



# KCMT PARENT HANDBOOK

February 2025

## IMPORTANT CONTACT INFORMATION:

Website: <http://www.kcmt.org>

General Information: [info@kcmt.org](mailto:info@kcmt.org)

Attendance: [attendance@kcmt.org](mailto:attendance@kcmt.org)

Auditions and Registration: [auditions@kcmt.org](mailto:auditions@kcmt.org)

Finance Directors: [finance@kcmt.org](mailto:finance@kcmt.org)

HR Director: [hr@kcmt.org](mailto:hr@kcmt.org)

Volunteer Managers: [volunteer@kcmt.org](mailto:volunteer@kcmt.org)

Families are responsible for knowing and following the information and policies listed in this handbook.

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## REGISTRATION

In order to be cast in a production, all actors must be registered through our online [Studio Director](#) program. Online enrollment opens approximately one week prior to Registration and Audition Prep and remains open until 12:00 PM on the Registration and Audition Prep day. Online enrollment ensures placement in the cast and allows the family to select the required Registration and Audition Prep session that works for their schedule. For more information on registration and auditions, email [auditions@kcmt.org](mailto:auditions@kcmt.org).

### AGE REQUIREMENTS

KCMT enrollment is open to performers eight years old and above. Some KCMT productions are open to younger siblings of KCMT veteran actors. Any **child under the age of eight** is subject to the following:

- Parents are required to remain with their under-age child at all times. However, if the parent is volunteering, they may work in a different area of the building unless the child has special needs or a behavioral issue arises. In such cases, or if deemed necessary by the Director of Human Resources, the parent must stay with their child.

### REGISTRATION AND AUDITION PREP

Studio Director, our online registration program, can be reached through the KCMT website, or [HERE](#). All actors, regardless of age or ability to drive themselves, must be accompanied by a parent or guardian to their session in order to receive an audition appointment. Audition appointments will be issued once the parent and actor have completed the following:

- Actor
  - Attend vocal session to learn songs that you may choose from to sing for your audition
  - Attend choreography sessions to learn dance audition and be evaluated on your basic dance ability
  - Attend drama session to learn lines that you may choose from to perform at your audition
  - Have photo and costume and height measurements taken
- Parent/Guardian
  - Attend required parent orientation
  - Confirm online registration and submit completed conflict calendar
  - Complete security check-in
    - New parents turn in certificate of Youth Protection Training completion
    - Verify background check
  - Turn in \$500 (refundable) volunteer deposit
  - Meet with the Finance Director to arrange tuition payment of \$200
  - Optional: Place funds on account with the Snack Shack

### POLICY FOR KCMT MEMBERS WITH DISABILITIES

**We encourage our KCMTers with disabilities to self-advocate.**

Our volunteers work with up to 60 children at one time. Children who have disabilities needing special attention are required to have a parent or guardian with them at all times.

**KCMT is a private organization.**

While KCMT strives to include all children who wish to participate, there might be some adjustments for children with disabilities that will be difficult for us to maintain. We accept no responsibility for special expectations not met by KCMT.

## TUITION AND FEES

For more information regarding billing and/or payments email [finance@kcmt.org](mailto:finance@kcmt.org). Each participant will be charged a non-refundable registration fee of \$50. Tuition rates are \$200 for the first child and \$150 for each subsequent child.

The following items **are included** for each registered participant:

- Instruction at scheduled rehearsals
- Production T-Shirt
- Community Matinee Snacks
- A digital recording of the production
- Printed souvenir production program

The following items are **not** included in each registration and tuition fee:

- Base costume: Shoes, socks/tights, pants/slip, undershirt/leotard, garment bag
- Makeup: Specific instructions on what makeup to purchase will be given; usually consists of foundation, eyeliner, and mascara
- Performance DVD (or digital download) – Optional (not always available)
- Extra production t-shirts
- Extra printed programs

**NOTE:** The fully refundable \$500 Volunteer Deposit is in addition to the tuition and fees identified above. Please see VOLUNTEER COMMITMENT & EARNED TICKETS for more information.

## SCHOLARSHIPS AND TUITION DISCOUNTS

KCMT has a policy of not turning away any child who would like to participate. At this time, however, we are not able to offer a 100% tuition deduction. There are several options for tuition relief:

- Contact the Volunteer Manager about accepting a staff position that may include a tuition discount. Staff discounts range from 25% to 50%.
- Complete a scholarship application (found on our website's registration page) for a partial scholarship. The form should be completed and mailed in for consideration PRIOR TO Registration.
- Payment plans are also available when you register online.

