



General Information for the TYT Program

Contact information

You can reach Adeen Ashton Fogle at: adeen.tyt@gmail.com or call her at 647-821-1186.

If you having difficulty contacting Adeen, you can call the TYT/LOT 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 states the basic information about you (name, address, birthday, etc.), as well as you emergency contacts.

Permission to Leave the Premises for Those Under the Age of 18 Form

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 then the parent or guardian must come in person to sign their child out at the end of the rehearsal/workshop.

Confirmation of Guardianship for Those Under the Age of 18 Form

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

It is essential that you fill out the TYT Health Information form with accuracy and detail. Please fill it out in detail and return it to us before the first day of the program. We will take your privacy seriously and we will not reveal the information on the health information sheet unless there is a health concern. We will have this form on hand at all rehearsals, workshops and performances at TYT. This form contains essential contact information and health information that we will need to know in case of a medical emergency. A parent or guardian must fill out this form if the participant is younger than eighteen years of age.

Publicity Information Form

This form allows the TYT 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

This is the last form that you fill out. Signing this form is dependent upon completing the others. 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 for Those Under the Age of 18

At the beginning of each workshop/rehearsal the participant must sign-in on the TYT Register at the Stage Door 1 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 pick-up and drop off their child. If someone other than the parent or guardian who has signed the form will be picking up or dropping off that participant, we need a signed letter of permission from the parent or guardian. It needs to specifically mention the name of the participant and the full name of the person who is picking up the participant along with the date when that person will be picking up the participant. We will ask this person for identification before we allow them to pick up your child.



Late Drop-Offs

If you are running late, please be sure to contact Adeen as soon as possible at 647-821-1186 by either sending a text or phoning her.

Early/Late Pick Up for Those Under the Age of 18

If you need to pick up your child prior to the end of the class/rehearsal, please text or email Adeen with the above contact information. Participants under the age of eighteen cannot leave early without written permission from parent or guardian. If you need to pick-up your child later than the end of the rehearsal, it is very important that you let us know in advance so that someone can remain on TYT premises with your child. A late pick-up fee of \$6.00 per half hour will be charged for each half hour after the scheduled end of the program 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, 100 Ossington Ave, Toronto, on Saturdays between 10am-2pm.

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:

- Those under the age of eighteen have received permission from their parent or guardian who has filled out and signed the enclosed permission form to that effect.
- They have received permission for that specific time from their instructor/director.
- They must sign out and sign back 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 warn participants in advance of physical contact and no participant will ever be in a situation where they are alone with an instructor while working together. If a participant is very uncomfortable with the prospect of physical contact during workshops and rehearsals, it is best to let us know prior to the start of the program. This way it will not become an issue during the program and we can make sure that the participant does not feel left out or pressured because of their concerns.



Participants are encouraged to be open and speak up if they ever feel uncomfortable or unsafe in any workshop or rehearsal.

Access and Inclusion and Additional Needs

We are happy to meet anyone's additional needed accommodations (physical, sensory, learning and/or mental health). But please be aware that we are not accessible to those we have wheelchairs. In order for us to be able to best support you/your child in having an enjoyable experience at the TYT, we ask that you notify Adeen by email of these needs prior to the first day of workshops. Be aware that we are unable to provide accessibility to those in wheelchairs. 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 office admin during regular business hours at the above contact phone numbers.

Medications

TYT is NOT responsible for providing or administering medication to anyone. 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 discourage 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 disables 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, non-prescription drugs and/or narcotics either 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.

(Participants under 18 please have parent or guardian sign as well as participant signature.)

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

Participant Name

Participant Signature

Date



CONTACT INFORMATION

First & last name: _____

Home address: _____

City: _____ Postal code: _____

Address during the program (if different): _____

City: _____ Postal code: _____

Participant's Date of Birth: *Month* _____ *Day* _____ *Year*: _____

School (if applicable): _____

Cell phone number: _____

Home phone number (if applicable): _____

Email address: _____

First Emergency contacts:

Second Emergency contacts (optional):

Name: _____

Name: _____

Phone Number: _____

Phone Number: _____

Relation: _____

Relation: _____

If you are under the age of 18 please have this filled out:

Parent/guardian #1

Parent/guardian #2 (optional)

Name: _____

Name: _____

Cellphone number: _____

Cellphone number: _____

Home phone number (if applicable):

Home phone number (if applicable):

Email address:

Email address:

Preferred form of contact: Cellphone

Preferred form of contact: Cellphone



PERMISSION TO LEAVE THE PREMISES FORM

For those under the age of 18

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 for any responsibility in any instance or 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.

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date



CONFIRMATION OF GUARDIANSHIP FOR THOSE UNDER THE AGE 18

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.

Temporary Guardian/Carer 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.

Parent/guardian name (printed)

Parent/guardian signature

Date



MEDICAL INFORMATION

First & last name: _____

Do you currently have a legal, up-to-date, Canadian health card? Yes No

Health Card Number: _____

Are you fully updated in you vaccine shots? Yes No

Allergies: _____

Do you (your child) need an epipen on them at all times? Yes No

Do you (your child) need to take penicillin during there time here at the theatre?

Yes No

Do you (your child) need to take any other kind of medication during there time here at the theatre?

Yes No

Please be specific: _____

Do you have any special requests or directions that you would like TYT staff to know?

For example: access requirements, learning or emotional support, etc.

Yes No

If you circled yes, please attach a separate letter outlining the details.

Are there any items of medical nature that might arise during rehearsals or performances? Yes No

Please specify in an attached letter:

Signature
(Of guardian if participant is under the age 18)

Date



PUBLICITY INFORMATION (Optional)

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

(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.

Parent/guardian name (printed)
(If participant is under 18)

Parent/guardian signature

Date

Participant name (printed)

Participant signature

Date



CONDITIONS OF ENROLLMENT FORM

Participant's full name (printed)

1. The enrolment of the above-named 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 above-named 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 above-named 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 above-named 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 above-named 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 above-named 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 above-named 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 above-named 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
(If participant is under 18)

Signature

Date