

THE KW CHILDREN'S DRAMA
WORKSHOP HANDBOOK of
Policies & Procedures
for PARENTS & PARTICIPANTS
in our
PROGRAMS

2011-12 SEASON

KW Children's Drama Workshop
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Third Edition 2011

GREETINGS FROM THE BOARD, INSTRUCTORS AND SHOW DIRECTORS!

KW Children's Drama Workshop is a Registered Non-Profit Charitable tuition based Organization
86502 1083 RR0001 supported by a Volunteer Board of Directors.

This is a GREAT opportunity for your children/youth to JOIN THE JOURNEY & explore their curiosity of the theatrical arts world in a safe, supportive POSITIVE environment – where kids/youth are #1. We believe that theatre is a vital aspect of a fulsome education and it is a commitment to excellence that extends outside the stage into your everyday life. Theatre invites you to fully engage your imagination and explore infinite possibilities. It encourages children and youth to challenge them self and KWCDW is proud to serve the KW regions area youth and families with just these kind of experiences.

Students who participate in a strong theatre program build a broad base of theatre content, knowledge & skills. They also learn and develop critical/creative thinking; problem solving; communication, speech arts; literacy appreciation; individual/collaborative planning; historical/cultural sense; self/social awareness; team building skills, research skills to name a few.....

We offer progressive training with various commitment levels to suit to your child's needs, experiences, time & financial ability. Participating with KWCDW gives participants & their families a rewarding and fun experience in live theatre. We are proud to support and encourage our students who would like to audition for professional theatre or post secondary institutions. KWCDW has had many graduates choose aspects of theatre as post secondary education and/or a career.

KWCDW prides itself on maintaining well organized programming and administrative services. We work hard at keeping parents well informed of every aspect of KWCDW programs.

Our goal is to provide participants no matter their commitment level with a warm, welcoming and caring environment for all our participants. With benefits extending from the magic of live theatre, to exercising one's mind, body and spirit and gaining appreciation for theatre arts.

Parent Commitment

KWCDW knows that having children participate in extracurricular activities is an investment for both parents & their children. We understand the financial and time commitments required to make it possible for children to be trained in the dramatic & related arts. We know that parents want to give their child the best opportunities possible and to help them find the activities that suit them best.

We do ask that you assist the faculty at KWCDW by making sure your students have regular attendance and are punctual for their class/rehearsals/Presentations as these are both important to the growth of your child and the rest of the class/cast/team. Please ensure that your child visits the washroom, changes into their required clothes/shoes and/or finishes any snack *before* class/rehearsals start so that they may be in the room and ready to go on time.

Production families: In order to mount Productions of the magnitude we do, we rely heavily on the support of parents and community volunteers to help us with various aspects of the Production. Families are responsible to put forth a minimum of 20 hours of time/effort over the course of the rehearsal & show period for helping make & create props, sets, costumes, administrative help, caring for cast members backstage and at rehearsals, meal planning, fundraising etc. Many people have no idea how much work goes into a production. Your help builds quality relationships & pride with your children, you show all our participants & audiences that giving back to your community is important and that it truly makes KWCDW a family affair. Without your help our programming fees would be significantly higher to cover the costs that would be incurred by professional help so we graciously thank you help us save by giving your time of both developed and new found talents. It also ensures our primary concern of safety, supervision and that our participants are accounted for during these productions. Thank you in advance for your help.

KWCDW has various events and community performances that pop up throughout the year in which parent volunteers are needed. We ask that one parent or older sibling from each family be involved in at least one of our external events as opportunities are presented. We appreciate your willingness to support your child (ren).

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KWCDW Board of Directors

Running a theatre training school & company is more involved than just putting on Productions. KWCDW is administered by an elected Volunteer Board of Directors responsible for the Policy & Financial Development and well being of the group. The Board is made up of directors who represent various areas of expertise. The BOD is elected for a minimum of a one year term with the option of renewal. The Board is made up of a combination of parents who had/have children in KWCDW programming; and from the public sector who have a keen interest in supporting children/youth and live theatre. The Board meets once a month & each member also heads up a committee.

Current Board of Directors

Allison Scagnetto – Chair/Secretary
Maggie Parent – Assistant Chair & Costume Manager
Kerry Motz – Treasurer
Christine Schindler – Volunteer Coordinator

- Marketing Manager
- Sponsorship Coordinator
 - Grants

ABOUT US

THE SCHOOL OF KWCDW

The school of KWCDW was founded in 1995 to provide a creative home for young bodies, minds and spirits. The school offers evening, weekend, class style mini and extended workshops in Drama, Movement/Dance, Stage Fighting, Audition Tips, and Monologue Preparation etc. Summer drama, PD Day Workshops & March Break programs, plus senior student internships are also available.

KWCDW PRODUCTIONS

is a theatre company of 4-16 year old actors based in the KW Region, Canada. Leslie Gail Hill founded the group in 1995 to present skilled young actors in professional quality full scale productions. To date the company has staged more than 32 full scale productions with regional children/youth taking the lead in all aspects of the casting. Auditions & enrollment take place throughout the season. 2011 welcomes the addition of a Junior Production geared specially for 4-9 year olds!

TODAY

KWCDW has been under the Artistic Directorship of Deanne Bingleman (BA) since June 2009. Deanne began as the group choreographer in 2007 but quickly started taking on other roles within the organizational aspects of group. In fall 2008 Deanne became the Assistant Artistic Director for KWCDW and was the Production Manager for the season finale production Anne of Green Gables which reached high acclaim within the KW community. This past season we have seen around 300 students participate in our productions and workshops with numbers on the rise and thousands of audience members. KWCDW programming continues to grow and evolve providing even more levels of learning opportunities for today's children & youth!

Through the hard work of a wonderful Directorial faculty and many parent and community volunteers KWCDW is on the brink of reaching new heights in the KW region.

KWCDW MANDATE

KWCDW's mandate is to promote the education of performing and learning about theatre arts for children/youth by children/youth. To offer great opportunities for area youth ages 3-16 to explore the magical world of live theatre. To compliment the actors training we offer excellent skills training through classes, workshops and full scale Productions.

Transform Yourself!

Our philosophy revolves around constant progress & transformation, encouraging each individual participant to strive to reach their personal potential, regardless of age. It is this commitment to excellence that extends beyond the four walls of a theatre and lasts a lifetime!

KWCDW is a place where solid foundational instruction & fun exist together!

KWCDW is different because each Director or Instructor is fully dedicated to help facilitate each participant's individual developments both artistically and technically. When you enrol in a KWCDW program/Production your child will develop a strong sense of self discipline, self motivation, determination, building a good/solid work ethic and a positive attitude which are skills required for daily living. Theatre classes and productions are also chances to have fun social interactions with peers with similar interests and goals. KWCDW grads are invited to participate as Interns in our Productions. Participants 13+ are encouraged to be class assistants to help inspire, motivate children in our younger programs. Becoming an Intern or Assistant provides invaluable volunteer experience that can be used towards one's high school diploma required volunteer hours as well as serve as inspiration to our younger members. Grads 17+ are encouraged to become Production Interns or members of our Stage Crew.

We celebrate the talents of **every one** of our participants throughout the season. KWCDW programs teach their students to interpret and represent the dynamics of human interactions through their work in drama. This understanding is the foundation of knowledge about drama as an art form. Through dramatic education, students increase their knowledge of and critical appreciation for live theatre. Students also learn to express their personal experiences of connecting with others, tension, conflict resolution and creating meaning in their world. Exercises/Games allow them to experience life-like situations, to make choices and to take responsibility for their actions in a safe and nurturing environment. By taking on roles, students gain a deepened awareness of themselves and others in a variety of perspectives. Fieldtrips to the theatre further enrich the programs.

We hope that you and your family will be able to develop new skills and abilities in the world of live theatre, sewing costumes, building sets etc. and enjoy learning through a creative experience.

