

### CHILDREN'S WAITLIST POLICY

- The children's waiting list is to be held by the chairperson of Music Hall Committee
- Only the chairperson will accept new additions to the waiting list
- The waiting list shall be kept in written format in a book
- When a child is added to the waiting list the following information will be recorded:
  - Child's name
  - Date of birth
  - Address & phone number
  - Parents contact name
  - Date name added to the list
- Letter of acknowledgement to be sent to each child added to the waiting list including the date added and information regarding the child selection
- Children's cast to consist of no less than 25 but no more than 30 at the discretion of the children's segment director
- Existing cast members and new children to be offered places with 2 week response time before the position is offered to another child
- Vacant positions to be offered no later than week 4 of rehearsals
- Children who decline offers will be placed either at the bottom of the waiting list or removed as indicated by parent
- Children who would otherwise accept but cannot participate due to factors outside their control eg extended family holiday, will be permitted to remain at the top of the list
- Children/relatives of adult cast and crew not to receive preferential treatment but to be added to the bottom of the waiting list
- Selection of children will be the responsibility of the Music Hall Committee chairperson, Overall Director and Children's Director
- Selection of children will take into consideration the overall balance of the cast in terms of ages
- Children not eligible for the cast until they are 5 years of age AND at school
- Children not to be accepted onto the waiting list until 4 years of age.