



*Welcome to*

# Glass Ceiling Arts Collective

*The Glass Ceiling Arts Collective is a charity which supports people from marginalised communities, especially young people with disabilities.*

[Version 1.0, 30-Aug-2021 by Gaylene Ward]

Kia ora koutou,

Welcome to the Glass Ceiling Arts Collective Inclusive Youth Musical Theatre Programme.

Our programme celebrates our diverse rangatahi and, with *youth voice* central to our kaupapa, we foster a sense of belonging, building confidence and training a new generation of diverse performers. Glass Ceiling Arts Collective have a commitment to building community so that, together, we can pave the way to access to arts programmes for all people.

We are thrilled you have signed up and are looking forward to getting to know you in the weeks to come.

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# About our Programmes

Our Youth Theatre and Dance programmes celebrate diversity. At Glass Ceiling Arts Collective everyone is welcome (with a disability and without) We have a kaupapa or set of principles that underpins everything we do.

The Youth Arts programme has a kaupapa founded on the following principles:

- **Inclusivity** - Where programmes are responsive to the needs of the group
- **Youth voice** - Where rangatahi have agency over our programme content
- **Whānau** - Where we recognise the needs of all members of the family and provide support and empowerment by involving them in the process at all stages.
- **Belonging** - A place where each member of the group is valued for the unique qualities they have.

## Inclusion

Our process is quite different from most so it is good to understand a little bit of who we are and what we do. Our main focus is to ensure that all people who want to be part of Glass Ceiling Arts Collective are able to. This means we often have support people, mentors, and dedicated support actors for some participants. They take part in workshops with dance, singing and drama. Please do not worry if your child has high and complex needs. We ensure we accommodate for this and provide opportunities for all people to find their place in their own way. This is what makes our work so awesome. No one is ever turned away. This is an inclusive project and we want as many people to be part of it as possible.

## Genre

We offer inclusive classes in Singing, Dancing and Drama (Youth Theatre) as well as Hip Hop and Ballet.

Glass Ceiling Arts Collective also have an ongoing commitment to explore multi-sensory theatre for people with PMLD (Profound and multiple learning disabilities or high and complex needs.)

“Multi-sensory performance is interactive: each part of the show has a sensory element to explore, be that sound, taste, smell, touch or things to see. Each individual is given the time they need to explore the particular sensory element. Therefore, although a group performance the show becomes very much an individual experience.”

(Frozen Light Theatre, UK)

# How it all works

## Where are we?

We currently have programmes in the following locations.

Location	Venue	Time
South Auckland	Pakaura Old Central School Hall Papakura	Saturdays from 12pm
West Auckland	Te Pai O Kura Sunnyvale	Mondays from 4pm
North Shore	Southseas Film and Television School Glenfield	Saturdays from 12pm
Rodney	Warkworth Town Hall Warkworth	Saturdays from 12pm
Tauranga	Elizabeth St Community and Arts Centre Tauranga	Fridays from 4pm

## Age Groups

Our classes cater for the following age groups:

Juniors:                ages 5 to 12  
Seniors:                ages 13 to 18  
Young Adults:        18 - 28 years

## Attendance

Although it is beneficial to attend every class we realise that sometimes life gets in the way. Please do not worry if your child misses a class we will ensure that they will have plenty of time to catch up.

## What to bring/wear to classes and rehearsals

We want to ensure that all participants are happy and comfortable during classes and rehearsals. Please send your child along with a large bottle of water (no fizzy drinks or juice please), a healthy snack (and lunch if required), a warm jumper, any emergency medications (please label these), a pencil and any handouts or scripts we have supplied. Your child should wear comfortable clothing such as leggings or tights or shorts and a tee shirt. Layering is a good idea in all seasons! Standing performers are welcome to wear jazz shoes or just bare feet, rolling performers something that enables full freedom of movement whilst using a wheelchair. It is helpful if long hair is pinned back. Whilst we try our very best to ensure our venues are fully accessible we realise that access needs do vary. Please let us know if you are struggling to access a venue we have hired and we will work to rectify this.

## Communication

Creating theatre is an incredible process but it can be stressful if you have never experienced it before. That means you have to be adaptable as parents and carers. Always check class times and look for updates.

