



KITSAP CHILDREN'S MUSICAL THEATRE

# KCMT PARENT HANDBOOK

AUGUST 2018

All information and policies listed in this handbook are the responsibility of each family to be familiar with.

## Table of Contents

<b>COMMUNITY MATINEES</b> .....	<b>Error! Bookmark not defined.</b>
<b>AUDITIONS</b> .....	<b>2</b>
<b>BEHAVIORAL ISSUES</b> .....	<b>2</b>
DISRESPECT.....	2
SAFETY .....	2
TALKING.....	2
<b>CASTING A SHOW</b> .....	<b>3</b>
<b>CARPOOLS</b> .....	<b>3</b>
<b>CHARITABLE AIDE DISCOUNT</b> .....	<b>3</b>
<b>CONFLICT CALENDAR</b> .....	<b>3</b>
<b>COMMUNICATION</b> .....	<b>3</b>
<b>COSTUMES</b> .....	<b>4</b>
KCMT COSTUME POLICY.....	4
<b>FACILITIES</b> .....	<b>4</b>
<b>FINANCES</b> .....	<b>5</b>
<b>HAIR &amp; MAKEUP</b> .....	<b>5</b>
<b>ILLNESS PROTOCOL</b> .....	<b>5</b>
<b>PARENT VOLUNTEER COMMITMENT &amp; EARNING TICKETS</b> .....	<b>5</b>
<b>PRODUCTION WEEKS</b> .....	<b>6</b>
<b>PUTTING TOGETHER A SHOW</b> .....	<b>6</b>
<b>REGISTRATION NIGHT</b> .....	<b>6</b>
INCLUDED IN REGISTRATION.....	6
TYPICAL EXTRAS NOT INCLUDED .....	6
<b>REHEARSALS</b> .....	<b>7</b>
<b>WITHDRAWAL &amp; REFUND POLICIES</b> .....	<b>7</b>
<b>YOUTH PROTECTION TRAINING &amp; BACKGROUND CHECKS</b> .....	<b>7</b>
BACKGROUND CHECKS.....	7
YOUTH PROTECTION TRAINING .....	7
<b>ADDENDUM #1 KCMT LICE POLICY &amp; PROTOCOL</b> .....	<b>8</b>

## COMMUNITY MATINEES

KCMT performs daytime matinees for schools at North Kitsap Auditorium. These performances provide affordable local field trip opportunities for public, private and home schools. Cast and staff will need to be at the auditorium by 8 AM on assembly/matinee performance days. There are usually two performances each day. An optional, healthy, costume-friendly snack will be provided. Your child will be asked to miss school for our assembly performances. NK secondary schools have prearranged absence forms available at the school office.

## AUDITIONS

Auditions happen AFTER the mandatory Registration Night (see page 8, Registration Night). Your audition appointment will be assigned at the end of your registration session and is non-negotiable. Performers should plan to attend the entire time listed on their audition appointment. Please check our [website](#) for helpful audition tips.

## BEHAVIORAL ISSUES

KCMT is a program that celebrates and encourages the growth of each child. We expect all adults and children to create and maintain an atmosphere of mutual respect and cooperation. KCMT has established the following procedures for behavioral/safety concerns so we can address them early and allow parents to be quickly notified in order to take corrective action.

- We use positive techniques and speak to behavior, not character. All feedback will be given in a respectful manner. Again, the goal is to address issues early and to take corrective action as soon as possible.
- Parents are encouraged to advise KCMT Directors regarding any special needs your child may have. If you have special techniques that will better assist us in working with your child, this would be also helpful.

### DISRESPECT

It is important for KCMT children to be respectful to all adult volunteers and their peers at all times. If a child is disrespectful, they will be warned and given specific feedback regarding what behavior was disrespectful (i.e. back talking, eye rolling, not listening, etc.). If the behavior continues, parents will be notified.

Please note that, if at any time a child's safety is in danger and the child does not respond in a positive manner to redirection from an adult, the parent will immediately be called in order for them to come pick up their child. At that time, a meeting will be scheduled with one of the show's Directors in order to come to a positive solution that will allow the child to continue in the show.

