



**RADIANCE ACADEMY
TOOWOOMBA**
Where dancers shine!

St Mark's Studio
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Parent Support Policy and Procedures

Volunteer Team

Parent support team is made up of family members (directly related to students), staff members and volunteers who have a blue card—Working with Children.

Fun

The job of the Parent support team is to keep the dancers safe, help facilitate the getting on and off the stage, and to have fun with the students. The idea of the job is to alleviate stress, and help create magical memories for our students. Above all else, we are here to help dancers thrive, enjoy their special moments and send them back to their parents with bright happy smiles!

Kindness and Respect

During a live production nerves can be frayed. However, it is important that we speak respectfully to all students, volunteers, parents, production crew, staff, photographers, film crew during the rehearsals and show. You are not required to tolerate disrespectful behavior from anyone. If you require help, please find someone in uniform to help you—you are not alone. If you feel threatened or unsafe Mr Radiance our team or the Empire Theatre Staff will come to your aid.

Safety

Priority one is safety. All students under bronze medal age (approximately grade 2) will required to be signed in and signed out to parents at each drop off. Parent support team is responsible for each student in their care until they return them to the parents.

- If you require a first aid officer please go side stage and we will page one for you.
- Evacuation procedures discussed at live meeting.
- If a child requires help with toileting 2 adults are required to accompany them. If you find yourself alone, please ask for help.
- Prop safety—dancers are not to touch the props unless directed as these can be heavy and unsafe.
- Fly props—be aware that props are flown in and out via overhead lines, watch above, listen to the Empire Staff and steer clear of out of bounds zones.
- Projection screen—don't let students anywhere near projection screens our out of bounds zones.
- Footwear-closed in shoes are required at the Empire Theatre unless dancing.

Rehearsals at the studio

During the rehearsals, find a spot to keep your dancers safe and occupied. Test 3 and below in studio 2, bronze and above in the waiting room. Sign in each dancer as they arrive. Happily send all parents off for coffee or shopping etc. (The air con and studio will not cope with additional bodies above and beyond the bare minimum required.)

The runner will come and get each group as required. Once you have danced, please feel free to return to your space. Parents will then arrive and sign the students out. Once all of your charges have been safely returned to their parents, you are free to leave.

Rehearsals at the Empire Theatre

Bronze medal and above will be required to rehearse on Friday night from approximately 4 to 8pm. Younger students will not be required for this rehearsal. All students will be required on Saturday morning for a FULL hair and make-up rehearsal as the photographer gets the best shots before the audience arrives.

Pick up and drop off zones for these rehearsals will be via the Julia Street Backstage Entrance. No parking for parents here. Please park at the usual Empire parking zones.

Bronze medal students and above will sign in at their dressing room door, junior students will sign in directly to parent support team.

Show time at the Empire Theatre

Parents will bring students back stage via the bar entrance inside the Empire Theatre. They can bring student directly to the room required. This will be either before the show or at interval. Parent support team need to be the first ones into the rooms ready to accept these arrivals. If you have a junior class performing only in act 1 they will be collected upstairs at the Empire Theatre in the Super Room at Interval.

Thankyou flowers

Flowers as gifts will be available in the studio for each student. Please help facilitate giving these out after the performance is finished, prior to parent collection.

Confidentiality & Privacy

As a Parent support team you may be privy to additional information regarding phone numbers, medical details, behavioral issues etc. Please keep all details confidential.

Privacy of students is paramount. We ask that you do not share on social media photographs of other peoples students. If you do have some fab photos from back stage, please send to us directly, we can check on the students in the photos and share if appropriate.

Photo Day

If you are available to help on photo day by organising your group, all assistance is beneficial in corralling a large group of kids.

Check list—Supplies To Bring

- Make-up
- Gel
- Hair spray
- Clean snacks (no nuts)
- Water
- Age appropriate books, cards, coloring, games etc
- Blanket

Check list- to Do

- Pack supplies to bring
- Bring sign in sheets (we can't reprint them from the Empire Theatre)
- Sign in students

Check list- to Do continued

- Have a great time
- Get students ready for stage
- Watch a magical performance
- Get students ready for their parents
- Sign back over
- Be excited about a job well done, safe students and a fun adventure