

## CFCarts Children & Youth Arts Programs Procedures

### **Safety**

#### - **Check-In**

##### - **Check-In:**

- *Troupe and Company* - Starting 30 minutes prior to the program's designated start time, students or an adult must check in at the front desk before going into their designated classroom 15 minutes prior to the program's designated start time.
- *Young Artists Orchestra* - Students may arrive and check in 30 minutes prior to the program's start time, and assist with room set-up.
- *Camps and Workshops* - Starting 30 minutes prior to the program's designated start time, students or teachers must check in at the front desk before going into their designated classroom 15 minutes prior to the program's designated start time.

- **Program Start:** Students are not to be allowed in their classroom until 15 minutes prior to the program's designated start time; they must wait in the lobby until the classroom doors open (15 minutes prior to the program's designated start time.)
- **Supervision:** Parents must wait with Preschool and Elementary School students in the lobby until 15 minutes prior to the program's designated start time; Middle and High School students may be dropped off in the lobby without a parent.
- **Tardiness:** If students are 5 or more minutes late, a staff member will call their parent/guardian contact list, and they will be marked "tardy" on the program roster. Please refer to the Participant Packet for tardiness consequences.
- **Absence:** If students will be unexpectedly absent (not excused as marked on their conflict form prior to registration,) a parent/guardian must notify staff members in advance of the rehearsal by emailing one of the following:
  - *Troupe and Company* - [youth@cfcart.com](mailto:youth@cfcart.com)
  - *Young Artists Orchestra* - [yao@cfcart.com](mailto:yao@cfcart.com)
  - *Camps and Workshops* - [youth@cfcart.com](mailto:youth@cfcart.com)Students will be marked "unexcused absence" on the program roster. Please refer to the Participant Packet for unexcused absence consequences for production-based programs.

#### - **Check-Out**

- **Check-Out:** Starting promptly at the program's designated end time, a parent/guardian or other person on the student's approved check-out list must check out the student. Students may not be checked out early unless there is an emergency cleared with staff, or approved early release.
  - *Troupe* - Check-out will be done at the front desk in the lobby.
  - *Company* - Check-out will be done at the doors of each individual classroom.
  - *Young Artists Orchestra* - Check out will be done at the front desk in the lobby.
  - *Camps and Workshops* - Check out will be done at the doors of each individual classroom.
- **Photo ID:** Any person checking out a student must be prepared to present a photo ID. Staff reserves the right to hold students in the classroom and contact a parent/guardian until and unless a photo ID is presented.
- **Approval List:** Each student must submit an approval list listing the name, relationship, and phone number for any person who is permitted to check them out. Approval lists may contain underage persons such as an older brother or sister. Make a change (such as an addition) to an approval list by emailing one of the following:
  - *Troupe and Company* - [youth@cfcart.com](mailto:youth@cfcart.com)
  - *Young Artists Orchestra* - [yao@cfcart.com](mailto:yao@cfcart.com)
  - *Camps and Workshops* - [youth@cfcart.com](mailto:youth@cfcart.com)

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- **Student Drivers and Rideshare:** Students 16 and older who are able and permitted to drive themselves to and from rehearsal or otherwise provide transportation such as a rideshare service (Uber, Lyft), must have a waiver on file signed by the student and a legal parent/guardian. All other students under age 18 must be checked out by a person on their approval list, unless they have a sibling in the same program age 16 and older with a waiver.
- **Late Pick-Up:** Ten minutes after the program's designated end time, staff members will contact a parent/guardian if a student has not been picked up. If this is a persistent problem, we reserve the right to charge a babysitting fee of \$1 per minute.
  
- **Bathroom**
  - **Preschool and Kindergarten:** For preschool and kindergarten-aged children, staff members must line children up at the door for bathroom breaks with one staff member at the front of the line and one at the back of the line. Children may enter the bathroom three at a time with external bathroom doors propped open, but staff members may not enter the bathroom stall with the children. If there is an emergency, two staff members may enter the bathroom together. For preschool and kindergarten programs, a bathroom break must be scheduled halfway through. If a child needs to use the bathroom outside of the scheduled break time and states that it is an emergency, one staff member must accompany them (following procedures listed above.)
  - **Elementary School:** For elementary-aged children, one staff member must stand outside of the bathroom during breaks (but must not enter the bathroom with the children.) If a child needs to use the bathroom outside of scheduled break time and states that it is an emergency, students must use the bathroom using the "buddy system" (two at a time) or accompanied by a staff member (following procedures listed above.)
  - **Middle and High School:** For middle and high school-aged children, staff members do not need to supervise children when they take bathroom breaks unless deemed necessary by the lead program staff. Staff members may not enter the bathroom with the children.
  
