

Contact Info:

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www.theatrewesternsprings.com

Welcome to the spring term of classes at CTWS! We are so happy you are here and look forward to creating great theatre together. All of us at CTWS are committed to ensuring that each student 1) is stretched in their skills and abilities 2) feels safe and 3) is welcomed, valued, and appreciated for who they are. We are here to serve you and welcome your questions and input.

Some information about CTWS and our policies and procedures follow. We hope this information will be helpful throughout the term. For our new families, please pay special attention to the drop off and pick up procedures detailed below.

Mission Statement

Children's Theatre of Western Springs (CTWS) strives to provide a comprehensive education that encompasses both the artistic and technical aspects of theatre. Our objectives are to foster an appreciation of theatre; to challenge our students to expand their thoughts, abilities, and talents through creative dramatics; to provide experiences of the collaborative nature of theatre; and finally, to impart an understanding of and lifelong commitment to theatre.

Background and History

The Theatre of Western Springs (TWS) was founded in 1929 under the direction of Mary Cattell. Charter members dedicated themselves to promoting theatrical education, literacy, culture, and civic progress through the production of plays. They believed in the need for entertainment in the community, the need for creative outlet, and the need for people to understand themselves. In 1946, CTWS was organized by Ella Heimbrodt. It remains a well-rounded program emphasizing the basics of theatre arts both on stage and behind the curtain.

A note about volunteering & crew:

Volunteering is the lifeblood of the theatre. We believe in instilling in our students the understanding that theatre is a team sport and requires everyone. Therefore, we HIGHLY encourage students of all ages, if not performing in a show, to volunteer and work on a production crew. At CTWS we have a unique opportunity in our building to teach students on both sides of the curtain.

CLASS INFORMATION AND POLICIES:

Tuition/Refunds/Cancellation

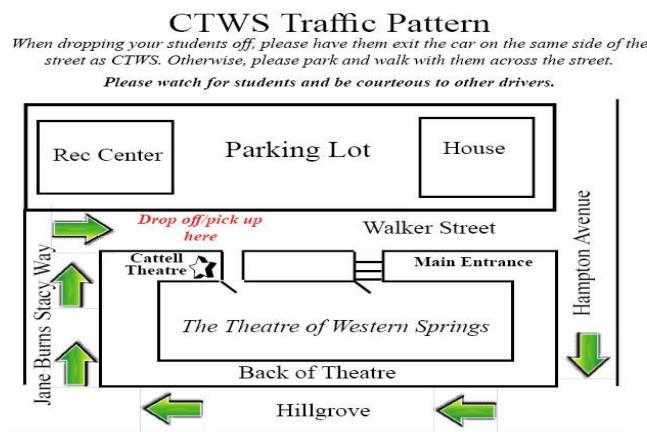
- Tuition is \$240 for 1-hour classes, \$355 for 2-hour classes, per semester.
- Refund Policy: Drop between 2 weeks prior and before 3rd class= 75% refund or credit. Drop after audition or after 3rd class= no refund or credit. (minus a small processing fee)
- CTWS reserve the right to cancel classes due to low enrollment. Students will be offered a 2nd choice or full refund.
- Class transfers. Students may request a class transfer until the prior to the 3rd class of the semester.

Observation/Open House: In order to create an atmosphere that is 100% safe, build confidence and focus, we do not permit parents to sit in our classes. We find that this policy helps students focus and build collaboration within their peers and teachers. If you have a specific concern about your child or their teacher, please contact the Children's Director. Every class will host an open house once during the semester. The Open House may be conducted online (depending on current COVID restrictions). For the open house, parents, grandparents and supervised siblings and supervised friends are all welcome to attend.

Cancelled Classes/Days off: Only in the event of extreme winter weather or other emergencies do we cancel classes. A determination will be made by 3:00pm the day of and parents notified via the website and Facebook. In the event an in-person class is cancelled, we may move that session online (Zoom).

Attendance: Attendance at classes is an essential element of growth throughout the term. We ask that students make attending class a priority. **If your student will be absent, please call or email us to notify us ahead of class time. Please note that class attendance is figured into both open house performance roles and other casting considerations.**

Drop Off/Pick-Up: For everyone's safety, it is ESSENTIAL that you circle the building and drop your student off directly onto the sidewalk in front of the Cattell door where students will be met by CTWS personnel. Students will return the lobby to wait for pick up after class. Please be prompt in dropping off and picking up your student. (Please also do not turn into the parking lot or use the rec center turnabout to get on the correct side of the street). For the few students whose classes will meet at the rec center, you may drop them off and pick them up in the Rec Center circle drive.



