



## CENTER STAGE YOUTH PERFORMERS PARTICIPATION CONTRACT

The purpose of Center Stage Youth Performers is to provide an educational forum for children of all racial, economic, and social backgrounds. Through rehearsals, performances, and classes, children develop their imagination, talent and self-esteem in a fun, safe, and stimulating environment.

Center Stage Youth Performers teaches more than just theater skills; we also encourage a powerful set of values. We believe that children rise to the level of expectation, so we have consistently set our expectations high. Because of this, our cast members learn: responsibility, team work, reliability, discipline, accountability, respect, focus, consistency, and much more.

To fulfill our stated purpose, cast members and their parents and/or guardian must understand and agree to the following conditions of participation. This form must be signed and returned with a non-refundable \$50 materials fee (\$40 if submitted before July 8, 2009) for registration to be complete. Please make checks payable to "Pleasant Grove City."

**Please mail this form and payment to: Center Stage Youth Performers, P.O. Box 763, Pleasant Grove, UT 84062.**

**Discipline Policy:** We have a 3-strike approach to discipline. When cast members are doing something they shouldn't, they are given a "strike" that serves as a warning to them. If a cast member receives 3 strikes in one rehearsal period, the student receives a major strike and is sent home immediately. If a participant receives three major strikes in a semester, he/she will be dismissed from the program. They may re-apply for the next year when enrollment begins, at which time their application will be reviewed by the director and board prior to acceptance.

\_\_\_\_\_ *Parent/Guardian Initials*

**Attendance:** Cast members are expected to attend all rehearsals. If a cast member is going to miss a rehearsal or part of a rehearsal, it must be cleared through the director one hour PRIOR to the rehearsal. Absences are excused at the discretion of the director. (Examples of absences that will not be excused: scouts, babysitting, church activities, doctor/dentist/orthodontist check-ups, sports practices and games, etc.)

If an absence is not cleared one hour before rehearsal, the absence will be considered unexcused. In addition, excessive tardiness will also result in an unexcused absence. Excessive tardiness is defined as more than 30 minutes late. Strikes will be given every 15 minutes after rehearsal begins, however.

Each cast member is only allowed one unexcused absence. After that, the director has the option to recast or remove the cast member from specific scenes and/or songs. If recasting is necessary, the cast member may be able to continue to participate in the show, but his/her role will be adjusted.

More than three unexcused or excused absences will result in a conference between CSYP, the cast member and the parents/guardians, and a decision will be made about whether the cast member's continued participation is appropriate.

Due to the nature of our last two weeks of rehearsals in April, all cast members will be required to attend those rehearsals for which they are scheduled. Please plan your schedules accordingly. We ask that all conflicts be rescheduled, including dance lessons, music lessons, doctor's appointments, etc. The only conflicts that will be excused will be school related events that cannot be rescheduled (i.e. band concert) and other unforeseen events approved by the director (i.e. funerals). Any unexcused absence can result in the cast member being removed from musical numbers or scenes that they missed at rehearsal. Dates for these rehearsals and performances are TBA, but please be aware that they will overlap with Alpine School District's spring break.

There will undoubtedly be personal, family, and other events that will be missed as a result of participating in this program.

\_\_\_\_\_ *Parent/Guardian Initials*

**Commitment:** Cast members acknowledge that this program requires commitment and effort. To ensure a positive experience, cast members must be committed to working hard. Participants must follow through with their commitment at least until the end of the semester. If a cast member chooses to drop out prior to the close of the semester, there is a \$150 cancellation fee and prior tuition will not be refunded. If a cast member drops out prior to the first rehearsal of the semester, the cancellation fee may be waived if his/her spot can be filled before the first rehearsal.

\_\_\_\_\_ *Parent/Guardian Initials*

**Professional Conduct:** In order to provide a positive working environment, certain behavioral standards must be maintained by cast members and their parents/guardians. These include using appropriate language and behavior, encouraging others, being willing to work as a team, taking direction, and being dedicated to the production. Inappropriate behavior such as use of insults, gossip, and horseplay are not acceptable. Physical aggression by any cast member or parent will result in automatic expulsion from the program.

