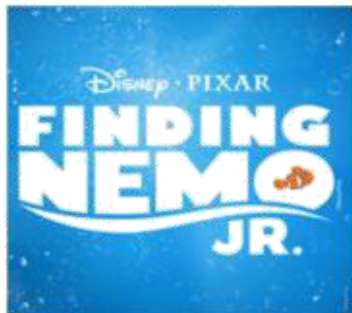




## 2023 SUMMER STAGE FAMILY HANDBOOK

**Session I**  
June 10, 17, & 24  
June 19 - July 7  
(Grades 1 - 9)



**July 5 - 7**

**Session II**  
June 26 - July 14  
(Grades 8 - 12)



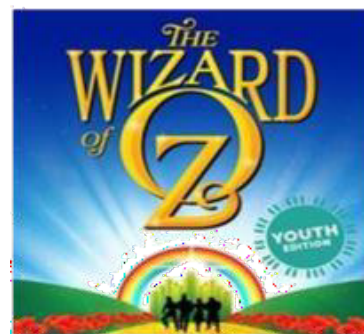
**July 11 - 14**

**Session III**  
July 17 - Aug. 4  
(Grades 1 - 12)



**August 1 - 4**

**Session IV**  
August 7 - 25  
(Grades 1 - 12)



**August 22 - 25**

**Our 18th Summer Of Hosting Our Award-Winning Musical Theater Camp!**

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**Moorestown Theater Company**

MTC Studio • 5 W. Main St. // MTC Theater @ First Methodist Church • 446 E. Camden Ave. • Moorestown, NJ 08057



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June 2023

Dear Families,

Welcome to the non-profit **Moorestown Theater Company's Summer Stage '23**, our award-winning **Musical Theater Camp**, which we are hosting for our 18<sup>th</sup> straight year (even through COVID-19!). We hope by the end of each Session that you, and more importantly, your child, will agree that we have provided a well-rounded introduction to the performing arts in general, and musical theater in particular. We have again hired a staff of young educators, all of whom are high school graduates (i.e., no high school 'counselors in training'), who are all involved in performing arts and / or interested in teaching as a profession. Some of these young adults have grown up performing with **MTC**. All staff members have had background checks, and numerous staff members are qualified in CPR.

Take a few minutes to read through our Handbook, which will give you all of the info about **Summer Stage '23**. We also want to emphasize to you that we never forget the importance of safety, especially as we come out of the COVID-19 pandemic.

Please feel free to call us if you have any questions about anything in this Family Handbook. Also please feel free to visit us anytime while **Summer Stage '23** is in session.

Finally, thank you for entrusting your most important gift to us: your child!

Welcome to the magical world of musical theater and to **MTC's Summer Stage '23!**

Sincerely,

*Coach Mark*

**Mark Morgan**  
**SS '23 Director**  
**MTC Producing Artistic**

Director Cell: **609 / 923-2506**

*Carol Ann*

**Carol Ann Murray**  
**SS '23 Associate Director**  
**MTC Managing Director Cell:**

**609 / 519-3764**

*Annette*

**Annette De Rosa**  
**SS '23 Assistant Director**  
**MTC Administrative**  
**Assistant (Off-site)**  
**Cell: 609 /**  
**923-2149**

## About Summer Stage '23 Musical Theater Camp

**Summer Stage '23 Musical Theater Camp** is an all-day (8:30 AM – 4:30 PM) Summer Camp (with four different sessions) that focuses solely on Musical Theater. It is held entirely at our new year-round home, the **First Methodist Church of Moorestown (FMC)**, which is located at 446 E. Camden Avenue in Moorestown. Please call **Summer Stage '23** at **856 / 778-8357** if you have any questions about any of these procedures. You should also add Camp Director **Mark Morgan's** cell phone number, **609 / 922-2506** to your contacts.

### Drop-Off / Pick-Up Procedures

#### Arrival:

**Summer Stage '23** hours are 8:30 AM – 4:30 PM.

#### Drop-Off:

Enter the parking lot from one of three entrances: Camden Avenue, Pleasant Valley Avenue, or Kings Highway. Then follow the yellow **MTC** sign to enter the Drop-Off / Pick-Up Circle by the set of double glass doors.. If you prefer, you can park and walk your Camper in through these doors. **MTC** Staff will greet your camper from 8:30 to 9 AM, so please walk them in if you arrive before 8:30 or after 9 AM. Camp Director **Mark Morgan** will be inside the building monitoring early drop-off campers (between 8 and 8:30 AM, for which there is an additional \$5 per day fee). Campers can bring breakfast with them, if this is helpful. Please call the **Summer Stage '23** office (**856 / 778-8357**) if your child will be absent, late, or has to be picked up early. You can also text to Camp Director **Mark Morgan** at **609 / 922-2506**.

#### Pick-up:

Pull into the Drop-Off / Pick-Up Circle, or park and walk in to get your camper. Tell a staff member your camper's name and they will be retrieved for you. Once again, for the safety of the campers, please exit the drop-off / pick-up circle very carefully. **You will receive two copies of our pick-up dashboard placard.** Please display this placard whenever you are picking up your camper. Campers will only be released to cars with placards. Stop into the **MTC** Office if you need additional placards.

