



Kenton County School District | *It's about ALL kids.*

Issue Paper

DATE: September 28, 2023

AGENDA ITEM (ACTION ITEM):

Consider/Approve Fort Wright is seeking approval for a contract with The Children's Theatre for the 2023-2024 school year.

APPLICABLE BOARD POLICY:

01.1- Legal Status of the Board

HISTORY/BACKGROUND:

Fort Wright ARTs provides music, arts, dance and theatre exposure to students in all grades. Fort Wright Elementary is participating the grand-funded AIM Program. The AIM grand funds will be used for field trips to the Cincinnati Children's Theatre to give students real-world experiences as audience members of the theater. Students will reflect on the process of creating a performance and analyze the performance(s) they will see using the elements of dance, music, art and drama. The performance date are 12/12/23 and 2/20/24.

FISCAL/BUDGETARY IMPACT

\$0

RECOMMENDATION:

Consider Approval to Fort Wright is seeking approval for a contract with The Children's Theatre for the 2023-2024 school year.

CONTACT PERSON:

Sarah Ackel, Principal


Principal/Administrator


District Administrator


Superintendent

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.
Principal—complete, print, sign and send to your Director. Director—if approved, sign and put in the Superintendent's mailbox.*



TCT Offices
4015 Red Bank Road
Cincinnati, OH 45227

Performance Contract

Order # 2023229
PO#
TCT invoice: 8375

Ft. Wright Elementary
Ms. Rachael Fasciotto
501 Farrell
Ft. Wright, KY 41015

Show	Student Tickets	Comp Tickets	Chaperone Tickets
NARNIA The Musical 12/12/2023 @ 9:45am	244	16	10

September 26, 2023

Dear Ms. Fasciotto

Thank you for submitting your order and choosing to be a part of The Children's Theatre of Cincinnati's 23/24 season!

Your booking is not considered "confirmed" until this agreement is signed and returned to TCT. If this contract is not received after 7 days, TCT reserves the right to release the performance dates and/or seats to others. Deposit: A 50% deposit is due at the time of booking. You may either send the deposit payment with this agreement or send as soon as possible after returning this agreement. If your district requires a Purchase Order for payments, TCT must have the PO number **before** your group's seating can be held and your order fully completed. Your total balance due is \$1270 Payment received to date \$

Payment Details: Full payment for all programs must be made no later than 30 days prior to your performance date (see date above). Please make your controller/treasurer aware of the need to arrange prompt payment. Cancellations or adjustments to your reservation (including changes in reserved seats) may only be made up to that point, 30 days prior. It is the responsibility of the teacher or contact to be aware of performance dates and deadlines related to his or her reservation(s). After 30 days prior, TCT will consider the reservation final and the school/customer will be responsible for full payment of all seats reserved, no exceptions. If a program is booked within 30 days of the performance date, full payment must be made immediately.

PLEASE NOTE: Payments received after the deadline will be charged a 5% late fee.

If your order information should change, updates **MUST** be submitted via email to pam.young@tctcincinnati.com. Your update should include the following information:

***# of students, # of complementary chaperons (1 for every 15 students), # of paid chaperones (same price as student) ***

Children under three years of age **will not** be permitted into The Children's Theatre MainStage performances except for Home School designated performances.

Cancellation: All bookings are non-refundable and non-exchangeable. The exception being if a show is cancelled by TCT due to inclement weather, serious actor illness or other emergency. In this instance TCT will make every effort to reschedule your group during the current season, and only if unable to do so will then refund your order. If your school is closed but the show is not cancelled you will still be responsible for payment. TCT will still make every effort to reschedule your group during the current season but such a change is not guaranteed.

Credit cards, checks and cash are accepted (POs are not acceptable as final payments). Checks payable to TCT. TCT is a 501(c)(3) Non-profit organization. EIN # 31-6026285. Any questions regarding payments should be directed to Pam Young (513) 569-8080 ext. 13 or pam.young@tctcincinnati.com. Sign contract and email a scanned copy to pam.young@tctcincinnati.com.

Again, thank you for your order. We look forward to seeing you and your students this year and in the seasons to come!