Cell phones and other portable electronic devices (i.e. iPods) are not to be used during rehearsal.

With a group this large, communication is critical. We will often provide you with notes for upcoming issues/events, problems, etc. We will also send your child home with a weekly progress card that will note his/her homework and behavior. In return, we ask for your communication regarding your child's attendance and any concerns you may have.

Respect for theater property is essential. Props, costumes, theater set pieces, and cast personal belongings are to be treated appropriately. If you are responsible for damaging or destroying any of the above, you will be held responsible for the cost of replacing them.

In order to protect CSYP and the performance venue property and equipment, only cast members and staff will be allowed backstage before and after rehearsals and performances.

If the directors or producers have reason to feel that you are being a detriment to Center Stage, notice will be given privately, and you will be asked to leave and/or future participation will be reviewed.

\_\_\_\_\_ *Parent/Guardian Initials*

**Punctuality:** Cast members must be in their place, ready to begin class promptly at 4:00 p.m. Arriving late and excessive socializing wastes valuable rehearsal time.

Center Stage is not equipped to supervise cast members after hours. Therefore, if the person responsible for picking up the cast member(s) is more than 20 minutes late, a late pick-up fee of \$10 per 20 minutes will be charged. Chronic late pick-up may result in dismissal from the production.

\_\_\_\_\_ *Parent/Guardian Initials*

**Dress:** Cast members agree to dress appropriately. Since you will be moving in dance rehearsals, we need to wear modest clothing that can be moved in freely. This would include loose-fitting pants, modest shorts, T-shirts, etc. This does not include bare midriffs, halter tops, short shorts, skirts, etc. Appropriate dance shoes, including character, jazz, or ballet shoes, are *highly* recommended. Flip flops should not be worn to rehearsal.

\_\_\_\_\_ Parent/Guardian Initials

**Memorization:** After a scene has been blocked, it is the responsibility of the actors in that scene to have their lines memorized the next time the scene is rehearsed. If the lines are not memorized, the director may opt to give those lines to another cast member. After music is taught, it is the responsibility of the singers to know their lyrics and notes the next time the song is rehearsed. After a dance is taught, it is the responsibility of the dancers to know their dances and positions the next time the dance is rehearsed.

This will require work to be done at home. If a cast member does not work to have their lines, songs, and dances memorized, the director has the option to recast the role.

\_\_\_\_\_ Parent/Guardian Initials

**Tuition:** The cost to participate in this program is \$50 per month. Additional immediate family members are \$40 per person, per month. Tuition is due the first Wednesday of each month. A late fee of \$5.00 will be added to payments made after the second class period of each month. There is a bounced check fee of \$15. Tuition may be mailed (checks only) to Center Stage, PO Box 763, Pleasant Grove, UT 84062. *Checks should be written to Pleasant Grove City.*

Tuition payments and fees must be up-to-date in order to perform in April and to register for future productions. If settling your account requires us to use a collection agency or the court system, you will be responsible for all collection agency fees and court fees.

\_\_\_\_\_ Parent/Guardian Initials

**Sexual Harassment Policy:** In order to maintain a pleasant and safe environment for students and staff of Center Stage Youth Performers, we endeavor to maintain an atmosphere of mutual respect. Accordingly, sexual or other forms of harassment will not be tolerated. Prohibited activities include:

1. Suggestive or obscene verbal/written comments, jokes, or propositions.
2. Unwanted physical contact, such as touching, grabbing, hugging, pinching etc.
3. Displaying sexually suggestive objects, pictures, videos or magazines.
4. Continued expression of social or romantic interest after an indication that such interest is not desired.
5. Conduct with sexual implications that create intimidation for others.

Any student, parent or staff member found to have harassed another CSYP student or staff member will be subject to appropriate disciplinary action, including warnings, suspension or dismissal from the program. A person committing sexual harassment may also be held legally liable for his or her actions under applicable law.

