

## ACPA CHAPERONE POLICY AND GUIDELINES

**Whenever children are brought into the backstage areas of the Center as part of a production, an adult must accompany them. A child is defined as anyone under the age of 18. User should plan on supplying one adult chaperone for every five children. Please distribute copies of these guidelines to all persons who will be acting as chaperones for your Event. All chaperones are required to make themselves available for a one-hour group training session/orientation in the Center prior to the load in date. Please coordinate the training time within the group and then with the production manager of the theatre.**

We hope these guidelines will help make the time the children spend in the Center to be safe, productive, and fun. We want the children to remember the Center as a pleasant place to be. The Center management gives you these guidelines as a framework from which you can organize children backstage and a means with which to achieve these ends. The Center management does however reserve the right to refuse any child or chaperone access to the building if they demonstrate an unwillingness to cooperate with these guidelines.

1. We recommend setting up a table on the loading dock to check in/out children. At this table chaperones can be given passes to wear and pick up/drop off their group of kids. Parents should know ahead of time that unless they are chaperoning they are not allowed beyond the check in/out table.
2. All chaperones are expected to be in the Center at least 15 minutes prior to the children they are supervising. You are expected to pick up the children at the sign in/out table and escort them to their destination; usually the first stop is the dressing room to get them settled.
3. Chaperones will stay with the children at all times. Any movement of children through the building, to wardrobe, the stage, etc. requires that you escort them as a group. In the Event it becomes necessary for a chaperone to escort one or two of their children without the rest of the group, the remaining children may be left temporarily with another chaperone. No child (children) may be left alone for an extended period of time without a chaperone, five minutes is a long time and unacceptable.
4. Chaperones and children should remain in the dressing rooms when not required on stage. If you wander around the building you may not hear the stage manager call for your group. The Center is a large and busy building and many areas can be very dangerous. Tours of the general building can be arranged through Julie Millington, Vice President (263-2920).
5. When your group is called to stage, please use the designated route you have been taught. In some cases you may be needed on stage to help get children into position. In most cases you will turn the children over to a stage manager. Before the children are done performing, you will need to go to your designated pick up area and help move the children off the stage and back to their dressing rooms.
6. If the children are not required on stage again you will need to escort them back to the dressing room, let them change out of costume and escort them as a group to the sign in/out table to be picked up by their parents. It is your responsibility to make sure each child is signed out and turned over to their parents. Children should never be allowed to wander up to the check out area alone.
7. If the children are required back onstage you will need to return them to the dressing room between their times on stage and have some type of quiet entertainment to keep them occupied. We suggest you ask your children to find out what they are interested in doing. Sometimes the wait can be long, so it's a good idea to have at least two or three activities that they want to participate in. This works really well at keeping the children where they are supposed to be and happy to be there. Having some snacks and something to drink can also be very helpful.