



REGISTRATION PACKET

Dear Parents:

Thank you for registering your child online for the Center Stage Youth Performers' 2014-15 Broadway Bound. 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 is 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 the 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. 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.

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

- About Broadway Bound
- Participant Contract
- Cancellation Policy
- Rehearsal and Performance Calendar
- Our Commitment to Excellence (Discipline Policy)
- Contact Sheet

IMPORTANT: This packet provides very important information about the program. We ask that you will take the time to go through it thoroughly. We want (and need) the parents to understand the goals, rules, and expectations of Broadway Bound. This packet is a terrific place to start.

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.

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

Dramatically Yours,
Center Stage Youth Performers

ABOUT BROADWAY BOUND

Purpose of Broadway Bound

Originally Broadway Bound was created as an “overflow” and feeder program to Center Stage’s Performance Company. However, over the past couple of years, we have refined how the program works and we’ve developed it into a true feeder program.

The goal of this program is to prepare young performers for participation in the Performance Company or other large-scale productions. Because of this goal, we have the same high expectations for our youngest performers as we do for our teenagers. We do not look at this group as a “just little kids performing group”.

We expect the kids to be well-behaved, hard-working and prepared. We expect them to attend rehearsals, arrive on time, and be ready to work. Along the way, we like to have a lot of fun. Each week your child will receive instruction in singing, dance, and acting. The kids will be taught age-appropriate skills and have the chance to use them as they prepare for two performances.

In order to accomplish these goals, we have some pretty strict rules that we do enforce. When you read through the contract, please pay particular attention to the attendance policy and cancellation policy.

Dress Code

Since you will be moving in dance rehearsals, you 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. Please do not wear flip flops or other shoes you can’t dance in.

Punctuality

We meet from 4:30-6:00 PM on Thursdays. Since our class time / rehearsals are limited to 90 minutes a week, we want to be able to make the most of the time we do have. Therefore, we ask that you do your very best to be on time each week. We will start promptly at 4:30. In addition, we will finish at 6:00 and *ask that you arrive no later than 6:15 to pick up your child.*

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 15 minutes late, a late pick-up fee of \$10 per 15 minutes will be charged. Chronic late pick-up may result in dismissal from the production.

Attendance Policy

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 producer at least one hour PRIOR to the rehearsal. Absences are excused at the discretion of the producer. (Examples of absences that will not be excused: scouts, 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.

All cast members will be required to attend the rehearsals in February since our show will be approaching. Please plan your schedules accordingly. 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 or scenes that they missed at rehearsal. Dates for these rehearsals and performances have been provided.

There will undoubtedly be personal, family, and other events that will be missed as a result of participating in this program. **To get an absence excused, call Corinne Mayberry at 801-735-6630 at least one hour prior to rehearsal.**

Closed Rehearsals

Center Stage has a “closed rehearsal” policy. This means that non-cast members are not to attend rehearsals. Please do not send neighbors, cousins, siblings, etc. to sit and watch your child rehearse. With that being said, we don’t mind if parents peek in on rehearsals from time to time, as long as they do not disturb the rehearsal in progress.



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 \$50 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.

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.

_____ 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 and emails 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 4:30 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 15 minutes late, a late pick-up fee of \$10 per 15 minutes will be charged. Chronic late pick-up may result in dismissal from the production.

_____ 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 final performance. If a cast member chooses to drop out prior to the final performance, there is a \$150 cancellation fee and prior tuition will not be refunded. If a cast member drops out prior to the first rehearsal, the cancellation fee may be waived if his/her spot can be filled before the first rehearsal.

_____ 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

Tuition: The cost to participate in this program is \$50 per month. Tuition is due the first Thursday of each month. A late fee of \$5.00 per week 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 December and 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 signing my child up for six months of instruction and I am expected to follow through with the production until final performance in March. If I choose to drop out prior to final performance, 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

_____ Print Cast Member's Name _____ Date

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

Materials: Cast members will be provided with a CD, lyrics sheets and/or a script. The first set is covered by the \$50 materials fee. Replacement CDs or scripts cost \$5. Your materials fee also covers the cost of a t-shirt for the performance and your child's character file folders.

_____ Parent/Guardian Initials

_____ Parent/Guardian Signature _____ 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 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 final performance. If a cast member chooses to drop out prior to the final performance, there is a \$150 cancellation fee and prior tuition will not be refunded. If a cast member drops out prior to the first rehearsal, 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 are working towards a performance, it is very important that our participants plan to participate until the performance is over. 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. We also feel that it is important to teach children to follow through with the commitments that they make.

Can my child drop out after the December Showcase without paying the fee?

No. Broadway Bound will begin working on their musical in the fall, even before the December Showcase takes place. There is not a clear break between the shows like there is with the Performance Company, Center Stage's older group. We do expect them to commit to the full 6 months.

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, 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 program until the final performance. If I choose to drop out prior to the final performance, 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.

