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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 for coronavirus testing. We will then follow NHS and Government guidance in relation to track and trace.**
3. **It is essential 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. **Parents and Guardians must keep a safe distance from each other while waiting outside.**
3. **Adults are NOT permitted to come into the building. Please bare this in mind when booking your child into classes. They must be confident to come in without you. Children will usually settle 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.**

**Enhanced Health and Safety Procedures**

1. **All children will be asked to sanitise their hands upon entry and exit.**
2. **We will also be checking temperatures with a non contact thermometer.**
3. **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.**
4. **You may provide your child with a bottle of water but do not give them any snacks to bring.**
5. **Please avoid bulky clothing and keep coats etc…with you to avoid congestion upon entry/exit.**
6. **Please ensure your child has gone to the toilet before class to minimise the need to use the toilet during class.**
7. **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.**
8. **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: If we have to close due to Covid 19, we will offer you our virtual or zoom classes, until we can resume face to face again. This keeps things less disruptive and means classes can keep running. We can only offer a refund when we can not offer an alternative. If you have to self isolate, we will offer you a virtual class during your isolation period so you can continue to do your classes at home.**
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. **As the current situation can change rapidly, it is possible that we will have to revert back to a virtual way of working on more than one occasion, please be aware of this when booking into the term at Monkey Drama.**

**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 via invoice before opening up spaces.**
2. **Classes are paid for in terms. Monkey Drama absorbs all paypal and credit card fees. If you would like to pay by bank transfer, please let us know.**

**Parties/catering**

1. **Parties: Party packages have been withdrawn for the time being. We are still working on this and aim to be offering parties again as soon as we are able. 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.**

**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 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.**
3. **Will moving around a school or nursery building, Monkey Drama staff will wear a face shield and/or mask.**
4. **Monkey Drama staff will not wear a mask when running the sessions with the children.**
5. **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.**
6. **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.**
7. **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.**
8. **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.**
9. **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.**
10. **Children can attend a two week trial where space allows.**
11. **Class numbers are now limited and we allow a max of 10 children per class.**