

# WELCOME BACK GUIDE

*Please read all information thoroughly - we have made changes to many aspects of our operations  
but we are the same Papermoon Performing Arts!*



Dear Papermoon Families

We are so excited to kick off our 5th season! It's hard to believe that we are already in season 5. We are excited for what this year has in store and excited to see everyone dancing together again. Miss Danielle and our instructors have been SO busy preparing to reopen the studio. We have chosen to open later in September than usual to give dancers and their parents some time to adjust to back-to-school and back-to-work and we also wanted to give ourselves enough time to make sure that all new protocols are in place to make Papermoon the absolutely safest it can be. Please be assured that we are taking covid-19 very seriously and are in compliance with every guidelines set forth by the CDC and by the state. My hope for our studio is that dancers and parents come in and feel as comfortable as possible in our new normal.

Some of the decisions I had to make when deciding how to reopen were not easy ones... for example, rather than try to fill up classes for the sake of enrollment, I have made the choice to limit our class sizes to VERY small numbers in order to ensure that dancers are 12-feet apart at all times, lifting the requirement of mask wearing during class. I did not HAVE to ensure such small class sizes or guarantee instruction without mask wearing, but this was a decision I made in the best interest of our dancers. Please note that now more than ever, the safety and interest of our dancers is my top priority.

This year we will be starting our dance season a little bit differently. Our very first week (September 14-18) will be Back to Dance Open Class Week. Because we have been closed for such a long time, we will be offering open classes capped at 8 and 5 dancers depending on which room the class is held in. These classes will be split by age and serve to ease the dancers back into class. Classes will focus on practicing our new policies with our dancers and instruction time will be spent on stretching, getting to know our instructors again, back to basics, and conditioning. *Competition dancers, you must attend at least 3 classes that first week.* While this first week is not required for recreational dancers, we strongly encourage attending a class or two to acclimate back. On the Online Portal, you will see a separate fee of \$15 and tuition totaling \$0. So YES! \$15 for unlimited classes for Back to Dance Open Class Week. Sibling discount for this week - first child is \$15, second sibling is \$10, third sibling is \$8... FOR THE WHOLE WEEK!

Because of our current public health situation, we understand that committing to something from September to June may be a little scary. We understand. Things are still changing daily and we know that even though we are taking every precaution necessary, everyone is at a different comfort level in terms of getting back to the "new normal". It is also very hard for us as a small business to plan months in advance when things are forever changing...

Therefore, we are asking parents for the first half of our 2020-2021 season to commit to 6 weeks at a time. Tuition for those 6-weeks will be due upfront upon registering or paid in two installments on scheduled days. The first session will run from Sept 21 - Oct 30. The second session will run from Nov 2 - Dec 18 (there is a one week break for Thanksgiving). Before we break for winter holiday, we

will be asking families to commit for the rest of the season (from Jan-June) which includes our summer recital. \*note, before we open registration for our second session beginning on Nov 2, students already enrolled in classes will have the option to pre-register in order to keep their spot in class. Also, a new session could mean possible schedule adjustments.\*

**\*\*ALL OF THIS IS CONTINGENT OF PUBLIC HEALTH CONTINUING TO MOVE IN A POSITIVE DIRECTION\*\***

Please note, these 6-week sessions do not include dancers who are on our Competition Teams. Because these dancers are training and performing at a more intense and specialized level and because of the nature of commitment of competition, these dancers will commit to the season per normal. That includes your competition teams, solos, duets, trios, as well as your lyrical/jazz/ballet recital classes. Of course, if something should happen due to Covid or other pandemic where we are forced to close or go remote, we will access that situation when it comes; however, as of right now, Competition Team dancers will still train for the entire season. Competition Dancers, you have all been emailed a separate document with specific information for you.

As we begin our season, we obviously have some changes in place due to our current public health situation. Please take the time to read through all of our new Covid-19 protocols on our website.

