

WKU Film produces films each year that feature actors who are minors (less than 18 years of age). This policy is intended to "ensure that minors are not employed under conditions that are injurious or detrimental to their health, safety or education.

**1. PARENTAL NOTICE AND AUTHORIZATION FOR MEDICAL CARE:**

- a. **Parental Notice of Terms and Conditions of Employment.** Producers shall notify the minor's parent(s), or legal guardian, of the terms and conditions of employment, including the activities required of the minor, the place and duration of location work, and the names of the producer and stunt coordinator (if applicable). These terms will be spelled out in a Performance Agreement.
- b. **Authorization for Medical Care.** Prior to the minor's beginning employment, the minor's parent(s) or legal guardian must sign Addendum A—Authorization for Medical Care, to grant consent for medical treatment on behalf of the minor in case of an emergency.

**2. MINOR LABOR COORDINATOR:**

- a. The Producer shall designate one (1) individual on each set where minors are employed to act as Coordinator of Minor Labor. The coordinator shall respond to all communications from the Production Supervisor regarding the employment of minor(s). The employer shall provide the name of the coordinator(s) to the Production Supervisor, the minor, the minor's parent(s), and/or legal guardian.

**3. TIME LIMITATIONS:**

- a. **Workday.** The workday for a minor shall begin no earlier than 7:00am and shall end no later than 11:30pm.
- b. **Work Week.** Minor shall not be permitted to work more than six (6) consecutive days.
- c. **Meal Periods.** Work hours are exclusive of a meal period. Work hours shall be extended by a meal period not longer than 30 minutes.
- d. **Rest Period After Dismissal.** Twelve (12) hours must elapse between the minor's time of dismissal and call time on the following day. The same applies for returning to school. For example, a minor returning to his regular school at 8:30am shall be dismissed from employment by 8:30pm the previous evening.
- e. **Work Hours, and Maximum Hours at Place of Employment per Age Group.** Working hours, and hours spent at the place of employment may not exceed the following time limitations in a 24-hour period unless a Minor Exemption Application is approved by the Production Supervisor.
  - i. **Minors aged under 2 years.** Minors under 2 years of age shall not be required to remain at the place of employment for more than four (4) hours per day, subject to the following limitations:
    - 1. **Infants aged 15 days to 6 months** may be at the place of employment for one period of two consecutive hours, which must occur between 9:30am and 11:30am or between 2:30pm and 4:30p.m. Actual work may not exceed 20 minutes under any circumstances. Infants may not be exposed to light exceeding 100 foot-candles for more than 30 seconds at a time and no more than one (1) minute in every fifteen (15) minute period. A studio teacher and a nurse must be present for each three or fewer infants aged 15 days to six weeks. A studio teacher and a nurse must be present for each 10 or fewer infants aged six weeks to six months. A parent or guardian must always be present.
    - 2. **Minors aged 6 months to 2 years** may not be exposed to camera lights for more than two (2) minutes every fifteen (15) minute period. They may be at the place of employment for up to four (4) hours and may work up to two (2) hours. The remaining time must be reserved for the minor's rest and recreation.
  - ii. **Minors aged 2 years to under 6 years** shall not be required to remain at the place of employment more than six (6) hours per day and shall not be required to work more than four (4) hours per day. The remaining time must be reserved for rest and recreation.
  - iii. **Minors aged 6 years to under 9 years** shall not be required to remain at the place of employment more than nine (9) hours, the sum of six (6) hours work, one half (1/2) hour of meal time, and two and one half (2 1/2) hours of rest and recreation.
  - iv. **Minors aged 9 years to under 16 years** shall not be required to remain at the place of employment more than ten (10) hours, the sum of seven (7) hours work, one half (1/2) hour of meal time, and two and one half (2 1/2) hours of rest and recreation.
  - v. **Minors aged 16 years to 18 years** shall not be required to remain at the place of employment more than ten (10) hours, the sum of nine and one half (9 1/2) hours work, and one half (1/2) hour of mealtime.

**THE UNDERSIGNED HAVE READ AND AGREE TO THE ABOVE TERMS:**

_____ NAME OF MINOR	_____ AGE OF MINOR		
_____ PARENT OR LEGAL GUARDIAN	_____ SIGNATURE	_____ PHONE	_____ DATE
_____ PRODUCER	_____ SIGNATURE	_____ PHONE	_____ DATE
_____ HEAD OF PRODUCTION	_____ SIGNATURE	_____ PHONE	_____ DATE

WKU Film produces films each year that feature actors who are minors (less than 18 years of age). The majority of our productions do not result in accident nor injury. However:

1. Recognizing that accidents and injuries do happen, and
2. Recognizing the need in some cases for swift medical attention, and
3. Understanding that the minor's parent(s), guardian, or chaperon, may or may not be on set during the time of accident and/or injury, and
4. Agreeing that in the event of an accident and/or injury, the Producer will immediately notify the minor's parent(s), guardian, or chaperon either in person on set or by phone,

Please list any known allergies or medical conditions:

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Please list any special dietary needs:

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In case of an emergency, WKU Film has my consent to seek medical treatment on behalf of my child.

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NAME OF MINOR

\_\_\_\_\_  
AGE OF MINOR

\_\_\_\_\_  
PARENT OR LEGAL GUARDIAN

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRODUCER

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
DATE