Creative Theatre Experience

Parent Guide - 2026

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Welcome!

On behalf of the Creative Theatre Experience (CTE) Board of Directors, faculty, staff, interns, and morning mentors, welcome to CTE! We're excited about the workshops we have planned for this summer and about spending time with each of your children.

Please take a few moments to read through this parent guide. If you are new to CTE, it should answer many of your questions and provide a valuable reference guide for the summer. If you are a returning parent, it should serve as a good refresher course on all things CTE.

Mission

The mission of the Creative Theatre Experience is to collaborate with young people to create an environment of respect and compassion where they can discover for themselves their unique gifts and personal worth.

Contact Information

In season Message Phone, Emergency or In-house Contact	**Email info@ctekids.org or call (360) 207-1839**- If you have an emergency that requires you to contact your student immediately or if you wish to let staff know that a student will be absent.
Website	**www.CTEKids.org** - See weekly updates, look for new announcements and other information.
Email (year-round)	info@ctekids.org
Social Media	www.Facebook.com/CreativeTheatreExperience Instagram: @CTEOlympia
Mailing Address	120 State Avenue NE, #180, Olympia, WA 98501
Summer Location	Kenneth J. Minnaert Center for the Performing Arts South Puget Sound Community College, 2011 Mottman Rd SW, Olympia, WA 98512

Location

All activities and programs, including pick-up and drop-off, are at the Kenneth J. Minnaert Center for the Performing Arts on the South Puget Sound Community College Campus (SPSCC). All references to SPSCC in this document are referring to the Minnaert Center location.

Why CTE is So Special!

If you are new to CTE, there are three key aspects of the program that set it apart from other youth summer theatre programs.

First, CTE has a strong belief in the importance of "youth mentoring youth." Although individual theatre classes are designed to be developmentally and age appropriate, there are opportunities throughout the day for younger and older children to work together. Older students are encouraged to mentor younger students.

Another way this happens is through the CTE Intern and Mentor Programs. High school and college students participate in the program and provide leadership to younger students. Interns receive stipends for their work; while Mentors receive volunteer hours. Interns and Mentors are selected through an application and interview process and many are current CTE students who have demonstrated leadership skills and a strong commitment to the core values of CTE. They all serve as role models for other students, and are actively involved in the daily operation of all CTE programs. Interns direct mini-musicals and plays (some adapt and write their own plays), and teach classes in music, movement/dance, storytelling and art. Mentors assist the Interns; they run small circle groups, engage students in rehearsal, and help teach classes. For many students, their ultimate goal within CTE is to become an Intern.

Second, CTE integrates educational themes into the program for all students. CTE staff help students develop skills and enhance perspectives in the visual and performing arts through a series of masterclasses taught by CTE faculty (available to older students in Showcase, Spotlight, and Production Team) and through daily classes taught by interns (available to Arts Festival students). Class learning and activities are featured in recitals and exhibitions featuring participants.

Third, while CTE is a theatre program, the primary emphasis of CTE is not on the artistic production itself, but rather on the process of creating the production. CTE is proud that students believe there are "no stars in CTE," but that every role in the production, onstage or off, makes a critical difference. Students are exposed to a wide variety of theatre arts (movement, voice, improvisation, visual arts, drama, stagecraft, and more) and are encouraged to step out of their comfort zone in a safe and supportive environment. The atmosphere at CTE enables students to take safe risks and as a result, performances are often outstanding.

Intern / Mentor Program

Historically, Interns have been at the center of the CTE summer. They lead circle groups, teach Arts Festival classes and direct or co-direct a play or musical for Arts Festival. Students who are in 9th Grade or 10th grade may become a Mentor; students who are 11th grade through college may apply for an Internship position. Applications are posted on the CTE website in late February to early March; once a written application is accepted, prospective interns are interviewed by a panel consisting of CTE staff, board members and current interns. If selected, interns receive training to develop leadership and teaching skills, and are mentored throughout the season by CTE staff members. CTE asks for a two-year commitment from interns, and that they are available during the entire summer season.

