

# Creative Theatre Experience



## Parent Guide

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## **1. 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're new to CTE, it should answer many of your questions and provide a valuable reference guide for the summer. If you're a returning parent, it should serve as a good refresher course on all things CTE.

### **Mission**

*The mission of CTE 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**

<b>Message Phone</b>	(360) 836 0CTE (360) 836-0283 - Must dial area code.
<b>Emergency or In-house Contact</b>	(360) 836-0283 - If you have an emergency that requires you to contact your child immediately or wish to let staff know that a student will be absent.
<b>Website</b>	<a href="http://www.ctekids.org">www.ctekids.org</a> - Buy tickets for shows, see weekly updates, look for new announcements and other information.
<b>Email</b>	<a href="mailto:ctecontact@gmail.com">ctecontact@gmail.com</a>
<b>Social Media</b>	<a href="http://www.facebook.com/creativetheatreexperience">www.facebook.com/creativetheatreexperience</a> Twitter: @CTE_Olympia Instagram
<b>Mailing Address</b>	700 Sleater Kinney Road SE, Suite B-239, Lacey, WA 98503
<b>Summer location</b>	Kenneth J. Minnaert Center, South Puget Sound Community College, 2011 Mottman Rd SW, Olympia, WA 98512

## **2. 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 chosen through an application and interview process and are comprised of CTE students who have demonstrated leadership skills and a strong commitment to the core values of CTE. They serve as role models for other students and are actively involved in the daily operation of the program during the summer. Interns direct mini-musicals and plays (some adapt and write their own plays), and teach classes in music, movement/dance, storytelling and art. 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, Tech Theatre 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 of the fact that students believe that 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 are encouraged to step out of their comfort zone in a safe and supportive environment. The atmosphere that exists at CTE enables students to take safe risks and as a result, the performances are often outstanding.

### **Intern Program**

Interns are selected from students who show exceptional leadership and technical skills. Students who are in 9th Grade or higher and who have participated in CTE for at least two years may apply for internship positions. If selected, students must be available for training from April, commit to increase their skills throughout the year, and be available during the entire CTE summer season.

Students interested in applying for the intern program should fill out the application form on our website in February.

### **Tyros Program**

The Tyros program offers leadership training as it applies to CTE and other group dynamics experience. It is offered to students who are participating in the Showcase, Spotlight, Tech Theatre or Production Team workshops. Tyros is not a pre-requisite 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 the Tyros program should fill out the application form on our website in June.

### **3. About the CTE Workshops**

#### **Arts Festival**

The Arts Festival workshop is for students who will be entering 1<sup>st</sup> grade up to 7<sup>th</sup> grade in the upcoming school year. The workshop runs for three and a half weeks and involves about 100 students. Courses are offered at introductory and intermediate levels and include classes in visual art, music, theatre and movement/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 is available from 3 - 5:15pm for an extra fee. For more details including calendar of dates and times, recitals and performances see website ([www.ctekids.org](http://www.ctekids.org)).

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

**Arts Festival** is open to students entering 1<sup>st</sup> through 7<sup>th</sup> Grade. Many students choose to stay in Arts Festival until they have completed 6<sup>th</sup> grade and 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 6<sup>th</sup> through 8<sup>th</sup> Grade - many have been in Arts Festival but are more interested in learning about behind the scenes work than being on stage. Our "TT's" are novice technicians but still participate in Showcase, Spotlight and PT circle groups and master classes.

Some students begin Arts Festival in 1<sup>st</sup> Grade and when they reach 6<sup>th</sup> Grade they feel they are more than ready to take on the challenges of **Spotlight** or **Showcase**. These students enjoy the 7-11<sup>th</sup> grade member circle groups and Master Classes while typically starting out slowly in smaller ensemble type roles in our productions.

#### **Showcase & Spotlight**

These workshops are for students who will be entering 6<sup>th</sup> grade up to 12<sup>th</sup> 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 will also be able to choose one master class in dance, theatre, music, art or other disciplines to be taught daily during this three-week period by CTE faculty members. The later weeks for Showcase and Spotlight combine more intense rehearsal with activities specifically designed to strengthen performance abilities in the students.

