



SCHOOL HOLIDAY PROGRAMS 2025 INFO PACK

laboite.com.au
ticketing@laboite.com.au

The information provided here offers a general overview of our School Holiday Programs and typically applies to all workshops. However, certain details may vary for individual workshops.

Finalised specifics for each workshop will be confirmed and sent to participants one week before the program begins.

We are excited to have your young person join us for a creative and engaging week.

To ensure the best possible experience, we have compiled some important information to help you navigate the program smoothly. **Finalised specifics for each workshop will be confirmed and sent to participants one week before the program begins.**

Enquiries: ticketing@laboite.com.au | 07 3007 8600 (10am-5pm, Mon-Fri)

Drop-off & Pick-Up

Times: 8:30 AM (*drop-off*), 4:15 PM (*pick-up*)

Location: Drop-off and pick-up will take place directly in front of La Boite Theatre, located at 3 Gona Parade. To access the venue, turn off Kelvin Grove Road. There will be staff on-site to assist with sign-in and sign-out procedures. Participants should meet in the foyer at the La Boite Espresso Bar & Café unless otherwise specified, but confirmed details will be provided prior to the workshop. → [View on Map](#)

Please ensure that you or an authorised guardian is present for both drop-off and pick-up. If someone else will be collecting your young person, please notify us in advance.

Please contact that La Boite team if you are running late – specific contact details will be provided to you before the workshop commences.

What to Bring

We recommend that each participant brings the following items to ensure they are prepared and comfortable throughout the day:

- Water bottle
- Comfortable clothing (suitable for movement)
- Jumper / jacket (as the aircon can be cool in the theatre)
- Snacks and lunch
- Notebook and pen/pencil
- Anything else that will make your young person comfortable, such as fidget/sensory toys

Emergency Contacts

We require all next of kin to provide emergency contact details during the registration process. These contacts should be reachable throughout the day in case of an emergency.

If any changes to your emergency contact details arise, please inform us immediately.

Absentee Notifications

Please notify our team on ticketing@laboite.com.au to inform us of any absences or changes to your young person's attendance. Refunds are only available in accordance with our [Ticketing Terms & Conditions](#) and the [Live Performance Award Ticketing Code of Conduct](#).

Daily Schedule & Breaks

Each day is designed with a mix of creative activities and breaks to ensure your young person has a fun and balanced experience. Breaks are scheduled each day and include a 60min lunch break and numerous 5-10min rest breaks.

Lunch Packages: If you've purchased a lunch package from La Boite, your young person will be able to pick up their meal each day. They can choose their meal preferences each morning, ensuring they get something they'll enjoy.

For those bringing their own meals, a fridge is available on-site if refrigeration is required. There are also options in the [Kelvin Grove Urban Village](#) to purchase lunch, a short 2min walk from the venue. Participants will be required travel in pairs or groups to the Village – please advise the La Boite team if your preference is for your child to stay at the Venue during breaks

We encourage healthy snacks and lunches, and please be mindful of any food allergies or dietary restrictions among other participants.

Lost Property

In the event your young person misplaces any belongings during the program, please contact ticketing@laboite.com.au or (07) 3007 8600. We will do our best to locate and return any lost items. Please label all personal items where possible to help with identification. Please note all lost property must be collected from the venue and cannot be mailed.

Parent Feedback

Your feedback is invaluable to the success of our programs. We encourage parents to share their thoughts, suggestions, or concerns regarding the program experience. Your input helps us continually improve and create a positive, enriching environment for all participants. If you would like to provide feedback to our team, please email ticketing@laboite.com.au.

Health & Safety

We are committed to providing a safe and healthy environment for all participants. If your young person has any medical conditions, allergies, dietary restrictions, or requires specific health support, please inform us prior to the start of the program so we can accommodate their needs appropriately. This information is crucial to ensure we can provide a safe and comfortable environment for everyone.

For medical needs such as EpiPens, inhalers, or other medications, please discuss your young person's requirements with our staff so we can ensure proper support.

To protect the health and safety of other participants, we ask that you keep your young person at home if they are feeling unwell and notify us of their absence.

If any health concerns arise during the program, our team is equipped to provide first aid and will contact you immediately if necessary.

Anaphylaxis

If your young person suffers from anaphylaxis, they should have an anaphylaxis action plan which has been prepared by their doctor. Download sample plan templates from Australasian Society of Clinical Immunology and Allergy website. If your young person has a plan, please provide it to us as soon as possible. Participants at risk of anaphylaxis need to bring at least one adrenaline auto injector.

Diabetes / Insulin Dependent

Please be aware that La Boite Theatre staff cannot administer insulin at any time.

Photography/Media Consent

At La Boite Theatre, we occasionally take photographs or videos during our School Holiday Programs to capture moments for promotional materials or social media.

Media Consent forms will be sent out the week prior to the workshop. If consent is not received, images of your young person will not be issued.

If you do not consent to your young person being photographed or filmed, please notify us in advance.

If you have any concerns about this, please feel free to contact us.

Behaviour

To ensure a positive and respectful environment, all participants are expected to adhere to our Code of Behaviour. This code is designed to foster a safe, inclusive, and supportive atmosphere for everyone involved

Participants are expected to:

- Respect others: Treat fellow participants, staff, and the space with kindness and consideration.
- Follow instructions: Listen to and cooperate with the staff to ensure the program runs smoothly and safely.
- Participate fully: Engage positively in all activities and contribute to the group experience.
- Be responsible: Take care of personal belongings and be mindful of shared spaces and materials.

Any inappropriate behaviour, such as bullying, disrespect, or failure to follow program rules, will be addressed promptly. In serious cases, parents/guardians will be contacted, and the participant may be asked to leave the program.

We ask for your support in reinforcing these expectations with your young person before attending the program. This helps create a safe and enjoyable experience for everyone.

Keeping your young person safe

At La Boite we are committed to creating an environment that keeps the safety and well-being of young people as our top priority. We adopt and endorse the National Principles for Child Safe Organisations, have an embedded Working with Children Policy and have implemented a range of practical measures, including:

- Our Board, Executive and Facilitators hold current and valid Working with Children Blue Cards.
- A minimum of two Facilitators are assigned to each program and are trained in consent-based practice.
- Group sizes are kept small to ensure adequate supervision and guidance.
- Ensemble work is important in developing an art practice, however young people are encouraged to work in similar aged groups.
- Parents and guardians are invited to observe the program taking place.
- Regular cleaning of facilities and the provision of sanitiser and face masks available throughout the venue.