- **Food and Drink**
  - **Food, After-School Programs and Half-Day Camps:** Only nut-free, mess-free, small snacks (no full meals) are allowed in program rooms. No food is allowed in the Preschool and Kindergarten Company programs, but it is allowed for Preschool and Kindergarten (Early Childhood) Summer Camps. Staff members will review medical forms and let parents know of any major allergies and foods that may not be brought to rehearsal. Students are not guaranteed snack breaks in programs lasting 2 hours or less.
  - **Food, Full-Day Camps/Programs:** Nut-free, mess-free snacks are allowed at designated snack times. Families are also responsible for providing a nut-free lunch for their child to consume at the designated lunch time. We cannot guarantee that refrigerators or microwaves will be available.
  - **Drink:** Children should always bring their own bottle of water to rehearsal. No liquids apart from water will ever be offered to children or permitted in program rooms.
  
- **Dress Code**
  - **Shoes:**
    - *Troupe and Company* - Students are required to wear shoes that fully enclose the feet and have traction on the bottom for all rehearsals. Sandals, flip-flops, heels, clogs, slip-ons, etc. are not permitted. Fully-soled dance shoes or athletic shoes are preferred. Students may be asked to provide shoes specific to their program area and/or character; if unable to provide, please contact staff members as soon as possible.
    - *Young Artists Orchestra* - Shoes of any kind are permitted, but shoes in general are required.
    - *Camps and Workshops* - Students are required to wear shoes that fully enclose the feet and have traction on the bottom for all rehearsals. Sandals, flip-flops, heels, clogs, slip-ons, etc.

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are not permitted. Fully-soled dance shoes or athletic shoes are preferred. Students may be asked to provide shoes specific to their program area and/or character; if unable to provide, please contact staff members as soon as possible.

- **Clothing:**
  - *Troupe and Company* - Students are required to wear movement-friendly clothing to all rehearsals. Clothing that unduly restricts movement is not permitted unless worn for religious reasons. Examples include, but are not limited to: Skirts and dresses without shorts or leggings beneath, tight or stiff clothing, etc.
  - *Young Artists Orchestra* - Clothing in line with typical school dress codes is permitted.
  - *Camps and Workshops* - Students are required to wear movement-friendly clothing to all rehearsals. Clothing that unduly restricts movement is not permitted unless worn for religious reasons. Examples include, but are not limited to: Skirts and dresses without shorts or leggings beneath, tight or stiff clothing, etc.
- Students that arrive in inappropriate shoes or clothing may not be able to participate fully in rehearsal due to safety concerns.
- **Unauthorized Individuals**
  - **Rehearsals, Camps & Workshops:** All rehearsals are closed to visitors. Parents/guardians must wait in designated waiting areas (typically the lobby.) Approved, background-checked volunteers may be permitted in other spaces as directed by staff members. Children that are not students enrolled actively in the program that is being rehearsed must be supervised by a parent/guardian at all times.
  - **Performances:** All backstage areas are closed to visitors. Parents/guardians may only be in the lobby and, when open by staff members, the house (audience area of the theatre.) Approved, background-checked volunteers may be permitted in other spaces as directed by staff members. Children that are not students enrolled actively in the program that is being rehearsed must be supervised by a parent/guardian at all times.
  - **Trespassing:** Please report any suspected trespassing of any adults or children during a CFCArts program to a CFCArts staff member immediately. Security, police, or 911 will be called as necessary in the event of trespassing.

### ***Disciplinary***

- **Attendance**
  - **Excused Conflicts:** All absences, tardies, and/or early departures must be fully disclosed on a student's Conflict Sheet. Conflict Sheets are due at the following times:
    - *Troupe* - At the time of the student's audition.
    - *Company* - By the student's first rehearsal.
    - *Young Artists Orchestra* - By the student's second rehearsal.
    - *Camps and Workshops* - At the time of the student's audition/registration for performance-based programs. Not necessary for non-performance based programs.Any conflicts that arise after the Conflict Sheet due date listed above will not be accepted and will be counted as unexcused. Please see below for consequences of unexcused conflicts. Even with excused conflicts, students are still responsible for learning missed material in a timely manner, and should reach out to staff members for help as needed.
  - **Emergency Conflicts:** We understand that emergencies do arise. However, in the event of an emergency, please notify program staff at [youth@cfcarts.com](mailto:youth@cfcarts.com) (Troupe, Company, Camps and Workshops) or [yao@cfcarts.com](mailto:yao@cfcarts.com) (Young Artists Orchestra) or by phone (407-937-1800 x719 or stage manager's phone number for production-based programs) at the earliest possible time.