About CTE Workshops

Arts Festival

The Arts Festival workshop is for students entering 1st grade through 6th grade in the upcoming school year. The workshop runs for three and a half weeks and involves up to 90 students. The students will work towards performing short plays and/or musicals written for young students. As well as learning the play or musical, students take classes in movement and music, learning large-groups songs to be performed at the show. They also enjoy Circle Group activities led by a Mentor and/or Intern. All students participate in performances, applying the skills they have learned while rehearsing the musical/play. The show will be performed 2 times at the end of the workshop.

The Arts Festival day begins at 9:00 am and ends at 3:00 pm. Early drop-off (8am) and After Care (3 - 5:15 pm) are available for an extra fee. For more details including calendar of dates and times, recitals and performances see our website (www.ctekids.org).

Tech Theatre Workshop (Tech Team)

Tech Theatre Workshop (Tech Team) is open to students entering 6th through 8th Grade who want to learn about the technical aspects of putting on a show - backstage, scenery, props, costuming, lighting and sound. They will focus on tech for the Arts Festival production. They will provide support and run the tech for the Arts Festival performances. Attendance at all of these performances is mandatory, unless the Technical Director has set up a schedule for participants. Without the tech crew the show cannot go on! After completing 1 year in Tech Team the student may be able to move up to Production Team the following year with the Technical Director's recommendation.

The Arts Festival day begins at 9:00 am and ends at 3:00 pm. Early drop-off (8am) and After Care (3 - 5:15 pm) are available for an extra fee. For more details including calendar of dates and times, recitals and performances see our website (www.ctekids.org).

Spotlight

Spotlight Workshop is for middle and high school-aged students entering 6th grade through 12th grade in the upcoming school year. Spotlight presents a full length non-musical production. As well as rehearsing the play with the Director and Assistant Director, students will attend a masterclass of their choice three times a week. The workshop lasts 4 weeks, with the last half week of Spotlight being dedicated to tech week and rehearsal on stage as students prepare for the 4 performances at the end of the workshop (see calendar for full details of dates and times).

The workshop begins at 1pm (Please arrive by 12:50pm to sign in) and ends at 5pm with a 15 minute snack break. For more details including a calendar of dates and times of performances and more, visit the CTE website (www.ctekids.org).

Showcase

Showcase Workshop is for middle and high school-aged students entering 6th grade through 12th grade in the upcoming school year (and current 12th graders). Showcase usually presents a Junior version of a full-length Broadway musical production. As well as rehearsing the musical with the Director, Choreographer and Music Director, students will attend a masterclass of their choice three times a week. The workshop lasts 5.5 weeks, with the last half week of Showcase being dedicated to tech week and rehearsal on stage as students prepare for the 4 performances at the end of the workshop.

The workshop begins at 1pm (Please arrive by 12:50pm to sign in) and ends at 5pm with a 15 minute snack break. For more details including a calendar of dates and times of performances and more, visit the CTE website (www.ctekids.org).

Production Team

Production Team workshop is for students entering 9th grade through 12th grade in the upcoming school year. Production Team participants (PTs) learn about the "behind the scenes" work of the theatre – lighting, sound, set design, building and painting, rigging and all the tasks that make productions work. Students will also receive instruction in visual art. The workshop lasts 5.5 weeks, and PTs provide technical support for the Showcase and Spotlight shows as assigned by the Technical Director.

The workshop begins at 1pm (Please arrive by 12:50pm to sign in) and ends at 5pm with a 15 minute snack break. For more details including a calendar of dates and times of performances and more, visit the CTE website (www.ctekids.org).

Day to Day Specifics

Sign-in & Sign-Out

Arts Festival parents/caregivers will sign in/sign out their students either outside the or in the main lobby with their Circle Group Leader. The closest parking lot is L (turn left when entering the SPSCC campus).

It is CTE policy that all Arts Festival students must be signed in and out by an authorized adult. The safety of our CTE students is most important to us, whether it's at workshops, releasing students to go home or during rehearsals and shows. Before your child can participate in Arts Festival, we will need the names of people who can pick up your children. Arts Festival Student Pick-Up Information is requested during the online registration process but you may also email us at any time at info@ctekids.org to add more people to your pickup list.