- 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 who will be entering 6<sup>th</sup> grade up to 8<sup>th</sup> grade in the upcoming school year. Students in this program will also be able to choose one master class in dance, theatre, music, art or other discipline to be taught daily during this three-week period by CTE faculty members. 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. They 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 who will be entering 9<sup>th</sup> grade up to 12<sup>th</sup> grade in the upcoming school year. Students in this program will also be able to choose one master class in dance, theatre, music, art or other discipline to be taught daily during this three-week period by CTE faculty members. 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 will 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 calendar of dates and times, recitals and performances see website.

## 4. 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 student is required to respect the rights of others to learn and grow, and to respect the CTE staff, space and facilities.

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

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

**In the event of an incident of student behavior that threatens the physical or emotional well-being of students or staff, CTE reserves the right to unilaterally remove a student from the program for the remainder of the summer.\***

\*If a student is removed for the remainder of the summer, that student may only return in any subsequent year at the discretion of the CTE Board.

## 5. Day to Day Specifics

### Sign-in and Sign-out Policy

**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 download a form to fill out and email to us, or turn in on first day of CTE.** If you need to add more people to your list during the workshop period, you are required to provide the names to CTE in email prior to your child being released to a new person.

**Electronic sign-in/out on tablets:** In 2019, sign in and sign out will again be electronic for all students. Each Arts Festival circle group intern will have a tablet where you can sign in and sign out your child. To sign out your child, you need to know their unique PIN. This will be assigned at the Parent Meeting or on the first morning, and you should share this PIN with whichever adults you have authorized to pick up your student.

**Showcase, Spotlight, Tech Theatre and Production Team students may sign themselves in on the tablets in the SPSCC Lobby when they arrive at CTE, and may sign themselves out at the end of the day during Final Circle Group with permission from their parent/guardian (Tech Theatre students may sign out in the Lobby at 3pm at the end of their day.)** Please agree to the appropriate waiver regarding self-sign-out during the online registration process. Students in Showcase, Spotlight, Tech Theatre and Production Team who *do not* have permission to sign themselves out will need to turn in the Student Pick-up Information form found on the website.

However, when *any* child enrolled in one of our programs\* comes to CTE late or is leaving early for any reason, we require that 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 will be clearly marked. In the event of an emergency, this procedure will allow the staff to determine which students are on site at any given time.

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 (see Pick Up Information form)

**\*No Visitors Policy:** Children not enrolled in CTE may not attend any portion of any program. This is for safety reasons.

### Late Pick-up Policy

Arts Festival Workshop finishes at 3pm. Students are picked up from their Circle Group intern in the Lobby. It is important for parents/authorized adults to pick up students promptly at the end of the Arts Festival workshop. Our staff has important planning and preparations that must be done in a very short period at the end of the workshop day. Students registered for After Care are picked up from the After Care room no later than 5:15pm. Per our Late Pick-up Fee Policy, a fee will be charged for late pick-up as follows:

1. After the first late pick-up (later than 3:15 or 5:15), you will receive a reminder notice.
2. A second late pickup will result in a \$25 fee.
3. After three such incidents, we reserve the right to remove your student from the program.
4. If you know you are going to be unavoidably late, we ask that you notify us by calling CTE at (360) 836 0283, or emailing [ctecontact@gmail.com](mailto:ctecontact@gmail.com) and then please contact an authorized person to pick up your student on time.

**Early Drop-off Childcare for Arts Festival Students**  
**(Sign up online at time of registration; or email [ctecontact@gmail.com](mailto:ctecontact@gmail.com))**

Arts Festival parents who have 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.

The charge for this service is \$50 for the three and a half week workshop. Older CTE students with childcare experience will supervise your children prior to the start of the Arts Festival workshop at 9:00 AM.

Early drop-off is not available for Showcase/Spotlight/Production Team 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.

**Early Drop-off Childcare for Tech Theatre Students**  
**(Sign up online at time of registration; or email [ctecontact@gmail.com](mailto:ctecontact@gmail.com))**

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 day. There is no early drop-off childcare on Arts Festival performance days. The charge for this service is \$50 for three and a half weeks.

**After Care for Arts Festival & Tech Theatre Students**  
**(Sign up online at time of registration; or email [ctecontact@gmail.com](mailto:ctecontact@gmail.com))**

After Care is offered from 3-5:15pm. The charge for this service is \$300 for three and a half weeks (the duration of the Arts Festival program). Space is limited.