Come share in our 17th Season and see for yourself why KWCDW is the #1 theatre training school for children/youth theatre in the Region.

"Education is not the filling of the pail, but the lighting of the fire." W.B. Yeats

OUR TRAINING & STORAGE SPACE

Most of KWCDW classes, workshops and rehearsals are currently run out of Emmanuel @ Brighton Day Care 65 Noecker St in Waterloo but the office is at 369 Pastern Trail, Waterloo.

Occasionally, KWCDW rents other facilities like the Button Factory, Adult Rec Centre, Renaissance School of the Arts or RIM Park to suit scheduling needs.

Our Productions are held at local theatres which include but are not limited to The Registry Theatre in Kitchener; Galt Little Theatre in Cambridge.

Costume storage for Productions are now stored at a location on King St. near the school.
Our sets are stored in 2 locations in the KW area.

TEACHING & PRODUCTION FACULTY

The Artistic family at KWCDW comes from a diverse background of training and experiences. Our Directorial and Teaching team are selected for their positive nurturing attitude and enjoyment of working with children and youth as well as providing solid knowledge & skills of the theatre world. This atmosphere provides a solid foundation for learning the disciplines required for the world of live theatre. Many of our programs now have senior youth and KWCDW graduates who assist and inspire our younger cast and class members as Interns.

Directors/Class/Workshop Team 2011-12 Season

Deanne Bingleman – *Artistic Director, Office Manager, Production Manager of the Productions, Dance Instructor for Workshops and Choreographer for Productions*

Nara Farrell – Mondays & Wednesdays instructor; Director: A Christmas Carol

Joy Garofalo Director: James & the Giant Peach & Stage Manager: A Christmas Carol

Deb Stanson Director: Wonderland! The Musical Misadventures of a Girl Named Alice

Kenneth Lefebvre(Director: Lion, Witch & the Wardrobe; Coach: Improv Troupes; Storytelling Instructor

Karam Yousif Stage manager: James & the Giant Peach/Lion, Witch & the Wardrobe

Cassandre Young Director: Snow White+

Kenneth Lefebvre - Tuesdays

Amy Neufeld – Fridays, Saturdays, substitute

Matt Richardson – Stage Fighting

Melanie April Fries – dance

Deanne Bingleman - dance

High school Interns & other Team Members – TBA for each show.

Please see the website for full bios.

PROGRAM DESCRIPTIONS

At KWCDW we strive to create and maintain a positive learning and experiential environment for our actors and their families. Having your child participate in our theatre program should have little to do with creating a "star". The objective is to provide children with opportunities to experience the full process, learn and study live theatre through performing & exploring live theatre & its foundations while developing life skills and most importantly have FUN!

The short of it...

CURTAIN CALL/ THEATRE IN THE PARK

Is an exciting fun filled 1 week of opportunities for area children and youth to explore various elements around live theatre. The camp is offered in July and August each year. Each week explores a different theme/focus. The camps are open to 6-9 years; 10-13 years. Newly gained skills and creations will be presented on the last Friday of each session. Previous experience is not required but an open mind and willingness to explore the magical world of theatre is.

SCENE IT ON STAGE – March Break Day Camp

Open to 7-11 years, register early to ensure your space.

MARCH BREAK EVENING CLASSES

We are considering offering drop in evening classes over the week of MB to keep your mind sharp and spreading your wings. Please contact Dee if you are interested.

SEASON CLASSES/WORKSHOPS

Classes begin in September and run through to April. Part way through the year enrolments will be permitted based on availability. Classes are geared to develop over the course of the year with a final presentation where the students will take to the stage in a school/church and strut their stuff.

MINI WORKSHOPS – are short term workshops to give the aspiring actor a taste of a course without a long term commitment.

PRODUCTIONS

Our productions run throughout the year and explore a wide variety of theatrical options drama, musical, pantomime, comedy etc. Please see more information under our productions.

Summer Production

A summer production is potentially offered each summer for 3-4 weeks with a final presentation in a local theatre or out in the community. This is an evening/weekend commitment. Our summer production is open to 11-16 years wishing to perform over the summer months. Participants are cast based on their individual audition. Summer auditions are booked between February & the end of April and held around the END of June each year.

The long of it....

Mini- Workshops

Are short term training and learning opportunities for area children/youth. We offer a variety of mini-workshops throughout the year. Mini workshops are single day or few weekends in length. They are great ways to get exposed to various theatre art forms to "test the waters" and explore one's own curiosity. Mini-workshops are generally open to both KWCDW Production participants and the general public. *some programs have pre-requisites.

Past Mini – Workshops include but are not limited to:

Stage Fighting with Matt Richardson; Movement for Actors with Deanne Bingleman; Dance Intensive with Melanie April and Deanne Bingleman; Musical Theatre Dance Intensive with Deanne Bingleman; How to Audition with Deano Wilson Rouse & Nara Farrell; Interactive Storytelling with Kenneth Lefebvre; How to Apply Proper Stage Makeup and Make care with Amy Jayne's; Information session with Glynis Ranney and Mike Krakowski former performers in the Anne of Green Gables Charlottetown Casts and professional actors today.

Tuition varies for each workshop depends on length, instructional fees, rental costs, insurance fees etc. Members of our Productions can participate in Mini-workshops at reduced rates.

KWCDW has the right to require minimum enrolment numbers and enforce maximum enrolment for each program. If minimum numbers are not met, KWCDW has the right to cancel programming. Enrolment is on a first come first serve basis & our programming runs on a cost recovery basis. Fees are not pro-rated for latecomers.

Extended Workshops (formerly called 'Classes')

Extended workshops are longer training sessions for those with a desire to learn more about theatre skills and hone them over a longer period of time.

These are explorative classes that run all year long. (For programs that allow space you can enrol per term to fit your schedule). This provides participants 3-16 years of age to try multiple forms over the course of a year or ease their way into training by shorter commitment lengths. Each term offers an in parent observation day & third term offers an informal presentation on a small stage. Techniques that may be explored are Improv, Stage Technique, Script Analysis, Monologue Development, Movement for Actors etc. The workshops are great for the student who knows what they want or needs to work on to further hone underdeveloped skills.

Commitment level per technique is 1x per week for a season or per term(where available).

Weekly (depending on the program):

Ages 3-4 years attend for 45 minutes

Ages 5-7 and 8-10 years attend for 45 minutes to 1.5 hours

Ages 11-16 years attend for 1 to 2 hours

Sessional participants will wear simple costuming provided by KWCDW or from home for their final presentation. Simple props, head pieces etc may be added for helping develop the themes being presented but the focus will be on simplicity.

Tickets are sold for a minimal fee to help cover the rental & production costs. We also collect food for the food bank, books for building community literacy, change for the Kids Help Phone etc., with each of our shows, thanks for helping make a difference to the community & beyond!

Production Companies

KWCDW has 4 Children's Production Companies: Junior, Pre-Intermediate, Intermediate and Advanced Students involved in these companies get to work with those with post secondary and/or professional theatre artists, non-competitive performances and local fundraisers. Working towards a production involves design and space so a strong commitment is required. The commitment ensures costumes, accessories and blocking can be planned & rehearsed well so all actors can go on stage as confident individuals.

Productions are constructive ways to apply and learn further theatre skills. It gives the participants a chance to participate in full scale productions and to parents/friends provides an atmosphere for them to see how the actor has progressed. It instills responsibility, self discipline, confidence & fun. Performances take place in a real theatre setting which in turn teaches participants and their families about theatre etiquette and staging. Following each production we are flooded by positive feedback on the quality of the productions from the costume/sets through to the skill young actors can bring to the stage. It is an exciting challenge for us to keep generating shows with strong integrity and high quality while being creative and enjoying watching these young actors grow and develop both on and off stage.

