

A few things to know about our workshop safety and policy procedures:

Drop Off Procedure – 1pm sharp:

- Children will be met by the Workshop Leaders in the main lobby of Little Canada at 10 Dundas Street East.
- Please ensure the mandatory waiver has been signed by a parent or guardian (download at <https://little-canada.ca/wp-content/uploads/2022/07/Parental-Waiver-Release-Form.pdf>) and sent at least one week in advance to workshops@little-canada.ca. Note: waivers cannot be signed by an older sibling, friend or another adult who is not a guardian of the child. Children without a waiver will not be admitted entry to the workshop.
- Adult who is dropping off the child must be within 15 minutes (eg as far as The Eaton Centre) from Little Canada in case of an emergency. Little Canada does not provide transportation.

During the Workshop:

- Children will start with a tour of Little Canada, led by two Workshop Leaders who will accompany the participants at all times.
- Children will not be permitted to leave the tour or workshop area without a Workshop Leader. Should children need the washroom, a Workshop Leader will accompany them to the washroom area which is located very close to the workshop room. A Workshop Leader will wait outside the main entrance to the washrooms and accompany the child back to the workshop room.
- Children will be using a variety of materials including but not limited to; glue, paint, miniature 3D printed pieces, synthetic scenic materials, scissors and more. Please ensure children wear appropriate clothing for this activity and are aware to not place anything in their mouths during the workshop.
- All participants are expected to conduct themselves in a safe and respectful manner during the guided tour and workshop activities as laid out in the parental waiver.

Food and Drink:

- Children will be permitted to bring a drink with them to the workshops. Unfortunately, food will not be permitted due to the nature of the materials being used in the workshops and out of safety for other participants with allergies etc. Little Canada has an in-house café called Little Bites should you wish to purchase something for your child at pick-up time.

Medical Emergency:

- In the case of a medical emergency, trained staff will administer First Aid while 911 is called as well as the emergency contacts listed on the forms.

Pick-Up Procedure - 4pm:

- Pick-Up will be in the Little Bites Café where children will be signed-out by the identified adult responsible for doing so. Those picking up children should identify yourself to a staff member upon arrival and they will be directed to the appropriate waiting area. Please be ready to show the Workshop Leader a piece of photo ID.

Have questions? Please email workshops@little-canada.ca or call 1-866-489-7527 and a friendly staff member will be happy to help.