The non-refundable registration fee of \$50 must be paid at registration regardless of discounts and/or scholarships. Further questions can be answered by the Finance Department at Registration and Audition Prep or by email at [finance@kcmt.org](mailto:finance@kcmt.org).

## AUDITIONS

For more information on registration and auditions, email [auditions@kcmt.org](mailto:auditions@kcmt.org).

Audition dates and times are assigned by the Audition Manager at the Registration and Audition Prep. Audition sessions last between one and three hours, most of which will be wait time. Participants are encouraged to practice lines and songs while waiting, but may also bring quiet activities such as homework, books, or games. Directors do their best to minimize wait time but are unable to provide a more precise time that a participant will perform their audition.

To prepare for their audition, select one song and one line from the list of show-specific selections on the KCMT website to memorize and perform in front of our panel of directors. These songs and lines are reviewed with participants at the Registration and Audition Prep session. However, performers should be familiar with ALL songs and lines on the list, as occasionally a director may ask to see something that was not prepared or not self-selected.

For general tips on preparing for auditions, see the KCMT website at <http://www.kcmt.org/audition-tips/>.

### AUDITION PROCESS

At the audition appointment, participants will be called into an audition room in small groups of 8 to 12 auditionees who are seated in a row facing the casting team. Each performer will then be called forward individually to perform their selected song. Once all actors in that small group have had an opportunity to sing, they will be asked to perform their line choice. Participants should listen carefully to instructions and speak loudly and clearly when stating their name and their chosen song and line.

All actors will participate in a mock audition with our teen leaders immediately before their official audition. This will allow new actors to get a feel for the audition process, giving them time to ask questions and gain confidence before going into the audition room.

Parents are allowed to view their child's audition but **may not approach the directors or interrupt the performers**. Any accompanying siblings/children should be removed from the room if they become disruptive.

Auditions are evaluated on the following:

- Song
  - Vocal projection, pitch, tone, articulation and rhythm
  - Ability to express character while singing
- Line
  - Vocal character and most of all, projection
  - Facial expression and character
  - Body movement and character

Following the audition, participants will receive information, either verbally, in writing, or through email, about any potential callback(s). Callbacks are not guaranteed.

*Directors do not always schedule callbacks for every lead role; there are times when a performer may not receive a callback but may still be considered for or cast in a lead role.*

Additionally, there are times when a participant may not receive a callback immediately following the audition but may be contacted later or pulled from a rehearsal to perform a callback for a role. For this reason, participants are encouraged to continue practicing all lines and songs until the final day of callbacks, and **families should check their emails daily during the casting process**.

## CALLBACKS

Callbacks are specific to character role. Parents are encouraged to attend callbacks as long as your child is not dependent on your encouragement. While directors attempt to prepare participants for callbacks, it is possible that actors may be asked to attend a callback unexpectedly for a role they did not anticipate. They may be asked to perform lines, songs, or dances that were not indicated on the published sheets. Performers who are cast in lead roles are those who are enthusiastic, energetic, have a positive attitude, and embrace the character as best they can in the moment. There may be two, three, or even four rounds of callbacks for some roles and no callbacks for others.

## BOOT CAMP

Boot Camp begins at the end of callback week and comprises mandatory rehearsals during which performers will learn core parts of the upcoming choreography and vocals for the current production.

## DANCE AUDITIONS AND CALLBACKS

All participants will dance in chorus numbers of the show. Some performers will be chosen by the choreography team to be highlighted as solo or ensemble dancers in select numbers.

- **If you wish to be considered as a dancer**, please be sure to indicate in your online registration that you are available on Fridays, 4 – 7 PM.
- **PLEASE NOTE:** Dancers rehearse more than any other cast member.

## CASTING A SHOW

KCMT exists to provide a place, “Where every child can shine!” To help fulfill that vision, we cast every participant who completes an audition as a chorus member in the production.