Tech Team and Production Team students will enter and leave via loading dock, parking lot B (turn R when entering SPSCC campus), and sign in / sign out with the Technical or Assistant Technical Director.

Showcase and Spotlight students will enter and leave via the main doors and sign in/sign out in the Lobby or their Circle Group. They should be dropped off in one of the parking lots and make their way to the main entrance. Cars must not block the campus road in any way.

Late arrival / Early departure: If any student enrolled in a CTE program comes to CTE late or is leaving early for any reason, CTE requires an authorized adult (or the student if in Showcase, Spotlight, Tech Team, or Production Team) come to the CTE Office and sign the student in or out. Directions from the SPSCC lobby to the CTE Office are clearly marked. In the event of an emergency, this procedure ensures the staff can determine which students are on site at any given time.

Early Drop-off Childcare & Afternoon Childcare

Early drop-off childcare and afternoon childcare is offered for a fee for some CTE programs. Enrollment is online at time of registration; or email contact@ctekids.org during the season.

Arts Festival & Tech Team – Parents with students enrolled in Early Drop-off Childcare may drop off their children at SPSCC at 8:00 am, one hour prior to the start of regular Arts Festival workshop days. There is no early drop-off childcare on performance days.

Showcase/Spotlight/Production Team – Early drop-off is not available for students who begin their day at 1pm. Please do not drop off these students more than 10 minutes prior to the start of their workshop.

Snacks/Water

Arts Festival and Tech Theatre Workshop run from 9:00am - 3 pm and will have a 30 minute lunch break. Please bring lunch and a water bottle labeled with the student's name.

Showcase, Spotlight and Production Team run from 1pm - 5pm and will have a 15 minute snack break. Please bring a snack and a water bottle labeled with the student's name.

Lunchtime - Arts Festival and Tech Theatre Workshop

Lunchtime is an important time each day at CTE. Everyone eats together in one of the large classrooms at SPSCC and it's a great time for students and staff to talk about how the day is going - they can celebrate successes, voice frustrations, tell about surprises, etc. CTE students are expected to bring a sack lunch each day to the workshop and plenty of water in their own water bottle.

Because kids are going to be working hard in dance and acting classes during the day, they will need a lot of energy. For this reason, CTE discourages students from bringing low-nutrition and "sugary" snacks and soda pop. Complex carbohydrate and protein rich foods are best for workshop activities.

Juice bottles or packets are acceptable at lunchtime, but PLEASE make sure your child brings a water bottle that can be refilled throughout the day.

Also, in the case of severe food allergies in any of our students, everyone will be asked to take extra safety precautions including staying in lunch groups and cleansing hands before and after eating to keep those students safe. Please advise CTE of any allergies or health concerns related to meals or snacks.

Appropriate Dress

CTE encourages students to wear:

- comfortable clothes that allow freedom of movement
- shoes that support and protect your feet and ankles. High heels, platforms, flip-flops and some sandals **may** present safety risks.

CTE prohibits clothing that displays hate speech or drug/alcohol reference.

CTE T-shirts

With enrollment in all programs students receive a t-shirt with the design for the current CTE season. Wear this season's t-shirt for performances and circle group photos (and anytime they wish in between!).

It's Showtime!

Costumes

Costume requirements vary depending on the production. Arts Festival traditionally has very basic costumes, while the Showcase musical often requires more elaborate costumes.

In some cases, parents may be asked to provide all or part of a student's costume. A costume list will be sent home with each student outlining what is needed. This information will also be emailed and posted on the website. Questions regarding any part of the costume list should be directed to the Costumer or the CTE Intern or director of your student's production. You can also email the CTE office at **info@ctekids.org** and the message will reach the appropriate person.

Goodwill, the Salvation Army, and similar stores are all great places to find inexpensive costume pieces. Parents do not have to spend a lot of money on any piece of costuming. If the costume pieces requested present a hardship, please contact the director of your student's production and they will work with you.

Performances, Tickets & Concessions

CTE will not be charging for admission to performances, but everyone requires a ticket to attend any performance. These free tickets can be obtained from Zeffy via a link on our website. Seats will not be assigned, it is first come first served.

