

# SPOKANE VALLEY SUMMER THEATRE

*Conservatory*



## 2024 PARENT HANDBOOK & CHILD SAFETY POLICIES

# BRIGHT LIGHTS! BIG STORIES!

Welcome to the acclaimed Spokane Valley Summer Theatre Conservatory! Since 2016, the Conservatory at SVST has served as a theatrical touchpoint and launch pad for young people interested in the performing arts. Founded by award-winning Executive Artistic Director Yvonne A.K. Johnson, the conservatory has provided theatrical training for over 1,000 students. Each summer, hundreds of students are welcomed by our experienced and energetic conservatory teaching staff. All teachers are either certified drama teachers, professional practitioners, SVST performance veterans or college students pursuing their degrees in theatre. Our program offerings include themed “Play-in-a-Week” camps (grades 2-6), specialized week-long courses for middle & high school students (grades 7-12) and specialty workshops and masterclasses (upon availability). One thing is clear - young people in the Inland Northwest have a hunger and talent for live performance. We’re thrilled to nurture that spirit by providing a platform of *bright lights* and *big stories* for generations to come!



# OUR TEAM



## **COLLIN J. PITTMANN (Camp Director & Production Manager)**

is a theatre director, educator and stage manager. Currently, Collin is pursuing an MFA in Theatre Directing at the UK's #1 Drama School - East15 (London). A 2021 graduate of Texas Christian University, Collin double majored in theatre and broadcast journalism. Pittmann was recognized by the university as an 'Emerging Leader' in 2023. His TCU credits include arranger and director of the award-winning *Wonder Women: Celebrating Women's Roles on Broadway*, stage manager of *Children of Eden*, *The Melody Lingers On*, *The Pajama Game* and Assistant Director of *42nd Street*. An involved theatre artist and Spokane native, Collin serves as Production Manager for the award-winning

Spokane Valley Summer Theatre (SVST). His recent SVST credits include Director of Jimmy Buffett's *Escape to Margaritaville*, SVST's *Rising Stars*, production stage manager for *The Bridges of Madison County*, *Sister Act*, *Little House on the Prairie*, *The Sound of Music* and *Into The Woods*. He is thrilled to continue his work with SVST and looks forward to a lifelong career in theatre and education. @collin.pittmann



**YVONNE A.K. JOHNSON (Executive Artistic Director)** is the founder and leader of the award-winning Spokane Valley Summer Theatre and future Idaho Central Spokane Valley Performing Arts Center producing musical theatre and an educationally focused Conservatory program for students grades 2-12. Her talent and professional management base extends from artists performing on Broadway, the West End and regionally across the country. Johnson holds several advanced theatre degrees including a B.A. at Carthage College in Speech, Communications and Theatre, an M.A. in Contemporary Theatre Practice from the University of Essex in Colchester, England and an M.F.A. in Directing from Minnesota State University. From

1996 until 2001, Johnson served as the Artistic Director of Kassiopeia Theatre Company in London, England. She then became Company Director and Producer of the national award-winning CLIMB Theatre, Inc. in Minnesota's Twin Cities followed by Executive Artistic Director for the national award-winning Spokane Civic Theatre. While residing in New York during the initial formative years of SVST, her independent work in board development, strategic planning and talent management had her traveling coast to coast working with various artists and institutions. Over the past 30 years, she has produced and directed over 250 productions for various schools, universities, community and professional theatres throughout the U.S. and United Kingdom. Johnson has continually been an advocate for Theatre in Education throughout her career, founding two Academy programs for youth grades K-12 at Carroll College in Waukesha, Wisconsin and establishing the Spokane Civic Theatre Academy in Spokane, WA in addition to SVST/ICSVPAC's Conservatory. Johnson has received numerous accolades and recognitions for directing/producing throughout her tenure. Most recently she received a 2022 Governor's Arts and Heritage Award in Leadership, a 2022 Women in Business Leadership Award, a 2021 Difference Maker Award and 2021 Governor's Luminary Award for SVST.