#### Early Drop-Off Fee:

- \$5 per child, per day, before 8:30 AM

#### Late Pick-Up Fee:

- \$5 per child, per day, after 4:30
- \$10 per child, per day, after 5:00
- \$20 per child, per day, after 5:15

#### Payment of Early Drop-Off / Late Pick-Up Fees

You can pay for this service daily or weekly by cash, card, check, or Venmo. If you know that you will be dropping off your Camper early or picking up late most days, please let us know in advance. **Payments must be paid before the first performance.**



## The ABC's of MTC's Summer Stage '23

### Auditions:

- Auditions are at the start of each session, or in some cases, before the start of a session, with the show cast by the end of the first day of that session.
- Campers who want to audition need to bring a complete audition form with a headshot stapled to the form (not attached with a paperclip).
- Audition materials can be viewed on our website, but Campers may also be taught at camp.
- To be a 'Lead', Campers must sing a song from the show, learn a dance combination, and read from the script. However, Campers don't have to audition. Those who don't will be in all ensemble members.
- Early Auditions:
  - **Finding Nemo JR.:** 6/11/23, from 1:30 to 4:30 PM at **MTC's** Studio at 5 W. Main Street
  - **Heathers, Teen Edition:** 6/25/23, from 12:00 to 5:30 PM at First Methodist Church.

### Behavior:

- Campers, Staff, and Parents must sign our Conduct Contract (included in this document) and be polite, respectful, and kind.
- **STRICTLY PROHIBITED:**
  - Bullying, social media bullying, group chat bullying, cursing, harassment, intimidation, smoking, gambling, alcoholic beverages, and illegal substances of any kind. Parents will be notified of infractions.
- **MTC** reserves the right to expel Campers whose conduct is detrimental to **MTC** and other Campers.
  - There are no tuition refunds for expelled Campers or Campers withdrawing due to casting.

### Classes:

- We will hold acting, music, and dance classes in the mornings of each session and / or in between shows.
  - **Acting:** Activities to teach Campers how to bring their experiences to life on stage and scenes from the show may also be reviewed in the class for Campers to be better prepared for rehearsals.
  - **Music:** Instruction in vocal music is used to develop melodic, rhythmic, singing, and performing skills, with an emphasis given on the importance of dynamics, tonality, and rhythm in ensemble, and basic music theory will be taught..
  - **Dance:** Different types of dance will be studied, depending on the experience of the session's Choreographer, to help Campers learn the fundamentals of various genres like ballet, jazz, or tap.

### Clothing:

- All Campers should wear loose, comfortable clothing, with closed toe shoes.
- If offensive clothing is worn to camp, Campers will be asked to change or return home.
- Campers with dance shoes (ballet, jazz, tap) should bring them with the camper's name in each shoe.

### Contact Phone Number:

- Call **856 / 778-8357** to reach Staff or a Camper. Camp Director **Mark Morgan's** cell phone number is **609 / 922-2506**.

### Costumes:

- A costume plot will be made available once auditions are over and measurements are taken.
- **MTC** provides most costumes for Campers to wear, but Campers must supply underwear and socks.
- **Appropriate under-garments are required for everyone to provide for costume changing in front of other cast:**
  - **FEMALES** - Nude Camisole Leotard or white tank top and white soffe shorts
  - **MALES** - White tank t-shirt and light colored running shorts
  - **ALL** - Any outfit that is **NOT** bulky, **LIGHT COLORED**, short, worn next to the skin.
  - **At NO TIME should cast members be only in their underwear.**

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- Dance shoes are required and will be listed on the costume plot.
- Please speak to Summer Stage Associate Director **Carol Ann Murray** about costume questions.

**Google Drive:**

- Campers will have access to a Google Drive with all music tracks and dance videos for home practice.

**Lunch:**

- Campers must bring lunch every day, with their name on the lunch bag or box.
- Campers will put their lunches in bins each morning.
- **MTC** does not cook or 'heat up' any lunches. Campers should use freezer packs to keep lunches cold.
- **Chick-Fil-A Thursdays:** Campers can order Chick-Fil-A sandwiches or 8-count nuggets, for \$8 per Camper (cash) by Wednesday each week. You must bring a drink or sides on Chick-Fil-A Thursdays.

**Medication:**

- If you need to leave medication for a Camper, please come into the building and give the medication and directions to Camp Director **Mark Morgan**. The medicine will be stored safely on-site.

**Performance Recording (Digital Download):**

- We will record each show once, which will be uploaded to the website and be available for purchase.

**Photos:**

- When Campers registered for **MTC's Summer Stage '23**, you read and agreed to the terms of our Medical & Media Release, which allows **MTC** to use pictures and videos of all campers for advertising.

**Phones:**

- Campers should only be using their cell phones during the lunch break and emergencies.
- **MTC** will collect cell phones in our cell phone locker if Campers are using them too frequently.
- Cell phones ARE NOT permitted onstage, unless being used as a prop.

**Production Partners:**

- If your family or your business, would like to provide additional financial support for any **MTC** show as a Production Partner, please speak with Camp Director **Mark Morgan**.

