



Haven Academy of the Arts Registration Packet: *Frozen Jr. Spring 2020*

Welcome to our Spring Production! We are thrilled to provide a focused approach to the growth of our younger students. This spring, we are continuing our tradition of putting on a musical with a fully doubled cast of Elementary School students and a fully doubled cast of Jr. High students. Each cast will rehearse and perform separately. This program is designed to place our more experienced young students in lead roles by eliminating the competition of the older teenagers. We also want to provide an opportunity for students new to the stage to begin their journey with a production catered to their age group and developmental level. Cast members in *Frozen Jr.* will have the unique opportunity to work in an environment designed specifically for their life stage.

Group Auditions: Grades K-5 Tuesday 1/14 4:00-6:30 PM, Grades 6-8 Thursday 1/16 4:00-6:30 PM

Auditions take place in a group setting. Please come prepared to sing and dance (you do NOT need to prepare an individual solo vocal audition)

Callbacks (by invite ONLY): Grades K-5 Sat. 1/18 9:00 AM-12:00 PM, Grades 6-8 Sat. 1/18 12:30-3:30 PM

There are no refunds on tuition after 1/7. Should you wish to request a refund, you must do so in writing BEFORE 1/7. Please be aware that there is a non-refundable registration fee of \$50.00 per student.

In order to register, you will need to complete a 3 step process:

(1) Pre-register on-line at www.havenartsacademy.org

Pre-register on Haven Academy's website through your online account. If you have not created an account, please follow the directions on our site. You will not be able to register without creating an account.

Payment is due online at the time of pre-registration.

Please do not arrive to auditions without pre-registering, as you will not be permitted to audition until you have pre-registered.

(2) Print and bring the following forms to the auditions*:

Audition Registration Form

Rehearsal Commitment Contract

Cast Member Expectations and Policies

Parent Expectations and Policies

Tuition Contract and Financial Policies

Medical Release Form

Video/Photo/Website Release (new students only)

*Please do not arrive at auditions with un-signed forms. You will not be permitted to audition if your forms are un-signed.

(3) Pay the \$450 Tuition Fee

The **\$450 Pay In Full** tuition fee is due at the time of online pre-registration.

Should you need to utilize a payment plan, you will pay an upfront fee of \$100.00 online at the time of pre-registration. 4 payments of \$100 will follow on 2/15, 3/15, 4/15 and 5/15, totaling **\$500.00**. *You must sign up for automatic withdrawal through our website to utilize a payment plan. Subscribing for automatic withdrawal will take place after auditions, and you will be contacted with instructions.*

If you would like to request a scholarship, **you must complete and turn in a Scholarship Application by 12/6.**

We look forward to see your smiling faces at our auditions.

Kelsea Maynard
Elementary Programs Director, Haven Academy of the Arts



Audition Registration Form

Frozen Jr. Spring 2020

Child's Name: _____

Parent(s) Name: _____

Age: _____ Birthday: _____ / _____ / _____ Grade: _____

Please list any performing experience:

Please list *any* potential conflicts that might interfere with the rehearsal schedule. This includes vacations, sports, school commitments, etc.

Conflicts listed will be considered "excused" at the discretion of the director. Additional conflicts after casting must be cleared by the director. Additional conflicts may result in lost stage time and/or forfeiting your role.

NO tech week or performance conflicts permitted.

Optional:

I have brought a friend to Haven who has never done a Haven show before:

A note about contact info:

Our Haven office uses the contact info provided in your online Haven account for emails and phone calls. Should you wish to have your emails sent to a specific email address, please feel free to change your email associated with your online account at any time.



Rehearsal Commitment Contract

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Conflicts listed on page 2 of this Registration Packet will be considered “excused” at the discretion of the director. Additional conflicts after casting must be cleared by the director. Additional conflicts may result in lost stage time and/or forfeiting your role.

NO tech week or performance conflicts permitted.

