

CTW Attendance Policy and Expectations
Show Season 2023-2024

Rehearsals

- Scheduled 3 Days/Week: Tues/Thurs from 4-6 or 6-8. Sat 10-12 or 12-2:00.
- Occasional rehearsals on Fridays may be called.
- Please note that being cast in a principal role requires another level of commitment
- Lead Producer is the first line of contact for actors and parents.

Please DO NOT CALL OR EMAIL THE DIRECTOR

Please Note:

Directors make every attempt to call each child for as much time as possible at each rehearsal. Actual call times for each week will be sent out via email on Sunday evening.

HOWEVER:

There may be times an actor is called for just a portion of the above rehearsal times or perhaps not at all for a particular day that week. Likewise, as the show gets closer to production, your actor may be called for additional days outside of their regularly scheduled times.

Important Dates to remember:

CTW holds rehearsals over many school and federal holiday weekends in both Fall and Spring.

NOV 1st and APRIL 1st:

Rehearsals are mandatory after Nov 1st and April 1st of each show season **regardless** of holidays or late school spring break dates.

Martin Luther King and President's Day weekends:

Rehearsals are **HELD** over these holiday weekends

Please do not assume that rehearsals will not be held or will be canceled unless specifically noted as such in our Show schedule in the registration materials. It is possible that an actor who is absent during these rehearsals may not be able to make up missed scene work. CTW cannot take responsibility for missed scene work. See additional explanations below.

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Attendance

At CTW, an actor's availability is one of the many factors considered when casting. Given the complexity of our productions, all rehearsals are considered mandatory.

Absences:

Illnesses:

If your child is sick and did not attend school, please do not send them to CTW rehearsal. Please notify the lead producer by 2pm on weekdays and 9:00am on Saturdays if your child is ill.

Requested Absences:

All potential requested absences must be listed on the Attendance Schedule during auditions and approved by the Board of Directors Strategic Coordinator: Connie Yonan at: 847-751-1870 or connieyonan@comcast.net **BEFORE CASTING. Failure to report requested absences may cause recasting.**

Regarding Absences:

- CTW will **not** approve any requested absences after November 1 and April 1. Every cast member is needed at these critical rehearsals leading up to the show.
- We will consider important family, school or religious events.
- No more than 2 absences in a row are allowed.
- No absences allowed for outside activities including **NON CTW shows**, sports, scouts etc.

How do I request approval for an absence?

- An attendance schedule will be available online with the audition registration. Fill out and turn in this form with your completed registration.
- All requests will be evaluated individually and you will receive a call before casting to confirm if your request had been approved.
- If approval is not granted you will have the opportunity to cancel the request and continue with auditions.
- A confirmation email will also be sent.

If your child misses rehearsal without prior approval, they may be subject to dismissal from the show.

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When your child misses a rehearsal:

- We understand that it makes kids anxious to miss a rehearsal as well as making it difficult on the Production Team.
- The Director will talk to the children at the beginning of the show and let them know how absences will be handled. This will include a discussion on missed scene work.
- Upon returning to rehearsal, your child may be asked to observe scene work that was missed so that rehearsal can remain on track.

CTW cannot guarantee that missed scene work or staging can be made up. This will be decided on a case by case basis. It is possible that an actor may be removed from a scene.

- Please email a reminder to the lead producer the week before an **approved** planned absence.
- You may be asked to contact your child's double to see if they are available to switch or attend in your child's place. You may not do this until approved by the Lead Producer.
- We encourage your child to reach out to their double to learn what they missed.

Behavior during rehearsals

- CTW helps children develop a strong sense of self, feel empathy, grow creatively and build confidence. To achieve this we expect our actors to:
 - Be respectful of both adults and children in the room
 - Be quiet during times of instruction
 - Be inclusive, kind and courteous to others
 - Keep their hands to themselves.
 - Keep all rehearsal areas neat and clean.

Behavior during rehearsals:

CTW uses a 3 step process to guide behavior that becomes disruptive on a continuous basis.

Step 1 The actor will be asked to sit with the producers.

Step 2 If behavior does not improve a meeting will be called with the director, lead producer, parent and child to address the issue.

Step 3 If disruptive behavior continues a parent will be requested to attend rehearsal with their child. **At some point, a child may be asked to leave the show**

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Attire:

CTW requests that actors come in comfortable clothing that allows them to move.

–Leggings or loose sweat pants and gym shoes or jazz shoes

–No shorts or crop tops please

–Hair neatly pulled back off the face

–Additionally shoe/attire may be **requested** depending on the show needs and actor’s role.

I have read and agree to the CTW attendance policy and expectations.

Parent Signature _____ Date _____

Actor Signature _____ Date _____