



**MadCAP Policies and  
Procedures**

# WELCOME TO MadCAP!

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## Welcome!

The Madison Creative Arts Program was founded in 1995 to provide opportunities for all young people to work with professional Artist/Educators in creatively challenging programs that encourage growth and self discovery. Last summer MadCAP moved into a new home! We finally have a permanent studio space at 214 N. Henry Street, just behind the Overture Center. We are thrilled with an opportunity to continue to offer our programming in the heart of Madison. MadCAP's new location includes dedicated office space, private music studios, and classroom and rehearsal space.

- MadCAP is open to all young people without regard to race, creed, ethnic background, physical or mental disability or income level. Tuition fees are waived or pro-rated based on the US Government's Housing and Urban Development poverty guidelines.
- MadCAP is a 501(c)(3) organization and all donations to MadCAP are tax deductible. Tuition fees cover only 75% of the yearly budget. Individual donors, sponsors and granting agencies are an important part of MadCAP's income. This year, please consider making a donation to the scholarship fund.

*Joan McCarthy, Founding Director*

## LOCATION

- Parking: MadCAP's Studio entrance is located on N. Henry Street. The Overture Center Parking Ramp has public parking on the corner with entrances on W. Dayton and W. Mifflin Streets. Parking meters are located on W. Mifflin. Please see notes under Drop off and Pick up.
- Public Transportation: Madison Metro Transit System transportation is available from bus stops around the Capitol Square and on State Street. See [www.ci.madison.wi.us/metro/](http://www.ci.madison.wi.us/metro/) for route, schedule and fare info.
- Performance Spaces: This summer we will offer performances on the Rotunda Stage at the Overture Center and in our studio.



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MadCAP is a member of the National Guild of Community Schools of the Arts, a national organization whose mission is 'opening doors to excellence in arts education.'

## Artistic and Administrative Staff

### Kjerstie Johanson ~ Artistic Director

- Kjerstie holds degrees in Music Education and Music Therapy and has worked in hospital, school, and creative arts settings. A musician and composer, Kjerstie teaches private lessons in voice and piano. Kjerstie has been teaching with MadCAP since 1999 and has over 15 years of teaching experience. Kjerstie is MadCAP's Artistic Director and oversees the Music Studio as well as the Artistic programming.

### Joan McCarthy ~ Founding Director

- Joan founded MadCAP fourteen years ago. Joan holds a Masters degree in Educational Psychology from UW Madison with an emphasis on Gifted & Talented. Before MadCAP she was a classroom teacher, a Learning Disabilities teacher, a science teacher for gifted students, a puppeteer and a mother. She has served as MadCAP's Executive Director since 1995 and now sits on the Board of Directors as a guiding force. As an artist, Joan often creates puppets and costumes for MadCAP productions.

### Gail Koppa ~ Producing Director and Musical Theatre Educator

- Gail is a professional singer in Chicago and Madison and has been teaching private voice students for over 6 years. In Chicago, she taught group Musical Theatre classes at a Performing Arts Conservatory in Park Ridge called Wunder Studios. For the past 10 years, she has served as the vocal coach, choreographer, and assistant show choir director at Batavia High School. Gail holds BFA in Theatre Performance from Miami University and has performed in venues from Chicago to San Francisco.

### Evy Gildrie-Voyles ~ Theatre Arts

- Evy is an actress, monologist and teaching artist. She holds a BA in Theater and English from Oberlin college and a MA in Theater History from University of Illinois. She moved to Madison from New Jersey where she worked for two years with Shoestring Players as an actress and workshop leader performing and teaching creative drama and creative writing in classrooms across NJ, PA and NY. Evy is a Stage Director.

## Performances

This summer MadCAP performances will be held in MadCAP's studio or on the Rotunda Stage at the Overture Center. Performances on the Rotunda stage are free. Because seating is limited to around 230, MadCAP may require a ticket reservation or distribute tickets to families. Performances in MadCAP's studio are limited to 40 people and are ticketed events. Seating is cabaret style with refreshment.

