



## Around the World Summertime Show 2019

### CHAPERONE INSTRUCTIONS

- All chaperones are in charge of a Colour Group. (These can be found on the website).
- The children in your group are in your duty of care.
- You will be given a badge, which must be worn AT ALL TIMES when chaperoning & handed back in at the sign in desk when you leave.
- **NO PHOTOS ARE ALLOWED TO BE TAKEN BY ANY CHAPERONE BACKSTAGE.**
- **MOBILES MUST BE SWITCHED OFF/ON SILENT & ARE NOT TO BE USED UNLESS FOR EMERGENCIES.**
- Backstage photos are allowed to be taken by Kristie, Louise, Jodie or Amy.
- If there are any emergencies you are to report to either **KRISTIE SEELEY, LOUISE DAVIS or JODIE ROBERTSON**
- It is likely that you will be chaperoning a group that is not your child (children tend to behave better for other people).
- **YOU ARE NOT TO LEAVE THE CHILDREN IN YOUR COLOUR GROUP TO SEE TO YOUR OWN CHILD.**
- It is the job of the chaperones to keep the noise down & make sure all children are behaving.
- All chaperones must attend the dress rehearsal to understand how it will work.
- Any child who has an allergy or medical condition will have a star written next to their first name. Instructions regarding this information will be kept with Kristie in a locked filing box. The chaperone in charge must report if there are any concerns with said child. The chaperone in charge is allowed to read the medical condition then return paperwork to the locked box.
- There will be a list of instructions with each colour group.
- Each chaperone is required to return each child's costume to the correct hanger/bag/dressing rail & make sure their colour group is kept tidy & organised at ALL TIMES.
- The childrens show box are needed for quick changes or to line up their next costume.
- Please make sure all personal belongings/shoes are kept in their own bag.
- Please make sure all areas are left as they were found at the beginning before you leave at the end of the show.
- There will be a first aid box with Kristie backstage & one in the Dance Studio with Jodie, please report if there are any accidents.
- All accidents will need to be written in the accident book.
- There will be safety pins, Kirby grips, bun pins, needle & thread, ice packs, bin bags etc... in the Dance Studio & backstage.

- If a child needs the toilet who is located in the Dance Studio, they will have to be escorted by one of their chaperones through the doors into the public toilets.
- No children are allowed to be left alone in their colour groups. If one child is not dancing they will have to come with you backstage or to the toilet.
- No child under the age of 16 is allowed to go to the toilet by themselves.
- Students in the backstage changing rooms have their own toilets.

## DRESS REHEARSAL

Sunday 7<sup>th</sup> July 2019

- For the dress rehearsal, all 1pm Chaperones will be changing & chaperoning for the First Half run through. All 6pm Chaperones will be allowed to watch the first half.
- During the break, chaperones will then swap. All 6pm Chaperones will be changing & chaperoning for the Second Half run through. All 1pm Chaperones will be allowed to watch the second half.
- If we are short of chaperones you may not be able to watch & may be needed to help backstage.
- If you are chaperoning the **Red** or **Orange** Colour Group – you are to chaperone the first half run through & then you may watch the second half.
- If you are watching, clapping is encouraged – please sit quietly & do not keep going in & out of the theatre.
- After the second half, all 1pm chaperones will need to assist the 6pm chaperones in making sure costumes are all hung up & put away correctly.
- Here, you can discuss any issues you have or tips for each other.
- There will be plain pieces of paper to write any notes that didn't work etc... for Kristie.

## SHOWTIME

Sunday 21<sup>st</sup> July 2019

- You will need to be backstage 1 hour prior to the show you are chaperoning.

LASTLY,

Thank you for your help. Without you, we could not put on a show.  
Here's to a very exciting KLDA Summertime Show.

Kristie xxx