

CTW Attendance Policy

ATTENDANCE:

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

REHEARSALS:

Directors make every attempt to call each child for as much time as possible each week. Actual call times for the week will be sent out via email on Sunday evening. However, there may be times an actor is called for just a portion of the rehearsal times or perhaps not at all for a particular day that week. Likewise, as the show gets closer to production, your actor may be called for additional days outside of their regularly scheduled times.

- Scheduled 3 Days/Week: Tues/Thurs from 4-6 PM or 6-8 PM Sat 10-12 PM or 12-2:00 PM
- Some leading roles may be called from 10am-2pm on Saturdays
- CTW holds rehearsals over many school and federal holiday weekends in both Fall and Spring.
- Rehearsals are **held over Martin Luther King and President's Day Weekend**.
- Rehearsals are **mandatory after Nov 1st and April 1st of each show season** regardless of holidays or school spring break dates.
- Please do not assume that rehearsals have been canceled unless specifically noted on our Show Schedule which is provided at registration or in the weekly email from the Production Team.

ABSENCES:

Illnesses:

If your child is sick, please do not send them to CTW rehearsal.

Please notify the Lead Producer by 2 PM on weekdays and 9:00 AM on Saturdays. This will help the Production Team determine if your child's double is needed to fill in for that rehearsal. The Lead Producer is the first line of contact for actors and parents. **PLEASE DO NOT CALL OR EMAIL THE DIRECTOR.**

Requested Absences:

All potential requested absences, **important family, religious or school events**, must be listed on the "**Attendance Policy and Schedule**" during the auditions process.

- **No more than 2** requested absences are allowed and they cannot be consecutive. The only exception is the 8th Grade DC Trip
- No absences allowed for outside activities including **non CTW shows**, sports, Scouts etc.
- Requested absences after November 1 and April 1 **will not be considered**. Every cast member is needed at these critical rehearsals leading up the show.

Requested absences listed on the "Attendance Policy and Schedule" must obtain approval in order to be granted.

The Board of Directors Strategic Coordinator, Connie Yonan, will review each request prior to casting. **No requested absences are granted without prior approval from the Board of Directors Strategic Coordinator.** Connie Yonan: 847-751-1870 or connieyonan@comcast.net

Failure to report requested absences may cause recasting or possibly dismissal from the show.

ATTENDANCE FAQ:

How do I request approval for an absence?

- An “**Attendance Policy and Schedule**” form will be available online with the audition registration. Fill out and turn in this form with your completed registration.
- All requests will be evaluated individually by the Board of Directors Strategic Coordinator and **you will receive a call before casting to confirm if your request has been approved.**
- If approval is not granted you will have the opportunity to cancel the request and continue with auditions.
- A confirmation email will also be sent.

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

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

- We understand that it makes kids anxious to miss a rehearsal as well as making it difficult on the Production Team.
- The Director will talk to the children at the beginning of the show and let them know how absences will be handled. This will include a discussion on missed scene work.
- Upon returning to rehearsal, your child may be asked to observe scene work that was missed so that rehearsal can remain on track.
- Please email a reminder to the Lead Producer the week before a planned absence.
- You may be asked to contact your child’s double to see if they are available to switch or attend in your child’s place.
- We encourage your child to reach out to their double to learn what they missed.

CTW cannot guarantee that missed scene work or staging can be made up. This will be decided on a case by case basis. It is possible that an actor may be removed from a scene.

I have read and agree to the CTW Attendance Policy.

Parent Signature _____ Date _____

Actor Signature _____ Date _____

CTW Behavior and Attire Expectations

CTW helps children develop a strong sense of self, feel empathy, grow creatively and build confidence. To achieve this we expect our actors to:

- Be respectful of both adults and children in the room.
- Be on time and do not miss rehearsal
- Be prepared and ready to work.
- Be quiet during times of instruction.
- Be inclusive, kind, and courteous to others.
- Keep their hands to themselves.
- Keep all rehearsal areas neat and clean.

CTW's 3- Step Process to Correct Behavioral Issues:

CTW uses a 3 step process to guide behavior that becomes disruptive on a continuous basis.

Step 1 The actor will be asked to sit with the producers.

Step 2 If behavior does not improve a meeting will be called with the Director, Lead Producer, parent and child to address the issue.

Step 3 If disruptive behavior continues a parent will be requested to attend rehearsal with their child.

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

Attire:

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

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

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

Parent Signature _____ Date _____

Actor Signature _____ Date _____