

**Tech Crew Information for *Mary Poppins*
The 2023 Grade 3-6 Pierce School Musical
Phil Schroeder, Artistic Director
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Open to kids grades 5 – 8

Welcome to the Tech Crew Information document. It's a LOT of stuff, but I believe it's all very important. At registration, you'll be asked to affirm that you've read and understand this information.

EMAIL CONTACTS

I have left behind last year's email address "piercemusictracks@gmail.com" for @pierceschoolmusical.com, to simplify things. There have been occasions where the new email has landed in people's promotions folders, so if you're not getting emails from me, please look there and clear me for your inbox. Our director, Tara Choat, also uses tara@pierceschoolmusical.com.

WHAT IS TECH CREW?

We register 16 kids to assist with setting the stage for each scene. It can be complex and requires teamwork and patience. It will begin feeling a bit chaotic and end up running like a top, and the kids always seem to enjoy it. It requires a lot of moving things around, quickly and quietly, and the ability to do it all in good humor.

If your child struggles with low-structure environments, this may not be the place for them.

Unlike the cast, there are not specific days your child attends. They sign up for what fits in their schedule and the crew each day looks a little different. If they can do 2-3 days each week and at least 2 of the shows, we're good.

We'll ask them to start visiting rehearsals the week of March 13, then start coming in to work the weeks of March 20 and March 27. You can expect them to be there after-school until 6:00pm most afternoons, 5:30 on Friday March 24. On Friday, March 31, I'll need a few of them to help clear the auditorium and set up for our show weekend. After the last show on Sunday, April 2, I'll need them to stay and help put the auditorium back together for school the next day.

The shows are:

Friday, March 31, 6:30pm, crew called at 6:00
Saturday, April 1, 1:30pm, crew called at 1:00
Saturday, April 1, 6:30pm, crew called at 6:00
Sunday, April 2, 6:30pm, crew called at 1:00 and stays late to clean up

I'll send out a Google Sheet for you to sign them up in late February.

CREW CHEIFS

We employ two high schoolers as crew chiefs for the tech crew. These are kids who've done this before and will manage (along with the directors) all the work responsibilities and show flows.

ATTENDANCE

Attendance is mandatory on the days they're signed up unless they're sick. Staging a play is all about interaction, timing, and trust. And particularly in the crew, we need all hands on deck to assemble, strike and assemble our sets. It's a lot of work and moves fast; missing persons make it difficult.

REGISTRATION

Registration is November 19 at 8:00am. We will sell 16 crew spots only and they do sell out.

REFUNDS

There are no refunds after March 1 unless your family is suddenly relocated overseas! We make big financial commitments to our staff, we ask that once you're in, you're really in.

CHECK-IN, SNACKS, OTHER POLICIES

Tech Crew will meet in the cafeteria after school on their selected days.

Please send your kids with snacks! They're hungry after school and need to eat something. Please make it healthy and clean. We don't have a lot of capacity to clean up tables and the custodians have already cleaned the cafeteria and moved on to other locations. Thanks for understanding.

Students should NOT leave campus for Starbucks, Walgreens, CVS (anywhere!) after school and during rehearsals.

Cell phones are NOT to be on during rehearsals. If you need to get a message to your child, you'll have the cast supervisor's contact info.

We do not check students out at the end of rehearsals, they are free to leave campus as they would after school.

5th graders in PSED must check in to PSED before coming to us and must return to PSED afterwards, *even if* the parent is there, ready to take them home. It's best if you tell PSED they won't be coming those days.

CAST SUPERVISORS

In addition to the director, there will be a Cast Supervisor present at each rehearsal to check in actors and manage behavior and emergency responses if necessary. Our Cast Supervisors are CPR-Certified, have a first aid kit, and are trained in threat response in these specific spaces. They are all young adults. Their primary job is to have an eye on students' whereabouts and help maintain a productive environment while the director works.

BEHAVIOR AND MEDICAL CONCERNS

Behavior and discipline: Sometimes, kids have a bad day and act out. When this happens, our first response is to pull the student aside for reminders and redirection. Our second response will be to remove the student from the room for a "time out." If the situation warrants, the cast supervisor or director will dismiss the child immediately and contact the parent to discuss the situation, and the child may be released for the day. We have a zero-tolerance policy for verbal or physical abuse that violates anyone's safety; should those occur, your child will be sent home immediately and we'll discuss the situation with you. If the behavior continues, your child may be asked to leave the program without refund. As this is a PTO program, any extreme behavior will be reported to the Pierce Vice Principals.

Medical issues: We receive no information from the school about your child's health. You'll be asked at registration to disclose any medical or non-medical issues that may impact your child's participation as well as your instructions for treatment, if any. It is crucial that you provide us with any relevant information so that we can make appropriate decisions for your child's care. Any disclosures and instructions will be shared with the director and cast supervisors so that we can recognize a problem before it escalates and respond according to your instructions.

Our emergency response protocols are as follows:

- In the event of a real medical emergency, our first response is to call 911, then the parent.
- In the event of a minor emergency (stomachache, onset of illness), we'll contact the parent and/or send the child home.
- Of course, if a child demonstrates any Covid symptoms, we'll call you and they'll need to go home.

Non-medical considerations: If your child has a special circumstance such as ADHD, which needs more attention than is typically offered in this setting, please notify us in advance and we'll work with you to create a plan for successful participation. If your child is prone to less-manageable outbursts, including physical altercations, we do not have the resources (and the school will not provide them) to create a successful and safe experience for everyone.

You will be asked to check a waiver absolving us of liability in the event of medical emergencies, as is typical for programs like ours, Town sports, Art Barn and more.

FEES AND REFUNDS

The registration fee for Tech Crew is \$150. The registration fees help cover directors, technical personnel, assistants, printing, set materials and more.

Fees are collected via credit card at time of registration. If you prefer to pay by check, need scholarship support or structured payments, please contact Phil at phil@pierceschoolmusical.com.

Pierce School Musical/PTO offers these programs to any child who requires financial support on a "no questions asked" basis. We want your kids, regardless of your ability to pay.

COVID STUFF

Refund policy: In 2020, as some may know, we lost our shows to the immediate shut down of the schools. We were not able to issue refunds, as staff still needed to be paid. Our priority is to provide a complete educational and fun experience for children, regardless of outcomes, while honoring our agreements with our staff. While performances are one expected outcome, they are not guaranteed. If our program is shut down early, owing to situations beyond our control, we will refund money as we are able, and after all staff have been paid for work to date. After March 10, however, we'll not be able to offer refunds for program or show cancellations.

Masks: we welcome masks at all rehearsals and for the shows but as of this writing, they are not required. We will follow any mandates issued by the Town or the principal in this regard and expect the kids to do the same. We prefer that your child have a mask available in case we suspect a Covid exposure.

Registration is your choice and you register at your own risk (words we never thought we'd have to write). If this endeavor sounds risky or makes you uncomfortable, you should not register.

VACCINATED, PLEASE

We strongly encourage you to get your child vaccinated.