If you do not get a ticket in advance, you will need to interact with staff at the front door to obtain free tickets for entry.

CTE students, families and friends may attend as many performances* as they wish, free of charge. When you get your tickets at Zeffy in advance, free of charge, you will be asked if you wish to donate to show support for CTE. Donations will also be welcomed at the performances if audience members wish to show further

support. Suggested amount is $10 per person for Arts Festival, and $15 per person for Showcase and Spotlight.

*Spotlight shows, if held in the Black Box, may be subject to restrictions to allow everyone the opportunity to attend.

CTE will be selling concessions (cookies, beverages) at the Concession Stand located to the right of the theatre steps. CTE may also sell other items such as posters, T-shirts and books for a nominal cost.

Photos from dress rehearsals are made available for free via a link on the CTE website. To confirm the availability of concessions and/or photos, please contact CTE in advance of the performance date.

Theater Etiquette

Part of the CTE education process is teaching students appropriate behavior in a theater. Because the youngest performers become very excited and nervous on stage, parents are asked to review appropriate etiquette in advance of performances.

For actors: Stage lighting is very bright and prevents seeing very far into seating areas. Actors should not try to shade eyes from the lights, or try to look for or wave to parents, family, or friends.

For audience members: Please arrive at the theater at least 20 to 30 minutes before the performance. Latecomers are seated by an usher who will direct you to available seating at an appropriate break in the production or during intermission. If you must leave during a performance and return, please watch from the back of the theater until an usher can direct you to available seating.

For Young Children: Young audience members are welcome; however, appropriate theater etiquette is required for all ages. Parents should educate young children in appropriate theater behavior. Do not allow children to talk during performances or put feet on seats. Do not allow children to run in the lobby or aisles. Disruptive or noisy children and infants should be promptly and quietly taken to the lobby until they are ready to return to the theater.

Other than water, food and drink are not permitted in performance venues. All performances will include an intermission of about 15-20 minutes. During these times concessions are available in the lobby, as well as CTE Merchandise.

Photography of any kind is not permitted in performance venues during performances – including mobile phone photos or videos and especially flash photography. Flash photography can temporarily blind actors and create a hazard. Turn off pagers, mobile phones, watch alarms, and all electronic devices during performances.

Photos/DVDs

When possible before each show commences, CTE will display a slideshow of photos of the show taken during dress rehearsal, as well as candid shots taken during classes. These photos are made available free of charge via a link on the CTE website after the performances.

CTE *may* allow the sale of professional DVDs of Arts Festival and non-copyrighted shows. In such cases, a video company will record the show and participants will receive a link to pre-order should they wish. Proceeds from sale of video links/DVDs go to the videographer.

Volunteering!

Volunteer Opportunities

There are opportunities to volunteer both before, during, and after performances. CTE sends email invitations with signup information to participant parents and supporters. Volunteer opportunities may include:

- Costuming (usually involves simple sewing).

- Performance Support: help at performances including
    - ushering (to usher you must attend a short mandatory training provided by Washington Center. Details will be provided).
    - working at the merchandise table before shows and during intermissions.

- Strike: Sunday after final performance (move CTE equipment, costumes, and props back to storage).

Complete descriptions and details are available on the CTE website and at performances, or may be requested by email to info@ctekids.org.

Board of Directors

Year round administration of CTE is the responsibility of the CTE Board of Directors, comprising parents and community leaders with a passion for supporting the arts. Board service is a meaningful way for individuals to support CTE and to assist in its continued growth and vitality. To learn more about board service email Info@CTEKids.org and check out our website ctekids.org.

Sponsors, Donors and Advertisers

Local corporate sponsors, advertisers, and donors, help support CTE. CTE offers a robust sponsorship program with levels and opportunities to fit every business size. Interested businesses should contact Info@CTEKids.org for more information. CTE is a registered 501(c)(3) nonprofit charity, tax ID 91-1452663.

Partnership!

CTE believes it is the partnership with parents and guardians that makes for such a successful program for children. Thank you for taking the time to review this information. Together, we are investing in our children's character and producing a great season of shows that enhance the arts in our community!

