**Z-arts COVID-19 Guidance for children and families  
10th September 2019**

**Dear Z-arts Bright Spark Member,**

**Firstly, we want to say how pleased and excited we are to be welcoming you back into Z-arts from Tuesday 29th September.**

**As you are no doubt used to by now, there are some changes that we have had to make to ensure that all children, their families and Z-arts employees are as safe as possible – this is at the heart of everything we have done and will continue to do. We are carefully considering and following the guidance from the Government and World Heath Authority. Some of the guidance and our response to it, has resulted in changes to the days of classes, the classes we are running and how many people can attend. We hope this is temporary and will continue to review our programme and plans on a weekly basis.**

**Please read the information issued by government alongside ours. You can find this at the address below. One point to highlight is that they advise that parents limit the out of school activities that children attend. With this in mind, we are limiting children and young people to one class per week for the time-being.**

[**https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak**](https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)

**This information booklet will outline these changes and how we need all of our valued members to act when they are at Z-arts. This may be quite a long document but please take the time to read it so we all know what to do when you come back through our door.**

**We know that if we continue to work together, understand everyone’s feeling and be kind - then we will all enjoy being creative and imaginative at Z-arts again!**

**If you have any questions, queries or suggestions on how we can improve the changes we have put in place to keep people safe– please let our team know. Most importantly we want Z-arts to remain a fun, vibrant and welcoming place to come and we won’t let a worldwide pandemic stand in our way for long!**

**Many thanks in advance,**

**Saskia Metcalf  
Head of Creative Development on behalf of everyone at Z-arts**

**Bright Sparks Membership**

* All children and young people must be registered Bright Sparks members from before   
  1st April 2020.
* No new Bright Sparks members are available until further notice.
* If your membership has lapsed between 1 April and 29September 2020 then you will be asked to renew your membership.
* The £15 membership fee has been temporarily removed. However, we are asking that if you are able to, that a donation of £15 to Z-arts in lieu of the membership fee would help us in this time of great uncertainty.

**Staff Ratios**

* Z-arts are currently unable to allow volunteers into classes and we wish to keep facilitators within the sessions to a minimum to reduce contact; this means that we have had reduced our staff ratios for the activities.
* As before all facilitators are DBS checked and safeguarding trained and have all undertaken Covid-19 Prevention training.
* **Classes for ages 5-7 years will have a capacity of 6**
* **Classes for ages 8-11 years will have a capacity of 8**
* **Classes for ages 12+ years will have a capacity of 12**

**New timetable**

* As we have reduced capacity within our classes, we’ve altered the regular activity timetable and adapted it to follow the Covid-19 guidance and we are introducing Z-arts Bubbles.
* We have also taken the decision to close Z-arts on a Monday, activities will take place after-school on Tuesday to Thursday and on a Saturday morning.
* We have split this term into two 6 weeks blocks.   
  The first block will be from: w/c 28th September until w/c 2nd November   
  The second block will be from: w/c 9th November until w/c 14th December
* Children can now only sign up for 1 class per week for one 6 week block to allow as many children as possible the opportunity to attend an activity.
* Children will need to choose one of the following activities to attend.
* More details about each class is available online. [www.z-arts.org](http://www.z-arts.org)

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| **Tuesday** | **4.00 – 5.00pm** | **4.30 – 5.15pm** | **5.45 – 7.00pm** |
| **5 – 7 Years (6 cap)** | **Dance Stars with Helena** | **Drama Stars with Tabitha** |  |
| **Tuesday** | **4.15 – 5.15pm** | **4.45 – 5.45pm** |  |
| **8-11 Years (8 cap)** | **Art Stars with Janine** | **Arts Activism with Yemi** |  |
| **12+ Years (12 cap)** |  |  | **ZYP with Tabitha** |
| **Wednesday** | **4.00 – 4.45pm** | **4.15 – 5.15pm** | **5.45 – 6.45pm** |
| **5 – 7 Years (6 cap)** | **Mighty Me with Kirsty** | **Arts Stars with Janine** |  |
| **Wednesday** | **4.30 – 5.30pm** | **5.15 – 6.00pm** |  |
| **8-11 Years (8 cap)** | **Drama Stars with Tabitha** | **Mighty Me with Kirsty** |  |
| **12+ Years (12 cap)** |  |  | **Z-artist with Janine @ Levi’s Music Project** |
| **Thursday** | **4.00 – 5.00pm** | **4.15 – 5.00pm** | **6.30 – 7.30pm** |
| **5 – 7 Years (6 cap)** | **Dance Stars with Tasha** | **Yoga Stars with Gill** |  |
| **Thursday** | **5.45 – 6.30pm** | **5.30 – 6.30pm** |  |
| **8-11 Years (8 cap)** | **Yoga Stars with Gill** | **Dance Stars with Tasha** |  |
| **Thursday** |  |  |  |
| **12+ Years (12 cap)** |  |  | **Levi’s Music Project** |
| **Saturday** | **9.30 – 10.30am** | **9.45 – 10.45am** |  |
| **5 – 7 Years (6 cap)** | **Dance Stars with Tasha (cap TBC)** | **Drama Stars with Tabitha** |  |
| **Saturday** | **11.00 – 12.00pm** | **12.30 – 1.30pm** | **11.15 – 12.15pm** |
| **8-11 Years (8 cap)** | **Dance Stars with Tasha (cap TBC)** | **Dance Stars with Tasha (cap TBC)** | **Drama Stars with Tabitha** |

* Classes will no longer be drop-in but once you have chosen your activity you will attend this for the next 6 weeks in person.
* The other children and young people in the activity will form your Bubble.
* After the 6 weeks has been completed you will then continue with activities online. (More details to follow)
* If you aren’t able to sign up for the first 6 weeks block as the activity is already full – you will be signed up for block 2 in person and your first 6 weeks will be online.
* We will continue to review these arrangements in line with new guidance and will be updating members on plans for post-Christmas by the start of November.
* If you are unable to sign up for any activities pre-Christmas you will be given priority for the activities in the New Year.
* If Block 2 is not fully booked then the places will become available for those who have previously attended Block 1.

