

All Kreationz Cheer and Dance students and their parents and/or guardians must comply with the Kreationz COVID-19 Safety Policy and associated procedures as listed below.

At Kreationz, we take very seriously the position and role we play for young people in our community. We are committed to maintaining best practices in relation to hygiene standards, and will always strive to make our environment safe, supportive, nurturing and joyous for our students.

Resuming our operations means that we will need to run a little differently to how we have in the past. These measures are in line with current government guidelines and will be regularly reviewed and updated, as necessary.

Our COVID-19 Safety Policies and Procedures have been developed using Work Safe and Ausdance best practice guidelines. The Ausdance Return to Dance guidelines can be viewed at <https://www.ausdancevic.org.au/resources-from-ausdance-vic>

Enrolment and participation at *Kreationz Cheer and Dance* is based on agreement to the following Terms and Conditions:

1. ILLNESS PROTOCOL

- 1.1 Students, parents and staff **MUST NOT** attend Kreationz classes if they:
 - 1.1.1 Have any symptoms of cold, flu and/or fever.
 - 1.1.2 Have been in contact with an individual who has tested positive to COVID-19 in the past 14 days.
 - 1.1.3 Have been in contact with an individual who has been tested for COVID-19 but are awaiting results
- 1.2 Any individual who has attended Kreationz Cheer and Dance **MUST** notify our office via email if they have tested positive for COVID-19.
- 1.3 Kreationz Cheer and Dance reserves the right to refuse entry to any student, parent or teacher who presents with any symptoms as per above.

2. HYGIENE PRACTICES

- 2.1 Hand sanitiser, soap, disposable hand towels and tissues will be provided in the studios, bathroom and at reception.
- 2.2 All persons who enter the studio will be required to wash and/or sanitise their hands upon entry and exit.
- 2.3 The studio and all areas of the building will be deep cleaned and sanitised daily. This will include wiping down “high-touch” surfaces in between each class including barres, door handles and handrails.
- 2.4 There will be no use of communal props in class.
- 2.5 Where possible, doors will remain open to avoid the touching of door handles.
- 2.6 Students are not permitted to bring tablets, food or toys to share with other students.
- 2.7 Signage and social distancing markers will be displayed throughout the building.

3. STAFF RESPONSIBILITIES

- 3.1 All staff will undertake Australian Government COVID-19 Infection Control Training and will remain up to date with government guidelines and best practice, in relation to hygiene and infection control.
- 3.2 All staff will receive formal training in Kreationz COVID-19 procedures.
- 3.3 Staff will remind students of the importance of good hand washing hygiene and ask all students to sanitise hands before and after each class, and after bathroom breaks.
- 3.4 Parents/carers will be called for immediate pick up if a student presents as unwell.
- 3.5 Kreationz staff will fully supervise all students during drop off and pick up times, to eliminate the need for parents/carers to enter the building.
- 3.6 Staff will not come into the studio if they are unwell.

4. **DROP OFF AND PICK UP PROCEDURE**

To enable Kreationz to control the number of persons in each space at any one time, and to ensure that maximum capacity/density limits set out by the government are adhered to, the following conditions will apply:

- 4.1 Parents of **school aged students** **WILL NOT** be permitted inside the premises.
 - 4.1.1 Students aged 10 years and over may enter/exit the building independently to and from their parent's car.
 - 4.1.2 Students under 10 years must be accompanied by a parent to and from the **front door of the building**, where a member of staff will escort them to the studio.
- 4.2 **Pre-School students** may be accompanied into the studio by **ONE** parent/carer only.
- 4.3 Parents/carers who enter the building will be required to:
 - 4.3.1 Sanitise hands upon arrival and exiting,
 - 4.3.2 Adhere to social distancing,
 - 4.3.3 Leave contact information for contact tracing requirements,
 - 4.3.4 Refrain from bringing siblings on site. Should a parent need to bring other children to the studio, you will be required to drop your child at their class and then wait in your car or go for a walk etc.
- 4.4 Parents/carers are to be punctual at pick/up drop off times, so to avoid students needing to stay in waiting areas.
- 4.5 Students are not permitted to be dropped off early or picked up late.

5. **STUDENT RESPONSIBILITIES**

- 5.1 Students are requested to go to the bathroom and wash their hands at home.
- 5.2 Students must bring in a **NAMED** zip lock bag their named change of shoes and a named drink bottle to class. *Please no dance bags due to closure of lockers.* We encourage parents to wipe these items before coming to class and when you get home.
- 5.3 Refrain from any unnecessary body contact and abide by the social distancing practices in place at the studio (e.g. hugging, high five etc). We understand this is more challenging for little ones and will do our best together to promote positive strategies and age appropriate alternatives.
- 5.4 All Cheerleading/Tumbling/Acro/Stretch students are required to bring their own yoga mat or towel.

