

## **Supervisors Notes:**

- Please arrive at least 20 minutes early and see Kathy DiPaolo or Carter Welo.
- **Please stay after practice** to make sure PFC lobby and Community Room are cleaned and vacuumed by the kids. Select 2-3 children for clean-up and make sure Carter Welo announces their names. If you are able to catch “messy” kids, tell them they are the cleaners for that evening. Still give Carter their names before rehearsal ending, so he can announce.
- Supervisors have to be in the PFC lobby and Community Room any time children are there. Another supervisor may be in the gym to keep the kids watching rehearsal quiet. **Please stay with the children during their downtime!**
- When we serve a meal: Supervisors should follow a group of kids to cafeteria and follow them back up. Please help distribute snacks in the PFC lobby.
- Please let Kathy or Carter know about misbehavior or disobeying rules. The rules are posted on the bulletin board in the PFC. On many occasions it is difficult to know exactly who left the mess, screamed in the hallway, started the roughhousing, etc. If you get the problems under control, please pass the information to Kathy. She will give the information to Carter and he will address the problems with the cast. Don't hesitate to put the misbehaving child/group on clean-up – give Carter their names to announce.
- If you are having behavior problems, issue a warning first to the individual or group. If the problems persist, please bring the child(ren) to Carter at once. If spending the rehearsal time with Carter doesn't work and they continue to misbehave at the next rehearsal, their parents will be called to pick them up. You do not have to make the phone call – Kathy or Carter will call. If they are needed on stage, their parents should be called to come in and babysit them.
- If any child is disrespectful to you, take immediate action. I recommend you bring them to Carter at once.

***Do not hesitate to control wild behavior. They are so energetic onstage and, being kids, they sometimes have problems turning the energy off when they leave the stage. Help them to calm down. Try not to scream, but do be firm and take action if the problems persist – bring them to Carter after first warning. If any child is the victim of meanness or intimidation, let Carter know immediately after the rehearsal.***

Please watch for emails from Kathy DiPaolo. She will inform the supervision group of any problems and solutions for handling them. Thank you for volunteering!!!!