Before you sign up you and your child should discuss the following:

1. A production of any kind is a commitment of both time and energy by the participant and their family. Review the rehearsal and production schedule in advance. If you have several conflicts (with piano, dance, sports etc.) or feel the productions will eat up too much of your time then perhaps it is better to encourage your child to participate in our less time-consuming endeavours. We can't do it all. If time is available it is still important to be an open and honest communicator and let the Director/Stage Manager know of any conflicts in advance. It will be spoken on more than 1 occasion that participating in a Production is a commitment & team effort and that everyone involved has taken on a responsibility & is an important part of the puzzle.
2. What kind of show appeals to your child? Are they willing to be part of the show no matter where they are cast? Being a lead in one production offers no guarantee for the next. A quiet soul in one show may knock the Directorial teams' socks off for the next show and be the right person, in the right place

at the right time. If being onstage is the more important than being the star then these productions are for you as we strive to consistently instill that any stage time is learning/experience time and being part of the team is more important than the placement in the show!

3. Our Productions are truly a family affair. Parents and/or siblings need to be prepared to assist their aspiring actor memorize lines, watch them rehearse choreography or assist within the production with set building, sewing costumes, collecting props, assisting with show meals or changeroom duties to assist in smooth running shows and even more importantly the safety of our aspiring actors!
If this still strikes your fancy then keep reading and find the show(s) that are right for you.

Production Notes:

To get the most out of the Production, all participants should plan to attend the entire program. Attendance is mandatory for the final 2-4 weeks of rehearsals of the production plus **all** Theatre Week rehearsals and shows (which includes weekday school performances) to be eligible to participate in this program. Attendance in the final 4-6 weeks of the rehearsals is particularly crucial as this is when the show will be doing full run thru's, costumes and full sets and props start getting incorporated.

Casting decisions are made by the Directorial team and are final. Many things come into play for casting decisions. **Attitude is everything.** Talent alone will not get you the lead every time. Those with and without previous experience will get to work together and help each other in creating a supportive team environment. It is expected that person's wishing to participate in a Production will be excited to be part of the team and will not withdraw from the program based on casting. Please help your child prepare for this. We believe it is important that everyone learns the various roles involved in a production and like Russian director and acting teacher Konstantin Stanislavski (1863-1938) stated that

"there are no small parts only small actors!"

Without the deemed smaller roles we'd lose many of our supporting and comedic actors, who often get a lot of stage time despite not necessarily having a lot of lines. We believe whole heartedly it is with a positive attitude that it is what you do with your role not who your role is. Even professional actors spend many times in ensemble / supporting roles but are happy and excited to take the stage as we will expect our Production Members.

Depending on the production KWCDW uses a combination of single cast and double cast shows. Our double cast shows are used as a learning tool and to provide multiple participants the learning curve of experiencing multiple roles. It offers a larger range of participants to take part in the production and ensures that there are no understudies as everyone gets to perform something in each show but will alternate their roles between casts. We realize the professional world of theatre does not present these opportunities but we pride ourselves on allowing participants to grow their skills in this way.

Advanced Production Directors have the option to limit double casting or not incorporate it at all. Advanced Productions offer challenges to our actors in other ways so they can focus on single roles as the actor, are ready to refine their own acting techniques, a deeper character development and take their acting experience to a new level.

** Please read carefully as our Policies regarding Production Participation has changed.

Junior, Pre-Intermediate & Intermediate Productions

Participants may vary in ages. Junior 4-9 years; Pre-Intermediate 9-14 years, Intermediate 9-16 years of age. Junior productions tend to be shorter shows and have themes that lend themselves to younger/family audiences. Our Pre-Intermediate & Intermediate productions offers a broader range of audience ages.

Minimal and maximum enrolment numbers will be enforced.

GETTING INVOLVED:

To **participate in any of these Productions** you enrol/register for the program (like you would hockey or soccer or dance) by filling out the registration form and submitting it with payment.

Placement auditions are held during the first few rehearsals and before casting is announced. This gives your child the chance to meet your Directorial team & other cast members, build audition skills and an opportunity to show the Directorial team what you are made of which can assist with final casting decisions. The first few rehearsals cast will get opportunities to develop skills, an understanding of the story line, work on vocal and choreography on mass.

Rehearsal commitments vary slightly

Sept – Dec production rehearses Thursdays 6-9 pm, Sundays 1-5 pm & some Fridays 6-9 pm.

Nov – Feb/Mar production rehearses Fridays 6-9 pm, Sundays 1-5 pm & some Thursdays 6-9 pm

Sept – May Junior Production rehearses Sundays 1-3 pm

All participants are expected to be available if called (but may not always be required) at each rehearsal.

Each participant is guaranteed a minimum of 60 hours in Junior Production & 80 hours in the Pre-Inter & Inter Production which the tuition fees are based on.

All those who have completed registration and tuition payment/arrangements will be cast in the production.

*Please see **Tuition** on what is and is not included in the fees

To get the most out of the Production experience, all participants should plan to attend a minimum of 95% of the program. Attendance is mandatory for the final 2-4 weeks of rehearsals of the production plus all Theatre Week rehearsals and shows (which includes weekday school performances) to be eligible to participate in this program. Attendance in the final 4-6 weeks of the rehearsals is when the show will be doing full run thru's. Please plan to attend a minimum of 95% of the time in those weeks.

Advanced Production

Advanced Productions are for the keen and serious 9-16 year old who is ready to take on the responsibilities of a bigger show and potentially a bigger cast. ***Our Advanced Productions will offer regular Audition Calls that leave casting based on one's performance in the audition!*** Depending on the production an ensemble of 9-16 years may also audition.

Minimal and maximum enrolment numbers will be enforced.

Auditions are held each January for our Advanced Production that rehearses January – May each year.

Advanced auditions are designed for those who are ready for more commitment and challenges offered to them from the Directorial team. Auditions must be pre-booked. Information regarding audition expectations is sent out in advance of the auditions so each person can prepare.

Rehearsal commitment is Fridays 6-9 pm; some Thursdays 6-9 pm and Sundays 1:00 – 5:00 pm from January - May.

All participants are expected to be available if called (but may not always be required) at each rehearsal. There is around 130 total rehearsal hours prior to theatre week. To get the most out of the Advanced Production, all participants should show a strong commitment to the group and demonstrate a keen passion for live theatre. You should plan to attend a minimum of 95% of the program. Attendance is mandatory for the final four Sunday rehearsals of the production plus all Theatre Week rehearsals and shows (which includes weekday school performances) to be eligible to participate in this program. Attendance in the final 4 weeks of the rehearsals is vitally important when the show will be doing full run thru's.

Entrance into an ADVANCED PRODUCTION is by Individual Auditions. Participants need to book in an individual time slot, participants will be notified at the end of the auditioning days via email/phone call if they have or have not made it to Call Backs for group auditions or invited to participate in the ensemble. *Enrolling in an Individual Audition for our Advanced Productions is no guarantee you will be cast in the Advanced Production.*

For those who are invited to the Call Backs will definitely be cast in the Production but must participate in a week of group on mass rehearsals before final casting is announced. This gives the Directorial team time to

see everyone work in a group environment and how different arrangements of people look and work together. All those who meet audition requirements and are requested for & attend the group Call backs and have paid or made arrangements for their tuition will be cast in the production.

Audition requirements: announced per production

*Please see **Tuition** on what is and is not included in the fees.

Family Commitment for Productions (not classes)

All families are required to fulfill at least 20 hours of volunteer time within the productions as a condition of registration. If you decline to take on the family commitment position, a \$100 non-volunteer fee is to be paid at the time of registration with the program. If you intend on completing your hours a post dated cheque for the last day of the production must be submitted for the files and will be returned upon completion & logging of hours.

KWCDW is organized and run by a Volunteer Board of Directors. A mandatory parent meeting is held at the beginning of each production for families to select where they hope to assist. Our Volunteer Coordinator helps coordinate the help required throughout the production process.

BIRTHDAY PARTIES

These are a new activity at KWCDW! Parties are booked for Saturday afternoons/evenings only based on instructor/space availability. Book early!

