



Participant Handbook

Welcome! This participant handbook is intended to help make C.R.O.W. a safe, fun, and positive environment for all, as well as to provide answers to some commonly asked questions.

OUR MISSION STATEMENT:

C.R.O.W. aims to inspire, educate, and empower youth through professional caliber arts education and performance opportunities.

GENERAL PARTICIPATION & BEHAVIOR:

C.R.O.W. is a place for making friends, working together on creative projects, and sharing your talents while learning about various facets of the Arts world. Participants who repeatedly exhibit negative physical or emotional behavior or cannot constructively participate in our program for any reason may be temporarily suspended or asked to leave permanently for the good of other participants. All participation is at the discretion of staff and/or the Artistic Director. Participants must show respect to all staff, volunteers and other participants at all times, and must follow all C.R.O.W. policies. For a complete list of behavior policies and consequences, please view our ***Code of Conduct***.

PROFESSIONALISM:

C.R.O.W. advocates for a high level of professionalism in everything we do. All participants who study or perform with C.R.O.W. are considered ambassadors of our Performing Arts program, and are expected to behave with complete professionalism at all times. Please see our ***Code of Conduct***.

DRESS CODE:

Participants must wear appropriate attire and shoes for each C.R.O.W. activity. Please see separate ***Dress Code*** for detailed information.

PICK UP/DROP OFF/ PARKING LOT:

For safety reasons, students under the age of 13 may not exit the C.R.O.W. building without an approved adult. Parents must drop off/pick up at the front door. Parents may wait in the parking lot during activities. For all activities at the Florence Events Center, parents must come inside to retrieve their child. Parents are responsible for the safe drop off/pick up of their child.

ATTENDANCE:

Participants must attend all scheduled classes/rehearsals/activities unless ill or experiencing a family emergency. Participants with frequent absences may be dropped (without a refund) at C.R.O.W.'s discretion. Please clearly communicate all absences with staff.

COSTUMES/SHOES:

Participants should not wear dance shoes or performance costumes outdoors or in public. Costumes and all affiliated components must be maintained appropriately and kept in performance shape.

PERSONAL ITEMS & VALUABLES:

Participants should bring a bag to keep personal items organized. C.R.O.W. is not responsible for the loss/theft of any personal items or valuables.

HYGEINE:

Proper personal hygiene is required at all times. All participants must keep their clothing and hair clean and wear deodorant as necessary. Please do not wear excessive fragrances, lotions, or perfumes.

DIVERSITY STATEMENT:

C.R.O.W. is committed to providing a safe space in which students feel comfortable to be their authentic selves. We promote and embrace each person's diverse background, ideas, and perspectives. We believe in the power of diversity, equity, and inclusion through cultivating a healthy community and seek to involve participants of all ages in an effort to bridge generations through the Arts. We seek to provide a path where every student has the opportunity to thrive.

RESTROOM/DRESSING ROOM USE:

C.R.O.W. respects and follows all OR state laws regarding restroom use / anti-discrimination. Please see **ORS 659A.403**. A single stall restroom is available at C.R.O.W.

PERFORMANCE PARTICIPATION CONSENT:

If a class is participating in an annual performance (i.e.-*Holly Jolly Follies* or *Spring Dance Showcase*), enrollment in the session means that participant agrees to perform with the class. **This is not optional.** Participants must also purchase necessary costume pieces, shoes, and undergarment, etc. Participant must attend extra rehearsals if required by the teacher. Participants must attend dress rehearsals at the Florence Events Center if required. On rare occasions, participants may take class without performing, but must have the teacher's permission prior to enrollment in the class.

OBSERVATION POLICY:

Parents/guardians and visitors are not permitted to observe classes without express permission from the instructor. This policy was created in 2021 by the C.R.O.W. Board of Directors for the health and safety of all participants, and for the best possible educational outcome. Please let us know if you have any concerns that require observation or need to request special permission to observe your student. We are happy to accommodate specific requests on a case-by-case basis.

