

# Treehouse Theater Inc. (THT)

## Production Policies & Procedures

Area: <b>PRODUCTION</b>	Date Approved: 2/26/24
Policy Name: FAMILY EXPECTATIONS	Supersedes: 1/21/20
Policy Number: PRD - 01	
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### Policy

THT expects a full commitment from each participating family. This policy is designed to ensure a healthy, creative environment for all students, families, and THT staff members.

### Procedure

Prior to completing enrollment or registration, families must:

- connect with their child(ren) to discuss the THT arts offering and confirm the student's true interest in participating.
- check their calendars to assess all previous commitments in order to confirm the actor's ability to fully prioritize and commit to the classes or production calendar.

Ages to participate:

- ages 6-14 who are new, inexperienced, and/or looking to expand their skill set and self-confidence are encouraged to enroll in classes and/or register to audition for a Home Stage production
- ages 15-18 who are looking to develop or expand their skill set and self-confidence are encouraged to enroll in classes and/or register to audition for a Main Stage production
- Minimum age:
  - Summer Camps: students must have reached this age by the first day of camp
  - Home Stage (fall, winter) and Main Stage (fall, spring): students must have reached this age *prior to registering* for auditions
- Maximum age:
  - Home Stage: students may not turn age 15 before the final performance
  - Main Stage: students may not turn age 19 before the final performance

Families must pay/submit class cost, participation fee, and/or scholarship applications by the posted deadline(s). Unless a class is canceled due to low enrollment, class fees are non-refundable. All musical participation fees are non-refundable.

Families must pick up and drop off student actors on time. THT staff are not responsible for actors until 15 minutes prior to the start time and 15 minutes after the end of each class or rehearsal. THT staff will wait with the student at the studio or performance venue until their ride has arrived.

If an actor is consistently late or left after class or rehearsal hours, a THT staff member will discuss the situation with the family and may impose a fee of \$15 per half hour. Excessive issues will likely impact the student's future consideration for class enrollment or casting.

THT will not tolerate repeated unexcused absences and/or a student's disrespectful behavior toward all instructors, production team members, and fellow students. If deemed necessary, a THT staff member will discuss directly with the student and if appropriate, with the student's family. If issues or unexcused absences continue, the actor faces forfeiture of the class, role, lines and/or limited participation within scenes. Inappropriate or unsafe actor behaviors on THT premises may lead to full dismissal from the class or the cast.

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Families should routinely check the Lost & Found table in the Lobby.

THT strives to provide a safe, encouraging environment that is “Bully Free.” If your child(ren) experience or recognize bullying, THT encourages them to seek help from an adult. THT asks that students/families alert a staff member to bullying behavior among enrolled students or cast mates as we cannot address an issue if we don’t know about it.

Failure to comply with above stated Family Expectations policy and procedures may result in class removal, role reduction, and/or dismissal from cast ~ any of which will likely negatively affect a student’s future consideration for enrollment or casting in THT programming.

### **CLASSES**

Group communication is sent via email from the Education Director. All family email addresses must be provided during registration and families are responsible to regularly check emails in order to stay informed.

Families should report all student illnesses or family emergencies to the Education Director using text or email. Direct all questions to the Education Director using email or in-person discussion.

### **MUSICALS**

Group communication is sent via email from the Producer. All family email addresses must be provided during registration and families are responsible to regularly check their emails in order to stay informed.

\$50 late fee will be assessed on all Participation Fees that are not paid by the posted deadline.

Families should report all student illnesses or family emergencies to the musical’s Producer using text or email. Direct all questions to the Producer using email or in-person discussion.

As THT is heavily dependent upon the grace of volunteers, each cast family is required to fulfill at least two volunteer slots and assist at Strike (clean-up after the final performance). A buy-out option of \$50 (for Home Stage) and \$100 (for Main Stage) is available and may be assessed by the Producer if a cast family is unwilling to complete their volunteer slots.

### **SUMMER CAMPS**

During registration, families may request only one day of conflict during the first week of camp. No absences are allowed during the second week. Families understand that excessive conflicts will negatively affect the actor’s consideration for enrollment.

### **HOME STAGE MUSICALS**

During registration, families must provide all known weekly and one-time conflicts within the entire production calendar (ie: lessons, sports, camps, vacations, band and chorus concerts, work schedules, school activities). No absences are allowed during the final week. Families understand that excessive conflicts will negatively affect the actor’s consideration for casting.

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The Directing Team will work around all known actor conflicts when creating the detailed Rehearsal Schedule *AFTER* the Cast List is released. Each cast member's known conflicts will be noted as excused absences on the Rehearsal Schedule. Once rehearsals begin, additional actor conflicts (including illness or family emergency) must be immediately emailed or texted to the Producer.

### **MAIN STAGE MUSICALS**

During registration, families must provide all known weekly and one-time conflicts within the entire production calendar (ie: lessons, sports, camps, vacations, band and chorus concerts, work schedules, school activities). No absences are allowed during the final week. Families understand that excessive conflicts will negatively affect the actor's consideration for casting.

The Directing Team will work around known actor conflicts when creating the detailed Rehearsal Schedule *AFTER* the Cast List is released. Each cast member's known conflicts will be noted as excused absences on the Rehearsal Schedule. Once rehearsals begin, additional actor conflicts (including illness or family emergency) must be immediately emailed or texted to the Producer.