Group Field Trips –

Every year KWCDW tries to arrange for group rate tickets to Productions in Stratford and/or Toronto. Part of learning theatre is observing theatre. Participating as an audience member gives you an opportunity to learn how to be a good audience member, to develop further appreciation for the live arts and to further train your eye in the world of theatre from the view of the Directorial team. These trips are optional but a brilliant invaluable asset to one's training. The tickets are available to the participants and their families on a first come first serve basis. Please note a minimal required number of tickets must be purchased for us to receive the reduced rate. All transportation to and from events will be responsibility of and at the discretion of each family.

Bookings for these trips happen between February and April each year. Tickets must be paid in full to have your tickets reserved by the deadline dates. The show performances are typically in June after most of our season concludes.

KWCDW regularly informs its members of upcoming local productions.

REGISTRATION & TUITION

CLASS TERMS

FALL - week of September 12 - November 13, 2011

WINTER – week of November 14 2011 - January 29, 2012

SPRING – January 30 – Saturday, April 28, 2012

- tuition takes into consideration of holidays
- ** tuition will not be pro-rated for late registrants the "term" fee(s) will be applied

Payment options are available. If enrolling part way through a season please contact the Artistic Director for term fees.

Tuition for classes/hour/season September – April

Drama Basics \$185.00

45 minutes \$215.00

1 hour \$290.00

1.25 hours \$325.00

Tuition for Productions

Snow White + \$300 includes legal copy of script, 60+ hours of rehearsal/coaching time, costumes

A Christmas Carol \$455.00 includes legal copy of script, 80-110 hours of rehearsal/coaching time, costumes

James/Peach with Lion, Witch.. \$455.00 includes legal copy of script, 80-120 hours of rehearsal time, costumes

Wonderland! Audition \$10.00 admin fee book today for January 18, 20, 21

Wonderland! Leads \$465 / Ensemble \$300.00 includes legal copy of script, various hours of rehearsal/coaching time, costumes & music rehearsal cd

Workshops – rated separately as held

March Break SCENE IT ON STAGE day camp \$180.00

Summer CURTAIN CALL day camp \$180.00/week, 2 weeks \$310.00, 3 weeks \$450.00, 4 weeks \$600.00 (each week a different theme/concept developed) for 6-9 years and 10-13 years

Summer Production varies – rehearsals & show in July or August

Birthdays - upon availability \$50.00 to book the party then \$10.00/guest in attendance with a maximum of 20 participating guests – birthday child FREE. **Parties begin with your Bring Your Own meal/snack/cake for up to 45 minutes followed by 1.25 hours of drama entertainment, skills & fun followed by a 15 minute presentation for family & friends of the activities explored. Each guest will receive a discount coupon towards classes or tickets to a production with KWCDW (to be specified at confirmation)

Registration Process - DETAILS

- All Mini & Extended Workshops and Junior/Pre-Intermediate/Intermediate Productions at KWCDW are open to the public and based on availability.
- Registering for KWCDW programs & Productions is done through mail, online or at Registration days (see Important Dates). It ensures you get into the programs you are interested in. It also lets us know which classes need to be added or cancel programs in a timely manner. Our programs are popular and tend to fill quickly.
- It is important to fill out the registration & other forms completely as it provides us with important information so your child can maximize their learning and experience with us.
- Advanced Productions are open to the public but all wishing to register in the yearly Advanced Production (Spring) must successfully complete an individual audition before full registration can occur.
- Students are placed in mini and extended workshops (classes) dependent upon age, and where there are large classes, skill level will also be taken into consideration.
- Productions are open to those 4-16 years of age with or without previous experience. See more information under **Productions** for further details.
- The Student Registration Form, the Medical Form (if required), the Release Form and Actors Credo (productions) Form must be completed upon registration for all programs.
- If the program that you request is not available, our office will notify you.
- It is the parent's responsibility to ensure that all necessary emergency information (i.e. Medical / special needs) has been disclosed. We encourage parents to speak with the Instructors/Directors prior to the start of the program so our team leaders can appropriately meet the needs of your child.

- For the safety of all children with allergies, we require that nut free and crumb free food is brought to rehearsals/classes.

Registration Commitment

We are pleased to offer many exciting programs here at KWCDW. We have a variety of programs that run on different schedules. Please make sure you are aware of your commitment to ensure it will fit into you and your family life without causing undo stress. Fill in the appropriate Registration Form and submit with payment. ** A SEPARATE registration form is required for each child and for Productions / Extended Workshops but one release form can be signed if all names are listed on the form.

Tuition Payment

- Payments can be made either in full or in multiple instalments. Payment options available to students and families of KWCDW are either through cheques or cash when paying in full. All cheques are payable to "KWCDW". If paying in instalments only post-dated cheques will be accepted; this must be submitted at the time of registration. Unpaid fees leave parents with the risk of having their child pulled from the production/class without refund to tuition already paid.

Other costs you need to consider:

Workshops –

- Have tuition fees connected to them; prices vary based on the workshop length, instructor fee, supplies provided etc.
- We also offer sibling discounts.
- Multiple discounts may not be applied to but the largest discount will be used.

Extended Workshops (classes) –

- Have a tuition fee connected to them, prices vary based on the length of the program both weekly and session length, instructor fee, supplies provided etc.
- All our extended workshops are optional and have some discounting available for siblings.
- Your child will receive 1 KWCDW t-shirt per year of participation and not per course/per term.
- The end of season presentation is informal and admission to the presentation is connected to a Community Drive (i.e. Food Drive; Book Drive; Toy Drive etc.)

Productions –

- Have a tuition fee connected to them.
- The price is based on a minimum number of rehearsal hours but with the possibility of significantly more hours of time available to participants at no extra charge. Productions are costly to put on. Your tuition fee helps but does not completely cover your artistic/technical/educational training time with your Directorial team, your costumes (remain the property of KWCDW or for renting from other organizations & their cleaning costs when applicable), your script (which is yours to keep & keep track of – if lost you are responsible for replacing it), your rehearsal space, 2 meals during production week, rehearsal cd for for musicals/pantomimes.
- Fundraising, sponsorships, donations and ticket sales help cover the cost of Show Royalties (which often extend into the thousands of dollars); Program Printing; Box Office; Theatre Staff for Stage Managing; Assistant Stage Managing; depending on the theatre the Front of House Staff, Ushers & Box office staff, (please note our Director, Choreographer, Music Director & stage crew is not paid & thus not required to attend during the production runs but usually willingly attend to assist with & volunteer during the run of the show and provide participants valuable feedback and encouragement during the run and ensure our show runs smoothly behind the scenes), costume cleaning (which can extend into hundreds of dollars when they are soiled with sweat marks/smell/makeup or are made with fine materials that can not be washed in regular machines), special effects used in the performance or other rentals around sound & lights that do not come with the general rental of the theatre space, advertising our productions to list some of the costs incurred with each Production.
- With the assistance of many volunteers including our Board of Directors, parents, siblings and the general public we are able to maintain tuition fee affordable to most families. Volunteers also ensure

our shows run in a smooth professional manner. To mount Productions of this magnitude volunteers are vital in keeping our costs down through the donation of their time to design our programs and display boards, build sets, create props, cut and sew costumes, transport sets and costumes to and from storage/theatre, organizing meals for cast & crew, selling concessions, ushering, stage crewing, changeroom helpers, posting posters etc. Involvement as Volunteers also helps you the parents see the tremendous amount of work that goes into a Production. One of our biggest concerns is cast safety. Each Production has their own Mandatory Parent Volunteer Meeting.