- While at our rehearsal facility, KCMT Managers will notify one of the show's current Directors or the Director of Human Resources when a child has not responded in a positive manner to an adult's direction. That Director will then enter the child's name and note the offense in the Behavior Warning Log. The Director will take the appropriate steps also to talk with the child and then the parent should the situation not be resolved.
- When at our performance facility, all managing of behavioral issues and parent notifications will be handled by the Green Room Manager and/or the Director of Human Resources. In order to have the best documentation, the Behavior Warning Log will continue to be kept. When warnings have been exhausted, or a safety issue is involved the HR Director and the Manager involved will discuss who will notify the parents. If the behavior continues, the issue will be forwarded to the Vice President of Theatre Operations for final resolution.

### SAFETY

The safety of our children is considered a top priority. Therefore, if there are any concerns regarding the safety of a child (i.e. they are not where they are supposed to be, they are off KCMT's official campus, etc.), the child's parent will be notified immediately.

### TALKING

If a child is talking during rehearsal or too loudly in the Green Room, the he/she will be warned to stop and be told that they will be separated if the talking continues. Children who continue to talk to their friends during active rehearsal (not break time) or too loudly in the Green Room will be separated from each other for a period of time. If this behavior continues after the separation, the child's parents will be notified.

## CASTING A SHOW

Many roles will be “double cast” allowing more children the opportunity to experience speaking and solo parts. Every child will be in the chorus. Those who get a major speaking part will also be in the chorus of their opposite cast.

- The major speaking parts will be given to those who can carry the solo for that part, have the best acting ability, have only minor schedule conflicts (if any), a great attitude and they are the right height.
- If we had trouble with your child's attitude, attendance, line memorization or blocking in the last show – he/she probably will not get a major lead in this show.
- If your child is brand new to KCMT, he/she will probably be chosen for the chorus of this first show.

Please know that at KCMT your role as a volunteer does not affect the role your child will be chosen to play. All roles are casted by proper fit and talent.

## CARPOOLS

Check with our Volunteer Manager if you are interested in sharing rides with other parents. Please do not ask the directors to give your child a ride to rehearsals.

## CHARITABLE AIDE DISCOUNT

KCMT has a policy of not turning away any child who would like to participate. However, at this time we are not able to offer 100% tuition relief. Please look for a scholarship application on our website's registration page. **It should be completed and mailed in for consideration PRIOR TO Registration night.** The REGISTRATION FEE OF \$35 MUST be paid at registration. Three-month payment plans are also available when you register online. Further questions can be answered by the Finance Department.

## CONFLICT CALENDAR

The Conflict Calendar plays an important role in casting a show. “Conflicts” that arise AFTER a show is cast are the same as “missing a rehearsal.” All KNOWN conflicts must be declared at registration. Absences that arise after the Conflict Calendar is submitted, must go through the Attendance Supervisor, and could jeopardize your casting in the production (see page 6, [Rehearsals](#)).

## COMMUNICATION

Almost all communication with parents is done by email; we also have a very active KCMT Family Facebook page. You should check your email daily for updates from KCMT. Please be sure to “allow” messages from our Studio Director Webmail – make sure they aren't going in your spam folder. It is always good to have more than one email on each account. When emails are “bounced,” they are automatically removed from our distribution list. We will contact you to make sure you are aware of the problem; however, if they continue to bounce we will need to remove them.

Sometimes, we have parents requesting to add their student's email after-the-fact. So, in order to avoid delay, please include your student's email address when you register.

## COSTUMES

The costumes provided to your child are the property of KCMT. Please treat them with care and respect. Once in your possession, costumes are your responsibility. If your costume is lost or damaged, **you will be required to replace it at your own expense before you will be allowed to perform on stage.** Occasionally, you may be asked to provide a costume component such as shoes, socks, shirts, etc. These items will be yours to keep.

**PLEASE NOTE:** Because most of our cast members share costumes, **personal hygiene is extremely important.** Please talk with and encourage your child(ren) regarding the importance of this issue.

We begin work on costumes as soon as everyone has been casted. Be assured that every cast member will have a costume before dress rehearsals begin. We will provide further information regarding costumes via email when costumes are distributed. If you would like to help in any way with the very satisfying job of costuming, please let the Volunteer Manager know. We especially need seamstresses and crafters, but we probably have something to do for anyone of any skill level who is willing to learn. Some projects can be completed at home.