FOOD & DRINK POLICY:

Only water is allowed at C.R.O.W. Water in an enclosed container with your name on it is recommended. A water bottle filler and drinking fountain is available. Please enjoy food and snacks in the car or at home before entering the C.R.O.W. building. Non-messy food (nothing sticky or spillable etc.) may be quickly eaten between classes by participants who have multiple classes/long days. This privilege may be revoked at any time. Microwave use is by permission only.

TRANSPORTATION POLICY:

For liability reasons, at no time will any C.R.O.W. Employees transport a student in their personal vehicle without a signed permission slip from the parent/guardian. All transportation to and from C.R.O.W. events is the sole responsibility of the parent/guardian.

SUGGESTIONS/ MINOR CONCERNS / COMMENTS:

A suggestion box is available at C.R.O.W. for suggestions, minor concerns, and comments. We encourage you to share your feedback with us. Anonymous submissions are always welcome.

PHOTO/VIDEO RELEASE:

Due to the live performance based nature of our program, all participants are required to sign our ***Photo/Video Release***.

INTELLECTUAL PROPERTY:

By participating in our program, it is understood that all choreography, lessons, artistic components, policies, documents, costumes, materials, props, and operational procedures are the intellectual or physical property of C.R.O.W. and may not be utilized for any outside purpose without permission. This includes any dance pieces you/your child may have learned, etc. C.R.O.W. students may not participate in any outside events under C.R.O.W.'s name or using any C.R.O.W. property without permission (i.e.- outside dance competitions). Please ask for clarification if needed.

CLASS LEVELS:

Most class levels are divided by age. However, a teacher may request that an older student take a more beginning level class; or a younger student with more advanced technique may be invited to join an upper level class. All placements are at the discretion of the teachers and/or Artistic Director.

SPECIAL NEEDS STUDENTS:

C.R.O.W. offers accessible services, but staff is not trained in accommodations for special needs. Thus, special needs accommodations fully remain the parent/guardian's or participant's responsibility at all times. Please clearly communicate with the Artistic Director or your teacher if there is a particular manner in which we can better assist with your/your child's success.

SCHOLARSHIPS:

C.R.O.W. seeks to provide financial need-based scholarships to those who qualify for financial assistance. A limited number of scholarships can be awarded each term, based on available funding. By accepting scholarship funds, participants understand that they are responsible for ensuring that the funds are fully utilized and are responsible for maintaining good attendance. **In general, participants may receive one scholarship per session.** Additional classes must be fully paid for by enrollment deadlines. We strive to prevent finances from being a barrier to accessing our programs.

PRIVATE LESSONS:

C.R.O.W. has limited private lesson capability, dependent on teacher availability. Should you be interested in private lessons, there is a flat hourly fee. Please ask your child's teacher for more information. A signed permission slip is required for all private lessons for minors.

AT RISK INVOLVEMENT:

All classes, rehearsals, camps, and other activities at C.R.O.W. are at the participant's own risk. By enrolling, Parent/Guardian must acknowledge that they have read, understand, and agree to C.R.O.W.'s ***Release of Liability***. Acceptance of this waiver is required upon registration.

YOUTH PROTECTION POLICY:

Physical and emotional safety of our participants is our first priority at C.R.O.W. C.R.O.W.'s ***Youth Protection Policy*** may be viewed on our website.

ANNUAL PERFORMANCE OPPORTUNITIES:

Please visit our website for a list of current events and performance opportunities. www.crowkids.com
C.R.O.W. generally offers a spring youth mainstage musical, classes, summer camps, a haunted maze, and a Christmas variety show for all ages. Please sign up for our email list on our website for updates.

VISITOR & ADULT CONDUCT:

Any visitor or adult displaying inappropriate conduct including but not limited to: profanity, overt personal disclosures, gossip, rudeness, or unprofessional behavior of any kind may be asked to leave and may be asked not to return. Distracting siblings or other children may be asked to leave at any time. Teachers and Directors reserve the right to ask any person to leave the premises at any time.