- *Production tuition does not include:*
 - Personal care items like footwear and undergarments. These are the responsibility of the family to provide such items. Safe investments are: black jazz shoes or ballet slippers for girls (~\$24-45 for new ones available at the Dressing Room on Erb St. or Inspirations Dance Wear on Queen St.) and black oxfords for boys. Unless heels are requested then black jazz shoes. Dance shoes are most recommended as they are designed for wear on the stage and provide movement in the shoe for the actor.
 - Additional tickets to the performances (prices vary from \$5-15 depending on the show and age of person the ticket is for) - *optional*
 - Parking fees (it is the responsibility of each family to follow the parking by-laws at each theatre – pricing varies significantly).
 - Production t-shirts (\$15-\$20 on average with the size of the order & number of colours of ink used in the printing affecting the price). – *optional*
 - Makeup – Due to hygienic concerns it is the responsibility of each participant to put on their stage makeup at home and bring their own proper stage makeup & brushes to all rehearsals and shows to be applied when necessary for touch ups. A list is provided under **Hair & Makeup Help**. If makeup other than regular stage makeup is required check with the Production Manager for these expectations/requirements.
 - Pizza Dinner Sundays - *optional*.
 - Please send healthy nut free, mess free and crumble free snacks and water to drink to **all** rehearsals. Actors are expending a lot of physical and emotional energy and need to replenish to avoid exhaustion and dehydration. The rehearsal spaces do not always have fountains to drink from. Please no glass bottles/containers. Label your snack containers. Eating in costumes is strictly prohibited so please bring something to change in or thick clothing to cover your costumes.
 - Rehearsal photos cd's {hundreds of pictures} (\$5.00) to be sold to KWCDW families. – KWCDW staff love to take photos. - *optional*
 - Hair basics are to be provided by each family – see the list under **Hair & Makeup Help**.
 - Line Wishes: Families are invited to purchase a line space within the program to send their aspiring actors messages of support. These wishes help us cover the costs to print the professional quality programs and serve as great mementos for years to come. We appreciate any support we can get in this area as our goal is for each cast member to have a quality headshot and bio in our programs – it is a huge esteem boost for the kids. **Adjustments to the program layout and quality are made as needed to fit the budget.** Cast will be asked to submit a short bio (no more than 30 words) that will be displayed in the program or the lobby display, the bios may be edited to fit the space layout of the program and will be done at the discretion of the program editor. Anyone without a submitted bio will only have their headshot displayed.

Program Discounts Individual or family discount may apply. Only 1 form of discount may be used per term.

Individual or Family Discount on multiple extended workshops (classes) taken per term or – this discount is available to those who register individually for multiple Extended workshops or Participants from the same family in the same term/show that enroll in a combination of Production/Extended Workshops:

Total Number of Classes:	1 class/production	2nd program	3+ programs	
Discount:	full & highest tuition	10%	15%	lowest tuition

The discount is taken off that particular courses tuition and not the combined "total" owing off that individuals/family tuition when you enroll in multiple classes within the same term. The discounts will apply from highest tuition to lowest tuition.

I.e. Madeline's Christmas \$450 + drama class \$80-10% off drama class tuition + sibling class \$65-15% off siblings class tuition= total

***Multiple discounts may not be applied to programs.
KWCDW reserves the right to prohibit students with outstanding fees from attending classes/rehearsals until full payment is received.***

Financial Information

Apply For Assistance

An application must be completed in order to receive any form of sponsorship from the BOLT Fund. This application will be found on our website when our BOLT fund is ready to accept sponsorships. There are some limited numbers of venues available to those in need of Financial Assistance through our area community centres as well. Please speak directly with our Treasurer Kerry or Artistic Director Dee for further information.

Donations/Sponsorships

Donations and Sponsorships will help children/youth of the KW region to grow and experience the magical world of live theatre through learning and performing live theatre. With your help we can continue to build thoughtful, compassionate, vibrant communities one amazing child at a time. A great way for people to get involved with the KWCDW and the BOLT! Fund is by helping to provide assistance for those who wouldn't be able to otherwise receive training in the dramatic arts. There are several ways to donate. You or your company may choose to sponsor an event, make an individual donation or donate in honour of a loved one. Instructions on how to donate, as well as more information about this fund can be found on our website www.kwchildrensdrama.com. We thank you in advance for considering a commitment to our vision of diverse and significant theatrical programming that engages and inspires the child in all of us. ***BOLT (Better Off with Live Theatre Fund)*** This fund exists with a desire to see dramatic arts and related training made available to everyone. Although KWCDW attempts to maintain reasonably priced programs, we understand that it is not always possible for everyone to afford extracurricular programming. ***KWCDW is a registered non-profit charitable organization # 86502 1083 RR0001 thus income tax receipts will be issued for all donations.***

Possible opportunities for Youth too old for KWCDW programming:

Assistant Director/Education Internship –

This is a full production commitment including during Production week.

One ADI space is available per production and positions will be filled through an interview. This is open to those 17+ interested in pursuing Directing or non-performing elements of productions.

This position offers successful participants an honorarium at the end of the Production for their time.

You will assist in leading workshops & warm-ups during the rehearsal process.

You may sit quietly in on the audition process, to learn how the Directors make the decisions they make.

The Director may ask you to assist with Attendance and other general administration.

You will assist the Stage Manager, Production Manager and production staff as needed.

You will attend meetings and rehearsals; assist with load in and strike.

You will become one of the Assistant Stage Managers at the Production which involves being on head set and directing back stage traffic.

You may be put in charge of show related tasks.

You participate in giving and receiving feedback on what you are learning and would like to learn more about.

You should present excellent verbal, communication and writing skills.

You should show good attention to detail, organizational skills, ability to multi-task and work independently.

You should be able to present yourself as a leader to people close in age to you.

This is an opportunity for you to accept responsibility and develop leadership abilities, work with a good employer and strengthen your resume, an opportunity to be challenged and learn new skills while providing a worthwhile service to your community.

Volunteer High school Interns and co-op students

This is a full production or Extended Workshop commitment which may include Production week and does include the final session date.

One HI space is available per production/Extended Workshop. Positions will be filled through an interview and then an orientation process for guidelines.

For Productions: this position is open to those 16+ that are interested in learning more about the how to's of live theatre.

For Extended Workshops: this position is open to those that are 12+ but must be at least 5 years older than the oldest age for that program.

This position may be used for high school volunteer hours.

You may be asked to assist with warm ups and guiding small educational workshops for our actors.

You are invited to sit quietly in on auditions to learn more about that process.

You may be asked to keep track of props, set up the rehearsal space, ensure the participants are quiet, asked to take detailed notes in the absence of someone, fill in voices for missing actors, attend the meetings and rehearsals, assist with load in / strike, given first opportunity to work on Stage Crew during Production week. You will participate in giving and receiving feedback on what you are learning and would like to learn more about.

You should present very good verbal, communication and writing skills.

You should show good developing attention to detail, organizational skills, ability to multi-task and work independently.

You should be able to present yourself as a leader to people close in age to you.

Those of age and are interested should download the Application Form on the website and submit a cover letter and a resume (if you have one) to Dee info@kwchildrensdrama.org by August 20th, 2011 or to the mailing address. After that applications will continue to be accepted and reviewed on a "as needed basis" after the deadline.

SAFETY & SECURITY

Faculty Qualifications

All of the faculty at KWCDW have received training in their area of instruction, and are committed to continued development. Each faculty member strives to constantly improve their teaching methods, preparation and creativity, and desires to bring out the best in each individual student.

Criminal Reference Checks

KWCDW's faculty members, our Volunteer Board of Directors and any other individuals who come into regular contact with students or their confidential information are required to provide KWCDW with a clean criminal reference check before becoming active at KWCDW.

Additional security

- With contracts our volunteers & staff also sign a Code of Ethics and Confidentiality agreements to ensure the information you provide KWCDW stays with KWCDW. We do not sell our lists or provide personal information to other theatre organizations or otherwise. ***Staff are not permitted to use personal information collected by KWCDW for their personal benefit outside of KWCDW. If such behaviour occurs please report it immediately to the Artistic Director.***
- All rehearsals & classes require that an adult signs them in & out of the class. It is our policy that participants in Productions 9+ may be dropped off and may sign themselves into rehearsals

but an adult must sign them out. At the theatre an adult must sign their child in and out of the theatre for those under the age of 14; participants will not be permitted to leave the backstage area until they are signed out and say goodbye to the Stage Manager. For those 14+ a written permission/release may be signed by an adult releasing KWCDW of their responsibilities and that they may enter and leave rehearsal without an adult doing so for them as long as they let the Stage Manager know when they are leaving.

