

# Carousel Players

## Carousel Players' Arts Education Policy Manual

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# **1. General Policies**

## **1.1 Educational Philosophies**

At Carousel Players, we believe all children can benefit from drama education. Carousel Players strives to bring arts-based learning opportunities and compelling artistic, cultural, and heritage experiences to students across the Niagara Region. Our focus is on filling the need for more arts education programming that gives children and youth direct access to diverse experiential and authentic opportunities while inspiring and fostering each child's individual expression.

Our trained artist educators lead students through drama exercises in improvisation, storytelling, and embodiment of character, inspiring learners to develop empathy, to work collaboratively, and to gain confidence as they play imaginatively. Carousel Players carefully crafts our drama education curriculum with the guidance of education experts to ensure that students benefit both socially and academically, while also increasing self-directed learning, critical thinking, communication, and the appreciation for and active participation in the arts.

## **1.2 Code of Conduct**

Carousel Players' education programs provide students with a safe and non-judgmental environment to expose students to learning opportunities that strengthen their sense of self. All students, guardians, educators, volunteers, and staff have the right to enjoy a safe environment in the camp community and a responsibility to treat others with respect and to be accountable for their actions.

The educators, staff, and director(s) of the education programs are responsible for providing a safe and productive learning environment for campers. They maintain order at camp and are expected to hold everyone to the highest standard of respectful and responsible behaviour. The Company will provide the Educator with an orientation on curriculum delivery and with all necessary materials to deliver the sessions. As role models, all educators uphold these high standards when they:

- Encourage positive interactions between students and foster a supportive learning environment by reinforcing positive behavior.
- Maintain consistent standards of behaviour for all participants.
- Create boundaries for students to ensure responsible and safe use of space, costumes, and equipment.
- Work with the education team to ensure the safety of all participants.
- Ensure that no alcoholic beverages are consumed on the program premises.
- Work cooperatively with the education team to ensure the highest standards of program delivery.
- Demonstrate respect for all members of the education community and its property.

In addition to teaching their designated class(es), the Artist Educator will be responsible for and agrees to:

- Participate in annual professional development training sessions.
- Deliver education program sessions at your designated facility within the Niagara Region.
- Obtain and submit a valid Police Records Check with a vulnerable sector screening (cost will be reimbursed by Carousel Players after submission of the receipt).
- Prepare a lesson plan for each of the sessions using the curriculum outline provided to you by Carousel Players.
- Provide useful evaluation feedback to the curriculum team to inform revisions of the program.
- Read and adhere to the Arts Education Code of Conduct and all policies in the education manual provided by Carousel Players.
- Arrange for their own transportation and associated costs.
- Submit invoices to The Company bi-weekly.

### **1.3 Artist Educator Job Description**

Artist Educators are both artists and educators in the Niagara community with a background in dramatic arts and a passion for teaching. This is a part-time contract position (an average of 1.5 hours/week per class), the length of which is determined based on the program.

The Arts Educator will be responsible for:

- participating in educator training sessions as scheduled
- attending annual professional development workshops
- delivering all program sessions at the designated facility within the Niagara Region
- obtaining and submitting a valid Police Records Check with a vulnerable sector screening (cost will be reimbursed by Carousel Players after submission of the receipt)
- preparing a lesson plan for each of the sessions using the curriculum outline provided by Carousel Players
- providing useful evaluation feedback to the curriculum team to inform revisions of the program

The Company will provide the Educator with an orientation on curriculum delivery and with all necessary materials to deliver the sessions.

The sessions will take place in facilities in the Niagara Region, and the Educator is responsible for their own transportation and associated costs.

### **1.4 Notice of Absence and/or Illness**

The Artist Educator agrees to prepare for and attend all scheduled classes for which they are contracted. In the case of absence or illness, the educator will give an appropriate amount of notice.

