and add you to our list.

- Please note: if you are dropping off or picking up students in multiple age groups, you should do drop-off at the latest time scheduled and pick-up at the earliest time scheduled. For example; if you have a child in a 7-9yr camp and a child in a 10-12yr camp, your drop-off time is between 8:30am-8:45am, and your pick-up time is between 3:30pm-3:45pm.
  - If you are running late you are asked to wait until 9:30am to drop off your child. You will have to call the camp phone (902 222 8863) so that someone can come and meet your car.
  - Early pick up is discouraged unless there is an emergency. If you know that your child needs to leave due to an appointment please let us know ASAP so that we can incorporate it into our schedule. All early pick-ups must be pre-arranged with the camp director and should happen before 3:15pm.
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## **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. Our plan is to 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. 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.

We would however like the option of creating an end of summer "video yearbook". This would involve clips from the whole summer. Your child may be included in this video which will be distributed publicly. Please alert us immediately if you have any issues or questions about this.

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## **½ DAY CAMP OPTIONS**

We have switched our camps for ages 4-6 from full days to half days, and kept our camps for ages 7-9 & 10-12 at full days. We understand that it might be tricky for parents who have children registered in multiple age groups to perform drop-off and pick-up twice a day. It is with this in mind that we have created the following policy:

- If you have a child registered in a 4-6 camp and need half days for another child registered in a 7-9 or 10-12 camp, we will accommodate this.
- You should email [school@neptunetheatre.com](mailto:school@neptunetheatre.com) to discuss your registration.

- This offer will only be extended to parents with students registered in the 4-6 age group who also have a student registered in one of the older age groups.
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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
  - Lunch (not for ages 4-6) - no nuts, no microwaveable lunches
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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 you 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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**Updates will be posted regularly.**