**Appropriate Dress**

As with most summer programs and schools, CTE has guidelines about appropriate dress for daily workshops. All students and staff are expected to adhere to these guidelines as part of their participation in CTE. The primary goal of the guidelines is to insure the safety and comfort of our students.

- DO wear loose, comfortable clothes that you can bend, stretch, wiggle, slither, squirm, leap, cartwheel, headstand or just sit in without showing any body parts you'd be embarrassed to see on someone else! We discourage the wearing of spaghetti strapped or slip strapped tops, short tops (shrinks), hip huggers, short-shorts or jeans. The expectation is that students will come in loose fitting t-shirts and either sweat pants, shorts, or loose-fitting cotton pants.
- DO wear shoes that support and protect your feet and ankles. High heels, platforms, flip-flops and some sandals are safety concerns. If your shoes are slippery or ill fitting so that you can't dance or run in them safely, please look for something else to wear.
- DO expect an alternate set of clothing to be given to you to wear at CTE, if your attire is in any way restrictive, unsafe or too revealing.
- DO expect that CTE staff will advise you and your parents if your clothes are inappropriate on a persistent basis.

### CTE T-shirts

Your student receives a t-shirt with the design for the current CTE season. Wear this t-shirt for recitals, performances and circle group photos (and anytime you wish inbetween!)

### Lunchtime

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.

## 6. It's Showtime!

### Costumes

Costume requirements will vary depending on the production your student is in. Arts Festival traditionally has very basic costumes, while Showcase Musical and Spotlight productions often require more elaborate and detailed costumes.

In some cases, you may be asked to provide all or part of your student's costume. A costume list will be sent home with each student outlining what is needed. This information will also be emailed and will be posted on the website. If you have questions regarding any part of the costume list, please contact our Costumer or the CTE intern or director of your student's production for clarification. You can email the CTE office at [ctecontact@gmail.com](mailto:ctecontact@gmail.com) and the message will reach the appropriate person.

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

### Tickets & Concessions

Parents, guardians, friends and relatives of CTE students will need to purchase tickets to enter the shows. We do our best to keep CTE affordable for all families. It costs about \$625 to support each CTE student. In addition to tuition, we depend on ticket sales and concessions to help area students afford this one-of-a-kind summer theatre program. Ticket sales account for 14% of our revenue, which helps offset the costs of the program.

Tickets will be available online via the Washington Center for the Performing Arts. (WCPA sells tickets for all performances at the Kenneth J. Minnaert Center at SPSCC). Seating for Arts Festival and Showcase (held in the Main Theatre) will be reserved, and tickets for Spotlight (held in the Black Box)

will be general admission. We will post a link to their ticketing site on our website and Facebook at the beginning of our season. To keep prices affordable for families in 2019, the CTE Board has agreed to cover the \$3 per ticket fee that WCPA charges. For this reason we unfortunately cannot offer any further ticket discounts to families. Tickets will also be available from 2 hours before showtime at the Box Office at the Kenneth J. Minnaert Center on show nights - cash, check and credit cards accepted. To avoid long lines on show nights we recommend you buy your tickets online in advance.

**Concessions:** WCPA handles the sale of cookies and beverages at the Kenneth J. Minnaert Center. CTE will be selling 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 the shows will be available via a link on our website. Purchase of concessions helps us keep CTE affordable.

### Discounted Tickets for CTE Students

Again in 2019 we will offer a discount ticket pass for your student to attend performances of each of our other workshops. For \$10 they will receive a pass to attend any 3 shows. The discount ticket pass can be purchased online via your CTE account on Active.com. Please note these passes are for the sole use of the student named on the pass and are not to be shared. Passes will be available in advance from the CTE office. A student may purchase a 2nd pass for their own use, if they wish to attend 6 shows.

### Theater Etiquette

Part of our CTE education process is teaching our students appropriate behavior in the theater. Because our young performers, especially the youngest children, become very excited and nervous on stage, it's best if you can review these guidelines with them. Theater etiquette can be applied to any theater you attend.

For actors, the lights will be very bright on stage and you won't be able to see very far into the seating area. Don't try to look for or wave to your parents, family members or friends. Don't shade your eyes from the lights so you can look for people you may know in the audience.

