

## **CTE Policies 2024**

Contained herein:

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### **Policies & Procedures**

CTE Policies and Procedures are updated from time to time and in many circumstances must be formally accepted (e.g. at the time of registration). For the most up-to-date policies and procedures visit the CTE website or contact CTE via email at [Info@CTEKids.org](mailto:Info@CTEKids.org).

### **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 via the attendance app. You may also send email to [contact@CTEKids.org](mailto:contact@CTEKids.org) no later than 8:30 AM (Arts Festival and Tech Team) or 12:30 PM (Showcase and Production Team) the day the participant will be absent. If you do not have access to email, please leave a phone message at (360) 867-8816.

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 Tech Team and 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.

### **Financial Agreement & Conditions**

Signee understands:

- This is a contract and by signing accepts responsible for any and all tuition and related program costs.
- The \$100 deposit is non-refundable and due immediately.
- The deposit is part of the tuition total for each participant.
- Unless other arrangements have been made in advance, tuition is due in full no later than one month prior to program start date.
- Participants will not be allowed to begin classes until tuition is paid.
- 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.

### **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 program, the parent/guardian will receive a notice and reminder of the late pick-up policy.
- Subsequent late pick-ups will result in a \$25 fee.
- Following a third late pick-up, CTE reserves the right to remove the participant from the program.
- 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) 867-8816 (message phone) or emailing [contact@CTEKids.org](mailto: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 and interns 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:

- Removal from activity until staff makes parent contact.
- 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.
- 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  
(Showcase, Tech Team, Production Team)**

By agreeing to this waiver, I do hereby acknowledge that Creative Theatre Experience (CTE) has no supervisory responsibility for any participant of Showcase, Tech Team 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.

**Qualifications**

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 6th grade.
- Tech Team serves students entering 6th through 8th grade.
- Showcase serves 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](http://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 balance of tuition is due in full one month prior to the first day of the program (the program start date).
- 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.

### **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](http://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 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).