### KCMT COSTUME POLICY

When registering online you will be asked to sign our KCMT Costume Policy Agreement. Below is the information that you will be agreeing to.

At registration, your child will be measured for their costume. During the course of rehearsals, we will occasionally have your child try on costumes until we have a final costume constructed. KCMT will provide your child with their costume but there are components that you/your child will need to provide.

#### COSTUME BASE LAYER

Tank top (neutral colors) and bike shorts (black) need to be provided by you. These are to be worn under costumes at all times to facilitate coverage during costume changes. Socks, tights, shoes and nylons are the responsibility of the actor.

\*\* Specialty Dancers may have more specific requirements and you will be informed of those requirements as soon as they are known. \*\*

#### COSTUME FOOD POLICY

While in costume, KCMT has a strict food policy. In order to ensure costumes are not damaged by food, **only costume-approved food is allowed.** According to NKSD Auditorium rules, food may only be eaten in designated areas. We strongly suggest your child eats a good meal prior to coming to the theater.

- **Examples of APPROVED foods:** String cheese, apples, grapes, carrot sticks, crackers (NON-CHEESE).
- **Examples of NON-APPROVED foods:** Fast food of any kind, candy of any kind, chips, salads (salad dressing), peanut butter and jelly. This is **NOT** a complete list of non-approved foods. **Anything that has grease, may drip, is sticky, or leaves a stain on your fingers should not be eaten while in your costume.**

## FACILITIES

At the end of each rehearsal, it is the responsibility of all KCMT-ers to clean up after themselves (i.e., putting their trash in garbage cans and taking all belongings with them). Eating is only allowed in designated areas and gum chewing is never allowed during rehearsal, on stage or back stage.

Please be aware that KCMT currently leases our rehearsal facility from the North Kitsap School District. NKSD will monitor the building and charge KCMT for any damage, even minor, to the building and grounds. Please be gentle with and respectful of our KCMT Headquarters. All parents have "permission" to gently help "guide" kids in respectful behavior (i.e., not running, being quiet and cleaning up after rehearsals).

## FINANCES

As a 501c3 Non-Profit Organization, we watch our funds very carefully. All departments work within a set budget for each show.

- All purchases must be pre-approved by a Department Head/Manager.
- Without prior approval, your purchase will be considered a gift to KCMT.

If a Department Head/Manager asks you to purchase some specific items to complete a task, you can be reimbursed by completing the correct form and attaching your receipts. They will then sign your form and you may turn it in to the Finance Office.

- All receipts for reimbursements are due by the cast party date.

## HAIR & MAKEUP

Our Hair and Makeup department staff works closely with the directors and costume designers to make sure we can achieve just the right look for each character on stage. Our goal is to enhance the characters and compliment the wonderful costumes. Performers **will comply** with direction from staff members regarding their hair and makeup, as well as their assigned call times.

**IT IS VERY IMPORTANT THAT YOU NOTE THE FOLLOWING:** We ask that you not make any drastic changes to your child's hair until after the close of the final show. Some actors may be asked to cut their hair in a specific style while others may need to grow their hair longer. We also use a variety of makeup techniques to achieve the right character appearance. Some of the specialized makeup will be provided backstage, however your base makeup will need to be purchased.

Please also see page 8, [Lice Protocol Addendum](#).

## ILLNESS PROTOCOL

If your child feels sick or is getting over being sick, it is better for them to stay home rather than to come to rehearsal. Please notify the Attendance Manager as soon as you are aware you are going to be absent, including the reason.

Please follow these guidelines.

- Fever: Do not attend rehearsal until 24 hours after your temperature is maintained less than 99.4 degrees (skin/ear) without medication.
- Vomiting/Diarrhea: Do not attend rehearsal until 24 hours after the last episode.
- Please wash your hands frequently. There is hand sanitizer onsite and any KCMT-er is welcome to use it.
- Do not share drinks, food or hats.
- Be careful with sneezing and coughing by covering with your elbow.
- If you have a runny nose, bring tissues with you.

## PARENT VOLUNTEER COMMITMENT & EARNING TICKETS

Please know that we rely HEAVILY on our parent volunteers in order to produce a show. While at the performance venue, we typically need 50+ volunteers at EACH SHOW in order to fully support our actors. We ask that you carefully consider how your family's schedule can be adjusted so that you can be involved in the support of your actor(s).