## Parent Communication

MadCAP's Administrative staff holds an informational meeting for parents at the beginning of each workshop. During the summer, parent meetings are held at the auditions or on the first day of the session. The purpose of this meeting is to answer any questions that parents might have about MadCAP or the production and to discuss volunteer options, ticket sales and special events. Please plan to attend. Daily and weekly communication happens through MadCAP's Google LIST SERVE. You will be added to the list serve once we receive your current email address. The list serve is for informational purposes only. If you would like to communicate personally with a MadCAP artist, please visit our website at [www.madcap.org](http://www.madcap.org) and click on the "Contact Us" tab.

# MadCAP Policies

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## ABSENCES

Please call MadCAP (608.251.1879) or e-mail [administration@madcap.org](mailto:administration@madcap.org) with absences. If your child is not at MadCAP by 15 minutes past the start time and we haven't received a call or note, we will call your home or your work number to check in.

## DROP-OFF AND PICK-UP

**Drop-Off:** MadCAP's entrance is located at 214 Henry Street. The Studio is located on the second floor accessible by elevator if needed. During the summer, MadCAP provides extended day options beginning at 7:45 am. Late arrivals are difficult for MadCAP's staff and participants. MadCAP interns meet students at the door to check in and check out.

**Street Parking and Stopping:** Henry Street is used by the fire trucks for easy access to State Street and beyond. At any moment they can come around the corner. Please be aware of the danger of double parking on Henry St or parking beyond the **NO PARKING, STOPPING OR STANDING SIGN**. If the street is filled with cars dropping off, please pull around the corner and drop off there.

**Pick-Up:** Parents and students, must sign out before leaving the building. If you would like to meet your child outside the building or if they take the bus, you will need to sign and return the permission for them to leave the building alone.

## SAFE PICK-UP

If anyone other than a parent or guardian will pick up your child, please send a written note with this information. On the note please specify if this is a one-time pick-up or if you would like the person added to the [health emergency form](#) as a person authorized to pick up your child. It is not uncommon for families to car pool or for students to go home with friends at the end of the day. At MadCAP the safety and welfare of our students is our number one priority. Every effort will be made to assure your child's well being. In the unlikely event we have reason to believe that a parent or other authorized person on the pick-up list is under the influence of drugs or alcohol or is impaired in any other way, we will not release the student into that person's custody. We will call a spouse, relative, or someone else on the child's pick-up list to come and take the child home.

## SPECIAL NEEDS

MadCAP artists are excellent educators, but do not have the training for working with children with special needs. If your child receives special programming at school, please inform MadCAP at the time of enrollment so we can discuss their individual needs and determine if MadCAP is a good fit for your child. Having prior knowledge about a learning difficulty or a recent loss or major change in the family or child's life makes a tremendous difference in helping us be more sensitive to your child's needs particularly in the first few days of a session.

## COMMUNICATION

MadCAP's staff looks forward to seeing parents and talking informally about the program. For more information about what's happening, read the newsletters and signs! Your feedback is always welcome and we encourage you to leave comments in the office or via email. Let us know what we are doing well and what you would like us to work on - please help us as we continually strive to be the BEST!

## RUNAWAY CHILD

When a child leaves a MadCAP program without permission, MadCAP's staff will search the premises. If the child cannot be found, parents will be notified immediately and asked to search for their child. If parents or emergency contacts are unable to come, the police will be notified.

## ACCIDENT / INJURY

When an accident or injury occurs, MadCAP's staff will administer first aid and comfort the child. Parents will be contacted for instructions. If parents cannot be reached, an emergency contact person will be called.

**EMERGENCY CARE**

If needed, 911 will be called and the child will be transported to a location specified by the physician and Health Emergency Form. A staff member who was present at the time of the accident will complete an accident report. A copy of the report will be sent home with the child.

