

Civic Kids Theater Handbook and Guidelines

Congratulations! Your child has been cast in a Civic Kids' Production! Being in a play is an experience that young people will remember for the rest of their lives, and it is truly our pleasure to work with your child on this exciting project. We want everyone involved to understand both the benefits and responsibilities that go along with being cast in a play. **Please take a minute to read through this parent handbook with your child.**

The Magic of Community Theater

First off, there are a number of benefits to being in a musical play, including:

- **Active Participation in Community Art:** Participating in a play provides kids with the opportunity to explore their creativity and imagination while also learning how to work hard and connect meaningfully with others. Theater is a unique art form because it combines all areas of the fine arts (music, dance, acting and visual arts) in a single piece of communal art. Each child and adult volunteer is a valued member of the team and contributes meaningfully to the outcome of the performance.
- **Improving Literacy Skills:** From reading scripts to memorizing lines and learning to recognize the parts of a narrative structure, kids dramatically improve their literacy skills when they participate in theater arts.
- **Learning Public Speaking:** Experience with public speaking at a young age gives kids confidence and helps them develop communication skills that they will use for the rest of their lives.
- **Develop Critical-Thinking, Problem-Solving and Team-work Skills:** Throughout the rehearsal and performance process kids will encounter personal and group challenges. They must work together to make the show a success. The bonus is skills that will serve them in many other areas of work and study.

Actor's Responsibilities

As with most things in life, the more you put in, the more you get out of the theater! Just like any team experience, each participant has responsibilities and every member of the cast must work hard to make the play a success. Please look over the following items with your child and make sure you both are able and willing to honor your commitment to this show.

- **Attendance:** Attached to this handbook is a tentative rehearsal for the show. Please look it over closely to make sure your family has no conflicts with the rehearsal or show dates. If there are conflicts, please let the production team know as soon as possible. **Students are expected to attend all rehearsals unless prior approval has been given. Multiple unexcused absences can result in dismissal from the show.**
- **Rehearsals:** Students should arrive on time and be prepared for rehearsal. They should always bring their scripts, a pencil, a water bottle and wear clothes and shoes that they can comfortably and safely move in. During rehearsal time, actors need to listen carefully, follow instructions and be respectful to their leaders. We have a limited amount of time and must make good use of our rehearsals. During rehearsals, there will be times when students need to wait patiently for an instructor's attention. Students may bring quiet activities (books, coloring pages, fidget toys) to occupy themselves when they are not required to be on stage. However, students will still need to pay enough attention to know when it's their turn to receive instructions. Please, make sure your child is always picked up from rehearsal on time.
- **Home Practice:** Students will need to work on their parts at home. This includes memorizing lines and songs, practicing dance moves, and researching to understand their part in the play. Please help your child with these tasks whenever you can.
- **Attitude:** Students who want to thrive in the theater should be ready to work hard, take risks and open their minds to new ideas. Theater is a team sport and all cast members are expected to be positive, encouraging and respectful.

Communication

General communications will be sent to your primary email address. If a communication is more urgent (such as a cancellation due to winter weather), you will be contacted by group text and/or email. Please check your email frequently for updates, rehearsal changes, and weather cancellations. Please let us know if your child will be absent from rehearsal by texting the director (Robin Ott, 541-965-1987) as soon as possible.

Fees

The registration fee for this entire program is \$100 per child or \$150 per family. Scholarships and partial scholarships are available upon approval.

Behavior Policy

Students are expected to be safe and appropriate with their peers and leaders. Fighting, bullying, destruction of property, theft, racial/sexual harassment and inappropriate language will not be tolerated.

When behavioral issues arise, we will first talk to the student, make our expectations clear and verbally redirect their behavior. If unwanted behaviors persist, our behavior policy is as follows:

1. A phone call home to a parent/guardian
2. If behavior persists, a parent will be required to attend rehearsal for one week with their child
3. If the behaviors continue after steps one and two, the child will be removed from the play. There will be no refund of registration fee in this case.

Cellphone/Digital Device Policy

No cell phone or digital devices are to be on stage or backstage during any rehearsal or performance. If your child needs to bring a phone to rehearsal for communication purposes, they will be asked to set it face down and in plain sight on the edge of the stage. We encourage you to contact the director or other theater staff directly if you have an emergency that requires you to reach your child during rehearsal.

Snacks

A small, prepackaged snack will be provided before rehearsal (between 3:30 and 4). If your child needs a larger snack, please send them with a packaged snack or feed them before they come. No gum, food or drinks other than water are allowed in the theater. All food must be eaten in the community room. We encourage families to donate snacks. A volunteer will contact parents about signing up to bring snacks.

Volunteering

Our Civic Kids Theatre Program is run exclusively by volunteers! These generous people are giving of their time and abilities purely out of their love for the craft and the kids. Please remember to thank them! Without parent/community volunteers we wouldn't have a program. If you are interested in helping, please talk with one of our staff about volunteering. We need parents to help supervise kids during rehearsals, build sets, serve snacks, clean up after rehearsals/performances, work backstage and in various other tasks before, during and after the play. We need your help to make this play a success. Be advised: our volunteers usually have as much fun as the kids! **Volunteers who will be working directly with students are required to complete a criminal background check.**

Thank you for reading this far! We are so excited to be putting on a show with another great group of kids and parents. Feel free to approach the director or any member of our team with questions or concerns.

