



VTC/CER Summer Tech Theatre 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

or vtcsummertheatreprogram@gmail.com

for questions about the summer program or for questions related to 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 and before/after care

SAFETY

Tech campers will use tools, climb ladders, and be around power tools. Tech campers must be alert and aware at all times of their surroundings and willing to listen to instruction and direction from all staff. Because of the unique nature of the technical theatre environment, tech campers are expected to be responsible, accountable, and respectful to staff members and each other. With at least 75 children using the stage at once in rehearsals and performances, the safety of all children is our top concern, and the tech campers with responsibilities on stage and in the wings must be alert and focused at all times.

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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 that receives no outside funding, 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

Theatre is a team activity in which participants depend on each other to achieve a common goal. We believe that every member of the program is important and needed every day. We ask that parents help participants understand the importance of attending and being part of the artistic and technical team. Attendance is mandatory starting July 24 for any tech camper who will be assigned tasks with the run crew.

SCHEDULE

Mondays to Thursdays, June 26 to Aug. 3, 9 a.m. to 3 p.m. Adult staff will evaluate campers' interest and capabilities for assignments to the run crew for performances. Additional performances of *The Princess and the Magic Pea* are Thurs., Aug. 3 at 7:30; Fri., Aug. 4 at 7:30 p.m. and Sat., Aug. 5 at 2 p.m. and 7:30 p.m.

In addition, tech participants may be asked to serve as run crew for VTC's young adult production of *Sister Act*, including rehearsals on Sun., Aug. 6, noon to 5 p.m.; Mon. to Wed., Aug. 7, 8, and 9, 6 to 10 p.m., and performances on Aug. 10, 11, and 12 at 7:30 p.m. Finally, tech participants are asked to assist with set strike on Sun., Aug. 13.

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, 795-5566, prompt 2.

ARRIVAL AND DISMISSAL

Unless the child is enrolled in CER's before-care program, supervision will not be provided until 8:45. 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. Please note that the day ends at 3 p.m., and staff members leave the building shortly after. Children not picked up on time will be sent to the after-care program, and their parents will be charged by CER. We ask parents to notify us in writing of any changes to the child's schedule or transportation arrangements.

EMERGENCY FORMS

We are required to have an emergency information sheet for your child. Be sure to bring a completed form to the first day of the program. If we don't have a completed form, 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

Tech campers should plan to wear clothing that can get dirty or get painted on and no open-toe shoes or loose clothing.

CELL PHONES

Cell phone use during camp 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.

PHOTOGRAPHS

During the summer, we may take pictures of activities and rehearsals. No photographs will be posted on the website without a parent-signed permission form. (See attached "signature page.") A professional photographer will take head shots and cast photos of all participants, including tech 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.

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.

NAME TAGS

Because the safety of every camper is our top priority, each participant and staff member will be asked to wear a name tag – where we can see it! -- for the first week or so, until we know all the names. NO EXCEPTIONS.

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.

RESPECT

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.

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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 ____ / ____ / ____