



## GENERAL INFORMATION FOR TORONTO YOUTH THEATRE'S FALL SEMESTER PROGRAM

### **CONTACT INFORMATION**

You can reach Adeen Ashton Fogle by email at [adeen.tyt@gmail.com](mailto:adeen.tyt@gmail.com) or by phone at (647) 821-1186.

You can also call the Toronto Youth Theatre (TYT)/Lower Ossington Theatre office at (416) 915-6747.

The following forms are required in hard copy with the original signatures. It is strongly recommended that you retain a copy of each form for your own personal records. TYT will not provide copies once the forms have been received.

### **CODE OF CONDUCT FORM**

This form contains all of the rules that every participant must agree to follow. These rules were created to help protect the physical and mental health and safety of each participant. Please familiarize yourself with the rules in our Code of Conduct. The participant, regardless of age, must sign the TYT Code of Conduct. If the participant is younger than eighteen years of age, a parent or guardian must also sign the TYT Code of Conduct.

### **CONTACT FORM**

This form gives TYT basic information about yourself as well as information regarding emergency contacts.

### **PERMISSION TO LEAVE THE PREMISES**

This form pertains only to those participants who are younger than eighteen years of age. This form must be signed if a parent or guardian wishes their child to be able to leave TYT premises during breaks and at the end of the day without a parent or guardian present. If this form is not signed, the parent or guardian must then come in person to sign their child out at the end of each rehearsal/workshop.

### **CONFIRMATION OF GUARDIANSHIP**

This form pertains only to those participants who are younger than eighteen years of age, whose parents or guardians choose not to sign the TYT Permission to Leave Premises form, and who wish someone else to pick up their child at the end of a workshop/rehearsal. This form ensures that the person picking up a child at the end of a workshop/rehearsal is someone known to the child and to the parent or guardian.

## **HEALTH INFORMATION FORM**

This form contains important contact and health information in case of a medical emergency and will be on hand at all rehearsals, workshops, and performances at TYT.

This form must be filled out by a parent or guardian if the participant is younger than eighteen years of age.

It is essential that you fill out the TYT Health Information form with accuracy and detail. Please fill out and return prior to the first day of the program. Your privacy is important to us; all information on the Health Information Form will remain confidential except in the event of an emergency.

## **PUBLICITY INFORMATION FORM**

This form grants TYT permission to use the participant's name, biography, photo, voice, and/or likeness in perpetuity in TYT publicity materials including but not limited to print, video, and/or website.

## **TYT CONDITIONS OF ENROLMENT**

Signing this form is dependent upon completion of all other forms. This form is a confirmation that the parent or guardian is familiar and in agreement with all TYT rules and protocols.

## **SIGNING IN AND OUT**

At the beginning of each workshop/rehearsal, the participant must sign-in on the TYT Register at the Lower Ossington Theatre. If a parent or guardian has decided not to give their child permission to leave the premises by filling out the attached permission form, the parent or guardian must sign-in for their child.

At the end of each workshop/rehearsal, the participant must sign-out. If a parent or guardian has decided not to give their child permission to leave the premises by filling out the attached permission form to that effect, then the parent or guardian must sign-out their child.

In either of these cases where the parent or guardian has not filled out the enclosed permission form allowing their child to leave the premises, they must arrive in person to pickup and drop off their child. If someone other than the parent or guardian will be picking up or dropping off that participant, a signed letter of permission from the parent or guardian specifically mentioning the name of the participant, the full name of the person who will be picking up the participant, and the date in which the participant will be picked up by said person is required. We will also request this person for photo identification before we allow them to pick up your child.

## **LATE DROPOFFS**

If you are unable to drop off your child on time, we ask that you contact Adeen Ashton Fogle. She can be reached at any time at (647) 821-1186.

## **EARLY/LATE PICK UP**

If you need to pick up your child prior to the end of a workshop/rehearsal, please contact Adeen Ashton Fogle in lieu of your child so as to not disturb the other participants. Participants under the age of eighteen cannot leave early without written permission from a parent or guardian. If you need to pick up your child later than the end of the workshop/rehearsal, it is very important that you inform us in advance so that someone can remain on TYT premises with your child. A late pickup fee of \$6.00 per half hour will be charged for each half hour after the scheduled end of the day (always rounding up to the nearest half hour) beginning fifteen minutes after the scheduled end of the program day. If you cannot be there to pick up your child, please arrange another way for them to be picked up.

## **OUR LOCATION**

This program will be taking place at the Lower Ossington Theatre located at 100A Ossington Avenue, Toronto.

