

Drop off, pick up and safety protocols for Fall 2020



Below you will find a summary of drop-off and pick up procedures. We ask that you also please take some time to thoroughly review the two page table at the end of the document which fully outlines the Covid-19 Preventative Safety measures we have in place for the fall. These have been updated since the summer and we require everyone to fully read them, share them with your Creative Edge student(s) and adhere to them when entering the building. Thank you.

Masks

All staff will wear masks in common areas (entrance/halls/washrooms) of the studio or in teacher scenarios where 2m cannot be maintained (though physical distancing will be prioritized at all times). Parents must wear a mask before entering the building. Students ages 10 and up are asked to wear a mask in all common areas of the studio as well. We recommend students bring their own bag/case for their mask to be stored during class but we will provide a sanitized basket or Ziploc bag in their space if they do not have anything suitable. If your student has a medical reason not to wear a mask please contact us. Students under age 10 are welcome and encouraged to also wear a mask at drop-off and pick-up time (in common areas) but please communicate with them about how to safely and effectively wear one before sending them in it.

Arrival

Please arrive as close to the scheduled class time as possible and line up outside the main studio along the yellow pylons. If your child's class is in Studio D, across the lot beside Choices, follow the ground markers for lining up. Always maintain social distance from other families. If possible, please only one child and one adult in drop-off line at a time. Keep the area outside of the main doors clear for people exiting the school. In most cases, we cannot accommodate early drop off or late pick up of students. Students ages 9+ can wait in the drop-off line-up themselves but we ask that if possible you watch to ensure that they safely enter the building before you leave. We are not responsible for your child until they have been checked in by the front desk staff.

Parents will not be able to stay inside the school during their child's class. We realize it is disappointing to not be able to watch your child's class in action, as is normally allowed and encouraged, and we hope you understand that this is the only way we can meet the occupancy and distancing standards at this time. Parents who wish to stay close while their child is in class are welcome to wait in the outdoor play area while their child is in class. Exceptions may be made in extenuating circumstances (eg. Child struggling to adjust to class).

We are not able to assist with registrations, purchases or questions during the drop-off or pick-up time as it would hold up the process and congest the entryway. Please leave the front of the building after drop-off and allow us to assist you with your inquiries in the main studio once there is no one in the drop-off/pick-up line or entrance; or, better yet, call us and we can either chat on the phone, schedule an appointment or pop outside to assist you.

Sign In / Pickup

Class start and end times have been staggered as much as possible to allow extra cleaning time and assist with crowd control. Please refer to the class schedule for exact class start and end times:

<http://www.creativeedgebc.com/assets/2020-2021-schedule---aug-7.pdf>

A Staff member will ask you (or your child if they are 9+ and signing themselves in) to verbally confirm that they do not have any symptoms from the posted check list. This verbal check list will be done daily for each student.

Students must then clean hands and enter the classroom, bringing their belongings (water bottle!) with them. Please limit the items they bring to the bare minimum as all personal belongings brought into the studio will remain inside of their dance square with them! If it's possible to change them into their dance shoes before entering the building, please do that. Teachers are unable to assist dancers with this. If they will have to change their own shoes inside the classroom please make sure they are very easy to get on and off. Flip flops are a great idea for dancers who need to be barefoot for class and slides are perfect for dancers to have on over ballet slippers!

End of Class Pick up: Classes will end Promptly on time. Students will leave their classroom and wait in a socially distanced line-up (on a colorful circle) in the lobby/hall to be picked up by their parent. The lobby will be supervised by a staff member. Parents will wait in line outside and pick up students from the lobby one at a time.

If there is a short gap between their classes, students will be directed to wait on a dot in the hall. If there is a longer gap students are asked to find a space in the designated student waiting area room for that night. Students ages 8 and under should please be picked up between classes if their gap is more than 5-10 minutes.

Classroom Set-up

We have set up the rooms to accommodate for appropriate distancing between students. Dance students will have their own dance space taped out on the floor. Art students will sit at separate tables appropriately spaced apart, only sibling sets will share tables. Drama students will have assigned spots to sit within the room. Music teachers will wear masks and maintain distance as much as possible. Music students are encouraged to wear masks in their lesson. Vocal students taking lessons in the music studios (and possibly group singing classes, depending on class size) will need to wear masks for the active singing portion of their class time.