For audience members, please be sure to purchase a ticket for the show you are planning to attend. You will not be permitted to enter the theater for free after intermission if you have not purchased a ticket. Fourteen percent of CTE revenue comes from ticket sales and entering the show without purchasing a ticket is not fair to those audience members who have purchased tickets.

Please try to arrive at the theater at least 20 to 30 minutes before each performance to insure sufficient time to purchase a ticket and be seated comfortably. Latecomers will be 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 the performance and return, please watch from the back of the theater until an usher can direct you to available seating.

Food and drink are not permitted in the Kenneth J. Minnaert Center Main Theatre or Black Box. Only water may be taken into the theater. Each performance will have an intermission for approximately 20 minutes and concessions are available in the Lobby at that time.

Do not take flash photos, mobile phone photos or videos while the performance is in progress. Flash photography can temporarily blind the actors on stage and create a dangerous situation. In addition, please turn off your pager, mobile phone and watch alarms.

While young children are welcome to attend CTE performances, please instruct them in appropriate theater behavior. Please do not allow children to talk during performances or put their feet on the seats. In addition, please do not allow children to run in the lobby or aisles as this poses a hazard to the child

and other patrons. Disruptive or noisy children and infants should be promptly and quietly taken to the lobby until they are ready to return to the theater.

### **Photos/DVDs**

On performance nights, CTE will display a slideshow of photos of the show taken during dress rehearsal, as well as candid shots taken during classes. These photos will be made available via a link on our website after the performances.

CTE *may* allow the sale of professional DVDs of Arts Festival and non-copyrighted shows. All proceeds from such sales remain with the professional video company.

### **7. Volunteering!**

Volunteers are an important part of our CTE family and there are several opportunities to volunteer both before, during, and after performances. Volunteer opportunities MAY include:

- a. Load-in CTE equipment, costumes & props the weekend before CTE starts.
- b. Set building/painting (weekends – see calendar for Set Build dates)
- c. Costuming (usually involves simple sewing)
- d. Strike - Sunday after final performance (move CTE equipment, costumes & props back to storage)
- e. Performance Support: Sign up to help at performances working at the Merchandise Table (flowers and other items) before shows &/or during intermissions.

*Please check your email to sign up for Volunteering online via SignUpGenius.*

Job descriptions and details are available on our website, and at performances, or you may request the information from [ctecontact@gmail.com](mailto:ctecontact@gmail.com).

When you arrive to volunteer on a performance night, please sign in at the Merchandise Table in the Lobby to find out more about your duties, and to pick up your Volunteer badge.

If you have any questions, you may leave a message for at [ctecontact@gmail.com](mailto:ctecontact@gmail.com)

### **8. Board of Directors**

Year round administration of CTE is the responsibility of the CTE Board of Directors, comprised of parents and other interested individuals. With no full-time paid staff outside the summer months, many administrative tasks (promotion, advertising, budget and accounting, etc.) are handled by the 12+ member all volunteer board. The Artistic Director and Business Manager attend all Board meetings and discuss with the Board any CTE news, registration details, season needs & preparation.

#### **Board Openings:**

We are always looking for new board members. Getting involved with the Board is an excellent way for individuals to support the program and to assist in its continued growth and vitality!

CTE's Board is essential to the success of the program and involvement with the Board is sometimes demanding but always rewarding!

If you are interested in applying for a position on the Board, just provide us with your contact information by sending us an email at [ctecontact@gmail.com](mailto:ctecontact@gmail.com)

### **9. Business Sponsors and Advertisers**

There are a number of excellent opportunities for local corporate sponsors and advertisers to help support CTE! Sponsorship money primarily funds scholarships to help more students benefit from the CTE experience. Check out details on our website: [ctekids.org/Support Us/Sponsorship](http://ctekids.org/Support Us/Sponsorship).

Interested businesses should contact [ctecontact@gmail.com](mailto:ctecontact@gmail.com)

**and finally.....**

*We truly believe that it is a partnership between the parents/guardians and CTE to make it a successful program for children. Thank you for taking the time to review this document and we look forward to working with you. Together, we are investing in our children's character and producing a great season of shows that enhance the arts in our community!*