Our website: [www.glassceilingartscollective.com](http://www.glassceilingartscollective.com)

[www.glassceilingartscollective.com/information-north-shore](http://www.glassceilingartscollective.com/information-north-shore)

[www.glassceilingartscollective.com/information-rodney](http://www.glassceilingartscollective.com/information-rodney)

[www.glassceilingartscollective.com/information-west-auckland](http://www.glassceilingartscollective.com/information-west-auckland)

[www.glassceilingartscollective.com/information-south-auckland](http://www.glassceilingartscollective.com/information-south-auckland)

[www.glassceilingartscollective.com/information-tauranga](http://www.glassceilingartscollective.com/information-tauranga)

Our facebook page: [www.facebook.com/glassceilingartscollective](http://www.facebook.com/glassceilingartscollective)

Our e-mail address: [admin@glassceilingartscollective.com](mailto:admin@glassceilingartscollective.com)

Emergency contact numbers: Charlotte 020 4139 3183

If in doubt send us an email or facebook message. If in doubt, please ask!

## Show Time

We offer many performance opportunities from full scale Musical shows to our end of year celebration! These are all optional but we encourage everyone to participate.

Show time is amazing but also can be tough. Preparing for a show involves a gruelling schedule of technical rehearsals, dress rehearsals and, during Show Week, late nights. It is always quite fraught and it can be unsettling if you haven't experienced it before. While we try to make it as smooth as possible invariably there are stresses and strains that can be tough on newbies.

Some young people with complex needs can find it overwhelming so we work with families to see what works for them. This can mean coming for only part of a rehearsal or judging fatigue levels at the time. It's about ensuring your child is supported so let us know what works for you. Even though show week can be tough the shows are always magic and make up for the small amount of stress that can be experienced during this time. Just watch the smiles at curtain call, you'll see what we mean!

## Costs

We recognise that one of the biggest barriers to access is financial. With this in mind we operate with a funding model based on low cost for all participants (currently \$70 per term per participant). In the next few weeks you will receive an invoice. Please pay it as soon as you can and quote your child's name on the payment and the location (North Shore, Rodney, South Auckland, West Auckland, or BOP) as a reference. But remember if you are struggling to pay we do offer a few scholarship places and we can

tap into local businesses that may fund your child's space. **We will never ever turn anyone away.** We aim to remove all barriers to participate in this project, the financial barrier should not be one!

## Building a Theatre Whānau

We are all about community so please volunteer where you can, whether it be helping with fundraising, assisting at our shows or even a half hour of cleaning after classes. This helps us do our job and keeps us from having to employ staff. Building our own community is an awesome part of our Youth Theatre. Our company is all about creating social change through the arts and paving the way for equality for all people, so if you come along for the ride you're going to experience something quite unique. You may meet people with common experiences or have a peek into the lives of a community that you never knew before, often finding common ground where you didn't expect to find it. These are all great opportunities to help remove the barriers that exist for diverse communities. You can be the change by being part of this community. It's pretty cool!

## Funding and sponsorship

As a community theatre group, we need more funding. We often have fundraising events that make up the shortfall that could pay for a NZ sign language interpreted performance, an extra special costume, some whizzy lights or T-shirts for the cast. These are organised by whānau members and supported by us.

We seek out companies that sponsor places for children that could not otherwise afford to be part of it and we also sell the naming rights to the season. If you have any leads that could help us then please let us know! Even applying for a grant or two can help immensely!

# Health and Safety

The health and safety of all participants is our number one priority.

When you first register, via our online registration form, you will be asked if your child has any allergies, medical conditions or extra needs. We will also need to know if they require emergency medications such as Epipens etc. It is your responsibility to provide emergency medications to us, before the start of class. Please also ensure we have an up-to-date emergency contact number for a parent/care-giver for your child.

## Covid-19

As we receive funding from Manatu Taonga - Ministry for Culture and Heritage, we are obliged to adhere to their protocols when delivering our programme. This helps mitigate risks to our participants. We are currently working within the NZ Traffic Light System. Below is a graphic that gives you an idea on what this means.

