



## **Welcome to classes with Pink Umbrella Theater Company**

We cannot wait to see you in class, whether it be virtual or in-person! When meeting in person, we must work together to protect the health and safety of ourselves, each other, and our community to have a fun class experience.

Below you will find important information about our classes to help you prepare for day one. If you have any questions, please feel free to contact us at [admin@pinkumbrellatheater.org](mailto:admin@pinkumbrellatheater.org) or 414-522-9081.

### **Parent/Guardian and/or Student Checklist**

- Invoices will be sent at the end of the session. If you are utilizing funds from CLTS or IRIS, please connect with your case manager to obtain approval.
- If you are aware of absences throughout the session, please send these in writing to [admin@pinkumbrellatheater.org](mailto:admin@pinkumbrellatheater.org) as soon as possible.
- If you are taking an in-person class, please review our COVID Guidelines and, if necessary, the FAQ page on our website.
- In addition, ensure that the Release of Liability - COVID-19 form has been signed and returned.

### **Preparing for Virtual Class**

- If you and/or your student are participating in a virtual class, please make sure you have the necessary class information and your at-home set-up prepared for the first day of class. A social story can be found on our website and has been emailed to you.

### **Preparing for In-Person Class**

- If you and/or your student are participating in an in-person class, please make sure to review our COVID Guidelines.
- Please bring the following items with you to class: a mask, water, and snacks (if needed). We have hand sanitizer on-site, but feel free to bring your own!
- Reminder to label all your belongings!! Unlabeled items left behind may be thrown away as part of our cleaning process.



### **During In-Person Class**

- Students and staff will spatially distance from each other by remaining in their spots to ensure at least 3-6 ft of distance between others.
- Masks are required
- Upon arriving at class, students will be asked to choose a red, yellow, or green bracelet that signals their comfort level with others being in their personal space. Red means “please maintain distance”, Yellow for “please ask for permission to enter within six feet”, and Green for “welcome into my space”. Students and families assume the risk that comes with wearing the green bracelet.
- In the event of singing and dancing, distance will be increased when singing. In the event of contact during dancing, hand sanitizing will be encouraged after dancing is complete.

Please note as of today, 1.7.2023, Milwaukee County is considered in the Medium risk category.

### **Dress Code & Valuables**

- Please wear clothes that are comfortable and allow for movement. For our in-person classes, we recommend dressing in layers and ask that students wear comfortable, close-toed shoes.
- We recommend that students leave any valuables at home during our in-person classes. We cannot guarantee the safety of valuables, though we will do our best to keep an eye on belongings and encourage that valuables that may be damaged remain put away.

### **Breaks**

- Teaching artists will determine class breaks, but students are welcome to take a break when they need one. Students are encouraged to get a snack, water, use the bathroom, etc.

### **Drop Off (In-Person Classes)**

- Students and parents will be required to check in at the Welcome Station to check in and receive your bracelet.



- Parents, guardians, and caregivers are allowed to stay for class. We ask that you interact only with your student(s) if necessary, during class and follow mask and distancing guidelines with staff and others present.

### **Pick Up (In-Person Classes)**

- Once class is over, students may walk themselves to their vehicle provided they tell a staff member and stay within staff sightlines until they are safely in their vehicle. Parents are also welcome to come to the class area to pick-up their student.

### **Class Changes & Cancellations**

- In-person classes will move virtually if there has been COVID-19 exposure within a class and it is determined to be in the best health interest of our students and community to move to a virtual format.
- All communications to changes in class format will be sent via email.

### **What if myself or my student needs to miss class?**

- If you have a prior or unexpected absence, please email us at [admin@pinkumbrellatheater.org](mailto:admin@pinkumbrellatheater.org) or text us at 414-522-9081.
- Whether you or your student miss a class unexpectedly or planned, we are unable to reimburse you for classes missed.
- For 1:1 Coaching sessions, any scheduling changes need to be made 24 hours prior to class. If a Coaching session is missed, class cannot be rescheduled, just like our Ensemble classes.

### **What if myself or my child is sick?**

- Please Self Screen (as found in our guidelines) and use your best judgment about coming to or bringing your student to in-person classes. If you or your student is sick or contagious, or showing symptoms of any illness, please keep them home.
- Parents/guardians will be promptly notified and expected to arrange to pick up their student if they become ill or show symptoms of illness during class immediately.



### **COVID-19 Safety Protocols**

Our comprehensive COVID-19 Safety Protocols can be found in the FAQ page and in our COVID Guidelines ([pinkumbrellatheater.org/covidguidelines](https://pinkumbrellatheater.org/covidguidelines)) Please read through this document carefully.

All students, staff, volunteers, interns, and all under the umbrella over the age of 5 are required to have vaccines to participate. Masks are mandatory this winter because we are indoors.

### **Thank You!**

We appreciate your time in reading this letter and adhering to our guidelines to ensure a safe, fun environment for everyone! If you have any questions or would like further information on any of our guidelines, we invite you to connect with us through email at [admin@pinkumbrellatheater.org](mailto:admin@pinkumbrellatheater.org) or by phone at 414-522-9081.