

# ALGONQUIN

## ARTS THEATRE

### MEMO

To: Parents and/or Guardians  
From: Algonquin Arts Theatre  
Re: Winter 2021 Policies & Procedures

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Thank you for enrolling in a Winter 2021 Class. We can't wait to get started.

It is extremely important that you review the policies and procedures below.

When you enrolled online, you had to provide your mobile phone number, the name and phone number of an emergency contact, and allergy information. If there is anything else we need to know about your student, please let us know.

**If you [person who placed the order for this class] are not in the household where the child lives day to day, please be sure to also provide contact email and phone number so that our staff & teachers can reach the child's home.**

The last page of this document is a waiver that must be signed and returned on the first day of class. If you cannot print the waiver to bring with you, we will have printed copies available on the first day of class to sign.

If your child cannot attend a class for any reason, please email [david@algonquinarts.org](mailto:david@algonquinarts.org) or call 732-528-3735 to let us know not to wait for you. [For security & safety, we lock our entry doors during class].

You can also call and reach our Patron Services Manager between 11 am to 4 pm by phone at 732-528-9211.

Please note that due to the fact we are in an evolving situation, policies and procedures are subject to change at any time. If you have any questions or feedback, please contact us.

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### COVID-19 POLICIES & PROCEDURES

#### ASSUMPTION OF RISK & LIABILITY WAIVER

Algonquin Arts Theatre has put in place policies & procedures designed to reduce the spread of COVID-19, however we cannot guarantee that your child will not become ill and participation in camp could increase your risk of contracting COVID-19. As such, Algonquin Arts Theatre must receive a signed liability waiver upon arrival for the first day of camp.

#### MASKS / FACE COVERINGS

All students will be required to wear a face covering / mask throughout the class session. All staff are required to wear masks.

#### CLASS SIZE

We are limiting classes to 12 students. There will be no more than 2 teaching artists/ administrators present in the classroom (usually it will be just 1)

#### SOCIAL DISTANCING

Classes will all take place on our stage or in our dance studio. Students will be assigned a 'home' area during each class week to keep any personal materials in this space. Students will be required to social distance when outside their 'home' space.

#### SELF MEDICAL CHECK

Before class, we request that parents screen their student(s) for temperature and any symptoms of illness. Any student with any illness symptom (related to COVID-19 or not) should stay home.

If staff members detect any symptoms, a student will immediately be isolated away from the class and we will call the parents/emergency contact.

#### QUARANTINE

The following is established based on CDC guidelines and NJ State Regulations. A student cannot attend class while under quarantine for a length of 7 (with a negative test) to 14 days. This is a moving target as stage guidelines are changing on an ongoing basis.

A student should quarantine and not attend class if:

- Has tested positive, or had any of the symptoms of COVID-19, unless: 3 days with no fever **AND** no respiratory impact **AND** at least 10 days since symptoms first appeared.
- Been exposed to an individual who is confirmed or assumed to have COVID-19.
- Waiting for a close contact / household member to receive test results following his/or her exposure.
- Traveled to a state required to quarantine.

#### CANCELATION

Winter 2021 Classes are subject to shift to an online format or be canceled at any point during

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the semester, with or without direction from public health officials. A full or pro-rated refund would be provided for canceled classes.

### GENERAL POLICY & PROCEDURES

#### ARRIVAL & DISMISSAL

All students will enter and exit via the theatre's Outer Lobby (glass enclosure). Please do not arrive more than 5 minutes before the scheduled class time. When dropping off, please be mindful of social-distancing best practices. We ask that you wear a mask when other parents and families are present and before you enter the theatre doors. Upon arrival, students should utilize hand sanitizer or the restrooms to clean hands.

#### DISMISSAL

Our instructors will make their best efforts to dismiss the class promptly at the end of the allotted time. When picking up, please be mindful of social-distancing best practices. We ask that you wear a mask when other parents and families are present and when you enter the theatre doors.

Any parent more than 15 minutes late will be subject to an additional fee.

#### EARLY DISMISSAL

If you are picking your child up early for any reason, please send a note to the instructor with your child. We will have the child ready to meet you at the lobby doors at the arranged time.

#### LATE ARRIVAL

If you are planning to be late, notify the instructor via note on the week prior.

#### MISSED CLASSES

If you have a planned absence, please send a note to the teacher or email our Box Office at [david@algonquinarts.org](mailto:david@algonquinarts.org). There is no refund for missed classes, though we will consider credit in circumstances of multiple weeks of absence due to quarantine.

#### BREAK TIME

There is no snack break for our Winter classes. All students should bring a water bottle labeled with their name. Please no sugary drinks (juice, isotonic, etc) unless required for medical reasons. Water & restroom breaks will be on an as-needed basis.

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### **FINAL CLASS PRESENTATIONS**

Each class will have a final class presentation scheduled on the last day of class. All guests must wear a mask and practice social distancing. As of 1/5/2021, each student may invite up to 8 guests to attend. This number is subject to change or be changed to a video performance if state regulations change.