ILLNESS:

If you are contagious or have had a fever in the past 24 hours, please notify your teacher or contact C.R.O.W. and do not attend activities. C.R.O.W. will provide a medical face mask upon request. We appreciate your support in keeping all of our participants healthy.

ACCIDENTS/INCIDENTS:

An accident/incident reporting form may be found on our website. You may also request a hard copy.

SOCIAL MEDIA:

C.R.O.W. has an active social media presence. We encourage you to follow us on Facebook and Instagram so that you can stay up to date. Parents may join C.R.O.W.'s email list via our website "contact" page.

FB/IG: @crowtheatrekids @thehollyjollyfollies @crowflightdanceteam
@scarecrowhauntedmaze @tutudadsfanclub

Email is our preferred method of contact. Questions will be answered as soon as possible.

Please do not direct personal questions to your teacher between classes, as there is generally not enough time to address them without being disruptive to other students and classes. Should you need to arrange a private meeting, we are happy to accommodate your request. Please **do not call or text teachers or directors outside of standard business hours** unless an exception has been made by your teacher. We ask that you always show respect when communicating with staff.

General questions:

EMAIL: admin@crowkids.com

Urgent questions or complaints:

EMAIL: crowtheatrekids@yahoo.com

PHONE: 541-999-8641

For current Board of Directors email addresses, please visit our website.

Mailing Address: PO Box 184, Florence, OR 97439

C.R.O.W. Center for the Performing Arts Address: 3120 HWY 101, Florence, OR 97439

Website: www.crowkids.com

Enrollment in any C.R.O.W. program, class, event, or activity, indicates your full acknowledgement and acceptance that you have carefully read our policies and procedures, and will fully comply. This Participant handbook does not contain all policies and procedures, which may be verbally or otherwise communicated to you on an as-needed basis.

C.R.O.W. strives to be a supportive, inclusive, and safe environment. Participants in C.R.O.W. programs are expected to follow these rules at all times. If you have any questions or concerns about C.R.O.W. rules/policies, please make sure to address it with a C.R.O.W. staff member prior to commencing C.R.O.W. activities.

1. Respect:

- Do not touch other people's belongings without permission.
- Do not use disrespectful, abusive language (no profanity, threats, cruelty, or disparaging remarks of any kind to any other person). Bullying is not permitted.
- Do not damage or deface the facilities or property in any way.
- Pick up after yourself! Throw away your trash, keep your belongings in your bag, etc.
- Respect directors, teachers, staff, and team members at all times. Disrespect for authority will never be tolerated.
- Always keep your hands to yourself. Touching, pushing, fighting, or threatening physical abuse is not permitted.
- Clothing shall be appropriate for CROW activities. No inappropriate images or phrases are allowed.

2. Safety:

- No running or throwing objects (unless during an organized activity).
- All prescriptions and over the counter drugs taken at C.R.O.W. must have written or verbal parent approval.
- Treats and snacks that may be provided by C.R.O.W. are to be eaten at your own risk (food allergies, etc.). If you have a specific allergy, or aren't sure about a food item, you will not eat it.
- Kids under 18 may not leave with anyone other than parent/guardian unless written permission is provided.
- Walking/Driving: If your child is allowed to walk or drive on his/her own, parent permission must be provided in writing. Youth under 13 may not exit the building without permission in writing.

3. Participation:

- Be on time and ready to participate each day. You must also be picked up promptly at the end of the session/rehearsal.
- Bring all materials as applicable.
- If you are ill or will be absent inform the appropriate CROW staff member as early as possible.
- Be a positive and supportive team member at all times.

