



POLICIES AND PROCEDURES WITH COVID-19 GUIDELINES

- 1. Logistics:** In-person classes in Acting, Dance, Voice and WEE Theatre will be held indoor at the Xclaim! Center at 502 College Street, Bowling Green, KY 42101. Ages 4-Adults may apply. Students should be prepared to adjust schedule or move to online class should local officials require. ALL classes meet one hour per week (WEE Theatre is 45 minutes) from August 9 through December 5. Students are encouraged to register for the class that best fits their age group, but some exceptions may be allowed. Acting 2 & 3 students must get instructor approval.
- 2. Capacity:** Class participation is limited to a maximum of 14 per class (6 for WEE Theatre) to ensure social distancing. Staff will be limited. Parents and other individuals will not be allowed to observe after the first day of class (WEE Theatre parents are always allowed to stay). Minimum number of students for each class is as follows: Acting-4, Dance-5, Voice-5, WEE Theatre-5.
- 3. COVID Vaccination:** Staff have been vaccinated. Students are encouraged to get vaccinated when eligible.
- 4. Stay Home Sick Policy:** Students and staff agree to stay home if they have been diagnosed with COVID-19 or have been in close contact with someone who has been diagnosed or are experiencing COVID-19 symptoms: **fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting, and or diarrhea.** If you have been asked to quarantine by local health officials, you are expected to stay home and not attend class in person.
- 5. Attendance:** Students agree to attend class each week throughout the full semester. Although attendance is VERY important, the student agrees to the Stay Home Sick Policy (number 4 above) and will not attend class if sick. Arrangements will be made on a case-by-case basis for missing class, but make-up classes are not offered.
- 6. Drop Off:** Parents, guardians and/or drivers may enter the building at drop-off but are not allowed to stay during class. **Drop-off begins 10 minutes before each class.** Please do not come earlier; another class may be in session.
- 7. Pick-up:** Parent/guardian/drivers may come inside building at pick-up time but not before.
- 8. Physical Distancing:** ALL students and staff members will observe physical distancing between themselves and others at all times. A minimum of 3' will be required.
- 9. Hand Hygiene and Respiratory Etiquette:** Everyone will be asked to wash hands with soap and water for at least 20 seconds upon entry. FDA approved hand sanitizer will be available at all times.
- 10. Personal Protective Equipment (PPE):** All unvaccinated persons, including students, are required to wear a proper cloth face covering while inside the building.
- 11. Food and Drink:** The water fountain at the Xclaim! Center will NOT be in use during classes. Students should bring a bottled drink with a screw-on top or lid. NO straws—or “sippy cups” with built-in straws. No other food or drink should be brought inside the building for one-hour classes. Students must clean up after themselves.
- 12. Student Supplies:** Each class, students must bring their face mask, script(s)/paperwork, a pencil NOT a pen, and drink as described in number 12 above. Please keep all your things in ONE bag.
- 13. Cell Phones:** Students must turn OFF cell phones during class but may turn them on at pick-up.
- 14. Dress Code:** Clothing must allow for free range of movement and MUST adequately cover the body, not exposing undergarments or midriffs. No short shorts or short skirts! **Flip-flops, boots, clogs, HIGH HEELS, and all loose shoes are not allowed!** Participants must wear shoes that cannot slide off when they kick! No bare feet! Students enrolled in dance class must have proper jazz dance shoes. Tap shoes are suggested as well. For dance, hair must be pulled back out of the face and secured.
- 15. Curriculum:** Classes will include lecture and various exercises, drills, & activities meant to instill proper performance technique and develop skills used by professional performers. Acting & WEE Theatre students will be required to memorize lines and rehearse roles. Dance students will be required to rehearse movement & know vocabulary. Vocal students will be required to know vocabulary, rehearse assigned drills and learn their music. All activities and performances will observe proper social distancing at all times!
- 16. Class Performance:** **Students will present a short exhibition of their work at end of semester: TBA Dec. 3, 4 & 5.**

17. Student Expectations:

- Enjoy a social outlet and HAVE FUN!!!
- Attend every class for the full semester.
- Be on time. Classes run based on tight weekly schedules.
- All students are expected to participate in all activities and performance material – no opting out!
- All students are expected to focus on task at hand. Comments, questions & conversations should be relevant and on-task.
- All students are expected to show respect to the **Xclaim! Center**, the staff, and each other. Disrespect may result in expulsion from class—with NO refund!
- All students are expected to memorize, rehearse and perform to the best of their ability. Students will be given fairly equal-size parts in each class (based on age).
- All students are expected to keep up with personal belongings. **All students must bring scripts/paperwork, PPE & supplies every day.**
- All students are expected to practice basic healthy habits: frequent hand-washing, proper diet, proper rest. Proper hygiene is required: bathing, anti-perspirant/deodorant, brushing teeth, clean clothes. Failure to observe proper hygiene may result in expulsion from class—with NO refund!
- All students are expected to follow all guidelines listed in these Academy Policies and Procedures, the rules posted in the Xclaim! Center, and those established during class.
- Students unable to comply with expectations, guidelines and/or Policies and Procedures will not be able to attend class and may be asked to go home—with NO refund.

18. Xclaim! has a no refund policy. No refunds will be issued for any reason, including dismissal or absence.

19. General Behavior: This **Xclaim!** program provides positive youth development in an all-inclusive, family-friendly atmosphere. Language, conversation, dress, behavior, attitude and demeanor not conducive to a supportive, encouraging environment will NOT be tolerated! ***Bullying and other inappropriate behavior will result in immediate expulsion from class—with NO refund!***

20. Student Agreement: The student(s) AND parent/guardian(s) agree to adhere to and abide by all policies and procedures detailed in this list as well as any applicable rules and requirements by state and local health authorities. The student attests to be able to comply with all expectations and willing to adhere to the guidelines.

21. Privacy Policy: ALL participant information is held in complete privacy by staff. Personal information such as contact info or symptom screening will only be shared to appropriate health authorities as required or by request of the participant. When possible, any notifications will be made from Xclaim!

22. Contact Information: Christopher H. Cherry, Executive Director

- **Website:** www.xclaiminc.com
- **Email:** info@xclaiminc.com
- **Phone:** 270-935-3497

23. Xclaim! Performance Academy Staff:

- Christopher H. Cherry, Executive Director/Acting & WEE Theatre Instructor
- Debbie Hall, Company Manager
- Robin McCubbins, Dance Instructor
- Brittany Whitlow, Voice Instructor

24. Forms and Paperwork:

- Registration Form – Due by August 9
- Parental Consent and Medical Release Form – Due by 1st day of class
- Full Payment – Due by 1st day of class

Xclaim, Inc. is a 501(c)3, non-profit organization whose mission is to educate, inspire, and recognize youth performance artists and their mentors in the South Central Kentucky region. Thank you for your support!