

# BROADWAY bound

## REGISTRATION PACKET

Dear Parents:

Thank you for registering your child online for the 2008-09 Broadway Bound group produced by Center Stage Youth Performers. Please remember that by filling out the online form, your child is not guaranteed a spot. Here is what happens next:

1. You will receive an email from Center Stage Youth Performers notifying you if there is still room in your child's age group or if he/she will be placed on the waiting list.
2. If there is still room, your child will temporarily have a spot in the program. In order to secure that spot, you must complete and mail attached paperwork along with the registration/materials fee within seven days of completing this form. Please mail these items to: Center Stage Youth Performers, P.O. Box 763, Pleasant Grove, UT 84062. *Please make your checks payable to: "Pleasant Grove City".*
3. If there not room in your child's age group, your child can be placed on the waiting list. Please note that we often are able to take children from the waiting list, so it is very worthwhile to give it a try. In order to place your child on the waiting list, you must complete and mail attached paperwork along with the registration/materials fee within seven days of completing this form. However, we will not cash your check unless your child is accepted into the program and notice is given. Please mail these items to: Center Stage Youth Performers, P.O. Box 763, Pleasant Grove, UT 84062. *Please make your checks payable to: "Pleasant Grove City".*
4. If your contract and registration/materials fee are not post-marked within seven days, you may forfeit your child's spot in the program.

Included in this packet you will find the following forms and information:

- Participant Contract
- Cancellation Policy
- Rehearsal Calendar

Please be sure to get all of your paperwork filled out and mailed within seven days. We anticipate large numbers of youth registering, and we have to have this information back in order to hold your spot.

If for some reason your plans change and you decide to not complete the registration process, please drop us an email and let us know that we can take your name off the list. This helps to speed up the process of bringing in kids from the waiting list. You can email us at: [lori@csyp.org](mailto:lori@csyp.org).

If you have questions on this process, please contact Emily Varney at 801-785-1977.

Dramatically Yours,  
Lori Sanders, Shawna Ivins, Emily Varney, and Angie Kremnev  
Producers  
Center Stage Youth Performers



## BROADWAY BOUND 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 \$40 materials fee 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, he/she will be dismissed from the program. They may re-apply for the next session 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 Broadway Bound producer one hour PRIOR to the rehearsal. Absences are excused at the discretion of the producer. (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 final rehearsals in February, all cast members will be required to attend those rehearsals. 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. school 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 that they missed at rehearsal. Dates for these rehearsals and performances are TBA.

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

\_\_\_\_\_ 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.

\_\_\_\_\_ 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.

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's 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

**Commitment:** Cast members need to understand that this program requires commitment and effort. Those who participate are expected to follow through with their commitment at least until the end of the semester in February. 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. To ensure a positive experience, cast members must be committed to working hard.

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

**Memorization:** 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

**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. Verbal or written comments, jokes, or propositions that are suggestive or obscene.
2. Unwanted physical contact, such as touching, grabbing, hugging, or pinching etc.
3. Displaying sexually suggestive objects, pictures, 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 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

**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 Thursday of each month. A late fee of \$5.00 will be added to payments made after the second class period of each month. Tuition may be mailed (checks only) to Center Stage Youth Performers, 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 February and to register for future workshops/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

*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 in February. 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 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 \_\_\_\_\_ Date

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

## 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 need to understand that this program requires commitment and effort. Those who participate are expected to follow through with their commitment at least until the end of the semester in February. 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. To ensure a positive experience, cast members must be committed to working hard.*

## **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 semester is from September to February.

## **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 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 in February without any consequences.

## **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.*

---

Cast Member Signature

Date

---

Parent/Guardian Signature

Date

---

Print Cast Member's Name

---

Print Parent/Guardian's Name



## REHEARSAL SCHEDULE

Sept. 4	Rehearsal from 4-5:30, Parent Meeting from 4-4:30
Sept. 11	Rehearsal from 4-5:30
Sept. 18	Rehearsal from 4-5:30
Sept. 25	Rehearsal from 4-5:30
Oct. 2	Rehearsal from 4-5:30
Oct. 9	Rehearsal from 4-5:30
Oct. 16	Rehearsal from 4-5:30
Oct. 23	Rehearsal from 4-5:30
Oct. 30	Rehearsal from 4-5:30
Nov. 6	Rehearsal from 4-5:30
Nov. 13	Rehearsal from 4-5:30
Nov. 20	Rehearsal from 4-5:30
Nov. 27	No Rehearsal
Dec. 4	Rehearsal from 4-5:30
Dec. 11	Rehearsal from 4-5:30
Dec. 18	Rehearsal from 4-5:30
Dec. 25	No Rehearsal
Jan. 1	No Rehearsal
Jan. 8	Rehearsal from 4-5:30
Jan. 15	Rehearsal from 4-5:30
Jan. 22	Rehearsal from 4-5:30
Jan. 29	Rehearsal from 4-5:30
Feb. 5	Rehearsal from 4-5:30
Feb. 12	Rehearsal from 4-5:30
Feb. 19	Rehearsal from 4-5:30
Feb. 26	Rehearsal from 4-5:30
Feb. 27	Rehearsal from 5-6:30, Performance at 7:00