\_\_\_\_\_ Parent/Guardian Initials

**Parental Involvement:** During both semesters, parents are needed to encourage their children to practice on their own and to thoroughly read the notes/homework cards that are sent home. During the second semester, parents/guardians are required to volunteer for a minimum of 5 hours per child in at least one area (i.e. props, costumes, set building, publicity, etc.) and to honor that commitment. If this commitment is not honored, dismissal from the program may result. Sign-up sheets will be available at the parent meeting after casting.

\_\_\_\_\_ Parent/Guardian Initials

**Advertising and Promotional Release:** Cast members give their consent to the reproduction and/or use of photographs, video tapes and film or audio recording of themselves for advertising and promotional purposes, including the Center Stage website.

\_\_\_\_\_ Parent/Guardian Initials

**Ticket Sales:** Each family of a cast member agrees to sell at least 15 tickets to the spring production. A larger audience adds to the positive experience of the cast.

\_\_\_\_\_ Parent/Guardian Initials

*I understand and agree to all the conditions as stated above, and I will honor my commitment to this production. I understand that by signing this contract, I am expected to follow through with the production at least until the end of the semester. If I choose to drop out prior to the close of the semester, I understand that there is a \$150 cancellation fee and prior tuition will not be refunded. I understand that the materials fee is non-refundable for any reason. I also understand that a violation of any of the above can result in dismissal from this program without a refund.*

\_\_\_\_\_ Cast Member Signature \_\_\_\_\_ Date

\_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date

\_\_\_\_\_ Print Cast Member's Name

\_\_\_\_\_ Print Parent's/Guardian's Name

## LIABILITY RELEASE

I hereby recognize and acknowledge that my child's participation in this youth theater, as with any other activity, may result in illness or injury. I voluntarily release any liability to Center Stage Youth Performers, its officers, employees and volunteers. I agree that I or my insurance company will pay for any medical expenses resulting from my child's participation.

I fully understand that the artistic staff, board members and volunteers of the youth theatre are not physicians. With that in mind, I hereby give permission to the staff, board members and volunteers of Center Stage Youth Performers to render temporary first aid to my child in the event of any injury or illness. I also give permission, if deemed necessary by them, to call our doctor and seek medical help including transportation by a staff member or youth theater representative, whether paid or volunteer, to any health care facility or hospital if in the event I am not able to be reached. I am executing this waiver and release to permit my child to participate in this youth theatre program.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Who to call if parents can't be reached: Name/Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Phone: \_\_\_\_\_ Any allergies to Medications? \_\_\_\_\_

# CANCELLATION POLICY

As noted in the contract, Center Stage requires a solid commitment from its participants. Because of this, we have a very strict cancellation policy that we want to make sure that all participants understand. Please read the following information very carefully.

## **The participant contract reads:**

*Cast members acknowledge that this program requires commitment and effort. To ensure a positive experience, cast members must be committed to working hard. Participants must follow through with their commitment at least until the end of the semester. If a cast member chooses to drop out prior to the close of the semester, there is a \$150 cancellation fee and prior tuition will not be refunded. If a cast member drops out prior to the first rehearsal of the semester, the cancellation fee may be waived if his/her spot can be filled before the first rehearsal.*

## **Why do you have such a strict policy?**

Since we have a performance each semester, it is very important that our participants plan to participate for an entire semester. If our group continued to change as students dropped out and new students were added, we would constantly have to go back and re-teach, recast and re-space our scenes, songs, and dances. Not only is this time-consuming, it is very hard for the cast members to remember all the changes.

## **When does the semester end?**

The first semester is from September to December. The second semester is from January to April.

## **What if my child decides he/she does not like the program or performing?**

We feel that it is important to help youth understand the importance of following through with their commitment. After the first semester is over, each student will have the chance to decide if he/she wants to continue in the program. If your child finds that Center Stage is not the program for them, you can give up your spot after the December Showcase without any consequences.

## **What if my child does not like the part he/she is cast as?**

Upon casting in January, each cast member has the option to accept or reject their role. If they accept their role, they are committing to participate until the close of the show. If they reject their part, they can either opt out of the show or simply be a member of the ensemble. However, we strongly discourage performers from quitting because they do not get the role they like. We believe that every role is important and the experience of being part of the production is more important than being the lead. Also, many times a role you didn't really want can surprise you and be more fun than you ever thought possible.

