



MILLER MARLEY SCHOOL OF DANCE & VOICE STUDENT SAFE RETURN POLICIES FOR FAMILIES / PATRONS Updated Friday, May 29th

Miller Marley School of Dance & Voice is committed to the health and safety of our staff, students and families. Miller Marley has created a list of *Safe Return Policies* to ensure a safe and healthy work and learning environment by following local, state, and federal guidelines.

The policies in this document will not be effective unless followed by every family member and patron of Miller Marley. Each policy is put in place for the health and safety of everyone. Miller Marley is requesting that you follow the mandated health criteria in order to keep our students and staff safe during this pandemic. Our Staff thanks you in advance for reading through this document that contains the information for the phasing in of our business at Miller Marley School of Dance & Voice, and your commitment in following these *Student Safe Return Policies*.

PERSONAL RESPONSIBILITIES

As Miller Marley School of Dance & Voice moves into the reopening phase of our business, teachers and staff will reinforce to our students the guidelines of personal hygiene and social distancing practices here at Miller Marley. Parents, please have conversations with your students regardless of their age to adopt these responsibilities and practices. Your Staff at Miller Marley commits to the responsibility of guiding and helping each student, particularly our little ones, as they learn to be self-advocates for their own needs.

SAFETY AND DISINFECTION PRACTICES

For the safety of its students and staff, Miller Marley continues to practice routine cleaning of frequently touched surfaces, studio equipment, doorknobs, light switches etc. with soap and water and disinfectant.

Teachers will ask students to wash their hands:

- After blowing one's nose, coughing, or sneezing
- After using the restroom
- Before and after eating snacks, food

We will ask them to follow the following steps for washing hands as recommended by the CDC:

- **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
- **Rinse** your hands well under clean, running water.
- **Dry** your hands using a clean towel or air dry them.



At times disinfecting wipes may be used in place of washing hands, washing hands is the best way to get rid of germs and this will always be our first choice.

While disinfecting wipes and sanitizer will be available for student use, we would strongly recommend that Students bring their own sanitizer in their dance bag for personal use. Please be cautious with overuse of disinfecting wipes and sanitizer, especially with younger children.

SOCIAL DISTANCING

Parents / students should always maintain a safe social distance (distance of 6 feet apart) when in conversation with teachers, friends or with students.

Certain areas may not allow for social distancing for brief periods of time such as passing each other in the office space or on the sidewalk. If this occurs, pass each other as quickly and efficiently as possible in a respectable manner.

Our Studio Lobby and Student Lounges will be CLOSED until further notice.

- Miller Marley would like to create an outside area this summer for its students along the east side of our main building. Students are welcome to bring a blanket or towel for sitting on the grass or students can use a plastic chair which will be stacked on the sidewalk close to the grassy area. Those students who use the chairs MUST wipe them down with Clorox wipes before stacking them for the next student. Students need to follow the social distancing guidelines of NO more than 10 students grouped together and distanced at 6 ft. apart.
- The Miller Marley Office Staff will be happy to greet its customers and answer questions Parents may have regarding student scheduling, tuition, recital information etc. However, when entering the Office area, Parents will need to have an awareness for social distancing in a small space. Feel free to wait outside, make an appointment or call into the office with your questions. The Office Staff will do their best to serve their patrons in a timely manner.

MASK

Mask will be required for all students Kindergarten and above. Our Preschool students and younger will NOT be asked to wear a mask. Recent research has shown that the universal use of face masks in addition to hand hygiene and social distancing is extremely useful against COVID-19.

The CDC is advising that using a simple cloth face covering will slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Masks would especially be beneficial for our younger students where social distancing is still in transition.

Use of masks in children will be an adjustment, strong parental support and education will be an important piece in obtaining your child's cooperation. Miller Marley will partner with Parents as we work on this initiative together for our family community.

Miller Marley will have disposable masks available for parent and student use in the Office if needed. Miller Marley encourages all students to provide their own face covering.



CLASSROOM ENTRY GUIDELINES

Miller Marley's guidelines for entry into a class will vary between our younger and older students.

