



KCMT PARENT HANDBOOK

JULY 2026

IMPORTANT CONTACT INFORMATION:

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

General Information: info@kcmt.org

Attendance: attendance@kcmt.org

Auditions and Registration: auditions@kcmt.org

Finance Directors: finance@kcmt.org

HR Director: hr@kcmt.org

Volunteer Managers: volunteer.kcmt@gmail.com

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 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.

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** must always have a parent/guardian present with them.

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 registration 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 height measurements taken
- Parent/Guardian
 - Attend required parent orientation
 - Confirm online registration and submit completed conflict calendar, behavior agreement and costume information form (all online forms that must be completed before registration is completed)
 - Complete security check-in
 - New parents turn in certificate of Youth Protection Training completion
 - Verify background check
 - Photo taken for ID badge
 - Sign up for Volunteer positions and turn in \$500 (refundable) volunteer deposit
 - Meet with the Finance Director to arrange tuition payment of \$250

POLICY FOR KCMT MEMBERS WITH DISABILITIES

We encourage our KCMTers with disabilities to self-advocate.

At KCMT, we encourage all our performers to develop confidence by speaking up about their needs and asking for help when needed. To help us provide the best experience for everyone, children who require one-on-one support or specialized care must **always have a parent or designated caregiver present**.

KCMT is a private organization.

We are committed to creating a welcoming and inclusive environment where every child has the opportunity to participate. We will do our best to provide reasonable accommodations within the limits of our program and available resources. We appreciate your understanding and partnership in helping make KCMT a positive experience for all participants.

TUITION AND FEES

Each participant will be charged a non-refundable registration fee of \$50. Tuition rates are \$250 for the first child and \$200 for each subsequent child.

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

- Instruction at scheduled rehearsals
- Production T-Shirt
- Your character's costume
- 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 consisting of foundation, eyeliner, and mascara
- Performance DVD (or digital download)
- 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 the VOLUNTEER COMMITMENT & EARNED TICKETS section for more information.

For more information regarding billing and/or payments email finance@kcmt.org.

SCHOLARSHIPS AND TUITION DISCOUNTS

KCMT has a policy of not turning away any child who would like to participate. Although a 100% tuition deduction is not available, we strive to make participation accessible through tuition assistance opportunities. 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.

AUDITIONS

Audition dates and times are assigned by the Audition Team and scheduled over three audition dates. Sessions typically last one to three hours. Before their official audition, all actors participate in a mock audition led by our teen leaders to help them become familiar with the process, ask questions, and build confidence.

To prepare for their audition, performers should choose and memorize one song and one line from the show-specific selections posted on the KCMT website to perform for the casting panel. These materials will be reviewed during the Registration and Audition Prep session. Performers should also become familiar with all songs and lines on the list, as directors may occasionally ask them to perform a selection other than the one they prepared.

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

AUDITION PROCESS

Your audition begins the moment you enter the audition room. Participants will be divided into small groups based on height.

- Auditionees will be placed in groups of 8 to 12 and seated in a row facing the casting team.
- Each performer will be called forward individually to sing their selected song.
- After all songs have been performed, each participant will present their selected line.
- Listen carefully to instructions throughout the audition.
- When introducing yourself and announcing your song and line selections, speak clearly and confidently.

Parents are invited to watch 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 auditions, participants will be notified of any callbacks by verbal announcement, written communication, or email. Callbacks are not guaranteed and are not scheduled for every lead role. Additionally, some performers may be considered for or cast in lead roles without receiving a callback.

In some cases, performers may be invited to a callback after the initial audition day or even during a callback. For this reason, participants should continue practicing all songs and lines until callbacks are complete, and families are encouraged to check email daily throughout the casting process.

CALLBACKS

Callbacks are role-specific. Parents are welcome to attend, provided their child does not rely on them for encouragement. While directors strive to give performers time to prepare, actors may occasionally be invited to a callback for a role they did not expect.

