

PARK SQUARE THEATRE

STUDENT SAFETY POLICY

Student Check-Out/Unauthorized Pick Up

If a different person than usual will be picking up your student at check out, please let Park Square Staff, and your student, know in advance. If it is a last-minute arrangement, please call Park Square and we will relay the information to your student, and their teacher. We will not, under any circumstances, let a student leave with someone they do not recognize or someone they were unaware would be picking them up. If such a situation arises, we will hold the student in our office and contact the authorized person(s) listed on the student's registration form.

Students who are in sixth grade, or older are allowed to self check-out with parental consent.

Hazardous Weather

If hazardous weather makes it unsafe for students, families, and staff to commute to the location of programming, classes or camps will be canceled and families will be notified via email. Rarely will bad weather cancel or delay class, but if it does we unfortunately cannot offer any refunds for cancellations due to weather.

If weather conditions become hazardous while programming is in session, students will be ushered into a safe location within the building. Program staff will remain with students until the weather emergency has expired. Caregivers will be notified via text, email, or phone if early-pick up is required due to weather.

Fire/Evacuation

If there is a need to evacuate the building, evacuation procedures are in place to usher students and staff out of the building and to a nearby safe location. Caregivers will be alerted of the situation via text and/or email to relay information and next steps. Programming may be canceled or dismissed early if the concern persists, or may continue as planned once officials have assessed the situation and given the all-clear.

Additional Concerns (medical, threats, suspicious activity, police or fire on the scene, etc)

The Hamm building, where Park Square Theatre is located, has 24/7 surveillance cameras and security staff. In the event of any emergency, please know procedures are in place to ensure the safety of students and staff. When necessary, caregivers will be alerted of the situation via text and/or email to relay information and next steps. Class

may be canceled or dismissed early if the concern is significant, or may continue as planned once officials have assessed the situation and given the all-clear.

If programming is at one of our partner organizations (for example, our summer camps at Gloria Dei), please know that Education Staff know and have reviewed all Emergency Procedures for the programming location.