



## Parent and Participant Handbook

## Welcome

Our program strives to be a positive and creative environment for all involved - one in which participants of all experience levels can feel comfortable while they explore the performing arts and experience the fun of producing live theater.

We're looking forward to an exciting theater program filled with opportunities for fun, learning, and growth. This handbook is to provide RLAPD Theatre parents and participants with a resource to which they may refer regarding our programs, procedures, and policies.

Participant eligibility for theater programming include:

- Putting on and taking off your mask properly per CDC guidelines
- Ability to follow directions in regards to maintaining social distancing
- Independent personal care (hygiene, toileting, feeding)
- Ability to follow Round Lake Area Park District Code of Conduct and other pre-determined guidelines
- Participate with visual and verbal prompting within a ratio of one staff to 15 participants

## **Registration**

Registration will be available online and in person at the Robert W. Rolek Community Center. Along with the proper registration forms, each parent/guardian will need to complete an Emergency Contact form and review and sign off on the Behavior Contract.

Spaces are limited and shows fill up quickly. Cancellations must be made at least one week prior to the start of the program to receive a refund, once the program begins no refunds will be granted. Late registrations will not be prorated.

## **Casting**

The casting process for this show will take place after the audition (first class meeting date).

Please note that participants who want to be considered for a solo singing role must sing a solo at auditions. If a participant chooses not to sing a solo, they will not be considered for a solo singing role. Casting is not based on seniority, but previous experience could affect casting choices. Please respect our directors' casting choices.

## **Ensemble**

So, you are in the ensemble? Prepare to own the show!

Literally, every role is essential to the story we are telling, and the ensemble is no exception. The ensemble numbers in any show bring the power and enthusiasm to the performance.

If your participant is in the ensemble, please be sure you don't say things like "just the ensemble" or "only the ensemble." Ensemble songs are usually the ones that make the biggest impression.

## **Gender**

Very often in theatrical shows people get cast in roles that are opposite of their own gender. This is a necessary part of theater and it's fun! If you're a girl and cast as a boy, have a good time with it, and it'll look great on your theater resume – it shows how versatile you are!

## **Attendance**

Being in any theatrical performance is a commitment of time and talents. All cast members need to make every effort to be at all rehearsals. Participants who miss rehearsals may feel unprepared and uncomfortable on stage during the performance, and students who miss excessive amounts of rehearsals and do not know the material may have their part reduced.

Please contact [katie\\_gamroth@rlapd.org](mailto:katie_gamroth@rlapd.org) if your child is going to miss a rehearsal(s).

## **Tech Week**

Tech week is the week leading up to opening night. During tech week we will have rehearsals each night at the performance site. While tech week is mandatory for all cast members, note you may not be called in each night. Please remember to be on time so that rehearsals may run smoothly and we can get everyone out in time for bed (and school the next day).

## **Memorization**

All participants will be required to have their materials memorized for the production. To assure success, all children will be given a practice CD and one script to take home and work with. If you lose your materials, we can replace them: \$10 per script and \$5 per cd.

## Rehearsals

We will be having closed rehearsals. We do not have much time to prepare for our performance and need to make every moment count. By keeping out the outside distractions we are able to accomplish more at each class. Please be sure that your participant has the following items at each rehearsal:

- Appropriate clothes they can move in – NO tight jeans/skirts/dresses
- Dance shoes/shoes they can dance in – NO snow boots or flip flops
- Water bottle (*no food or snacks*)
- Their script
- Pencil

Note that not all cast members will be called for every rehearsal, please make sure you are receiving the emails from us so you don't miss out on schedule updates.

## Costumes

Production costumes will be supplied by the Round Lake Area Park District for use during the production. Please be sure to return all costumes at the end of each production so we may reuse them in the future.

We ask all participants to supply the following for themselves:

- Undergarments
- Black shoes
- Basic black pants/shorts
- Black short sleeved t-shirt/tank top

## **Behavior**

We welcome children of all experiences in our program. We strive to make this a safe place for all people to experience the magic of theater, and we need everyone's commitment to this philosophy for the fun to stay alive! We ask everyone to please use respectful words, and be encouraging to your peers, adults, and children alike.

## **Communication**

The majority of our communication will be sent out via email, so it is very important that we have a working email address so you do not miss out on updates. If you are having trouble receiving our emails please reach out to Katie Gamroth at [katie\\_gamroth@rlapd.org](mailto:katie_gamroth@rlapd.org) or 847-886-5080.

The Round Lake Area Park District Theatre has a Facebook group. This group is for us to share photos, videos, post additional updates about rehearsals (along with an email) and have a space for fun. Please do not message us via Facebook about someone not being at rehearsal or any questions/concerns you may have. Please direct that information to Katie Gamroth at [katie\\_gamroth@rlapd.org](mailto:katie_gamroth@rlapd.org)

## **Participants with Special Needs**

The Round Lake Area Park District welcomes participants with special needs. It is the parent's/guardian's responsibility to notify the Park District of any special needs of a participant. Accommodations can be made for individuals based on their IEP goals and/or diagnosis. We work very closely with the Special Recreation Services of Northern Lake County (SRSNLC) to assist us in setting up all participants for success. If at the time of registration you did not disclose this information please contact Katie Gamroth as soon as possible. [Katie\\_gamroth@rlapd.org](mailto:Katie_gamroth@rlapd.org)

## Pick Up & Drop Off Information

The theater program is held at Robert W. Rolek Community Center located at 814 Hart Rd. Rehearsals will take place on Saturday mornings from 10:30am – noon in the Senior Center. Please come inside the building for pick up and drop off, children need to be signed in and out of the program.

