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**Important Information. Please Read prior to coming to MONKEY DRAMA.**

**COVID-19 Policy and Procedures**

**We cannot wait to have you all back but we have to adapt the way we operate slightly so that we can keep everyone safe, healthy and happy!**

**If your child is feeling unwell**

1. **First and foremost, please DO NOT bring your child to The Monkey Hoose if they are unwell. This is incredibly important. We may take your child’s temperature if we feel that your child seems unwell during class. We DO NOT want to have to turn your child away at the door so please make sure that your child is completely well and able to attend class. If you are at all concerned, please follow the governments guidance on Coronavirus and testing procedures.**
2. **If your child becomes unwell during a class with a fever or persistent cough, we will phone you immediately to come and collect your child and ask you to refer to the government guidelines.**
3. **If a child tests positive for Coronavirus we will follow government guidelines and ensure a deep clean takes place before we recommence classes.**
4. **It is important that we have a phone number and name of a parent/guardian at the time of booking. We will check we have this before you commence on any class or workshop.**

**Information can be found here** <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>

**Entry/Exit to classes**

1. **Entry/exit for children is at the front door only. Please arrive as close to the start time of your class as possible. We will open the door a few minutes before the start of each class and open the door for children to exit at the finish time of their class.**
2. **There will be markers outside so that parents can keep a safe distance while waiting to drop children off.**
3. **Adults are NOT permitted to come into the building. The exception to this is if you have asked to book the 1 available space to sit in the back room. This space is only available if your child has a medical reason that requires you to be in the building. Children will usually settle very well once you have gone! We will also have a contact number and you can stay close by as there is lots of on street free parking. Which means you can park and wait outside the building.**
4. **If you have booked the space in the back room. You must Enter and Exit via the door in the back lane. You must wear a mask and sanitise your hands on entry and exit. At the end of class you must come to the front door via the back lane to collect your child NOT through the building.**
5. **At no point are adults permitted to enter the room where the class is taking part and your child will not be able to come into the back room to sit with you. This is essential to protect ourselves and each other and to ensure that we can continue to keep our classes open.**
6. **We must follow infection control guidelines and make sure everyone attending the class is safe and do everything we can to reduce the possibility of transmission.**

**Enhanced Health and Safety Procedures**

1. **All children will be asked to sanitise their hands upon entry and exit.**
2. **I know how much the kids love bringing toys along with them but can we please ask that you do NOT bring any toys or anything other than what your child needs for class as they will not be able to bring them in to the class.**
3. **You may provide your child with a bottle of water but do not give them any snacks to bring.**
4. **Please ensure your child has gone to the toilet before class to minimise the need to use the toilet during class.**
5. **Children attending Monkey Drama are all under 12 and not required to socially distance from each other and will engage in the class as they normally would, staff however will keep the advised distance from the children as much as possible to minimise possible transmission.**
6. **Please keep in mind when booking that your child will be left for the duration of the class. I will have your phone number should there be any issue. There is plenty on street free parking so you may wish to wait in your car near by for the duration of the class.**

**Refunds and Cancellations**

1. **Refund: Classes will only be refunded if we are forced to close due to the Coronavirus pandemic. If we have to close due to staff sickness which is not Covid-19 related or if we close due to extreme weather we will offer an alternative class or provide you with online classes for that particular week, we may also offer to add a class onto the end of the term. We unfortunately cannot offer a refund in these situations where an alternative is being offered.**
2. **We cannot offer a refund when you are on holiday, if your child is unwell or if you no longer wish for your child to have a place in the class.**
3. **We are not able to offer a discount if you can not make a full term.**
4. **As the current situation can change rapidly, we may have to revert back to a virtual way of working, we will discuss this situation with you should it arise and provide you with the option of continuing virtually or a refund for the term.**

**Props/Review sheets/Stickers**

1. **Unfortunately, there will be no weekly paper review sheet to say what your child has Learned, Imagined and Explored. I will however put this on the website or send to you via email each week as it has always been an important part of the classes.**
2. **All props will be sanitised between classes. There are certain things we will not be able to use at the moment, such as shared masks and we will avoid instruments for the time being. We have enough of the same props to have 2 separate sets.**

**How to Book**

1. **All Booking will be done online. We will tell you in advance when the next block of booking is online and give current customers first choice before opening for public booking.**
2. **Classes are paid for in terms. Monkey Drama absorbs all paypal and credit card fees.**

**Parties/catering**

1. **Parties: Party packages have changed slightly for the time being. We are still working on this and aim to be offering parties again from end of October. One change will be that only parents of the party children will be permitted to stay in the building. All details will be on** [**www.monkeydrama.co.uk/parties-1**](http://www.monkeydrama.co.uk/parties-1) **as soon as we have finalised plans. We hope to have plans finalised by the middle of September.**
2. **Tea/Coffee facilities: We can not currently provide any tea and coffee facilities.**

**Nurseries and Schools**

1. **Monkey Drama will return to nurseries and schools in line with current government guidance and social distancing measures.**
2. **We will also return to nurseries and schools in line with local authority guidlines as we are aware that there may be a variation in this across the country, which means we will be able to return to some establishments before others.**
3. **We will require children to sanitise their hands and the start and then again at the end of our session. All Monkey Drama staff will also make sure they wash their hands before and after each session.**
4. **Will moving around a school or nursery building, Monkey Drama staff will wear a face shield and/or mask.**
5. **Monkey Drama staff will not wear a mask when running the sessions with the children.**
6. **Children will not be required to socially distance from each other but Monkey Drama staff will maintain a safe distance from all other staff and adults and avoid close contact with children where possible to help reduce possible transmission.**
7. **There will be a line or area marked where children and Monkey Drama staff will distance safety during specific parts of our session. Such as when children need to come in closer for a story or to pick up a prop.**
8. **Only props that we can clean between sessions will be used or a separate set of props will be used when going from class to class.**
9. **We will follow the guidelines on singing within class and judge this accordingly as we move through the route map and follow the First Ministers guidelines.**
10. **All Nursery bookings will be done online via the Monkey Drama website. Unless otherwise agreed with our schools and nurseries who work on an invoicing basis. Private nursery bookings will be bookable on a first come first served basis for each nursery and the full term must be booked.**
11. **Children can not attend mid term or swap classes as we will be keeping children to class bubbles.**