

ASD Covid-19 Re-Opening Procedures

Drop off:

- Please arrive 10 minutes prior to class time
- A mask should be worn once you and dancer(s) have exited your vehicle in the parking lot.
- Drop off will be located on the right side of the building. Parents, please line up along the right side of the front doors
- An ASD Staff member will then instruct/wave your dancer into the studio through the front, right door. At this point we will take your dancer(s) temperature. A mask still should be worn at this time.
- Please DO NOT leave until you get verification from a staff member that the temperature reading was normal. You will receive a wave/thumbs up/head nod that it is okay to leave.
- Dancers will then be directed by an ASD staff member where to go.

Pick Up:

- If your dancer is younger, please park your vehicle in the parking lot and line up along the left side of the front doors. We will be providing you with a sign that will have your dancer's name on it to help ensure the dancer's safety. A mask should be worn at this time.
- An ASD Staff member will release your dancer(s) to you through the left door.
- If your dancer is older with a cell phone, please text your child when you arrive in our park lot and we will send your dancer(s) out to you unescorted.
- Please DO NOT BE LATE!
- If there is a day that you know you will be running late, please leave a message on the studio phone (283-1078), email the studio (adellsschoolofdanceinfo@gmail.com) or send a note in with your dancer(s).

What the dancer will need to bring:

- A mask that will need to be worn when entering and exiting the studio
- A dance bag/backpack that should include ONLY:
- A water bottle labeled with the dancer's name.
- Hair ties, pins, box of Band-Aids, Kleenex, Hand Sanitizer
- Dance Shoes
- Dancers in multiple classes should wear their ballet attire under their clothes.
- Cell Phone if applicable
- Snack if in two or more classes (Vending machine will not be available).
- Small paper or plastic bag to store mask while not in use. Please be sure to wash your dancers mask before their next day of dance at the studio.

Physical changes made to the Studio & Classrooms:

- There will be multiple, hands-free sanitizing stations available. Dancers will have to sanitize their hands before entering the classroom. If a student is dancing barefoot, feet will also be required for sanitizing.
- All bathrooms have had soap dispensers replaced with new hands-free soap dispensers.
- All bathrooms and knobs will be sanitized in between classes.
- The installation of the I Wave R Ionizer System to both of our HVAC units and switching all filters over to HEPA Mere 13 Filters for the safety of our dancers and staff.
- Each classroom will have colored boxes on the floor. The boxes provided are 6x6 boxes with a center point. To ensure correct social distancing, we have also provided a 6 foot space between EACH BOX.. This is so dancers are able to move with-in their box and correctly social distance.
- Each colored box will have a hook for their student's belongings, also socially distanced.
- All cubbies have been removed.
- Each staff member will be required to sanitize their classroom after use.
- Our lost and found will be disposed of nightly.

Business & Scheduling changes made:

Unfortunately, only dancers will be permitted in the facility.

- Scheduling will be created to keep dancers with multiple classes in the same room for as long as the scheduling allows. Teachers will do the majority of the switching of rooms.
- Class sizes will be smaller. We will only permit the allotted number of students per room based on the amount of socially distant boxes provided in each room. Once all boxes are accounted for, the class will be closed.
- For our fall schedule, class times have been adjusted to 45 minutes and staggered to alleviate congestion in the hallways during switching of classes as well as drop off/pickup. This will also allow for disinfecting in between classes.
- We have purchased a new program, The Studio Director. Each family will have access to view their accounts, access scheduling, drop classes, and make sure that all of the information is current. This program will give you all updates to individualized classes as well as general studio information.
- Miss Nancy will be available at the front desk during payment week **ONLY**. (The week leading up to the 15th of the month.)
- Dancers are to bring payment in an envelope labeled with the dancer's name, class, amount of payment and reason of payment. (i.e. tuition, costumes). They are to place the envelope in the drop box prior to entering class.
- Once the dancer has completed class, your child will have a receipt of payment provided and your Studio Director account will be updated. If payment is made during non-payment weeks, you will receive your receipt during the following payment week.
- New office hours will be placed in effect for questions, concerns and discussions. There no longer will be someone available at the front desk during class times to answer questions as we are eliminating as much as congestion as possible.
- If we are forced again to quarantine, we are fully prepared to continue full education via virtual learning through live and pre recorded classes.
- We will do our best to accommodate dancers with an auto-immune disease or any underlying health conditions as well as dancers with specific requirements (ie. mask wearing) in order to participate. Please communicate specific requirements on the ASD Google Registration Form.
- If a student or ASD staff member tests positive for COVID-19, we will follow all procedures guided by the NYS Health Department.

Toddler & Intensive Class Changes (Dancers 2-6):

- Unfortunately, we are not allowing parents in the facility during class times. However, we have given it much thought, and came up with some solutions for not only the comfort of the parent, but also the young dancer.
- We are going to start Toddler and Intensive classes one week PRIOR to the rest of the studio. These classes will be the only classes in the studio for this week. We will utilize this week for our class introduction as well as sizing dancers for shoes right in the classroom by their parents and staff if necessary. Parents may enter the studio on this day ONLY. Masks must be worn, temperatures will be taken and social distancing is enforced. Two adults max per child for this day. No siblings.
- After the first week of classes, we are asking that parents of the little ones wait in their vehicle and provide a phone number that we can reach you in case of a dancer meltdown.
- Dancers will only change their shoes once. Sneakers to be worn in, Tap shoes and then back to sneakers.
- We will be providing adequate assistants in these classrooms to ensure proper social distancing.
- If needed by the dancer, an ASD Staff member will assist with bathroom breaks and will ensure the proper washing of hands.