



We are excited to have you join us this Fall! Please familiarize yourself with the following guidelines for UCCMA Fall 2020 Classes:

- General Guidelines
- Arriving at Class
- Parking and Entrance
- In-Class Guidelines
- Make-Up Class/Absence Policy
- Teacher Absence Policy
- Cleaning and Other Policy
- Illness Policy
- Cancellation Policy

### General Guidelines

- To help ensure the safety of our teachers and our students/families, **mask use is required by all people age 6 and over AND by ALL children in a drop-off class.** Mask wearing is recommended for children age 3 to 5 in classes with a caregiver. Infants and children 2 and under are exempted from mask use. These requirements will remain in place as long as recommended by the Colorado Department of Public Health and the Environment. We will continue to offer virtual class experiences to meet the needs of people unable to wear masks.
- We regret that we are **unable to accommodate siblings that are not registered in any classes at this time**, including occasional drop-in attendance. Please register any children that will be attending class; all children 6 months and older will need to pay the sibling tuition.
- Due to space and number constraints, our limit is **one caregiver per child** in all caregiver/child classes. We look forward to welcoming multiple caregivers into class in the future.
- Until further notice, absolutely **no outside food, drinks, or water bottles** of any kind will be allowed in the building, with the exception of bottles for children age 16 months and younger.
- Be mindful that we share space in a wonderful facility that have their own requirements. Please **do not enter any area of the church that is blocked off**, including upstairs areas.
- To limit traveling through the building, **please use the bathroom at home** before coming to class. If a bathroom is needed during class, please use the bathroom that is designated for your classroom. Please do not congregate in the hallways or near the

bathroom. Bathrooms will be sanitized after each class, and **parents are asked to wipe down/spray surfaces in bathrooms after use.**

### Arriving at Class

- Please arrive no earlier than **5 minutes before your class start time.** Please enter/exit your classroom only through the door marked for your class, following the arrows. Drop off instrument and pre-instrument classes will be met outside by their teachers (see below). Classrooms have classes scheduled 30 minutes apart for sanitization and airing out.
- Please seek and **follow the directional arrows** for moving through our building.
- UCCMA will provide **hand sanitizer** to each student and caregiver upon entering and leaving the classroom.
- **For drop off classes,** please wait in your car until the teacher comes out to meet children. Teachers will meet parents at the same designated location following class. **Parents are asked to be on time for pickup.** If you are running late for class drop off, please escort your child to their class and then return to the parking lot.
- UCCMA cannot allow people to gather in the lobby or hallways and no waiting chairs will be available inside the building.

### Parking and Entrance

- Parking and entrance to UCCMA will be by **the East parking lot and doors,** across from NCMC.

### In-Class Guidelines

- UCCMA has carefully measured and arranged for at least 6-feet of space between teachers and each student. UCCMA will maintain this amount of distance and will guide their students to do so as well. **It is important for even our youngest class members to remain close to their grownup; at this time, we will ask all grownups to keep their young children close at hand.** We understand that toddlers will want to wander and explore, and we look forward to a time when this is safe. Until this time, please redirect your child to your lap and/or space.
- Classes will be kept to a minimum size (**maximum of 4 families**/no more than 11 individuals for caregiver participation classes and **5 children** in a drop off class) to allow for 6-feet of social distancing.
- If you have any questions or comments for teachers, **please email or call teachers to allow them adequate time after class** for disinfecting of classrooms and bathrooms.

### Make-Up Class/Absence Policy

- To protect our families and students, **all makeup classes for absences will be done by live stream or recorded class.** Please email or call to join an existing virtual class as space allows, to sign up for our occasional virtual makeup classes, or to receive a recording of a class to view at home.

### **Teacher Absence Policy**

- If a teacher is absent from class UCCMA may offer **either a substitute teacher or a scheduled virtual class**, based on teacher availability. We will prioritize scheduling any needed virtual classes at the existing class time.

### **Cleaning Policy**

- UCCMA will sanitize our high-use areas throughout the day. This includes pianos, keyboards, drums, door handles, etc, which will always be sanitized between classes.

### **Illness Policy**

- If you or your student have a fever, cough, sore throat, shortness of breath/difficulty breathing, or any other symptoms related to COVID-19 or another illness OR if you have been exposed to someone who is suspected of having COVID-19, please do not enter UCCMA and instead **contact us to let us know** and to arrange to attend a virtual class or to receive a recording of your class. Please contact your HCP to determine when it is appropriate to return to classes.

### **Cancellation Policy**

- Due to the uncertainty of the COVID-19 situation, we are offering our classes in 5 week sessions. If city/county/state officials place us under a Stay-at-Home order, classes for the current 5 week session will be automatically transferred to a livestream or video-recorded class, and future sessions will be on hold.
- We regret that no refunds will be given during a 5 week session.

*UCCMA reserves the right to amend these guidelines at anytime and will notify families of any changes via personal email and our website. Please check your email regularly for any changes that may need to be made.*