

ACT TOO PLAYERS

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Summer Session Updates Regarding COVID-19

May 22, 2020

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Message from Act Too

Thank you for your unwavering support and patience as we navigate these uncertain times. We have been busy following the TN Pledge and CDC guidelines to determine what our best options are in keeping our families safe.

Act Too Players plans to open in a limited capacity for our summer session. The health and safety of our staff, students, and their families is our number 1 priority. We have implemented several measures to help keep everyone safe in the coming weeks and months. We have followed the best practice guidelines from the CDC, Tennessee Health Department, American Camp Association, and Governor Lee's Tennessee Pledge.

In response to current COVID-19 safety guidelines we have made the following changes to our summer camp programming:

1. June 8th - June 12th FROZEN 2 Day Camp has been canceled
2. We have canceled at least one camp session on weeks where we had two camps happening simultaneously including:
 - a. June 8th FROZEN 2 Day Camp
 - b. June 15th Little Act Too Players: Disney Princess Mini-Camp
 - c. June 15th Little Act Too Players: Dora the Explorer Mini-Camp
 - d. July 6th CATS the Musical Day Camp
3. Camp size will be decreased to 10 people in each room
4. We have not made a determination on whether we will have the end of camp showcase at the Franklin Theatre. We may choose to do a live stream performance of the showcase with parent pick up at 12:00pm. Further information will be forthcoming.
5. canceled the Mary Poppins Summer Intensive
6. The Little Women Summer Intensive will be split into two casts with 15 people in each cast.
 - a. The first class will be held via Zoom
 - b. Learning the audition material will take place virtually either by Zoom or instructional videos
 - c. Auditions will be submitted electronically

- d. Rehearsals will take place at ATP on Tuesday and Thursday. Some classes may happen online via Zoom.
 - e. After casting, Cast A will meet from 4:00-5:30pm and Cast B will meet from 5:45-7:15pm
 - f. To limit exposure
 - i. Drop off for Little Women will be in the front of the studio.
 - ii. Pick up will be outside at the back of the studio. Signage will be posted.
 - iii. Further instructions regarding pickup and drop off will be sent later.
7. We have added an online musical production summer intensive. The Big One-Oh! Online Edition is a 20-minute version based on the beloved children's novel and hit TYA musical. One-Oh! is specifically designed to be rehearsed, produced, and performed remotely on the internet.
- a. Show Description: Charley Maplewood has never been one for parties – that would require friends, which he doesn't have. Well, unless you count his monster friends, but they're only imaginary. But now that he's turning ten—the big one-oh—he decides to throw a birthday party for himself, complete with a “House of Horrors” theme. Of course, things don't work out as he plans. Will Charley be able to pull it together before the big one-oh . . . becomes the big OH-NO!?
8. We are working to create online virtual theatre camps

If you are enrolled in a session that has been canceled, you will receive a refund of your registration fee in the next couple of days.

The loss of class tuitions, camp registrations, and ticket sales are severe. The COVID-19 emergency has made us face the reality that we will not be able to fully recover the lost revenue which is so vital to our organization. The support we receive from our parents and the community is the core of our existence and without it Act Too, and other arts organizations, could see devastating losses. We ask for your patience, support and understanding during this incredibly difficult time.

Business Process Adaptations

1. **Limit facility occupancy to 50 percent of capacity** as dictated by fire code (as such capacity is adjusted in consideration of closed areas of the facility pursuant to these guidelines)
2. **Modify check-in and check-out procedures** to observe social distancing and implement sanitization measures:
 - a. Check in and check out students outside of the facility
 - b. Stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible
 - c. Have parents and students waiting to check in maintain a distance of 6 ft
 - d. Staff to wear masks during check in and check out
 - e. Students have their hands sanitized upon entry to the facility
3. **Disinfecting of high-touch surfaces:** Staff to conduct regular (i.e., every 2 hours) disinfecting of high-touch surfaces, equipment and common areas of the facility using disinfectant cleaning supplies according to [CDC guidelines](#)
4. **Removal of shared lobby items:** temporarily removing toys, books, and magazines from the lobby
5. **The use of face coverings when in close proximity with others** is encouraged.
6. **Temporarily close water fountains, common areas, break rooms, check-in counters, where customers or employees may congregate.** Encourage students to provide their own water.
7. **Post extensive signage on health policies,** including the following documents, in the workplace to help educate building occupants on COVID-19 best practices:
 - a. [CDC guidance to stop the spread of germs](#)

- b. [CDC guidance on COVID-19 symptoms](#)
 - c. [TNGov Business ToolKit](#)
 - d. Signs asking people not to touch the fish tank
8. **Provide a sanitizing station** with hand sanitizer, Clorox wipes, and Lysol.

