***The Gift of Christmas* – Drop-Off & Pick Up and Room Guidelines**

• ALL kids MUST be dropped off and picked up in their *GOC* rooms. *GOC* rooms for drop off are listed on our [webpage](https://prestonwoodplanoworship.org/kids/auditions/) (when we have assigned them). You will also be notified via mailchimp. PLEASE, PLEASE, PLEASE, do not try to take your child from the aisles or hallways to speed up your departure. I know many of you may be in the lobby or even in the aisles during the show and want to take your child as we exit the Worship Center (at the end of the kids’ performance). PLEASE do not do this. I know it seems easy and convenient, but we must account for each child, and we have to return the costumes after each show. It is very stressful on our volunteers and staff if kids are pulled from their groups before we get back to the rooms. Please do not ask your room volunteers to make exceptions. If one person, does it, then everyone else will want to do so as well, and it’s overwhelming for our staff. Thank you for understanding!

• We anticipate being done approximately 35 minutes into each performance, (kids are finished after they perform in the middle of Act 1). Please be flexible for the first few dress rehearsals and first show. Once we get into the swing of things, the pickup time will become more precise.

• We ask all parents to wait outside the doors of the classrooms and to have your driver license ready. In the rooms, some may be changing costumes, and privacy must be respected. The teacher will open the doors for pickup once it is appropriate to do so.

• ALL students in grades 1–3 must have an adult with a DL drop them off and pick them up.

• Students in grades 4–6 will be excused from the rooms on their own once their part is done. They will be expected to go directly to wherever you have planned to meet them for pickup. Security will be walking the building as well as staff members. Any child in grade 6 and under who is not picked up within a reasonable amount of time after dismissal will be re-directed to the Children’s Ministry Building to childcare, no exceptions. Once in childcare, an adult will be required to come into the building to pick them up. You will not be able to call them on their cell phone and have them leave childcare to meet you. We are not doing this to punish anyone. *The Gift of Christmas* is a heavily attended event and open to the public. Lots of props, animals and moving pieces are in back hallways and stairwells. We CANNOT have children, even older ones, roaming the building. There is just too much going on. The moral of this story is to please pick your child in a reasonable amount of time. ☺

• If you are volunteering or are in the performance in any capacity, and you cannot pick your child up when he or she is finished, childcare is provided. All kids, grades 1–6 must go to childcare if parents are volunteering and cannot pick them up. You MUST sign up for childcare if you need it. The childcare link will be posted on our [webpage](https://prestonwoodplanoworship.org/kids/auditions/) when it is available.

• NO food or drink (except water) is allowed in the rooms, due to costuming and hair/makeup. Please make sure your child is fed before being dropped off. Water bottles are permitted, but we recommend labeling them. If students bring food or drinks other than water, they will be asked to throw these away before entering the room.

• For the safety of all, powered-on electronic devices will not be allowed in classrooms. Your child may bring a *powered-off* electronic device to use after the performance to coordinate pickup with you. If your child requires an electronic device for homework purposes, a section will be designated for him/her to sit away from other children. Board games and activities will be provided to entertain students in the room. You may also bring games from home or books for your child to read. Thank you for your understanding.

• NO cell phones, bags or electronics will be allowed on stage (these must stay in the rooms during the show). A volunteer will stay behind to monitor the rooms while we are performing, but the volunteers and the staff are NOT responsible for any lost, damaged, or broken personal items that are brought. Please remember that when thinking about what to allow your children to bring.

• All roles have costuming, hair and makeup YOU must provide. Please check the costuming link on our [webpage](https://prestonwoodplanoworship.org/kids/auditions/). All costuming MUST be purchased and worn/brought starting Wed Dec 4th.

• Please check the costuming link to know whether your child has a “hair requirement.” Some parts require the hair to be pulled back or even placed in a low bun. This MUST be done at home before arrival at the church.

• All kids (even boys and including general choir) MUST come with the basic makeup on. Basic makeup FOR ALL includes natural foundation, blush, and mascara; FOR GIRLS, light lip gloss or lipstick; FOR BOYS, Chapstick or natural lip gloss (so their lips don’t look dried out). Any additional specialty part makeup will be applied by our makeup team here when they arrive.

• Box lunches will be available between the 11:00 a.m. and 3:00 p.m. performances on both Saturdays for purchase. You can choose to purchase for one Saturday and not the other, for both Saturdays, or not at all. If you don’t want a box lunch, be sure to pack your own – there’s not a lot of time between those first two Saturday shows. You are welcome to purchase meals for your family who may be with you as well. The sign up link will be posted when it is available on our webpage!

• Meals WILL NOT be offered on either of the Saturday or Sunday evenings between the 3:00 p.m. and 7:30 p.m. shows, as there is plenty of time between shows to go off-campus for a meal.

• If you have signed a child up for childcare, you MUST pick your child up with in approx. 15 min after the show ends. This includes the “in-between time” between ALL shows on the weekends. *Yes, we understand the pick-up time and “re-opening”/drop-off time between the 11:00 a.m. and 3:00 p.m show is only about 30 minutes, but you MUST pick your child up*. Out of respect for our childcare workers, they would also appreciate a break and time to eat/feed their own families, as most of them will work all day on the weekends to provide your children care. PLEASE be respectful of that and pick up your kids in a timely manner.