



Performing Arts Fort Worth's Children's Education Program will present an upcoming education performance at Bass Hall for your students. Below are the policies and procedures that are crucial for our successful operation as we welcome as many as 2,000 students safely to each performance. Please ensure that all drivers, teachers, and chaperones are properly informed of the **General Program Policies and Procedures**, the **Bus Transportation Policies and Procedures**, and the **Private Car/Van Policies and Procedures**. We thank you in advance for adhering to all guidelines.

GENERAL PROGRAM POLICIES AND PROCEDURES

CHAPERONE GUIDELINES: There must be 1 teacher/chaperone for every 10 students. Teachers/chaperones responsible for their students **at all times**. Bass Hall ushers are onsite to assist and direct; they are not responsible for students at any time. Performing Arts Fort Worth requires the names of all chaperones attending a Children's Education Performance ***only if they are arriving separately from the group in their own vehicles***. This policy does not apply to chaperones riding in school provided transportation with students. Please send an email to angelbase@basshall.com at least 24 hours in advance of the performance with any applicable chaperone names so that they will be allowed entrance into the Hall.

NAMETAGS: For security reasons, **all teachers/chaperones must wear a visible nametag to enter Bass Hall**. Teachers may wear a school issued ID, but it must be visible. All other chaperones need to wear a nametag provided by the school identifying their name and the school they are accompanying. If a teacher/chaperone is not wearing a nametag, they will be **stopped at the door** and required to fill one out before entering the building. Filling out the nametag at the door dramatically slows down arrival time. Thank you for ensuring that your teachers/chaperones arrive wearing nametags. This allows us to seat students quickly and safely.

NO OUTSIDE CHILDREN: Teachers and chaperones are not allowed to bring their own children to the performance. To ensure that chaperones can give their full attention to the students attending the performance, we are unable to allow any other children and/or strollers into Bass Hall.

AGE REQUIREMENT: Students under the age of 5 are not permitted into performances. We welcome students from first grade and above, however we do not offer any programs for kindergarten or pre-kindergarten students.

RESTROOM USAGE: **Teachers must escort students to the restroom.** Students are not allowed to be unattended.

NO FOOD, GUM, CANDY, DRINKS, CELL PHONES, TABLETS, or ANY ELECTRONIC/RECORDING DEVICES:

These items are strictly prohibited inside of Bass Hall during our Education Performances. Anyone with food, gum, candy or drinks will be required to throw those items away prior to entering the building. Anyone using a cell phone or any other electronic/recording devices during the performance will be asked to immediately turn the device off. The use of cameras or any recording devices, with or without flash, during the performances is prohibited.

CORRECT ATTENDANCE NUMBERS ARE ESSENTIAL: If your actual expected attendance numbers listed on your confirmation page vary by five people, please contact the Children's Education Program to update your reservation. **Seating is limited.**

ARRIVAL TIME AND RUN OF SHOW: Please arrive 20-25 minutes prior to the start time. Performances must begin on time and cannot wait for latecomers. **Each performance is approximately 45-60 minutes.**

QUESTIONS? Email education@basshall.com or call 817-212-4270

BUS TRANSPORTATION POLICIES AND PROCEDURES

SCHOOLS ARE RESPONSIBLE FOR ARRANGING BUSING: Schools are responsible for coordinating all aspects of their bus transportation. Performing Arts Fort Worth is not involved in coordinating bus transportation for any school.

For FWISD Elementary Schools ONLY: Direct all questions regarding transportation to vpa@fwisd.org or call 817.814.2620.

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Please complete the following:

1. FWISD [Field Trip Request](#)
2. FWISD [VPA Transportation Form](#)

All performances are free. The Fort Worth ISD Visual & Performing Arts Department will pay for your transportation.

BUS SIGNAGE FOR MULTIPLE BUSES: Your group will either be assigned to enter through the **WEST** side of Bass Hall or the **EAST** side of Bass Hall. A color-coded sign needs to be highly visible on the windshield of each bus. Please note that tape may be needed to secure this signage into place on the bus windshield.

