

09/01/2025

Meeting Itinerary



DRAMATROUPE

AHS / MCT PARTNERSHIP

204 1st Ave NW, Austin, MN 55912

(Lower Level of FUMC) 507-437-9078

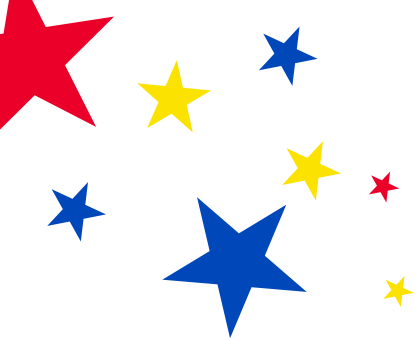
education.mct.mn@gmail.com

www.matchboxchildrenstheatre.org

Welcome!! Here is a breakdown of what we will discuss tonight. Please fill out and sign all forms where noted and hand in to the executive director before leaving tonight. You will also receive a copy to take home.

- **Welcome Letter & Introductions**
- **BAND App Signup**
- **Safe Gatherings Policy**
- **Pickup Policy**
- **Emergency Contact / Pickup Release Form / Additional Authorized Pickups**
- **Health Policies**
- **Allergies Questionnaire**
- **Behavior Policy**
- **Bullying Policy**
- **Bullying & Behavior Contract**
- **Photo/Video Release Form**





09/01/2025

Welcome Letter



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Congratulations!!! Your child has joined our schoolyear theatre education program Drama Troupe, an exciting new partnership between Austin High School and Matchbox Children's Theatre to bring you the best of all of our best! Theatre education brings various experiences that young people will remember for the rest of their lives, and it is truly our pleasure to work with your child. We want everyone involved to understand both the benefits and responsibilities that go along with being in Drama Troupe, so we have detailed some of the basics here.

First off, there are a number of great benefits to being in theatre, including:

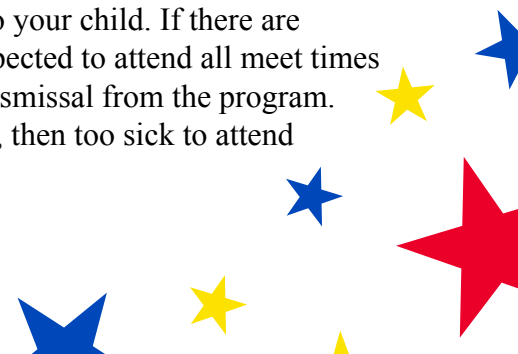
Active Participation in the Arts: Participating in the arts provides young people with a chance to explore their creativity and imagination in a structured and safe environment. Theatre is specifically remarkable because it is the only art form that combines all areas of the fine arts: acting, singing, dancing, music, and visual arts. Through Drama Troupe, your child also gets ample opportunities to further their community participation and all the great learning that comes with that experience.

Improving Literacy Skills: From reading scripts to memorizing lines to learning to tell a story, young people continually improve their literacy skills while rehearsing and performing in a play.

Becoming a Confident Public Speaker: It takes a lot of guts to stand up and speak, sing or dance in front of your family, peers, and what may seem like the entire community. Experience with public speaking at a young age gives youth confidence that will be important to them for the rest of their lives.

Gaining Critical Thinking & Problem-Solving Skills: Putting on a production of every kind is a group effort, and every member of the team must work together to make it happen. Throughout the process, they will learn to solve challenges as they arise. Youth will learn to trust and depend on themselves and their teammates. As with any group activity, every participant has responsibilities. Please look over the following items to make sure you and your child feel you can honor the commitment to being a part of Drama Troupe.

Attendance: Your child has a basic schedule for the program: Thursdays 3:30pm - 5:00pm @ Matchbox. Community/additional activities will be posted on BAND and communicated to your child. If there are conflicts, please let the leadership team know as soon as possible. Youth are expected to attend all meet times unless prior approval has been given. Consistent failure to do so can result in dismissal from the program. Exception made in connection to school attendance: if too sick to attend school, then too sick to attend rehearsal. Please notify us on BAND after notifying school of absence.