**HEALTH EMERGENCIES**

A health emergency form should be on file for each student. MadCAP's Administrative staff reviews the forms and makes a list of students with allergies or health information that will be communicated with everyone on MadCAP's staff. When an accident or illness arises, the health emergency form is consulted immediately. When a student becomes ill, they will be taken to the office. Parents will be contacted for instructions. The student will remain in a quiet area until the parent arrives. If the parent cannot be reached, MadCAP will call an emergency contact to assist in locating the parent or to pick up the student. A sick bed is available in the office. A staff person stays with the student until the parents/ guardians arrive. A student who is having difficulty breathing is closely watched. Problems such as whooping cough, asthma, or allergic reactions can cause breathing problems that are life threatening.

**A student will be sent home if he/she exhibits any of the following:**

- Fever, irritability, lethargy, persistent crying, or difficulty breathing.
- An upper respiratory illness such as bronchitis or influenza. If a student has a fever, he/she will be sent home. The common cold, on the other hand, isn't reason enough to stay home.
- A gastrointestinal illness. A student with diarrhea that can't be contained by using the toilet regularly will be sent home until his/her condition improves.
- Bacterial conjunctivitis (pinkeye) and yellow discharge from the eye.

*Please note: If your child complains of being ill when instead they are unhappy or uncomfortable in a situation, please let our office know about this on the health emergency form.*

**MEDICATION FROM HOME**

By law we may not administer any **prescription medication** unless it comes from the correct bottle with the child's name on it. If your child needs to take any medication while at MadCAP, please follow these steps:

- Fill out an "Authorization to Administer Medication" form (available online or in the office). Write down when the medication is to be given and in what dosage. We strongly recommend sending only enough medication for one week. List any side effects and who to call if we have any questions. Sign the form that gives us permission to administer the medication. Send medication to MadCAP in the original prescription bottle with the child's name and doctor's name.
- Other the counter medications such as inhalers, EPI pens, insulin and pain medication may be carried by the students with signed permission of the parents. Please monitor that your child only carries small amounts of pain medications.
- Please note that medication such as Tylenol or antacids are available in the office, but may not be administered to the child without parent permission on the [Health Emergency Form](#).

**DISRUPTIVE BEHAVIOR**

At MadCAP, students work with caring, responsible adults to accomplish a shared artistic goal. This process becomes an empowering mechanism for self-awareness and growth. Each child learns to value and respect individual ideas and accomplishments. To participate successfully in a theatre project, students must learn to 'take direction' from the artist. (This means that students listen carefully and participate fully in activities led by MadCAP artists. Refusals or non-compliant behaviors are disruptive to the process of building an ensemble which is a part of rehearsing and performing as a group. )

## **Disruptive Behavior Policies continued**

*MadCAP uses the following procedure for students who use unsafe or disruptive behavior.*

**WARN.** The student is warned that their behavior is unsafe or disrupting the group.

**MOVE.** The student is moved to another part of the room, next to someone else or away from everyone for a short period of time. If this does not work to end the unsafe or disruptive behavior, the student is removed from the group.

**REMOVE.** When the student is removed from the group, they are sent to the office. In the office, the student writes an account of what happened that caused him or her to be sent to the office. This account is returned to the artist for their signature. If the artist does not agree with the student's version of the story, the student may be asked to return to the office to rewrite their explanation.

A student's first visit to the office is a WARNING. If the student is sent to the office a second time for unsafe or disruptive behavior, the following steps will be taken.

- Step One: The Program Coordinator will attempt to resolve problem between artist and student. The student will be warned of the consequences of recurrence of the problem behavior. Parents will be notified.
- Step Two: The student will be removed from the group and parents will be called to discuss the problem. Parents will be warned that their child will be removed from the program should the disruptive or unsafe behavior continue after warnings.
- Step Three: The child will be permanently removed from the program without a refund.

## **WHAT TO BRING TO MadCAP:**

During summer programming, students are responsible for bringing their own lunch and snacks from home. Refrigeration is not available. We discourage sending sweets and colas. During the school year, students are encouraged to bring a healthy snack to rehearsals that last more than one hour. A water bottle is also recommended.