**DR. MARNIE RORHOLM (Managing Director)** is a Gonzaga University MBA PhD (Leadership Studies), obtaining her undergraduate business degree at Santa Clara University. She is the inaugural winner of the Eva Lassman Memorial Grant for Holocaust research and serves on the Editorial Board for the Journal of Hate Studies. Dr. Rorholm is a published author and 2020 Greenleaf Scholar, researching the intersection of servant-leadership and her dissertation topic, interruptive symbology. Dr. Rorholm has worked in higher education and in municipal government, where she served in Business and Developer Services, and as the Director of the Mayor's Office for the City of Spokane. She has been a long-time supporter of the performing

arts in the Northwest region, including as a SAG-eligible actress herself, represented by Ryan Artists Inc. in Portland, Oregon. She is a military spouse and mother to two college-aged sons who study theatre arts at Marquette University and St. Mary's University of Minnesota. She looks forward to connecting the government and local business communities to the professional arts community, to create a vibrant live-theatre scene that contributes significantly to tourism and the local economy.



**MELODY CHANG (Communications & Marketing Director)**

is a fiercely dedicated arts marketer with years of experience in the theatre and classical music industries. Having earned a Bachelor of Arts in Music from Washington State University, she understands the nuances and complexities of arts organizations. Melody was most recently the Director of Marketing for Inland Northwest Opera. Her automotive and mechanical skills shined when she joined the team that built INO's widely-acclaimed Opera Truck, allowing INO to bring opera to regional youth. A fervent advocate for equity in the arts, Chang serves as Executive Director of the Asian Opera

Alliance. In recent years, Ms. Chang has been seen onstage with the Spokane Symphony, Inland Northwest Opera, and Spokane Valley Summer Theatre.





# GET IN TOUCH

**EMAIL:** [collin@icsvpac.com](mailto:collin@icsvpac.com)

**PHONE:** (509) 368-7897 *(this number is not a live line, please leave us a message and we will get back to you ASAP)*

**ENROLL:** [svsummertheatre.com](http://svsummertheatre.com)

**LOCATION:** All camps & classes are currently held at either University High or Ponderosa Elementary School in Spokane Valley, WA. Please see camp description for precise camp location.



# ENROLLMENT INFORMATION

## HOW TO ENROLL

Summer enrollment can be submitted online or by phone at (509) 368-7897 (*via voicemail message and we will call you back*) beginning January 1. There are no in-person enrollments at this time.

## WAITLISTS

Our classes have limits to how many students we can accept, typically 16 students. You may place your child on our waitlist if a class is full. Parents will be contacted if a place becomes available.

## AGE POLICY

To ensure a high-quality learning environment, all classes are separated by grade level. For a child to enroll, they must meet the minimum age before the first day of class.

Where we have reasonable grounds to believe a student has been enrolled in a class they are ineligible for, parents will be asked to provide documentation, and failure to do so may result in their removal from the program without refund.

## FINANCIAL ASSISTANCE

We do have limited need-based scholarships available to children and families who may not have the means to attend otherwise. To apply, please visit [svsummertheatre.com/camps](http://svsummertheatre.com/camps)

## EMAILS

We typically send out emails one week before the start of class that contains essential and helpful information. Emails are sent to the address provided during enrollment.

## CANCELLATIONS & REFUNDS

To cancel or request a refund, please contact Camp Director Collin Pittmann: [collin@icsvpac.com](mailto:collin@icsvpac.com)

- A 50% refund will be given if the cancellation is made MORE than one week before camp. Any cancellations made less than one week before camp will not be eligible for a refund.

Refunds will be processed via the original payment method or check. Please allow up to 14 days for your refund to arrive. Classes will not be prorated, and no other credits or tuition transfers will apply or be offered. Tuition will not be prorated for any reason.

### ***Refunds will not be given if:***

- A student is sent home due to behavioral issues
- A student decides to drop out of the program or leaves early/before the end of camp
- Your student is sick and either stayed home or was sent home from camp

# YOUR TIME AT CAMP

## ILLNESS

SVST is not equipped or designed to care for sick children. Campers who are unwell will be isolated, and we will contact parents via the provided emergency contact numbers to pick the child up. Children who are sick or unwell will not be returned to class until they are symptom-free.