Meet Times: Meet times will typically last from 3:30pm - 5:00pm each Thursday and be held at Matchbox Children's Theatre (MCT). Please note your child will have a snack there, but not a full meal. If your child has an allergy please inform the leadership team, and fill out the following Allergies Questionnaire. All youth should arrive ready to participate. This means arriving with the following: good personal hygiene, movement-appropriate footwear and clothing, their materials, a pencil, a water bottle, and a light snack. Also, make sure you have arranged for your child to be picked up on time from each meet time.

Homework: All students will have some homework for the show, including memorizing lines and songs, researching their character, etc. Work with your child to create a schedule so they have time to finish both their school homework and their homework from Drama Troupe.

Attitude: MCT is a safe space where young people can take positive risks and be themselves without the fear of being laughed at or alienated. This principle is essential to artistic growth and exploration. Participants are expected to respect these ideas and are encouraged to remember it themselves when trying new things. Respect of costuming and prop materials is also a must. Costumes must be hung back up, and props put back in place (and not played with!) before the student may leave for the night. It takes a team!

Volunteering & Snacks: The most important thing you can do to help us with the program is make sure your child commits to everything listed in this packet. If you want to volunteer additional time or resources to the program, simply drop us a note on the BAND app, and we will contact you. Snacks are always appreciated, and volunteer opportunities pop up often!

Finally, please remember that theatre is a living, breathing entity. Things don't always go exactly as planned, so changes to the plan will most likely be made throughout the program. We promise to give you as much advance notice as possible on all changes that arise.

If you have questions or concerns at any time throughout the process, please feel free to contact Kim Potter on the BAND app, or by email: education.mctmn@gmail.com and we will be happy to help you.

Sincerely,

Angie Sedgwick Perry

Executive Director

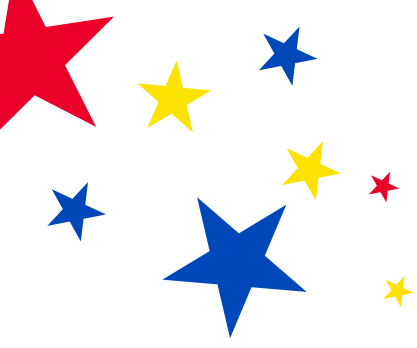
executivedirector.mctmn@gmail.com

Kim Potter

Drama Troupe Lead

education.mctmn@gmail.com





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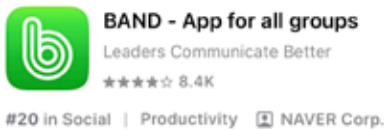
BAND Communications App

Please use the BAND app for any/all communications whenever possible. You may post directly in the group page, or may use the messenger for private communications with an adult lead. Please keep in mind adult leads are not allowed to have private messaging conversations with any minors without a parent/guardian in the private message group; however, they can openly converse in the group's main public page.

The BAND app will be used for ALL communications from the leadership team. If there are any changes in times/dates, snack requests, volunteer requests, weather notifications, etc. they will be posted in BAND. Please make sure you turn notifications on once the app is installed and keep up to date with the group's posts.

Setup Instructions:

1. Search the app "BAND" and install from either iPhone's App Store, or Android's Google Play. The icon looks like this:



2. Once open, sign up with your phone or email address. Enter info, then use verification codes to complete account setup.

3. Select "Allow" to allow BAND to send you notifications.

4. Ignore group options listed, and hit the back arrow in top left corner.

5. Click on "Have you been invited? Find my invitation"

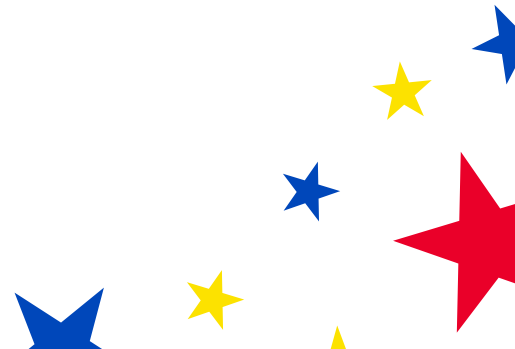
6. Select to scan the QR or use the following link:

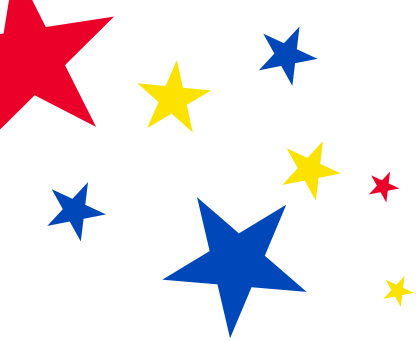
<https://band.us/n/ada6bbI8w0o6Z>



7. Drama Troupe will show up: select "Request to join"

8. Admin will approve you, and you are all set!





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Safe Gatherings Policy

MCT requires all adult staff or volunteers to complete a background check via Safe Gatherings.