**Program / Ads / Bios:**

- We produce a program book for each Session's show in these formats
  - Full virtual program book via a QR Code (for Audience Members)
  - 4-Page printed program book (for Audience Members)
  - Full printed program book (for Cast Members only)
- The full program book includes information about the show as well as bios for the Staff and Cast.
- All Ads and Bios are due on the first Friday of each Session.
- We will take a picture of your Camper on the first or second day of camp, and we will place it next to a short "bio" of your Camper that you can submit through our website (clicking on the **Summer Stage** logo on our website, and then clicking "**Submit a bio for the program book**").
- If you wish to purchase an Ad in any / all program (s), follow the same links mentioned above, and then click on "**Submit an ad for the program book**" and scroll down to the option you want.

**Remind Text Messaging System:** If you have not already done so (i.e., you are not receiving any 'Remind Texts' from Camp Director **Mark Morgan**), please sign up for our Remind Text Messaging System. We have a unique group for each session, so if your Camper is in multiple sessions, you need to sign up multiple times.

Enter **81010** and text the show code below. Trouble using 81010? Try entering **(201) 654-0606** instead.

Session I: **@23-ss-I** / Session II: **@23-ss-II** / Session III: **@23-ss-III** / Session IV: **@23-ss-IV**

**Snacks:** There will be a snack break in the afternoon every day at approximately 2:25 to 2:35 PM. **MTC** will usually provide "Freeze Pops" for every Camper every afternoon. If your Camper wants or needs to bring in a different kind of snack for this break, that is permissible. If your Camper has a birthday during his / her / their Session, please call Camp Director **Mark Morgan** at **856 / 778-8357** to send in birthday snacks. Also, if you would like to provide a different snack on any camp day (soft pretzels, cookies, etc.), please call **Mark**.

**Shows / Tickets:** The dates / times for the session's show are listed on **MTC** Website and on the calendars on the following pages. To purchase reserved seat tickets, please visit [MoorestownTheaterCompany.org](http://MoorestownTheaterCompany.org).

**Theme Song:** We sing "Warts And All" from **Honk! JR.** (our first Summer Stage production in 2006) before the final performance of each Session's show, inviting Summer Stage Alums in the audience to sing along with the Cast on-stage.

## **MTC Cast Conduct Contract**

(Created by Jack Morgan 05.20.23 | Updated by Jack Morgan, Mark Morgan, and Carol Ann Murray 06.06.23)

Adopted by **MTC** Board of Trustees 06.13.23

**Appearance:** Once cast in a role for a show, you should not alter your appearance without first consulting the Directing Team. You are cast based upon your audition appearance; changing this could throw off character development, chemistry, staging visuals, and / or costuming that has been chosen for you. This includes; haircuts, hair color, piercings, or tattoos.

**Behavior:** While musical theater is fun, you are still expected to behave appropriately at all rehearsals and performances. In general, respect each other, including greeting each other by title / name, the theater 'process', and try not to have a negative attitude. Staff members will file incident reports when students behave inappropriately. Cast Members should not talk when members of the Production Staff are talking. Older Cast members should only talk about age appropriate topics in front of younger Cast members. Ask for help when you need it. Report disturbing behavior by a fellow Cast or Staff Member when necessary. Three incident reports will result in an immediate parent report or termination.

**Cell Phones:** Phones are always allowed for emergencies and whatever else may be *necessary*. However, if they become a distraction, they will be required to be put away in the students' bag / backpack, or stored in our "cell phone locker".

### **Communication**

- **Remind Texts:** When you join a Cast of an **MTC** show, you (and / or your parents) must sign up for our "Remind" texting system to receive updates on rehearsals, performances, Director's notes, Cast parties, and more. Anyone under the age of 13 must have a family member join the Remind text.
- **Absences:** If you are going to be late for or be absent for any rehearsal or performance, you must text **Coach Mark** at **609 / 922-2506** (preferably before the rehearsal or performance begins).
- **Dismissal:** Excessive unexcused absences from rehearsals or camps could result in dismissal from the show or loss of role.

**H.I.B. Agreement:** **MTC** prioritizes youth protection by wanting everyone to feel safe, welcome, and included. Excelling in the performing arts relies heavily on a safe community for individual expression. **MTC** has a zero-tolerance policy for harassment, intimidation, and bullying (H.I.B.). Breaking this rule will result in one warning, before losing your role or being dismissed from the show, with no refund. There will be no refunding of any fees if a student is removed from a show due to an H.I.B. violation. These rules apply to interactions both in person and over text or social media.

**Social Media:** No one is required to promote **MTC** on social media, but if you do, you must keep your posts appropriate and respectful.



## **MTC Dressing Room Policy and Production Week(s) Code of Conduct**

(Created by Jack Morgan 05.20.23 | Updated by Jack Morgan, Mark Morgan, and Carol Ann Murray 06.06.23)

Adopted by MTC Board of Trustees 06.13.23 - This Policy will be posted in all dressing areas.