## **MEAL BREAKS**

All participants are responsible for bringing or getting their own food. If the student wishes to leave the premises during a break, they must meet all of the following requirements:

- They have received permission from their parent or guardian (by way of a signed and returned permission form to that effect).
- They have received permission for that specific time from their instructor/director.
- They must sign-out and sign-in when they return.

The participants who do not meet all of the above requirements are not allowed to leave the premises for meal breaks or any other break.

## **PHYSICAL CONTACT**

TYT operates in a field where physical contact is necessary between participants and other participants and between instructors and participants. This is always conducted in an open and professional manner. Participants and parents should be aware that touching is a necessary part of performing and teaching theatre. Instructors will always tell participants in advance of physical contact and no participant will ever be in a situation where they are alone with an instructor. If a participant is uncomfortable with any physical contact during workshops/rehearsals, it is best to let us know prior to the start of the program so as to ensure the participant's well-being; participants are

encouraged to inform a TYT instructor, staff member, or volunteer if they ever feel uncomfortable or unsafe in any workshop/rehearsal and those who do so will be accommodated without judgement or pressure.

### **ACCESS, INCLUSION, AND ADDITIONAL NEEDS**

We are happy to meet anyone's additional needs accommodations (physical, sensory, learning, and/or mental health). However, please be aware that we currently operate in a building that is not wheelchair-accessible and therefore are unable to provide accessibility to those in wheelchairs at this time.

In order for us to be able to best support you/your child in having an enjoyable experience at TYT, we ask that you notify us of these needs by email prior to the first day of workshops. Please notify us of any allergies; accessibility concerns; behavioural, psychological, and/or emotional conditions.

### **HEALTH CONTACT**

The instructor will be at the workshop/rehearsal space at all times. You can reach them at any time during the workshop/rehearsal hours or contact Adeen or the office administrator during regular business hours at the above contact phone numbers.

### **MEDICATION**

TYT is **not** responsible for providing or administering medication. Please consult a doctor about altering your child's dosage so that the medication can be administered outside of program hours if needed. If your child carries an emergency medication such as an epipen, our instructor can make sure that it is always at the rehearsal and used if necessary.

### **WORKSHOP/REHEARSAL SAFETY**

The safety of all TYT participants, staff, and volunteers is of utmost importance. We prohibit any behaviour that may be unsafe both physically and mentally. If at any time a participant feels they are being asked to do something unsafe, they may refuse to do it without prejudice.

# CODE OF CONDUCT

1. All participants are required to participate in and follow the planned program. Each individual is expected to observe the rehearsal routine of Toronto Youth Theatre (hereinafter named TYT) program including, but not limited to, classes, workshops, rehearsals, lunchtimes, and break times.
2. Any participant who misses more than three workshops without written permission from a parent or guardian or doctor will be asked to leave the program.
3. Participants are required to respect the authority of all TYT staff and volunteers during all workshops, rehearsals, performances and breaks.
4. Each participant must at all times treat other participants, staff, and volunteers in a respectful and positive manner.
5. Participants will maintain an acceptable code of ethics during all classes, workshops, rehearsals, performances, and breaks. This includes avoiding the following:
  - Comments or gestures which are ethnically or culturally offensive
  - Comments or gestures that are sexually offensive or gender biased
  - Comments that are of a disabilities nature
  - Non-staged violence of any kind
  - Any form of bullying either physical or psychological
  - Any aggressive or provocative behaviour
  - Engaging in acts of a sexual nature
  - Leaving TYT premises without permission of a parent or guardian (for those participants under the age of eighteen) and a TYT staff member (all participants)
  - Missing classes or rehearsals without written permission from a parent or guardian (for those under the age of eighteen)
  - Encouraging others to break any part of the TYT Code of Conduct
6. All participants are expected to conduct themselves in a safe manner. Disregard for one's own personal safety or that of others is ground for disciplinary action. This includes, but it not limited to, roughhousing and malicious pranks.
7. All injuries, regardless of their seriousness, must be reported to an instructor or staff member.
8. Participants may at any time stop a class or rehearsal if they feel unsafe or uncomfortable. No participant is required to do anything onstage or in a workshop that they believe is unsafe, offensive or personally uncomfortable.

9. The possession or use of alcoholic beverages, nonprescription drugs, and/or narcotics on TYT premises is just cause for immediate expulsion from TYT.

10. The possession or use of unauthorized firearms, weapons, fireworks, or other incendiaries is just cause for immediate expulsion from TYT.

