



The Capitol
THEATRE
ACADEMY

L'ACADÉMIE
DE THÉÂTRE
du Capitol

WINTER 2021

Capitol Theatre Academy

*The Academy fosters a love of the performing arts by nurturing creativity, promoting collaboration, enhancing communication, improving self-confidence and identity building. All classes are instructed at a level appropriate to the age group and are for both the novice and experienced in a safe and nurturing environment. This document has important information about our classes, policies and our operation plan to limit the spread of COVID-19. **This document is version one created on December 3, 2021.***

1. General Information

- **Form:** Once you've registered through the Capitol Theatre Box Office, you'll receive a mandatory form to fill out. If you have not received the form, please contact us: academy@capitol.nb.ca
- **Drop off and pick up: 33 Church Street** (Capitol House, at the corner of Queen and Church Streets.) For security reasons, we ask that you take the time to park your car and accompany your child to the door. There is parking on Church and Alma Streets if the parking lot next to the building is full. During the semester, we will walk to the Capitol Theatre for a few classes. It is therefore important that the participant is dressed appropriately for a 2-minute walk outside. *****Masks are mandatory to enter our buildings.**
- **Each participant will need:**
 - A water bottle that can be filled on site.
 - To wear comfortable (adequate) clothes, appropriate for moving a lot. No jeans or dresses/skirts.
 - To wear a community mask until they are in their classroom.
 - Cell phones and other electronic devices are not allowed. Cell phones must be turned off or on silent mode. Because theatre is about human interaction and being in the moment, technology can often be a distraction.
 - For the final class, participants should wear comfortable black or dark clothes for the presentation.
- **A typical class:** The instructor will explain the class guidelines and start with a physical, vocal and creative warm up. Then, the instructor explores theatrical concepts with the participants. Finally, the instructor will work with participants to create a short play or skits.
- **Dates to remember:**
 - From March 1st to 7: March break (no classes). Please note that classes will take place on Saturday, February 27.
 - From April 3 to 5: Easter break (no classes).
- **End-of-session showcases (open class):**
 - From May 2 to 12: Rehearsals & Presentations/showcases on the Capitol Theatre stage. The schedule will be confirmed in April. Please note that the date/time will be different from the classes' day/time for the rehearsal and presentation.
 - Each class presents a short play on the Capitol Theatre stage.
 - Free of charge for participants' family and friends to attend.
 - We provide the elements of costumes and accessories free of charge.

IMPORTANT - The format of the showcases will be confirmed later in the session (in front of a live audience or online).

2. Policies

- **Responsibilities:** It is understood that, by attending the **Capitol Theatre Academy**, participants and parents comply with all Policies & Procedures as set out in this document. It is also understood that parents and participants cannot hold their instructors, the administrators or the Capitol Theatre liable or responsible for any type of injury, damages, lost or stolen items.

- **Allergy:** The parent is responsible for notifying us, at registration, if the participant has any allergies.
- **Absentees:** If the participant is not attending, there will be no reimbursement. It is the parent's responsibility to contact us by email or by phone to let us know if their child will be late, absent or has to leave early.
- **Cancellation plan:** If the Academy decides to cancel a class because of the weather or any other reason, the class will be offered online. We will send an email 2 hours prior to the beginning of the class and post it on our Facebook page: [The Capitol Theatre Academy - L'Académie de théâtre du Capitol](#). The participant and/or parents are responsible for checking their email or Facebook to be informed of our decision before coming to class.
- **Refunds:** Cancellations must be made directly with the Academy Director by email at: academy@capitol.nb.ca. A \$50 administration fee will be retained in case of cancellation by applicant. If the Academy cancels a group, a full refund will be issued. **No refunds after 24 hours before the starting time/date of the class and the \$50 administration fee will be retained. In a case of COVID-19, please see section 3.**
- **Payment methods:** The full payment has to be done to register online (by credit card) or in person/over the phone at the Capitol Theatre Box Office (by credit card, debit card, cheque or cash).
- **Cheque:** Please make cheque payable to: [Capitol Theatre](#). All NSF cheques will carry a service charge of \$10.
- **Discounts:** A 10% discount applies to registrations received before December 23. A 25% discount (on the lowest fee) is offered for a second family member or a second class for the Winter 2021 session and registrations have to be done by phone or in person. No discounts can be combined.
- **Receipts:** When you register through the Box Office, you will receive a receipt by email from the Box Office.