Each family is required to volunteer a total of 40 hours per family (no matter how many actors). Families are required to submit a \$200 Volunteer deposit, which will be returned if your volunteer commitment is fulfilled. There is also a "guilt-free opt out" available. At Registration, you will either sign up for a volunteer area, or you may choose to opt out. If you choose to opt out, your \$200 deposit check will be cashed at that time.

Once your 40-hour commitment is completed for your family, your family will receive four (4) earned tickets. After that, your family will receive one (1) ticket per ten (10) hours of volunteer time worked, up to a total of ten (10) tickets per family.

At the end of the show, IF you have accumulated at least 40 hours of volunteer time, your check will be returned. Otherwise, your check will be deposited after the show closes. This applies to everyone, including Directors, Designers and Staff Managers.

- If you are interested in a volunteer staff position, please let our Volunteer Manager know and she will see if a position might be available.
- Typically, during a production, Staff Coordinators/Assistants work 60+ hours and Directors/Managers work 80+ hours.

## PRODUCTION WEEKS

Production Weeks are the last two weeks on our rehearsal schedule. **Absolutely no absences are allowed during production weeks.** Leads are required not to participate in any overnight activities during production weeks. We require that you clear your child’s schedule of all outside activities during productions weeks. Extra activities during production weeks sap the energy from their performances.

If at any time an actor or actress needs to be replaced due to unforeseen circumstances, permission and arrangements for their replacement **MUST** be coordinated through a Director.

## PUTTING TOGETHER A SHOW

Your child is required to be at every rehearsal for their specific group (groups are announced with the cast list). These rehearsals are specified on the rehearsal schedule which is published after the show is cast. We require your child to attend each rehearsal with their lines for the scene being blocked that day **completely memorized**. This gives your child a chance to digest the show in small bites at a time.

## REGISTRATION NIGHT

One stop in our registration process is our Youth Protection Training table (see page 7, “[Youth Protection Training](#)”). If the family’s training is current, the Performer will be issued a voucher to be presented at check out. If the family’s training is NOT current, they will NOT be issued a voucher and the parent will have opportunity to complete the online training course onsite, during the next two days or the family may return for our next show. Should a family decide **at registration** they do not want to or cannot volunteer at all, and wish to have their \$200 Volunteer Check deposited, **they will be exempt** from this Youth Protection Training requirement.

During Registration, you will be taught and coached on the songs, lines and dance that you will perform for your audition. Parents who attend will have opportunity to meet our staff, complete paperwork and be able to ask questions.

### INCLUDED IN REGISTRATION

Scripts will be EMAILED in PDF form **within one week** after the cast has been announced. Limited amounts of printed scripts are available by signing up with a Director. (Scripts are provided for those Managers who need them.) Cast members are encouraged to print only the pages needed to learn their lines. The following items are included in each registration fee:

- Tuition
- Production T-Shirt
- Assembly Day Snacks
- Non-Personalized DVD of your child’s cast

### TYPICAL EXTRAS NOT INCLUDED

- COSTUME BASE: Shoes, socks/tights, pants/slip, undershirt/leotard, garment bag/container \_\_\_\_\_ \$40
- MAKEUP: Specific instructions on what makeup to purchase will be given; usually consists of foundation, dark eyeliner, & mascara \_\_\_\_\_ \$10-\$20
- CAST PARTY: Everyone chips in for this \_\_\_\_\_ \$5-\$10
- CURTAIN CALL FLOWERS/CANDY – Optional \_\_\_\_\_ \$10
- PERSONALIZED DVD – Optional (not always available) \_\_\_\_\_ \$20

## REHEARSALS

Rehearsals are mandatory, with exceptions made for school activities and family emergencies. Missing rehearsal affects your child's chorus partner, cast mates and the overall quality of the show. If your child misses more than three (3) rehearsals, he or she will be placed on probation. You and your child will need to decide if missing a rehearsal warrants placing your child in jeopardy of losing his/her part. Possible unwarranted absences would include birthday parties, sporting events and optional school events.

- All missed rehearsals—including already scheduled conflicts – must include a notification/reminder to the Attendance Manager via email 24 hours before the missed rehearsal; or in the case of illness, as soon as possible.
- It is requested that you provide a “stand in” who will teach them what they have missed. If your child has been “double-cast,” they may arrange to learn what they have missed with their double.
- Rehearsal schedules are subject to change to make the most productive use of time. All cast members are required to participate in all of their group performances.