<https://www.papermoonperformingarts.com/new-protocol>

Please note that all families need to comply with our policies in order to attend classes at Papermoon. All dancers, new or returning, need to complete all waivers through the online portal. If you haven't filled them out during the registration process, please log in to your Online Portal to do so. **Dancers will not be able to start class until all waivers have been signed electronically by a parent or guardian or dancer themselves if the dancer is 18+.**

Also, all accounts require a \$0 balance to register for classes. If you are choosing to pay by check, please email Miss Danielle the classes you will be enrolling in so she can complete your registration.

In closing, we thank you for your patience as we move forward with our "new normal". As always if you have any questions, please don't hesitate to email us at [papermoonperformingarts.com](mailto:papermoonperformingarts.com)

### Other new things this season!:

- **New Staff** - We are excited to have Miss Samantha joining us as new staff! Miss Samantha has 20+ years of dance training under her belt and many years of instructing and choreographing as well as a degree in Dance. Her teaching style and pedagogy line up so well with Papermoon and we cannot be more excited to welcome her on board.
- **Welcoming Back** - We are also excited to have Miss Brittany returning for multiple nights of classes (finally!)
- **Class Sizes & Registration** - Class sizes have been limited in order to ensure that dancers can remain 12 feet apart while taking lessons. According to local guidelines, dancers can dance without a mask when 12 feet of distance can be maintained. If dancers are more than 6 feet but less than 12 feet apart, they have to keep their masks on. We have therefore decided to cap our classes at very small sizes. Studio A is currently limited to 8 dancers and Studio B is limited to 5 dancers. Dancers will need to wear a mask when entering and exiting the building or using the bathroom but can forgo masks during class if they choose. They can of course keep them on if they feel more comfortable doing so. If you would like your dancer to keep their mask on during class, please let us know. **Should a class you are interested in fill up, please still complete the registration process and you will be placed on a waiting list. If the waiting list gets large enough to create another class, we will do so, schedule pending!**
- **“3-5 Combo Class” & “Littles Class”** - While our waiting room is closed for the time being, it will be open ONLY for the 3-5 Combo Class and the Littles Class. Parents, we are limiting these classes to only 5 dancers each. We ask that one parent and one parent only come to sit in the waiting room with a mask on while these classes are held. There is enough room inside to keep parents very spaced out during these classes. Cleaning and sanitizing of the waiting room will be done after both of these classes as well as our normal studio room and bathroom cleanings between classes.
- **Ballet Requirement** - In the past, we have always required that dancers 9+ taking lyrical and jazz also fulfill a separate ballet requirement focusing on just technique as ballet is the basis of all dance. Because of how new protocols have affected our scheduling, ballet technique work will now be worked into Lyrical and Jazz Class rather than be held as a separate class. *The teen class is an exception, they will continue separate Ballet Tech classes.* Therefore, you will see the Lyrical/Jazz for 9+ year olds classes will be 90 minutes this season.
- **Tuition** - Because we had to change how we group together classes as well as the duration of some classes, you will see a new tuition calculation. Tuition will be charged by how many hours of instruction you take per week. There will still be a discount (the more hours a week the less cost per hour) and solos, duets, trios, will still be flat rate classes.

- **Opening Number Class** - we are putting a hold on our opening number class for two reasons. 1 - we want to know exactly what our recital will look like before we begin our opening number and 2 - we are hoping that by after the new year we will be able to accommodate more dancers in class at a time. Our opening number class usually has as many as 16-25 dancers in it and that is just not possible right now.
- **Acro-Dance & Hiphop Update** - At this time, we will not be offering acro-dance. We are not equipped to have individual mats and equipment for each dancer and due to the nature of how we usually run acro-dance, we do not have the ability to physically spot dancers. Also, unfortunately, due to staffing we also are unable to currently offer Hiphop classes that meet weekly. For the time being, we will be offering pop-up Hiphop classes. Should any of this change, dancers will be notified of new classes opening.
- **Private Lessons** - All three of our instructors are open for private lessons. Please contact Miss Danielle if your dancer would like to take a private lesson. Private lessons do not necessarily have to learn choreography for performance - a private lesson could be focusing on technique or specific skills.
- **Performance Team** - we are hopeful that public health will continue to move in a positive direction and by spring, we are looking to put together a performance team. The performance team will perform at various places including parades and (hopefully) fairs and festivals! More info on that to come later in the year.
- **Scheduling** - the schedule was the most difficult it has ever been... because of the new guidelines that we have to follow, class sizes are smaller, breaks need to be built in between every new group of dancers coming in and out, cleaning time between classes needs to be built in, we can't have more than a couple dancers having a break at once - it's been quite the task. What you might notice is that your dancer is at the studio less days a week but for longer nights. While I am not an advocate of having dancers at the studio for long nights, the nights for some are longer than they have been in the past. We cannot have 5 different groupings of kids coming in and out of the studio on one given night - there is not enough time to sanitize and clean and limit the flow of traffic and it is just not something I am comfortable with at this time. I tried to schedule using more of a cohort model where the same one or two groups of dancers are the only dancers there in a given night.
- **Full Ballroom Program** - We are SO excited to announce many different offerings for ballroom dance by Miss Samantha.  
*Kids Classes:* Due to covid-19 restrictions, no partnering can be done for non-family members anyways, so kids ballroom classes will focus on genres that do not require dancing in hold including jive, swing, and salsa. We will start by offering "drop-in" ballroom lessons for the first session and by the second session, they will be weekly classes

