

Creative Theatre Experience



Parent Guide - 2021

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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) 836 0CTE (360) 836-0283
Emergency or In-house Contact	(360) 836-0283 - 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 - Buy tickets for shows, see weekly updates, look for new announcements and other information.
Email	Info@CTEKids.org
Social Media	www.Facebook.com/CreativeTheatreExperience Twitter: @CTE_Olympia 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. Ten to twelve 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 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 direct mini-musicals and plays (some adapt and write their own plays), and teach classes in music, movement and dance, storytelling and art. 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 a series of master classes taught by CTE faculty (available to older students in Showcase, Spotlight, Tech Theatre and Production Team), and through classes taught by interns (available to Arts Festival students). Class learning and activities are demonstrated through recitals and exhibitions featuring participants.

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 lead circle groups, teach Arts Festival classes and direct or co-direct a play or musical for Arts Festival. Interns also work with Spotlight, Showcase, Production and Tech Team students on production elements, mentoring, guiding and learning alongside the students. Students who are in 9th grade or higher and who have participated in CTE for at least two years may apply for internship positions. 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 and former 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.

Tyros Program

Tyros offers leadership training as it applies to CTE activities and other group dynamics experiences. It is offered specifically to students who are participating in the Showcase, Spotlight, Tech Theatre or Production Team workshops and who have already completed 7th grade. Those who have completed 6th grade may also apply but acceptance into the program will depend on space availability. Tyros is not a prerequisite for intern applicants, but it is a useful experience for students to learn more about how CTE works and to find out if they might be interested in applying to be an intern in the future.

Students interested in applying for Tyros should fill out the application form on the CTE website in June.

About CTE Workshops

Arts Festival

The Arts Festival workshop is for students entering 1st grade up to 7th grade in the upcoming school year. The workshop runs for three and a half weeks and involves approximately 100 students. Courses are offered at introductory and intermediate levels and include classes in visual art, music, theatre, and movement and dance. All students participate in recitals and performances, applying the skills they have learned.

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 a calendar of dates and times, recitals and performances, and more, visit the CTE website (www.ctekids.org).

When should my child move from Arts Festival to Showcase, Spotlight or Production Team?

Arts Festival is open to students entering 1st through 7th Grade. Many students choose to stay in Arts Festival until they have completed 6th grade and also enjoy participating in higher level classes, taking on more challenging roles, and mentoring younger students in their circle groups or casts.

Tech Theatre Workshop is a great option for students entering 6th through 8th Grade - many have been in Arts Festival but are more interested in learning about behind the scenes work than being on stage. "TT's" or "T-Squares" are novice technicians but still participate in Showcase, Spotlight and Production Team circle groups and master classes.

Spotlight or Showcase is suited for students when they reach 6th grade, particularly for those that began Arts Festival in 1st Grade that feel they are ready to take on new challenges. These students enjoy the 7-11th grade member circle groups and Master Classes while typically starting out slowly in smaller ensemble type roles in CTE productions.

Showcase & Spotlight

These workshops are for students entering 6th grade up to 12th grade in the upcoming school year. Showcase and Spotlight feature three weeks of classes that touch on each aspect of the visual and performing arts at the intermediate and advanced levels. Students in these workshops also choose one master class in dance, theatre, music, art or other disciplines which are taught daily during the three-week period by CTE faculty. The later weeks for Showcase and Spotlight combine more intense rehearsals with activities specifically designed to strengthen performance abilities.

- Showcase is a full-length musical production (6 weeks).
- Spotlight is a non-musical production (5 weeks).

Tech Theatre Workshop

Tech Theatre workshop is for students entering 6th grade up to 8th grade in the upcoming school year. Students in these workshops also choose one master class in dance, theatre, music, art or other disciplines

which are taught daily during the three-week period by CTE faculty. Tech Theatre Workshop participants 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 provide technical support for the Arts Festival shows under the guidance of the Technical Director (4 weeks).

Production Team

Production Team workshop is for students entering 9th grade up to 12th grade in the upcoming school year. Students in these workshops also choose one master class in dance, theatre, music, art or other disciplines which are taught daily during the three-week period by CTE faculty. 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. PTs have the chance to mentor the Tech Theatre Workshop students. PTs provide technical support for the Spotlight and Showcase shows, as assigned by the Technical Director (6 weeks).

For more details on all workshops including a calendar of dates and times, recitals and performances see the CTE website (www.ctekids.org).

Day to Day Specifics

Sign-in & Sign-Out

Electronic sign-in/out on tablets: Sign in and sign out is managed electronically for all students. To sign in/out requires a unique PIN. Each student is assigned a PIN at the parent meeting held the first day of the program. It is the responsibility of the parent/guardian to share a student's PIN with whichever adults are authorized for sign-in and sign-out procedures.