**Please pick your child up on time after rehearsal.** Actors should only be at KCMT (rehearsals and performances) **only when they are scheduled.** We are not equipped to watch children who are not actively involved in rehearsals/performances.

## WITHDRAWAL & REFUND POLICIES

We realize that “life happens” and sometimes a child needs to withdraw from a show. Should you decide to withdraw from the show, the following policies apply.

- Withdrawing from the production **within** two weeks of **audition day** – Refunds will be granted, including tuition and volunteer deposits, **minus the \$35 registration fee.**
- Withdrawing from the production once the **third week of the show has started** – NO Refunds will be granted for the registration and tuition fees. Your volunteer deposit **WILL** be refunded in full.

## YOUTH PROTECTION TRAINING & BACKGROUND CHECKS

### BACKGROUND CHECKS

We want you to know that behind everything we do, your child's safety is our priority. We ask parents to take an active role in ensuring our KCMT cast members' safety. Because of this, **ALL PARENTS whether a volunteer or not**, will be asked to have their photo taken and complete a WSP background check.

### YOUTH PROTECTION TRAINING

At KCMT, protecting our children is one of our paramount values. We ask that you support us in our desire to ensure the safety of all our children when they are in our care. In 2016, the KCMT Board of Directors adopted a mandatory requirement that **ALL our parents and volunteers MUST complete an online training program** to meet this Child Protection criterion.

Should a family decide **at registration** they do not want to or cannot volunteer at all and wish to have their \$200 Volunteer Check immediately deposited, **they will be exempt** from this Youth Protection Training requirement. They will also NOT have access to the rehearsal facility or backstage during a production unless accompanied by an authorized escort.

In order for a child to be allowed to participate in an audition, their parent(s) must have either completed a Youth Protection Training certificate and have it on file with KCMT, or have deposited their \$200 volunteer check.

This FREE, online training course is accessed via Boy Scouts of America training site. It should be completed by both parents/guardians.

Here are the steps:

1. Go to the website: <https://my.scouting.org>
2. Follow the Steps to “**Create an Account**” > Click on the upper-left “**Menu**” and select “**My Dashboard**”
3. The “**Youth Protection Training**” will be at the top of the list (and the **ONLY** one you need to complete)
4. On the far right, click on “**Take Course**” and follow the instructions
5. When finished, follow the instructions for “**Print Certificate**” – be mindful that printing the certificate can only be completed from a desk/laptop.
6. **Bring your printed certificate to Registration Night.**

## ADDENDUM #1

### KCMT LICE POLICY & PROTOCOL

---

Head lice in school-aged children are a common occurrence. Because of the nature of our organization – with children sharing hats and costumes – **it is important for you to check your child at home regularly and follow our KCMT protocol.** Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

Here are some simple steps you can take at home to help reduce the spread of head lice. Please spend 5-15 minutes inspecting your child weekly throughout the rehearsal and performance periods for the presence of head lice.

The following procedure is recommended for inspecting your child for head lice:

- Under a bright light begin looking at your child’s head beginning with the area just above the back of the neck.
- Part the hair into small sections and look closely for head lice or nits (eggs). Head lice are about the size of a sesame seed. Nits are gray or whitish and attached firmly to the hair shaft near the scalp.
- If you find live lice on your child’s head, start treatment as soon as possible. Your local pharmacist or family physician can recommend appropriate treatment options.
- Notify the office staff at your child’s school. Your child can return to school the day after treatment.
- Inspect the entire family for head lice if lice are found on any family members.

**PLEASE NOTE: We do follow the NKSD policy of “no live lice protocol.”** Which means, if you discover live lice you must **inform the Director of Human Resources** of your findings and that you are beginning treatment. *Your child should refrain from attending rehearsals until treatment has been completed.* If it is discovered that your child has live lice while at KCMT, you will be contacted to take them home.

Please see the following “flow chart” for KCMT’s Procedure and Management.

# KCMT'S PROCEDURE FOR THE MANAGEMENT OF HEAD LICE

## PARTICIPANTS WITH POSSIBLE HEAD LICE