Student Health & Safety

KWCDW is committed to protecting the staff, volunteers, participants and their families by trying to provide a safe and healthy workplace and learning environment. At the discretion of the Instructor/Director any child may be sent home if she/he appears to be ill or is risking the health of others. If children were too ill to attend school they should remain at home.

The following is a list of regulations adopted for the control of contagious diseases. These regulations are for your protection. Please give full compliance. If any of these situations occur please notify KWCDW as soon as possible especially if it may affect any pregnant woman or children with weak immune systems.

Open Sores/Skin Infection/Rash: Exclusion from rehearsal/class until after medical treatment has begun or open sores have healed.

Whooping Cough: Exclusion from rehearsal/class until child has been seen by a physician and given okay to return. Whooping cough is most contagious in the first 2 weeks of symptoms.

Strep Throat: Exclusion from rehearsal/class until 24 hours after medical treatment has begun.

Flus: Exclusion from rehearsal/class until 24 hours after the last bout of flu like symptoms occur (diarrhea/vomiting/chills/fever).

Chicken Pox: Exclusion from rehearsal/class until all pox marks are dry and child is free of fever.

Measles: Exclusion from rehearsal/class for at least six days from the onset of symptoms.

Mumps: Exclusion from rehearsal/class for 9 days from onset of swelling.

Pink Eye: Exclusion from rehearsal/class until 24 hours after medical treatment has begun and discharge has ceased.

Lice: Exclusion from rehearsal/class until child has been treated properly and all nits are removed.

If your child is *not* suffering from a contagious disease it is highly recommended they attend their class/rehearsal even if they do not participate. They can learn a lot through observing the class/rehearsal and further train their eyes for details and on what the Directorial team sees. Taking notes for one self so they are not behind at the next class/rehearsal shows will also prove helpful to both the student and instructor/Director.

*It is the responsibility of the participant to find out what they missed before their next class/rehearsal. Rehearsals more so than classes are run on a very tight timeline and more often than not there is no time for Directors to go back and re-teach what was missed by one student. It is also not fair to those who did attend and learn. We know this is a hard thing to learn and do not wish for those contagiously ill to attend and are fully aware they can not help that they are ill but there are more people that could attend and did get to learn that days lesson/scene/choreography/songs etc. Having a buddy system helps a lot and is encouraged.

**Please note: depending on the demand of the participants it is possible that those who miss Production rehearsals as ensemble roles may not be used in the sections they missed. This is at the discretion of the Directorial team and will be based on length of absence, the work ethic of the participant and what exactly was missed as to whether or not it can be learned over time. It is strongly advised that those who miss rehearsals make every attempt they can to find out what they miss as the Directorial team originally plans for everyone who is scheduled for those scenes to be in them.

Safety & Security at rehearsals & shows:

In case of an emergency it is imperative everyone follows the directions of the Stage Manager & crew. While in the theatre please follow the directions of tech crew. They have been trained in the locations of all the exits & protocols of the space.

DRESS CODE

A simple dress code has been put into effect for all participants at KWCDW. The dress code is important for building a positive team environment, for the frequent photo opportunities with the area papers and to get the most out of their learning experience as they will be in attire that does not restrict movement and/or distract from the learning process.

Please abide by the guidelines for all levels below. It is advisable that each participant have a personal "drama bag" to store their drama items and label it with their name/initials. Being properly groomed shows you respect theatre and being an actor. Each instructor/Director will inform cast as to their rules & consequences around dress code.

- Absolutely no dangling jewellery may be worn during rehearsals/workshops unless it is asked of you by the Creative team to help you prepare for a role.
- Hair is to be neatly pulled back out of the participants face at all times. The face is one of the most expressive tools an actor has and the Directorial team needs to see it.
- Absolutely no revealing attire or attire that restricts from moving in the ways required for your programming.

Mini Workshops

Guidelines are provided as each Mini Workshop is announced. If not please abide by Extended Workshop guidelines.

Extended Workshops (classes)

Participants are to wear comfortable clothing they can easily move in (no skinny jeans or skirts permitted). Tops and pants must not be revealing in nature. Footwear must be closed toe, clean indoor non-marking tread or proper dance footwear that is brought to each rehearsal with participants changing out of their regular footwear to use in the rehearsal space. Tops may be solid in colour or any KWCDW rehearsal or production shirt that extends at least to the top of the hip bones. Shorts must allow easy moving and bending & be at least to the mid-thigh in length. For safety reasons bare feet will not be permitted for most programs.

Rehearsals for Productions

Participants must wear comfortable clothes (yoga/exercise attire is best) that they can easily and confidently move in (absolutely no skinny jeans or skirts permitted). Tops & pants must not be revealing in nature. Tops must extend to at least the top of the hip bones. Footwear must be closed toe, clean indoor non-marking tread or proper dance BLACK footwear that is brought to each rehearsal with participants changing out of their regular footwear to use in the rehearsal space. Shorts must allow easy moving and bending & be at least to the mid-thigh in length. Bare feet will not be permitted unless required by the Directorial team.

Production week

Participants must have clothes they can change out of costume for in between shows. It is general theatre etiquette to change out of your costume and hang it properly (as one or more person put a lot of time and effort into your costume) before visiting audience members who came to see you. You must provide any items like socks, nylons, footwear as told by the Costume Manager or Director. To help reduce dirt on the stage footwear used in the production may not be used as daily footwear for the run of the show. Black footwear must be clean indoor non-marking tread or proper dance footwear that is brought to each rehearsal with participants changing out of their regular footwear to use in the rehearsal space. Bare feet will not be permitted for safety & hygienic reasons unless required by the Directorial team.

Lost and Found

We have a plastic bin in the front hall for our Lost and Found items left from both classes and rehearsals. Articles are cleared out the final Sunday of each month as we find ourselves overwhelmed with unlabelled personal belongings. Any unclaimed articles will be donated to a charitable organization. Please label your belongings!

COMMUNICATION

Good communication is important. Our desire is to make sure that all communication between *KWCDW* and parents/participants is clear. We attempt to achieve this through our website, Facebook, the monthly Call Board Newsletter, occasional handouts, email updates & Bulletin Boards exist to enable the students and parents with valuable information & resources.

KWCDW releases a regular newsletter the *Call Board* which contains important information for all our families and participants. Please make it a priority to read this whenever it is sent out or read it off our website. Please make sure your email accepts information from info@kwchildrensdrama.org by putting us in your address book as it may have time sensitive material. We send out all correspondence as BCC so please check your spam filters both on your computer and the remote filter regularly to ensure your computer did not grab an email from KWCDW. The Call Board is sent out as a .PDF file which requires Adobe Acrobat to read it. A few print copies will be made available at the rehearsal site for families who do not have computers. It is the responsibility of each family to inform KWCDW if they are having computer problems and when they are resolved so we can ensure you receive a hard copy of the information. We are trying to reduce our paper usage and will only print what we absolutely need to.

Other notices sent via email are often done within the body of an email or attached using .doc or .xls files. If these forms do not work for your computer programs then please notify Dee with what forms your computer can receive. We also ask that you put the Volunteer Coordinators email and anyone else who will need to connect to the entire parent body for productions to have their names added to your personal address book as it may be time sensitive material and must be able to be received via BCC. Please check spam filters regularly for grabbed info. Emails allow us to inform a large number of people the same information. They are environmentally friendly and time efficient. Please ensure that we have your correct email address throughout the year.

Each of our *Productions* has Mandatory Parent Meetings in one of the early rehearsals. The mandatory meeting is time for parents to meet the Directorial team, meet other parents, ask questions, arrange car pooling, choosing where you/your family will volunteer as a lot of work goes on behind the scenes to ensure that a show is safe, and enjoyable for everyone involved. Please read the *Volunteer Policy* attached to the registration package for details.

