



## **Procedures for Classes in 2021**

### **Numbers and distancing**

Children will be split into working 'bubbles' of 15 and will not cross over or mix with other children.

If a child is attending the Lemon Jelly classes, we would expect that they also adhere to the government guidance of limiting contact with others where advised and when necessary. We appreciate that this frequently changes so we appreciate your efforts to stay informed.

We will not be taking on any new students until 1st October and we already have a waiting list. New starters will follow the same procedures.

### **Equipment**

All children must arrive to class with clean clothes and only their lunchbox and a water bottle. No bags, clothing changes or other extra items will be permitted.

Suncream must be applied (if needed) before arriving to Lemon Jelly as we will try and work outside whenever we can.

Lemon Jelly will not be providing props, scripts or equipment for the use of classes. There will be lots of ways for us to stay creative and we have some new ideas that will be fun and engaging. We will also not be doing any physical theatre or contact work.

We will have floor spots that will be sanitised each class for the younger children to be aware of the distancing space and how to use it.

Registers will be done electronically and all paperwork must be completed before class. No paperwork will be available on site during the week.

### **Registration and your details**

All children must be signed up with all of the required details before the term starts. All storage of your details will comply with our GDPR policies.

We have a 'track and trace' report system on our database which will allow us to communicate any reports of CoVid. It is important that all details that we hold for you are correct.

All registration is final and we cannot refund any cancellations if they are made. Should we have to temporarily close because of a confirmed case, we will move the class online until we can safely re-open.

***Booking for our Easter Workshop is for working parents and Lemon Jelly can only provide a service to enable parents to work or attend higher education. Please declare this in your booking and provide any work details that will enable us to alert track and trace is needed. Place of work, contact number and/or email address is useful.***

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## **Finance changes**

CoVid 19 and the impact of its arrival has had a detrimental affect on finances. We completely understand that. We have structured the way that we collect your fees to ensure that it is cost effective for you and efficient for the running of our business.

## **All Classes and Clubs (up to 1hr) and Holiday workshops**

All holiday workshops and clubs up to 1hr will now need to be booked via our website [www.lemonjellyarts.co.uk/book-online](http://www.lemonjellyarts.co.uk/book-online)

Your bookings can be managed through your private portal in the membership area.

## **Academy classes - Subscription**

Academy classes will now work as a 10 month subscription (the good news here being that fees will not go up within the next 10 months).

If you are currently signed up on our database, which many of you are, then you have nothing more to do. Instead of receiving large invoices for the terms classes, monthly payments will be taken from October - July 2021 on 1st of each month. Payments are as follows:

Academy 2hour class: £42 per month (for 10 months)

Academy 3hour classes & Fusion: £62 per month (for 10 months)

## **Sibling discount prices**

Academy 2hour class: £34 per month (for 10 months)

Academy 3hour class: £50 per month (for 10 months)

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## **Risk Assessment round up**

### **Arriving & Collecting**

Each class and group will have their own arrival and collection times and these are set out in the body of the email. We are strict with timings, please respect this by arriving and collecting promptly.

Children must be brought to the venue door by one parent only. All children are expected to sanitise on arrival and throughout the session when asked.

All children will have their temperature taken on arrival. Anyone showing a temperature above 37.7 will be asked to go home and investigate. This will be followed up and acted upon through our track and trace system if necessary.

We ask you **not to attend class and notify us** if you or anyone in your household experiences any of the following:

- A high temperature
- A new continuous cough
- Short of breath
- A sore throat
- Loss of or change in normal sense of taste or smell
- Feeling generally unwell
- Persistent tiredness
- Been in close contact with /travel from a high-risk region / living with a suspected or confirmed case of COVID-19 in the previous 2 weeks.

You will be asked to confirm the above each time you enter the class. Failure to declare the information will mean you are refused entry to the class.

We have worked so hard to ensure safe and hygienic surroundings for our classes to resume. We have obligations to follow through the health and safety at work act, the requests of venues and our umbrella body, the Children's Activities Association. Please help us to keep you all safe and continue to offer performing arts training in the best environment that we can.

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## **FAQ's**

### **What happens if 1 child feels well and the other feels fine?**

If anyone in your household is showing signs of being unwell (from the list above), you should not bring your child to Lemon Jelly and you should all get a CoVid test.

If the test is Negative you can return to Lemon Jelly. If it is positive, you must advise us immediately and isolate for 14 days. We will then inform others via our track and trace system.

### **What Happens if LJ has to close?**

We really hope we do not have to close any of our classes but we have to prepare for if that does happen. If classes (or staff members) have to isolate, classes will be temporarily moved online for the time of the isolation period.

### **Are Parents allowed in to classes to watch or settle their children?**

Unfortunately not, under any circumstances. We understand that younger children may struggle with this and we would advise not bringing them to LJ until they feel comfortable leaving their parents at the door.

### **What happens to my subscription fee if my child moves up a class?**

If they move up from a shorter class, we will end one subscription and start up a new one for you. If they simply move from one day to another, the subscription will remain.

### **Do I need to pay up front?**

For the clubs and up to 1hr classes, yes! Academy subscriptions will be taken from your current direct debit mandate.

### **What happens if my bank details change?**

Not a problem. Please notify us asap and we can cancel one subscription and set up another. Please note that this could take up to 10 days to switch over so please give yourself enough time before collect again on 1st of the month.

### **Will I still get an invoice?**

No! If you do need an invoice for any of your records, please let us know and we can arrange this.

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