- **Sign In/Out**
  - No child will be accepted into the program or released until they have been signed-in/out by a parent or authorized adult listed on their emergency contact form.
  - Staff may ask to see a photo ID from anyone they are not familiar with.
    - This is for the safety of your child. Be sure to explain the sign-in/out procedure with anyone designated to drop off or pick up your child.
- **Late Pick-Up**
  - A late fee will be charged to any parent picking up a child after **12 pm**.
    - The fee is \$10 for every portion of 15 minutes that you are late.
    - Consistent late pick-ups may result in dismissal from the program.

## Health Care Policies

If you are ill please stay home. For the safety of our participants and staff we ask that if you are experiencing any of the following that you do not come to program:

- **Temperature of 100 degrees:** A child who is ill may not be admitted into the program, even if controlled by medicine.
- **Vomiting:** A child who vomits will be sent home immediately.
- **Strep throat:** A child must take antibiotics for 24 hours before returning.
- **Diarrhea:** A child who has diarrhea twice in one day will be sent home.
- **Chicken Pox:** A child must remain home until **all** blisters have dried and formed scabs. This usually is 7-10 days after the pox began.
- **Ringworm:** Children may return 24 hours after starting treatment. The ringworm must be covered until no longer visible.
- **Pink Eye:** A child with pink eye or conjunctivitis will be sent home. Children may return after 3 doses of drops for re-admittance.
- **Head Lice:** A child must remain at home until the first treatment is completed, with no further active lice or nits seen.

## **Health Care Policies Continued**

A doctor's note will be required for readmitting after the following illnesses: Strep Throat, Ringworm, and Pink Eye. A physician should diagnose any child who experiences symptoms of a contagious disease. If you have any questions regarding an illness, please call in advance before dropping your child off.

It is each parent's responsibility to verify their child's daily health is adequate before bringing them to the program. A child who shows signs of illness should be at home for the benefit of all. If your child is exposed to a communicable disease, you must notify us immediately for the protection of the students and staff.

If a child becomes ill or injured while at the program, their parent will be notified immediately. Staff will follow the directions stated on the emergency information form concerning your physician and others who are to be notified if a parent or guardian is unavailable.

## **Medication**

If your child requires medication while at the program, you must complete a *Permission to Dispense Medication Form*. The form must be received by the Superintendent of Recreation before your child's first day at the program. If the medication is a prescription, the physician's information must be on the label along with their instructions for dispensing. All prescription medications must be in the original packaging/bottle and labeled with your child's name and date.

## **Behavior/Discipline**

Theater participants are expected to comply with the Round Lake Area Park District rules and regulations in addition to the theater program rules. All parents and students are asked to review and sign a copy of the Behavior Contract. We want all parents to be aware of the expectations we have during the program, as well as the steps that will be taken if needed.

The Round Lake Area Park District reserves the right to dismiss a participant if their behavior is not in the best interest of themselves, other participants, or staff. Each situation is evaluated on its merit and conduct notices will be used to document inappropriate behavior. Program staff will discuss the behavior with the child and their parent or guardian. Recurring or severe behavior may lead to suspension or dismissal from the program with no refund.

## **Accidents**

Accident reports will be filled out for any injury requiring first aid. If the injury is a non-emergency, requiring only a Band-Aid or ice-pack, staff will administer basic first aid. If the injury requires more than basic first aid, staff will call 911. They will notify you as soon as the situation allows. If you are not available, the emergency contact(s) listed on the Emergency Card Form will be notified. If your child needs to be transported to the hospital in an ambulance, a staff member will accompany your child and wait until you arrive to meet them at the hospital.

## Parents/Volunteering

We love that our parents want to be involved and are always looking for help in the front of the house at performance time in roles such as ticket collecting, handing out programs, etc. As we get closer to performance dates, we will send out more information about volunteering.

Parent/Guardian involvement is the #1 key to our success. We are a team in ensuring your child has a positive and safe theater experience. Thank you in advance for making sure your budding performer goes over their lines a million times in the car, shows up on time for rehearsals, and has everything they need. Thank you for listening to the same songs for the next nine weeks and being a positive influence for all of our cast members.

## Important Information

Will Roberts, Director

Park District Main Office.....847-546-8558

Katie Gamroth, Superintendent of Recreation.....847-886-5080

[katie\\_gamroth@rlapd.org](mailto:katie_gamroth@rlapd.org)

**Round Lake Area**  
*Park District*

*Close to Home, Close to Fun!*