Parent/Guardian Signature

Date

Print Parent/Guardian's Name



REHEARSAL SCHEDULE

We know that your life is very busy, so we want to get these dates on your calendar right away. If there are any changes to this schedule, we will let you know as soon as possible!

Sept. 4	Rehearsal from 4:30-6:00, Mandatory parent meeting from 4:30-5:15	
Sept. 11	Rehearsal from 4:30-6:00	
Sept. 18	Rehearsal from 4:30-6:00	
Sept. 25	Rehearsal from 4:30-6:00	
Oct. 2	Rehearsal from 4:30-6:00	
Oct. 9	Rehearsal from 4:30-6:00	
Oct. 16	No Rehearsal - Fall Break	
Oct. 23	Rehearsal from 4:30-6:00	
Oct. 30	Rehearsal from 4:30-6:00	
Nov. 6	Rehearsal from 4:30-6:00	
Nov. 13	Rehearsal from 4:30-6:00	
Nov. 20	Rehearsal from 4:30-6:00	
Nov. 27	No Rehearsal – Thanksgiving Break	
Dec. 4	Rehearsal from 4:30-6:00	
Dec. 11	Rehearsal from 4:30-6:00	
Dec. 12	Rehearsal from 5:45-6:45, Performance at 7:00	
Dec. 18	Rehearsal from 4:30-6:00	
Dec. 25	No Rehearsal – Christmas Break	
Jan. 1	No Rehearsal - Christmas Break	
Jan. 8	Rehearsal from 4:30-6:00	
Jan. 15	Rehearsal from 4:30-6:00	
Jan. 22	Rehearsal from 4:30-6:00	
Jan. 29	Rehearsal from 4:30-6:00	
Feb. 5	Rehearsal from 4:30-6:00	(Mandatory)
Feb. 12	Rehearsal from 4:30-6:00	(Mandatory)
Feb. 19	Rehearsal from 4:30-6:00	(Mandatory)
Feb. 26	Rehearsal from 4:30-6:00	(Mandatory)
Feb. 28	Call time at 1:00, Performances at 2:00 and 3:00	(Mandatory)

OUR DISCIPLINE STRUCTURE: A COMMITMENT TO EXCELLENCE

As members of the Board and Artistic Staff of the Center Stage Youth Performers, we are committed to providing the best musical theater experience possible. Our main goals are:

- To give each participant opportunity to gain skills and knowledge in drama, vocal performance, dance, and technical theater
- To develop participants imaginations, talent, and self-esteem in a fun, safe, and stimulating environment
- To teach excellence with high expectations for commitment and behavior
- To help students learn to be dependable, trustworthy, and respectful

In order to reach these goals, we must expect our students to do the following:

- Come on time each week
- Come ready to listen and learn
- Show respect to directors and other students
- Accept assignments from directors
- Come prepared with lines, music, etc.
- Practice at home
- Do your best
- Have fun

Because we want an excellent program, students who are disruptive and choose not to give their best effort will not be included. We have a 3-strike approach. When a child isn't behaving appropriately, he/she will receive a strike. This serves as a warning. If three strikes are received in one rehearsal period, the student receives a "major strike" and is sent home. If a participant receives three major strikes, he/she will be dismissed from the program. They may re-apply for the next season when enrollment begins. (Each season begins in the fall.)

MAJOR STRIKE ONE

If the director has to speak to a student because they are disruptive, they are given a daily strike. Three daily strikes during the workshop make one major strike against the student, and they will be sent home immediately.

MAJOR STRIKE TWO

After the second major strike, the student and their parent will meet with the director and board members.

MAJOR STRIKE THREE

If a third major strike occurs, the student will be asked to leave the program. If they wish to return, they may re-apply during fall enrollment, at which time their application will be reviewed by the director and the board's approval prior to acceptance.

IMPORTANT: Parents, please note that although it is not uncommon for us to give out strikes during a rehearsal, it is very uncommon for us to actually need to send a student home. The warning strikes typically correct the problem very quickly, which is the goal. If your child gets one warning strike during rehearsal, it is not something to worry too much about. However, if they come home with 2 strikes or regularly come home with one strike, this often means that we're having some trouble with behavior.

BROADWAY bound

Contact Sheet

If your child is going to miss a rehearsal, you must contact Corinne Mayberry at least one hour prior to rehearsal to be excused.

Producer

Emily Varney

Phone: 801-785-1977

Email: varney.emily@comcast.net

Producer and Business Manager

Call for tuition questions

Angie Kremnev

Phone: 801-787-3019

Email: angie.kremnev@gmail.com

Producer for Broadway Bound

Call to get an absence excused from Broadway Bound

Corinne Mayberry

Phone: 801-735-6630

Email: corinnemayberry@gmail.com

Producer and Director for Performance Company

Call to get an absence excused from Performance Company

Lori Sanders

Phone: 801-221-7761

Email: lori@csyp.org