

# **2023 TADA! EDUCATION FALL SEMESTER FAQ's**

## *Everything you need to know for a safe, fun, and creative fall at TADA!*

### **Where will class take place?**

- TADA! Youth Theater, 15 West 28th Street, New York, NY 10001 - 3rd Floor rehearsal rooms
  - Students will be accompanied by 2 adults at all times (at least 1 adult will be CPR and First Aid certified)
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### **What should my child bring and wear?**

- ✓ Reusable water bottle with your student's name
  - ✓ Students should wear comfortable clothes that they can move in. Skirts and dresses are fine, but please wear leggings or shorts underneath. Please wear shoes appropriate for movement/dancing (sneakers, dance shoes, or closed-toed shoes). No sandals, flip flops, or crocs please.
  - ✓ Students can keep personal belongings/backpacks in a cubby in the rehearsal room. All personal items (toys, etc) must remain in their backpacks during class.
  - ⊘ Students will not be permitted to eat snacks/food at TADA!
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### **What do I need to do BEFORE class?**

- ✓ Student Information Form (sent immediately after you registered titled "Please fill out this medical form")
    - We have updated our Student Information form so **ALL students (new and returning) must complete this form.**
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### **What is your COVID and VACCINATION policy?**

As of March 7, 2022, please find the following updates to our COVID policy:

- TADA! no longer requires vaccination, temperature checks, or daily health questionnaires for students or caregivers who enter TADA! Masks are optional but encouraged. We still require that all students use the bathrooms and wash their hands before entering the rehearsal room for class.
  - TADA! will be deep cleaned weekly and high touch areas will be disinfected daily and in-between uses. TADA! will supply air purifiers in every rehearsal room, in addition to functional windows.
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### **What happens if a student or staff member experiences cold, flu-like, or COVID symptoms or tests positive for COVID-19?**

**Please do not come to TADA! if you have a fever or are ill.** This would include but are not limited to: fever over 100, recurring vomiting, diarrhea, eye discharge, excessive cough and/or nasal discharge, etc.

- **If a student or staff member experiences any cold, flu-like, or COVID symptoms while in class at TADA!, they will be immediately removed and sent home.** We encourage you to assess whether or not your child needs to be COVID tested, and we ask that you communicate the results with us so we can proceed accordingly.
- If a student or staff member tests positive they will not be permitted to return to class until they have completed their 5 day isolation per [CDC recommendations](#). We will determine the best course of action depending on the timing and number of positive cases, and will inform families as soon as we can.

### **What if my child has special medical needs or medication?**

- TADA! will **not** administer any kind of medication or inhaler with the exception of an Epi-Pen.
  - **TADA! is a NUT-FREE zone, and students are not permitted to eat at TADA! before, during or after class.** However, if your child has a food allergy or medical condition that may require an Epi-pen please bring it with you on the first day of class. Please tell TADA! Staff the following at check-in:
    - Where the Epi-Pen is located and clear instructions for administration
    - A note detailing the type of allergy, severity of allergy (food-borne, air-borne, etc.), parent emergency contact information, and pediatrician contact information
  - Please include all pertinent information about your child's medical needs in the Student Information Form.
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### **What can we expect for daily check-in and check-out?**

#### **✓ Daily Check-In: No one will be permitted in the building until 10 minutes before your scheduled class start time.**

When you enter the 3rd floor, you will be greeted by TADA! Staff who will do the following:

- Greet students, and confirm name and any other information needed
- Ask students to wash their hands/visit the restroom prior to entering the rehearsal room. **Parents are asked to accompany their student to the restroom before they drop their student off at the rehearsal room door. The door to the rehearsal room will open at class time.**
- At the rehearsal room door, students will be greeted by their Teaching Artists.
- **Caregivers are not permitted in the rehearsal room. We kindly ask that you say goodbye to your student at the door of the rehearsal room and leave the building. There is no lobby or waiting room available for caregivers. Please plan accordingly.**

#### **✓ Daily Check Out: last 10 minutes of class**

When you enter the 3rd floor, you will be greeted by TADA! Staff who will do the following:

- **ID check - The adult's ID is checked every time your child is picked up.** We understand that after a few classes, our staff may know you, however, we require that you show your ID EVERY time for your child's safety.
- Students will only be released to the adult on the approved for pick-up list included in their Student Information form. If you would like to add or change this list you will need to inform the education office in writing by emailing [education@tadatheater.com](mailto:education@tadatheater.com)
- **Once your student has been checked out, we kindly ask that you promptly leave in order to minimize exposure. There is no lobby or waiting room available for caregivers. Please plan accordingly.**
- If the designated pick-up person is running late or will not be on time, please call the office immediately at (212) 252-1619 ext.4.

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### **What are the TADA! Expectations and Community Agreement?** At TADA!, we expect respect, kindness, and honesty from our students and staff at all times.

- During the first day of class, Teaching Artist's will review the community agreement that will include expectations as well as other rules and guidelines that the class will adhere to. They will be monitoring students throughout class. If they see any inappropriate behavior or focusing issues, they will do one or all of the following: address them verbally, redirect, speak with them privately, and/or call home.
- You will be notified by the Teaching Artists or a member of the education staff after class or by phone or email if there is a behavioral incident or situation with your student. If we see any recurring patterns with behavior from class to class, we may inform the student and parent that they are not invited to participate for the remaining semester.

### Will there be a Final Sharing?

- Your child's Final Sharing will be held at TADA! in our 3rd floor rehearsal room. You will receive an email the week prior to the Final Sharing with specific information.
  - **The Final Sharing will be recorded,** and we will send you an unlisted private Youtube link to share with friends and family.
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### What is the Refund Policy?

- Registrations are accepted on a first-come, first-serve basis for all programs. Full payment is required upon registration in order to reserve a space.
- Students withdrawing at least one week prior to the start date of a program will receive a full refund and an administrative fee of \$25.00 will be charged. Withdrawal requests received after that date will be ineligible for any refund.
- In order to withdraw, you must email an official request to [education@tadatheater.com](mailto:education@tadatheater.com). The date your email is sent will be considered the official withdrawal date in determining refund eligibility.
- TADA! reserves the right to cancel any program that does not meet enrollment requirements and will inform you no later than one week before that start date of the program.
- We will continue to monitor the situation with COVID-19 and its variants. We will follow CDC and Department of Education guidelines. If we have to close TADA! for any reason, we will continue TADA! programs online via Zoom. No refunds, partial refunds, or credits will be given.

Questions? Email [education@tadatheater.com](mailto:education@tadatheater.com)