With signed permission from a parent/guardian Showcase, Spotlight, Tech Theatre and Production Team students may sign themselves in on the tablets in SPSCC lobby when they arrive at CTE, and may sign themselves out at the end of the day during Final Circle Group (Tech Theatre students will sign out with the Tech Director at 3pm at the end of their day). Persons other than parents or guardians who pick up an Arts Festival child must have prior written authorization (email is acceptable) and know the student's unique PIN.

Students in Showcase, Spotlight, Tech Theatre, and Production Team who do not have permission to sign themselves out must turn in the student pick-up information form found on the website.

If any child 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 they have self-sign in/out permission) 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 Info@CTEKids.org. Older CTE students with childcare experience provide supervision.

Arts Festival – 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.

Tech Theatre – Parents who have enrolled in Early Drop-off Childcare may drop off their children at SPSCC at 8:00 AM, two hours prior to the start of the regular Tech Theatre 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 noon. Please do not drop off these students more than 10 minutes prior to the start of their workshop.

After Care

After Care is offered for a fee from 3-5:15 pm for Arts Festival & Tech Theatre students. Enrollment is online at time of registration; or email Info@CTEKids.org. Space is limited.

Appropriate Dress

CTE has guidelines about appropriate dress. All students and staff are expected to adhere to these guidelines as a requirement for participation in CTE programs.

- DO wear comfortable clothes that allow freedom of movement and that are consistent with your home school district dress code. CTE discourages spaghetti strapped or slip strapped tops, short or cropped tops (shrinks), hip huggers, short-shorts or jeans.
- DO wear shoes that support and protect your feet and ankles. High heels, platforms, flip-flops and some sandals present safety risks. If shoes are slippery or ill-fitting such that dancing or running is not safe, please look for something else to wear.
- DO expect an alternate set of clothing to be provided at CTE programs if a student's attire is in any way restrictive, unsafe or too revealing.
- DO expect to hear from CTE staff if a student's clothes are inappropriate on a persistent basis.

CTE T-shirts

With enrollment in most programs students receive a t-shirt with the design for the current CTE season. Students are expected to wear the season's t-shirt for recitals, performances and circle group photos (and anytime they wish in between!).

Lunchtime

CTE students are expected to bring a sack lunch each day and plenty of water in their own water bottle. 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 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.

In the event your child has a severe food allergy, please notify CTE staff immediately if you did not provide this information at time of registration. When a student has a severe food allergy CTE will ask all staff and participants to take extra safety precautions, including staying in lunch groups and cleansing hands before and after eating.

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 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 CTE intern or director of your student's production and they will work with you.

Tickets & Concessions

The purchase of CTE tickets and merchandise helps keep CTE affordable!

Parents, guardians, friends, and relatives of CTE students must purchase tickets to enter performances. CTE depends on ticket sales and concessions to help keep participation costs as low as possible, and to support CTE scholarship programs.

Tickets are made available online via the Washington Center for the Performing Arts (WCPA) [website](#), including for all performances at the Kenneth J. Minnaert Center at SPSCC. Seating for Arts Festival and Showcase performances are reserved, and tickets for Spotlight are general admission.

Tickets are also available from 1 hour before show time at the box office outside the venue - cash, check and credit cards are accepted. To avoid long lines CTE recommends purchasing tickets online in advance.

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 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.

Discounted Tickets for CTE Students

CTE may offer discounts for tickets to current CTE students to attend performances. When available, discount ticket passes can be purchased online; visit the CTE website for more information. Discount tickets are for the sole use of current students and are not to be shared. Full details of how to use discount passes are on the CTE website.

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: Paid tickets are required to attend performances, including for admission after intermission. 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. Each performance features an intermission for approximately 20 minutes and concessions are available in the lobby at that time.

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 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.

Volunteering!

Volunteer Opportunities

There are several opportunities to volunteer both before, during, and after performances. CTE sends email invitations with signup information to participant parents and supporters. Volunteering sign-up forms are on the CTE website. Volunteer opportunities may include:

- Load-in CTE equipment, costumes, and props the weekend before CTE starts.
- Set building/painting (weekends – see calendar on website for Set Build dates).
- Costuming (usually involves simple sewing).
- Strike: Sunday after final performance (move CTE equipment, costumes, and props back to storage).
- Performance Support: help at performances 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 Info@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 (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.

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 by email (PREFERRED) at Info@CTEKids.org no later than 9 am the day the participant will be absent. If you do not have access to email, please leave a phone message at (360) 836-0283.

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/Tech 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 May 1.
- 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, Tech Theatre, and After Care programs, 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) 836-0283 (message phone) or emailing Info@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 summer.*

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

By agreeing to this waiver, I do hereby acknowledge that Creative Theatre Experience (CTE) has no supervisory responsibility for any participant 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 children who have completed kindergarten and are entering 1st grade through students who are entering 12th grade.

- Arts Festival serves children entering 1st through 7th grade.
- Showcase & Spotlight serve children entering 6th through 12th grade.
- Tech Theatre Workshop serves children entering 6th through 8th grade.
- Production Team serves children 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 children 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 child's participation and safety, as well as the participation and safety of the other children 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 or 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).