At **Moorestown Theater Company**, we strive to provide a safe and inclusive environment for all of our Performers. This dressing room policy outlines the correct behavior and expectations for our Performers, as well as the requirements for Summer Stage Staff & Parent / Volunteer Chaperones, including a Level 1 Background Check. We also address appropriate behavior during tech week, show week, and performances, as well as our commitment to preventing Harassment, Intimidation, and Bullying (H.I.B.). Additionally, we emphasize the importance of respect for our Parent / Volunteer Chaperones.

### 1. Actor Behavior and Expectations

- a. **Respect:** All actors are expected to treat each other, the dressing room, the costumes, and the theater staff with respect and kindness. This includes refraining from derogatory language, teasing, or any form of bullying. This also includes acknowledging when people speak to you.
  - i. Staff and Cast Members should be respected.
  - ii. Summer Stage Staff & Parents / Volunteers should be recognized and respected.
  - iii. Everyone be kind to everyone, please.
- b. **Privacy:** Each individual's personal space and belongings must be respected at all times. Avoid going through others' belongings without permission and maintain appropriate boundaries. Do not take someone else's belongings and hide them, even as a joke. No video recording in the dressing room is permitted. You may not record anyone without their permission, ever.
- c. **Changing:** All Cast Members must wear light-colored 'undergarments' (gym shorts, t-shirts, camisoles, nude leotard, etc.) so that they are never naked or in just their underwear in the dressing rooms or during quick changes.
- d. **Personal Hygiene:** Maintaining personal hygiene is essential for a pleasant dressing room environment. Please come to rehearsals and performances with clean bodies, deodorant, hair, and teeth.
- e. **Dressing Room Cleanliness:** Keep the dressing room area tidy by properly disposing of trash and returning costumes and props to their designated places after each tech / dress rehearsal and performance.
- f. **Dressing Room Door Rules:**
  - i. Black curtains will be hung outside of Dressing Rooms doors for privacy.
  - ii. No doors are permitted to be closed or locked.
  - iii. The doors should not require a 'password' to get in or out.
  - iv. No one should block the doors on the inside or outside.
  - v. No one should bang on the doors.
  - vi. Curtains can be opened when everyone is decent.
    1. The Summer Stage Staff & Parent / Volunteer Chaperones can help decide when this transition makes sense.
    2. If the Summer Stage Staff & Parent / Volunteer Chaperones deem that the students are misbehaving, they can take away the dressing room privileges entirely and make students change in the bathrooms.



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- g. **Dressing Room Supervision:** Performers will not be left unattended in the dressing room. Summer Stage Staff or Parent Volunteer Chaperones will always be present.
- h. **Food:** Food and colorful beverages are not permitted in the dressing room or in costumes. We encourage that Performers eat in the hallway or other permitted areas. Costumes must be removed or covered with a jacket or robe.

2. Summer Stage Staff & Parent / Volunteer Chaperones **(NOT REQUIRED FOR SUMMER STAGE)**

- a. Ideal Number and stations of Chaperones: 10 - 15
  - i. 2 chaperones per dressing room
  - ii. 2 - 3 chaperones for makeup and hair
  - iii. 5 or 6 volunteers for the stage crew.
  - iv. Stage Crew & Makeup Staff / Volunteers can also help concessions at intermission
- b. **Background Check:** Staff & Parent / Volunteer Chaperones are required to complete a Level 1 Background Check to ensure the safety of our Performers.
- c. **Responsibilities:** Staff & Parent / Volunteer Chaperones are responsible for supervising the dressing room, ensuring the well-being of Performers, and maintaining a positive and supportive atmosphere.
- d. **Role Modeling:** Staff & Parent / Volunteer Chaperones should demonstrate respectful and professional behavior, serving as role models for our Performers.
- e. **Dressing room access and privacy**
  - i. The only people allowed in any dressing rooms are:
    - 1. The Performers and Staff & Parent / Volunteer Chaperones assigned to that room
    - 2. The Costuming Staff when absolutely necessary
  - ii. Staff & Parent / Volunteer Chaperones must knock before entering the dressing rooms.
  - iii. Male-identifying actors must have male Chaperones.
  - iv. Female-identifying actors must have female Chaperones.
  - v. There will be no male Chaperones or staff in the girls dressing room.
  - vi. There will be no female Chaperones or staff in the boys dressing room.
  - vii. Performers are only allowed to be in their assigned dressing rooms.
    - 1. No Performers are allowed in each other's dressing rooms(i.e. no boys in the girls' dressing room and no girls in the boys' dressing room, PERIOD.)
  - viii. Two Chaperones per room
    - 1. Chaperones should help Performers when necessary (fix collar, tie ties, help with mics, etc.).
    - 2. Chaperones should listen to the baby monitors to help Performers make entrances.
    - 3. Chaperones will exit the room while Performers are changing unless they require assistance.
- c. Non-Binary, Transgender, and Gender Neutral Dressing Rooms
  - i. We will always offer and create extra rooms for non-binary, transgender, and gender neutral Performers when requested.
  - ii. Chaperones for these rooms will be decided between Staff, the Performer, and their Guardians.