- **All WEST side buses will need to have the NAME OF THE SCHOOL clearly visible on BLUE paper.**
- **All EAST side buses will need to have the NAME OF THE SCHOOL clearly visible on GREEN paper.**

Your assigned entrance will be listed in your Confirmation of Attendance email or packet sent by mail. If you have any questions, please email education@basshall.com.

BUS PRE-SHOW GUIDELINES: Please follow all instructions on 'BUS ARRIVAL, STAGING AND DEPARTURE MAP' provided in your packet. An usher will greet your bus upon arrival and escort your group to their designated seats.

BUS DRIVERS MUST STAY WITH BUS AT ALL TIMES: Because buses cannot be left unattended, bus drivers are not able to attend the performance, even if the driver is a teacher. Thank you for planning accordingly.

BUS POST-SHOW GUIDELINES: After the performance, an announcer from stage will dismiss each school. Students and teachers will remain in their seats until dismissed. Please be sure a teacher is at the door of the bus to count students as they are boarding. Do not wait to count the students after they have boarded.

PRIVATE CAR/VAN POLICIES AND PROCEDURES

DOWNTOWN PARKING: There is no designated parking for private cars/vans during Children's Education Performances. We strongly encourage anyone bringing a private car/van to know their parking options **prior to arriving**. For your reference, the closest garage to Bass Hall is **City Center Garage II** (400 Jones St., Fort Worth, TX 76102, with entrances on Jones and Calhoun Streets.) There is a fee to park in this garage. Visit www.fortworthparking.com for additional lot, location, and cost information. **We do not validate parking.**

PRIVATE CAR/VAN PRE-SHOW GUIDELINES: Groups arriving in private cars/vans **cannot** drop off curbside at Bass Hall. All sides of Bass Hall are designated for school bus pick-up and drop-off only. We suggest that you park in a downtown Fort Worth parking lot or garage. If you are arriving in multiple vehicles you may want to arrange for your group to meet at a location of your choosing and walk over together as a group. Upon arrival, let the usher at the front door know the name of your group and they will escort you to your designated seat locations.

PRIVATE CAR/VAN POST-SHOW GUIDELINES: After the performance, groups who arrived by private vehicles may leave at any time. The students must leave with the drivers/chaperones that are responsible for escorting them to back to their parked vehicles.

ACCESSIBILITY OR ADA TRANSPORTATION NEEDS

It is essential that we are informed well in advance **about any mobility or handicap needs**. Please confirm if any of your group members have accessible seating needs, assisted walking devices, walking limitations, or need any other assistance, as well as if your bus is ADA accessible. This is essential to ensure all students have appropriate seating.

IMPORTANT REMINDER REGARDING BUS SIGNAGE

Enclosed in your packet you will find one bus sign for your group. However, if you have more than one bus coming to Bass Hall, please reproduce the sign on **BLUE paper for the WEST side** of Bass Hall or **GREEN paper for the EAST side** of Bass Hall. All buses MUST have signage to expedite dismissal and arrival procedures.

Questions? Contact the Education Department at education@basshall.com or call 817-212-4270

IMPORTANT REMINDER REGARDING NAMETAGS

For security reasons, all teachers/chaperones must wear a visible nametag to enter Bass Hall.

- Teachers may wear a school issued ID, but it MUST be visible.
- All other chaperones need to wear a nametag provided by the school identifying their name and the school they are accompanying

If a teacher/chaperone is not wearing a nametag, they will be **stopped at the door** and required to fill one out before entering the building. Filling out the nametag at door dramatically slows down arrival time. Thank you for ensuring that your teachers/chaperones arrive prepared allowing us to seat all students quickly and safely.

Questions? Contact the Education Department at education@basshall.com or call 817-212-4270

STUDY GUIDES ARE AVAILABLE FOR ALL CHILDREN'S EDUCATION PROGRAMS

Study guides for Children's Education Programs at Bass Performance Hall are available online. Visit www.basshall.com and select the "Children's Education" tab, then select the "Study Guide" tab.

You may view the study guides or print a copy using the free software, Adobe Acrobat. If this software is not installed on your computer, you may download it at www.adobe.com.

Teachers please note: the study guides available at www.basshall.com are for Performing Arts Fort Worth's Children's Education Program performances.

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