4. Prohibited Items & Activities:

- No alcoholic beverages, knives, firearms, fireworks, illegal drugs, matches, lighters (or any other fire-starting device), or tobacco products are permitted at CROW. Being under the influence of drugs or alcohol is prohibited.
- No gambling or betting with money.
- No inappropriate displays of affection between anyone.
- No stealing or tampering with equipment.

5. Electronics Policy (i.e. – cell phones, games, technology, etc)

C.R.O.W. is a place for learning about theatre, music, dance, and art. C.R.O.W. is not responsible for any interaction students may have electronically at any time. Electronics may only be used during an appropriate break, with parent permission. Electronics use during any C.R.O.W. activity is at staff discretion, but C.R.O.W. is not responsible for maintaining age-appropriate use nor monitoring content.

CONSEQUENCES:

These steps will be followed should anyone violate the rules stated above.

1st Infraction: Discuss and clarify with C.R.O.W. Staff Member.

2nd Infraction: Discuss and clarify with C.R.O.W. Staff Member again, and receive an appropriate consequence.

3rd Infraction or Any Behavior listed in Rule #4: Parent/guardian required to pick up child to be taken home at their expense. Fees (where applicable) will not be refunded. Student may be asked to leave the entire session/program/show with no refund (where applicable). Board of Directors will be notified (where applicable).

To appeal any behavior related consequence, please contact the Artistic Director or Board of Directors.

PARTICIPANT DRESS CODE

C.R.O.W. participants are required to wear appropriate attire for each class, workshop, or rehearsal. Dancers may not participate in a class if they are in regular/street clothes (except for Hip Hop). Absolutely no offensive logos or graphics are permitted at any time. Participants that are dressed inappropriately will not be allowed to participate and parent/guardian will be called for pick up.

General Dress Code for Rehearsals (i.e. – Spring Musical, Holly Jolly Follies, etc.)

In general, participants should wear comfortable attire that you can move in. No open-toed shoes, flip flops, bare feet, or high heels. No restrictive clothing such as tight-fitting jeans/skirts, etc.

General Dress Code for Dance Classes (see below)

Ballet

Female:

- Hair must be pulled back away from your face into a slick bun and secured with bobby pins/hairnet
- Pink Ballet Slippers – canvas or leather
- Pink tights
- Black leotard (any style)
- Dancers *may* wear a ballet skirt (any color, no tutus)

Male:

- Plain white or black t-shirt or tank, black shorts (above the knee), black tights, or leggings
- Black ballet shoes

Jazz / Acro / Contemporary / Hip Hop

- Hair must be pulled back away from your face into a slick bun or ponytail
- Any fitted dancewear is acceptable such as dance pants, leggings, shorts, tights, tank tops, half-tops, unitards, and leotards

HIP HOP ONLY: Any dancewear is acceptable including baggy items and hats if desired. Street clothing may be worn (at teacher's discretion)

JAZZ: Properly fitted jazz shoes are required

CONTEMPORARY/ACRO: Bare feet or half soles are acceptable

HIP HOP: Running shoes/sneakers/jazz shoes are permitted

NOTE: For all classes, dancewear may not be distracting, immodest, or get in the way of participation. No jeans/jean shorts. No offensive logos/graphics

Tap

- Any comfortable attire you can move in such as leggings, t-shirts, dancewear, etc. No jeans/ jean shorts.
- Black Oxford style tap shoes (lace up or slip on) are required

Strength & Conditioning

- Any comfortable workout attire. Feet may be bare for this class

Creative Movement

Female:

- Leggings or tights, leotard, unitard, skirt or tutu is fine. Ballet slippers or jazz shoes preferred

Male:

- Non-baggy sweats, dance pants, or leggings, and any color T-shirt

NOTE: For all students in Creative Movement, ballet or jazz shoes are preferred over sneakers

Please let us know if you have any questions or need to request a shoe or dance attire scholarship.

Ask your teacher for assistance to look inside our shoe recycling boxes.

Feel free to donate a pair of shoes that you/your student no longer uses.