

CTE Policies 2025

Contained herein:

Waiver for Participants - Consent for Emergency Care - Student Absence Policy - Visitor Policy - Financial Agreement and Conditions - Late Pick-up Fee Policy - Behavior Expectations - Abuse Prevention Policy - Waiver for Self Sign-in and Sign-Out - Qualifications - Registration - Cancellation and Withdrawal - Scholarships

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

1. Please inform us if the participant is sick and keep them at home to help us maintain a healthy environment at CTE.
2. If you must take the participant out of CTE for an appointment, please give us advance notice as unplanned absences can be disruptive to all participants, including yours, as well as to routines and the flow and effectiveness of rehearsals.
3. If at all possible, do not plan ANY time away during CTE classes, rehearsals or performances! Be aware that if you have already planned a vacation, we need to be made aware of the dates upon your registration for CTE so we can plan accordingly. Please note this could affect your student's eventual role in their cast (or in tech crew, in the case of Tech Team and Production Team).

Visitor Policy

In consideration of program participants, staff, and volunteers, it is the policy of Creative Theatre Experience (CTE) that during program delivery:

- No visitors are allowed,
- Parents, guardians and other authorized caregivers must check in at the CTE office prior to entering a classroom or rehearsal space at the facility, and
- Children not enrolled in CTE may not attend any portion of any program.

Financial Agreement & Conditions

Signee understands:

- This is a contract and by signing accepts responsible for any and all tuition and related program costs.
- The \$100 deposit is non-refundable and due immediately.
- The deposit is part of the tuition total for each participant.
- Unless other arrangements have been made in advance, tuition is due in full no later than one month prior to program start date.
- Participants will not be allowed to begin classes until tuition is paid.
- A refund in the amount of 50% of total tuition may apply if participant withdraws, or is removed from the program, by the end of the first week of classes. Refunds are at the discretion of CTE.

Late Pick-up Fee Policy

It is important for parents/authorized adults to pick up participants promptly. A fee will be charged for late pick-up as follows:

- Following the first late pick-up, defined as 15 minutes after the scheduled finish time for Arts Festival program, the parent/guardian will receive a notice and reminder of the late pick-up policy.
- Subsequent late pick-ups will result in a \$25 fee.
- Following a third late pick-up, CTE reserves the right to remove the participant from the program.
- If an authorized adult will be unavoidably late, CTE asks the parent/guardian to identify another authorized person to pick up the participant on time, and also to notify CTE by calling (360) 867-8816 (message phone) or emailing contact@CTEKids.org prior to the arrival of the alternate.

Behavior Expectations

CTE recognizes and supports the right of every individual to feel respected and physically and emotionally safe.

At CTE, modeling and teaching appropriate individual and group behavior is embedded throughout the curriculum and performance process. Staff and interns are trained to promote positive interactions, to be proactive in preventing problem behaviors, and to respond constructively to inappropriate behaviors. Every CTE participant is required to respect the rights of others to learn and grow, and to respect the CTE staff, space, and facilities.

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

- Removal from activity until staff makes parent contact.
- Should inappropriate behavior continue or escalate following the first staff to parent contact, staff will hold a subsequent conference with the participant and a parent or guardian to create a mutually agreed upon behavior contract.

- Failure by the participant to follow the behavior contract may result in CTE removing the participant from the program for the remainder of the program.*

- In the event a participant's behavior threatens the physical or emotional well-being of other participants or staff, CTE reserves the right to immediately remove a participant from the program for the remainder of the program.*

*If a participant is removed for the remainder of the program, that participant may only return in any subsequent year with prior approval by the CTE board of directors.

Abuse Prevention Policy

Zero Tolerance for Abuse

Creative Theatre Experience (CTE) is fully committed to maintaining a safe and respectful environment for all participants. We enforce a zero tolerance policy for any form of abuse. This policy outlines procedures to prevent abuse, provide clear guidance for reporting, support victims, and address any violations.

All volunteers and staff are required to undergo a Washington State Patrol background check before participating in any Creative Theatre Experience (CTE) programs.

Prevention of Abuse

Abuse prevention starts with awareness. CTE recognizes that grooming is a process used by abusers to gain a child's trust, often by gaining the trust of parents or guardians, and to manipulate the child into inappropriate or harmful activities while preventing the child from disclosing abuse. Staff members or volunteers may witness behavior intended to 'groom' a child. CTE strictly prohibits grooming behaviors and requires all staff and volunteers to report such activities immediately.