The purpose of this policy is to:

- Create a safe environment
- Prevent abuse
- Raise awareness
- Establish and communicate transparency and accountability

If You See Something Say Something

Procedures

- Parents/guardians are always welcome at every rehearsal.
- Two adults will be at each activity, whenever possible. If two adults cannot be at each activity, more than one adult will be in the building.
- Adults will never be alone with one child. If this happens the adult will notify the executive director that they were alone with a child and the incident will be documented and placed in a file.
- If a child shares that they have been abused, the adult will bring in an MCT Representative (executive director or Board co-chair) and they will document the shared information.
- When abuse is suspected or has been reported by a child, Mower County Human Services will be notified. If a child is in immediate danger, Law enforcement will be notified. An incident report will be documented and placed in a file. Any and all signs of abuse must be reported. This report will only be shared with the executive director or co-chair of the Board. No abuse will be shared with other staff or volunteers. MCT is not allowed to discourage anyone from filing a report.
- When working with children, staff and volunteers will use positive language, praise positive behaviors, provide positive redirection, and utilize age-appropriate breaks in a designated calming corner until the child is ready to rejoin the activity.
- MCT will follow adult to child ratios set forth by the State of Minnesota. The ratios are as follows:
Infants 1:4 Toddlers 1:7 Preschoolers 1:10 School ages 1:15
- No child may leave the building and wait outside without supervision. *Please see Pickup Policy*

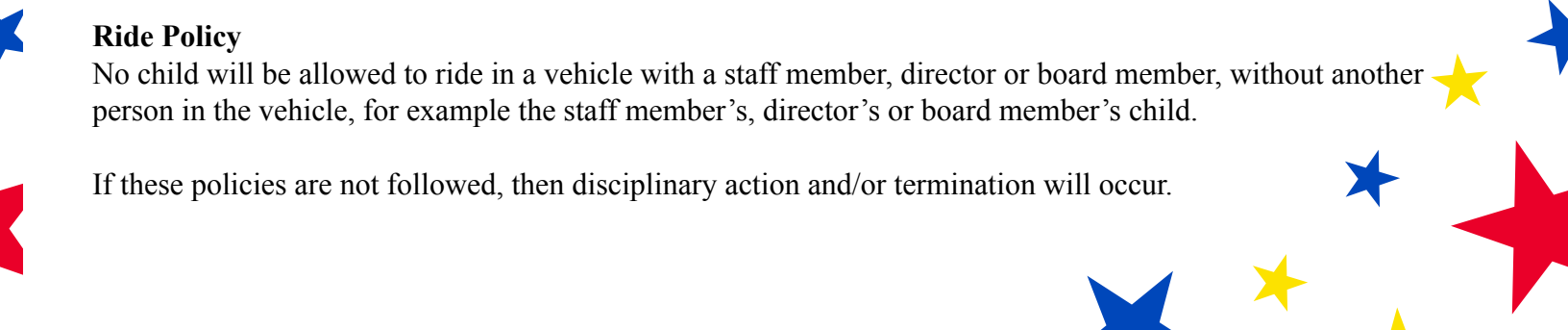
Bathroom Policy

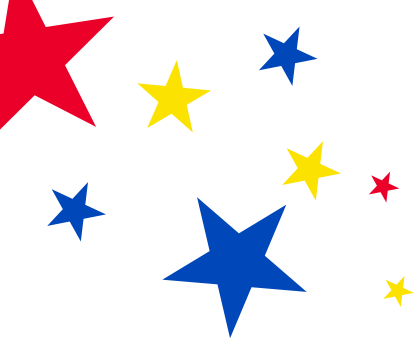
No staff/volunteer will be alone with a child in the bathroom. If an adult must enter a bathroom that one child is in, another staff/volunteer will stand in the open doorway.

Ride Policy

No child will be allowed to ride in a vehicle with a staff member, director or board member, without another person in the vehicle, for example the staff member's, director's or board member's child.

If these policies are not followed, then disciplinary action and/or termination will occur.