There will only be one student permitted in each washroom at a time.

The lobby area is for students who are waiting to be picked up. We ask staff, students and parents to keep the lobby area clear. Please be mindful of others while walking through halls and while exiting the building.

We thank you very much for your patience and cooperation as we enter our 30th season during these challenging times. If we work together, following the guidelines, our students can still have a productive, exiting year of fine and performing arts learning and fun!



Fall 2020 Covid-19 Preventative Safety Measures - MUST READ AND ADHERE TO

Signage	Signs reminding patrons to perform a health check before entering, wear a mask in common areas and to maintain social distancing will be posted at the entrance and throughout the studio.
Lobby/Halls	When going down the halls students should always walk close to the wall on their right. Only one student will be permitted in the bathroom area at a time. Teachers will help to reduce numbers of students in halls by only letting one out from class at a time. Classes have been staggered to reduce hallway congestion.
Parent Waiting/ Viewing Areas	To reduce the number of people in the building there will be no indoor waiting area. Lobby and hallway seating had been removed to increase floor space and allow for easier social distancing. While students are in class parents can wait in the outdoor play area (observe max capacity), visit the shops in the plaza, go for a walk on the nearby Discovery trail, take siblings to the nearby playground, wait in their vehicle or leave the plaza and return a few minutes prior to pick-up time. Once the fall classes are underway and the routines have been well established, we will work on arranging viewing options such as livestream feeds. Exceptions for parent viewing may be made in cases where children are having trouble adjusting or if you request to make an appointment to view part of a class and we are able to safely accommodate it. Parents can rest assured knowing that all classrooms have windows, doors are kept open wherever possible and that all teachers and staff have undergone criminal record checks. Front desk staff and studio management will be regularly moving through the school for routine checks and cleaning. Parents who need to purchase something, make a payment, ask a question, or require any assistance from our front desk are asked to first call or e-mail. If we are unable to help you in that way we will gladly meet with you to chat outside or arrange an appointment for you to come in.
Student Lounge	The normal student lounge is closed but each night one room in the school will be left open as a larger student waiting area. There is limited space in this waiting area, as seating will be spaced 2m apart. Please help us to reduce the number of students waiting by doing your best to have your child in the building for only the times they have classes. Students 9+, with parent consent, can use the outdoor play area as a waiting area between or before/after classes as well.
Class Time	In some cases, classes may be shortened slightly to allow for sanitizing the space between student turn over and/or to further help reduce hallway congestion. Teachers will communicate and stagger dismissal. You will receive further communication if actual class times will vary from our pre-planned schedule by greater than 3 minutes.
Class Sizes	Class sizes will be restricted to allow for 2m distance between everyone. Class sizes are based on the space available in each classroom to keep physical distancing between students: Studio A – 15, Studio B – 13, Studio C – 9, Studio D – 13, Art Room – 8, Drama Room – 9, Preschool classes – 14 split into two cohorts of 7. In the case of younger dance classes some of these numbers will be further reduced. Most classes will be smaller than normal and will not be full/reach class max.
Distancing in the studio and in class	All students must maintain social distancing while in * and out of class. This will be accomplished by educating the students on this new temporary rule upon their first arrival, using markings on the floor to clearly indicate the distance that must be maintained and strict enforcement by our teachers and staff. If families have decided to be 'in each other's bubble' we are unfortunately still going to require those students to maintain their distance at Creative Edge at this time. Only students from the same household are exempt. <i>*Note for competitive dance: Now in Phase 3 BC is permitting local competitive sports to slowly move towards normal play, in cohorts, with some contact permitted. Competitive dance will begin the year by re-building strength and skill while maintaining physical distancing. In many cases technique training, rather than choreography, will be the focus for the first month at least. Once the students have reconditioned their bodies after their long break and choreography begins teachers will be permitted to submit a request to allow their class to dance closer than 2m apart or to have contact if they truly believe that not doing so will impede the teams ability to progress their skill or train their routine (eg. A team used to doing many lifts/partner work like acro or advanced lyrical groups). Parents will be consulted and given the option to have their student opt out in which case choreography can be planned to allow that student to either maintain their distance for the routine or learn the pieces while distanced with the option to be added into closer formations at a later date. In addition, if we receive written consent from parents of a duo/trio that contact is permitted because the students already see each other in close contact outside of dance, those routines may now train as normal.</i>

