



2020 Guidelines for Parents & Caregivers:

1. **Drop off and pick up:** When dropping off your child, please respect others and follow ground markings for social distancing.
 - a. **Check-in/Check out:** Will be first come, first serve. Please allow 5-10 minutes for the following check in and check out procedures:
 - i. **Check in:** Parents/caregivers will need to verify with the designated check-in staff member that your child and household is not symptomatic (primarily fever, cough, difficulty breathing or other signs of illness within the last 24 hours).
 - ii. **Check out:** When parents/caregivers are picking up their child, they will need to acknowledge the staff member designated with check out and the staff member will check them off the list.
2. **AM & PM Sessions:** Art program participants staying for both sessions in a week will need to **bring their own lunch**. If lunches need to be refrigerated, please let a staff member know and they will place them into individually labeled ziplock bags so that we can continue to store multiple lunches in the refrigerator for food safety, without cross contamination.
3. **Personal Items:** we ask that personal items be limited. Please keep your child's personal items such as lunch boxes and bags labeled and kept in a separate bag to ensure personal items are kept separate from others. During this time, personal toys should be kept at home.

Safety Measures & Procedures

Blue Line Arts teaching artists and staff will uphold the following safety procedures to help mitigate the spread of COVID-19. To further ensure the safety of staff and art program participants, social distancing measures will be

adhered to in the Education Gallery along with frequent cleaning & sanitizing procedures completed by staff throughout the day with as little interference to the art program experience as possible. Adjustment to art programs have been made to ensure the safety of participants, teaching artists, staff, parents and caregivers so that Blue Line Arts can continue to provide high quality, creative summer fun. These include but are not limited to the following:

- All Youth Art Programs are limited to only 10 participants per session.
- For each session, the Education Gallery will be set up with extra spacing to give participants their own designated and unshared work station while still being in a fun and creative group environment. Siblings from the same household will be allowed to share a workstation.
- Participants will use their own designated art materials and no materials will be shared without prior sanitation by a staff member between uses.
- Social distancing will be implemented. Masks are encouraged but will not be required.
- The Education Gallery and outdoor Blue Line Arts Mural Alley will only be used by our art program participants and staff. This area will be cleaned regularly throughout the day to provide participants with a clean and safe indoor & outdoor space to enjoy their snack and/or lunch.
- Staff will sanitize the sink basin between hand-washings to avoid any splash back contamination.
- Bathroom use will be limited to one participant at a time with a teaching assistant chaperone. Bathrooms will be frequently cleaned by staff.
- Friendly signage and reminders to encourage art program participants to wash their hands for 20 seconds (by singing their favorite song, etc), up to wrist, at all handwashing stations.

Please Note: *The COVID-19 pandemic is a challenging and fluid situation. Federal, state and local orders and guidance may change frequently. Blue Line Arts refers to the Child Care Licensing Webpage for up-to-date information and resources. We are adhering to the local public health department's orders and guidelines for providing a healthy and safe child care environment. Our policies and procedures have been provided by CDSS, California Department Public Health, California Department of Education, health care providers, and other*

essential government authorities. Blue Line Arts will continue to stay informed throughout this changing situation for the most current updates and requirements in order to ensure each program provides a high quality experience for participants.

Cancellation/Refund Policy

Blue Line Arts reserves the right to make changes to programs and instructors at any time in order to provide the best experience possible for participants.

Please note all membership fees and event registrations are non-refundable.

Refunds: a full refund will be granted if a program is cancelled by Blue Line Arts staff (for example: a cancellation due to low enrollment). In the event that a program cancellation occurs, registrants will be notified 48 hours before the start of the program. Registrants will be given the option to use their registration as a credit towards another program or a full refund. For full refunds to be processed, please allow 5-10 days for it to show up on your bank statement.

Cancellations & Withdrawals: if a registration needs to be cancelled or withdrawn for any reason, Blue Line Arts needs to receive the request in writing:

by mail: 405 Vernon St. #100, Roseville, CA 95678

or email: info@bluelinearts.org

All event registrations are non-refundable but the exact amount can be **transferred as a credit to another program as long as Blue Line Arts receives notice before the start of the scheduled registration.** Please notify Blue Line Arts immediately by phone or email if you or someone you have registered for is unable to attend the program so that a participant on our waiting list may attend.

Charter School Vouchers: we currently accept purchase orders (PO's) from the following Charter Schools:

- Sutter Peak Charter Academy
- Pacific Charter Institute
- South Sutter
- Inspire Charter Schools
- The Cottonwood School
- Home school Concierge

If you do not see your Charter School on this list, please send us a request:

info@bluelinearts.org