We are in the process of placing all our information on our **Website** www.kwchildrensdrama.com so each family will have 24 hour access to our important information you need to know as well. We also have information posted in our **Facebook Page** KW Children's Drama Workshop. Please check this frequently for important updates.

Feedback

We value the feedback from our families. Each show, class, workshop now has Evaluation Forms for you to share your thoughts on your experience with KWCDW, the course, the instructors etc. We want to hear what worked or did not work for you so we can take all constructive feedback into consideration for the future. Thank you for taking the time out of your busy schedule to fill us in. Evaluations can be left in Dee's file or handed in to a Board member at rehearsals or shows.

Office Hours

KWCDW Administration is currently out of Dee's home. There are currently no regularly staffed hours but phone (519) 954 5931 and email messages (info@kwchildrensdrama.org) are checked regularly.

You may mail or drop off registration to our rehearsal location during rehearsal and class hours to an instructor or 369 Pastern Trail Waterloo, ON N2K 4K7. However the exception is to the Intent to Withdraw which must be hand delivered to the Artistic Director or KWCDW Board Member & may not be dropped off.

Please note we do not have regular hours in the summer months and it is best to drop off or mail directly to Dee's home.

ATTENDANCE, WITHDRAWALS & REFUNDS/CANCELLATIONS **POLICIES**

Attendance

- Attendance is very important at KWCDW, not only for the benefit of the student, but when applicable, also for the sake of the families getting the most out of their financial investment, the continual group learning and Director/instructor preparation.
- Please be aware that consistent lateness and absence is not acceptable, and we ask all parents and students to do their best to attend and arrive on time for classes.
- Persistent absence and lateness without just cause puts your participation/commitment into question. It often makes the child uncomfortable in participating when they do arrive. It may result in casting change or removal from the program without refund. Being absent puts yourself, the cast and Directorial team at a disadvantage.
- Each program has a routine of warmups and other preparatory exercises which help the participants prepare their bodies and minds and help them focus on challenging work. Missing part or all of a class affects the participant and their cast/class. Arriving late interrupts the flow and focus that those who are there have developed. Part of learning is about developing self discipline which comes with timeliness. Participants who are more than ¼ of the program late without notice may be asked to observe the remaining time.
- It is the responsibility of the participant to find out what they missed before their next class/rehearsal. Rehearsals more so than classes are run on a very tight timeline and more often than not there is no time for Directors to go back and re-teach what was missed by one student. It is also not fair to those who did attend and learn. We know this is a hard thing to learn and do not wish for those contagiously ill to attend and are fully aware they can not help that they are ill but there are more people that could attend and did get to learn that days lesson/scene/choreography/songs etc. Having a buddy system helps a lot and is encouraged.
- ****Please note:** depending on the demand of the participants it is possible that those who miss Production rehearsals as ensemble roles may have their role in that scene reduced or not be used in the sections they missed. This is at the discretion of the Directorial team and will be based on length of absence, the work ethic of the participant and what exactly was missed as to whether or not it can be learned over time. It is strongly advised that those who miss rehearsals make every attempt they can to find out what they miss as the Directorial team originally plans for everyone who is scheduled for those scenes to be in them.
- Participants need to bring water to each class/rehearsal. Our rehearsal facilities do not have fountains. For programs longer than 1.5 hours healthy nut free snacks should also be sent to provide our young actors with some healthy energy.

Arrival & Dismissal Policy

- For classes – parents/caregivers must sign their participants into their program on our Call Board Bulletin Board.
- For Production rehearsals – cast members must sign in on our Call Board Bulletin Board.
- Parents/caregivers must sign their participants out of **all** programs on our Call Board Bulletin Board.
- No child can be left unattended before class/rehearsal!
- If your child is to be picked up by someone other than yourself, please provide a note to your child's teacher/Director.

Refund & Cancellation Policy

- The tuition & incidental fees are non-refundable.
- Withdrawing from any of the programs at KWCDW can only be done in writing before the next installment is due otherwise payments will be processed and refunds will not be granted. It must be delivered in person to either the KWCDW Artistic Director or a Board Member. An appointment may be arranged to hand this in by contacting the office. No other form of communication, either written or verbal will be accepted as an official withdrawal from the program. Tuition will continue to be charged to the student's account until an "Intent to Withdraw" letter has been received and processed. **Note:** no-shows and drops will continue to be charged until the proper paperwork is received.
- Non-attendance does not equal withdrawal from a class/production.
- Should KWCDW find it necessary to de-register a child, a refund will be issued after deduction for time already attended and other costs incurred re: costumes/scripts etc.
- Any student who withdraws from any program before the end of the first week of that programs rehearsals/class will be refunded the remaining program fees minus a \$30 Administrative fee. It will either be by their post-dated cheques being returned or a cheque being written to them if original payment was in cash. After this time no refunds will be made.
- Special consideration is given to students moving out of the area or experiencing life-changing events (i.e. death in immediate family, divorce, etc.)
- KWCDW reserves the right to cancel any program due to insufficient enrolment. Upon cancellation, a full refund will be made.

Cancellation Policies

Group Mini / Extended Workshops

- Missed lessons due to the participant being absent; will not result in any form of refund, and should be avoided whenever possible.
- We ask that students or parents contact teachers in advance if they know they will be absent.
- It is the student's responsibility to contact the teacher or other students for missed work. The student is expected to come as prepared as possible to the following class whenever they can.
- Cancellation due to Instructor illness will be made up at a time that suits the majority. A refund is not provided to those who can not attend.

Production Rehearsals & Presentations

- *KWCDW ask* that students or parents contact Directors in advance if they know they will be absent. All known absences at the time of registration must be put in the Conflict Calendar.
- Rehearsals missed for any reason will not be refunded or rescheduled.
- If cancelled due to weather or Director illness the time missed may or may not be re-scheduled as participants tuition is based on significantly less hours than we schedule.
- If a rescheduled rehearsal takes place it is done to suit the majority available to attend.

*for Junior, Pre-Intermediate, Intermediate and Advanced Productions all cast must be available for tech week(s) which will be posted in the Theatre Week rehearsal schedule posted at least 2 months before each production.

* CALL TIME before a Production is 2 hours (less for extended workshops presentations).

- STRIKE – everyone is expected to help with strike which takes place following the closing performance for both Extended Workshops and Productions.

Emergency Closing/Severe Weather

A decision regarding KWCDW closures will be made by 2 pm whenever possible. If the closure happens after 2 pm our administrator/instructors will attempt to contact everyone so please be sure we have your up to date phone and email addresses at all times.

During inclement weather, if a decision is made to cancel classes, notification will be made on our website, our phone line on LINE "3", News Talk 570 and 96.7 CHYM.FM.

Extended workshops and Productions will not be rescheduled for closures due to inclement weather.

If you suspect the weather may affect rehearsal or class schedules please tune into the above information.

FEEDBACK & PROGRESS

Measuring Student Progress

At KWCDW we offer the opportunity for parents to observe group classes & rehearsals at various times throughout the year. Depending on the program will depend on the times available for observation. For Productions, different Directors have different preferences as to when the parents can quietly observe rehearsals. These are very helpful as the Instructor/Director is able to explain skills and progress throughout the class/rehearsal.

Please keep in mind that some students find parent viewing a little stressful and since our training rooms do not offer windows we will set time aside for viewing. All participants want their parents to see them, but some get worried about the other parents that also attend. We notice at times this stress causes them to act out in ways they do not normally in class/rehearsal. If you have any questions about how your young actor regularly acts in class please set up a time to speak with the Director/Instructor. We hope you take advantage of these opportunities to see your children/youth in action and develop a finer appreciation for the dedication and commitment it can take to excel in these fields.