- **Lead Roles:** After auditions and callbacks, some participants will be selected for lead roles, which may include singing, dancing, and/or speaking parts.
- **Casting Timeline:** Casting usually takes about two weeks from the Registration and Audition Prep Night to the release of the cast list.
- **Double Casting:** Many roles will be “double cast” to give more children the opportunity to experience speaking and solo parts. Participants with a major speaking role will also perform in the chorus for the opposite cast.
- **Criteria for Major Roles:** Major speaking parts will be assigned based on the following factors:
  - Ability to perform the required vocal solo.
  - Strong acting skills.
  - Minimal schedule conflicts.
  - Positive attitude.
  - Appropriate height for the role.
- **Past Performance Considerations:** Participants who struggled with attitude, attendance, line memorization, or blocking in a previous show may not be considered for a major lead role in this production.
- **Preparation:** Those who arrive unprepared for auditions or have been unprepared for past rehearsals are unlikely to be considered for a lead role.
- **New Participants:** First-time participants with KCMT are typically cast in the chorus for their first show.
- **Parent Involvement:** A parent’s volunteer role has no influence on their child’s casting. All roles are assigned based on fit and talent.

A cast list will be emailed the week following callbacks. Any special requests for casting, such as desire for siblings to be in the same cast or to accommodate carpools must be made known at Registration and Audition Prep. Directors will consider requests but cannot guarantee placement.

## Notes about casting:

There are many considerations when casting a show such as vocal, dance, and acting ability as well as height. Ultimately, it is the Director's goal to tell the story in the best possible way.

Auditions are hard. KCMT directors appreciate and acknowledge the courage of performers and families through the casting process. Auditions inevitably come with some disappointment and can be emotionally taxing. This is just as true for parents as it is for performers, and we want you to know that directors consider every actor for every possible role within their ability and height range. Casting decisions are not made without thoughtful consideration and are also emotionally taxing for the casting team. Casting is like putting together a complex puzzle, and at times the decision to cast a performer in a particular role may have been a result of variables outside the performer's control such as height.

## What we will do:

1. **Provide written feedback to student inquiries about the audition.** If a student wishes to receive written feedback about his/her audition, **he/she is welcome to write an email** to [auditions@kcmt.org](mailto:auditions@kcmt.org), and one of the directors on the casting team will respond to him/her with a personal email as soon as they are able after casting is completed (this may take several weeks, so please be patient with us). The response will include kind and constructive feedback regarding a student's audition, and specific advice about where to most effectively direct efforts for improvement. Parents may be copied on the email, if desired and requested.
2. **Encourage ongoing training.** We urge cast members to continue their training by participating in their school choir, voice lessons and dance training.

## What we won't do:

1. **Reconsider a casting decision.** Once a casting decision has been made, it is final. The casting team will not offer explanations for, or entertain complaints about, or discuss in any way the decisions that have been made with anyone.
2. **Discuss the casting decision with parents.** The casting team will not discuss the casting decision or the student's audition with the student's parent(s).

## COMMUNICATION

Communication with parents is primarily through email; we also have a very active KCMT Family Facebook Group. Check your email daily for updates from KCMT. It is always good to have more than one email on each account. We highly recommend providing emails for all parents/guardians as well as participants who have their own email accounts.

When email addresses are rejected by the system, they are automatically removed from our distribution list. If you think you are not receiving KCMT emails, **please first check your spam folder**, and then contact the Auditions Manager at [auditions@kcmt.org](mailto:auditions@kcmt.org) for assistance.

## REHEARSALS

Cast members are encouraged to print any script pages needed to learn the lines and songs for their role and chorus from the digital script that is emailed to them.

Rehearsals are required, with exceptions made for graded school activities, illness, 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, his or her role in the production may be jeopardized (see the section on Attendance and Conflicts).

Performers must learn any material (blocking, choreography, or vocals) missed during their absence. If the role has been double-cast, performers should work with their double to learn what they missed. ***It is the responsibility of the performer who was absent to seek help from their double or a leader to ensure that they learn the material prior to run-through.***

**Rehearsal schedules are subject to change to allow for the most productive use of time. Families should check the rehearsal calendar on the show page of the KCMT website at least weekly.**

Due to the nature of theatre, there will be waiting time during which your actor will not be needed in a rehearsal space. Wait time increases as we approach performance dates and begin putting scenes together. Directors work to limit these occurrences, but your actor should come with quiet activities or homework to keep them busy and occupied.

Rehearsals and performances are as strenuous as athletic practices and events. Please ensure that your child is getting plenty of rest and nutrition. Plan on sending water and snacks with your performer to rehearsals and/or arrange to have money on account with the snack shack so that your child can purchase refreshments.

