



Children's Legacy Theatre Inc.

Uplifting Youth Through Theatre Arts

1231 Good Hope Rd SE, Washington, D.C. 20020 · childrenslegacytheatre@gmail.com · (202) 710-7819

Family Educational Rights and Privacy Act (FERPA) Consent

Grantee, except for LEAs, shall include Family Educational Rights and Privacy Act (FERPA) consent on the participant enrollment form that is signed and dated by the parent or guardian of the participant. A sample consent is:

I (parent/guardian name) _____ hereby authorize and consent
DCPS Office of the Chief of Staff, Office of the State Superintendent, or
_____ (name of school)

to provide information concerning the education of my child, _____
(name of child), to _____ (Grantee Name) and the DC Office of Out of
School Time Grants and Youth Outcomes (OST Office). I further authorize the
release of educational records of my child for the current school year to the
parties listed above that include the following information: education transcripts,
school/program enrollment information, universal student ID, address,
demographic data, attendance data, credit history, grades, assessment data, IEP
information, and graduation attainment (12th grade only). This authorization and
release shall remain in effect from the date signed through my child's graduation
from DCPS or a DC public charter school.

By signing below, 1) I acknowledge and understand that I have the opportunity to
review the records to be disclosed and the right to challenge the contents of such
records, and 2) I am at least 18 years of age or I am signing this document on
behalf of my child because he/she is not 18 years of age.

X

Signature:

Date:



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Survey of Academic and Youth Outcomes-Youth Survey (SAYO-Y) Consent

Grantee shall include SAYO-Y consent on participant enrollment form that is signed and dated by parent or guardian.

_____ (Grantee Name) is funded by the Office of Out of School Time Grants and Youth Outcomes (OST Office), a DC Government agency. As a grantee, we are required to share participant information with the OST Office that may be collected on the enrollment form such as full name, date of birth, school name, demographics, and age.

In addition, we are required to administer a questionnaire called the Survey of Academic and Youth Outcomes (SAYO-Y). The SAYO-Y is a brief survey with questions about what your child thinks of the program and of the potential benefits of attending the program. All information collected through the SAYO-Y is confidential and no individual child or their individual responses will be identified. Participation in the SAYO-Y is voluntary.

By signing below I give permission for _____ (name of child) to be included in the SAYO-Y survey.

X

Signature:

Date:

Absent Form

Hello CLT Family and CLT Crew,

Being absent from work is not a good look on anyone when punctuality and attendance come into play. Although CLT understands that sometimes it may be unavoidable. In order to be absent from work with an excusable absence, there must be a 48 hour notice to a staff member.

Contactable staff members:

- Ms. Jackie: (202) 710 - 7819
- DJ Harris: (202) 294 - 6635
- Allysha. Bryant : (240) 938 - 1912
- CLT Office No. : (202) 997 - 1856

Below are some reasons missing work is necessary and will be excused, as long as there is a note brought back to the office administrator, Allysha Bryant, within three days of the absence.

- Doctors appointment
- Dentist appointment
- Death in the family
- Emergency health issue (trip to the hospital)
- After school tutoring

CLT policy states that three (3) unexcused absences you will be let go and/or may return onto a different project at an agreed upon time.

Below are Inexcusable absences, or tardies. These excuses will not be accepted and will be counted as unexcused.

- Hanging out with friends
- Going to the store to purchase items
- Baby sitting
- After school activities
- My friends Birthdays
- Calling out for another person

I _____ understand CLT's Absenteeism policy.

(Parent/Guardian) _____, agrees that she/he also understands the terms of this contract.



GENERAL POLICY AND PROCEDURES

CHILDREN'S LEGACY THEATRE, INC.

