

# Spotlight ACADEMY

School Policies and Procedures for Covid – 19,

In accordance with Health Canada

- If your child had been exposed to out of province travels/or international travelers he/she will not be permitted to attend class/camp until after the 14 day waiting period is completed.
  - If your Child or anyone in your household is exhibiting flu or cold like symptoms, please do not attend classes. If these symptoms present in class/camp you will be contacted to pick up your child. Please monitor your child's health and wellness daily before attending class/camp.
  - PLEASE inform your child that there will be NO SHARING OF FOOD OR DRINKS – all food and drink containers must go home at the end of the day. Remind your child to collect their belongings daily. Anything left over at the end of the week will be disposed of or donated.
  - Spotlight Academy emphasizes that handwashing is especially important. With it being mandatory for all students to wash their hands on arrival to the studio as well as upon departure. Through-out the day, before meals, and after washroom breaks.
  - With social distancing in place there will be absolutely no touching of any kind. Ex: No hugging, high fives, or pats on the back of Staff Members or other students.
  - ALL Devices/Phones must always stay in backpacks or left at home.
  - Social distancing of 6ft is still in effect as per Health Canada.
  - Spotlight Academy does not tolerate abuse of any kind towards staff members or other students. We are all in this together! So, let us all work together and try our best with all these new changes.
  - No Parents or Guardians will be allowed inside unless there is an emergency. You are welcome to text 250-714-2555 anytime with any inquires or concerns.
  - Unless Physical distancing is not possible masks are welcome but not mandatory.
  - It is critical that only one person goes through a doorway at a time so we can abide by social distancing regulations.
  - Pick up and Drop off times are important. Please drop your child off on time or no more then 5 min early. We are trying to avoid kids gathering in groups.
- \* **Students are expected to supply their own PPE (Personal Protective Equipment) along with sanitizer, sunscreen, and clothing layers for weather dependent days.**

Any questions or concerns about these guidelines please take the time to email Spotlight Academy directly at: [thereelspotlight@gmail.com](mailto:thereelspotlight@gmail.com)

Thank You, Spotlight Academy