



Workshop Policies and Procedures

1. **Supervision** – It is an ACT policy that at least two adults, one of whom is usually a board member or parent, will be present at all workshops and rehearsals. These adults will help supervise the children, take kids to the bathroom, etc. Children are to remain in the room ACT is using for that meeting and are to be nowhere else in the building at any time. All participants need to treat the adults and the other children with respect and courtesy. If, in the opinion of ACT, we feel that a particular participant is not being respectful, ACT reserves the right to ask that child to leave without refunding the registration fee. In addition, please remember that these spaces are not ours and must be treated with respect.

2. **Snow/Cancellation** – If the roads are deemed unsafe or unpassable or we need to cancel the workshop for any other reason, you will be notified of cancellation by phone at least an hour before that day's workshop or rehearsal at the number(s) you provided ACT.

3. **Emergency Contact** – If there is an emergency and we need to contact you, ACT will use the phone numbers you provided us on your registration form in order. Please make sure these numbers are correct.

4. **Personal Belongings** – We ask for your cooperation in encouraging children not to bring anything of either monetary or sentimental value to their workshop. If it's something special, then it needs to stay home. ACT cannot be responsible for personal items of cast members or workshop participants.

5. **Pick Up/Drop Off** – Please do not drop off your child(ren) more than five minutes before your workshop or rehearsal is scheduled to begin. ACT cannot be responsible for children who arrive early. Parents should drop off their child(ren) inside the building, make contact with the ACT Board Member or adult in charge that day, and inform the staff of any pick-up changes.

At pick-up, Parents/Adults are asked to come inside the building to pick up each child. The person picking up each child should verbally confirm with the ACT Board Member or adult in charge which child s/he is taking. Please notify us at drop-off if there are any changes in plans, pick-up person, etc.