6. **USE OF FACILITIES**

- 6.1 Toilet facilities are open, however students are encouraged to use the toilet before and after class at home, if possible.
- 6.2 Locker areas are closed. Refer to item 5.2.
- 6.3 All areas will abide by maximum capacity limits of 1 person per 4 sqm.
- 6.4 Reception will be closed. Our reception staff will be re-located to managing drop off and pick up, ensuring social distancing in hallways, and maintaining cleanliness of the facilities.
- 6.5 Enquiries can only be made via phone or email, not in person.
- 6.6 Payments can only be made via direct debit or credit card.
- 6.7 Uniforms can be purchased via our online order form. Students will be able to collect these items before or after their class time. We highly encourage parents to purchase uniform without the need to try garments on.
- 6.8 Allocated times to purchase uniforms and/or to try on uniform will be organised and advertised for those who are seeking this service. These times will be outside of class times.

7. **MISSED AND CANCELLED CLASSES**

- 7.1 There will be no refunds for students not attending class due to illness AND/OR if government restrictions require us to stop face-to-face learning.
- 7.2 Makeup classes will be offered to students not attending class due to illness.
- 7.3 If Government-imposed restrictions require Kreationz to close our doors once again, we will revert to immediate online learning platforms. By re-enrolling with Kreationz you are agreeing to this approach and understand that you will not be refunded for any fees paid.

IS IT SAFE FOR MY CHILD TO RETURN TO DANCE CLASS?

Kreationz staff have made every effort to develop policies and procedures to ensure that our classes and venue operate in a manner that minimises the risk of contracting and/or spreading COVID-19, and which aligns with Government regulations and advice.

IS THERE STILL AN OPTION FOR ONLINE CLASSES?

If you are unable to send your child back to dance at this stage, we do respect and understand your decision and would love to welcome your family back once you are ready. In the meantime, a limited number of in-studio classes will also be available via ZOOM. If this relates to you, please contact us to discuss your options.

WHAT HYGIENE MEASURES ARE IN PLACE?

- Hand sanitiser, soap, disposable hand towels and tissues will be provided in the studios, bathroom and at reception.
- All persons who enter the studio will be required to wash and/or sanitise their hands upon entry and exit.
- The studio and all areas of the building will be deep cleaned and sanitised daily. This will include wiping down “high-touch” surfaces in between each class including barres, door handles and handrails.
- There will be no use of communal props in class.
- Where possible, doors will remain open to avoid the touching of door handles.
- Students are not permitted to bring tablets, food or toys to share with other students.
- Signage and social distancing markers will be displayed throughout the building.

WILL STUDENTS HAVE TO SOCIALLY DISTANCE?

By law, students 18 years and under are not required to socially distance. We will however be encouraging this where possible through teacher instructions, markings on the floor and signage.

WHAT IF THERE IS A CONFIRMED CASE OF COVID-19 AT KREATIONZ?

If there is a confirmed case of COVID-19 at Kreationz, all enrolled students will be notified via email. The studio will be closed, and thorough cleaning and disinfecting will occur before re-opening. All students and staff who have had contact with the confirmed case will be required to be tested and self-quarantine until the results are received.

HOW WILL YOU BE MINIMISING CONGESTION?

We have made a number of changes to how our classes run to minimise congestion given the current environment. This includes:

- No parents/siblings in the building (with the exception of ONE guardian for pre-schoolers)
- Class maximums limited in accordance with Government restrictions
- Markings on the floor to encourage students to flow through the facility
- Locker areas closed

CAN I STILL TAKE MY CHILD TO CLASS?

Parents of **school aged students** **WILL NOT** be permitted inside the premises. Students aged 10 years and over may enter/exit the building independently to and from their parent’s car. Students under 10 years must be accompanied by a parent to and from the **front door of the building**, where a member of staff will escort them to the studio.

Pre-School students may be accompanied into the studio by **ONE** parent/carer only who must abide by the following conditions:

- Sanitise hands upon arrival and exiting,
- Adhere to social distancing,
- Leave contact information for contact tracing requirements; and,
- Refrain from bringing siblings on site. Should a parent need to bring other children to the studio, you will be required to drop your child at their class and then wait in your car or go for a walk etc.
- Parents of pre-school students **MUST** remain close to the building during their child’s class and be accessible by phone for toileting, etc.

CAN I WAIT INSIDE THE BUILDING FOR MY CHILD DURING THEIR CLASS TIME?