When participating as an audience member please remember it takes a lot of concentration for our young actors to focus on their projects. Please do not talk to others during observation. Siblings & friends are also welcome to attend if they are able to sit quietly. If you have questions please reserve them for the end of rehearsal. Learning about live theatre is a time consuming commitment that is much like learning to walk & talk it requires much repetition. This can create a lot of stress for both participants and parents who often unknowingly expect instant success and gratification for their efforts. It takes, time and patience on everyone's part to see the show through. ***The process is equally if not more important to KWCDW faculty than the final product itself.*** Please be supportive of your children and trust the staff you've enrolled your children with that they will all present to the best of all their abilities an excellent quality final production which comes out of great commitment to the show in time & effort on everyone's part.

We are continuing to develop our curriculum for all of our group lessons. Each age group has specific skill and participation requirements. These requirements are specific to each program and will consist of elements such as technique, performance, positive attitude, discipline in and out of class, willingness to try new things, etc.

Class sounds more fun than productive work? Well the fun in drama is where the critical learning moments tend to take place. Unfortunately, society has a predetermined notion that if people are having a lot of fun that they can not possibly be learning anything, when in fact the opposite is true! People who have fun while learning new things are more likely to retain the information they are learning and able to apply it in the future!

Assignments

Regular and consistent practice is crucial to developing any skill or ability. As we work to instil discipline and excellence in all our students, they will also need to practice their skills at home. Our goal is to instil the FUN of theatre life, to develop skills that are life long and transferable into other areas of life and to build well rounded actors/performers that can appreciate the entire process, history, technique etc. and not just focus solely on the

final product. We would appreciate your assistance with this type of homework as it is vital for the success of our participants.

Program Evaluation

Each family is given an opportunity near the conclusion of each program to provide us with feedback of their experience. This information is kept and processed by KWCDW as we review policies and program information, content and staff. We thank you for your time and your honest but constructive opinion.

CLASS & REHEARSAL RULES

Our rules & procedures are designed to keep everyone safe, while allowing the freedom to have a good time. We're very serious about this!

- Sandals & open toed shoes and wheelies are not permitted in rehearsals or at the theatre.
- All outdoor footwear is to be stored in the cubbies or left at the front door on the mats during wet weather. Please bring clean indoor footwear to each rehearsal no matter the season.
- Attitude is everything! Please leave day to day concerns outside the rehearsal space.
- Trust your Director will not make a fool of you.
- No romantic behaviour in the room.
- No running (unless it is called for in the script)
- No perfume or cologne is to be worn to rehearsals or class. We have several participants who have severe asthma or other reactions. Axe products seem to be particularly bad for our sensitive participants.
- Please remind your actor to reapply deodorant before attending rehearsals. We often work in close relation to each other and in closed in spaces. Please take others into consideration when you are attending.
- No gum.
- No food or drink in the rehearsal area. Actors may bring Nut free food to eat but it must be consumed on breaks in the halls. Backpacks & coats can be stored in the cubbies in the hall. At the theatre food may not be consumed in costume. Please clean up after yourself.
- Laser pointers are absolutely prohibited and will be confiscated, as will anything else judged to be unsafe.
- **Cell phones must be set turned off during rehearsals and before and during shows.** They are not to be used without permission during these times. This includes text messaging. Anyone found playing with their cell phones during rehearsals will have them confiscated for the remainder of the rehearsal.
- **Ipods, other forms of music players & electronic devices** are not permitted in the rehearsal space. KWCDW is not responsible for lost or stolen items, it is best to leave these at home. Actors will be asked to put their music/electronic device in their cubby in the hall if they arrive with them at rehearsal.
- At rehearsals and at the theatre actors may not go outside or leave without adult permission. Actors or their parents *must* sign in when entering the space and the adult providing transportation must sign them out!
- Be prompt for class/rehearsals – this shows you respect what you are doing and the others who are on the team.
- Show respect to others by – keeping your hands to yourself, waiting quietly until it is your turn, not being disruptive as it distracts from the learning process.
- Show respect to the Creative Team and Drama as an Art Form by being ready for each session on time, listening when a Directorial team member or instructor is speaking, being ready for your turn, always asking before leaving the room for any reason.
- Show respect for your learning environment by bringing nut free & mess free snacks, leaving gum, food & any drink other than water in the storage areas, never horseplay, putting trash & recyclables in the appropriate containers, returning items to their proper home.
- Parents will show respect for the KWCDW programs & their staff/volunteers/Board by knocking before entering the classroom if a program is in progress, having participants ready for

programs before entering the classroom, promptly picking students up after a program has concluded.

RECOGNITION & AWARDS

It is our objective at KWCDW to train students to be excellent and disciplined in live theatre but also a love of learning, and of course have FUN! It is our focus to maintain a positive supportive environment for all involved. By using verbal praise and words of encouragement we work hard at providing everyone with positive recognition.

We recognize that everyone has an individual way of working and certain subjects and skills come easier to some than others. We do not condone a competitive environment at KWCDW.

Mini-workshops – do not have an awards system in place.

Extended Workshops (classes) – participants receive a Certificate of Participation with some written feedback on the progress during the season. An additional certificate for Perfect Attendance will be presented to anyone who attends all their classes.

Productions – Every participant will receive a “Particip-ACTING” Certificate at the cast party which serves as an acknowledgement of the hard work we all put into the process and as a memento of the journey.

An additional certificate for Perfect Attendance during rehearsals will be presented to anyone who attends all their scheduled rehearsals.

Participants receive written feedback based on their audition process which will help them improve for their next audition and confirm where their strengths lie. New in 2012 - a post production feedback form will be completed to assist our actors understand their progress and where they need further work.

Also, Every month in our Call Board Newsletter a maximum of 2 cast members in each production are chosen as “Actors of the Month” by the Directorial team for someone who they feel has shown improvement throughout the month, has excellent attendance, has maintained a positive attitude, as well as a willingness to work hard and learn new things. This recognition has little to do with the “best” skilled and more focus on people’s personal growth and attitude. Acknowledged “Actors of the Month” receive a gift card.

Participants also receive a referral letter at the cast party to use for future auditions or job applications which will highlight their strengths witnessed in rehearsal, as a team member and on stage.

DISCIPLINE POLICY

At KWCDW, we all wish to have a fun and safe program and in order to do that, we will be following many of the same rules as they have in our area schools. We believe that learning to develop good discipline habits is important to becoming successful in life. Learning to follow & demonstrate disciplined behaviour is vital for success and feeling successful when training in any art form. Live theatre results come from hard work, time invested and usually not instantaneous which can be significantly different than the skills required to do things with a more immediate result. We all hope that the classes/rehearsals are a productive environment for learning and personal growth for everyone and developing respect with each other is highly important.

The ultimate goal of discipline is for the students to learn from their situations, rather than just be ‘punished’ for poor behaviour. It is also important to have open communication between students, parents and teachers so that everyone understands the standard of discipline, and can help with working towards a solution in a nurturing and safe environment.

We aim to encourage behaviour that contribute to the well being of the team and are dealt with according to the consequences column of the Behaviour Checklist Form. The purpose of this form is to keep parents/guardians informed of instances when a child/youth has received a consequence for inappropriate behaviour. Your support is appreciated in having a follow-up discussion with your child/youth. Confidentiality in

this process is vitally important with staff not being permitted to share the information with others out of the program setting.

We hope there will be no offensive or negative behaviour from participants, but we do need to keep in mind the safety and welfare of all of the participants and staff. Depending on the severity of a situation, the Directors/ Instructors reserve the right and may be required to make a call home, ask the participants to leave for the remainder of a rehearsal/class or remove a student from the program without refund.

IMPORTANT 2011-2012 DATES

Please note we've made every attempt to provide all dates we are able to have scheduled at this time. Each year we are introduced to various community events that do pop up at the last minute please check with the website for regular updates.

- other important dates for casting photos; ad deadlines; and other production deadlines etc., will be provided for each show/class on a as needed basis.

A Calendar of our year will be posted separately.