



## **Planet Math Camp Policy**

It is Planet Math's number one priority to ensure that our staff members & campers are safe especially when the COVID-19 pandemic continues to pose a challenge for Bermuda and our world. Therefore, in accordance with the Bermuda Department of Health here are the guidelines and protocol for camps.

### **Screening Practices**

It is important to assess the checklist before sending your child to Planet Math. Any child that reports new COVID-19 symptoms or any infectious illness should stay at home and seek medical advice. Signs are placed at the entrance at Planet Math as a reminder of the COVID-19 symptoms. Anyone having these symptoms should not enter the establishment even if it resembles a common cold.

### **Sickness During Camp**

Students who become symptomatic while at camp will be isolated and parents or guardians will be contacted immediately.

Information on the student who becomes sick will be communicated to the Department of Health and they will not be permitted to return to camp without proof of negative COVID-19 test result.

### **Confirmed Case of COVID -19**

If a student tests positive for COVID-19, the Department of Health will begin contact tracing and work with Planet Math to provide follow-up recommendations. Any information shared will be kept confidential.

Students who have tested positive for COVID-19 will not be permitted to return to Planet Math until after their 14-Day quarantine period has ended AND they have received a negative result AND have been cleared by their doctor to return.

### **Students with Pre-existing Conditions**

When registering with Planet Math's camp, parents should list any pre-existing conditions students may have such as allergies etc. Parents are requested to contact Planet Math's Administrator if these pre-existing conditions change.

### **Physical Distancing**

The Bermuda Ministry of Health has recommended that the working space should be 3 to 6 feet (1 to 2 meters).

In cases where the physical distance is not possible extra emphasis is placed on hand hygiene, wearing masks, and cleaning/disinfecting on a regular basis.

#### **Masks**

- Face masks are recommended to be worn to prevent the spread of germs when entering and leaving the building and going to the bathroom.

### **Arriving at Planet Math**

During arrival, their temperature will be taken from the wrist and recorded. Hands will be sanitized before permitted into the building. Campers must wear their masks when entering the building. If campers do not have a mask then one can be purchased at a cost of \$5.00.

## **Pick-Up/Drop Off**

As a measure of precaution, parents/guardians will not be allowed to enter the building to collect their child. At the end of camp day, parents may collect their child from the lower porch.

## **Supplies**

It is highly recommended that campers bring their own supplies such as pencils, pens, calculators etc. Belongings should be labelled with child's name & sharing of items will not be allowed.

## **Planet Math Cleaning Protocols**

Each classroom will be provided with their own disinfecting supplies. Planet Math building will be professionally cleaned at the end of each camp day.

## **Traveling**

If the child or household members travel, a copy of the traveler's negative Day 8 results must be shared with Planet Math before the child returns to camp. After Day 8, the child may return to camp but must wear mask at all times until receiving test result is negative on Day 14.

Planet Math will continue to monitor the COVID-19 pandemic and work in accordance with the regulations from the Bermuda Department of Health. This is a working document and Planet Math will make adjustments as necessary to ensure the safety of our staff members & campers.

## **Additional Requirement (Updated May 2021)**

1. All children and staff will wear their face masks **at all times, when indoors**, as the UK strain of the COVID-19 virus is extremely infectious.
  - ❖ Each child will bring at least 2 clean, name-labelled masks to camp per day.
2. The group bubble size will be **up to 10 individuals**, in total, per room with 6 feet physical distancing and good ventilation (open doors and windows) – for example, 8 children and 2 camps counselors or 9 children and 1 camp counselor.
3. Daily attendance lists for each group of 10 will be maintained each day and available to Government of Bermuda Officers, who visit the camp and should contact tracing be required.
4. Each child will be assigned to a group for the duration of the camp and remain with that group on any day that s/he attends the camp. Children cannot be switched from one group to another for any reason.
5. Group bubbles **will not mix or merge** for any reason, including outdoor play.
  - ❖ Staff/camp counselors will access their group's location, **only** and will not enter that of any other group during any given day.
6. Field trips are permitted, as long as parents' private vehicles are **not** used to transport children from other households.

# Planet Math Physical Tutoring Policy



It is Planet Math's number one priority to ensure that our students, tutors and staff are safe especially when the COVID-19 pandemic continues to pose a challenge for Bermuda and our world. Therefore, in accordance with the Bermuda Department of Health here are the guidelines and protocol for physical tutoring.

## Screening Practices

It is important to assess the checklist before sending your child to Planet Math. Any child that reports new COVID-19 symptoms or any infectious illness should stay at home and seek medical advice. Signs are placed at the entrance at Planet Math as a reminder of the COVID-19 symptoms. Anyone having these symptoms should not enter the establishment even if it resembles a common cold.

## Sickness During Tutoring

Students who become symptomatic while at tutoring will be isolated and parents or guardians will be contacted immediately.

Information on the student who becomes sick will be communicated to the Department of Health and they will not be permitted to return to tutoring without proof of negative COVID-19 test result.

## Confirmed Case of COVID -19

If a student tests positive for COVID-19, the Department of Health will begin contact tracing and work with Planet Math to provide follow-up recommendations. Any information shared will be kept confidential.

Students who have tested positive for COVID-19 will not be permitted to return to Planet Math until after their 14-Day quarantine period has ended AND they have received a negative result AND have been cleared by their doctor to return.

## **Students with Pre-existing Conditions**

When registering with Planet Math's tutoring program parents should list any pre-existing conditions students may have such as allergies etc. Parents are requested to contact Planet Math's Administrator if these pre-existing conditions change.

## **Physical Distancing**

The Bermuda Ministry of Health has recommended that the working space should be 3 to 6 feet (1 to 2 meters).

In cases where the physical distance is not possible extra emphasis is placed on hand hygiene, wearing masks, and cleaning/disinfecting on a regular basis.