For our younger students, the teacher will greet each **student and parent** or responsible adult, checking them in by first taking the students temperature and asking the adult the following questions to enter:

- Are you or anyone in your home showing signs of a cough, difficulty breathing, a sore throat or body aches?
- Do you have a family member that has contracted or been in contact with the virus?

This age-group consists of the students in our **Tiny Twos, Preschool 1 & 2, Kindergarten and First Grade students**.

If any of the questions are answered with a "Yes" response the teacher will contact the office and the student will be sent home immediately. This information will be documented.

For students in the 2nd Grade and UP when entering a class at Miller Marley they will have their temperature taken by the teacher. Teachers will greet their students and conduct a short interview asking the student the following questions:

- Are you or anyone in your home showing signs of a cough, difficulty breathing, a sore throat or body aches?
- Do you have a family member that has contracted or been in contact with the virus?

If any of the questions are answered with a "Yes" response the teacher will contact the office and the student will be sent home immediately. This information will be documented.

Once a class has started, if your student exhibits any of the above, or begins to feel ill while at Miller Marley, report to Nancy Durig, our Office Manager immediately. The student will be separated immediately from other classmates and be sent home immediately. CDC guidelines will be followed for cleaning and disinfecting effected areas where the student has visited.

Miller Marley requests that you closely monitor your child's health. If there is any doubt as to whether your child is displaying any of the symptoms listed in the CDC's COVID-19 as available below. PLEASE keep your child at home!

DO NOT attend class if student displays the following:

- You are not feeling well
- You have a fever
- You are exhibiting symptoms of COVID-19 ([full list](#)) including, but not limited to
 - Fever of 100.3F or higher
 - Cough
 - Shortness of breath or difficulty breathing
 - You have been in contact with someone diagnosed with *and/or* exhibiting COVID-19 symptoms in the past 14 days (including up to 48 hours prior to them exhibiting symptoms)



CLASSROOM / INSTRUCTIONAL TIME

Students will be asked to enter one at a time with an appropriate distance between them. If studio has a 2-door entry / exit design, students will enter through one designated door and exit through the other. They will place their belongings in their selected personal space with distance on each side.

- Our younger students, as identified above, may have one masked parent walk them into the classroom space, assisting their child in preparing for the start of class. Our class time will remain closed to Parents. We ask Parents to wait for their student by remaining in their car.
- Parents / Students of this age group will follow the same guidelines for setting up their personal space.

Students should arrive with a sanitized dance bag, including student's dance shoes, a pair of socks and personal hand sanitizer or wipes. and a pair of gloves is a personal option. Additional items that may need to be packed from home include but not limited to a water bottle, snacks, phone etc. **Miller Marley will NOT allow its students to share water, snacks or other personal belongings with another student.** The snack machine and purchase of water bottles will no longer be available in the student lounge of Studio #5. All public drinking fountains in studios #1, #5 and #6 will also NOT be available for use.

Students will begin their class work assigned to a specific dance space. The floor will be marked with an X, designating their "starting position" within their 6 foot by 6 foot assigned dance space. These 6 foot by 6 foot assigned dance spaces will be referenced as each students "mini-stage."

Classroom instruction and spacing will be dictated by the teacher, keeping in mind the guidelines for social distancing.

Teachers will use the following protocol in preparing and dismissing students.

- Students will be asked to wipe down and clean their personal class space (bars, mats etc.)
- Students will need to change their shoes and pack their bags for dismissal.
- Take care of personal items, wiping them with personal wipes or ones that will be provided.
- Upon leaving, wipe their hands with a Clorox wipe or use hand sanitizer.
- Teachers will manage the dismissal procedure, dismissing students upon the arrival of a parent. (Parents will be asked to wait outside the studio door to meet their student.)

ADDITIONAL INFORMATION

Thank you, Parents for taking the time to review our *Safe Return Policies* for our students. Additional information regarding additional procedures and physical changes to our studio will be shared as we grow closer to our reopening date.

QUESTIONS?

If there are any questions or concerns regarding the policies as stated above, please feel free to contact Brian McGinness, our School Director or Nancy Durig, our Office Manager. For general information please email us at info@millermarley.com