

CTW Attendance Policy

ATTENDANCE

At CTW, an actor's availability and previous show attendance commitment are some of the many factors considered when casting. Given the complexity of our productions, all rehearsals are considered mandatory. Being cast as a principal role requires a higher level of commitment.

REHEARSALS

Directors make every attempt to call each child for as much time as possible each week. Actual call times for the 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 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.

- Regular rehearsals are three days per week: Tuesday and Thursday from 4-6PM or 6-8PM; and Saturday from 10AM-12PM or 12-2 PM
- Some leading roles may be called from 10AM-2PM on Saturdays
- CTW holds rehearsals over many school and federal holiday weekends, including **Martin Luther King weekend and President's Day weekend**
- For the spring 2026 show season, absences **will not be permitted after April 6**, regardless of holidays or school breaks, with the exception of illness.
- Please do not assume that rehearsals have been canceled unless specifically noted on our show schedule, provided at registration, or in the weekly email from the production team.

ABSENCES

Illnesses

If your child is sick, please do not send them to CTW rehearsal. Please notify the lead producer by 2:00 PM on weekdays and 9:00 AM on Saturdays. This will help the production team determine if your child's double is needed to fill in for that rehearsal. The lead producer is the first line of contact for actors and parents. PLEASE DO NOT CALL OR EMAIL THE DIRECTOR.

Requested Absences

- All potential requested absences, including important family, religious or school events, must be listed on the "Attendance Policy and Schedule" and turned in at auditions. Requested absences for dates **on or after November 1st (fall show) and April 1st (spring show) will not be considered**. Every cast member is needed at these critical rehearsals leading up the show.
- **Prior to those dates, up to two** requested absences are allowed. The only potential exception is an 8th grade DC trip. Please contact us if this is a conflict.
- **All requested absences must be approved** in order to be granted. Requests will be reviewed by a CTW board member prior to casting. No requested absences are granted without prior approval. Failure to report requested absences may result in recasting or possible dismissal from the show.

ATTENDANCE FAQ:

How do I request approval for an absence?

- An “**Attendance Policy and Schedule**” form 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 has been approved.**
- If approval is not granted, you will be able to cancel the request and continue with auditions.
- A confirmation email will also be sent.

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

When your child misses a rehearsal due to an excused absence or illness:

- The Director will talk to the actors at the beginning of the production 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.
- Please email a reminder to the lead producer the week before a 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.
- We encourage your child to reach out to their double to learn what they missed.

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.

I have read and agree to the CTW Attendance Policy.

Parent Name _____

Parent Signature _____

Date _____

Actor Name _____

Actor Signature _____

Date _____

CTW Actor Expectations

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 on time and not miss rehearsal
- Be prepared and ready to work
- 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

CTW's 3- Step Process to Address Behavioral Issues

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.

If behavioral issues persist, a child may be asked to leave the show.

Attire

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

- Leggings, shorts or loose sweat pants, gym shoes or jazz shoes.
- No crop tops.
- Hair neatly pulled back off the face.
- Specific shoes and/or attire may be requested depending on the actor's role.

I have read and agree with the Behavior and Attire Expectations.

Parent Name _____

Parent Signature _____

Date _____

Actor Name _____

Actor Signature _____

Date _____