Sanitation	Students and staff are required to wash their hands upon arrival. Hand sanitizers will also be placed inside studios and at key points throughout the studio. Students will be encouraged to use warm soap and water to clean hands when possible but sanitizer is needed before entering. Floors, surfaces and high-touch points will be cleaned and sanitized between classes as well as at the end of the day. Any equipment used will also be thoroughly cleaned and sanitized between uses. Older students may be asked to help clean their area/equipment used.
Changing/Attire	Students are asked to arrive ready for class and to avoid changing at the studio. Hair will ideally be worn in a style that prevents it from falling in their face so that the need to touch their face to brush hair out of it is reduced. All ballet classes require buns in long hair and competitive dance classes should consider buns (acro, tap, MT and hip hop braids/ponytails ok). Long sleeves or at least one elbow covering is required to better catch droplets/aerosol from sneezes/throat clearing/etc. (DIY "cough catcher:" cut the ends off old leggings or the toes off a pair of socks and slide the fabric 'tube' up to cover one elbow).
Health Checks	All students, staff and instructors are to perform a health check before coming into the studio and verbally confirm upon entry that they are free of symptoms. Common symptoms for COVID-19 include: fever, chills, cough (or worsening of chronic cough), shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, nausea & vomiting, diarrhea, headache, muscle aches, fatigue, and loss of appetite. Some less common symptoms include stuffy nose, conjunctivitis (pink eye), dizziness, confusion, abdominal pain, skin rashes or discoloration of fingers or toes. Children have similar symptoms to adults, but are less likely to have fever, shortness of breath or cough. Anyone with symptoms, even mild symptoms, is asked to remain home. Anyone with these symptoms, especially fever or cough, is asked to remain at home for at least 10 days from the start of symptoms unless you get tested for Covid-19 and test negative. Students and staff who have been in contact with someone displaying these symptoms should contact public health for advice before going anywhere or seeing anyone else. Students and staff who have been in contact with someone diagnosed with Covid-19 or who have been outside of the country should self-isolate at home for 14 days. Creative Edge is not able to credit or refund for missed classes due to student illness or self-isolation requirements. If your student must stay home but feels well and would like to participate in class please contact us as soon as possible to request a zoom link to attend class virtually. Last minute requests will be difficult to fulfill but we will do our best, last minute zoom link requests may result in late admission to class.
Water bottles	Students must bring their own water bottle labelled with their name. The water fountain is unavailable for the time being. Students will place water bottles in their own designated spot in the studio. Competitive dance students with back to back classes are encouraged to bring an extra water bottle. Water bottles will also be available for purchase at the front desk. In the event that a student must re-fill their water bottle we request that they use the jug provided in the kitchen and follow posted instructions.
Limiting Personal Items	Please bring only the bare minimum items to class. There will be minimal storage available. Cell phones can carry germs if they are not sanitized regularly. Students are asking to minimize touching of phones while in the studio or leave them at home if possible.
Food	Students should plan to eat before coming to the studio. If they require food while at the studio they should wash their hands thoroughly and then exit the studio to eat, washing their hands again upon return. The fridge is not available for student use. If possible please send snacks/meals that do not require use of the microwave.
Masks	All staff will wear masks in common areas (entrance/halls/washrooms) of the studio or in teacher scenarios where 2m cannot be maintained (though physical distancing will be prioritized at all times). Parents must wear a mask before entering the building. Students ages 10 and up are asked to wear a mask in all common areas of the studio as well. We recommend students bring their own bag/case for their mask to be stored during class but we will provide a sanitized basket or Ziploc bag in their space if they do not have anything suitable. If your student has a medical reason not to wear a mask please contact us. Students under age 10 are welcome and encouraged to also wear a mask at drop-off and pick-up time (in common areas) but please communicate with them about how to safely and effectively wear one before sending them in it.
No Touch Thermometer	Staff will be checked for fever with no-touch thermometer upon entry. <i>If any competitive classes resume contact or close formations they will also undergo temperature testing before class.</i>

Thank you for reading and abiding by these guidelines