3. Tech Week Behavior:
  - a. **Absences:** Try not to miss tech week rehearsals, keep it to one missed tech rehearsal maximum.
  - b. **Arrival:** 'Call Time' is an hour and a half before 'Curtain Time' (unless otherwise instructed). Start getting ready as soon as you arrive. (This means no lounging around, eating, etc.)
  - c. **Focus:** During tech week, it is crucial to concentrate on technical aspects such as lighting, sound, and stage cues. Minimize distractions and maintain a professional work environment.
  - d. **Cooperation:** Support fellow Performers and Crew Members by being responsive and flexible. Collaboration and teamwork are key.
  - e. **Conflicts:** You cannot have another show tech week happening at the same time as an **MTC** Tech Week.
  
4. Show Week Behavior:
  - a. **Pre-Show Etiquette:** Arrive on time and be prepared for the pre-show schedule and any personal routines. Respect the director, stage managers, and crew by following their instructions promptly.
  - b. **Performance Preparation:** Prioritize rest, hydration, and healthy habits during show week to ensure the best performance possible
  - c. **Focus and Professionalism:** Maintain a focused and professional attitude both on and offstage. Respect the personal space of your fellow Performers and Crew Members.
  - d. **All Cast Members - even Summer Stage - are required to stay for a minimum of 30 minutes for Set Strike / Clean-Up at the end of a show's run.**
  
5. During the Show Behavior:
  - a. **Backstage Etiquette:** Keep noise and speaking levels to a minimum backstage to maintain a conducive working environment (and so that Audience Members do not hear you). Avoid unnecessary distractions or disruptions during performances.
  
6. H.I.B. Policy
  - a. **Harassment, Intimidation, or Bullying will not be tolerated.**
  - b. Report any incidents immediately to a Staff Member or Parent / Volunteer Chaperone. You may be asked to help complete an incident report.
  
7. Respect for Summer Stage Staff & Parent / Volunteer Chaperones:
  - a. **Communication:** Maintain open and respectful communication with Staff Members & Parent / Volunteer Chaperones. Follow their instructions and cooperate with them to create a positive experience for everyone involved.
  - b. **Appreciation:** Show gratitude towards Parent / Volunteer Chaperones who dedicate their time and effort to support the production and ensure a safe environment for all.
  
8. Things to do before a show when you are COMPLETELY ready and set up for the show.
  - a. Extra vocal warm up, run lines, practice dances, review rehearsal videos, etc.
  - b. Play quiet games (cards, switch, quiet improv games, etc).

At **Moorestown Theater Company**, we are committed to upholding these policies to create a nurturing and inclusive environment. By adhering to these guidelines, we can ensure the safety, well-being, and success of our community.

## MTC Teaching Commitments and Learning Expectations

(Created by Jack Morgan 05.20.23 | Updated by Jack Morgan, Mark Morgan, and Carol Murray 06.06.23)

Adopted by the MTC Board of Trustees 06.13.23

At **Moorestown Theater Company**, we believe that education is a vital component of our theater program. The following document outlines the expectations and understanding between the theater company, its Directors, Teachers, Students, and their Parents, regarding teaching and learning. By adhering to these expectations, we can create a productive and supportive learning environment for all involved.

### 1. Commitment to Excellence:

- a. We are committed to providing high-quality instruction that fosters artistic growth, creativity, and personal development.
- b. Our Directors and Teachers will maintain expertise in their respective fields and engage in professional development to enhance their teaching skills.

### 2. Respect and Inclusion:

- a. We value and respect the unique qualities and perspectives of every individual. Discrimination or harassment of any kind will not be tolerated.
- b. Our Directors and Teachers will create a safe and inclusive learning environment where every Student feels valued, supported, and free to express themselves.

### 3. Clear Communication:

- a. Open and effective communication is essential for a successful learning experience. We encourage Directors, Teachers, Students, and Parents to maintain open lines of communication to address any concerns or questions.
- b. Directors and Teachers will provide clear and timely communication regarding class schedules, expectations, and any updates or changes related to the program.
- c. **Show Captains:**
  - i. Whenever possible, we would like to have the Cast, in accordance with the Staff, vote on two to three Show Captains for each show (depending on Cast size).
  - ii. These Show Captains will serve as a liaison between the Staff and the Cast.
  - iii. The Cast Members will vote, with final approval by the Staff Members, as we would like to have a good balance of old and young students, and across all genders.
- d. **Parent / Volunteer Chaperone Coordinator (Show Parent) (NOT REQUIRED FOR SUMMER STAGE):**
  - i. The position of Volunteer Chaperone Coordinator (Show Parent) will have all the knowledge and information to help new Parents / Volunteers succeed. They would be:
    1. On headset downstairs stationed as a floater;
    2. Managing the logistics downstairs, but not designated to a dressing room;
    3. They would be the point person for all Parent / Volunteers downstairs;
    4. They may create a small group chat of the Parents / Volunteers for communication outside of the Remind text system.