All CTE staff must complete Sexual Abuse Awareness training online before beginning employment. This training educates staff on recognizing grooming behaviors and understanding the characteristics of potential abusers. Additionally, all interactions with students must be observable and interruptible at all times. Staff are strictly prohibited from being alone with a student behind closed doors.

Reporting Guidelines for Staff

All staff members and volunteers are required to report any suspicions, allegations, grooming behavior, policy violations, or suspicious behavior to their immediate supervisor or the Program Director, regardless of state law requirements. Best Practice dictates that all suspicions or allegations must be reported. When necessary, the Program Director will notify the Department of Children and Families (DCF), Child Protective Services (CPS), or other appropriate agencies. Reporting helps ensure the safety and well-being of the children in our care.

Reporting Guidelines for Victims

CTE is committed to providing a supportive environment for victims. Any report of abuse, whether it involves a staff member, volunteer, or another student, will be addressed with the utmost seriousness. Victims will be provided information on how to access assistance and counseling options. The Program Director will ensure appropriate follow-up and referral to relevant support services.

Guidelines for Interactions

Staff and volunteers must adhere to the following interaction guidelines:

- **One-on-One Interactions:** Staff members should avoid being alone with a child in any space where their interaction is not observable or interruptible. Doors should be open, and spaces should remain visible.

- **Physical Contact:** Physical contact should always be appropriate, non-threatening, and never initiated without clear consent from the child.
- **Verbal Interactions:** Staff and volunteers are prohibited from using inappropriate language, suggestive jokes, or conversations that may make children uncomfortable. All communication should be positive and supportive.

Responding to Victims

In addition to notifying appropriate authorities, CTE provides resources to victims to ensure they receive the necessary support. Victims will be provided with information about counseling services and other support options. CTE is committed to assisting victims with a compassionate and trauma-informed approach.

Enforcement of Policies

CTE is dedicated to enforcing its policies rigorously. Any employee or volunteer who violates this abuse prevention policy will face immediate disciplinary action. Such actions may include reassignment, suspension, or termination of employment, depending on the severity of the violation. These actions are necessary to maintain the safety and integrity of our program.

All staff and volunteers are required to sign a Statement of Acknowledgement and Agreement, confirming that they have reviewed and understood the Abuse Prevention Policy, along with all other policies and procedures of CTE. By signing, they agree to comply with all requirements and procedures outlined in this policy.

Waiver for Self Sign-in and Sign-out

(Showcase, Tech Team, Production Team)

By agreeing to this waiver, I do hereby acknowledge that Creative Theatre Experience (CTE) has no supervisory responsibility for any participant of Showcase, Tech Team or Production Team prior to their signing themselves in or immediately upon signing themselves out.

By agreeing to this waiver I do hereby release and hold harmless CTE, its employees, agents or assignees, from any legal or pecuniary claims related to or caused by injuries, mental or physical, which are caused by or during travel to or from CTE programs, with the sole exception of any injuries caused by the sole negligence of CTE, its employees, agents or assignees.

Qualifications

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

- Arts Festival serves students entering 1st through 6th grade.
- Tech Team serves students entering 6th through 8th grade.
- Showcase serves students entering 6th through 12th grade, including this year's graduating seniors.
- Production Team serves students entering 9th through 12th grade, including this year's graduating seniors.

Registration

- A complete and separate online registration is required for each program participant. Registrants will receive confirmation via email.
- Registration is on a first-come-first-served basis. Registrations are not accepted after the first week of instruction.
- Participants may have an option to register early – information is posted at www.ctekids.org.

Creative Theatre Experience

(360) 867-8816

120 State Ave NE, #303

Olympia, WA 98501

- 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.
- Scholarships are awarded on the basis of need.
- Scholarship applicants must complete a separate scholarship application for each program participant.
- Scholarship applicants will receive notification, by email, of receipt of the scholarship application, and if a scholarship is awarded.
- Proof of qualification for free or reduced school lunch or proof of income level must accompany the application.
- Additional information describing circumstances may accompany applications.
- Scholarship applications must be received at the same time as, or before registering.
- Successful scholarship applicants must pay their portion of tuition in full one month prior to the first day of the program (the program start date).