



## Jayne A Coleman Academy of Dance

### **Returning to the Studio Guidelines: Updated Spring 2021**

JACAD looks forward to welcoming pupils back to the studio. Please read the following information carefully. Pupils whose parents or legal guardians that do not read and sign the online acceptance form agreeing to the below guidelines will not be permitted to return to the studio.

We have implemented the following changes to our studio procedures to prioritise the safety of parents, pupils and teachers, in compliance with guidelines set forth by the Pinewood complex and the government.

We anticipate that it may take a little while to adjust to the new procedures, especially for drop-off and pick-up, so we appreciate your patience and understanding as we navigate the new system.

Once you have read the below guidelines, please visit <https://jacad.co.uk/parents/returning-to-the-studio/> to fill out and sign the mandatory agreement. Only pupils whose parent or legal guardian (or pupils over 18 themselves) have signed to accept the below information will be allowed to return to classes.

#### 1. Drop Off at Pinewood

Parents are asked not to enter the JACAD building, but drop pupils off at one of two designated entry points. The designated entry point for the main hall is the front door. The designated entry point for the rear studio is the usual entrance to the waiting area. Signage will be displayed at both entry points. Please note separate doors are designated for exit to allow for a one-way system, please see Pick Up below for more information. Please maintain social distancing of 1-2m outside the studio - if other parents are dropping off please allow space before bringing your child to the door.

Once your child has been escorted to the door, please either leave the Pinewood site, wait in your car or wait in the outdoor space. We cannot allow parents to wait in the waiting rooms.

We ask that pupils and parents wash their hands before leaving home as per government guidelines.

## 2. Pupil Check-In

Pupils should enter via the designated entry point for their studio and complete the following:

- Temperature check will be carried out via a non-contact temperature gun (pupils displaying a high temperature will be immediately asked to contact parents and leave the studio)
- Pupils must sanitise hands using provided hand sanitiser
- Minimal personal belongings may be brought into the studio - please can pupils leave as much as possible with parents and come dressed and ready with only required dance shoes and a labelled water bottle. These items along with outdoor shoes/coats can be left in the waiting room or around the back edge of the studio as directed by the teacher.
- Dance shoes should be worn for ALL classes - including modern, company etc. Please ask Jayne if you are unsure of what you need. Anti-slip dance socks (with grips on the sole) may also be worn for modern. These are available at Dancia International.
- Pupils must have elastic laces or slip-on shoes so that they can quickly change their own shoes between classes - if your child cannot tie their own laces elastics are essential.
- We ask pupils to wear a mask into the building for check-in and we strongly encourage pupils keep them on for class if possible.

To allow time for this Check-In process we ask that pupils arrive up to ten minutes prior to the start of class (following socially distanced guidelines to enter the building). If everyone arrives at class start time there will not be time to complete the checks and classes will be delayed.

## 3. Pick Up at Pinewood

Once again, parents are asked not to enter the JACAD building, but to collect pupils at one of two designated exit points. The designated exit point for the main hall is the side door closest to the stereo at the end of Pinewood Hall. The designated exit point for the rear studio is the singing room door.

These exit points will have designated signage. Please maintain social distancing of 1-2m while waiting outside the studios. Parents CANNOT be late picking up pupils from class as this will affect the cleaning procedures and start time of the next class.

#### 4. Using the toilet facilities

We request that, wherever possible, pupils use the toilet at home before coming to class. However, when pupils need to use the toilet facilities, social distancing must be observed and pupils must wash hands thoroughly afterwards and re-sanitise hands before re-entering the studio.

#### 5. Cleaning procedures

JACAD staff will use the five minute window we have now placed between classes to sanitise high contact surfaces. A deep clean of the studios, waiting room and toilet facilities will also be carried out before classes commence and at the end of classes each day.

#### 6. Class capacity

Both the studio and main hall have different class capacities based on social distancing and risk assessments carried out by JACAD and the Pinewood Complex. Based on limited class capacities select classes that are full may require some participants to join in online from home. Should this be the case, you will be contacted separately about the relevant classes and a rotating schedule for pupils on Zoom will be organised.

#### 7. Staff safety

JACAD staff will wear masks and/or visors during all classes and maintain social distancing from pupils as per government guidelines. There will be no physical contact between teachers and pupils except in the extreme case of an emergency.

#### 8. Payments and correspondence

We request that all communication between parents and teachers is carried out electronically via email. Payments should be made by BACS transfer wherever possible. Should you have another agreement in place or must pay by cash or cheque, this can be discussed with Jayne at [jayne@jacad.org](mailto:jayne@jacad.org).

#### 9. Pupil wellness

Any pupils displaying symptoms of a cough, cold or fever should NOT attend class. Please contact Jayne via [jayne@jacad.org](mailto:jayne@jacad.org) to notify the studio of the absence.

## Volunteers

In order to carry out temperature checks and sanitisation procedures at Check-In for each class, we may require support from parents. Those who assist should not be in high-risk categories or shielding others who are high-risk, and must wear a mask or visor at all times during Check In.

Please fill out the online form [HERE](#) to indicate your acceptance of the above. Pupils whose parents or legal guardians that do not read and sign the online acceptance form agreeing to the above guidelines will not be permitted to return to the studio.