



Young Theatre Players

87 Pond St. Simcoe, ON ~ 519.426.9070 ~ www.youngtheatreplayers.ca

Artistic Direction: Jami Cullen and Robyn Sharpe Chairperson: Dave Bate

Parent Handbook

COVID-19 Edition

Introduction	3
A. Enrolling Your Child	4
B. Nondiscrimination Policy	4
C. Extra Hygiene Measures and Procedures	4
D. Inclusion Policy	4
E. Fee and Payment Policy	5
F. Admission/Exclusion due to symptoms of illness	5
G. Personal Belongings	5
H. Arrival and Departure Procedures	6
I. Visitors	6
J. Screening Process	6
K. COVID Screening Questionnaire	7



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Dear Parents,

As we are getting ready to reopen after being closed for nearly a year and a half, I want to make sure we are all on the same page. While I know this can be a fearful time since none of us have ever experienced this before, the volunteer staff and administration at Young Theatre Players are committed to providing a quality program that is safe, educational, child-friendly, and fun!

While many things will seem different with new procedures in place for safety of all, this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn. This handbook will lay out the changes as we enter the next phase from this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by following Public Health guidelines as well as those put forth by the Ministry. Please be sure to read through this and sign and return the last page electronically along with your registration form. Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that Young Theatre Players is a safe and enjoyable place for your family.

Sincerely,

Jami Cullen & Robyn Sharpe



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A. Enrolling Your Child

The new Ministry guidelines explain that halls/theatres may operate under limited capacity. This means that we are opening under a reduced ratio with fewer numbers allowed in each company. With a limited number of spots available, a first come first served basis will be adhered. In the event of a company being at its full capacity, we will place you on the waiting list and let you know as soon as a spot becomes available. We are sorry that we cannot always meet the needs of parents or guardians when requested.

B. Nondiscrimination Policy

Admissions to Young Theatre Players shall be made without regard to race, color, religious creed, ancestry, national origin, disability, or gender.

C. Extra Hygiene Measures and Procedures

1. **Hand washing:** As soon as children arrive to the hall/theatre, they will wash their hands properly. Hands will also be washed during break time with soap and water for at least 20 seconds. Hand sanitizer will be used when soap and water is not available. Sanitizing stations are located throughout our facility. Each student will also have their own sanitizer in their labeled bucket that will remain at Young Theatre Players.

2. **Sanitizing/Disinfecting:** All hard surfaces will be wiped down before and after use, as well as at the end of each day. All props used will be disinfected after each use. Costumes will not be used until further notice.

3. **Mask wearing:** Each student will receive their own mask for use only at Young Theatre Players. It is the priority of the student as well as parent/guardian to ensure proper cleaning and return of the mask for each week. As per Public Health and the Ministry, staff will be required to wear masks at all times. Disposable masks will be provided if need be.

4. **Physical distancing:** Staff have set up the environment to support physical distancing between children.

5. **Indoor Footwear-only:** All children will take footwear off before entering their specified section of the hall. Outdoor footwear will be placed in the coat room area. Indoor footwear will be put on before entering their section. Teachers will be allowed to bring in “indoor shoes” to wear in the theatre only.

D. Inclusion Policy

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to children in our company by making necessary modifications to meet the child's special needs.

E. Fee and Payment Policy

At this time, we are still unable to accept payment via credit or debit. We recommend payment be made via e-transfer to youngtheatreplayers@gmail.com. In person payments will still be accepted, but social distancing protocols will still be followed.

F. Admission/Exclusion due to symptoms of illness

If a child is showing COVID-19 symptoms (see Appendix A) OR if you have been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home. They must be isolated for a period of 14 days allowing a child to return on next class following the 15th day. We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic.

If there is a positive case of COVID-19 in a child or an adult who has been present in the hall, we will inform our local Public Health, the Ministry, and our parents. The local public health unit will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children. Children who are showing any COVID-19 symptoms or are obviously ill with fever, dry cough, tiredness, aches and pains, sore throat, diarrhea, conjunctivitis, headache, loss of taste or smell, a rash on skin, or discolouration of fingers or toes, difficulty breathing or shortness of breath, chest pain or pressure, loss of speech or movement disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100.04 degrees, etc.) will not be admitted to the program. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us at 519-426-9070 to be sure they may attend.

If your child appears to be sick or has any of the above while at the theatre the child will be separated from the company, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification. The child will be permitted to return when a negative COVID-19 test has been provided or the child has isolated for 14 days. Your child must not have any prescribed medication, such as antibiotics, in their system for at least 24 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to Young Theatre Players without a doctor's note. The doctor's note must be written on their letterhead and read that the child can return to theatre because what they have is no longer contagious. Should your child need medications administered during class time, it will be solely up to the parent/guardian to administer the medication and all staff must be made aware of the arrangements.

G. Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted moving forward. Each child is expected to dress appropriately for the class being taught that evening. They will also be required to bring a clearly labeled REUSABLE water bottle to each class.

H. Arrival and Departure Procedures

Our facility is operational from 6:00pm – 9:30pm, Monday evenings. All children must be dropped off by the beginning of their allotted class time. If you see another family being checked in, please be patient during this time.

Drop-Off Procedures

Upon arrival, your first drop off will have a questionnaire to fill out and sign, along with both your temperatures taken. After this you will only be required to fill it out after a return from vacation or an illness. The other days you will be asked the same list of questions and have your temperatures taken as per Public Health guidelines. The questionnaire is a series of yes/no questions regarding symptoms and travel. You and your child will get your temperature taken and logged. If it is below 100.4F, your child may proceed to class.

Pick-Up Procedures

Pick-up will take place outside (weather permitting). If the weather does not allow for an outdoor pick up please park, call the 519.755.8659 and the staff will meet you at the door with your child. Parents are not able to enter the building except for emergencies. If an emergency occurs, you will be required to wear a mask and sanitize upon entry.

I. Visitors

Visitors will not be permitted at this time. Only instructors will be permitted if they pass screening procedures and follow protocol.

J. Screening Process

All individuals, including children, parents/guardians, visitors, and staff must be screened each day upon arrival before entering the premises. Please prepare for a longer wait time during drop-off due to the screening process.

Your first drop off will have a questionnaire to fill out and sign, along with both your temperatures taken. After this you will only be required to fill it out after a return from vacation or an illness. The other days you will be asked the same list of questions and have your temperatures taken as per Public Health guidelines. The questionnaire is a series of yes/no questions regarding symptoms (see Appendix A) and travel. You and your child will get your temperature taken and logged. If no symptoms are present your child will be able to enter. All screeners will be wearing appropriate personal protective equipment and each screening station will have alcohol-based hand sanitizers to disinfect in between each family. A daily log of screening results will be kept on site as per Ministry and Public Health guidelines.



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YOUNG THEATRE PLAYERS

Parent or Guardian COVID-19 Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook “COVID-19” edition for the 2021/2022 Season, which contains the policies and procedures for Young Theatre Players while in the process of reopening. After reading the handbook, please complete this form and return it to the theatre via email as soon as possible. This form will be kept in your child’s file for the duration of the season.

Thank you in advance for your cooperation.

Sincerely, Jami Cullen & Robyn Sharpe

Artistic Directing Team Young Theatre Players

youngtheatreplayers@gmail.com

519.426.9070

I, _____ (print your name), the parent/guardian of _____ (print child’s name), hereby acknowledge receipt of the Young Theatre Players Parent Handbook COVID-19 edition. I have read and agree to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____