

Policy and Procedure

Governing the Perform! in the Schools Program

PART ONE - SCHOOLS

Perform School Policy (Presentation Program)

A school can request a performance at any time in the school year. This can be done by filling out the necessary information online, or contacting the Perform office. If your school is outside the Halifax Regional Municipality, we ask that you cover the cost of the travel of the performers at the rate of 18 cents a kilometre and any accommodations and meals required while the performers are in your area. However, the Perform program will take care of travel costs, if you are able to secure a second booking on the same day in your area. Please list two possible dates for your performance.

Maximum number of students for the performance program is 350.

Payment must be received two weeks in advance of the booking date.

See cancellation policy for details on rescheduling due to weather.

Perform School Policy (No More Bullies Program)

A school can request a No More Bullies workshop at any time in the school year. This can be done by filling out the necessary information online, or contacting the Perform office. The workshop travels to 3 classrooms per day.

A teacher must be available to participate in the workshop.

Maximum number of students per class is 30. (90 total)

Payment must be received two weeks in advance of the booking date.

See cancellation policy for details on rescheduling due to weather.

Perform School Policy (Performing Arts Workshop Program)

Perform offers artist workshops in dance, theatre, and choral singing. For these projects, the school and the program share the Artist's fee equally. The fee for a visiting Artist is \$36/hour. Schools can apply to 50/50 programs by mail, fax, or through the application on the website at www.performns.ca.

Applications are considered incomplete until payment is received.

Perform accepts cheques, money orders, Visa or MasterCard.

If paying by cheque please make cheques payable to PERFORM.

Payments will be held in trust until the Perform! Steering Committee meets to review projects and will only be processed upon approval of the project. Cheques will be returned if the project is not approved.

Applications to the Perform's Performing Arts Workshop program are considered after two deadline dates (October 5, 2007 and February 15, 2008). Applications may be considered after the deadlines if funds are still available. Funds may be limited at any given deadline.

Performing Arts Workshop applications will be considered for approval in the order in which they are received by the coordinator.

Projects will not be approved retroactively.

Perform (workshop) hours can be used during the school day or for extracurricular school activities.

24 Hour Limit

Each school has up to 24 hours in the bank, but must book a minimum of 3 hours per artist, per project. 3 hour projects must be used within one school day. Projects consisting of 4 hours or more may be used in a variety of combinations depending on your school's daily schedule - one hour classes, half or whole day workshops, etc. Schools can apply for as many projects as they like as long as they don't exceed the 24 hour maximum.

Program Restrictions

Number of students participating: Maximum 26

The Perform program limits theatre and dance workshop class size to a maximum of 26 students. **Note: Choral projects and projects that involve school productions have no restrictions on the number of participants.**

The Teacher participates in the delivery of the program in the classroom, and must be present at all times during the Artist's visit.

School's Responsibility to Artists

To make payment of ½ the artist's wage to Perform to be enclosed with application.

If an Artist visits your school for a full day, the school should provide for a meal at lunchtime.

If you invite an Artist from outside your geographic area, Perform! program pays for the Artist's transportation, but it is up to the school to make arrangements for any overnight accommodations, and to provide for meals.

It is the school's responsibility to confirm details of a Perform Project directly with the assigned artist.

Special Considerations: Any special needs your Students may have, must be discussed with the visiting Artist prior to project commencement to allow for necessary modifications.

Cancellation Policy

It is the school's responsibility to make sure that project hours are used within the school year of the application. If the school is experiencing any difficulty contacting an artist or finishing a project, they should contact the Perform Program Coordinator immediately.

Projects not completed by the end of the school year (without notification) are deemed to be cancelled and no refund will be issued.

When cancellation is unavoidable, the school must give 14 days or more notification before project commencement in order to receive a full refund. Exceptional circumstances are always taken into consideration.

General Policy

The well being and security of the student population remains to be the responsibility of the school during Perform projects. Perform artists will not participate in any disciplinary issues or disputes among staff or students.

It is the school's responsibility to ensure that a teacher's aid is present, if required by a student with special needs.

Classroom materials for a project are the responsibility of the school.

Acknowledgement: If the Perform! Artist is contributing to a school performance or public presentation, the program requires that the Perform! logo be displayed in any printed materials as well Perform! should be verbally acknowledgement when possible.

No school shall directly profit from a Perform sponsored workshop.

Cancellations Due to Weather

Perform activity cancelled due to weather conditions should be rescheduled as soon as conveniently possible. Both Perform, artist and school will make every reasonable effort to communicate with the other when the school is cancelled due to weather conditions.

Cancellations Due to Unforeseen Circumstances

When cancellation is unavoidable, the school must give 10 days or more notification before project commencement in order to receive a full refund. Exceptional circumstances are always taken into consideration.