



Parent/Student Handbook

Town Hall Kids
at the Old Town Hall
76 Main St. S.
Waterford, ON
519-443-0113
www.oldtownhall.org

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Our Mission

To deliver theatre arts programming to local children and youth in a safe, fun environment;

To provide multi-disciplinary, hands-on learning experiences in all aspects of theatre production;

To inspire, nurture, challenge, amaze, educate and celebrate budding artists through a consciously holistic process;

To delight and entertain audiences with an end product marked by teamwork, creativity and excellence.

Kindness & Respect

At Town Hall Kids (THK), we have a simple policy of Kindness and Respect. These are our only two rules! We are committed to being kind to each other...and to YOU in every situation. In turn, we ask you to model kindness in action, speech and attitude. We are also committed to being respectful to one another and YOU...*and* to this magnificent building and property. This includes equipment and materials handled and used, as well as the community we serve, because THK is part of and contributes to the greatness of this community! In turn, we ask the same of you.

Breach of Policy

In keeping with the spirit of the above rules, and our desire to create and sustain a safe environment for all students, we will not allow any bullying, profanity or abusive behaviour under any circumstances. These and other disrespectful and unkind actions will be addressed immediately, and communicated to a parent/guardian. We wish to provide an inclusive, nurturing atmosphere, but if a student persists in disrespectful conduct, we reserve the right to withdraw him/her from the program without a refund.

Dress Code

Students are expected to show good taste in the clothing they wear at the program. Clothing / accessories with offensive symbols or words are not permitted. Please bring or wear non-marking comfortable shoes in the upper hall. Bare feet are not permitted for safety reasons. Our advice is to wear loose, comfortable clothing suited to the activities scheduled, and the season. The Old Town Hall is equipped with heating and cooling systems, however, may take time to reach comfortable levels. Therefore, dressing in layers is advised.

Contact Us

Contact us anytime at 519.443.0113, claire@oldtownhall.org or jenny@oldtownhall.org. Program information can be found at www.oldtownhall.org.

Food & Allergies

We encourage students to bring a bottle of water to every class. We will be taking breaks during rehearsals; we encourage students to bring healthful snacks.

THK will take precautionary measures regarding students with food allergies. Please keep in mind, however, the Old Town Hall is a public facility for other groups and visitors and therefore, we cannot guarantee an allergy free environment.

Arrival, Dismissal & Absences

Classes will begin on time, therefore, we ask students to be punctual. We also ask that out of respect to our staff you pick up your child on time.

Students will not be permitted to leave the program without their parent/guardian. If the student is to be picked up by someone other than the parent/guardian, or leave on their own, we must receive permission from the parent/guardian.

Sickness & Injury

If a student becomes ill or injured while participating in the program, we will attempt to notify the parent/guardian as soon as possible. If they cannot be reached, the number given for Emergency Contact will be contacted. If your child is feeling ill or has a fever before class, we ask you do not send him/her to the program.

In the case of an emergency, the parent/guardian or emergency contact will be contacted, and the student will be taken (by ambulance or private vehicle) to the nearest emergency room. The driver of the private vehicle will not be responsible for any unforeseen incidents en route to the nearest emergency room.

Health & Safety

THK staff and volunteers must provide current police checks.

THK staff and volunteers are responsible to take necessary steps and precautions to ensure the safety of those in their care. Accidents and injuries will be documented in an Incident Report.

The Old Town Hall is equipped with a standard first aid kit.

Smoking Policy

The Old Town Hall is a smoke free environment. Smoking is not permitted in the presence of THK youth.

Weather Cancellation Procedures

If you suspect classes will be cancelled due to weather, please call the Old Town Hall; a message will be left on the answering system if there is a cancellation, as well, we will post on social media: Twitter: @waterfordOTH and Facebook: Old Town Hall (Waterford, Ontario, Canada). For any other unforeseen cancellations, we will call your home and/or work number to notify you. Classes that are cancelled will not be rescheduled.

Participation in Outings

During the program season, special events may be planned outside of the Old Town Hall. We will notify parents/guardians in advance by newsletter.

Photographs

THK will be taking pictures of each student to be used in our production program, wall of fame, etc. We will attempt to provide advance notice so your child is prepared to have their picture taken.

From time to time, students will be photographed or articles may be written about their participation in Town Hall Kids' activities. If you do not wish to have your child's photograph or name published, please indicate by checking "No" on the form at the end of this handbook.

Personal Articles

We encourage students not to bring personal items or collectibles (cell phones, iPods, etc.) to the program as THK will not assume responsibility if they are lost or broken.

Cell Phones

Cell phones are not permitted during classes or rehearsals.

Volunteers

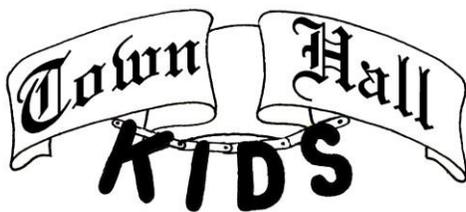
At the end of this handbook, there is a section where you can indicate if you would like to volunteer your time and/or skills. We welcome parents/guardians, family members, friends and community involvement in our program. We especially welcome assistance with rehearsals and during our production (costumes, set, ticket sales, ticket/concession booth, etc).

Parent Policies

We have an open-door policy to parents/guardians. If you would like to peek in on our classes, you may. We only ask that you watch quietly.

If you have a concern or issue, we respectfully ask that you approach us immediately and directly, so it may be resolved. We commit that we'll do everything we can to address your concern and rectify any problem. We desire to remain an organization marked by positivity and unity, with a solution-oriented outlook. We ask that parents are kind and respectful in the way they represent Town Hall Kids to the rest of the community.

We ask that you refrain from registering your child/ren in our program if you foresee scheduling conflicts, particularly at the end of the season. With the understanding that some issues cannot be foreseen (i.e. sickness, inclement weather), we advise you, that by signing the form at the end of this handbook, you are acknowledging that your child/ren will be able to attend ALL dress rehearsals and public shows as well as school shows.



**PARENT/STUDENT
HANDBOOK
ACKNOWLEDGEMENT**

Please sign, date and return this form to indicate that you have read, understood and agreed to the terms outlined in this handbook.

Student Name(s) – please print

Parent/Guardian Signature

Date

- Yes, I give permission for my child’s photograph / name to be published in various media (i.e. newspaper, social media, website) associated with the OTH. _____(please initial)
- No, I do not wish to have my child(ren)’s photograph or name published. _____ (please initial)
- Yes, I would like to volunteer with the THK Program in the following area(s): _____