### IMPORTANT REHEARSAL REMINDERS:

- Please make sure anyone who is responsible to pick up your child knows the correct pick-up time. KCMT IS NOT EQUIPPED FOR CHILD-CARE SERVICES. **We must always have two adults remain at KCMT with any children who are waiting to be picked up.**
- Actors should only be at KCMT (rehearsals and performances) when they are scheduled.
- Security staff and leaders are onsite to ensure the safety and security of cast members and volunteers.
- Parents are responsible for knowing the schedule and communicating with their child prior to rehearsal about what is being rehearsed and where the child needs to be during rehearsal. Staff members are available to assist children as needed.

## ATTENDANCE AND CONFLICT CALENDARS

Cast members are required to be at every rehearsal for their specific group (groups are announced with the cast list). Groups may be identified by cast (A, B, C, D), chorus, and/or character/role. Rehearsals are specified on the calendar available [AT THIS LINK](#). Actors are required to attend each rehearsal with their lines for that day's rehearsal scene(s) **completely** memorized.

The **conflict calendar** plays an important role in casting a show and **must be submitted** at the Registration and Audition Prep in order to receive an audition appointment. If there are more than three (3) conflicts, the actor should reconsider if they have the time to commit to the production. EXCEPTIONS: If your child participates in educational music and dance performances, please note that on the calendar and they will be considered separately.

**REPORT ALL ABSENCES TO THE ATTENDANCE MANAGER THROUGH EMAIL ([attendance@kcmt.org](mailto:attendance@kcmt.org)) AS SOON AS POSSIBLE.**

**PRIOR TO THE REHEARSAL** (this includes absences reported on the conflict calendar). Conflicts that arise after a show is cast are considered *absences* and will only be excused with a director's approval. Excused absences include illness, family emergencies, and required/graded school events. Absences beyond what is reported on the conflict calendar, or failure to learn the material missed while absent, may jeopardize a cast member's role in the production.

**If a cast member misses a rehearsal, it is their responsibility to learn what they missed.** (see page 6, Rehearsals).



**ABSENCES/CONFLICTS ARE NOT PERMITTED DURING TEACHING REHEARSALS OR DRESS REHEARSAL WEEK**, except in the event of an illness or emergency. In the event of illness or emergency, contact the Attendance Manager ([attendance@kcmt.org](mailto:attendance@kcmt.org)) as soon as possible.

**TEACHING REHEARSALS** – Held during Boot Camp, these Teaching Rehearsals allow for cast members to get a much-needed focused time on Choreography and Vocals. Missing a Teaching Rehearsal requires you to provide another cast member to “stand in” (*approximately your height and not in your cast*) to hold your place in the choreography. You will need to learn your choreography separately by watching the videos provided online. If a “stand in” is not provided, you will not be in the numbers you have missed.

**DRESS REHEARSALS & PERFORMANCES** – Directors will determine whether or not an absence requires a stand-in/replacement. ONLY a director may determine which performer will replace the absent cast member.

## CARPOOLS

During Registration, please indicate during your online registration in the “Sibling & Carpool Info” if you prefer all your students be in the same cast, or with another KCMT family (for carpools). Families are encouraged to join the KCMT Families Facebook Group. If you are looking for a carpool or a ride for your child, this is the best way to connect with other families and make these arrangements. **It is against KCMT policy for directors to give rides to cast members.**

## DRESS CODE

**Respect and Modesty**—Our program welcomes families from a wide variety of backgrounds, and we celebrate individuality. As part of our dress code, we ask that clothing be free of offensive, exclusionary, or politically charged language, images, or symbols.

Additionally, we encourage modest attire covering cleavage through mid-thigh which allows for comfortable participation in all activities while maintaining a respectful environment for everyone. This helps ensure that our space remains welcoming and appropriate for everyone.

1. Shirts must cover the stomach and chest at all times.
2. Shorts must fall below mid-thigh.
3. Skirts must have shorts underneath.
4. All clothing graphics must be positive.
5. Tennis Shoes/Dance Shoes must be worn during choreography.
6. Jeans are NOT allowed during choreography.

Parents/Volunteers – Please DO NOT discuss any Dress Code concerns or violations with other cast members.