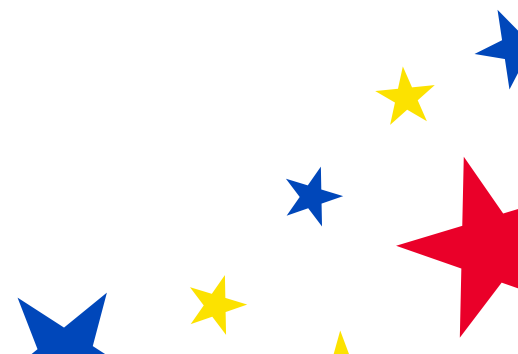
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Pickup Policy



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- 1) Children are not allowed to leave MCT without an authorized parent/guardian checking in with a Drama Troupe lead. Children may not wait outside unsupervised.
- 2) Children will be released only to those authorized by the parent/guardian on the child's Pickup Release Form or Additional Authorized Pickups Form. It is the parent/guardian's responsibility to notify Drama Troupe leadership team of any changes in authorization via the BAND app, or email education.mctmn@gmail.com. Photo ID will be required to release your child to anyone not already listed on the Pickup Release Form or Additional Authorized Pickups Form.
- 3) If your child needs to be picked up during the program, a message must be sent to the BAND app, or email education.mctmn@gmail.com. Children will not be released to any unapproved adults during rehearsal unless the adult lead and a parent/legal guardian approve it.
- 4) No child will be dismissed to an underage sibling (younger than 18) unless an authorized adult is visible or prior written permission has been given (see 5).
- 5) Children must be picked up no later than 15 minutes after rehearsal ends, and must stay with an adult lead while waiting. If any other arrangement for a child's dismissal is made (i.e. "Mom told me to walk to the Library after"), written permission must be given prior to end of rehearsal time. We realize that there are emergencies and unexpected situations, and your communication and cooperation are greatly appreciated; however, any child that is picked up 15 minutes after rehearsal time ends more than 3 times may be withdrawn from the production.
- 6) Matchbox Children's Theatre must be immediately notified of changes in telephone numbers (home, work, and cellular phones), job, family status, custody changes, medical information, allergies, and authorized persons to pick up your child. This is all done for the safety of your child. Please keep us informed. Thank you!





Emergency Contact Information / Pickup Release Form

Child's Name: _____

Birth Date: _____

Contact Information

	Parent 1/Legal Guardian	Parent 2/Legal Guardian
Name		
Home Address		
Work Address		
Preferred E-mail Address		
Home Phone		
Cell Phone		
Work Phone		

Please list the names of any and all possible persons to whom Drama Troupe (DT) is allowed to release your child, if you are not available. List contacts **IN THE ORDER** that you would like them to be contacted in the event of an emergency. Contacts **MUST PROVIDE A PICTURE ID** in order to pick up your child. By signing this form, you give DT permission to share health information about your child with the people listed as emergency contacts.

Name: _____

Telephone Number: _____

Relationship to Child: _____

Can this Person be contacted in case of an emergency? Yes ☐ No ☐

Name: _____

Telephone Number: _____

Relationship to Child: _____

Can this Person be contacted in case of an emergency? Yes ☐ No ☐

Name: _____

Telephone Number: _____

Relationship to Child: _____

Can this Person be contacted in case of an emergency? Yes ☐ No ☐

Signature of Parent or Guardian

Date



Additional Authorized Pickups

Please list the names of any and all possible persons to whom Drama Troupe (DT) is allowed to release your child, if you are not available. List contacts **IN THE ORDER** that you would like them to be contacted in the event of an emergency. Contacts **MUST PROVIDE A PICTURE ID** in order to pick up your child. By signing this form, you give DT permission to share health information about your child with the people listed as emergency contacts.