Electronics Policy: Students are not allowed to use cell phones during CTWS programming. We ask that students keep cell phones off and in a discreet place during classes and rehearsal time. During rehearsals & shows, the Stage Manager collects and stores cell phones to allow students to focus.

Teacher Bios/Communication: We've assembled some of the most amazing teachers for CTWS. Most hold advanced degrees and/or years of relevant field experience in the areas of education and theatre. Our staff is interviewed, reference checked, background checked and regularly reviewed. You can find information and background about our incredible current CTWS faculty on our website. If you need to contact a teacher, you may either call the theatre or email cd@theatrewesternsprings.com. Teachers will also send home a welcome letter at the beginning of the semester.

Safety/Behavior: Safety is a huge priority at CTWS. We have a zero-tolerance policy regarding students possessing or using drugs, alcohol, tobacco, or firearms on our property. Students in violation of this policy, or who are impaired by the use of the above items, will be permanently removed from all CTWS classes and productions. All students agree to abide by our values contract, included in this packet. For students participating in a production, we ask that they sign a hard copy of this form.

Special Needs/Learning Challenges: CTWS does not discriminate on the basis of race, gender, ability, disability, or medical condition. While we are not a special needs program, CTWS strives to meet the needs of persons with

disabilities. If your student has special needs, physical limitations, learning challenges or an IEP at school, please share with the CTWS staff so we can set up your student for success.

Allergies: We are a STRICT nut free program. Please make ensure that you are not sending nuts or items made with nuts with your student. If your child has an allergy, please make sure the office is aware.

Perks:

- All CTWS students are entitled to see any of the Children's Shows/HSR for free. High School Students are also entitled to a free ticket for the adult TWS shows as well. Please reserve ahead of time by calling the box office.
- Enrolled students can crew or audition for NO extra charge for productions.

Heimbrodt Award:

The Ella Heimbrodt Scholarship was established in 1989 in memory of the founder of CTWS. Its purpose is to encourage a deserving student to continue his or her pursuit of an education in theatre. The award is given to an incoming high school student by the TWS Board of Governors through a recommendation of the Children's Theatre Director and faculty. Decisions are based on talent, involvement, and need. The scholarship pays one year of CTWS tuition for the recipient and will be awarded at the end of the spring term in 2023.

Our CTWS Spring Productions:

High School Rep Spring: All in The Timing by David Ives

Recommended for middle school and up. Show Dates: March 17-19, 2023

Main-stage Spring: Suessical, Jr.

Show Dates: April 13- 23, 2023

Audition Information

Cast/Crew: Any student enrolled in a class is eligible to participate on a crew or audition for the cast for that semester's show(s). We encourage our high school students to apply/audition for BOTH HSR and mainstage productions (however, they will be selected only for one.) While there is no additional fee for show participation, miscellaneous cost items may include: t-shirt, makeup, costume shoes/tights, fun lunches, program ads & cast parties. Our detailed audition/casting policies are included in this packet. Rehearsals are generally Tues (6-9). Wed (5:30-8:30) & Sat (9-2). Signups for cast auditions and crew participation are located on our website.

Spring Term Audition Dates:

Saturday, January 28 and

Sunday, January 29

Highlands Presbyterian Church

Please see our website for additional details and to sign up for a specific audition time.

***Note that students 3rd grade and under must be accompanied by an adult at auditions. ***

Callbacks & Casting/Crew Notification:

- **Callbacks** will be on Sunday, January 29 after auditions. This means the directing team wants to see more of the student. Only these students will receive a phone call. (If student does not get a call or a callback, it does not mean they are not cast.)

- Cast and crew lists will be published & emailed on the Friday following auditions. The list will be posted on our website, on our Facebook page and will be emailed.

Family Volunteering

We are a staff directed, but volunteer powered organization. We also believe that working together on a common goal develops a stronger sense of community. We cannot get our productions up and running without help from everyone.

For ALL productions (both MainStage and HSR) an adult family volunteer is required for cast students.

These volunteers will be notified of crew placement the first Saturday of production. We always welcome more than one adult family volunteer if your family's interest and time work! We try to match crew requests, while also keeping an eye on balancing the workload needs of each production (crew needs vary based on title).

If your student is serving solely on a crew themselves, a family volunteer is welcome, but not required.

Crew Information

PUBLICITY (Kdg-Adult)

Get involved by distributing posters and flyers to various points within our audience area.

General Timeframe: Pre-Production, flexible beginning 1 month prior to show.

USHERS/FRONT OF HOUSE (Kdg -Adult)

Kids: hand out programs, take tickets. Adults: serve as adult house manager, supervise student ushers.

General Timeframe: Work most of the shows, present during entire show. This is a "run" crew (most responsibilities are during the show). This crew is ALSO placed on another committee for pre-production (limited number of shifts- examples include paint or props depending on student age).

