



Emergency Information Sheet – Children’s Theatre of Elgin

Name of Child: _____ Age: _____ DOB: _____

Emergency contact numbers:

1. Name: _____ Phone: _____ Relationship: _____
2. Name: _____ Phone: _____ Relationship: _____

Medical/Health Information

List any food allergies: _____

Please inform us of any special needs or accommodations we might need to make to help your child enjoy our production:

The bearer of this letter has my permission as a parent or legal guardian to act on my behalf in any emergency dealing with the health and welfare of my Child and to obtain emergency treatment for him or her by a licensed physician.

Yes No

Parent/Guardian Signature: _____ Date: _____



CAST MEMBER CODE OF CONDUCT

Children's Theatre of Elgin / Fox Valley Theatre Company

CTE/FVTC is a not-for-profit 501(c)(3) organization designed to produce theatre for children and young adults by children and young adults in a nurturing and positive environment. Please read the following expectations and sign at the bottom to indicate your willingness to abide by them.

- 1.) **I will** attend rehearsals during my scheduled time and inform the production coordinator in advance if I am unable to attend.
- 2.) **I will** attend rehearsals during my scheduled time, stay in the assigned rehearsal room, or designated area as assigned by the production staff, and inform the production coordinator in advance if I am unable to attend, or to momentarily leave the rehearsal area.
- 3.) **I will** be respectful (quiet and listening attentively) of any adult providing instruction.
- 4.) **I will** cooperate with parent volunteers who help with the show.
- 5.) **I will** direct reports of inappropriate behavior or other concerns to the production coordinator or producer.
- 6.) **I will** allow CTE/FVTC to use any photo or video clip taken during the course of a show or other event to be used for marketing or other uses, including print and/or electronic publication.
- 7.) **I will** be respectful of all property, including props, microphones, sound equipment, costumes, and set pieces.
- 8.) **I will** abide by the policies of any rehearsal or performance venue or facility.
- 9.) **I will not** use any tobacco, alcoholic beverages or other unlawful drugs while a cast member at any time. This also includes direct association (such as a party) with persons involved with alcohol, drugs, or any other criminal activity.
- 10.) **I will not** swear or use disrespectful or abusive language designed to hurt or cause pain to another member of the cast or crew.
- 11.) **I will not use any audio or video recording device of any kind, including a cell phone, during auditions, rehearsals, or performances and understand that only the official CTE photographer and those specifically designated by the Producer may photograph at any time. I understand that the ONLY location where photos may be taken by cast member families and friends is in the lobby. I also understand that if I violate this rule I will be immediately removed from the cast and jeopardize my involvement in future productions.**
- 12.) **I will not** make someone feel that their role in the production is not important.
- 13.) **I will not** participate in any verbal, nonverbal, physical or sexual harassment between child to child, child to adult, or adult to adult.

I understand that the producer or his/her designee, maintains the right at all times to take any action, in his or her sole judgment, necessary to uphold the integrity and positive reputation of CTE/FVTC.

I also understand that if I display conduct in violation of the above terms or other inappropriate behavior it will be reviewed by the producer who will have the final disposition of disciplinary action which could include immediate and permanent dismissal from the show. Disciplinary action will be shared with the Board of Directors. If the behavior is severe, participation in future shows may be prohibited.

Cast member signature: _____ Date: _____

Parent signature (if cast member is under age 18): _____ 1210



PARENT VOLUNTEER /ADULT CODE OF CONDUCT AND TERMS

Children’s Theatre of Elgin / Fox Valley Theatre Company

CTE / FVTC is a non-profit 501(c)(3) organization basically run by parent volunteers with some outside staff. Our mission is to produce theatre for children and young adults by children and young adults in a nurturing and positive environment.

The following is expected of all adults working with CTE / FVTC:

- Adults are expected to enable their son or daughter to arrive at rehearsals on time and stay through the end of rehearsal.
- All language is to be nurturing and age appropriate. Swearing and excessive yelling will not be tolerated.
- Disciplinary tone and actions should always be of a positive nature. The use of humiliation is never an acceptable disciplinary technique.
- Personal, verbal, non-verbal, physical or sexual harassment between child to child, child to adult, or adult to adult will not be tolerated.
- All cast members, all parent volunteers and all hired staff are important to the success of the production; therefore, making someone feel that their role in the production is not important will not be tolerated.
- **The use of any video or audio recording device of any kind during the auditions, rehearsals, or performances, or the preparation for any of the same without the express consent of the Producer is strictly prohibited. Persons violating this section will be immediately ejected from the premises and may jeopardize their child's continued involvement in the production or future productions.**
- If at any time you see anything that is inappropriate or of concern, direct your comments to the person in charge -- Producer or Production Coordinator.
- Concerns and/or problems with the house (ECC or Hemmens) employees are to be brought to the attention of the producer.
- If you have any overall concerns regarding the production, direct your comments to the producer.