If your child cannot attend due to illness, please call or email our office. This allows us to inform the class teachers and take preventative measures to ensure the health and well-being of our other students.

## LOST PROPERTY

Please ensure all your child's belongings are labeled clearly with their name in permanent marker, including lunch boxes, drink bottles, bags, coats, jackets, and hats. Lost property unclaimed after two weeks will be donated/disposed of. SVST does not accept any responsibility for lost property, and we do not permit toys or electronics at camp.

## MEDICATION AND ALLERGIES

If your child needs to take medication during class hours, the parent must turn in the medicine during check-in. It must be in its original container, be labeled with your child's name, best contact number, clear instructions, and have the appropriate amount of medication needed for the duration of the program or class.

For students that require an EpiPen, please provide one. The class instructor/assistant will keep EpiPens throughout the day. Unless specifically requested, medication and EpiPens will be available for pickup from the office at the end of the class day. Please ensure all relevant allergies are listed on the child's medical form. If allergies are severe, please remember to inform administrators in person during your initial check in.

## RESTROOM BREAKS

All students attending our programs must be able to use the restroom independently. Staff will escort young students to the restroom facility but are not permitted to enter while being used by students and will not aid students during this time. Students are expected to behave appropriately during restroom breaks.

## TERMINATION POLICY

SVST reserves the right to terminate your child's enrollment in any of our programs with or without refund in the event the Camp Director and or Executive Artistic Director deem it for the best interest and/or safety of the child, other children, parents, other patrons, staff, or program. If termination of enrollment is deemed necessary, SVST will inform parents of reasons for termination of services.

# CODE OF CONDUCT

SVST is committed to providing a safe and welcoming environment for all our students and staff. To ensure safety and comfort for all, we expect all individuals to act maturely and responsibly and respect the rights and dignity of others. This expectation applies to all staff, students, parents, family members, and guests.

Our code of conduct does not permit language or actions that can hurt or frighten another person or fall below a generally accepted standard of conduct.

Specifically, this includes:

- Angry or vulgar language, including swearing, name-calling, and shouting.
- Physical contact with another person in an angry or threatening way.
- Any demonstration of sexual activity or sexual contact.
- Harassment or intimidation with words, gestures, body language, or other menacing behaviors.
- Behavior that intends to or results in the theft or destruction of property.
- Carrying/concealing weapons or devices that may be used as weapons.

Please notify a staff member if you need assistance. Violations of the code of conduct may result in dismissal from our programs.

## DISCIPLINE & BEHAVIOR MANAGEMENT

The SVST Conservatory behavior management policy is a guidance policy that focuses on providing all students with opportunities for conflict resolution, self-direction, and behavioral success. We establish fair and reasonable behavior expectations considering each child's age, developmental stage, and personality.

## PRIMARY GUIDELINES

- All students will respect the rights and feelings of others and will avoid disruptive behavior that would interfere with program activities.
- Violence or other aggressive behaviors will not be tolerated, including kicking, hitting, spitting, biting, hair pulling, bullying, verbal "put-downs," and other inappropriate behaviors.
- All students will follow directions given by the staff regarding safety and will remain with the group for all scheduled activities.
- SVST operates with a strict zero-tolerance policy on the use of drugs, alcohol, tobacco, including electronic cigarettes or vaporizer pens (whether nicotine-based or not).
- All students will respect the property of others and understand that stealing or vandalizing will not be tolerated. Repair for any maliciously-caused damage will be the responsibility of the parent or guardian of the child who caused it.
- Students must not negatively affect or disrupt the experience of other students.



# CODE OF CONDUCT

## BULLYING

We believe that all students have a right to learn and have fun in a safe and healthy environment, and we do not tolerate any behavior that infringes on the safety or well-being of any student. Bullying is a pervasive problem that can occur in all social situations. Bullying is defined as an unwanted, aggressive behavior that involves a real or perceived power imbalance.