Performers cast in lead roles are typically those who demonstrate enthusiasm, energy, a positive attitude, and a strong ability to bring a character to life in the moment. Some roles may require multiple rounds of callbacks, while others may not require callbacks at all.

DANCER COMMITMENTS

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.

- **PLEASE NOTE:** Dancers rehearse more than any other cast member.
- **If you wish to be considered as a dancer**, please be sure to indicate in your online registration that you can **commit to Friday rehearsals, 4:30-7:00 PM**.
- Weekly workshop videos will be sent to dancers for them to individually work on technique and strength. This mandatory, honor system is an addition to the Friday rehearsals.

CASTING THE 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 takes between two-three weeks from the In-person Registration 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 talent and suitability for the role

A cast list will be emailed the week following the completion of 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 during your online Registration.** Directors will consider requests but cannot guarantee placement.

NOTES ABOUT CASTING

There are many factors that directors consider when casting a show, including vocal, dance, and acting ability, stage presence, and physical characteristics such as height. Ultimately, the director's goal is to tell the story as effectively as possible.

Auditions can be challenging, and KCMT directors recognize the courage and commitment that performers and their families bring to the process. While auditions can sometimes lead to disappointment, directors thoughtfully consider every performer for all appropriate roles. Casting decisions are made with great care and involve balancing many elements to create the strongest overall production. Much like assembling a complex puzzle, casting choices are influenced by a variety of factors, and a role assignment may sometimes reflect considerations beyond a performer's control, such as height or the needs of the cast.

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, 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 constructive feedback regarding a student's audition, and specific advice about where to most effectively direct efforts for improvement. Parents will be copied on the email if desired and requested.
- 1 **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:

- 2 **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.**
- 3 **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; and additionally with the app "Band," and our 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 check your spam folder and then contact the Auditions Manager** (auditions@kcmt.org) for further assistance.

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 app "Band" and our KCMT Families Facebook Group. If you are looking for a carpool, or a ride for your child, these are the best ways to connect with other families to make these arrangements. **It is against KCMT policy for directors to transport cast members.**

DRESS CODE

Respect and Modesty

Our program welcomes families from many backgrounds and celebrates the unique qualities each participant brings. To help maintain a positive and inclusive environment, clothing must be free of offensive language, images, or symbols. We require that participants wear modest attire covering cleavage through mid-thigh at all times which allows for comfortable participation in all program activities.

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.

REHEARSALS

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).

Rehearsals and performances are as strenuous as athletic practices and events. Please ensure that your child is getting plenty of rest and nutrition. Sending water and snacks with your performer to rehearsals is strongly encouraged.

SCRIPTS: Scripts will be provided in PDF format when the cast list is announced. Cast members are encouraged to print any pages needed to learn their lines and songs, as printed scripts are easier to annotate with notes and changes than using a phone.

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.

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 always have two adults remaining 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.

ATTENDANCE & CONFLICTS

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 information submitted on the **conflict form** plays an important role in casting a show and **must be submitted** at the In-person Registration 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 graded school activities, please note that on the calendar and they will be considered separately.

REPORT ALL ABSENCES TO THE ATTENDANCE MANAGER THROUGH EMAIL (attendance@kcmt.org) AS SOON AS POSSIBLE.

PRIOR TO THE REHEARSAL (this includes absences reported on the conflict form). 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 DRESS REHEARSAL WEEK. In the event of illness or family emergency, contact the Attendance Manager (attendance@kcmt.org) as soon as possible.

DRESS REHEARSALS & PERFORMANCES: Directors will determine whether an absence requires a stand-in/replacement. ONLY a director may determine which performer will replace the absent cast member.

BEHAVIOR & DISCIPLINE

All KCMT actors must have on file a signed (by parent and actor) document which states they agree to abide by the Behavior guidelines. This document is distributed prior to In-person Registration and must be on file before Auditions.