e. **Parent Meetings (NOT REQUIRED FOR SUMMER STAGE):**

- i. An **MTC** Parent meeting will be held at the beginning of a production process, with additional monthly meetings scheduled as follows:
- ii. For a three-month production process:
  1. Intro Meeting after casting
    - a. Policy and Conduct conversations
    - b. Volunteering and background check conversations
    - c. Ask for a Parent / Volunteer Chaperone Coordinator (Show Parent)
    - d. The Parent / Volunteer Chaperone Coordinator (Show Parent) will assist in running the additional meetings (if needed).
  2. Mid-Production Meeting Check-in
    - a. Costume Updates
    - b. Show Captains Check-Ins
    - c. Updates on background check process and Parent / Volunteer scheduling
  3. Pre-Tech Week Meeting before Production Weeks (Tech and Show Week)
    - a. Dressing Room Policy and Tech Week Code of Conduct
    - b. Confirm background check and Parent / Volunteer scheduling
- iii. Reasoning:
  1. To start Parent / Volunteer background check process as early as possible;
  2. To involve Parents / Volunteers in the process;
  3. To introduce Parents / Volunteers to each other;
  4. To foster community;
  5. To disseminate info on how to be more involved without a huge commitment;
    - a. (help with one show because if everyone does a little, no one does a lot!)
  6. To allow Show Captains to talk about how rehearsals are going, recognize Cast achievements in front of all of the Parents / Volunteers, recognize any process issues, etc.

4. **Learning Environment:**

- a. We aim to provide a positive and encouraging learning environment that promotes collaboration, growth, and exploration;
- b. Performers are expected to come to camp, classes, and rehearsals prepared, actively participate, and demonstrate respect for their fellow Cast Members and Directors and Teachers;
- c. Directors and Teachers will establish a structured and engaging rehearsal environment that supports individual and group learning;
- d. **Before and after each rehearsal:**
  - i. Warm Up: Show Captains will lead a check-in with the whole group to start rehearsal;
  - ii. Wind Down: Show Captains will take a few minutes at the end of each rehearsal to check-in again and maybe once a week for reward and recognition;
  - iii. Short updates delivered about the next rehearsal (will also be sent via Remind Texts).

5. **Skill Development and Feedback:**

- a. We are dedicated to helping Performers develop their skills and reach their full potential. Constructive feedback will be provided to guide their artistic growth.

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- b. Performers are encouraged to embrace feedback and actively work on improving their skills, techniques, and performance abilities.
- c. Directors and Teachers will provide regular feedback, offering guidance, support, and areas of improvement to help students progress in their artistic journey.

6. Parent Involvement:

- a. We value the partnership between Parents and **MTC** in supporting the learning and development of Students.
- b. Parents are encouraged to stay informed, actively participate in meetings, and support their Child's involvement in theater activities.

7. Safety and Well-being:

- a. The safety and well-being of our Performers are of utmost importance. We will maintain a safe and secure environment for all participants.
- b. Directors and Teachers will prioritize the physical, emotional, and mental well-being of Performers, taking appropriate measures to ensure their safety during rehearsals, performances, and other theater activities.

8. Performance Opportunities:

- a. We strive to provide performance opportunities that showcase the skills and talents of all our Performers.
- b. Directors and Teachers will guide Performers through the rehearsal and performance process, instilling discipline, professionalism, and teamwork.

By agreeing to these Teaching Commitments and Learning Expectations, we can create a supportive and nurturing learning environment where students can explore their creativity, develop their skills, and grow as individuals.

## **MTC Incident Procedure**

### **(For Student / Parent Information Only)**

(Created by Jack Morgan 05.20.23 | Updated by Jack Morgan, Mark Morgan, and Carol Ann Murray 06.06.23)

Adopted by **MTC** Board of Trustees 06.13.23

At **Moorestown Theater Company**, we are committed to maintaining a safe and respectful environment for all individuals involved in our productions. This Incident Procedure is designed to address incidents promptly and fairly, ensuring that all parties involved are treated with due diligence and that appropriate consequences are implemented. Our aim is to uphold our company values while fostering a positive and inclusive atmosphere.

1. What constitutes an incident?
  - a. Harassment
    - i. Harassment refers to unwanted and persistent behaviors that are intended to annoy, disturb, or upset someone. It involves creating a hostile environment for the target through actions such as pestering, insults, name-calling, spreading rumors, or any other form of verbal, written, or physical conduct that causes distress.
  - b. Intimidation
    - i. Intimidation involves actions or behaviors that are intended to create fear or a sense of powerlessness in another person. It typically involves coercion, or aggressive behavior meant to control or manipulate the target and force them to act against their will.
  - c. Bullying
    - i. Bullying is a form of aggressive behavior characterized by a power imbalance between the perpetrator and the target. It involves repetitive and intentional acts of aggression, either physical, verbal, or relational, that are intended to cause harm or humiliation to the victim.
  - d. Physical altercations, verbal altercations, discrimination, safety violations, disrespect, etc.
  - e. Any other behavior that Parents would want to be informed about.
2. Incident Reporting:
  - a. Any incident that occurs must be reported using the Incident Report Template provided.
  - b. This report serves as an official record and helps facilitate due diligence and resolution process.
  - c. Anyone can make and submit an Incident Report:
    - i. Volunteer Chaperones, Staff, Students, Parents, Audience, Stage Crew, etc.
3. Calm and Objective Evaluation:
  - a. When an incident is reported, the Staff will calmly and objectively evaluate the situation.
  - b. Both sides of the conflict will be heard, and any relevant evidence or witness statements will be taken into consideration.
4. Due Diligence and Fairness:
  - a. Our commitment to due diligence ensures that all parties involved are treated fairly.
  - b. The process will be conducted with confidentiality and impartiality, and any information gathered will be handled discreetly and shared only with the necessary individuals involved in resolving the incident.