No. Parents cannot enter the building with the exception of ONE pre-school guardian who may wait in the hallway during their child's class time, abiding by the above conditions. Siblings are not permitted to attend due to maximum persons per space rules. Babies are an exception to this rule.

CAN WE STILL COME STRAIGHT FROM SCHOOL?

You can arrive up to 5 minutes before your class time only. If your class is at 4:30pm, and you come straight from school to arrive at 4:25pm that is accepted. If your class is at 4:30pm and you come straight from school and arrive at 3:30pm, your child will not be permitted into the building until it is their class time.

CAN I DROP OFF SIBLINGS AT THE SAME TIME, EVEN THOUGH THEIR CLASSES AREN'T ON AT THE SAME TIME?

No. We can only cater for enrolled students during each time slot. There are strict Government density guidelines and we cannot have spare bodies in the building. Please only drop your child off for their class times (or up to 5 minutes before).

WILL THE TIMETABLE FOR TERM 3 REMAIN THE SAME FOR THE WHOLE TERM OR YEAR?

At this stage, we are planning for the Term 3 timetable to remain the same for the entire Term, however there is the possibility of change. We are keen to get things 'back to normal' as soon as possible, but also need to tread with caution. Hopefully, we will be able to 'relax' drop off times and pick up times as well as re-introduce some more classes soon.

CAN MY CHILD GET CHANGED AT THE STUDIO?

No. Students need to get changed at home or in the car.

WHERE CAN MY CHILD KEEP THEIR BELONGINGS?

Students will be able to place their belongings along the hallway. Please ensure that dance bags are left at home and that students bring as little as possible. Please ensure that everything is labelled, preferably in a zip-lock bag.

MY CHILD HAS A BREAK BETWEEN CLASSES, WHAT SHOULD THEY DO?

We have altered the timetable to reduce breaks between classes for students, including grouping more styles together, where possible. We aim for students to arrive, dance and depart, to avoid congestion and large groups of students 'hanging out'. If your child has a break between classes that is longer than 5-15 minutes, please contact us for instructions.

IF THE OFFICE IS CLOSED, HOW CAN I ASK A QUESTION OR VOICE A CONCERN?

Please do not hesitate to contact us via email or phone. We will be able to get back to you ASAP.

IF THE OFFICE IS CLOSED, HOW DO I PAY FEES?

All Term fees are payable by Direct Debit. If you need to pay for other items such as uniforms, this can be done over the phone by credit card, or via direct bank deposit.

CAN I HAVE A PAYMENT PLAN?

Yes. We offer monthly payment plans as per our fee schedule.

CAN I STILL BUY A UNIFORM AND HAVE MY CHILD TRY IT ON?

Yes, uniforms can still be purchased. The best way to purchase uniforms is via our online order form at <https://www.ecwid.com/store/kreationzmerchandise/>. We can then process your order and have it ready for your child to collect at the studio. You may book an appointment at the studio when classes are not running, to view and try on uniforms. Social distancing and hygiene protocols will apply in this case.

CAN STUDENTS SHARE FOOD?

Students are not permitted to share food, drinks, or belongings.

WILL STUDENTS HAVE THEIR TEMPERATURES CHECKED?

No, we will not be taking students temperatures. If your child is unwell or has a fever, please do not bring them.

CAN MY CHILD WEAR A MASK?

Yes, if you would like them to, that's fine. Please note that if the teacher notices abnormal breathing or dizziness whilst dancing in a mask, the student will be required to sit down and watch.

WILL THERE BE A SHOWCASE THIS YEAR?

At this current point in time, we are unsure whether or not we will be able to hold our Showcase in the theatre at the end of the year. This decision will be dependent on any Government restrictions on audience numbers that may be in place later in the year. If we are unable to get into the theatre for our full-scale Showcase, we will have an alternative in its place, such as in studio mini shows, an outdoor event, or a virtual live streamed event. We are still planning on moving forward with our costume measuring and ordering in late July/early August.

WHY HAS MY CHILD'S CLASS TIME BEEN CHANGED?

Class times have been changed to ease congestion and minimise the number of students in common areas. Changes have also been made to cater for the cleaning of studios in-between classes, and if a class is no longer viable to run, due to low enrolments.

WHY HAS MY CHILD'S CLASS BEEN CANCELLED?

We have created more combination classes and some classes do not have enough enrolments to be viable to run.

We realise that some of the new procedures may be inconvenient, however we have to put the health and safety of our students, teachers and community first, as well as abide by Government regulations. Please keep in mind that this is just a chapter of the year and will hopefully not be long lasting.

If you have any further questions, please do not hesitate to contact us on 0422 413 167 or at info@kreationzdance.com.au.