Name: _____	Telephone Number: _____
Relationship to Child: _____	Can this Person be contacted in case of an emergency? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name: _____	Telephone Number: _____
Relationship to Child: _____	Can this Person be contacted in case of an emergency? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name: _____	Telephone Number: _____
Relationship to Child: _____	Can this Person be contacted in case of an emergency? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name: _____	Telephone Number: _____
Relationship to Child: _____	Can this Person be contacted in case of an emergency? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name: _____	Telephone Number: _____
Relationship to Child: _____	Can this Person be contacted in case of an emergency? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name: _____	Telephone Number: _____
Relationship to Child: _____	Can this Person be contacted in case of an emergency? Yes <input type="checkbox"/> No <input type="checkbox"/>

Signature of Parent or Guardian

Date



Medical Release Form

Child's Name: _____ Birth Date: _____

Child's Doctor: _____ Phone Number: _____

Preferred Dentist: _____ Phone Number: _____

Preferred Hospital: _____ Phone Number: _____

Insurance Information

Primary Insurance

Insurance Carrier: _____ Subscriber: _____

ID#: _____ Subscriber Date of Birth: _____

Group #: _____ Relationship to Subscriber: _____

Secondary Insurance

Insurance Carrier: _____ Subscriber: _____

ID#: _____ Subscriber Date of Birth: _____

Group #: _____ Relationship to Subscriber: _____

Please be sure that we have up-to-date emergency information at all times.

I, the undersigned, in the case of a medical emergency, hereby authorize Drama Troupe leadership to procure emergency medical services and authorize the providing of necessary medical services in the event of injury or illness. Furthermore, I understand that Matchbox Children's Theatre or Austin High School will not be responsible for medical expenses incurred, but I shall be liable and agree to pay all costs and expenses incurred in connection with such medical services rendered pursuant to this authorization. This authorization is to remain in effect through the entire production.

Signature of Parent or Guardian

Date



Health and Safety Policies & Procedures

First Aid and Medical Emergencies:

If a minor injury occurs, First Aid will be administered by staff/volunteer. In the event of a medical emergency, an adult lead will contact 911. Staff/volunteer will notify a parent/guardian or Emergency contact of the situation as soon as possible. The incident will be recorded in our accident reports and put in a file; a copy will be made available upon request. Per Minnesota Law, staff/volunteers cannot ride with your child in the ambulance. A first aid kit will be located on the shelves in the hallway next to Epworth Hall and in the office.

Medication:

Matchbox Children's Theatre (MCT) does not allow administration or storage of any kind of medication by MCT staff/volunteers. Parents/guardians are welcome to visit during rehearsal hours to give the needed medication to their child. The only exceptions are inhalers and epi-pens, which must be administered by the child. Inhalers and epi-pens must be kept with the child and secure from other children.

Harmful Substances:

Harmful substances such as cleaning supplies and medications will be stored out of reach of children. Children will be supervised at all times. Edible and non-edible items will not be stored on the same shelf. Smoking will not be allowed in any part of MCT. In the event of suspected exposure, the Poison Control Center will be called and parent/guardian will be notified. The Poison Control Center's telephone number (1-800-222-1212) will be listed in each classroom.

Eating:

Children will be supervised at all times. Prior to eating, children will wash hands with soap and water. If food is provided by Drama Troupe it will be appropriate for children's age and refrigerated if needed. Children will remain seated at a table while eating. Tables and chairs will be sanitized before use.

Traffic and Pedestrian Accidents:

Children 10 years of age and under will not cross the street alone to go to a parent/guardian's vehicle. If they are over the age of 10 and are crossing the street to a parent/guardian's vehicle, they will look both ways before walking into the street. They will never play in or near the road, following our policy to wait inside until a parent/guardian arrives for pickup or outside with an adult lead.

I, the undersigned, have read and understand the above outlined Health and Safety Policies and Procedures and do hereby release, forever discharge, and agree to hold harmless MCT, its directors, employees, partners, volunteers and agents from any and all liability, claims or demands for accidental personal injury, sickness or death as well as property damage and expenses, of any nature whatsoever which may be incurred by the undersigned and the child while involved in the production. Furthermore, I [and on behalf of my minor child] hereby assume all risk of accidental personal injury, sickness, death, damage, and expense as a result of participation in activities involved therein.

Add Signature line _____



Allergies Questionnaire

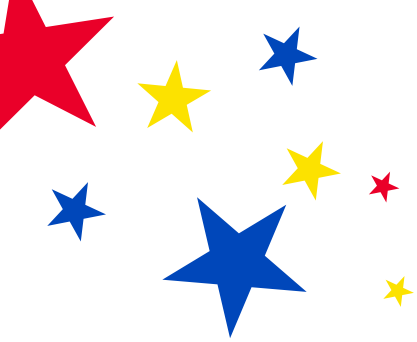
This information will be used to assist us in designing a plan of care individualized to your child's particular needs throughout this production.