## **What if something comes up and I know that my child will not be able to participate even before rehearsals begin?**

If a cast member drops out prior to the first rehearsal of the semester, the cancellation fee may be waived if his/her spot can be filled *before* the first rehearsal. If you find yourself in this situation, please let us know as soon as possible and we will do our very best to fill your spot. Please know that the registration/materials fee is non-refundable, however.

*Please sign below and return with your other registration materials.*

*I understand and agree to all the conditions as stated above, and I will honor my commitment to this production. I understand that by signing this contract, I am expected to follow through with the production at least until the end of the semester. If I choose to drop out prior to the close of the semester, I understand that there is a \$150 cancellation fee and prior tuition will not be refunded. I understand that the registration/materials fee is non-refundable for any reason.*

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Cast Member Signature

Date

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Parent/Guardian Signature

Date

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Print Cast Member's Name

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Print Parent/Guardian's Name

# TOURING SHOW POLICY

## (FOR THE OLDEST GROUP ONLY)

***This policy ONLY APPLIES TO THE OLDEST GROUP (ages 13-18, determined by their age on Sept. 2, 2009). If your child is not in this age group, you do not need to sign and return this paper. If your child is in this age group, please read this carefully. It is a new policy for our program.***

Due to some issues we have had in the past couple years regarding attendance with our oldest group during the first semester, we have adopted a policy that serves as an addendum to the contracts for the 13-18 year olds. The attendance policy for the oldest group will be as follows:

*Touring show cast members are expected to attend all rehearsals. If a cast member is going to miss a rehearsal or part of a rehearsal, it must be cleared through the director one hour PRIOR to the rehearsal. Absences are excused at the discretion of the director. (Examples of absences that will not be excused: scouts, babysitting, church activities, doctor/dentist/orthodontist check-ups, sports practices and games, etc.)*

*If an absence is not cleared one hour before rehearsal, the absence will be considered unexcused. In addition, excessive tardiness will also result in an unexcused absence. Excessive tardiness is defined as more than 30 minutes late. Strikes will be given every 15 minutes after rehearsal begins, however.*

***Each cast member is only allowed to miss a total of 4 hours of rehearsal during the entire first semester, regardless of whether the absence is excused or not. After that, the cast member will be removed from the songs he/she misses at rehearsal or does not know because of other missed rehearsals. In some cases, recasting of solos and speaking parts will happen.***

*There will not be any free unexcused absences for the touring show cast members. If your absence is unexcused, you will be removed from the section(s) you missed. You are expected to attend rehearsals and to be on time.*

*If you miss rehearsal and your absence is included in your allotted 4 hours, you are required to get together with another cast member to learn what you missed. You will be expected to know this material when you arrive at the next rehearsal. Failure to do so will result in you being removed from those numbers, even though your absence was approved.*

*Excessive absences will result in a conference between CSYP, the cast member and the parents/ guardians, and a decision will be made about whether the cast member's continued participation is appropriate.*

*During the summer, you will be provided with a rehearsal schedule for the entire first semester. No additional rehearsals will be added. Please plan your schedules accordingly. We request that all conflicts be rescheduled.*

*There will undoubtedly be personal, family, and other events that will be missed as a result of participating in this program.*

### **Why did this policy change? Why does it only apply to the oldest group of kids?**

During the first semester, this age group puts together a touring show that performs in December. In past years, we have had a very difficult time putting together the show because of cast members missing rehearsals for various reasons. Some of these reasons were very legitimate, but any time someone misses rehearsal, it puts the entire cast behind schedule. What we found happening year after year was that the show wasn't ready to go when it came time to perform. So we scheduled extra rehearsals and often stole your entire Thanksgiving Break to get things polished and ready to go. This is not fair to the cast or the staff. So by changing our attendance policy, we will accomplish more in rehearsals and provide a more successful result. Additional rehearsals will not need to be scheduled to make up for the time lost throughout the semester.

### **Does this apply to the second semester as well?**

This particular policy only applies to the 1<sup>st</sup> semester. But please note that the second semester does have several mandatory rehearsals that ensure that the show is ready on time as well.