Policies & Procedures

CTE Policies and Procedures are updated from time to time and in many circumstances must be formally accepted at the time of registration. See below for the most up-to-date policies and procedures (also available on the CTE website or contact CTE via email at Info@CTEKids.org.)

Qualifications

The Summer Program serves students who have completed kindergarten and are entering 1st grade through students who are in 12th grade.

- Arts Festival serves students entering 1st through 5th grade.
- Tech Theatre Workshop ("Tech Team") serves students entering 6th through 8th grade.
- Showcase and Spotlight serve students entering 6th through 12th grade, including this year's graduating seniors.
- Production Team serves students entering 9th through 12th grade, including this year's graduating seniors.

Registration

- A complete and separate online registration is required for each program participant. Registrants will receive confirmation via email.
- Registration is on a first-come-first-served basis. Registrations are not accepted after the first week of instruction.
- Participants may have an option to register early – information is posted at www.ctekids.org.
- Once a program is full, applicants may sign up for a waitlist for one or more programs. There is no guarantee that a student on the waitlist will get a place in the program.
- CTE makes every effort to accommodate students with special needs.
- It is the responsibility of the participant parent/guardian to inform CTE in writing of any health or behavioral conditions which may affect the student's participation and safety, as well as the participation and safety of the other students in the program.

Fees and Charges

- A $100 registration fee per participant is due at the time of registration.

    - The registration fee is non-refundable.
    - The registration fee is part of the tuition total for each participant.
    - The balance of tuition is due in full one month prior to the first day of the program (the program start date), unless other arrangements have been made.
    - Participants will not be allowed to begin classes until tuition is paid in full.
- Waitlist registration fees are refundable if a place does not become available for the waitlisted participant.

Cancellation and Withdrawal

- A refund in the amount of 50% of total tuition may apply if participant withdraws, or is removed from the program, by the end of the first week of classes. Refunds are at the discretion of CTE.

In the event of program delays due to occurrences outside the control of CTE (e.g. force majeure, pandemic restrictions, etc.), CTE shall make reasonable efforts to resume programs as soon as possible after the conclusion of such cause. If CTE determines a program cancellation is required, a refund in the amount of 90% of total tuition shall be provided.

Waiver for Participants

In consideration for Creative Theatre Experience (CTE) accepting the participant's entry into this program, the Parent or Guardian assumes all risks and hazards incidental to the conduct of the activity. Furthermore, the Parent or Guardian does hereby release and hold harmless CTE, SPSCC, or their officers, officials, employees, agents, assignees, and subcontractors from any claim for damages arising due to any injuries, mental or physical, arising as a result of participation in the CTE program except for any injuries caused by the sole negligence of CTE, SPSCC, their agents or assignees.

Consent for Emergency Care

I hereby give permission that the above-mentioned program participant may be given emergency treatment as determined to be required by staff members of Creative Theatre Experience (CTE). I also give my permission that the program participant may be transported by ambulance or aid car to an emergency center for treatment. In the event I or my designated emergency contact(s) cannot be contacted, I further consent to medical, surgical, and hospital care, treatment and procedures to be performed for the participant by a licensed physician or hospital when deemed immediately necessary or advisable by an emergency medical technician, physician, or healthcare professional, to safeguard the participant's health and safety.

Student Absence Policy

The Creative Theatre Experience (CTE) office must be informed of all absences. You send email to info@CTEKids.org no later than 8:30 am (Arts Festival and Tech Team) or 12:30 pm (Showcase, Spotlight and Production Team) the day the participant will be absent. If you do not have access to email, please leave a phone or text message at **(360) 207-1839**.

1. Please inform us if the participant is sick and keep them at home to help us maintain a healthy environment at CTE.
2. If you must take the participant out of CTE for an appointment, please give us advance notice as unplanned absences can be disruptive to all participants, including yours, as well as to routines and the flow and effectiveness of rehearsals.
3. If at all possible, do not plan ANY time away during CTE classes, rehearsals or performances! Be aware that if you have already planned a vacation, we need to be made aware of the dates upon your registration for CTE so we can plan accordingly. Please note this could affect your student's eventual role in their cast (or in tech crew, in the case of Production Team).