Accepted and Agreed:

Signature of School Contact

Print Name

Date



TCT Offices
4015 Red Bank Road
Cincinnati, OH 45227

Performance Contract

Order # 2023263
PO#
TCT invoice: 8426

Ft. Wright Elementary
Ms. Rachael Fasciotto
5444 Bayberry Court
Ft. Wright, KY 41015

October 19, 2023

Dear Ms. Fasciotto

Thank you for submitting your order and choosing to be a part of The Children's Theatre of Cincinnati's 23/24 season!

Show	Student Tickets	Comp Tickets	Chaperone Tickets
Cinderella 2/20/2024 @ 9:45am	240	16	15

Your booking is not considered "confirmed" until this agreement is signed and returned to TCT. If this contract is not received after 7 days, TCT reserves the right to release the performance dates and/or seats to others. Deposit: A 50% deposit is due at the time of booking. You may either send the deposit payment with this agreement or send as soon as possible after returning this agreement. If your district requires a Purchase Order for payments, TCT must have the PO number before your group's seating can be held and your order fully completed. Your total balance due is \$1275 Payment received to date \$

Payment Details: Full payment for all programs must be made no later than 30 days prior to your performance date (see date above). Please make your controller/treasurer aware of the need to arrange prompt payment. Cancellations or adjustments to your reservation (including changes in reserved seats) may only be made up to that point, 30 days prior. It is the responsibility of the teacher or contact to be aware of performance dates and deadlines related to his or her reservation(s). After 30 days prior, TCT will consider the reservation final and the school/customer will be responsible for full payment of all seats reserved, no exceptions. If a program is booked within 30 days of the performance date, full payment must be made immediately.

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Again, thank you for your order. We look forward to seeing you and your students this year and in the seasons to come!

Accepted and Agreed:



Signature of School Contact

10/19/23

Date



Print Name

2023-24 TCT SCHOOL ORDER FORM

STEP 1: CIRCLE YOUR SHOWS

ALL PERFORMANCES AT THE TAFT THEATRE

317 E. 5th Street, Cincinnati, OH 45202

☐ THE SPONGEBOB MUSICAL ☒ NARNIA: THE MUSICAL

☐ CINDERELLA

☐ DISNEY'S FINDING NEMO JR.

STEP 2: CIRCLE YOUR DATES & TIMES

THE SPONGEBOB MUSICAL

NARNIA: THE MUSICAL

CINDERELLA

DISNEY'S FINDING NEMO JR.

TUES, OCT. 17 ☐ 9:45am ☐ 12:15pm

WED, OCT. 18 ☐ 9:45am ☐ 1:00pm**

THUR, OCT. 19 ☐ 9:45am ☐ 12:15pm

FRI, OCT. 20 ☐ 9:45am ☐ 12:15pm

MON, OCT. 23 ☐ 9:45am ☐ 1:00pm*

TUES, DEC. 12 ☒ 9:45am ☐ 12:15pm

WED, DEC. 13 ☐ 9:45am ☐ 12:15pm

THUR, DEC. 14 ☐ 9:45am ☐ 12:15pm

FRI, DEC. 15 ☐ 9:45am ☐ 12:15pm

MON, DEC. 18 ☐ 9:45am ☐ 1:00pm*

TUES, FEB. 20 ☐ 9:45am ☐ 12:15pm

WED, FEB. 21 ☐ 9:45am ☐ 12:15pm

THUR, FEB. 22 ☐ 9:45am ☐ 12:15pm

FRI, FEB. 23 ☐ 9:45am ☐ 12:15pm

MON, FEB. 26 ☐ 9:45am ☐ 1:00pm*

TUES, APR. 23 ☐ 9:45am ☐ 12:15pm

WED, APR. 24 ☐ 9:45am ☐ 12:15pm

THUR, APR. 25 ☐ 9:45am ☐ 12:15pm

FRI, APR. 26 ☐ 9:45am ☐ 12:15pm

MON, APR. 29 ☐ 9:45am ☐ 1:00pm*

*Designated Homeschool student and signed performances.

