



PANTOMIMES

CHECK LIST FOR PARENTS/AUTHORISED COLLECTION PERSON

1. During rehearsals and performances please wait in (name the waiting area) to collect your child. The children will come out to meet you from the auditorium.
2. The only parents/authorised collection person allowed backstage (including dressing rooms) are those who are Licensed Chaperones for that particular day unless you are a helper. Note: if you are a parent helper you can only be in sole charge of your own child (siblings and other relatives cannot chaperone children who perform unlicensed).
3. Children must arrive 1 hour (whatever time limit you wish to give) prior to performance start time.
4. If you have been asked to supply:- packed lunches, makeup, costumes etc. please check that your children have these with them prior to and on arrival.
5. Please ensure that your child knows that he/she must inform a Licensed Chaperone that they have arrived or are leaving the theatre. Note: make sure you and the child know who this person is.
6. Once your child is 'handed over' to a Licensed Chaperone they must not leave the building unaccompanied for any reason until/unless collected by their parent/authorised collection person. NOTE:- If the production has made arrangements for your child to go outside the theatre i.e. between matinee and evening performances to buy food, authorisation slips giving your permission for your child to leave the building should have been submitted to (named person) and signed by you prior to any performances. Children leaving the premises (for whatever reason) are still in the care of, and are the responsibility of, the Licensed Chaperone at all times.
7. If parents/authorised collection person cannot collect a child, notification in advance must be given to the (named person) prior to the performance.
8. In the event of illness, accident or backstage dispute, please report immediately to (named person).
9. Licensed Chaperone's responsibility ends 30 minutes after each show. In cases of collection difficulties or delays please let (named person) know a.s.a.p. of the delay and any emergency arrangements you have made for the collection of your child.
10. If your child cannot make a performance please contact either the child's 'opposite' from another team or (named person) as soon as is practically possible.