Student and Consumer Protection

1. **Screen customers for illness upon entry to studio or during check-in**

- a. Staff to take student temperatures onsite with a no-touch thermometer each day upon arrival at camp.
 - b. Temperatures will be logged at the beginning and end of each shift
 - c. Normal temperature should not exceed 100.4 degrees Fahrenheit. Temperatures that exceed 100.4 will not be permitted on premise.
 - d. Question parents at start of camp week regarding COVID-19 symptoms
 - i. Has your child been in close contact with a confirmed case of COVID-19?
 - ii. Is your child or anyone in your immediate family experiencing a cough, shortness of breath, or sore throat?
 - iii. Has your child or anyone in your immediate family had a fever in the last 48 hours?
 - iv. If the answer to any of these questions is "Yes", the student will not be allowed to participate and no refund will be offered.
2. **Students and Customers will be required to sanitize their hands** upon entering and leaving the facility.
3. **Students, Staff, and Customers will be encouraged to practice social distancing**
4. **Recommend that persons more vulnerable or at-risk** for COVID-19 as identified by the CDC—including those who are over the age of 65 or those who have chronic medical conditions—take extra precaution or refrain from use of the facility during Phase 1 of re-opening
5. **Stay home if feeling ill.** All staff should stay home if feeling ill, report any symptoms of illness to Sondra and Megan and require notification of COVID-19 positive case in employee's household. Employees who are particularly vulnerable to COVID-19

according to the CDC (e.g., due to age or underlying conditions) are encouraged to stay home

6. **Arrive with minimal belongings.** To limit the risk of exposure, students will be expected to arrive with minimal belongings. Ideally, they should arrive with their lunch (day camp only), pencil, cell phone, water, and script.

Employee Protection

1. **Daily Screening:** Staff will be screened with the following questions:
 - a. Have you been in close contact with a confirmed case of COVID-19?
 - b. Are you experiencing a cough, shortness of breath or sore throat?
 - c. Have you had a fever in the last 48 hours?
 - d. Have you had new loss of taste or smell?
 - e. Have you had vomiting or diarrhea in the last 24 hours?
2. **Temperature screening staff:**
 - a. Employers to take staff temperatures onsite with a no-touch thermometer each day upon arrival at work.
 - b. Temperatures will be logged at the beginning and end of each shift
 - c. Normal temperature should not exceed 100.4 degrees Fahrenheit. Temperatures that exceed 100.4 will not be permitted on premise.
3. **Face Coverings:**
 - a. Staff should wear face coverings
 - b. Masks will be optional during instructional times.
 - c. Masks will be required during student check-in and check out
 - d. Masks will be available onsite for staff members
4. **Stay home if feeling ill.** All staff should stay home if feeling ill, report any symptoms of illness to Sondra and Megan. If there is a positive case of COVID-19 in a staff members household they are required to notify employers. Staff who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or underlying conditions) are encouraged to stay home.

These policies and procedures are subject to change based upon changes in applicable law at the Federal, State or Local level or changes in best practices according to CDC or other public health authorities.

All other regular facility rules still apply.

Regular Summer Camp Policies and Procedures

CONTACT INFORMATION

Theatre Office: 615-294-0667

Address: 1113 Murfreesboro Road Suite 119, Franklin TN 37067

Website: www.ActTooPlayers.com

Email: info@acttooplayers.com

Facebook: facebook.com/ActTooPlayers

Instagram: instagram.com/ActTooPlayers

Twitter: twitter.com/ActTooPlayers

Camp Photos: <http://laurengillphotography.zenfolio.com/atp-photo-hub>

ACT TOO CAMP POLICIES

These policies and procedures are subject to change based upon changes in applicable law at the Federal, State or Local level or changes in best practices according to CDC or other public health authorities regarding the COVID-19. Changes in policies and procedures will either be posted or sent electronically.