If a child or an adult displays inappropriate behavior it will be reviewed by the Producer who will deem final disciplinary action which could include dismissal from the show. Disciplinary action will be shared with the Board of Directors. If the behavior is severe, participation in future shows may be prohibited.

At all times you will be fully responsible for any act or omission of your child or children during any audition, rehearsal or performance-related activity. By signing this form, you agree to pay for any loss including all costs of defending CTE and/or FVTC, its officers and agents, against everything and anything your child or children does that may cause injury, loss, destruction, or liability.

PUBLICITY PERMISSION: I give permission for this student to be photographed, interviewed, and/or recorded on video or other electronic media. I authorize Children's Theatre of Elgin and/or Fox Valley Theatre Company to use this student's name, likeness, voice, and performance to publicize or promote Children's Theatre of Elgin and/or Fox Valley Theatre Company.

I have read and agree to abide by the above guidelines and terms.

Parent/Guardian/Volunteer Name *(please print)* _____

Parent/Guardian/Volunteer Signature _____

Name of Production _____ Date _____

To all CTE/FVTC parents and staff:

Child Abuse: Recognizing signs of it and how to respond if abuse is suspected

The Children's Theatre of Elgin and Fox Valley Theatre Company board of directors requires that every parent and staff member read and understand the following information about child abuse before participating in any of our programs. After reading the information, sign and date at the bottom of the document.

What is child abuse?

Child abuse can be physical, emotional/verbal, or sexual. It happens when a child is harmed or neglected by another person and occurs among all cultural, ethnic, and income groups. Abuse often causes serious injury, both physical and emotional, to the child and may even result in death.

How do you recognize the signs of abuse?

The following are some signs often associated with the three main types of child abuse, and are more typically found in combination rather than alone.

Physical Abuse

- Has unexplained or repeated injuries such as welts, bruises, or burns.
- Has injuries that are in the shape of an object (belt buckle, electric cord, etc.).
- Disagreement between the child's and the parent's explanation of the injury.
- Is obviously neglected (dirty, undernourished, inappropriate clothes for the weather, lack of medical/dental care).
- Is fearful at the approach of adults.

Emotional - Verbal Abuse

- Shows extremes in behavior, such as acting overly aggressive, compliant, or withdrawn.
- Is inappropriately adult (i.e., parents other children) or inappropriately infantile (i.e., rocking or head-banging).
- Reports a lack of attachment to the parent.

Sexual Abuse

- Reports sexual abuse by a parent or other individual.
- Has difficulty walking or sitting.
- Suddenly refuses to change with group for gym or costume changes or to participate in physical activities.
- Reports difficulty sleeping, has nightmares, or bedwetting.
- Experiences a sudden change in appetite.
- Demonstrates bizarre, sophisticated, or unusual sexual knowledge or behavior.

What should you do if a child reports being abused?

Reporting abuse or neglect can protect a child and get help for a family or even save a child's life. ***If you suspect child abuse of any kind, report it immediately to the CTE producer, production coordinator, instructor, or operations director.***

If a child reports that he/she is being abused:

- Respect the privacy of the child by not pressing for details.
- Remain calm and don't display horror, shock, or disapproval of parents, child, or the situation.
- Don't place blame or make judgments about the parents or child.
- Tell the child you are going to contact people who can help.
- Record all information as soon as possible including child's name, parent's names, and the nature and extent of suspected abuse.
- Share findings confidentially with the producer, production coordinator, instructor, or operations director, who may have additional questions or instructions for you.
- CTE personnel will follow through with reporting the abuse to the proper authorities.

I have read the information above and understand the signs of possible child abuse and what to do if a child reports being abused.

Name (printed) _____ Signature _____ Date _____

Information found in this document is from the U.S. Department of Health and Human Services Child Welfare Information Gateway's "Recognizing Child Abuse and Neglect: Signs and Symptoms" (www.childwelfare.gov) and "Child Abuse Facts for Parents" guide by Vincent Iannelli, M.D., About.com Health's Disease and Condition.