



**DAVENPORT**  
PARKS & RECREATION



DAVENPORT JUNIOR THEATRE



# Theatre: Class Guidelines

Our goal is to keep everyone safe, healthy and having fun. We recognize that extracurricular activities fulfill a crucial role in a child's development and sense of mental well-being. To do this, we try to our best to run an organized, proactive, and safe space for all. We want to keep you in the know!

FACILITY MAP: Found on page #3. Main office for registration and questions in Cottage 15.

The following procedures shall apply for all programs.

For registration information and class lineups - [Follow This Link](#)

## BEFORE CLASS:

- All programs are held at Davenport Junior Theatre inside one of our Cottage Studios. The campus is broken up into a variety of small cottages. A map is provided at the end of this document. Classes will be held in either Cottages 11, 12, 15, or 16. Your receipt identifies where you are to report for class. We will also have staff ready to assist you during week #1.
- Sign In : Students and guardians should arrive no sooner than 5 minutes before the scheduled start time. Sign in will happen right outside your classroom in your assigned cottage. Sign in and access to the studio does not occur until the start of class time, but waiting areas are open prior to class.
- When possible, we ask that only one guardian escort the child into the building to limit traffic. Same at end of class.
- Signage will be placed to guide students and families to correct cottage.
- Guardian should accompany student at all times for sign in and sign out.
- Students who are sick or exhibit symptoms of illness should stay home. If you are going to be sick or absent, please call our front desk at 563-888-2227.
- Once signed in, students will report directly to their classroom.
- Younger students may need parental assistance for restroom. Cottage 15 is setup with a lobby waiting space in lower level for guardians to wait if their child would need help for a potty break.

*(MORE GUIDELINES AND INFO ON THE NEXT PAGE)*

## DJT Contact Information

**Theatre Programs** - Michaela Holvoet  
[Michaela.Holvoet@davenportiowa.com](mailto:Michaela.Holvoet@davenportiowa.com)

563-888-2226

**Theatre Front Desk** - Tammy Critten  
[Tammy.Critten@davenportiowa.com](mailto:Tammy.Critten@davenportiowa.com)

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# Theatre: Class Guidelines

## Continued

### DURING CLASS:

- Students are to have fun! : )
- Our goal is to make a welcome, inclusive, team environment that sets us up to take risks, learn, and explore.

### AFTER CLASS:

- Students will be picked up in the cottage where class is held. This is the same place for drop off.
- Upon completion of class, teacher will sign out students to guardians inside cottage.
- Students will be dismissed one-by-one to ensure safe return to families.
- If you have questions for the teacher, please step aside and allow other students and guardians to exit cottage first.
- Assistance for registration or general questions can also be answered in our main office Cottage 15.

### WHAT OUR STAFF DOES:

- As a team, we are committed to everyone's health and safety at DJT.
- All cottage studios are equipped with Medify Air Filter systems with Hepa filters installed.
- Staff who exhibit these symptoms of sickness will stay home and we will find an appropriate substitute for your child's class.
- We provide a 15 minute break between classes (minimum) held in cottages to allow for good ventilation, air purifying, and general cleaning.

For registration information and class lineups - [Follow This Link](#)