### **Masks**

- Face masks are recommended to be worn to prevent the spread of germs when entering and leaving the building and going to the bathroom.

## **Arriving at Planet Math**

When students arrive for their tutoring session, their temperature will be taken from the wrist and recorded. Students' hands will be sanitized before permitted into the building. Students must wear their masks when entering the building. If students do not have a mask then one can be purchased at a cost of \$5.00.

## **Pick-Up/Drop Off**

As a measure of precaution, parents/guardians will not be allowed to enter the building to collect their child. When the tutoring session has ended parents may collect their child from the lower porch.

## **Supplies**

It is highly recommended that students bring their own supplies such as pencils, pens, calculators etc. for their session.

## **Planet Math Cleaning Protocols**

Areas that are frequently used such as doorknobs, hand railings, keyboards, tables etc. will be disinfected between each session. Each tutoring station will be provided with their own disinfecting supplies.

## **Traveling**

If students or household members travel, a copy of the traveler's negative Day 8 results must be shared with Planet Math before the student returns to physical tutoring. After Day 8, the student may return to physical tutoring but must wear mask at all times until receiving test result is negative on Day 14. During this time of quarantine, families may decide to schedule virtual tutoring to fill this void.

Planet Math will continue to monitor the COVID-19 pandemic and work in accordance with the regulations from the Bermuda Department of Health. This is a working document and Planet Math will make adjustments as necessary to ensure the safety of our tutors and students.



Description	Price (\$) per session
1:1 Tutorial (Onsite)	90
1:2 Tutorial (Onsite)	75
1:1 Tutorial (Online)	75

Package for 1:2 Tutorial	Price (\$)
8 sessions (Onsite)	550
12 sessions (Onsite)	775
20 sessions (Onsite)	1200

**\*Onsite Tutorial: Only at Planet Math Facility**

**\*\*Online Tutorial: Via ZOOM**

**\*\*\*Effective April 01, 2020**





## Prepayment Policy

Dear Client,

Thank you for choosing Planet Math as your one-stop-shop for everything Math related. This document serves as an early notice for the upcoming changes to our payment policy. With an **effective date of April 01, 2020** all clients of Planet Math are required to make prepayments for their tutorial sessions as invoices will be provided monthly. This prepayment should be made at the beginning of the month in advance to include your standing order of tutorial sessions. Please see Exhibit 1-2 for clarity around this revised Payment Process.

### Exhibit 1

**Student A** receives tutorials on Mondays @ 5pm starting on **April 03, 2020**. Therefore, client should make a remittance of \$300 (\$75\*4sessions) - {April 3<sup>rd</sup>,10<sup>th</sup>,17<sup>th</sup>,24<sup>th</sup>} by **April 1<sup>st</sup>**.

### Exhibit 2

**Student B** signs up on Monday, April 6<sup>th</sup>, 2020 then begins tutorials on Tuesdays @ 4pm starting on **Apr. 7<sup>th</sup>, 2020**. Therefore, client should make a remittance of \$300 (\$75\*4sessions) - {April 7<sup>th</sup>,14<sup>th</sup>,21<sup>st</sup>,28<sup>th</sup>} by **April 7<sup>th</sup>**.

**Disclaimer: There will be no rollover credits for cancelled sessions. You will be granted 7 days to makeup for cancelled sessions. (Please contact Planet Math Administrator)**

*As always, thanks again for choosing **Bermuda's Best Math Tutoring Service, Planet Math**. We are here to serve you and we take great pride with each opportunity as we continue to provide high-quality tutoring/education and professional services.*

**"To be the leading Math institute in Bermuda while establishing our brand globally"**

### **Contact Details:**

Tremont House | Upper Floor  
4 Park Road | Hamilton, HM 11 | Bermuda  
[planetmathbda@gmail.com](mailto:planetmathbda@gmail.com) | 441-707-1412  
[www.planetmathexplorers.com](http://www.planetmathexplorers.com) |

# Planet Math

## 24 Hour Cancellation Policy

Cancellation & late arrival phone number: [441-707-1412](tel:441-707-1412)  
Parents please store this number where it will be convenient for you.

Please remember that tutorials are standing appointments each week and that the tutors will be there ready to teach.

Reason for this policy: Notifying us of your intention to cancel or reschedule 24 hours in advance gives us an opportunity to schedule someone else for that time slot. This is important because others may be on a waiting list or may also be looking for an opportunity to reschedule for a different time. As much advanced notice as possible is always appreciated.

**IF YOU CANCEL YOUR APPOINTMENT WITH LESS THAN 24 HOURS NOTICE, YOU WILL BE CHARGED FOR THE MISSED APPOINTMENT.**

**IF YOU SIMPLY DO YOU NOT SHOW UP FOR A SCHEDULED APPOINTMENT, YOU WILL BE CHARGED FOR THE MISSED APPOINTMENT.**

**ARRIVING LATE WITHOUT NOTIFICATION: THE TUTOR WILL WAIT FOR UP TO 15 MINUTES AFTER WHICH HE/SHE WILL ASSUME YOU ARE NOT COMING AND MAY LEAVE THE BUILDING. IN SUCH CASE, YOU WILL BE CHARGED FOR A MISSED APPOINTMENT.**

If you are running late, please notify us and we will still have the session.

As always EMERGENCY situations are inevitable and we kindly request that you provide us with details as soon as possible in the above-mentioned scenario. Situational cancellations will be taken into consideration on a case-by-case basis

If you have any questions about this cancellation policy, you may contact us any time.

There will be **no rollover credits** for cancelled sessions. You will be granted **7 days to makeup for your cancelled sessions** (please make arrangements with Planet Math Administrator)

*Thank you,  
Planet Math Management*