## BEHAVIOR AND DISCIPLINE

KCMT celebrates and encourages the growth of every child. We expect all **adults and children** to create and maintain a G-rated atmosphere of mutual respect and cooperation. This includes, but is not limited to the following expectations:

- Respect others; treat everyone with kindness.
- Respect property and others' belongings; if it's not yours, don't touch it.
- Keep facilities clean; clean up after yourself and others.
- Respect others' bodies and personal space; be kind and gentle to yourself and others.
- Keep yourself and others safe.
- Follow directions of KCMT directors and staff.
- Listen and remain quiet when directed.
- Speak kindly, no profanity or inappropriate conversation.
- Cast members must not exhibit any evidence of a romantic relationship at a KCMT rehearsal or performance facility.
- No drugs, alcohol, tobacco, vapes, or weapons.
- You must maintain a G-Rated atmosphere at all times.
- Follow the rules of the road, especially in the KCMT parking lot as families arrive and leave.

Behavioral issues should be immediately reported to the Director of Human Resources. If unavailable, issues may be reported to a KCMT Director. Directors will report issues to the Human Resources Director as soon as possible after the initial incident.

### THE FOLLOWING STEPS WILL BE TAKEN TO ADDRESS BEHAVIOR ISSUES:

- Adults will ask the child or volunteer to stop inappropriate or unsafe behavior
  - Behavior that is an immediate threat to the safety or security of self or others will result in immediate parent contact. Parents will be expected to pick up their child at that time. The child will be welcome back to KCMT after they and their child meet with the Director of Human Resources/Family Care as outlined below.
- Behavior will be reported to the Director of Human Resources/Family Care or a KCMT staff member if the behavior continues and/or the child does not respond in a positive manner.
- If a child continues their inappropriate behavior or the issue is not resolved, the Director of Human Resources/Family Care will schedule a meeting with the child and their parent. Participants of the meeting will discuss, establish, and agree upon expectations for continued involvement at KCMT.
- When a behavior incident involves a volunteer and that individual continues their inappropriate behavior, the Director of Human Resources/Family Care will schedule a meeting with the volunteer, the Volunteer Manager, and a director. Participants of the meeting will discuss, establish, and agree upon expectations for continued involvement at KCMT.
- If the above meetings fail to resolve the behavior, a director will determine next steps, which may include limited access to KCMT rehearsal facilities or backstage areas, exclusion from the current KCMT production, or termination of all future participation at KCMT.

## PRODUCTION WEEKS

Production Weeks are the week of dress rehearsals and the weeks we have performances. Performers are required to refrain from any overnight activities during production weeks; KCMT requires that you clear your child's schedule of all outside activities during these weeks. Extra activities during production weeks drain the energy from their performances.

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

## ILLNESS

If your child feels sick or is recovering from illness, it is better for them to stay home rather than to come to rehearsal. Please notify the Attendance Manager ([attendance@kcmt.org](mailto:attendance@kcmt.org)) by email as soon as you are aware you are going to be absent, including the reason.

Follow these guidelines:

- **Fever:** Do not attend rehearsal until 24 hours after your temperature is maintained at less than 100.4 degrees without medication.
- **Vomiting/Diarrhea:** Do not attend rehearsal until 24 hours after the last episode.
- Wash hands frequently. There is hand sanitizer available onsite.
- Do not share drinks, food, makeup, brushes, combs, or hats.
- Remember to cover your coughs and sneezes and use tissues for drippy noses.

## GREEN ROOM

KCMT provides "green room" space where actors may keep their belongings and wait for their turn in the rehearsal room or onstage. Adult volunteers are onsite, in the green room, to help keep the green room area a safe place for participants.

During performances, actors **must remain in the Green Room** when they are not onstage.

KCMT is not responsible for actors' property, therefore, please leave valuable items at home. Actors should use "inside voices" and safe behavior while in the green room. Please review these basic green room rules with your actor:

- Leave valuables at home. Respect others' belongings – if it is not yours, don't touch it.
- Actors are responsible for cleaning up after themselves. It is NOT the responsibility of the green room supervisor or security to clean up after actors.
- Use quiet, "inside" voices. If the volume is too loud, actors will not hear when they are called for their scene.
- Feet on the floor – no climbing or sitting on furniture, counters, shelving, or windowsills.
- Listen to the Green Room Supervisor and follow their instructions.