1. What is your child allergic to? _____
2. When/how was your child diagnosed with this allergy? _____
3. Please describe allergic reactions including triggers and warning signs:

4. When was the last time your child had an allergic reaction? _____
5. What treatment was provided at the time of that allergic reaction? _____
6. Is your child aware of their allergy? _____
7. Is your child aware of signs and symptoms of an allergic/anaphylactic reaction? _____
8. If so, how does your child describe an allergic reaction? _____
9. Does your child know to tell an adult if they are having an allergic reaction? _____
10. Does your child know ways to avoid allergic/anaphylactic reactions? _____
If yes, how? _____
11. Does your child wear a Medical Alert bracelet or necklace? ____ If not, this is highly recommended.
12. Does your child have a rescue inhaler or Epi-pen? If so, are they able to self-administer their rescue inhaler or EPI-Pen? _____
13. Will it be necessary for your child to sit at a table free of particular foods? _____
14. Would you like to give staff a bag of "safe snacks" so there is always something your child can choose during rehearsals? _____

Please note: It is imperative that YOU inform the supervising adults of your child's food allergies, special needs and treatment plan. Inhalers or Epi-pens must remain with your child secure from others at all times.

Parent/Guardian Signature _____ **Date** _____



09/01/2025
Behavior Policy



DRAMATROUPE

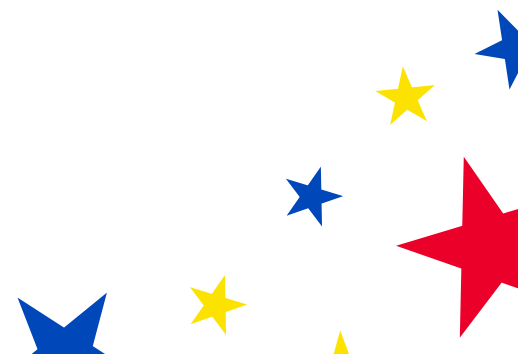
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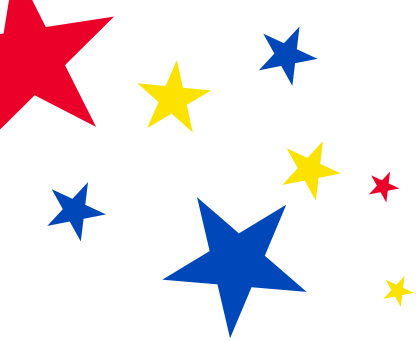
We strive to provide a positive learning environment for ALL children, and we welcome discussions with parents/guardians regarding behavior patterns and strategies, especially prior to the start of the program.

Every child, parent, guardian and other adult is expected to be kind, considerate and a hardworking advocate and member of the Drama Troupe team. If a child or parent/guardian is not able to be a positive part of Drama Troupe, the family may be asked to leave the show program. Everyone has the right to feel physically and emotionally safe while participating and performing with us. We want this to be a safe learning environment where both children and adults come together to put on quality children's theatre. It is our goal that no one's theatre education and experience is impeded by another child, parent, or other adult's poor behavior.

Matchbox Expectations for Cast, Crew and Volunteers:

1. Treat others as you would like to be treated.
2. Speak for yourself - not anyone else.
3. Show respect - everyone is important (actors, directors, volunteers, audience, and family members).
4. Listen to others.
5. Avoid putting others down - performing and creating is hard enough, we need to support each other.
6. Take responsibility for your actions - you are in charge of you.
7. Treat all equipment and props with pride and respect. We often rent or borrow items from other places, we want to return it in the same condition that we got it so that we can be trusted to use it again.
8. Treat the building with respect. We rent part of the building and are only allowed to go in the spaces that are meant for us. Roaming the halls is not an option.





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Discipline Policy



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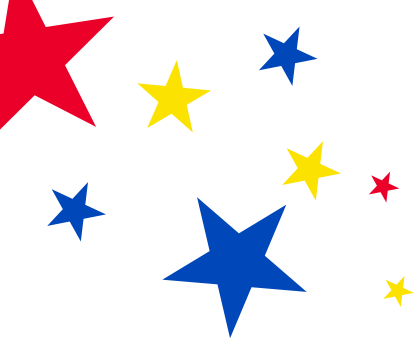
When rules are not being followed, the following steps will be taken to ensure safety of students and a smooth-running program:

1. Verbal warning - director will visit with the child who is having a problem, reminding them of the rules and what will happen if the rules continue to be broken.
2. Removal from group for appropriate amount of time to visit about behavior. Parents/guardians will be notified of the behavior at the time of pick up and child reminded of future consequences.
3. If the behavior continues, the parent/guardian will be asked to pick up the child immediately. The director and executive director will visit with the parent/guardian at their earliest convenience to discuss behavior. At this time the child may be asked to leave the show permanently.