### NEW ZEALAND'S COVID-19 PROTECTION FRAMEWORK

RED HIGHER RISK	ORANGE MEDIUM RISK	GREEN LOW RISK
<p>Record keeping/scanning is required.</p> <p>Face coverings mandatory on flights, public transport, taxis, retail, public venues, and recommended whenever leaving the house.</p> <p>There will be some restrictions like capacity limits and physical distancing. <b>However, if you're fully vaccinated, you'll be able to:</b></p> <ul style="list-style-type: none"><li>• Visit hospitality businesses like cafes and bars</li><li>• Attend gatherings like weddings, church services and funerals</li><li>• Take part in events like concerts and sports games</li><li>• Visit gyms and close contact businesses like hairdressers</li></ul> <p><b>If you're not fully vaccinated,</b> you won't be able to visit hairdressers or gyms, attend events like concerts, or dine in at cafes and restaurants. Other restrictions will apply.</p>	<p>Record keeping/scanning is required.</p> <p>Face coverings mandatory on flights, public transport, taxis, retail, public venues, and encouraged elsewhere.</p> <p><b>If you're fully vaccinated, you'll be able to:</b></p> <ul style="list-style-type: none"><li>• Visit hospitality businesses like cafes and bars</li><li>• Attend gatherings like weddings, church services and funerals</li><li>• Take part in events like concerts and sports games</li><li>• Visit gyms and close contact businesses like hairdressers</li></ul> <p><b>If you're not fully vaccinated,</b> you won't be able to visit hairdressers or gyms, attend events like concerts, or dine in at cafes and restaurants. Other restrictions will apply.</p>	<p>Record keeping/scanning is required.</p> <p>Face coverings mandatory on flights, encouraged indoors.</p> <p><b>If you're fully vaccinated, you'll be able to:</b></p> <ul style="list-style-type: none"><li>• Visit hospitality businesses like cafes and bars</li><li>• Attend gatherings like weddings, church services and funerals</li><li>• Take part in events like concerts and sports games</li><li>• Visit gyms and close contact businesses like hairdressers</li></ul> <p><b>If you're not fully vaccinated,</b> there will be some businesses and events you cannot go to.</p>

**SECURING OUR RECOVERY**  
COVID-19 PROTECTION FRAMEWORK

Funded by the Parliamentary Service. Authorised by Rt Hon Jacinda Ardern MP, Parliament Buildings, Wellington

## **Vaccination Pass**

All venues we use insist that all people in the venue have a Vaccination Pass. This includes all participants aged 12 years and older. Your teacher will ask to scan your child's Vaccination Pass at their first class and then again in 6 months time. Your child will not be able to attend class if they do not have a Vaccination Pass with them if they are 12 years or older.

## **Lockdown**

If we are in Lockdown classes and rehearsals will continue via Zoom. Space is given during zoom calls to enable socialising and student led practise including choosing music and activities.

## **Pick up and Drop Off**

- We implement a drop off and pick up only approach to restrict the number of adults on -site'. Where possible one person designated for pick up and drop off.
- At drop off we ask parents/caregivers to remain in your car until the class starts.
- Parents and caregivers can wait to collect their children and should maintain a 2m distance.
- We will take the students to parents/caregivers outside the venue.
- Students will not be allowed to enter before the class begins and we ask you not to congregate closely together as you wait.
- Please wear a mask when you come to pick up your child. Remember some of our rangatahi are immunocompromised so it is important we are vigilant.

## **Rehearsal Space**

The rehearsal space will be sanitised on arrival at changeover times and at the end of the rehearsal. This includes wiping down all surfaces including door handles, taps, window latches with disinfectant.

## **Physical Distancing**

All participants, tutors, volunteers and support performers will be required to wear masks during rehearsals unless they have an exemption. This exemption should be emailed to [charlotte@glassceilingartscollective.com](mailto:charlotte@glassceilingartscollective.com) before classes commence.

We run our programme in a way that minimises risk by using marks on the floor for participants to create their own designated space when working through an activity. These designated spaces are approximately 1 metre apart.

Some participants with high needs may find physical distancing challenging where possible it is good to have a support person with them. We can help find a suitable support person if needed and you can use Carer Support or IF to pay for this.

## **Keeping ourselves and our space safe**

Hand sanitiser will be provided at rehearsals. Hand sanitiser stations will be set up at the designated entry and exit points. Participants, teachers, volunteers and support performers will use this as they enter or exit a room and when they go to the bathroom. Everyone will be reminded about hand hygiene – that is, washing hands regularly with soap and water, or with hand sanitiser, coughing or sneezing



into a tissue or your elbow and then performing hand hygiene. Sanitiser, tissues, gloves & wipes will be available in every space we use.

Disinfectant/cloths and gloves will be available in our rehearsal space for children and teachers to sanitise spaces throughout the rehearsal as required.

