

VTC/CER Summer Performance Program 2017 Policies

PLEASE REVIEW THIS INFORMATION WITH YOUR CHILD; SIGN THE "SIGNATURE PAGE."

**BRING THE SIGNATURE PAGE TO THE FIRST DAY OF THE SUMMER PROGRAM, and
KEEP THIS DOCUMENT FOR YOUR INFORMATION.**

ALL FORMS ARE AVAILABLE AT VTC'S WEBSITE: www.voorheestheatre.org

COMMUNICATION

We communicate primarily by email. Please check your email regularly.

Contact info: Karen Nicholson: 609-332-4528 vtcsummertheatreprogram@gmail.com
for questions about the summer program or about Voorhees Theatre Company

VTC: 206-3554 for VTC staff during the summer program hours of operation

CER: 795-2025, prompt 2 for issues related to payment or other CER programs or before and after care

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The Voorhees Theatre Company partners with Voorhees CER to produce the summer theatre program. All tuition is paid directly to CER. The Voorhees Theatre Company does not receive tuition funds. All questions about tuition should be directed to Voorhees CER. As a non-profit organization, VTC must work to raise funds to support our programming throughout the year. Purchase of a summer program T-shirt, for example, directly supports VTC. We appreciate the great support we receive from participants and their families.

ATTENDANCE

Due to the collaborative nature of producing a show, we are not able to accept children who will miss more than two days due to planned absences. Furthermore, attendance is mandatory beginning July 24 and at your cast's three performances. If a child misses more than two rehearsal periods, it may be necessary to reassign his/her role in the production. Theatre is a team activity. We believe that every member of the cast, no matter what part he/she has in the show, is important and needed at all rehearsals. Once a child is cast in the show, many other people depend on him or her. We ask that parents help children understand the importance of attending, learning lines and being part of the artistic and technical team.

PERFORMANCES

Every participant will be assigned to a cast, and each cast will perform three times as follows:

"Snap Peas" cast:	Wed., Aug. 2, 10 a.m.	"Snow Peas" cast:	Thurs., Aug. 3, 10 a.m.
	Thurs., Aug. 3, 7:30 p.m.		Fri., Aug. 4, 7:30 p.m.
	Sat., Aug. 5, 7:30 p.m.		Sat., Aug. 5, 2:00 p.m.

BEFORE AND AFTER CARE

Child care before and/or after the program day is available through Voorhees CER. All arrangements must be made by contacting the CER office, 795-2025, prompt 2.

ARRIVAL AND DISMISSAL

Unless the child is enrolled in CER's before-care program, supervision will not be provided until 8:45 a.m. The Voorhees Theatre Company is not responsible for any child dropped off at the Voorhees Middle School before 8:45 a.m.

At the end of the day, the children sign out with their counselors and are dismissed from the theatre. We ask parents of 3rd and 4th grade children to come into the building to sign out their kids. Please note that the day ends at 3 p.m., and staff members leave the building shortly after. We send children not picked up on time to the after-care program, and CER will invoice their parents for after-care. Please notify us in writing of any changes to the child's schedule or transportation arrangements. If you need to pick up your child early, send us a note, and we will do our best to have him/her waiting in the lobby.

EMERGENCY FORMS

We are required to have emergency contact information for each child. Be sure to bring a completed form to the first day of the program. If we don't have it, we will call you to take your child home. There is no nurse in the building during the summer. In the event of a medical emergency, we will call the paramedics and notify you.

DRESS CODE

Movement is a fun and important part of the day. For their own safety, children are expected to wear appropriate footwear, such as sneakers or dance shoes. Children wearing slides, backless shoes, flip flops or sandals will not be allowed to rehearse or participate in any movement activities. We recommend that children wear sneakers or at least bring a pair to change into for dance and wear comfortable, non-constricting clothing.

LUNCH

Participants must bring a lunch in a labeled container and will be given adequate time to eat in the cafeteria, followed by a recess period. No food is permitted in the theater. We do not have access to microwaves or refrigerators.

COSTUMES

Costumes are provided by VTC. We may ask you to help provide items that you may already own; participants are expected to provide personal items such as shoes, socks, leotards and tights. The costumer will provide detailed information about costumes. Sometimes kids don't like their costumes; we want all the participants to enjoy every aspect of being in the production, but they should be aware that the costume plot is determined by the show's artistic directors and is essential to advancing the integrity of the production.

PHOTOGRAPHS

During the summer, we may take pictures of activities and rehearsals. No photographs will be posted without a parent-signed permission form. (See attached "signature page.") A professional photographer will take head shots and cast photos of the participants for display in the theatre lobby cases during performance week. He will make picture packages available for purchase. VTC does not realize any profit from the sale of the pictures. No one is required to purchase photos; however, everyone is expected to be photographed for the display cases. Information will be sent home prior to picture day.

VIDEOTAPING

Our photographer will videotape a performance by each cast and make copies available for purchase.

NAME TAGS

Because the safety of every child is our top priority, everyone will be asked to wear a name tag – where we can see it! -- for the first week of the program. NO EXCEPTIONS.

CELL PHONES

Cell phone use is disruptive and distracting. We ask cooperation from family and friends in refraining from calling or texting participants during program hours. Staff can be reached at 856-206-3554.

PLAYBILL

The cost of printing the camp show playbill does not come from camp tuition funds and must be covered separately through the sale of ad space. The kids will be given forms and encouraged to ask friends and family for ad purchases. We will hold a contest to generate excitement about selling ads. We greatly appreciate your support with this.

TICKETS

Online ticket purchases will be available through www.voorheestheatre.org, beginning July 1 at 9 a.m. All seats are reserved; tickets are \$10 each. Tickets also will be available at the box office during camp hours, starting July 5.

RESPECT

Theatre is a team sport, and we value every member of our team, from the participants to the counselors to the adult staff. Disrespectful behavior toward any member of our team or to the school property will not be tolerated and could be grounds for dismissal from the program. VTC reserves the right to remove from the program, without refund of tuition, and at the discretion of the staff, any participants unable or unwilling to conform to reasonably appropriate standards of behavior.

VOLUNTEER OPPORTUNITIES

Look for information during the summer about opportunities to help with the production. We will need ushers, cast party help and assistance with lobby sales during performances.





VTC/CER Summer Theatre Program 2017

Signature Page

Sign and bring to the first day of summer program

1. I have read the policies and rules on the preceding pages, and I understand my responsibilities:

_____ participant name

_____ participant signature

_____ parent name

_____ parent signature

2. PARENTAL PERMISSION FOR PUBLICITY AND PHOTOGRAPHY

VTC may use cast or specific person photographs in its publicity. By signing below, you as a parent allow The Voorhees Theatre Company permission to use these photos and to include your child's name in any or all publicity photos, including the company website.

I acknowledge that I have been informed of and understand the above-stated policy regarding photography

X _____
Parent name

_____ Parent signature

3. Do we have permission to add your email address to our theatre company email list in order to send you information about future VTC shows and programs?

No, I'm already on the list or I don't want to be added to it

Yes, please add me to the list-serve

_____ parent signature

_____ Email address (if you want to be added to the list)

Today's date ____/____/____