11. Each participant is expected to maintain their personal belongings in an orderly manner.

12. There are no visitors allowed at TYT workshops and rehearsals except for parents or guardians.

13. Parents who wish to visit must first report to the TYT staff and be escorted by a TYT staff member at all times. Parents are not allowed to visit or observe workshops/rehearsals without the permission of TYT with the following exceptions:

- When dropping off or picking up a participant
- When signing in or signing out a participant
- During performances
- If their child has forgotten an essential item at home
- For an emergency

14. Participants may not leave the facility unless ALL of the following criteria have been met:

- Parent or guardian has signed a permission form stating that their child may leave the premises
- It is an official TYT break
- A TYT staff member has also given permission for that specific break
- The participant has signed out

15. Participants not able to fulfill the requirements of regulation number 14 may not leave the premises during breaks and will have a supervised lunch at TYT.

16. Participants are required to bring the following items to every workshop and rehearsal:

- Their script/libretto
- A pencil
- A notebook
- Water
- Valid Canadian health card (unless you don't have one in which talk to Adeen so she can make special arrangements)

17. Electronic devices including but not limited to cell phones, pagers, music devices and computers are to be turned off during workshops and performances.

18. The Toronto Youth Theatre is a nut-aware company. Participants are asked not to bring food or products containing nuts or nut oils.

# THE CODE OF CONDUCT AGREEMENT FORM

- A TYT staff member will first bring any behaviour contrary to the TYT Code of Conduct to the participant's attention.
- If such behaviour continues and the participant is younger than eighteen years of age, the staff member will contact the participant's parent or guardian.
- Serious or repeated breaches of the Code of Conduct will be referred to the Board of Directors of TYT and may be cause for expulsion. I/We understand that if there is cause for expulsion due to not following the TYT Code of Conduct, there will be no refund.

I/We have read and understood all of the conditions set down in the TYT Code of Conduct. By signing the Code of Conduct, I/we agree with all of the conditions contained therein and agree to follow any and all of these conditions.

\_\_\_\_\_  
Parent/Guardian Name (Printed)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant Name

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date



# TYT MEMBER CONTACT INFORMATION

Full name: \_\_\_\_\_

Home address: \_\_\_\_\_

City: \_\_\_\_\_ Postal code: \_\_\_\_\_

Address during the program (if different): \_\_\_\_\_

City: \_\_\_\_\_ Postal code: \_\_\_\_\_

Participant's Date of Birth (mm/dd/yyyy): \_\_\_\_\_

School (if applicable): \_\_\_\_\_

Primary phone number: \_\_\_\_\_

Alternate phone number (if applicable): \_\_\_\_\_

Email address: \_\_\_\_\_

Primary Emergency Contact

Secondary Emergency Contact<sub>(optional)</sub>

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relation: \_\_\_\_\_

Relation: \_\_\_\_\_

Parent/Guardian #1

Parent/Guardian #2 <sub>(optional)</sub>

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Primary phone number:

Primary phone number:

\_\_\_\_\_

\_\_\_\_\_

Secondary phone number:

Secondary phone number:

\_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Please circle preferred form of contact:

Please circle preferred form of contact:

Phone

Email

Phone

Email

# PERMISSION TO LEAVE THE PREMISES FORM

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Participant's full name (Printed)

This permission slip must be filled out if you wish to allow the above-named participant to leave TYT premises at any time.

1. I give the above-named participant, with the permission of TYT staff, to leave TYT premises during any breaks.
2. I give permission to let the above-named participant sign-in to all rehearsals and workshops without the presence of a parent or guardian.
3. I give permission to let the above-named participant sign-out of all rehearsals and workshops without the presence of a parent or guardian.
4. I understand that once the participant signs-out from a rehearsal/workshop either during a break or after a rehearsal or workshop is finished, that they might no longer be in the presence of TYT staff or volunteers.
5. I agree to not hold Toronto Youth Theatre, its staff, volunteers, and its Board of Directors accountable for any responsibility in any instance of loss, injury, or accident that may occur while the above-named participant is on TYT premises or when the above-named participant is away from TYT premises, regardless of whether they have permission to be away from TYT premises or not.
6. I have read and understood the above conditions. Furthermore, I confirm that by signing this document I agree with all of the above conditions.

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Parent/Guardian Name (Printed)

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Parent/Guardian Signature

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Date

# CONFIRMATION OF GUARDIANSHIP

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Participant's full name (printed)

If you do not sign a form allowing the above-named participant to leave the TYT premises without a parent or guardian AND you would like someone else to pick up the above-named participant in the absence of a parent or guardian then you must complete and sign this form to confirm that you give that person the authority to act as a guardian.