## SNACK SHACK

KCMT offers a "snack shack" during rehearsal when there is volunteer staffing. Snack shack volunteers are required to have a Washington State Food Worker Card. To obtain the card, go to <https://www.foodworkercard.wa.gov/>, complete the online course, take the online test and pay a \$10 fee. When no volunteers are available to run the snack shack, it will remain closed.

Items available in the snack shack range from water, soda pop, candy, chips and nuts to occasional offerings of sandwiches, muffins, fruit, and pizza. Not all items are available at all times. Parents may prepay on a snack shack account so that their child may purchase items during breaks.

**It is the parent's responsibility to communicate with their child any rules about what they may or may not purchase from the snack shack.** If the parent does not want the child to purchase soda pop or candy, it is the *parent's* responsibility to make sure the child knows and follows their household rules. Snack shack volunteers and KCMT staff are not responsible for monitoring an actor's spending of money on their account.

Actors who continuously miss rehearsal time because they are in the snack shack may lose their snack shack privileges and parents will be notified.

## COMMUNITY MATINEES

KCMT performs daytime matinees to provide affordable, local field trip opportunities for public, private and home schools in addition to local senior centers, senior care facilities, and retirement communities.

**Cast and staff typically will need to arrive by 8 AM on community matinee performance days.** Usually, one or two performances are scheduled on a matinee day. An optional, healthy, costume-friendly snack will be provided. **Your child may need to miss school for community matinee performances.** North Kitsap secondary schools have pre-arranged absence forms available at the school attendance offices.

## COSTUMES

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. Additionally, there may be a costume replacement and/or repair fee.

Actors are required to keep costumes in a garment bag for safe keeping. Costume pieces may NEVER be left on the floor of a dressing room but should always be hung or returned to a costumer. When an actor changes from their street clothes to a costume, they should store their street clothes in the garment bag. This minimizes clutter in the dressing room and prevents lost items.

Actors who share costumes will not take the shared pieces home; shared items will be checked out prior to each performance and returned afterwards. It is each actor's responsibility to pick up and return the shared costume pieces.

Families will be asked to provide some costume components such as shoes, socks, and sometimes shirts, pants, or dancer-specific leotards or dancewear. Families will be notified by email of any specific requirements. These items will be yours to keep and should be labeled in an inconspicuous location with the actor's name. (For example, do not label shoes on the bottom of the sole as that is visible to the audience when dancing. Label shoes on the inside.)

The costume department begins work on costumes as soon as the show is cast, and every cast member will have a costume before dress rehearsals begin. Costumers will provide further information regarding costume needs via email.

## KCMT COSTUME AGREEMENTS

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

**DAMAGE and/or LOSS FEES:** If the KCMT-provided costume is damaged or lost there will be a \$50 fee, and it will be the parent's responsibility to find a costume-approved replacement for any shows remaining in the production. Fees are increased for more elaborate lead costumes.

**Parents must be present, with a garment bag, on the day that costumes are passed out in order for the actor to receive their costume.**

## COSTUME BASE LAYER

**Tank tops and bike shorts, provided by you, should be worn under costumes at all times both *during rehearsals and performances* to facilitate coverage during costume fittings and changes.** Socks, tights, shoes and nylons are the responsibility of the actor. Base layers may need to be specific colors for dancers or unique roles/chorus groups. Costumers will send emails outlining specific 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. We strongly suggest your child eats a healthy meal prior to arrival.

- Examples of **COSTUME-APPROVED** foods: String cheese, non-oily luncheon meats (turkey, ham, bologna), apples, grapes, carrot sticks, celery, hard-boiled eggs, non-orange crackers.
- Examples of **NON-APPROVED** foods: Fast food of any kind, candy of any kind, chips, salads (salad dressing), peanut butter and jelly, coffee, soda, dye-infused drinks such as red or blue Gatorade, Starbucks, mayo, mustard. *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 costume.*

Actors may NOT access the concession table at the performance venue under any circumstances. This is a violation of both the costume policy AND security policy.

## HAIR & MAKEUP

KCMT Hair and Makeup Department staff works closely with the directors and costume designers to achieve the right look for each character on stage. The goal is to enhance the characters and complement the costumes. **Performers will comply with directions from H&M staff members regarding their hair and makeup, as well as their assigned call times.** Call times are the times performers are required to arrive at the performance facility for hair, makeup, and costume preparations.

