

Creative Theatre Experience



Parent Guide - 2023

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Welcome!

On behalf of the Creative Theatre Experience (CTE) Board of Directors, faculty, staff and interns, 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

Message Phone	(360) 867-8816
Emergency or In-house Contact	Email contact@ctekids.org or call (360) 867-8816 - 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
Email (in season)	contact@ctekids.org
Social Media	www.Facebook.com/CreativeTheatreExperience Instagram: @CTEOlympia
Mailing Address	120 State Avenue NE, #303, 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 Program. Six high school and college students participate in the program and provide leadership to younger students. Interns are selected through an application and interview process and are often former CTE students who have demonstrated leadership skills and a strong commitment to the core values of CTE. Interns serve as role models for other students, and are actively involved in the daily operation of all CTE programs. Interns assist directors, run circle groups, engage students in rehearsal, and help teach classes. For many students, their ultimate goal within CTE is to become an intern.

CTE integrates educational themes into the program for all students. Students develop skills and enhance perspectives in the visual and performing arts through the rehearsal process and in classes.

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 Program

Interns are at the center of the CTE summer. They are paid CTE staff and role models who lead circle groups, work with show director, dance faculty and music faculty in rehearsing the Arts Festival musical, and assist with Art classes. Other interns also work with Spotlight, Showcase and Production Team students on production elements, mentoring, guiding and learning alongside the students.

Students who are in 9th grade or higher may apply for a paid internship position. Prior participation in CTE is preferred but not mandatory. The Intern Application Form is 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 and former interns. If selected, interns receive training to develop leadership and teaching skills, and are mentored throughout the season by CTE staff members. At the end of the season Interns participate in an evaluation process and may re-apply to be an Intern again the following year to build on their experience.

About CTE Workshops

Arts Festival

The Arts Festival workshop is for students entering 1st grade through 5th grade in the upcoming school year. The workshop runs for three and a half weeks and involves approximately 50 students. The students will work towards performing a one act musical (30-45 minutes), usually the Kids version of a Broadway show. For example, in 2023 the musical is Jungle Book Kids. The show will be performed 3 times at the end of the workshop. As well as learning the songs and dance elements of the musical, students take classes in visual art, and they enjoy Circle Group activities led by an intern. All students participate in performances, applying the skills they have learned while rehearsing the musical. The show will be performed 3 times at the end of the workshop.

The Arts Festival day begins at 9:00 am and ends at noon. Early drop-off (8am) is available for an extra fee. For more details including a calendar of dates and times of performances and more, visit the CTE 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 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 Tech Team day begins at 9:00 am and ends at noon. Early drop-off (8am) is available for an extra fee. 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 school-aged students entering 6th grade through 9th grade in the upcoming school year. Showcase usually presents a Junior version of a full-length Broadway musical production. For example in 2023 the production is Mean Girls Jr. As well as rehearsing the musical with the Director, Dance Faculty and Music Faculty, students will receive visual art instruction during the afternoon. The workshop lasts 3 weeks, with the last half week of Showcase being dedicated to tech week and rehearsal on stage as students prepare for the 3 performances at the end of the workshop.

The workshop begins at 1pm 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).

Spotlight

Spotlight Workshop is for high school-aged students entering 9th grade through 12th grade in the upcoming school year. Spotlight presents a full length non-musical production. The play for 2023 is Shakespeare's Much Ado about Nothing. As well as rehearsing the play with the Director and assistant Director, students will receive visual art instruction during the afternoon. 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 3 performances at the end of the workshop (see calendar for full details of dates and times).

The workshop begins at 1pm 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 4 weeks, and PTs provide technical support for the Showcase shows at the end of week 3, and Spotlight shows at the end of week 4, as assigned by the Technical Director.

The workshop begins at 1pm 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

Sign-in / Drop-off: CTE uses an app for families to indicate each morning whether their student(s) will be attending CTE that day. This is the first step of the sign-in procedure. The second step is with the student's group leader at drop-off. Drive-through drop-off is at designated areas around the SPSCC Performing Arts Center.

Health: The app will also ask some health-related questions that will allow us to follow up if a student is sick.

Sign-out / Pick-up: Group leaders will meet parents at the same drive-through designated areas and sign-out the student to parent or designated pick-up person at the end of the day.

You will be sent all the information to sign up for the app in the weeks leading up to the start of CTE. If you do not have a smartphone a web-based version of the app can be accessed via laptop.

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 Spotlight, Showcase 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

Early drop-off 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.. Older CTE students with childcare experience provide supervision.

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

Morning workshops (Arts Festival and Tech Theatre Workshop) : Please bring a water bottle labeled with student's name.

Due to shorter hours (9:00am - noon), **Arts Festival** will **not** have a scheduled snack break. If your student absolutely must have a snack, please send one labeled with your student's name and drop it off at the office. At transition time (10:30 or 11:00am depending on age group) the student may stop at the office for their snack. Please note they must eat in the lobby supervised by Office staff and will miss some class time.

Afternoon workshops (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 student's name.

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. Arts Festival students are expected to wear the 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 Showcase musicals and Spotlight productions often require 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 CTE intern or director of your student's production. You can also email the CTE office at contact@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 selling tickets in 2023. All CTE performances in 2022 will have general admission seating and be free of charge. For 2023, the Performance Fee for each student has also been waived.

CTE students, families and friends may attend as many performances as they wish, of any workshop performance, free of charge. Donations will also be welcomed at the performances if audience members wish to show further support. Suggested amount is \$10 per person.

WCPA handles all concessions, which generally includes the sale of cookies and beverages. CTE generally sells flowers for performers (an old theatre tradition), CTE-themed decorative cookies, and other items such as posters and T-shirts for a nominal cost. Photos from performances 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. There is a 30-40 minute break between Arts Festival and Showcase performances, and Spotlight performances include an intermission of about 20 minutes - during these times concessions are available in the lobby.

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, 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 several opportunities to volunteer both before, during, and after performances. CTE sends email invitations with sign-up information to participant parents and supporters. Volunteer opportunities may include:

- Load-in CTE equipment, costumes, and props the week before CTE starts.
- Set building/painting
- Costuming (usually involves simple sewing).

- Strike: Sunday after final performance (move CTE equipment, costumes, and props back to storage).
- Performance Support: help at performances including ushering and working at the merchandise table (flowers and other items), before shows and during intermissions.

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

Board of Directors

Year round administration of CTE is the responsibility of the CTE Board of Directors, comprised of 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

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.)

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 no later than 9 am (Arts Festival and Tech Team) or 1pm (Showcase, Spotlight 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 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:

1. 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.
2. Subsequent late pick-ups will result in a \$25 fee.
3. Following a third late pick-up, CTE reserves the right to remove the participant from the program.
4. 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 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:

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.

Qualifications

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

- Arts Festival serves students entering 1st through 5th grade.
- Tech Theatre Workshop (“Tech Team”) serves students entering 6th through 8th grade.
- Showcase serves students entering 6th through 9th grade.
- Spotlight and Production Team serve students entering 9th through 12th grade.

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 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 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.
 - Scholarship are limited to a maximum of 50% of total tuition.
 - 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).