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Temporary guardian's/Carergiver's full name (printed)

1. I/We confirm that we know the above-named guardian/carer.
2. I/We give the authority for the above-named participant to leave the Toronto Youth Theatre (hereinafter named the TYT) with the above named guardian in my absence.
3. I/We agree that the above-named guardian must show valid identification to the TYT staff before said guardian may leave with the above-named participant.
4. I/We agree to take responsibility for any loss, theft, injury or illness with respect to the above-named participant while the said participant is in the care of the above-named guardian.
5. I/We have read and fully understand the above conditions. I/We confirm that by signing this document, we agree with all of the conditions contained therein.

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Parent/guardian name (printed)

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Parent/guardian signature

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Date

# MEDICAL INFORMATION

Participant's full name: \_\_\_\_\_

Does your child have a legal and valid Canadian health card? Y/N

Allergies: \_\_\_\_\_

Does your child need an epipen on them at all times? Y/N

Does your child need to take penicillin during TYT rehearsals? Y/N

Does your child need to take any other kind of medication during TYT rehearsals? Y/N

If yes, please specify: \_\_\_\_\_

\_\_\_\_\_

Does your child have any special requests or directions that TYT staff should be aware of? For example: access requirements, learning or emotional support, etc. (Feel free to attach a separate letter if necessary.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are there any additional items of medical nature that might arise during rehearsals or performances? Y/N

If yes, please specify:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Guardian

\_\_\_\_\_  
Date

# PUBLICITY INFORMATION

1. The participant's name will appear in TYT publicity materials as the following:

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(Please print)

2. The participant's biography will appear in TYT publicity materials. Please attach the biography to this form, or print neatly on the reverse. The biography should be no longer than 80 words.

By signing the Publicity Information, I/we agree to allow the use of the participant's name and biography, and the information contained therein, in TYT publicity materials. These include but are not exclusive to programmes, posters, lobby displays, web pages, press releases, etc.

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Parent/guardian name (printed)

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Parent/guardian signature

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Date

---

Participant name (printed)

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Participant signature

---

Date

# CONDITIONS OF ENROLMENT FORM

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Participant's full name (printed)

1. The enrolment of the abovenamed participant to take part in classes, rehearsals, and performances in connection with Toronto Youth Theatre (hereinafter called the TYT) is made with my/our consent.
2. I/We accept the conditions set forth by TYT and agree to abide by all TYT regulations and to cooperate with the TYT staff, volunteers and Board of Directors in furthering the ideals upon which the programme was founded.
3. It is understood that the abovenamed participant, in all respects, is physically and mentally able to participate in the TYT program.
4. I/We have read and understood the TYT code of Conduct. I/We agree with all of the conditions contained therein and agree to follow all of those conditions. Furthermore, I/ we agree to assume all responsibility for any damage to property or persons resulting from any breach of the TYT Code of Conduct made by the abovenamed participant.
5. TYT reserves the right to expel students for violations of the TYT Code of Conduct without refund.
6. I/We have completed the TYT Health Information Form and agree that the information contained therein is both accurate and detailed. Furthermore, I/we have read and understood all of the conditions contained therein.
7. I/We understand that if I/we have not signed a form giving permission for the abovenamed participant (those under the age of 18) to leave the TYT premises, then the said participant may only leave the premises when in the presence of a parent or guardian. Furthermore, I/we understand that the abovenamed participant may leave the premises with another person ONLY if TYT has received a form from the parent or guardian giving that person the authority of a guardian and if that person shows valid identification.
8. I/We understand that registration fees must be paid no later than the first scheduled class or rehearsal and that the abovenamed participant will not be able to take part in the program until payment has been received.

9. I/We agree not to hold TYT, its staff, volunteers or its Board of Directors responsible for any loss, injury or accident in connection with participation in classes, rehearsals, performances or events sponsored by the TYT.

10. I/We agree not to hold TYT, its staff, volunteers or its Board of Directors responsible for any loss, injury or accident to the above named participant while away from TYT regardless of whether said participant has permission to be away from the premises.

11. If for any reason the abovenamed participant requires medical attention beyond that provided by the TYT or by my/our own personal health insurance, I/we agree to be responsible for any additional expenses incurred. I/We also give the TYT directors and staff authority to act on my/our behalf in case of a medical emergency.

12. I hereby consent to allow TYT to use the above named participant's photograph and/or video image for publicity purposes.

13. We consent to any recording made of the above-named participant during a TYT class, rehearsal, performance or event. I/We further acknowledge that the abovenamed participant waives any claim to copyright in any part of any such recording and waives any claim to any royalty or other financial consideration based on such participation.

14. I/We have read and understand all of the conditions set forth in the TYT Conditions of Enrolment. Furthermore, I/we confirm that by signing this form I/we agree with the conditions contained therein. I/We acknowledge that it is my/our responsibility to be familiar with all policies, guidelines, procedures, rules and details provided by Toronto Youth Theatre.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of parent/guardian (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date