

Broadway Theater Dance Workshop



Parent Chaperones

Thank you for your interest in chaperoning for the 2010 Broadway Theatre Dance Workshop. Our chaperones are very important to our program; they help us when we need extra pairs of hand and they make sure all of our students are supervised and safe during their times away from their classes and rehearsals. A full description of chaperone responsibilities follows.

Application Process

Please start by submitting a completed Chaperone Application and Release form. Once selected, chaperones are required to submit fingerprinting cards for the purpose of a background check. Background checks are an NDI-NM standard procedure for selecting and hiring personnel. Chaperones will be reimbursed for the fingerprinting expense. We will contact you if you are selected and need to submit fingerprinting cards. Final approval to chaperone is based upon the completion of the background check and fingerprinting.

Please make a note of the following deadlines. Due to time constrictions, we are unable to extend any of these deadlines:

- **March 12th:** Completed chaperone applications are due back via mail. No e-mail or faxed applications will be considered.
- **March 19th:** You will be notified if you have been selected and fingerprinting cards will be mailed to you via priority mail.
- **April 9th-**fingerprint cards are due back to BTDW
- **May 3rd-**you will receive confirmation of chaperoning

Chaperone Responsibilities

Saturday, July 24th - Arrival day

- Chaperones meet students at the airport and accompany them to their bus, which arrives at 2pm.
- Chaperones help students find their rooms at the IAIA and get situated.
- Chaperones meet their designated group of students.

Saturday, August 7th and Sunday August 8th-Departure Days

- Chaperones are expected to check students out of the dorms on August 7th and 8th. Chaperones are expected to stay at the dorms Saturday, August 7th with any students who will be checking out on Sunday.

Daily Expectations

- Chaperones stay at the IAIA dorms during the entire BTDW workshop.
- Chaperones report to the Lead Chaperone, an NDI-NM employee who also stays at the dorms. The Lead Chaperone is the first point of contact for concerns or suggestions.
- Chaperones are not required to accompany dancers to The Dance Barns or to supervise them during class and rehearsal times. We ask chaperones to consider the daytime their own personal time away from the Dance Barns to sightsee, etc.
- Chaperones must provide their own transportation. The IAIA is located in an area that is far from town with little public transportation. We will provide chaperones with contact information for other chaperones so that they may coordinate a shared car rental if they wish.
- Chaperones are asked to arrive at the Dance Barns at 5:45 to set up and serve the daily evening meal.
- At the end of each rehearsal day, the shuttle bus will pick up dancers at The Dance Barns and return them to the IAIA dorms. Chaperones meet the dancers at arrival.
- Chaperones accompany dancers on all weekend and evening activities that are not spent at The Dance Barns. Chaperone supervision is required during all free time away from BTDW activities.
- A BTDW staff member supervises all activities at The Dance Barns.
- We welcome assistance from chaperones for our performances, but we do not require it. Please let us know if you would like to volunteer.
- In social situations, chaperones are asked to remain objective and impartial. We expect that chaperones will create a warm and positive, yet professional relationship with students.

Rules for chaperones to enforce while at the IAIA dorms

- Dancers are never allowed to be off IAIA or NDI-NM property without a chaperone. Dancers may not be transported by any means other than BTDW transportation, including the cars of local students.
- Dancers are responsible for signing in and out at the IAIA.
- Chaperones call the dancers in their group with a reminder/wake up phone call each morning, accompany dancers to breakfast and ensure they get on the provided shuttle from the IAIA to The Dance Barns.
- Chaperones enforce the 10 pm curfew and lights out.
- Chaperones conduct random room checks to make sure everyone is in the appropriate rooms and all rules are followed.
- Chaperones are responsible for the care and supervision of any dancer who is ill or injured and unable to attend rehearsals at The Dance Barns. In conjunction with the lead chaperone, chaperones make emergency calls if needed.
- Chaperones with cars may be called upon to get supplies for dancers if the need should arise at the dorms, such as first aid items or personal items, at the dancer's expense. However, due to insurance restrictions, chaperones

may not transport dancers who are not their own children at any time during the workshop.

- Chaperones help to enforce rules at the dorms as described in the BTDW Parent and Dancer Agreement

Emergency Contact Information

- BTDW provides all chaperones with an Emergency Contact sheet, listing any local emergency numbers, phone numbers of BTDW staff and phone numbers of dancer's parents.
- BTDW students also have an Emergency Contact sheet/card with local emergency phone numbers, as well as their chaperone's cell phone number.

Chaperone Benefits

- Chaperones receive a free room and any meals that are provided to the students during their stay.
- Chaperones receive a \$400 discount on their student's tuition. Remaining tuition is due in full by posted deadlines.