PROPS (2nd grade-Adult)

Construction and/or gathering of props for a play; supervision of props during the rehearsals and run of play. General Timeframe: Various (usually 2-3) prop calls a few evenings/ week starting a few weeks after auditions. Also dress week & shows. This crew is active both pre-production and during the run of the show.

SET PAINTING (2nd grade-Adult)

Assist in painting on sets, set pieces, platforms, etc.

General Timeframe: 3-5 calls per week for approx. 3-4 weeks. Usually begins approx. Nov 8. This is a pre-production crew and members will be asked to help during the run of the show at the front of the house- limited number.

MAKEUP (5th grade-Adult)

Assist in designing and overseeing cast makeup and maintenance of supplies.

General Timeframe: Various calls 2-3 weeks prior to shows. Most dress rehearsals & shows. This is considered a "run" crew and will be asked to help out at a limited number of pre-production calls.

SET CONSTRUCTION (5th grade-Adult)

Build set pieces, flats, platforms, etc. Construct a set as designed by the designer.

General Timeframe: 4-5 calls per week for approx. 2 weeks. Begins approx. Nov 1. This is a pre-production crew and members will be asked to help during the run of the show at the front of the house- limited number.

SOUND (5th grade-Adult)

Find music and sound cues or use music suggested and supplied by the director. Record and supervise the running of sound for the production. Mix microphones if being used in production.

General Timeframe: Training and sound design 2 weeks prior to show. Dress rehearsals & shows. This is considered a “run” crew and will be asked to help out at a limited number of pre-production calls.

COSTUMES (5th grade-Adult)

Assist in pulling costumes from existing stock. Also, may involve sewing, fitting, cleaning, and maintaining costumes during the run of the play. General Timeframe: 3-5 calls per week during most rehearsals. Most dress rehearsals & shows. This crew is considered both a pre-production crew and a run crew.

LIGHTS (5th grade-Adult)

Includes the setting, handling, focusing, and running of lights for production.

General Timeframe: 2 weeks prior to shows 4-5x per week. Dress rehearsals & shows. This is considered a “run” crew and will be asked to help at a limited number of pre-production calls.

GREEN ROOM/FOOD WRANGLERS (Adults)

Maintain backstage discipline, aid in costume changes, and maintain cleanliness and order during the run of the play.

Adults will have a background check.

General Timeframe: Some pre-work ordering. MOST shows/dress rehearsals.

Communication

It is important to us to provide parents with up-to-date information and to stay in good communication. A few places we provide updates include:

- **Email List** By registering for this class, you have been added to our email list. Please note that if you unsubscribe, we will not be able to re-add you and you will receive no emails from us.
- **Website** Our latest items can be found on the homepage of our website: <https://theatreofwesternsprings.com>
- **FB Group**: <https://www.facebook.com/ChildrensTheatreofWesternSprings>
- Please also feel free to call the office at 708-246-4043 if you would like to speak to the Children’s Theatre staff with any questions or concerns throughout the term.

CTWS Student Contract/CTWS Values:

- **We value respect.** As a CTWS student, I pledge to respect my fellow students, directors, crew members, parents, and volunteers. I will clean up after myself and strive to leave a place better than I found it. I understand that stage managers, interns, class room aides and ASM’s are students who have authority and will respect them.
- **We value excellence.** I will give my very best at every moment of this process. That includes taking notes, listening well, and memorizing material within the deadlines set by the teachers/directors.
- **We value time.** I will focus and arrive to camp/class/rehearsals/shows promptly on time. I will put in my practice time outside of CTWS to make rehearsals effective. I understand that if I miss rehearsal due to illness or excused absence, it is my responsibility to catch up on that material.

- **We value focus.** I will give 100% at CTWS. I understand I should leave electronic devices at home or in my bag. I acknowledge that texting or using electronic devices during CTWS programs is not permitted.
- **We value safety.** I understand that the following things are not allowed at CTWS: illegal drugs, alcohol, tobacco, excessive PDA, and weapons of any kind. Students are not allowed to leave CTWS during breaks or performances, and students under 16 must leave with an adult.
- **We value community.** I am excited to be a part of the CTWS community. I will play an active part in supporting our mission and be a person of good character. I understand that if behavior issues arise, I will have conversations with my parents and/or the CTWS director, show director, or other authority figure and there may be consequences.
- **We value each other.** I understand that name calling, teasing, profanity, bullying, and physical confrontation will not be tolerated at CTWS and may result in immediate dismissal with no refund. I will respect others and personal boundaries.
- **We value volunteerism.** I understand that CTWS needs all of us to create a successful production and environment. We take turns performing and working behind the scenes. I will strive to respect and show gratitude to our crew members, understanding that in the future, I may fill those roles.