

## **Creative Theatre Experience**

PO Box 2192, Olympia, WA 98507

[www.ctekids.org](http://www.ctekids.org)

### **Student Absence & Visitor Policy**

CTE office must be informed of all absences by email (PREFERRED) at [ctecontact@gmail.com](mailto:ctecontact@gmail.com) no later than 9am the day your student will be absent. If you do not have access to email, please leave a phone message at (360) 836 0283.

- a) Please inform us if your student is sick and keep them at home to help us maintain a healthy environment at CTE.
- b) If you must take your student out of CTE for an appointment, please give us advance notice as unplanned absences can be disruptive to all students, including yours, as well as to routines and the flow and effectiveness of rehearsals.
- c) 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 his or her cast (or in tech crew, in the case of Production Team/Tech Team).
- d) Please note unregistered friends may not attend CTE as visitors.

Thank you for your cooperation and understanding.

If you have any questions regarding absences or visitors, please email [ctecontact@gmail.com](mailto:ctecontact@gmail.com)

Jan 2018