### **CLOTHING RECOMMENDATIONS**

Due to the nature of the exercises and activities, proper clothing and shoe attire is mandatory. Please make sure that your child is prepared for class in clothes that will allow them to move around freely. Students should wear clothes that will allow them to be comfortable in full range of motion. For safety and comfort, we recommended NOT wearing skirts or dresses (unless shorts or leggings are worn underneath) or loose jewelry. Closed-toe sneakers, stage shoes or dance shoes must be worn. In snowy weather, please bring a change of shoes. Students will not be able to participate in flip-flops, crocs, sandals, winter boots or Uggs.

### **CELL PHONES & USE OF TECHNOLOGY**

Cell phones, tablets, laptops, i-pods and/or any other electrical devices are not permitted for use in the classroom. If you send your child to class with a cell phone, please be sure to have them turn it off or silenced until class dismissal. Use of cell phones or any electrical devices in the classroom will result in confiscation until the end of day. Algonquin Arts Theatre is not responsible for the claim of lost or stolen items. Leave it at home! Students don't need anything but themselves to participate in our classes.

### **LOST & FOUND**

AAT is not responsible for replacing lost or misplaced items, so we recommend you bring only essential items to class or rehearsal. Please leave all valuables at home. Items left at AAT will be kept in lost and found but will be disposed of after 30-days without claim. To find or report a lost item, please contact the Box Office during business hours at 732.528.9211.

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### **CANCELATION OR CHANGE IN SCHEDULE**

Announcements regarding a change in the schedule will be made via email. This is the fastest way to get the message out. We will additionally reach you using the contact information you have provided at the start of the class. In a case of poor weather, please make your best judgment regarding these circumstances. Often when it is snowing a few miles from the coast, it is raining here at the Algonquin. We will do our best to reschedule, or add on time to upcoming classes to make-up for the loss of classroom time.

### **MISS OR DROPPED CLASS**

There are no refunds for having missed class. No refunds after the first day of class. AAT understands that not every class is suited for every student. Call us. We want this to be a good experience for your child. There may be an option to switch to another class. In a non-preventable situation, we are willing to offer a credit or full refund on a class, as long as you keep in communication with AAT regarding your attendance situation.

### **ACTS OF GOD**

No one person will be liable for failure to appear, present, teach or perform in the event that such failure is caused by the physical disability of the personnel, or acts or regulations of public authorities, labor difficulties, civil tumult, strike, epidemic, tornado, earthquake, interruption or delay of transportation service or any other cause beyond the control of any party. In such a case, we will best efforts to reschedule.

### **PHOTO & VIDEO RELEASE**

Algonquin Arts Theatre, its agents and licensees, shall have unrestricted right and license to use any and all video footage, photography and audio recordings taken of Algonquin Arts Theatre participants [i.e. patrons, students and staff]. In addition to sharing the final class presentations, photos and video footage may be used by the Algonquin Arts Theatre for promotional purposes including but not limited to brochures, news releases, digital marketing, website and social media.

### **PERSONAL RESPONSIBILITY STATEMENT**

Algonquin Arts Theatre prides itself on offering a diverse selection of arts education programs. Be advised that certain classes may not appeal to or be appropriate for every person or for all ages. Patrons are encouraged to familiarize themselves with the programs we offer in order to make informed decisions prior to purchasing tuitions.

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### RECEIPT OF POLICIES & PROCEDURES

\_\_\_\_ (Initial) I confirm receipt of Algonquin Arts Theatre's Policies & Procedures Document for classes, and that I have read and reviewed these policies and will, where applicable, instruct my child[ren] to follow the policies to the best of their ability. I recognize that failure to follow these policies and procedures could result in enrollment being canceled.

### COVID-19 RELEASE AND WAIVER OF CLAIMS

\_\_\_\_ (Initial) I hereby acknowledge the health risks and dangers associated Coronavirus, COVID-19. COVID-19 is an extremely contagious virus that spreads easily through person-to-person contact. Federal and state authorities recommend social distancing as a means to help prevent the spread of the virus. COVID-19 can, among other things, lead to severe illness, personal injury, permanent disability, and death. Participating in Algonquin Arts Theatre events, programs, services or accessing Algonquin Arts Theatre could increase the risk of contracting COVID-19. Algonquin Arts Theatre in no way represents or warrants that COVID-19 infection will not occur through participation in our programs/events or by accessing our facilities.

I have read and fully understand and acknowledge the contents of the Release. In exchange for participating in Algonquin Arts Theatre events, programs, I, for myself and on the behalf of my family, agree that I am voluntarily waiving, releasing, indemnifying and discharging Algonquin Arts Theatre and its officers, directors, employees and volunteers for, from and against any and all liability, damages, and each and every action including, but not limited to, exposure or transmission of the COVID-19 virus [collectively, "Claims"] by participation associated with or at Algonquin Arts Theatre.

I represent that I have full authority to sign on behalf of my family and that my signature binds each other person having authority to make decisions on behalf of my family.

Student[s] Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_