Bullying includes;

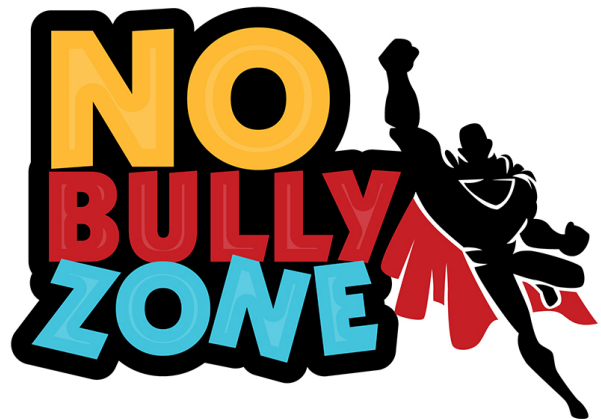
- Verbal Bullying, including name-calling, teasing, inappropriate comments, etc.
- Social Bullying, including exclusion, public embarrassment, spreading rumors, etc.
- Physical Bullying, including hitting, pinching, punching, repetitive behaviors intended to affect or annoy.

SVST has a zero-tolerance policy pertaining to physical actions against others, stealing, bullying, and disrespect for staff and property. We reserve the right to suspend or terminate a student's participation at any time for failure to adhere to the rules and values of our program. No refunds will be given to children who are suspended or terminated for behavior issues.

If your child has been, witnessed, or participated in bullying, contact a program director by phone or email as soon as possible. As best as possible, include the time, location, activity, the bullying event, the names/ descriptions of the bully or bullies, etc.

## PARENT PARTNERSHIPS

We aim to provide a positive learning environment for all children. We strongly encourage all parents to reach out to us regarding behavior patterns and strategies, especially prior to program commencement. By providing us information about your child's needs and behaviors, we can more effectively prepare for their camp experience, including giving class staff additional strategies and resources to help ensure your child's time with us is successful.



# CHILD SAFETY POLICIES

As the premier professional theatre company in the Spokane region, SVST strives to adhere by the highest safety policies across its company, especially when it comes to children. The following policies and procedures have been created in alignment with those standards:

## CAMP CHECK-IN/CHECK-OUT

For classes/camps through our Theatrical Conservatory, parents/guardians are expected to physically check-in and check-out their child(ren) daily with the designated Check-In Manager at an assigned entrance of the facility (*this will be communicated via email prior to the commencement of a class/camp or production process*). If the child(ren) are to be picked up by someone other than the parent/guardian that brought them, the aforementioned parent *must* notify the Check-In Manager of the appropriate name of the responsible adult who will pick up their child. If the Check-In Manager does not personally know the responsible adult, they will be asked to provide ID/name verification before taking the child home. Children will not, in any case, be allowed to meet their parent/pick up person in the parking lot.

For SVST productions, all children under the age of 15 must have a parent/guardian check them in and pick them up from the stage manager directly at the stage door for all rehearsals and performances. If carpooling is involved at parental request, that information must be reported/made aware to the stage manager.

## PARENT MEETINGS

All camps/classes in the SVST Conservatory commence with a short parent meeting on day one of camp to introduce instructors, overview the course curriculum, and ensure all parents/guardians understand the safety procedures, as outlined above, that are in place throughout the process.

## ATTENDING CLASSES

Parents and guardians are not permitted to attend camps/classes as a teacher's assistant or observer. This policy is due to an industry wide understanding that students are more focused and confident when parents/guardians are not present in the rehearsal room. Rest assured, our instructors are all full vetted, background checked and theatrically trained. We'd trust our own children with them, so you can too!

## BACKGROUND CHECKS

To help ensure a safe environment for students, all SVST Conservatory instructors must pass a mandatory background check upon hiring.

## INCIDENT REPORTING

All incidents of known or assumed harm, abuse, etc. should be *promptly* submitted in writing to Camp Director & Production Manager Collin J. Pittmann: [collin@icsvpac.com](mailto:collin@icsvpac.com). All inquiries will be seriously investigated and swift and immediate action will be taken, as necessary, in consultation with the Executive Artistic Director & Managing Director.

## WE CAN'T WAIT TO SEE YOU!

All of these policies outlined above are to help you and your child(ren) have the best experience possible. We look forward to seeing you at camp this summer!

Shine On,  
The SVST Conservatory Team  
[svsummertheatre.com](http://svsummertheatre.com)  
(509) 368-7897