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.
- Bullying is not tolerated at KCMT.
- 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.
- We insist on modest attire covering chest through mid-thigh at all times.
- Follow all Dress Code guidelines.
- 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 parking lots 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:

1. If your child breaks one of the rules above, they will be confronted and warned.
2. If they break the same rule again or a different rule, the parent will be contacted to pick up their child for the remainder of that rehearsal.
3. If they break the same rule a third time or a different rule at this point, they will be expelled from 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) 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 present in the green room to help keep the 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.

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

Our costume department spends countless hours designing, fitting, and creating costumes specifically tailored for each performer. Proper care and respect for all costume pieces, shoes, and accessories are essential to keeping our show looking wonderful for every performance.

KCMT COSTUME AGREEMENT

When registering for this production, parents/guardians and performers will sign an agreement to abide by the following policies:

1. GENERAL COSTUME CARE & DESIGN INTEGRITY

- **Provided vs. Personal Items:** KCMT provides the primary costume elements, which remain the property of KCMT. Performers are responsible for acquiring basic foundation elements (such as base layers, pants, shirts, shoes, socks, tights, or slips). In some cases, KCMT may order required personal items in bulk for purchase to ensure a uniform look onstage. **Due to the number of scenes the dancers are in, they may be required to purchase more items than other actors.**
- **Design Approval & Wearing Correctly:** Costumes must be worn as designed and fitted by the costumers. Performers may not alter, accessorize, or refuse parts of their assigned costume. **If a performer chooses not to wear their assigned costume or refuses to wear it correctly, they will not be allowed on stage.**
- **Garment Bag Requirement:** Parents/guardians **must be present with a labeled garment bag** on the designated costume distribution day in order for the actor to receive their costume pieces.

2. REQUIRED BASE LAYERS

- Performers must wear designated base layers (e.g., neutral tank tops/camisoles and black bike shorts/leggings) under costumes at all times during fittings, rehearsals, and performances.
- Base layers maintain modesty during rapid backstage changes and protect costume fabrics. Specific roles or dance groups may have unique base layer color requirements, which will be communicated by the costume team.

3. DAMAGE AND LOSS FEES

- If a KCMT-provided costume piece is lost or damaged (including food/drink stains, improper care, or unauthorized alterations), a **\$100 fee per costume** will be charged to the family.
- Fees may be higher for more elaborate or lead costumes.
- **In addition to the fee, the parent/guardian is responsible for procuring or funding a costume-approved replacement for any remaining shows in the production.**

4. FOOD, DRINK, AND MEDICAL ACCOMMODATIONS

- **No Food in Costume:** To prevent grease, stains, and crumbs from damaging costume fabrics, **eating while wearing any costume piece is strictly prohibited. Performers must eat before arriving at the auditorium.**
- **Water Only:** Plain water is the **only** beverage allowed while in costume or backstage.
- **Concessions & Security Policy:** Actors may **NOT** access the venue concession table at any time during performance calls. This is a strict violation of both Costume and Security policies.
- **Medical & Diabetic Accommodations:** KCMT fully supports the health and safety of our cast. Performers with medical requirements (such as diabetes, hypoglycemia, or other conditions requiring access to food/fast-acting glucose) will be fully accommodated under the following guidelines:
 1. **Advance Notice:** Parents should notify the costume team and stage management upon registration or prior to the start of tech week.
 2. **Protective Measures:** When medical food/drink is necessary while in costume, the performer must remove outer costume layers (or cover up with a clean towel/smock), stick to non-staining/non-greasy food items, and thoroughly clean hands before handling costume pieces.

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.

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 pulled back away from the face for both boys and girls during all rehearsals.

BASE MAKEUP

If any specialized makeup is required for an actor, it will be provided backstage. However, **the purchase of your base makeup is your responsibility.** 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 non-scented antiperspirant/deodorant.**

Most of our cast members share costumes, so **non-scented** 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 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 know and they will see if a position might be available. Typically, during 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) 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 always remain with a KCMT badge-holder.
- 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 always accompanied by a parent.
- 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 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

