

Drop Off and Pick Up Policy for CMS Musical 2015

DROP OFF PROCEDURE:

1. All Cast members will be dropped off in the bus circle by the Pit
2. All Cast members and Volunteer Parents will enter CMS through the **Pit Door** where they will sign in with a Producer or Parent Volunteer and pick up their name tag. All Cast Members and Volunteers must wear their name tags during rehearsals.
3. If lunches are being ordered the Cast member will stop at the Rehearsal Catering table to complete their lunch order and then go straight to the cafeteria to deposit their belongings and get ready for rehearsal.

AFTER SCHOOL REHEARSALS:

1. After the end of school day dismissal bell all Cast Members are to meet in the designated room (Chorus Room or the Cafeteria) for rehearsal. Roll Call will be done at the beginning of all after school rehearsals.
2. Rehearsals ending early enough for students to ride the activity buses will follow the school's activity bus dismissal policy.

END OF REHEARSAL PICK UP:

1. **ALL CAST MEMBERS ARE REQUIRED TO BE SIGNED OUT BY A PARENT/GUARDIAN OR CARPOOL PARENT. NO CAST MEMBER WILL BE ALLOWED TO LEAVE THE BUILDING WITHOUT AN ADULT IN ATTENDANCE.**
2. If you are going to allow your child to walk home by themselves, you (parent and child) **MUST** meet with a Producer and a Walker Dismissal Form must be completed.
3. All Parents should park in the front of the school and enter through the **PIT DOOR** for pick up. **EXCEPTION:** When activity busses are located in the bus loop parents may **NOT** park their vehicles in the bus loop. They may wait until the busses are dismissed or pull in at the side of the middle school. This is only a concern on Tuesday and Thursday.
4. A Producer/Parent Volunteer will have you sign your child/carpool out and then the children will be dismissed from the cafeteria/chorus room and leave with you via the Pit Door.
5. A Producer/Parent volunteer will monitor the Pit Door during rehearsals. If a cast member needs to leave rehearsal early or come in late they still must be signed in and out of rehearsal. Again, they will **NOT** be released without being signed out by a parent/guardian or carpool parent.

FOR THE SAFETY OF ALL OF OUR CAST MEMBERS WE MUST ADHERE TO THIS POLICY. WE APPRECIATE YOUR PATIENCE AND UNDERSTANDING AS WE INSTITUTE THIS NEW PROCEDURE.