

Children's Theatre of Winnetka
Attendance Policy Procedure & Rehearsal Schedule - Spring 2025 Cinderella

Actor's Name:

At CTW, we expect children to attend all rehearsals unless they are ill or there is a family emergency. However, we also understand important family or required school commitments may need to be accommodated.

Please indicate on the calendar only unavoidable commitments (school or personal) for which you would like your child to be excused from rehearsal. The Board must still approve any requested absences before casting. Please do not request more than 2 absences in a row. *These requests will be denied.*

Please note that if your child is absent and misses a certain scene, it is possible they will not be able to be in that scene.

Actor's availability is one of many factors considered when casting. This will be your only opportunity to request an absence unless for illness or family emergency. No Absences will be excused beginning April 1st.

*Cast 1 will rehearse Tuesdays and Thursdays 4:00 - 6:00, Saturdays 12:00-2:00
EXCEPTIONS WILL OCCUR.*

*Cast 2 will rehearse Tuesdays and Thursdays 6:00 - 8:00, Saturdays 10:00-12:00
EXCEPTIONS WILL OCCUR.*

****Please note the Saturday Call Times****

You may not be called for all these dates, but please keep them open. Occasionally, you may be asked to stay a little longer, or come in a little earlier for costumes.

Some leading roles may be called from 10am - 2pm on Saturdays.

THIS FORM MUST BE SIGNED & RETURNED BY CALLBACKS TO BE CONSIDERED FOR A ROLE!

Additional attendance related notes:

Day	Date	Time	Reason for requested absence
Tuesday	Jan 21	4:00-8:00	
Thursday	Jan 23	4:00-8:00	
Saturday	Jan 25	10:00-2:00	
Tuesday	Jan 28	4:00-8:00	
Thursday	Jan 30	4:00-8:00	
Saturday	Feb 1	10:00-2:00	
Tuesday	Feb 4	4:00-8:00	
Thursday	Feb 6	4:00-8:00	
Saturday	Feb 8	10:00-2:00	
Tuesday	Feb 11	4:00-8:00	
Thursday	Feb 13	4:00-8:00	
Saturday	Feb 15	10:00-2:00	
Tuesday	Feb 18	4:00-8:00	
Thursday	Feb 20	4:00-8:00	
Saturday	Feb 22	10:00-2:00	
Tuesday	Feb 25	4:00-8:00	
Thursday	Feb 27	4:00-8:00	
Saturday	Mar 1	10:00-2:00	
Tuesday	Mar 4	4:00-8:00	
Thursday	Mar 6	4:00-8:00	
Saturday	Mar 8	10:00-2:00	
Tuesday	Mar 11	4:00-8:00	
Thursday	Mar 13	4:00-8:00	
Saturday	Mar 15	10:00-2:00	
Tuesday	Mar 18	4:00-8:00	
Thursday	Mar 20	4:00-8:00	
Saturday	Mar 22	No Rehearsal	
Tuesday	Mar 25	No Rehearsal	
Thursday	Mar 27	No Rehearsal	
Saturday	Mar 29	No Rehearsal	
Tuesday	Apr 1	4:00-8:00	
Thursday	Apr 3	4:00-8:00	
Saturday	Apr 5	10:00-2:00	
Monday	Apr 7	6:30 PM	Set In (Parents Only)
Tuesday	Apr 8	4:00-8:00	
Thursday	Apr 10	4:00-8:00	
Saturday	Apr 12	10:00-2:00	
Monday	Apr 14	4:00-8:00	Run Through Cast 1
Tuesday	Apr 15	4:00-8:00	Run Through Cast 2
Wednesday	Apr 16	4:00-8:00	Run Through Cast 1
Thursday	Apr 17	4:00-8:00	Run Through Cast 2
Friday	Apr 18	12:00-6:00	Tech Cast 1
Saturday	Apr 19	9:00-5:00	Tech Cast 2
Sunday	Apr 20	No Rehearsal	Easter Sunday
Monday	Apr 21	4:00-9:00	Extra Rehearsal - Characters TBD
Tuesday	Apr 22	4:00-9:00	Dress - Cast 1
Wednesday	Apr 23	4:00-9:00	Dress - Cast 2
Thursday	Apr 24	5:00-9:00	Opening night - Cast 1
Friday	Apr 25	5:00-9:00	Opening night - Cast 2
Saturday	Apr 26	9:00-5:00	Shows Cast 2 then Cast 1
Sunday	Apr 27	12:00-6:00	Shows Cast 1 then Cast 2

I have read the attendance policy and am submitting the only days we are requesting to be absent, other than for illness and family emergency.

Parent's signature _____

Number of days requesting absence _____