Everyone will have their own script if we are using one and will be encouraged not to share these. Named drink bottles must be brought to our programme and please talk to your child about the importance of not sharing food.

## Child Safety Policy

Glass Ceiling Arts Collective is committed to providing a safe environment for all rangatahi in our care. We promote a culture (including policies, protocols, and procedures) in which the safety and wellbeing of children, young persons, and vulnerable adults is a priority. We ensure that all employees, staff, contractors and volunteers who interact with students under the age of 18 years and/or vulnerable adults undergo safety checking via an annual NZ Police Vetting check.

# Terms and Conditions

## Introduction

The section below sets out the Terms and Conditions by which Glass Ceiling Arts Collective agrees to provide products and services to you and your child/children.

When a service or product is booked from Glass Ceiling Arts Collective, you are agreeing to these Terms and Conditions.

Glass Ceiling Arts Collective reserves the right to modify, cancel or append to the Terms and Conditions below.

By enrolling in our programme you agree to **accept** the terms and conditions as stated in this document.

## Financial

### Fees

- Glass Ceiling Arts Collective reserves the right to offer **discounts and scholarships** at their own discretion.
- If the **full payment** of the terms fees are not paid 2 weeks prior to a production date we will contact you to see if your family needs support.
- **Rehearsal fees and term information** can be found online on our website.
- Rehearsals take place as per the **rehearsal schedule**.
- Methods of Payment: online banking.
- Fees are reviewed annually based on funding.

### Cancellation

You may cancel your booking within 14 days of payment. Your intent to cancel request must be made via email to [admin@glassceilingartscollective.com](mailto:admin@glassceilingartscollective.com)

Refunds will be made via online banking.

Refunds are completely at the discretion of Glass Ceiling Arts Collective.

If the current term commences (or has already commenced) within the 14-day cooling-off period we reserve the right to deduct the proportionate cost of sessions already attended.

## Variations to Service Provided

- We reserve the right to **alter, vary, omit or substitute any part or parts of any production** or workshop/summer camp provided by us described in any promotional or other materials published by us or on our behalf.
- In the event of any change in any content as described above, we will have no **liability to refund** any part of any fee or deposit paid.
- Glass Ceiling Arts Collective reserves the right to make **changes to the term dates and to the teaching staff**.

## Privacy

- The **personal data** we gather through registration on our website will be administered by Glass Ceiling Arts Collective for the purposes of administration, research, the provision of teaching services in singing, dance and drama, the organisations under legislation relating to children. Glass Ceiling Arts Collective will not disclose this information to third parties for marketing purposes.
- During the course of rehearsals and dress rehearsal Glass Ceiling Arts Collective may have a professional theatre photographer and local press **taking photographs** for promotional and archive use. To use these photographs we need parental/guardian consent. Your consent, allowing us to use photographs, is captured in our online registration form.

## Your Responsibilities

- **Medical:** Students participate at their own risk and are obliged to inform Glass Ceiling Arts Collective and its staff of any **existing injuries or medical conditions**. It is your responsibility to alert us to any medical condition or history suffered by your child.
- **Support Person:** We may ask for a support person to attend with your child if we feel they need extra support for our programme. You may be able to do this using your carers support hours or Individualised Funding. We will help to find an appropriate person if necessary.
- Glass Ceiling Arts Collective reserves the right to **dismiss any person that we feel poses a safety risk** to the teaching and support team or other participants.
- Please look after your script. Glass Ceiling Arts Collective may ask you to cover the cost of replacement, should the licencing agent charge a fee.
- **Personal Property:** Students are obliged to take care of their own belongings. Glass Ceiling Arts Collective can accept no **liability for lost or damaged belongings**.
- **Dress:** Participants must wear clothing that is appropriate for a dance class. e.g. Loose fitting pants or track pants, trainers or bare feet.
- Please bring a bottle of water and healthy snacks, no lollies please.

## Our Liability

- The liability of Glass Ceiling Arts Collective and that of its staff is restricted to rehearsal and performance times only and then only to gross negligence.
- We ask that you pick up your child promptly. If you are held up please call the relevant teacher to let them know and make alternative arrangements for pick up.
- We do not accept responsibility for any loss of, or damage to, personal property belonging to you or your child in session or in theatre. All personal property and belongings remain the responsibility of the student.