Cancellations & Refunds

A refund is granted if a program session is canceled. No reduction in fees is given for late arrival, early departure, vacations, special events, short-term illness or expulsion for disciplinary reasons. Cancellation requests must be submitted via email to info@acttooplayers.com twelve

(12) working days prior to the first day of the scheduled session. The registration fee is nonrefundable.

Communications

If anything important comes up throughout the week, we will either contact a family individually, or send a group email to the class. It is imperative that you add info@acttooplayers.com to your email contact list.

Parking Lot Safety

The school is home to children of all ages. Please enter and exit our parking lot with extreme caution. Never park your vehicle in any area that is not a designated parking space. If you park in a space that is very close to the building or its windows, please do not leave your car idling. Please do not allow siblings to play in the parking lot.

During the enhanced safety measures that have been instituted due to the coronavirus our parking procedures are as follows:

- **Day Camps:** Check-In and Check Out will happen outside the facility. One parent or legal guardian is expected to escort their child to the door for check-in. If the child is found to have a temperature, the adult in charge of drop off will be expected to leave with the child. Pick up will be outside of the facility. Parents will be expected to arrive at the door and wait while their child is retrieved from inside the facility. Parents will be encouraged to pick up wearing a face mask.
- **Summer Intensive:** Drop off for Little Women will be in the front of the studio. For students who do not drive, one parent or legal guardian is expected to escort their child to the door for check-in. If the child is found to have a temperature, the adult in charge of drop off will be expected to leave with the child. Pick up will be outside at the back of the studio. For students that drive, they will be encouraged to exit through the back of the studio and walk down the corridor to return to the main parking lot. Parents will be encouraged to pick up wearing a face mask.

Bad Weather/Studio Closings Policy

In the case of inclement weather, please check the website, email, and Facebook for information regarding classes being canceled or postponed. www.acttooplayers.com | facebook.com/ActTooPlayers.

Observation

With very few special exceptions, observers are not permitted in the studio during a class period or technical rehearsals. This year in particular, we will not permit parents, friends or siblings to congregate in the lobby area of the studio at any time.

Class Attire

Please wear tennis shoes or dance shoes and clothes that you can move in. Please no skirts, crocs, or flip flops. If you do wear a skirt, please wear leggings or shorts underneath.

Ticket Policy

Tickets for the Summer Intensive will go on sale approximately one month prior to the opening of the show. You can order tickets by either calling the Franklin Theatre at 615-538-2076 or by ordering tickets online at <https://www.franklintheatre.com/tickets/live-theatre/>

Performances

All performances and technical rehearsals will be held at the Franklin Theatre. Both performances and technical rehearsals are mandatory. Students will need to arrive one hour and fifteen minutes before show times on performance dates.

CAMP PHOTOS AND VIDEOS**For Summer Intensives:**

Personal video taping of our performances is not permitted due to contractual agreements with licensing companies and the Franklin Theatre. A professional videographer will be present to video the show, and you may order a copy via the form sent to you by email, or in the lobby of the theatre the day of the show. No photography is permitted during the show. We will have a professional photographer take photos of dress rehearsal, which we will share with you via Facebook.

For Weeklong Camps:

Videotaping and photography of the weeklong day camp showcase is allowed and encouraged!

Lost and Found

All items are put in a box in the lobby and are kept for two weeks after the camp session.

Check the lost and found box before leaving camp to be sure there are no items belonging to your camper. You may also call the office to schedule a time to pick up items left behind.

T-Shirts

Each camper will be given a Summer Camp shirt to be worn at the Friday showcases. Please update your student's shirt size in the customer portal.

Camper Medical Information

You may update your camper's medical information at any time by logging into your online registration account. Make sure you update

- Camper's Medications
- Camper's Health History

This information will print out on the instructor's information sheet. It is very important that this information is up to date and correct.

If you need to provide medication for your child, please supply enough to last the entire time your camper is at camp, or for however long the medication should be taken. Place all medications in a Ziploc bag and print the camper's FIRST & LAST name on the bag.

Prescribed Medications: MUST be in the original container with a pharmacy label that has the camper name, prescribing doctor name, and directions for use. Do not place medication in medication organizers. Act Too Players staff needs to be sure of the medication he or she is administering to your child.

Over-the-counter Medications: MUST be in the original containers and clearly labeled with the camper's name.

At Camp Check-in: Give the medications in the Ziploc bag to the Instructor.

The Camp Director will contact a parent or guardian if she has questions.