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- Acceptable emergency conflicts: Injury or illness that affects the participant to the extent that they are unable to participate; death, illness, or other unexpected hospitalization of a close family member; natural disaster (flood, hurricane, etc.)
- Unacceptable emergency conflicts: Visiting with family or friends; illness or injury that does not affect the student to the extent that they are unable to participate (seasonal allergies, etc.); illness or injury of a family member that does not affect a student's ability to get to rehearsal; bad weather that is not a natural disaster; homework; naptime; bad moods; being "grounded" or having privileges revoked; other extracurricular events; birthdays or other holidays/celebrations/special event.
- Please note that some unacceptable emergency conflicts would be acceptable as excused conflicts if noted on the Conflict Sheet by the due date.
- **Unexcused Conflicts:** The arts are highly collaborative, and thus the attendance of all students is vital for the good of the group. When one student is repeatedly or unexpectedly late, absent, or leaves early, the entire group is highly affected. Therefore, unexcused tardiness and absence is unacceptable, and repeated offenses may result in reassignment and/or reduction of a student's role. Please note that conflicts with a tech/dress rehearsal and/or performance may also result in reassignment and/or reduction of a student's role/part, or prohibit a student from participating in the program as a performer.
- **Behavior and Responsibility**
  - **Standards:** Participants in any Central Florida Community Arts program will be held to a standard of appropriate behavior and responsibility throughout the audition, rehearsal, program/camp, and/or performance process.
  - **Consequences:** Consequences for violations of this standard of behavior and responsibility are as follows, and will be documented:
    - First violation: The participant will receive a private verbal warning.
    - Second violation: A parent/guardian of the participant will be notified in writing.
    - Third violation: CFCArts will contact a parent/guardian in writing to set up a meeting between staff, the participant, and a parent/guardian to discuss further steps.

Please note that if a participant commits an extreme violation (e.g. an extreme act of violence), one or more disciplinary steps may be skipped.

After the third violation, failure to comply with behavioral standards may result in reassignment and/or reduction of a student's role, or prohibit a student from participating in the program as a cast member or student.

  - **Behavioral Violations:** Behavioral violations include, but are not limited to: Violence and/or bullying (physical, mental, or emotional); possession of an illegal item or substance; attendance while under the influence of an illegal substance; substantial and/or consistent lack of preparation or effort; highly and/or consistently disrespectful behavior towards program staff or other participants; vandalism; and theft.
  - **Responsibility Violations:** Responsibility violations include, but are not limited to: Absence or extreme lateness without prior approval or confirmed emergency; memorization of assigned material by dates set by program staff, failure to comply with dress code, failure to bring materials required by program staff (for instance, a script.) Please note that, if assigned materials are lost or damaged, CFCArts staff may not be able to provide replacement materials.

## CFCArts Children & Youth Arts Programs Procedures

### **Medical**

#### **- Allergies, Illnesses, and Injuries**

- **Allergies and Illnesses:** Known allergies, allergic reactions, and illnesses must be listed on each student's Liability Form prior to enrolling in any CFCArts program. If non-life threatening action must be taken as a result of an allergic reaction or illness, students will be removed from class and parents/guardians will be contacted before any action will be taken. In the event of a life-threatening emergency, 911 will be called and any life-saving measures that are deemed necessary by staff will be taken. This includes, but is not limited to, administering a student's personal EpiPen, medication such as insulin or glucose tablets, CPR, and/or AED. An incident report will be filled out by staff in the event of any allergy or illness-related event, and a parent/guardian will receive a copy of said report.
- **Injuries:** If non-life-threatening action must be taken as a result of an injury sustained during a CFCArts program, students will be removed from class and parents/guardians will be contacted before any action will be taken. In the event of a life-threatening emergency, 911 will be called and any life-saving measures that are deemed necessary by staff will be taken. This includes, but is not limited to CPR and/or AED. An incident report will be filled out by staff in the event of any injury-related event, and a parent/guardian will receive a copy of said report.

#### **- Bodily Fluid Spills**

- **Clean-Up:** In the event of a bodily fluid spill, staff or approved volunteers will use a bodily fluid spill kit to clean and sanitize the area of the spill. This must be done by an adult. All involved staff must wear medical gloves (provided in the spill kit) and may not proceed otherwise.
- **Actions:** Regardless of the type of bodily fluid spill, a parent/guardian will be contacted immediately. An incident report will be filled out by staff in the event of any injury-related event, and a parent/guardian will receive a copy of said report.

#### **- Medications and Medical Supplies**

- **CFCArts Supplies:** At every program, CFCArts will have a First Aid kit and bodily fluid spill kit available. These supplies will be used immediately in the event of a life-threatening injury, illness, or any bodily fluid spill. These supplies may be used at the discretion of a parent/guardian in the event of a non-life-threatening injury or illness.
- **Student Supplies:** Any medications or medical supplies carried by a student must be listed on each student's Liability Form prior to enrolling in any CFCArts program. Students may utilize these medications or medical supplies at any time necessary.
- **Medications:** Any medications that a student is currently taking must be listed on each student's Liability Form prior to enrolling in any CFCArts program, in the event that they would need to be disclosed to medical personnel during an emergency.

#### **- Mental/Emotional/Behavioral Health**

- **Actions:** If non-life-threatening action must be taken as a result of a concern about a student's mental/emotional/behavioral health, students may be removed from class and parents/guardians will be contacted before any action will be taken. In the event that a student presents immediate danger to themselves or others, 911 will be called followed by parents/guardians being contacted. An incident report will be filled out by staff in the event of any mental/emotional/behavioral health-related event, and a parent/guardian will receive a copy of said report.