5. Decision-Making Process:

- a. When determining consequences, the Staff will consider factors such as:
  - i. The severity of the incident;
  - ii. The impact on individuals involved, the production, and the overall theater community;
  - iii. Any previous Incident Reports or patterns of behavior;
  - iv. Compliance with legal and regulatory requirements.

6. Consequences:

- a. If an incident is substantiated, appropriate consequences will be determined based on the severity and nature of the incident.
- b. We have implemented the following policies:
  - i. First verbal warning or counseling in rehearsal
    1. No incident report, no Parent / Guardian contact
  - ii. Three verbal warnings in one rehearsal
    1. Incident report and Parent / Guardian contact
  - iii. Two Incident reports during one production
    1. Personal Chaperone attendance required at remaining rehearsals and shows
    2. Third incident report is made, with the Personal Chaperone present
    3. Student is expelled from the show.
- c. We reserve the right to go to any consequence sooner based on the severity of the incident(s).

7. Upholding Company Mission, Values, and Vision:

- a. **Mission:** **MTC's** Mission is to educate, include, inspire, and transform. It is essential that all individuals involved in our productions uphold the ideas of this Mission.
- b. **Values:** **MTC's** Values include Fun, Respect, and Kindness.
- c. **Vision:** **MTC's** Vision is to spark the confidence and creativity of local Performers, Families, and Volunteers.
- d. Incidents that contradict **MTC's** Mission, Values, and Vision will be addressed with seriousness and may result in more severe consequences.

8. Parent Contact and Warning Procedure:

- a. If there are three verbal warnings during one rehearsal, the Parent / Guardian will be promptly contacted to inform them about the upcoming Incident Report and any consequences.
- b. Staff Members will work with Parents / Guardians to ensure open lines of communication throughout the resolution process.
- c. In cases where a warning or consequence is issued, a meeting may be scheduled with the Parent(s) / Guardian(s) to discuss the situation, the consequences, and any necessary next steps.

9. Setting New Boundaries and Expectations:

- a. In some cases, incidents may require a reassessment of boundaries, expectations, and policies.
- b. After a thorough investigation, the Staff may implement new guidelines, policies, or training programs to prevent similar incidents from occurring in the future.
- c. These changes will be communicated clearly to all individuals involved in the theater company or any production process.



We take incidents within our theater company seriously and are dedicated to addressing them promptly, fairly, and with the best interests of our theater community in mind. By adhering to this Incident Procedure, we can ensure a safe and respectful environment that nurtures the talent and creativity of all participants. If you have any questions or concerns regarding this procedure, please reach out to **Mark Morgan, Carol Ann Murray, or Annette DeRosa** for further clarification.



# **MTC Incident Report Template**

## **(For Student / Parent Information Only)**

(Created by Jack Morgan 05.20.23 | Updated by Jack Morgan, Mark Morgan, and Carol Murray 06.06.23)  
Adopted by **MTC** Board of Trustees 06.13.23

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

1. Individuals Involved:

- a. Name(s) of the Person(s) directly involved in the incident:
  
- b. Name(s) of any witnesses present:
  
- c. Role of individuals involved (Performer, Parent / Volunteer Chaperone, Staff / Crew Member, etc.):

2. Nature of the Incident:

- a. Please circle the appropriate category that best describes the nature of the incident:
  - i. Harassment
  - vi. Discrimination
  - ii. Intimidation
  - vii. Safety violation
  - iii. Bullying
  - viii. Disrespect
  - iv. Physical altercation
  - ix. Other (please specify): \_\_\_\_\_
  - v. Verbal altercation

3. Description of the Incident:

- a. Provide a detailed account of what happened during the incident, including any relevant statements, actions, or behaviors observed:

4. Impact:

- a. Describe the impact of the incident on the individuals involved, the overall atmosphere, or any potential consequences:

5. Action Taken:

- a. Please describe any immediate action taken to address the incident (i.e., intervention, separation of parties involved, consultation with Theater Staff, etc.):



6. Witness Statements:

- a. Record statements provided by witnesses, if any:

7. Additional Documentation:

- a. Attach any additional documentation or evidence related to the incident (i.e., emails, text messages, photos, etc.):

8. Recommended Actions:

- a. Based on the nature and severity of the incident, provide recommendations for further actions or measures that should be taken to address the situation:

**Incident Reporting:**

Complete the following information regarding the person completing this incident report:

Name: \_\_\_\_\_ Role / Position: \_\_\_\_\_

Contact Information:

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Signature:**

By signing below, I confirm that the information provided in this incident report is accurate and truthful to the best of my knowledge:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this completed incident report in person to a Staff Member or electronically through our website. Your prompt reporting allows us to take appropriate action and maintain a safe and respectful environment for all involved.

Note: This incident report template serves as a tool for documentation and does not replace any legal or official reporting procedures that may be required in certain situations.