Visitor Policy

In consideration of program participants, staff, and volunteers, it is the policy of Creative Theatre Experience (CTE) that during program delivery:

- No visitors are allowed,
- Parents, guardians and other authorized caregivers must check in at the CTE office prior to entering a classroom or rehearsal space at the facility, and
- Children not enrolled in CTE may not attend any portion of any program.

Late Pick-up Fee Policy

It is important for parents/authorized adults to pick up participants promptly. A fee will be charged for late pick-up as follows:
Following the first late pick-up, defined as 15 minutes after the scheduled finish time for Arts Festival, the parent/guardian will receive a notice and reminder of the late pick-up policy.

1. Subsequent late pick-ups will result in a $25 fee.
2. Following a third late pick-up, CTE reserves the right to remove the participant from the program.
3. If an authorized adult will be unavoidably late, CTE asks the parent/guardian to identify another authorized person to pick up the participant on time, and also to notify CTE by calling (360) 200-1631 (message phone) or emailing contact@ctekids.org prior to the arrival of the alternate.

Behavior Expectations

CTE recognizes and supports the right of every individual to feel respected and physically and emotionally safe. At CTE, modeling and teaching appropriate individual and group behavior is embedded throughout the curriculum and performance process. Staff, Interns, and Mentors are trained to promote positive interactions, to be proactive in preventing problem behaviors, and to respond constructively to inappropriate behaviors. Every CTE participant is required to respect the rights of others to learn and grow, and to respect the CTE staff, space, and facilities.

If a participant exhibits repeated inappropriate and/or disruptive behavior, every effort will be made to redirect the participant with reminders of appropriate and expected behavior. Should the participant continue to exhibit such behaviors, CTE staff will implement the following progressive steps:

1. Removal from activity until staff makes parent contact.
2. Should inappropriate behavior continue or escalate following the first staff to parent contact, staff will hold a subsequent conference with the participant and a parent or guardian to create a mutually agreed upon behavior contract.
3. Failure by the participant to follow the behavior contract may result in CTE removing the participant from the program for the remainder of the program.*

In the event a participant's behavior threatens the physical or emotional well-being of other participants or staff, CTE reserves the right to immediately remove a participant from the program for the remainder of the program.*

*If a participant is removed for the remainder of the program, that participant may only return in any subsequent year with prior approval by the CTE board of directors.

Waiver for Self Sign-in and Sign-out (Tech Team, Showcase, Spotlight, Production Team)

By agreeing to this waiver, I do hereby acknowledge that Creative Theatre Experience (CTE) has no supervisory responsibility for any participant of Tech Team, Showcase, Spotlight, or Production Team prior to their signing themselves in or immediately upon signing themselves out.

By agreeing to this waiver I do hereby release and hold harmless CTE, its employees, agents or assignees, from any legal or pecuniary claims related to or caused by injuries, mental or physical, which are caused by or during travel to or from CTE programs, with the sole exception of any injuries caused by the sole negligence of CTE, its employees, agents or assignees.

Scholarships

CTE relies on the support of volunteers to provide quality summer programming for children. If your family receives a scholarship, one way to provide support for CTE is to volunteer with the organization during the summer. There are volunteer opportunities that meet every level of experience and time commitment. Please visit our website www.ctekids.org for descriptions of volunteer opportunities.

- Creative Theatre Experience (CTE) provides tuition scholarships to participants in need whenever fiscally possible.
    - Scholarship availability is limited, and scholarships are awarded on a first-come-first-served basis.
    - Scholarships are awarded on the basis of need.

- Scholarship applicants must complete a separate online scholarship application for each program participant.
    - Scholarship applicants will receive notification, by email, of receipt of the scholarship application, and if a scholarship is awarded.

- Proof of qualification for free or reduced school lunch or proof of income level must accompany the application.
- Additional information describing circumstances may accompany applications.

- Scholarship applications must be received at the same time as, or before registering.

- Successful scholarship applicants must pay their portion of tuition in full one month prior to the first day of the program (the program start date).