Please **DO NOT MAKE CHANGES TO YOUR PERFORMER'S HAIR WITHOUT PERMISSION FROM THE HAIR AND MAKEUP**

**DESIGNER.** Some actors may be asked to cut their hair in a specific style while others may need to grow their hair longer. KCMT also uses a variety of makeup techniques to achieve the right character appearance.

**Long hair must be worn pulled back away from the face for both boys and girls during all rehearsals.**

## BASE MAKEUP

Some of the specialized makeup will be provided backstage, however, your base makeup will need to be purchased. Base makeup consists of a cake foundation that is two shades darker than the performer's natural skin tone, black eyeliner, and black mascara.

## LICE

Please see the Lice Protocol Addendum at the end of the handbook.

## PERSONAL HYGIENE

Acting and musical theatre is as physically demanding as athletics and performers share small spaces and interact in close proximity to one another, so personal hygiene is extremely important. **Come to rehearsals and performances with hair and body clean and wearing antiperspirant/deodorant.**

Most of our cast members share costumes, so antiperspirant is necessary and non-negotiable. Perspiration shields are also available in most drug stores and on Amazon if you wish to use them.

Please talk with and encourage your child(ren) regarding the importance of personal hygiene.

## FACILITY CLEAN-UP

At the end of each rehearsal, it is the responsibility of all KCMT cast members, volunteers, and family to clean up after themselves (e.g., 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 backstage.

## VOLUNTEER REIMBURSEMENT FOR KCMT DEPARTMENT PURCHASES

As a 501c3 Non-Profit Organization, KCMT watches our funds very carefully. All departments work within a set budget for each show. Volunteers who are asked to purchase items for a show should follow these guidelines:

- 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 specific items to complete a task, you can be reimbursed by completing a reimbursement form (available in the finance office) and attaching your receipts. The Department Head must sign your form, and you may then submit the form to the finance office. Reimbursement may not be immediate and will be by check.
- All receipts for reimbursements are due within *two weeks* of the item purchased.

## VOLUNTEER COMMITMENT & EARNED TICKETS

KCMT relies entirely on volunteers to produce a show. While at the performance venue, 35+ volunteers are needed to stage each show. Carefully consider how your family's schedule can be adjusted so that you can be involved in the support of your actor(s). We need you!

**Each family is required to volunteer a total of 50 hours (per family no matter how many actors) which must include volunteering for at least four shows. In addition, families are required to submit a \$500 volunteer deposit on Registration and Audition Prep, which will not be processed if the volunteer requirement is met.**

**TEENS EARNING HOURS:** Cast members may not earn volunteer hours. Their time and energy are being directed towards excelling in their vital contribution to the production. *However*, grandparents, aunts and uncles, siblings (not in the cast) and even non-family members *may* volunteer (after completing the mandatory Background Check).

While volunteering, families earn free tickets for the show! Three tickets are available after completing the initial 30 volunteer hours, and families may earn one additional ticket for every 10 hours worked *for a total of TEN free tickets per production* (100 hours = 10 tickets). If you take advantage of this opportunity, you will need to continue to track your hours and turn in additional volunteer logs until you reach a minimum of 50 hours to meet the volunteer time commitment.

- To document volunteer hours, submit completed volunteer logs to [volunteerlogs.kcmt@gmail.com](mailto:volunteerlogs.kcmt@gmail.com) or leave them at the Attendance Desk at the rehearsal location.
- If you choose to turn in a paper copy, please take a photo of your log so you have it for your records.

Volunteer logs may also be turned in at the auditorium to the Volunteer Management Team. Please allow sufficient time for your logs to be reviewed and your earned tickets issued (one hour prior to show time is recommended).

After the closing show of the production, if you have accumulated at least 50 hours of volunteer time and served at four shows, your volunteer deposit will not be processed; the check or credit card form will be shredded. If you do not satisfy the commitment, your volunteer deposit of \$500 will be processed during the week following the cast party. This applies to everyone, including Directors, Designers and Staff.

If you are interested in a volunteer staff position, please let our Volunteer Managers [volunteer.kcmt@gmail.com](mailto:volunteer.kcmt@gmail.com) know and they will see if a position might be available. Typically, during a production, Staff Coordinators/Assistants work 80+ hours and Directors/Managers work 100+ hours.