*Adult Classes:* Right now we are booking private lesson for adults but you have the opportunity to build your own Ballroom Class. Have a group of friends or another couple that you feel comfortable taking class with? You can book a private lesson for you and your partner or for your group of friends. Book 1 to 8 classes at a time using our online portal. We will also be starting up our Open Group Lessons again but we will not be rotating partners and instructors will not be partnering participants. Therefore, singles are of course welcome but signing up as a couple is strongly encouraged!

*Weddings:* Now offering wedding dance lessons for bride and groom, dad and bride, mom and groom and more! Have your routine choreographed or simply take general lessons to feel more comfortable on the big day.

- **Online Portal Registration** - The online portal has been set up so that you can only register for the classes that you are eligible for. Right now the portal is only open to returning dancers for the Back to Dance Open Class Week. **On page 7 please see our timeline for registration and class start dates.**
- **ZOOM:** Should a dancer choose to attend class via Zoom until they are comfortable entering the building, arrangements will be made to live-stream that class.
- **Dancewear & Shoes** - we are still following our same dress code... royal blue or black leotard with tan or pink tights. Shoes are specific to each class. Please start the year with whatever shoes you have but when you are ready to get new ones, please purchase the shoes assigned to your class. Shoe lists can be found at [www.discountdance.com](http://www.discountdance.com) using studio code 11317. Meme's in Watertown also has our shoe list as well as La Luna in Southbury.

## **TIMELINE of registration and class starts**

**Tuesday Sept 8 @ 4:00 PM** - online registration opens for Back to Dance Open Class Week

**Wednesday Sept 9 morning** - competition letters emailed out

**Thursday Sept 10** (it will technically open at midnight on Wed) - online registration opens for returning students for competition teams, solos, duets, trios, as well as our first 6 week session from Sept 21 to Oct 30