**Procedures:**

- If the educator has a pre-existing conflict, it will be discussed 3 or more weeks in advance of the absence in order for the Coordinator to arrange a substitute educator.
- In the instance that the educator is unable to attend due to a conflict, they will give 24 hours notice or as much notice as possible in the case of illness.
- In the case of absence, the educator will provide a lesson plan for the class at least 24 hours in advance to the Coordinator who will pass the plan on to the substitute educator.
- Educators who are absent from a session will not be compensated, rather the substitute educator will receive compensation.

### **1.5 Class Cancellation Protocol**

In the event of inclement weather causing transportation cancellations or school/facility closures, educators will be notified the day of the class by the Coordinator. Should schools/facilities remain open but student transportation be cancelled, the class may also be cancelled and both the educator(s) and facility will be notified by the Coordinator. If the educator does not feel safe travelling in inclement weather, they will notify the Coordinator the morning of the class in order for the Coordinator to make arrangements for a substitute educator or to notify the school/facility of the class' cancellation. The educator will not be compensated for a cancelled class, however they will be compensated for the make-up class that Coordinator will schedule.

Sessions may be cancelled in the event that registration numbers do not meet the minimum required to run the program. The Coordinator will inform the educator one week in advance or with more notice if possible, and the Coordinator will arrange another education opportunity for the educator.

## **2. Classroom Management Policies**

### **2.1 Walking to the Park**

For full-day camps only the Coordinator, educator(s), and/or volunteers may take campers to the park during the hour-long lunch break - location and weather permitting.

#### **Procedures:**

- A minimum of two adults are required to go to the park, after which the camper to adult ratio should be one adult for every 10 children.
- If the sky is overcast or it is raining, the trip to the park will be cancelled.
- Campers and their parents will be informed in advance to ensure the campers wear and/or bring weather-appropriate clothing.
- If the camp takes place during the summer months, campers will be asked to bring their own sunscreen or will otherwise be provided sunscreen by Carousel Players to be administered by the Coordinator.

### **2.2 Disruptive Behaviour**

It is important that all students have a safe, caring, accepting, inclusive, and fun educational environment in order to maximize their enjoyment of the program and ensure a safe and supporting class climate for all participants. We want to ensure that every student has the best time possible in our programs.

#### **Procedure:**

- If a student causes emotional harm to others, the Coordinator and/or educator will intervene to talk through the conflict with the student and try to ensure they re-enter the class and can participate in a way that is safe and healthy for all participants.
- If a student causes physical harm to themselves or others, they will be asked to leave the room accompanied by the Coordinator and/or an assistant.
- If the student continues to cause emotional or physical harm to themselves or others, their parent/guardian will be contacted and asked to take the student out of the class.
- Unless additional support can be found to ensure the student's behaviour is safe for everyone, they will not be allowed to return to the program.

### **2.3 Medication Administration**

The Artist Educator and/or Coordinator will administer medication to students provided the parent/guardian fills out a permission slip with details of dosage, and the educator/Coordinator are comfortable administering the medication.

#### **Procedures:**

A secure container with lock will be provided to the educator and the medication will be stored safely away. The parent/guardian will fill out the medication administration form which will list the following information:

- The reason for the medication.
- The name of the medication with the child's name on the container.
- Written instructions of administration, including explicit permission to the educator and/or Coordinator to administer it.
- The parent/guardian's contact number and emergency contact number.

## **2.4 Head Lice**

For the health and safety of all children in Carousel Players' education programs and others attending the program, children and/or educators showing symptoms of head lice within 7 days of the start of a program will not be allowed to attend the program.

### **Procedures:**

Any educators showing symptoms of head lice will notify the Coordinator as soon as possible. If they are scheduled to teach a class within 7 days of showing symptoms, the Coordinator will arrange for another educator to substitute to teach their class until they are lice-free.

In the case of a child showing symptoms of head lice, the parent/guardian of the child will be contacted and asked to remove the child from the program. The paid registration fee will be refunded with the exception of a \$25 administration fee.