



## **Venue Policies:**

- Arrive on time:
  - The first 10 minutes of class are crucial for a proper warm up and stretch in order to avoid injury.
- Participation:
  - It is important that every child participates so that the material can be learned and worked within the time allotted. Our programming is drop-off only and parents are asked not to sit in during classes. Should a parent wish to remain on-site, they may wait outside within the Wychwood Barns in the seating area by the public washrooms. They will be invited to attend the final presentation at the end of the program. This policy is in place to ensure that students remain focused on the program and are not distracted.
- Clothing:
  - Indoor shoes. Comfortable clothes that you can move in (ex: Leggings, Sweat Pants, T-Shirt, Athletic Wear are all acceptable outfits.) Students, clients and their families or caregivers are not permitted to wear clothing that displays offensive comments or inappropriate language. We recommend that hair is clipped up and away from a student's face / eyes.
- Positive attitude:
  - Students are expected to come to class with a positive attitude and with enthusiasm to learn.
  - Students are not to correct one another, but are encouraged to help in creating a positive learning environment.
- Seating Unit and Sets:
  - Please do not stand, or play, on any furniture within the venue unless it is being used for class. No children will be allowed on any of the venue's standing sets for their shows as this may be unsafe. The venue green room is off limits and the concessions area will be closed at all times. All classes will take place indoors inside the Wychwood Theatre staging area. Bags and personal items will be stored on the audience riser.



- Venue Entry:
  - The doors to the Wychwood Barns lock at 5:00pm. Our staff will come check the doors at the end of class to let parents in for pick-up. Please contact Emily Thomas - Teacher (905-650-8655) if you arrive early and require entry.

## **Parents:**

- Do not leave siblings or other children not in the program unattended.
- Arrange drop off/pick-up in a timely manner. Please notify us in advance if a child is being picked up by someone other than the individual that drops them off. Our staff will not release a student to someone they do not know or recognize without prior consent from their guardian(s) on file.
- The venue is not responsible for lost or stolen items – please leave valuables at home.
- No gum or food is permitted in the studio.
- No outdoor shoes are to be worn in the studio.
- If it is raining or snowing outside, all outdoor shoes and boots are to be left in the lobby area.
- There is no smoking permitted on venue property.
- If an issue should arise with your child, please speak to the Teachers directly after class.
- The theatre reserves the right to cancel classes due to inclement weather or other emergencies. Makeup classes will be offered in the case of any emergencies that require cancellation of the whole class.
- Our behaviour policies operate on a three strike system. The first strike is followed by a discussion with the student about their behaviour and the parents are notified of the discussion. The second strike is a direct conversation between the teachers and the parents. The third strike is a zero tolerance policy where your child will be asked not to return to the program. No refunds are offered should our behaviour policy be breached.



## **Physical Contact**

Our classes operate in a field where onstage physical contact is sometimes necessary. This is always conducted in an open, respectful and professional manner. The creative team will notify participants in advance if physical contact is necessary during the process. It is assumed that there may be physical contact during rehearsal periods of choreography. If a participant is uncomfortable with the prospect of physical contact during the process, it is best to let us know as soon as possible. Participants are encouraged to be open and speak up if they ever feel uncomfortable or unsafe at any time.

## **Access and Inclusion and Additional Needs**

We are happy to meet anyone's additional needed accommodations (physical, sensory, learning and/or mental health) within the best of our abilities. In order for us to be able to best support you in having an enjoyable experience, we ask that you notify the team by email of these needs at the start of the process. Please also notify us of any allergies, accessibility concerns, behavioural, psychological and/or emotional conditions you feel comfortable sharing so that we can best accommodate them should they be pertinent.

## **Medications**

The organization's team is NOT responsible for providing or administering medication to anyone. If you carry an emergency medication such as an EpiPen, please advise us in case of emergency, so we can notify first responders.

## **Workshop/Rehearsal Safety**

The safety of all participants, staff and volunteers is of utmost importance. We discourage any behaviour that may be unsafe both physically and mentally. If at any time a participant feels they are being asked to do something unsafe, they may refuse to do it without prejudice.



## CODE OF CONDUCT

Our organization has the right to refuse services to students / clients and their families or caregivers that do not apply to our codes of conduct.

- It is a family's responsibility to keep the administration team up to date with the most current contact information such as email addresses and phone numbers.
- We have a zero tolerance policy for discrimination, racism, ableism, verbal abuse, physical and/or emotional violence or assault of any kind.
- Classroom disruptions that affect the education of other students or the overall well being of a class will not be tolerated. Students / clients who are capable of controlling themselves in an appropriate manner that then choose to be disruptive or unsafe on an ongoing basis will be asked to leave our programming indefinitely.
- Students / clients should not have their cell phones out during class. Cell phones should be kept in bags and not in pockets. Parents or caregivers should call or email the admin team directly if they need to contact their children during class time.
- Students / clients and their families or caregivers must clean up after themselves. Keeping the studio clean is a group effort and garbage or lobby activities such as children's toys are not allowed to be left out or behind in any circumstance.
- All students are to arrive at the studio 5-10 minutes prior to their specified class time. Our teaching staff is on-site 15-20 minutes prior to class, but the doors will only be unlocked 10 minutes prior to class.
- Students / clients with recurring absences may be asked to leave the program they are enrolled in.
- Students must be picked up no more than 10 minutes after the end of their final class of the day. This policy is in place to protect the student and staff, encouraging respect and consideration throughout our community while limiting the number of students within hallways or lobby areas at any given time. If you are running late, please notify us.



- Gum is not permitted at theatre. Please discard prior to entering the building as it often ends up on venue props or furniture.
- Students / clients and their families or caregivers should keep noise levels to a minimum outside of the venue's entrance out of respect for the other tenants in the building.

**Please review these guidelines with your child:**

- Talk in a pleasant manner. Foul language, put downs and bullying will not be tolerated.
- Be safe! Always obey class and studio space rules, and staff.
- Treat all equipment and supplies with proper care and respect.
- Show respect for the teachers, assistants, volunteers and directorial team.
- Running and excessive shouting while indoors is not allowed.
- Aggressive or violent behaviour that is threatening to another child, staff or others will not be permitted.
- Please report instances of bullying or harassment to studio staff so that violations of this policy can be addressed appropriately.