

**DROP OFF / PICK UP PROCEDURES FOR RECplex**  
**(Updated as of August 20, 2020)**

***Important Information about RecPlex during the Fall 2020 term***

- Parents are allowed inside the building to drop-off or pick-up dancers from the Dance Studio and are required to wear masks inside the building.
- Parents are not allowed inside the Dance Studio at any time.
- Once the dancer is dropped off as outlined below, parents must exit the building.
  - The building is only able to accommodate registered program participants during Phase 4 with the limits set by the State of Illinois. There is no public seating available to parents inside the building.
  - Parents may wait outside at Kopp Park or in their cars if they wish to stay onsite.
- Dancers may only enter RecPlex during the class times they are registered for.
- Dancers may only stay in the building if they have back-to-back classes. Any breaks longer than 15 minutes will require dancers to leave and re-enter the building with their next class.
- Water fountains and vending machines have been turned off. Please bring a disposable water bottle. Dancers with back-to-back classes may bring a snack, preferably something easily disposable.

***Drop-Off Procedures for RecPlex***

- Dancers should come to the studio dressed and ready for class. You may wear warm ups over your leotard and tights.
- All dancers should have masks on before they enter the building.
- Dancers should enter RecPlex via the doors facing west. These doors are marked as the primary entrance by a sandwich board sign visible from the parking lot.
- Head to the second floor Dance Studio. Please maintain social distancing in the hallway outside the studio and wait for your instructor to greet you at the scheduled class time. Please DO NOT open the door to the studio independently.
- ALL DANCERS under the age of 18 is required to have a parent answer both health questions 'NO' verbally to the instructor. If a parent is not present, a copy of MPPD's Daily Health Screening form a signed and completed by a parent is required to be turned in prior to a student entering the building.
  - NO DANCERS WILL BE ADMITTED TO THE STUDIOS WITH OUT A COMPLETED DAILY HEALTH SCREENING FORM OR VERBAL PARENT RESPONSE. Please do NOT drop off your child without taking care of this.
  - Here is a link to a copy of the Daily Health Screening form for your convenience:  
<https://www.mppd.org/wp-content/uploads/2020/08/Daily-Health-Screening-Form-8.21.20.pdf>
- After the health screening questions are accounted for, dancers will be escorted into the studio and parents may depart the building until class pick-up time.



### ***Dance Classroom Procedures***

- Each dancer will be assigned a numbered space for his/her dance bag that corresponds with a space in the dance studio. Please only bring necessary items as space is limited.
- Dancers will be allowed to go to the designated storage space in small groups, then will proceed to the corresponding dance space as directed by the instructor.
- Dancers will hand sanitize before class.
- Dancers are required to wear masks in studio. Wearing a mask is the safest for everyone.
- Dancers will sanitize hands between warm-up and center work, as well as at the end of class.

### ***Pick-Up Procedures for RecPlex***

- A parent may re-enter RecPlex via the doors facing West five minutes or less prior to class dismissal to pick-up a dancer. Dancers will be dismissed from their studio space to gather their things in small groups.
- Please be prompt at pick-up time, as the instructor will need to return to the studio to conduct between-class cleaning prior to the arrival of the next group of dancers.
- Dancers and parents should exit RecPlex via the doors facing North.

***We thank everyone in advance for their cooperation as we work together in the best interests of the health and safety of all our dancers and faculty!***