## 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.

- Notify the Auditions Manager ([auditions@kcmt.org](mailto:auditions@kcmt.org)) and/or the Finance Director ([finance@kcmt.org](mailto:finance@kcmt.org)) via email as soon as you know you wish to withdraw.
- Withdrawing from the production within 48 hours (two calendar days) of the cast list release – Refunds will be granted, including tuition and volunteer deposits. The \$50 registration fee is not refundable.
- Withdrawing from the production more than 48 hours (two calendar days) of the cast list release – NO Refunds will be granted for the registration and tuition fees. Your volunteer deposit WILL be refunded in full. The \$50 registration fee is not refundable.

In the extremely unlikely case that KCMT requires an actor to be removed from a production, the following will apply:

- \$50 registration fee is not refundable under any circumstances.
- Tuition is not refunded.
- Volunteer deposit will be retained by KCMT at a rate of \$100 for every month, or portion of a month, the child was enrolled.

## SAFETY AND SECURITY

Your child’s safety is KCMT’s number one priority. The security department will issue name badges to all parents, volunteers, and staff once a Washington State Patrol background check is complete and the parent has turned in a certificate of Youth Protection Training. Actors will also receive name badges.

To help keep KCMT a safe place for all, please be aware of the following:

- All adults must wear their KCMT security badge when at KCMT facilities.
- All actors must wear their name badges when at a KCMT rehearsal.
- Everyone, adults and actors, must sign in and out when entering or leaving the KCMT rehearsal facility. Children or guests who are not in the cast must sign in and out for safety reasons and must remain with a KCMT badge- holder at all times.
- Actors may not be at the KCMT rehearsal facility when they are not scheduled for rehearsal unless they are accompanying a parent who is working a volunteer shift.
- Non-cast siblings must be with a parent at all times.
- Actors under age EIGHT (8) must be accompanied by a parent at all times. The parent may work a volunteer shift unless the child has special needs or there are behavior concerns, at which time the parent will be asked to remain in the room with the under-age child.
- It is the parent’s responsibility to keep Studio Director updated with accurate emergency contact information.
- It is the parent’s responsibility to inform the Director of Human Resources/Family Care of any special needs their child may have. This includes diagnosed medical needs including allergies, emotional and/or behavioral needs, or any information the parent deems necessary for their child’s safety and security.
- Additionally, adult volunteers are required to follow all safety protocols and any specific training as outlined in their volunteer job descriptions; as well as all facility safeguards as listed above.

## BACKGROUND CHECKS

ALL parents, family members over the age of 18, volunteers, and staff, will have their photo taken and complete a WSP background check at no cost. Any person refusing to have the background check or photo completed may not enter the rehearsal facility beyond the lobby desk. Persons refusing the background check or photo will also be denied entry to all backstage areas, including their child’s dressing and green room areas, at the performance facility. If you or your family is away from KCMT for two or more consecutive productions, the background check will need to be resubmitted.

## YOUTH PROTECTION TRAINING

In addition to the WSP background check, ALL parents, family members over the age of 18, volunteers, and staff, are asked to complete the Boy Scouts of America Youth Protection Training Program at no cost. Any person refusing to complete the training may not enter the rehearsal facility beyond the lobby desk. Persons refusing the Youth Protection Training will also be denied entry to all backstage areas, including their child's dressing and green room areas, at the performance facility.

Complete the training prior to Registration and Audition Prep. Your certificate will not expire as long as you are a continuous KCMT participant. **If your family is away from KCMT for two or more consecutive productions, you must redo the training.**

To complete the BSA Youth Protection Training, follow these steps on a laptop or desktop computer. The system is not friendly with mobile or tablet platforms.

1. Go to the website: <https://my.scouting.org>
2. "Create an Account" by providing the requested information > 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"
6. Bring your printed certificate to Registration and Audition Prep.

## 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. KCMT treats all hair accessories and hats with a lice prevention spray, but parents are responsible for checking and notifying KCMT at the first sign of lice. 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.

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.
- Notify the KCMT Director of Human Resources that you are beginning treatment. Your child should refrain from attending rehearsals until treatment has been completed.
- Inspect the entire family for head lice if lice are found on any family members.

KCMT follows the NKSD policy of "no live lice protocol." If it is discovered that your child has live lice while at KCMT, you will be contacted to take them home and begin treatment.

Please see the following "flow chart" for KCMT's Procedure and Management.



## KCMT'S PROCEDURE FOR THE MANAGEMENT OF HEAD LICE

