

## 2024 TADA! EDUCATION DEPT. FALL SEMESTER FAQ'S

### Where will class take place and who will be responsible for my child?

- TADA! Youth Theater: 15 West 28th Street, New York, NY 10001 - 3rd Floor rehearsal rooms.
  - TADA! classes are taught by two Professional Teaching Artists (Director/Choreographer and Music Director). Our Education Assistant (who is CPR and First Aid certified) will remain in the lobby for check-in, check-out, and additional support to the TADA! Teaching Artists.
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### What should my child bring and wear?

- Reusable water bottle with your child's name
  - Students should wear comfortable clothes that they can move in. Skirts and dresses are acceptable, 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?

- Please complete the Student Information Form (sent immediately after you registered titled "Please fill out this medical form"). Please note: we do not need medical forms from your child's physician.
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### What if my child has medical needs or medication?

- Please include all pertinent information about your child's medical needs in the Student Information Form.
- TADA! will **not** administer any kind of medication or inhaler with the exception of an Epi-Pen.
- 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 a TADA! Staff member 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.), caregiver emergency contact information, and pediatrician contact information

**Please note: TADA! is a NUT-FREE zone, and students are not permitted to eat in the TADA! facilities before, during, or after class.**

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### What can we expect for daily check-in and check-out?

- **Daily Check-In:** Check-in **begins 20 minutes before your class starts**. No one will be permitted in the building until **20 minutes** before your scheduled class. In addition, the doors to the rehearsal room will not open until it's time for class to start. All caregivers will need to remain in the lobby until the door to the rehearsal room opens. Please plan accordingly.
  - When you enter the 3rd floor, you will be greeted by a TADA! staff member who will do the following:
    - Check student in and request/communicate any other info needed at this time
    - Ask students to wash their hands/visit the restroom prior to entering the rehearsal room.
      - Caregivers 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 and leave the building.

- **Lobby - NEW!** In the past, we maintained a closed lobby during semester classes due to enhancing student engagement, limited seating, reducing noise, and enabling our staff to focus on additional tasks. However, the lobby will be open to caregivers **in need**. Please review the following community guidelines for the open lobby:
  - Our lobby space is limited, and unfortunately, not every family member can be accommodated. We recommend taking advantage of this time to enjoy some kid-free moments, perhaps treating yourself to a beverage or having a moment to relax. If you choose to stay in the lobby, please be aware that seating cannot be guaranteed.
  - Kindly be mindful that classes are in session, and it is crucial to maintain a quiet atmosphere in the lobby to avoid any distractions or disruptions to the ongoing classes. We request that you keep the volume down and, if necessary, take phone calls in the stairwell. Additionally, if you are accompanied by other children, please make a concerted effort to minimize noise levels as much as possible. Your cooperation in creating a conducive learning environment is greatly appreciated.
  - To ensure the safety of individuals with severe airborne allergies, we **strictly prohibit food and drinks in the lobby**. Please plan accordingly and refrain from bringing any consumables into the designated area.
  - Regardless of whether you remain in the lobby or not, **everyone** is required to line up with their ID for check-out. Approximately 20 minutes before the end of each class, our Education Assistant will make an announcement for families in the lobby to form a line in preparation for check-out.
- **Daily Check Out:** The check-out process will begin **20 minutes** before the end of class. Regardless of whether you remain in the lobby or not, everyone is required to line up with their ID for check-out.
  - 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 our facility.
    - 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.

**Please note:** although the check-out process will start 20 minutes prior to the end of class. Students will not be released until the end of class time.

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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 Artists 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, 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 caregiver that they are not invited to participate for the remaining semester.
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**Will there be a Final Sharing?**

- Your child's Final Sharing will be held at TADA! in our 3rd floor rehearsal room OR theater (depending on availability). You will receive an email the week prior with more 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 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°, 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 must complete a 5-day isolation period (starting from the date they test positive) before returning to class. After 5 days, they can come back wearing a mask. After 10 days from the date of the positive test, no mask is required. We will assess the situation based on the timing and number of positive cases and will inform families as soon as possible.

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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)