Team "Disney's Aladdin, Jr.":

Robin Ott, Director

Jenny Jenkins, Producer

Rebecca Gooch, Musical Director/Choreography

Nancy Moon, Wardrobe and Technical Operations

The Dalles Civic Auditorium Civic Kids

Registration Form for “ Disney’s Aladdin, JR”, 2025 Spring Production

Child’s Name _____ Age _____

Birthdate _____ Gender M ___ F ___ Other ___ T-Shirt Size _____

Current Grade _____ School _____

Primary Parent/Guardian _____

Phone no. _____ 2nd _____

Email (Please print carefully) _____

Secondary Contact/s _____ Phone _____

Health Concerns/Food Allergies

Behavior or Special Ed. Needs we should be aware of _____

Medical Insurance Info
(Required) _____

Check here if you would like to be contacted regarding financial assistance _____

\$100 Per Child or \$150 Family Rate with Siblings – No refund if child is removed due to behavior issue.

Deposit Paid Amt. _____ Date _____

Balance Due (date) _____

Paid in Full _____ Date _____

Script Picked Up _____ (Script Replacement fee \$20.00)

Make checks Payable to The Dalles Civic Auditorium

Waiver of Liability/Hold Harmless and Media Release

The Dalles Civic Auditorium Children's Theater General Waiver and Informed Consent to participate in "The Wizard of Oz" Production to be held at The Dalles Civic Auditorium, with Workshops, Practices and Performances taking place, per provided schedule, from December 2022 through March 2023

I hereby give consent for (Print) _____ to participate in "The Wizard of Oz", and upcoming production of The Dalles Civic Auditorium Children's Theater.

I am fully aware of the risks and hazards connected with allowing my child to participate in this activity, including possible exposure to COVID, personal injury, medical costs or death and disability. By signing this waiver, it shall bind the members of my family, spouses, heirs and personal representatives and shall be deemed a release, waiver and discharge of any release of any liability to all involved in the production. I also understand that I will need to provide adequate health and accident insurance to cover any injuries that may occur.

By signing this release, I agree to not hold responsible: The Dalles Civic Auditorium Children's Theater, The Dalles Civic Auditorium Board Members, any volunteers associated with the production, and their family members, from any and all liability. In return all the Dalles Auditorium Children's Theater Staff and Volunteers will take every means possible to provide your child with a safe environment.

Web and Media Publication Parental Permission

It is understood all images, testimonials, photos, video, and audio taken at or in connection with the production are the sole and exclusive property of The Dalles Civic Auditorium Children's Theater. As a condition of participation, it is understood and authorized that photos, video and/or audio may be taken of participants. It is also understood and agreed that said content may be used in promotional materials, marketing collateral, and online media specifically related to The Dalles Civic Auditorium Children's Theater Program. Personal information will never be published.

Signed on this date _____

By: Parent/Guardian:

(Please sign & Print your Name)

Representative of The Dalles Civic Auditorium Children's Theater

Gail Farris, Children's Theater Director

November 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes					1	2
3	4	5	6	7	8	9
10	11	12 Auditions 4:00-6:00	13 Auditions 4:00-6:00	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10 First Read through Parent meeting 6:00-7:00	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Notes			

January 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes			1	2	3 Rehearsal 1:00-4:00	4
5 Rehearsal 1:00-4:00	6	7 Rehearsal 4:00-6:00	8 Rehearsal 4:00-6:00	9 Rehearsal 4:00-6:00	10	11
12 Rehearsal 1:00-4:00	13	14 Rehearsal 4:00-6:00	15 Rehearsal 4:00-6:00	16 Rehearsal 4:00-6:00	17	18
19 Rehearsal 1:00-4:00	20	21 Rehearsal 4:00-6:00	22 Rehearsal 4:00-6:00	23 Rehearsal 4:00-6:00	24	25
26 Rehearsal 1:00-4:00	27	28 Rehearsal 4:00-6:00	29 Rehearsal 4:00-6:00	30 Rehearsal 4:00-6:00	31	

February 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes						1
2 Rehearsal 1:00 - 4:00	3	4 Rehearsal 4:00-6:00	5 Rehearsal 4:00-6:00	6 Rehearsal 4:00-6:00	7	8
9 Full Dress Rehearsal 1:00-4:00	10	11 Rehearsal 4:00-6:00	12 Rehearsal 4:00-6:00	13 Rehearsal 4:00-6:00	14	15
16 Rehearsal 1:00 - 4:00	17	18 Rehearsal 4:00-6:00	19 Rehearsal 4:00-6:00	20 Rehearsal 4:00-6:00	21	22
23 Rehearsal 1:00 - 4:00	24	25 Rehearsal 4:00-6:00	26 Rehearsal 4:00-6:00	27 Rehearsal 4:00-6:00	28	

March 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes						Performance 1 7:00 Arrive at Civic by 6:00
Performance 2 2:00 Arrive at Civic by 1:00	3	4 Rehearsal 4:00 - 6:00	5 Rehearsal 4:00 - 6:00	6 Rehearsal 4:00 - 6:00	7	Performance 8 7:00 Arrive at Civic by 6:00
Performance 9 2:00 Arrive ay Civic by 1:00	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					