Children's Legacy Theatre, Inc. (CLT) is a theatre arts company. We train youth in all theatre arts disciplines including marketing and public relations. We rehearse after school Monday-Friday from 4:00 p.m. to 7:00 p.m., and out-of-school hours are from 9:00 a.m. to 3:30 p.m. CLT's goal is to produce 3 full plays and one 10-minute play festival per school year. We work cohesively and comprehensively with students under the following guidelines we call **TRAP-L...**

1. Teamwork
2. Response to Supervision
3. Appearance
4. Punctuality
5. Leadership

TEAMWORK is working as a unit. Understanding your specific responsibility to the team, guaranteeing that you take ownership of your role and duties as outlined in your job description. Teamwork means we are successful when we are ALL effective and efficient.

RESPONSE TO SUPERVISION is being aware of how you answer, reply or respond to a Supervisor or a Team Leaders request and directive; how you adhere to CLT's established policy and procedures. Your ability/determination to respond positively in tone, body language and physical appearance to leadership will guarantee your success in this company. There is absolutely no tolerance for profanity, bullying, tardiness and/or blatant disrespect in attitude, appearance and body language.

APPEARANCE is being prepared for the days work which includes but not limited to having your lines committed to memory on time, dressing appropriately (no pants hanging off your waist), completing the assigned homework of line memorization, choreography and/or research (especially for costumes, sound, lights, marketing and publication.) Maintaining a bad attitude, not being prepared for work or dressed inappropriately will have a negative impact on you and the team.

PUNCTUALITY is being on time every day. Best practice is arriving 15 minutes prior to start time. It is your responsibility to call if you are going to be late or not attend work for the day. You are required to give a 24-hour notice to the Stage Manager. Punctuality also includes committing lines to memory or setting-up stage, lights, sound, costumes and meeting assigned deadlines on time. Three (3) unexcused absences and or tardies will have a negative impact on your community service hours and may result in your termination.

LEADERSHIP is demonstrating your ability to accept directives and give direction when applicable, leading yourself and the team to a positive outcome. Leadership is the ability to self-correct and set an example and create a model that others may use to be successful. Leadership consists of praising your team publicly and giving constructive criticism privately always including phrases such as please and thank you.

Community service hours are earned based on your attendance, your performance and your adherence to **TRAP-L**, and completion of the production.

A daily sign in and out sheet will be posted upon your arrival and it is **your responsibility** to sign in and out.

You can earn 25 community service hours per production. However, you must complete the project to receive community service hours. If you do not complete the project you will not receive the community service hours.

By signing below, I understand and agree to adhere to CLT's guidelines, policies and procedures.

Student Signature

Date

Parent Signature

Date

CLT Staff Member Signature

Date



Set Crew Safety Rules

1. Keep the work area free of clutter.
2. Before operating machinery or power tools for the first time, be checked out on proper operation procedures by the supervising teacher.
3. Dress properly. Wear hard sole shoes, avoid loose clothing, and cover or tie long hair that could catch in moving parts or air vents.
4. Use safety eye or face protection. Wear safety glasses with side shields, impact goggles, full face shields, or masks/respirators as indicated by the nature of the work being performed.
5. Do not use any defective or questionable electrical tool, machine cord, connection, or accessory. Report any defects for repair or replacement immediately.
6. Understand the application, limitations, and potential hazards of any tool or machine you use. Select the proper tool for the job to be done. Don't improvise.
7. Make sure saw blades, drill bits, etc., are sharp, clean, and regularly maintained.
8. All saws should be adjusted before use to expose only the minimum amount of blade necessary. The fingers and hands must be kept clear of the blade at all times.
9. The blade in the table saw should be recessed when not in use.
10. Do not use a tool with a frayed cord or broken connection. Use only heavy-duty U.L.-listed extension cords of proper wire size and length.
11. Electrical lines running along the stage floor should be taped or otherwise secured to prevent tripping during work periods, rehearsals, and performances.
13. Avoid accidental startup. Make sure the switch is "off" before plugging in the cord or when power is interrupted.
14. Never carry a power tool with your finger on the switch.
15. Ground all power tools. If a tool is equipped with a three-prong plug, it should be plugged into a three-hole electrical outlet.
16. Remove adjusting keys and wrenches before turning on a tool or machine.
17. Do not force tools.