Grades K-5

Group Auditions: 1/14 4:00-6:30

Callbacks (by invite ONLY):

Sat. 1/18 9:00 AM - 12:00 PM

Rehearsals:

Tuesdays 4:00-6:30 PM, starting 1/21

Saturday Leads Rehearsals:

Sat 2/15 9:00 AM – 12:00 PM

Sat 2/22 9:00 AM – 12:00 PM

Sat 2/29 9:00 AM – 12:00 PM

Sat 3/7 9:00 AM – 12:00 PM

Sat 3/14 9:00 AM – 12:00 PM

Sat 3/21 9:00 AM – 12:00 PM **ALL CAST**

New Parent Meeting: 1/21 5:30-6:30 PM

Returning Parent Meeting: 1/21 6:30-7:00 PM

Pre-Tech Week:

Mon 3/23 4:00-6:00 PM Blizzard Stage Placement

Tues 3/24 4:00-6:00 PM Icicle Stage Placement

Tech Week:

Mon 3/30 5:00-? PM Blizzard Cast Dress

Tues 3/31 5:00-? PM Icicle Cast Dress,

4:00-5:30 PM Blizzard Cast Clean-Up

Wed 4/1 4:00-5:30 PM Icicle Cast Clean Up

Performance Dates:

Thurs 4/2 7:00 PM Blizzard Cast

Fri 4/3 7:00 PM Icicle Cast

Sat 4/4 11:00 AM Blizzard Cast

Sat 4/4 3:00 PM Icicle Cast

As a Cast Member, I commit to...

___ Attend all rehearsals beginning Tuesday 1/21 (Elementary Casts) or 1/23 (Jr. High Casts) unless I am sick (have a fever or throwing up) or have indicated a conflict on my audition form.

___ Additionally, I commit to attending Tech Week and understand that **NO** conflicts are permitted. If a last minute conflict (aside from serious illness) prevents me from attending a tech week rehearsal, I understand I will not be permitted to perform.

___ Participate in all performances.

X

(Cast Member Signature)

X

(Parent Signature)

Grades 6-8

Group Auditions: 1/16 4:00-6:30

Callbacks (by invite ONLY):

Sat. 1/18 12:30 - 3:30 PM

Rehearsals:

Thursdays 4:00-6:30, starting Thursday 1/23

Saturday Leads Rehearsals:

Sat 2/15 12:30 – 3:30 PM

Sat 2/22 12:30 – 3:30 PM

Sat 2/29 12:30 – 3:30 PM

Sat 3/7 12:30 – 3:30 PM

Sat 3/14 12:30 – 3:30 PM

Sat 3/21 12:30 – 3:30 PM **ALL CAST**

New Parent Meeting: 1/23 5:30-6:30 PM

Returning Parent Meeting: 1/23 6:30-7:00 PM

Tech Week:

Mon 3/23 5:00-? PM Cue to Cue, Leads Only

Tues 3/24 5:00-? PM Arctic Cast Dress

Wed 3/25 5:00-? PM North Pole Cast Dress,
4:00-5:30 PM Arctic Cast Clean-Up

Thurs 3/26 4:00-5:30 PM North Pole Cast Clean-Up

Performance Dates:

Thurs 3/26 7:00 PM Arctic Cast Performance

Fri 3/27 7:00 PM North Pole Cast Performance

Sat 3/28 11:00 AM Arctic Cast Performance

Sat 3/28 3:00 PM North Pole Cast Performance



Cast Member Expectations and Policies

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Theatre is about fun. But it is also about learning discipline, work ethic and respect. Parents, please take a look at the expectations below and review them with your child.