If your child does require medication, please make every effort to be reachable by cell phone or home phone while your camper is at camp in case of emergency.

F.A.Q.s

What should I wear?

Comfortable clothing that you can easily move in. Tennis shoes or dance shoes.

Do I bring a lunch?

Yes, if you are part of the weeklong, full day camps. Please bring your own lunch. We will provide a snack for your child during the weeklong camps. Please no peanut products due to allergies.

Musical Theatre Intensives will not have a scheduled dinner break. Your child may come with a snack. Please no peanut products due to allergies.

Do you have before/after care? (Day Camps Only)

We do not have before or after care, so your child may arrive no more than 15 minutes before class begins and be picked up no more than 15 minutes after class is over. For weeklong, full day camps, this means you may drop off your child at the Act Too Players facility Monday-Thursday starting at 8:45am and pick up between 2:50-3:15pm. If the day camp has a showcase on Friday at the Franklin Theatre, drop off will happen at the front door at 9:00am.

What should I bring to class?

A water bottle, a pencil, a 3-ring binder (for Summer Intensives), and a great attitude!

When and where are the showcases? (Day Camps Only)

All Showcases and performances are usually at the Franklin Theatre. Showcases are at 11:00am on the Friday of the Camp. We'll send additional details out to each class early in the week of their camp. You do not need to buy tickets for the Friday Showcases.

When I miss... what do I do about catching up?

Please "buddy" with someone to get the blocking missed.

How do we get tickets to the show (LITTLE WOMEN Only)?

Tickets will go on sale about a month before the show. You will need to call the Franklin Theatre 615.538.2076 and order your tickets. You can also order online <https://www.franklintheatre.com/tickets/live-theatre/> To avoid the \$3 convenience fee on each ticket, call the Box Office instead of purchasing online.

What if I have a conflict the week before the show? (LITTLE WOMEN Only)

Please note, that the week before the show is MANDATORY! We need absolutely everyone to make the show as successful as possible. Everyone counts!

I have lost my calendar/my children have not given me ANY information... where do I go to find out what they may not have given to me?

Important updates are usually emailed out or sent using the Remind App. We will also send out end-of-week instructional communications to the weeklong camp attendees, and a detailed tech packet for Intensive students. Also feel free to call or email us at the office anytime!

What is a Saturday Work Day? (LITTLE WOMEN Only)

These are extra days that we encourage all the kids to attend. It is an opportunity to work on set, costumes and props as well as get extra time to work on the show! These extra days have proven to be VERY effective in the success of the shows!

What if a parent wants to help out? (LITTLE WOMEN Only)

We call that "Parent Stagers" and we welcome your help. Painting, Sewing, organizing, shopping, errands, hot gluing (my favorite), typing, and many many other tasks are available to parent stagers. We also have a section on the website for that! There is a form attached to this email

that you can send with your child if you would like to volunteer. This also earns you additional Comp Tickets!

When is the audition, and what should my child expect? (LITTLE WOMEN Only)

The Good News: EVERYONE IS IN THE SHOW. Auditioning is probably the most stressful part of being a performer. Because we are a teaching program, each student will go through the experience of an audition. Prior to auditions we will learn required music and choreography! Auditions are not used during the weeklong camps. For our Summer Intensive. We try to make auditions very low pressure. We often invite outside auditors to come to keep everyone on the same playing field. It is perfectly natural for a new performer to be nervous, but this is a great time for them to conquer their fears and go beyond themselves. We will post the cast lists on the website only.

What if I am not going to be in class on the audition day? (LITTLE WOMEN Only)

Please let us know *prior* to that day. We will ask that a video submission be turned in via email, dropbox, youtube, etc by the end of the class time on audition day. We will show these audition videos to our panel to be used in making casting decisions.

Will rehearsals be at the Franklin Theatre? (LITTLE WOMEN Only)

Only your technical rehearsal and the performances will be at the Franklin Theatre. More information about this will be sent via our tech packet about a month before the show.

Will there ever be extra rehearsals scheduled? (LITTLE WOMEN Only)

Yes. We will always schedule additional rehearsals about a week before the show. We may also add additional work days. While the work days are not mandatory, we strongly suggest you attend if at all possible. The Technical/Dress rehearsals are mandatory as it allows the students an opportunity to perform on the stage with lights, props, sound cues, microphones, and lighting. Students may be asked to attend a special costuming session if we are unable to make time during class.