**Designated Sensory-Friendly performances.

STEP 3: CIRCLE YOUR PRICE

INDIVIDUAL TICKETS | \$10

4-SHOW SUBSCRIPTION | \$32

***SCHOOLS WITH 50% OR MORE STUDENTS ON FREE & REDUCED LUNCH | \$5**

*Please complete subsidy form

STEP 4: COMPLETE YOUR ORDER

Number of Students 244 X \$ 5 = \$ 1,220

Number of Free Chaperones (YOU RECEIVE ONE FREE CHAPERONE FOR EVERY 15 STUDENTS.)
16 X \$ 0.00 = \$ 0.00

Number of Paid Chaperones (INDICATE NUMBER OF PAID CHAPERONES X APPLICABLE TICKET PRICE.)
10 X \$ 5 = \$ 50

TOTAL = \$ 1,270

Please indicate the number of accessible seats in your order:

0 Seating is limited and cannot be guaranteed unless reserved.

Please indicate the number of students with hearing impairment in your order:

1 Signed performances are Mondays at 1:00 pm.

Please indicate the number of children under three in your order:

0 Homeschool performances are Mondays at 1:00 pm.

FOR OFFICE USE ONLY

SCHOOL NAME Ft. Wright Elementary
TEACHER NAME Rachael Fasciolto GRADE LEVEL 3-5
SCHOOL ADDRESS 501 Farr. II Dr.
CITY Ft. Wright STATE Ky ZIP 41015
SCHOOL PHONE (859) 331-7742 EXT
DISTRICT Kenton County
EMAIL rachael.fasciolto@kenton.kyschools.us
PAYMENT CONTACT NAME Kim DelBarba
PAYMENT CONTACT PHONE (859) 331-7742
PAYMENT CONTACT EMAIL Kim.delbarba@kenton.kyschools.us
PO NUMBER

Purchase Order must accompany order if required by your school district.

COMPLETE ORDER FORM AND EMAIL TO: pam.young@tctcincinnati.com

PLEASE MAIL CHECK, MONEY ORDER OR PO TO: The Children's Theatre of Cincinnati

Attn: School Orders 23-24

4015 Red Bank Road, Cincinnati, Ohio 45227

QUESTIONS? Email pam.young@tctcincinnati.com or call 513-569-8080 x13

The Children's Theatre of Cincinnati 2023-2024 Ticket Subsidies

Here's how it works:

- ✠ Our underwriting program is set up to benefit schools confirmed to have 50% or more students on Free and Reduced Lunch.
- ✠ To receive underwriting assistance, your field trip reservations must be submitted on the attached 2023-2024 TCT school reservation form and accompanied by the fully completed Ticket Subsidy Application below.
- ✠ If your school has multiple groups scheduling field trips with us this year, each group must submit their own Application for assistance. Approval of one group to receive the subsidy does not extend to all other groups in the same school.
- ✠ Allow two weeks for processing your request and for confirmation of underwriting assistance. All confirmations for the subsidy will be forwarded to the person submitting the application in writing via email unless otherwise requested.
- ✠ Underwriting funds are limited and not guaranteed! Requests will be accepted on a first come, first served basis.

Principal's Name: Sarah Acke

Percentage of Free & Reduced Lunch as of Current/Upcoming School Year 55 %*

*Please ask your school principal/secretary/office to confirm this percentage. You may be asked to provide written verification of school status.

School Demographics:

This information is critical for receipt grant funds that allow us to provide subsidy and is not used for eligibility purposes.

Find your Public School demographics here: [CLICK HERE](#)

Find your Private School demographics here: [CLICK HERE](#)

American Indian/Alaska Native	_____
Asian	_____
Black	<u>4.5%</u>
Hispanic	<u>9.1%</u>
White	<u>74%</u>
Native Hawaiian/Pacific Islander	_____
Two or More Races	<u>11.8%</u>

If you have questions regarding this program, please contact Pam Young at 513-569-8080 x13 or email pam.young@tctcincinnati.com



Phone: 513.569.8080
Fax: 513-569-8084
4015 Red Bank Road
Cincinnati, OH 45227

Invoice

Date	Invoice #
9/26/2023	8375

Due Date
11/13/2023

Bill To
Fort Wright Elementary 501 Farrell Drive Ft. Wright, KY 41011

P.O. No.	TCT Order No.
	2023229

Quantity	Description	Amount
254	Narnia 12/12	1,270.00

Deposit due upon receipt, balance due 30 days prior to each performance.

Please contact Pam Young at 513-569-8080 x13 if you have any questions about this invoice. Thank you.

Total	\$1,270.00
Payments/Credits	\$0.00
Balance Due	\$1,270.00