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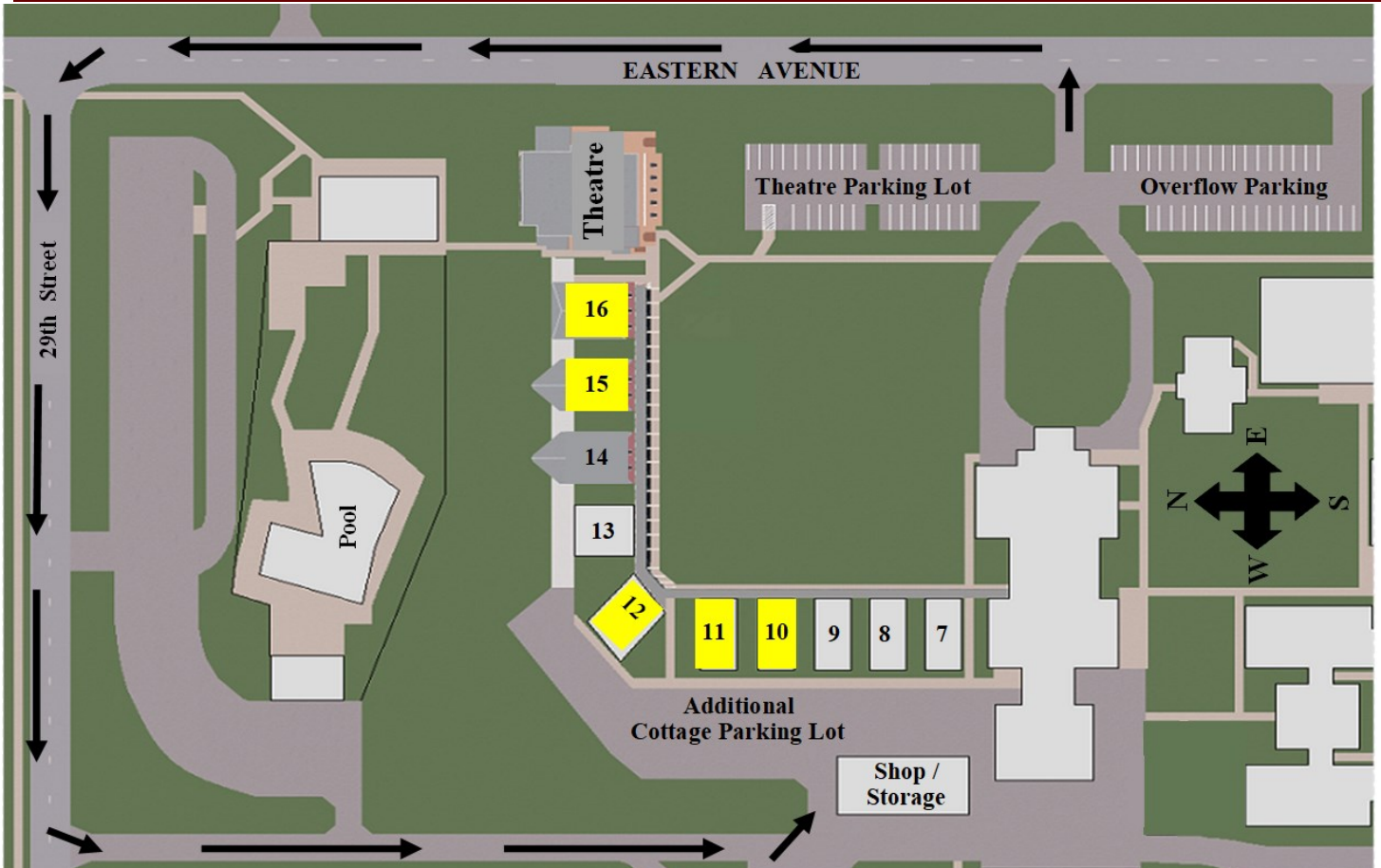
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# Theatre: Class Guidelines

## FACILITY MAP AND LAYOUT



- \* **Theatre** : Dance Studios & Lobby in lower level / Main theatre in upper level
- \* **Cottage 16** : Lower Level Studio & waiting room / Upper Level Studio & waiting room
- \* **Cottage 15** : MAIN OFFICE lower level, waiting room / Upper Level Studio
- \* **Cottage 12**: Lower Level waiting area / Lower Level Studio
- \* **Cottage 11** : Lower Level waiting area / Upper Level Studio
- \* **Cottage 10** : Lower level waiting area / Upper Level Studio

*Theatre classes check in directly to their studio. Dance classes sign in at lower level of theatre. Tumbling classes meet in Cottage 10. Please do not enter buildings sooner than 5 minutes before start time. Students will be signed in and out at their drop off location. For registration and general questions, please visit the MAIN OFFICE in Cottage 15. We will communicate routinely through handouts at the end of class and emails. Be on the lookout!*

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