Behavior that warrants immediate removal from program:

1. Fighting, physical intimidation or verbal threatening of another child or adult.
2. Bullying (*see following Bullying Policy*)
3. Possession of any illegal substance (alcohol, drugs, cigarettes, vapes, etc.)
4. Theft or intentional destruction of property
5. Carrying or concealing a weapon on the grounds of Matchbox or facility being used by Matchbox.
6. If a behavior issue arises with an adult (volunteer, teacher, director, cast member or parent/guardian) it will be addressed by a member of the Drama Troupe team and MCT Education Committee.





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Bullying Policy



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Definition of a bully:

Someone who intentionally causes physical or emotional harm to someone else as a way to gain power or influence. In person, by cell phone, or online.

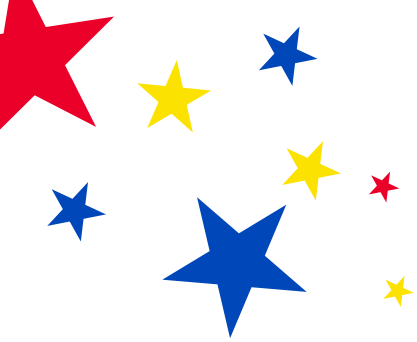
You are acting as a bully if you:

1. Make derogatory comments or call bad names to someone's face or behind their back, spread lies with gossip or rumors.
2. Make efforts to socially exclude or isolate someone.
3. Physically abuse someone by hitting, kicking, shoving, spitting, etc.
4. Take money or other belongings from someone.
5. Force or pressure someone to do something against their will or encourage them to do something inappropriate.
6. Brag about your abilities, talents and roles, or criticize the talents and abilities of others.

If you recognize bullying....

Get help from an adult, stand up for what is right. Matchbox has zero tolerance for bullying or abusive behavior. Any abusive behavior should be reported to an adult.





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Bullying & Behavior Contract



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Bullying and Behavior Contract

Child's Responsibility:

1. I have read the bullying and behavior contract given to me by Drama Troupe and discussed it with my parents/guardians.
2. I commit that I will not bully my peers. If I witness bullying, I will report it to a Drama Troupe lead immediately.
3. I commit to conducting myself in a responsible manner and meeting the expectations set by Drama Troupe.
4. I commit to working hard and being a part of the best team possible.

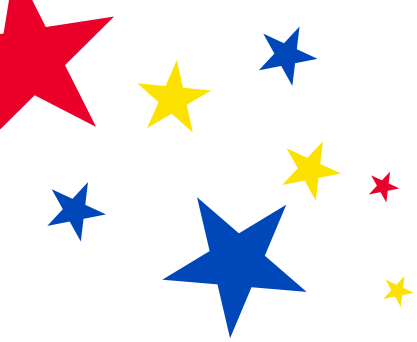
Child's Name _____ **Date** _____

Parent/Guardian's Responsibility:

1. I have read the bullying and behavior contract given to me by Drama Troupe and discussed it with my child.
2. I commit to encouraging my child to always respect others. I have advised my child to report any bullying to a Drama Troupe lead.

Parent/Guardian's Name _____ **Date** _____





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Media Release Form

As part of the marketing for this partnership's programming we take photographs and videos of our programs which may be used for Matchbox Children's Theatre's/Austin High School's promotional and development needs.

Below is a consent form asking your permission for us to use these recordings or submitted video content of your student for advertisement, marketing, or grant development purposes.

Please initial only 1 selection:

_____ YES, I give permission for photos/videos of my student to be used for promotional or grant development needs

_____ NO, I do NOT give permission

By signing this form, I release MCT/AHS, its personnel, and any other persons from any liability connected with the tapings or use of such interviews, photographs, audio, or video recordings as I have given permission above.

Signature of Parent or Guardian

Date