CAST MEMBER EXPECTATIONS

- Bring your script to each rehearsal
- Wear comfortable clothing you can dance in (sweats, pjs, leotards, etc.)
- Wear dance shoes or tennis shoes (no flip flops)
- Arrive on time
- Support and encourage your fellow cast members
- Pay attention and listen when a Haven staff member is speaking
- Respect the rehearsal facilities
- Keep language and conversation appropriate
- Clean up after yourself
- Memorize all lines, lyrics and dances on time
- Never touch another cast member's prop or costume
- Sport a good attitude, always
- Always give your best
- Read the announcement board at the sign-in table at each rehearsal
- Contact the director if you are sick or unable to attend a rehearsal: (310) 504-4132

MAKE-UP POLICY

Material from missed rehearsals can be made up only at the discretion of the director. If you miss rehearsal for either an excused or unexcused absence, please contact the director for make-up instructions. Make-ups may require a paid private with either the choreographer or choreographer's assistant. Occasionally, we will not be able to accommodate a make-up due to limited rehearsal time and/or nature of the missed content, which may result in you not being able to participate in a number or scene.

SOCIAL MEDIA AGREEMENT

I understand that Haven has a zero-tolerance policy for unkind words spoken about other cast members on social media platforms. I understand that this includes discussing casting choices either publicly or in group chats on platforms like Facebook, Snapchat, or Instagram, as you never know who might be hurt through my comments. I will only post and share photos or videos of cast members rehearsing or performing if I have their permission. I recognize my responsibility in the Haven community to create a safe environment for my fellow cast mates and agree not to engage in any kind of cyber bullying. I understand that if I choose not to abide by Haven's social media policy that I will be asked to leave the cast.

As A Cast Member, I...

Have read and agree to abide by the above expectations.

Have read and understand the Make-Up Policy.

Have read and understand the Social Media Agreement.

X _____

(Cast Member Signature)



Parent Expectations and Policies

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PARENT EXPECTATIONS

Check the Director's Blog for weekly updates

Drop off your child on time; please do not drop your child off more than 10 minutes before rehearsal

Pick up your child on time

Participate in 1 Load In or Strike (or pay a nonparticipation fee of \$50) and 3 Performances or Workdays (or pay a non-participation fee of \$50 for each missed volunteer slot). *Note: Any family member (grandparent, sibling, uncle, cousin, etc.) age 18 and above can substitute for parent participation for either Workdays or Performances.*

Sell a minimum of 10 tickets per family to *Frozen Jr.* performances.

MAKE-UP POLICY

Material from missed rehearsals can be made up only at the discretion of the director. If your child misses rehearsal for either an excused or unexcused absence, please contact the director for make-up instructions.

Make-ups may require a paid private with either the choreographer or choreographer's assistant. Occasionally, we will not be able to accommodate a make-up due to limited rehearsal time and/or nature of the missed content, which may result in your child not being able to participate in a number or scene.

LATE PICK-UP FEE POLICY

For late pick-ups, a 5 minute grace period will be extended, but after that time, you will be charged \$1.00 per minute late per child.

As a Parent, I

Have read and understand the Parent Expectations.

Have read and understand the Make-Up Policy.

Have read and understand the Late Pick-Up Fee Policy.

Commit to sell a minimum of 10 tickets.

Commit to participate in 4 volunteer slots.

or

Pay the non-participation fee of \$50 for each missed volunteer slot.

X

(Parent Signature)



Tuition Contract and Financial Policies

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FINANCIAL AID POLICY:

Haven Academy wants everyone to have an opportunity to participate in the arts. If the tuition fee results in a substantial financial hardship for your family, you may want to consider applying for a scholarship. Spring Scholarship Applications are due **December 6th** and can be found on the Financial Aid page of our website. Late applications will not be accepted, and you will not be considered for scholarship without turning in a complete Scholarship Application by **December 6th**. We will inform you if we are able to provide you with a scholarship before auditions.

Please note that our applications are now annual; you may apply for financial aid through the end of the season using one application. If you have already applied for a spring scholarship using our annual application, you do not need to reapply.

There are many reasons our students might require financial aid. Please do not be shy about applying. We offer both partial and full scholarships, and our Scholarship Committee members do their best to provide assistance to all applicants in need.