**How to register for activities**

* **To register for activities please call Z-arts on 0161 232 6087 between the hours of 3.00 – 5.00pm from Tuesday 22 to Friday 25September.**
* To ensure that all children can attend one activity we are only taking phone bookings.
* There is no online booking available at this time for activities. You can still book online for performances.
* **You will be required to bring a signed Covid-19 consent form on your return. This will be available to download from our website. Copies will be available at Box Office – please bring your own pen!**

**Parent Drop off and Pick-up**

* Where possible please refrain from using public transport to and from Z-arts.
* All adults are required to wear a mask at all times within Z-arts.
* Please ensure that you observe social distancing guidelines when encountering others throughout the building.
* When dropping off and collecting children & young people, please try to limit this to one person. Of course, if you are unable to do this then we do understand.
* Please bring children and young people to box office where they will be registered. This is **VITAL** as this will allow us to **Track and Trace** all visitors to Z-arts in line with the Covid-19 regulations.
* Children and young people need to visit the bathroom before activities start. *Please tell us of any reason that children need to visit the bathroom more frequently so we can ensure facilitators are informed and we are able to safeguard they have ready access.*
* Once you have been registered you will follow the new one way system to drop your child at their activity space where you will be met by the facilitator. Please used marked entrances and exits.
* Adults are encouraged not to wait at Z-arts. However, if you need to wait at Z-arts for the activity to finish you will be allocated a café table to wait at. These will be spaced at least 1.5 metres from each other and you need to remain seated where possible.
* Please arrive promptly for pick up and collect children from the activity space. Just for the time being please exit Z-arts as quickly as possible.
* We have allowed 15 minutes between class start times to minimise the number of families in Z-arts at any one time to help with everyone’s safety.

**Illness**

* Attendance at some classes may require children to have their temperature taken. This has been put in place following Z-arts risk assessing all activities.
* Out of concern for the safety of all of our members and staff, if your child is showing any signs of illness, he/she will not be permitted to attend the activity.
* **Please do not visit Z-arts if you have any symptoms of Covid-19.   
  See NHS website for more details: www.nhs.uk/conditions/coronavirus-covid-19/symptoms/**
* If your child becomes sick while at Z-arts, they will be isolated from others in the building and the parent or guardian will be expected to pick them up immediately. They will be isolated with a member of staff in a safe space identified as the Upper Café.

**Food and Refreshments**

* No food or refreshments will be provided by Z-arts.
* Please do not bring in any items other than a drink bottle clearly labelled with the child’s name.

**Personal equipment**

* Children and young people may bring their personal technology devices at their own risk but they must not be used in activities unless instructed by the facilitator.
* All children and young people will be provided with the resources they need for the activity they are attending.
* They will be issued with their own personal set of materials that will be stored safely to reuse by themselves only each week. For example their own yoga mat that will be disinfected each week and stored in a named bag until the following week. Art classes they will be provided with a felt tips, scissors etc so there is no need to share equipment.

**Social Distancing, sanitisation & PPE**

* In accordance with recommendations from the UK Government and the World Health Organization (WHO), members and staff will be required to observe strict social distancing guidelines by staying at least 1.5 metres away from others at all times.
* Members that continually fail to maintain social distancing guidelines will be required to leave Z-arts.
* New hand sanitisers have been installed across Z-arts. All children (unless medically able to) will be asked to sanitise their hands at the start and end of each activity.
* Z-arts will remind children and families of the "Catch It, Bin It, Kill It" slogan used to promote good respiratory and hand hygiene by recommending carrying tissues, using them to catch a cough or sneeze, disposing of them immediately in a waste bin and then killing any remaining viruses by washing hands or using hand sanitiser.
* Facilitators will be wearing visors throughout the activities and where possible remain socially distanced. Exceptions may occur when they are actively helping children with an activity.
* Children under 12 are not required to wear a mask at any point.
* Children over the age of 12 will be required to wear a mask when moving through the building but not when taking part in their activity and in their designated room.
* All children are welcome to wear a mask if they wish.

**Levi’s Music Project Drop In Sessions**

The Levi's studio is back in action with a reduced capacity but fully functional computer suite and recording facilities for those looking to learn or develop skills in music production! There will be 3 x 45 mins slot every Wednesday & Thursday please see our website for more times extra information and to book your personal slot.

Extra procedures are in place including

* Different computer allocated for each individual slot
* Cleaning of the studio, computer, keyboard etc after each slot and a deep clean each day.
* Hands washing and sanitisation before and after each session.
* Facilitator wearing mask or visor during session.
* Young people required to wear masks during the session where possible.
* Social distancing during session between facilitator and young people during slots.