

PARENT VOLUNTEERS – CHILDREN’S CHORUS

Hello Parents!

On behalf of Drayton Entertainment, thank you for joining us for this 2023 season. We are thrilled to have both you and your children on board with us this season. Below we have included our expectations of Parent Volunteers. For safety purposes, volunteers are required to complete a Vulnerable Sector Check. Once completed, a copy can be sent to our Administrative Director at randi@draytonentertainment.com.

Drayton Entertainment is a member of PACT (*Professional Association of Canadian Theatres*) and as such we are required to follow the rules of the CTA (*Canadian Theatre Agreement*). For your knowledge and understanding, we’ve included some information outlining the rules for Child Performers that we follow as a Professional Theatre under this agreement.

DRAYTON ENTERTAINMENT’S VOLUNTEER EXPECTATIONS

General

- Please arrive 15 minutes prior to call time to connect with the Child Supervisor regarding the schedule and duties.
- Please assist the Child Supervisor with breaks, including escorting Child Performers to the washrooms.
- Please assist the Child Supervisor with the sign in/out process, waiting for late arrivals, and escorting children to the Rehearsal Halls/Dressing Rooms.
- Only the designated Parent Volunteers for that day are permitted to be backstage during a performance or rehearsal. For those coming from out of town, we ask that you find one of the many local coffee shops to wait for your child’s rehearsal or performance to conclude. It is the policy of Drayton Entertainment that family members, friends, or other visitors are not permitted backstage after the half-hour call, nor are they permitted to wait in the green room or dressing rooms, or any area backstage during rehearsals or performances. This includes children, spouses, partners, siblings, relatives, parents, grandparents, etc.

Rehearsal

- We will be looking for **two Volunteers** per Rehearsal
- Please help with the distribution and collection of team pinnies.
- Please do not provide any performance related notes/critique to the child performers whatsoever. Any notes, concerns, or questions may be directed to the Child Supervisor who will communicate them to the Stage Manager and Dance Captain.

Performances/Backstage Etiquette

- Please follow all instructions of the Stage Management Team/Backstage Crew. The Stage Managers are the Theatre’s designated authorities on all matters regarding the operations of the show.
- We will be looking for **two Volunteers** per Performance
- Once backstage, please dress in all black or dark clothing. Closed toed shoes must be worn for safety.
- To ensure the safety of all artists and crew, please do not assist in scene changes, or handle props unless specifically instructed to do so. In Theatre, we require consistency both on stage and backstage. It is extremely important that all volunteer actions backstage remain consistent despite the rotation of volunteers.

CANADIAN THEATRE AGREEMENT - 59:00 CHILD PERFORMERS

PACT and Canadian Actors' Equity Association (CAEA or Equity) agree that specific and appropriate care and attention be given to Child Performers. Child Performers shall be treated with respect at all times. No Child Performer may be punished or subject to other harmful, frightening or humiliating behavior.

The Theatre, the parent or legal guardian, the Child Performer, and Equity at the parent or legal guardian's request, shall have a thorough discussion addressing the following items:

- (i) Travel, care, and release, including who is to be responsible for the Child Performer and whether the Child Performer has any known allergies, medical history or any attitudinal or psychological condition of which the parent or legal guardian is aware that might interfere with their ability to carry out the role or otherwise affect their engagement.
- (ii) Dismissal and/or absence from school
- (iii) The anticipated schedule for rehearsals and performances including any existing or possible obligations on the part of the Child Performer which could affect that schedule. It is understood that some scheduling can only take place as the production process evolves and therefore additions or amendments to the scheduling provision in the rider may come during production.
- (iv) Etiquette and behavior expected of the Child Performer and the parent or legal guardian and conversely, what expectations of etiquette and behaviour the Child Performer, parent or legal guardian may expect from the Theatre.

59:04 Supervision of the Child Performer in the Workplace

The parent or legal guardian and the Theatre shall agree on the terms and conditions for the care and supervision of the Child Performer from the time the Child Performer is dropped off at the rehearsal hall or theatre until the Child Performer is picked up by the parent or legal guardian. Child Performers under the age of 16 will be under the supervision of a qualified Child Supervisor at all times.

All personnel employed by the Theatre who, as a result of their responsibilities, are required to be alone with a Child Performer, must undergo a Police Record Check or provincial equivalent prior to commencement of the Child Performer's engagement. This includes but is not limited to Child Supervisors and any wardrobe, hair or makeup personnel or any other persons who may have unsupervised access to the Child Performer.

59:11 Parental Contact

A Parent or legal guardian of a Child Performer under sixteen (16) years of age must be accessible to the Child Performer at all times and will be responsible for the transportation of the Child Performer to and from the rehearsal hall or theatre and shall have the right to accompany the Child Performer on hair, makeup and wardrobe calls if the space can accommodate the Parent/legal guardian and provided that the Parent/legal guardian is not disruptive. The Parent/legal guardian shall abide by the Theatre's policies regarding rehearsal halls and backstage and performance areas. Whenever it is appropriate to do so in the interests of the Child Performer and upon request of the Child Performer, the Theatre shall reasonably facilitate contact with a parent or other person responsible for the Child Performer, subject to the availability of the parent or guardian for such contact.

I, (Print Name) _____ understand what is expected of me as a Volunteer for Drayton Entertainment, and the guidelines for Child Performers under the *Canadian Theatre Agreement*.

Signature

Date