# June 2023

Sun      Mon      Tue      Wed      Thu      Fri      Sat

				June 1	2	3
4	5	6	7	8	9	10 Audition for <b>Finding Nemo JR</b> At MTC Studio 1:30 to 4:30 PM
11	12	13	14	15 Dance Audition for <b>Finding Nemo JR</b>	16	17 <b>Session I / Day 1 Finding Nemo JR</b>
18 Fathers' Day	19 <b>No Summer Stage</b>	20 <b>No Summer Stage</b>	21 <b>Session I / Day 2 Finding Nemo JR</b>  C-F-A Money Due	22 <b>Session I / Day 3 Finding Nemo JR</b>  Chick-Fil-A Day	23 Freaky Friday Pajama Day  Session I Ads & Bios due	24 <b>Session I / Day 5 Finding Nemo JR.</b>
25 Audition for <b>Heathers TE</b> @ First Methodist Church 12 to 5:30 PM	26 <b>Session II / Day 1 Heathers Teen Edition</b>	27	28 Wacky Wednesday Nationality Day  C-F-A Money Due	29  Chick-Fil-A Day	30 Freaky Friday: Red White & Blue Day  Session II Ads & Bios due	1



# July 2023

Sun      Mon      Tue      Wed      Thu      Fri      Sat

					30 Freaky Friday: Red White & Blue Day  Session II Ads & Bios due	July 1
2	3 Camp will be held today for both Sessions.  <b>Session I</b> <b>SHOW WEEK</b>	4 Independence Day Camp Closed  Session I & II Casts will march in Moorestown's Independence Day Parade at Noon.	5 Wacky Wednesday Mismatched Clothes (Session II) CFA Money due  <b>Show #1 - 2 PM</b> <b>Show #2 - 7 PM</b>	6  Chick-Fil-A Day  <b>Show #3 - 11 AM</b> <b>Show #4 - 7 PM</b>	7  Freaky Friday Black & White (Session II)  <b>Show #5 - 10 AM</b> <b>Show #6 - 2 PM</b>	8
9	10  <b>Session II</b> <b>SHOW WEEK</b>	11	12  CFA Money due  <b>Show #1 - 2 PM</b> <b>Show #2 - 7 PM</b>	13  Chick-Fil-A Day  <b>Show #3 - 11 AM</b> <b>Show #4 - 7 PM</b>	14  <b>Show #5 - 11 AM</b> <b>Show #6 - 6 PM</b>	15
16	17  <b>Session III</b> <b>SpongeBob JR.</b> <b>Youth Edition</b>	18	19 Wacky Wednesday Crazy Hat Day  CFA Money Due  <b>The Music Man</b> <b>Opening Night - 7</b>	20  Chick-Fil-A Day	21  Freaky Friday Backwards Day  Session III Ads & Bios Due	22
23	24	25	26 Wacky Wednesday Sports Team  CFA Money Due	27  Chick-Fil-A Day	28  Freaky Friday Pajama Day	29



# August 2023

**Sun      Mon      Tue      Wed      Thu      Fri      Sat**

30	31 <b>Session III SHOW WEEK</b>	August 1 <b>Show #1 - 7 PM</b>	2 CFA Money due <b>Show #2 - 11 AM Show #3 - 7 PM</b>	3 Chick-Fil-A Day <b>Show #4 - 11 AM Show #5 - 7 PM</b>	4 <b>Show #6 - 11 AM</b>	5
6	7 <b>Session IV The Wizard Of OZ Youth Edition</b>	8	9 Wacky Wednesday Crazy Hair Day  CFA Money Due	10  Chick-Fil-A Day	11 Freaky Friday Pajama Day  Session IV Ads & Bios Due	12
13	14	15	16 Wacky Wednesday Mismatched Shoe or Sock Day  CFA Money due	17  Chick-Fil-A Day	18 Freaky Friday Favorite Character Day	19
20	21 <b>Session IV SHOW WEEK</b>	22 <b>Show #1 - 7 PM</b>	23 CFA Money Due <b>Show #2 - 11 AM Show #3 - 7 PM</b>	24 Chick-Fil-A Day <b>Show #4 - 11 AM Show #5 - 7 PM</b>	25 Last Day Of SS <b>Show #6 - 11 AM</b>	26
27	28 SS Staff Collapse!	29	30	31	September 1	2



## **MTC Policies and Procedures Acceptance Page**

I \_\_\_\_\_ have read and understood the **Summer Stage Family Handbook**, including the **MTC** Conduct Contract, the Dressing Room Policy, and Teaching Commitments and Learning Expectations outlined above. I agree to support and adhere to these expectations to ensure a positive and enriching learning experience.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I \_\_\_\_\_ have read and understood the **Summer Stage Family Handbook**, including the **MTC** Conduct Contract, the Dressing Room Policy, and Teaching Commitments and Learning Expectations outlined above. I agree to support and adhere to these expectations to ensure a positive and enriching learning experience.

**Parent / Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I \_\_\_\_\_ have read and understood the **Summer Stage Family Handbook**, including the **MTC** Conduct Contract, the Dressing Room Policy, and Teaching Commitments and Learning Expectations outlined above. I agree to support and adhere to these expectations to ensure a positive and enriching learning experience.

**MTC Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_