18. Do not over-reach. Maintain proper footing, balance, and a secure grip on the tool you are using.
19. Never adjust or change bits, blades, or belts with the power tool or machine connected to an electrical outlet.
20. Never brush away chips or sawdust while tools or machines are operating.
21. Never leave tools or equipment running unattended. Disconnect equipment from the power source when not in use.
22. Never surprise, touch, or talk to anyone operating a power tool or machinery.
23. Return tools to the tool room immediately after completing work.

This signature certifies that, you, a Parent/Guardian, are fully aware of the fact that your child is participating in an activity that involves using power tools and electricity. By signing below, you understand that your child will be under the supervision of CLT's Staff while using said tools, and that we, at CLT will make sure that your child stays safe and practices all the mandatory Safety Rules as listed above.

Parent/Guardian Signature

Date

Company Official Signature

Date



Dress Code Policy

Here, in Children's Legacy Theatre, we pride ourselves on our looks and outer wear. It is expected of our staff and students to wear the appropriate attire. While on the job, the appropriate attire is as follows:

1. No clothing that shows vulgar language or obscenities.
2. Garments usually worn for workout or outdoor activities (i.e.: tank tops, muscle shirts, etc.) are not appropriate for work.
3. Rips, tears, and holes in the clothes aren't allowed.
4. Clothing that is see-through or exposes skin is prohibited.
5. Skirts, dresses, or shorts cannot be shorter than mid-thigh (at least 6 inches above the knee).
6. No open-toed shoes on the job.
7. Slippers and flip flops are not acceptable.
8. Pajamas are not allowed.
9. Tube tops or crop tops exposing the stomach are inappropriate.
10. Shirts with straps should not be under the width of a dollar bill (2.61 inches wide)
11. Heels higher than two inches are not allowed.
12. No clothing that encourages discrimination against a person based on race, religion, sex, disability, ethnicity, or orientation.

Anyone who cannot respect the dress code policy will be given a notice. Your first notice is a warning. Your second notice leads to a deduction in pay. Your third notice will lead to a termination. By signing below, you agree to follow the policy to the letter, and you understand the consequences of not following the policy.

Student Signature

Date



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STUDENT APPLICATION

Name: _____

Address: _____

Your Age: _____ Date of Birth: _____

Phone Number & Email Address: _____

School: _____ Grade: _____ Ward: _____

Parent(s) Name: _____

Parent(s) Phone Number & Email: _____

Position Desired: _____

Are you involved in other afterschool activities: Yes or No

List Activities, Dates, and Times:

Previous Work History:

<u>Date (Month & Year)</u>	<u>Name of Employer</u>	<u>Position</u>	<u>Reason for Leaving</u>
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_____	_____	_____	_____
_____	_____	_____	_____

Please list two references and their contact details:

<u>Name</u>	<u>Relation</u>	<u>Contact Information</u>
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1.

2.



Emergency Contact Sheet

Youth's Name: _____ **Date:** _____

Emergency Contact Name:	Relationship:	Phone Number:	Email:

Parent or Guardian Signature: _____

Parent or Guardian Number: _____



October 23rd, 2023

Dear Student Employees:

CLT's company policy does not allow employees to sign in and out for each other. On the days youth are absent it is not permissible to ask other employees to sign in for you. Youth will be required to sign-in twice, once in the lobby and the other on the CLT sign-in sheet. If you arrive after 5:00p you are LATE. To get credit for the day please see the office administrator. It will be a \$10 fine every hour for being late unless you call DJ, 202-294-6635. After 5:45 you will be sent home if you are without a proper reason for tardiness.

If you are going to be absent or late you must call in to 202-294-6635 two days in advance of your absence or call an hour before to let staff know you will be late. This allows staff to adjust the rehearsal schedule. Your friend or sibling cannot call in on your behalf.

You are NOT ALLOWED to sign in/out for anyone but yourself. If you sign in or out for anyone other than yourself there will be a \$50 deduction out of your paycheck, and you will also be removed from your current project. No exceptions. You will also be fined \$5 if you sign out before it is time to leave.

Signing below acknowledges you received and understand the sign-in/Sign-out policy.

Student Signature

Date

