

THEATRE SCRAPBOOK

HANDBOOK

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Owner & Director

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PICK UP AND DROP OFF

At no time will participants be allowed to be unsupervised. **Participants should arrive 10 minutes before a scheduled rehearsal and be picked up no later than 10 minutes after a scheduled rehearsal ends.** Any participant who comes to rehearsal more than 10 minutes late will not be allowed to participate in the production.

Participants must sign in upon arrival. All drinks, bathroom trips, warm ups etc. should be completed by this time. Call times for all performances will be 90 minutes prior to curtain. The staff plans on leaving the rehearsal area 10 minutes after the end of

rehearsal. If a participant has not been picked up by 10 minutes after rehearsal, we will begin to call your emergency contacts. **Theatre Scrapbook does not provide/arrange any transportation.** If you experience an emergency at pick up time, please contact the director as soon as possible.

MISSED REHEARSALS

We will excuse 2 missed rehearsals for a production, and excuse 1 missed rehearsal for a camp. After that, participants and/or parents must discuss with the director continued participation. Multiple missed rehearsals will result in re-casting to ensure the quality of the production. **No rehearsals may be missed the week of the show with the exception of a family emergency. We expect 100% participation in all performances.** In any circumstance, please contact the director if a participant will not be at rehearsal, will be late or in the event of an emergency.

HEALTH AND MEDICAL

If a participant has a known medical condition, please note it on the emergency form and talk with the director concerning any special instructions. If additional information is needed, please attach instructions and information to the form. If a participant is bringing medication, (i.e. inhalers or medication) it is the parents' responsibility to ensure that the staff is made aware of the medication they have in their possession and its proper use. This is for the safety of all those participating in the program.

Due to peanut allergies, we request that all snacks be peanut free.

911 will be called immediately for any participant seizing, losing consciousness, difficulty breathing and severe allergic reactions, etc. If a participant is unconscious, seizing, bleeding heavily, or the staff member deems the other participants should be removed from the space, another adult will escort them to the nearest available space as quickly as possible. In the case of a non-emergency medical condition, the parents may be contacted.

SAFETY AND SECURITY

Safety policies and procedures are in place in an effort to promote a safe and secure environment for the participants. Please carefully review these policies & procedures and review these with the participants.

The emergency form must be turned in by the audition date. **No child will be allowed to stay at rehearsal if the emergency form is not filled out.** This is a safety and legal requirement for Theatre Scrapbook.

K-4/K-8 Shows: Participants will not be permitted to walk outside to a waiting car; **parents must come inside to pick-up and sign their child out.** If you are having another adult pick up the participant, that person must be on the emergency form or Theatre Scrapbook will need written permission from the parent or guardian identifying that person and their relationship.

Please keep staff aware of any unique changes or concerns you may have concerning the pick-up of a participant.

A minimum of 2 staff members will be onsite at all times. Additional staff may be present depending on the number of participants.

For school shows, all volunteers with direct access to the participants will be required to provide a current background check.

No one will be given access to the backstage area during the production, besides the parent volunteers. Please be respectful and abide by this rule to help ensure the safety of the participants. Theatre Scrapbook is concerned about the safety of all and ask that participants have the "safety first" motto.

Participants are not to go outside the rehearsal or performance space, with the exception of the bathroom.

Participants agree to be aware of the safety of those around them and inform a staff member if a safety issue arises.

BEHAVIOR AND DISCIPLINE

We expect the same cooperative behavior that is expected during the school day. We strive for a respectful, safe and encouraging environment for all participants and adults. All participants have the right to a fun, productive, encouraging and safe experience. In the event of unexpected behavior, and continued unexpected behavior, the participant will (steps progress if behavior does not improve):

- Be redirected and encouraged to follow directions and listen
- Receive a verbal warning from the director

- Be asked to sit out during rehearsal, & speak with the director and parent(s)/guardian(s) after rehearsal
- Be removed from the production

COSTUME GUIDELINES

All participants are responsible for their personal costumes. It is the only item that Theatre Scrapbook **does not** provide. A costume list is included in the welcome packet.

Any participant who has a change for their role(s) should wear something underneath their costume so they are covered at all times as we do not have private changing areas.

No one will be allowed onstage without a costume or with an incomplete costume.

Hair must be done prior to arriving for the show. Any makeup that needs to be done for the show, will be done prior to the show by a staff member.

Please respect the space and possessions of others. Do not wear or touch anyone else's costumes.

Shoes must be worn during all rehearsals and onstage. Specific shoe needs for the show will be on the costume list. No flip flops for the show.

PATRONS

Due to our school year programs being free to the children, **we encourage each child to bring in \$50-\$100 worth of patrons to help fundraise for the show.** Patron forms will be in the welcome packet.

Patrons are ads in the program, from businesses, offices, restaurants, stores, etc. They are intended to encourage everyone to go out into the community and fundraise for the show.

When a child brings in \$50 worth of patrons, they will receive a free t-shirt (up until the t-shirt deadline date)

PARENT/GUARDIAN CONCERNS

Parent concerns of any kind related to the production may be discussed with the directors. The directors will assist as possible. Please feel free to direct any questions or concerns to the directors. Our goal is a positive experience for your child!

COMMUNICATION

Email is the official form of communication of Theatre Scrapbook. Please make sure we have an email address for you to receive all important information.

Every week on Sunday morning of the shows duration an email will be sent out to all those on the email list. It will include digital copies of any papers/forms, what was done at rehearsal the previous week and any important announcements. Most important information will also be announced at the end of each rehearsal.