3. COVID-19 Operational plan: Guidelines

Due to the COVID-19 pandemic and the restrictions necessary to reduce risks, our environments will not appear and function in the same way as before. To establish a new environment, we had to adapt our operation to this new reality. The detailed operational plan is available upon request. This plan includes our procedures which could be relaxed or become more stringent depending on the provincial guidelines. Here are the guidelines for participants:

a. Physical Distancing

- Participants will have to familiarize themselves and follow the new instructions. Briefings will take place at the beginning as well as throughout the class as reminders.
- Maximum capacity is 15 participants per group.
- Our spaces have been measured and marked on the ground to allow a physical distance of 2 meters during activities that have risks (such as voice exercises and movements).
- A gradual phased in approach to return to play will be put in place (i.e. Structure 3-4 weeks (incubation period of virus) per phase starting with strict physical distancing requirements. Reassess after each phase before loosening restrictions further).
- Participants in a group should be respectful of each other: avoid touching each other without reason and practice good personal hygiene.
- To use the washroom, the participant must ask permission.
- Participants must wash their hands properly and frequently, especially in the following cases: on arrival, before and after meals, after using the washroom, after blowing their nose, coughing or sneezing, after playing with shared toys or accessories and after playing outside.
- Signage at suitable places will remind people of the measures to follow.

We wish to encourage participants to act appropriately, not frighten them. To achieve that, we will have important conversations around respect, openness and honesty so that all are comfortable sharing how they feel.

b. Drop off, pick up and active screening

- Arrival should be no sooner than 15 minutes before class starts.

- When possible, it is recommended that only one designated adult per family be responsible for driving and picking up the participant.
- Parents are not allowed in the classroom. The washrooms are closed to the public.
- The Google form received at registration **must be completed and submitted** before arrival to streamline the check-in process. The information on the form has to be in our files prior to the start of classes. This form will include the “**Appendix A: Parental Confirmation and Acknowledgement of Screening Responsibilities**”.
- Staff will verbally ask parents if they reviewed the screening questions with the participant and confirm that the participant meets all of the criteria of wellness. “**Appendix B: Screening Questionnaire for COVID-19**”. **IMPORTANT - Click here to access Appendix B.**

Anyone who enters the spaces occupied by participants must submit to the same procedures (employees, contractors, etc.)

c. **Mask**

- Anyone entering the building must wear a mask.
- Participants may remove their mask in the classroom and put it away.
- Participants must wear a mask to go to the bathroom.

d. **Facilities management and cleaning (Capitol House & Capitol Theatre)**

- As our buildings have several spaces, the areas used for classes will be exclusively reserved for that use.
- All Theatre employees are subject to the "COVID-19 OPERATIONAL PLAN".
- The cleaning tasks will be carried out by the Academy staff and the theatre maintenance staff.
- All high-touch surfaces, including door handles, handrails, switches, faucets and hand sanitizer dispensers, will be cleaned twice daily by designated staff.
- Props will be cleaned and disinfected after each use.
- The spaces will be cleaned in the morning, during the day before use by another group and at the end of the day.
- Cleaning and disinfection schedules are included in our records.

e. **Exclusions and Outbreak Management**

- After the screening procedure, any employee or participant who responds positively to the questions will have to stay home, contact 811, and not return to the facility until clinical evaluation excludes COVID-19 or a COVID-19 test is negative. If the COVID-19 test is positive, then you must stay home and self-isolate for 14 days. Public Health will advise when isolation may be lifted.
- Any person who has been identified as having seasonal allergies or who suffers from chronic runny nose/nasal congestion are not required to be excluded.
- If a person develops symptoms during the class, they should wear a mask. An employee would have to leave the premises immediately. A participant would be removed from the group and be isolated to the “reserved” area to await the arrival of a parent. The parent will be called and must pick up the participant within one hour. The group and employees of the "suspicious case" will keep their distance from others until the case is evaluated. The Academy will notify parents and employees by email to inform them of the situation and the measures taken. Also, the temperature of employees and participants will be checked every 5 hours and upon arrival.
- Refund: In the event of an exclusion following a positive COVID-19 screening before the start of class, a credit or refund may be offered and will be treated on a case-by-case basis. Medical evidence may be requested.
- If a staff or participant tests positive for COVID-19, Public Health will identify the close contacts and manage the outbreak with respect to Public Health measures and communication.
- If an outbreak is confirmed, appropriate notices for parents/guardians will be posted at all entrances to the facility to ensure that disease information is available for staff and parents/guardians if needed or requested.
- If we find ourselves in the red phase, classes will take place online. The Academy team is ready to put their plan in place if this situation arises. No reimbursements or refunds will be offered in that case.

For questions or additional information, please contact our Director:

Mélanie Lavoie, Director, Capitol Theatre Academy

melanie@capitol.nb.ca 506.383.6200