PAYMENT PLAN POLICY:

Should you need to utilize a Payment Plan, you will pay an upfront Registration Fee of \$100.00 when you pre-register online. Students will not be permitted to audition until we have received a Registration Fee payment. To enroll in our Payment Plan subscription, you must add a credit card to your account when you pre-register your child. Your payments will be automatically withdrawn from your card on file on the 15th of February, March, April and May. Tuition with Payment Plan totals **\$500.00**. Should you wish to pay the \$450, you must pay in full when you pre-register.

SIBLING DISCOUNTS:

Sibling discounts are available at the time of online payment through a coupon code, found on the registration page of our website. Sibling discounts are as follows:

First child- full price

25% off second child's tuition

50% off third child's tuition

If full price tuition for multiple children is not a financial hardship for you and your family, you are welcome to donate back the difference for a tax write off.

REFUND POLICY:

Should you choose to withdraw from the production, you must communicate your request for a refund, in writing, BEFORE 1/7. After 1/7, there are no refunds. **Please note that there is a nonrefundable \$50 registration fee per student.** If you have applied for a Payment Plan and withdraw from the production AFTER 1/14 or AFTER 1/16, you will still be billed for the full \$500 tuition amount. Our system will continue to bill your credit card on the 15th of each month until your tuition has been paid in full.

Scholarship students who choose to withdraw from the production after casting will not be considered eligible for future scholarship. You must withdraw before the first day of rehearsals to avoid penalty.

Please sign below to indicate that you have read, understood, and will adhere to the above policies.

X _____ Date _____
(Parent Signature)



Medical Release
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Child's Full Name _____

Child's Age _____

Parents' Names _____

Phone _____

Cell Number _____

Name & phone number of person to contact in the event that the parent/guardian cannot be reached in an emergency

In the event that I cannot be reached in an emergency, I hereby give my permission to the physician or dentist selected by the representative of Haven Academy of the Arts to secure proper treatment and/or hospitalization, an injection, anesthesia, or surgery for my child as deemed necessary. The signature of the parent or guardian below is intended to serve as a medical release. It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care required and to provide authority and power on the part of an Haven agent to give consent to any and all such treatment and hospitalization deemed advisable. This authorization is to be effective from January 14th, 2020 through April 4th, 2020.

LIABILITY CLAUSE

I understand that Haven Academy of the Arts carries only liability coinsurance (secondary insurance). Should my child become injured at a Haven Academy sponsored event, I understand that my own family medical insurance will be billed first. Should my insurance not cover all necessary medical costs, I understand that Haven Academy's insurance policy dictates that I am solely responsible for the difference.

Parent or Guardian's Signature and date

Date: ____ / ____ / ____



Photo, Video, and Website Release Form (New Students Only)

Dear Parent or Guardian:

On occasion, representatives from the Haven Academy wish to photograph, videotape or interview students in connection with Haven Academy programs or events. Educating the public about Haven Academy is one of our objectives. The entire community benefits from knowing about the abilities of our students and about the programs Haven Academy offers to the children in our community.

In order to release student photos, video footage, comments or to post items on the Haven Academy website, we need your written permission.

To give your consent, please complete the form below.

I, _____, parent/ guardian of _____, give permission for my child to be photographed, videotaped and interviewed by representatives from Haven Academy for the purpose of publicizing the educational programs at Haven Academy. I authorize the use and reproduction, by Haven Academy and anyone authorized by Haven Academy, of any and all photographs, videotapes and interviews taken of my child, without compensation to me or my child. All of these photographs, videos and interviews shall be the property, solely and completely, of Haven Academy. I waive any right to inspect or to approve the finished photographs, videotapes, sound tracks, scripts and printed matter that may be used by Haven Academy.

Date: _____

Parent or Guardian Signature: _____

Address: _____

OR _____ I am 18 years of age or older and I give my consent without reservations to the foregoing on my own behalf.

Signature: _____

Address: _____