**Saturday Sept 12** - registration for our first 6 week session opens to the public

**Sept 14-Sept 18** - Back to Dance Open Class Week classes held

**Sept 21** - official first day of the season

## **Covid-19 Prevention Steps in the Studio:**

- Class sizes have been limited in order to ensure that dancers can remain 12 feet apart while taking lessons. According to local guidelines, dancers can dance without a mask when 12 feet of distance can be maintained. If dancers are more than 6 feet but less than 12 feet apart, they have to keep their masks on. We have therefore decided to cap our classes at very small sizes. Studio A is currently limited to 8 dancers and Studio B is limited to 5 dancers. Dancers will need to wear a mask when entering and exiting the building or using the bathroom but can forgo masks during class if they choose. They can of course keep them on if they feel more comfortable doing so. If you would like your dancer to keep their mask on during class, please let us know.
- All registration will be done online. You can register for classes through our Online Portal [HERE](#).
- We are encouraging the use of our Online Portal to make online payments to ACH (automatic checking withdrawal). This is a withdrawal that comes directly from your checking account. Our payment software never shares your account information - it is a secure payment processing software. We do not accept credit cards at this time. The front desk is to remain closed for the time being. If you cannot make online payments, please let us know that you will be paying by check and mail a check to Papermoon Performing Arts, 49 Commons Drive #2, Litchfield CT 06759.
- We will not be using the doors we normally use that open into the building's lobby. We will be using the door in the center of our space as our own separate entrance. This ensures that we are able to keep our entrances separate from WZBG so that both WZBG and Papermoon are in control of sanitizing and cleaning their own spaces. If you are facing the building, our new separate entrance door is to the right of the building's lobby doors. The door will be marked.
- At this time, no parents are allowed inside the studio. (3-6 Combo & Littles Parents, please note you are an exception to this rule). Our waiting room/lobby is closed.
- Students will not be allowed to enter the studio until it is time for their class to start. Parents, DO NOT drop your dancer(s) off to wait outside. Children waiting outside the building are not the responsibility of our staff.
- When class is over, students will be lead out by the instructor. DO NOT be late. We cannot wait outside with your child as we need time to prepare and clean before the next class arrives.
- Students MUST wear a mask when entering the building. This applies to all ages. They will keep their mask on until all dancers have settled into the dance room and the instructor tells them it is safe to remove masks if they chose to do so. Each dancer will have their own space as we have made grid lines across our entire dance floor.
- Time in-between classes is built into our schedules for staff to clean and disinfect.



- All students will sanitize their hands upon arrival and exit to and from the building.
- Our cubbies are closed to limit shared surfaces. Students need to arrive in only the clothing they will be dancing in and should bring only the shoes they need for class and a water bottle. A plastic bin will be given to each student to put their belongings in. Students will carry these with them into the dance room during class. Bins will be disinfected by staff between all classes.
- Bathrooms will be cleaned between groups/classes. Only one dancer in the bathroom at a time.
- Students and staff who have traveled to a "hot" state or out of the country are asked to remain home for 14 days after their return home.
- Students and staff who have been exposed to covid-19, a covid positive person, or who are showing signs of illness including but not limited to a fever, cough, sore throat, fatigue, sneezing, and upset stomach are asked to stay home. Any students displaying signs of illness upon arrival will be asked to return to their parent's car and go home.

## **IF SOMEONE TESTS POSITIVE**

As restrictions continue to be lifted in Litchfield County and in our state, we are hopeful that things continue to move in a positive direction but prepared for the possibility of returning to Zoom or adapting our current protocol. Our goal is to take a balanced and thoughtful approach that serves our students, faculty, and business.

Below outlines how we plan to address confirmed cases to protect you and our community.

Should we experience a confirmed case of COVID-19 and the dancer/employee was in the studio within the past 14 days, we will:

- Require the following information:
  - o Date of first known symptoms (if applicable)
  - o Date of test taken

\*Papermoon Performing Arts will notify any students or staff members who may have been exposed

- Notify those dancers/employees from 3 days prior to onset of symptoms or the time of test taken via email within 24 hours. At that point, depending on how many people this affects, we will decide if the entire class goes to Zoom for X amount of time.
- Respect the privacy of the infected individual (HIPPA compliance)
- Deep clean the entire studio if positive member/employee has been in the studio within the last 7 days, this will be in addition to our daily deep clean and sanitization

- Require the infected individual to refrain from the studio for 14 days, or until cleared by their doctor (note must be provided to studio owner) and are symptom-free. They may take Zoom classes.
- If an instructor tests positive, we will follow all of the above protocol. If the class itself can still go on because they were not exposed to the instructor during the above timeframe, they will either teach from via Zoom from home or a substitute instructor will step in if available.

A positive COVID-19 reported case in our studio does not warrant an automatic requirement for any team member to be tested. The guidelines and protocols we have in place help protect every individual from being in close contact. “Close contact” as defined by the CDC is being within 6 feet of an infected individual for at least 15 minutes starting from 48 hours before the person began feeling sick to time the patient was isolated. Being aware of proximity and proper use of PPE is everyone’s responsibility and should be taken seriously.

Note: dancers/employees/family members who are exposed to the virus while properly equipped with PPE (e.g. healthcare workers) are not subject to self-isolation, per the guidelines.