## **Lunch & Snacks**

Students are encouraged to bring water bottles, books, bandannas, sunscreen and clothing items. Please put your name on all items from home. We cannot guarantee the safekeeping of extra items and are not responsible for the loss or damage of the items. MadCAP recommends all students have a bag that can be zipped or closed to keep belongings in. Please label this as well. Full day students should bring a lunch plus 2 or 3 snacks. Snacks are available in MadCAP's office for \$1.00. Punch cards may be purchased for the two week sessions.

## **PLEASE DO NOT BRING:**

These are items not allowed at MadCAP.

- chewing gum and candy
- radios, CD players or ipods unless approved by the Artist/Educator\*
- hand held video games or other toys OR trading cards

Please note: *cell phones must be SILENTED and put away during program hours.* If parents need to reach students during program hours, please call the office and leave a message. **TEXTING IS NOT ALLOWED DURING REHEARSALS.**

\*Ipods may be used for students rehearsing music for musical theatre productions with permission from Artist/Educator.

## **LOST AND FOUND**

At the end of each session, please check for all misplaced belongings. Lost items are much easier to recover on the same day they are lost. Everything is cleaned out at the end of each session! Lost and found items are generally held in MadCAP's office for one month after the end of a program.. Please label all items with your child's name.

## **TRANSPORTATION**

Parents will receive notification and a permission slip for any field trips beyond the five block radius. MadCAP staff will carry a copy of all the health emergency forms along with students that are transported by bus. Students will not be

provided transportation by MadCAP without parent permission. In case of emergency, parent consent may be given over the telephone.

## MadCAP Internship Program

The MadCAP Internship Program provides professional on-the-job training that cannot be duplicated in the classroom. The purpose of an internship is to provide students with practical professional experience under the direct supervision and guidance of MadCAP Teaching Artists. All internships are considered short-term apprentice opportunities and are therefore unpaid positions. **For more information about the Internship Program, please visit [www.madcap.org](http://www.madcap.org) or [click here](#) for an application.**

## Auditioning for Roles at MadCAP

MadCAP tries to make the audition process fun for all participants. Auditions are a way for us to get to know you, to find out how experienced you are, and to try to balance the cast so everyone has parts that are both challenging and fun for them. We don't expect you to be perfect; after all, the focus is on learning about theatre in the most exciting way possible—by doing it! Everyone who auditions get a part, and every part is important to making the performances great!

### THINGS TO THINK ABOUT WHEN AUDITIONING:

- **An audition gives the director(s) a chance to hear your voice.** Things that a director listens for are projection (**can you be heard?**), diction (**can you be understood?**), note accuracy (for musicals), etc. It's also a chance for you to show the directors that you are able to **memorize text and/or music**.
- **The audition gives the director(s) a chance to see you.** Meeting you face to face is important when casting a show. You might be surprised to discover that how you see yourself is different from how a director sees you.
- **The audition is a place for you to meet the director and the other actors** so that you can make contact with the people you'll be collaborating with during the theatre production.

For more specific information and auditioning procedures, please go to [www.madcap.org](http://www.madcap.org)

IMPORTANT—PLEASE READ

## Open Campus Lunch Policy

- Students in grades K-6th grade are accompanied to lunch on Capitol Square. Open Campus is not an option for students in this age range.
- Students who have completed grades 6-12 may sign out for lunch with parent permission on file in the office. (All students in **Intervention** will have an open campus lunch time.)
- Students **MUST** sign out with staff prior to leaving and must sign in with staff upon returning.
- If students are late returning from lunch the following actions will be taken:
  - 1st offense = warning
  - 2nd offense = warning 2 & parents contacted
  - 3rd offense = privilege revoked

*This disciplinary process lasts throughout the summer (i.e. offenses are not erased at the end of a week for students to start the three over again)*

# Madison Creative Arts Program



**Madison Creative Arts Program**

**214 N. Henry St**

**Suite 203**

**Madison, WI 53703**

**Phone/fax 608.251-1879**

**[www.madcap.org](http://www.madcap.org)**