



**Policies and Participation Contract**  
*Mary Poppins*  
**COVID-19 Liability and Release in the Event of In-Person  
Instruction or Performance**

In consideration of being allowed to participate in Haven Academy of the Arts and related events and activities, the undersigned acknowledges, appreciates, and agrees that:

1. Participation includes possible exposure to and illness from infectious diseases including but not limited to MRSA, influenza, and COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist.
2. I willingly agree to comply with the stated and customary terms and conditions for participation as regards protection against infectious diseases. If, however, I observe any unusual or significant hazard during my child's presence or participation, I will remove my child from participation and bring such to the attention of Haven Academy of the Arts staff.

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The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is thought to spread mainly through close contact from person to person, including between people who are physically near each other (within about 6 feet). People who are infected but do not show symptoms can also spread the virus to others. Cases of reinfection with COVID-19 have been reported but are rare. We are still learning about how the virus spreads and the severity of illness it causes. Evidence has shown that COVID-19 can cause serious and potentially life-threatening illness and even death.

Haven Academy of the Arts cannot prevent you or your child from becoming exposed to, contracting, or spreading COVID-19 while participating in its programming. It is not possible to prevent against the presence of the disease. Therefore, if you or your child choose to participate in Haven Academy of the Arts programming, you may be exposing yourself/your child to and/or increasing your risk of contracting or spreading COVID-19.

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\_\_\_ I understand that Haven Academy of the Arts has taken all customary and economically reasonable safety and business measures to mitigate and create a safe environment for my participation in its programming. As anywhere I or my child would be present outside of my home, I understand the risks involved in on-site participation as it relates to possible exposure to COVID-19.

\_\_\_ I understand that if I see someone not abiding by the protocols and safety measures put in place, I will say something either directly to them or report it to Haven staff immediately.

\_\_\_ I acknowledge that EACH day my child participates in the program they are symptom free of the following list of symptoms related to COVID-19 as defined by the CDC: fever, chills, cough, shortness of breath, recent loss of taste or smell, headaches, muscle pain, sore throat, nausea and/or vomiting.

\_\_\_ I also acknowledge that Haven Academy of the Arts may ask my child to leave rehearsal at any time should a Haven Academy of the Arts representative notice, or be advised of by another program participant, any of these symptoms, and ask my child to return home.



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**Instruction or Performance Cont.**

\_\_\_ Should my child or anyone in my family test positive for COVID-19 or be in direct contact with someone who has tested positive for COVID-19, I commit to informing Haven staff as soon as possible and keeping my child home from in-person rehearsals for 10 days, as is recommended by the CDC guidelines I understand that if my child is fully vaccinated they may not need to quarantine, but should still contact Haven Academy for instructions if exposed.

\_\_\_ Additionally, I agree that if my child develops potential COVID-19 symptoms (fever, chills, cough, shortness of breath, recent loss of taste or smell, headaches, muscle pain, sore throat, nausea and/or vomiting.) while in the program, I will keep my child home from rehearsal and notify Haven staff immediately for instructions on returning after an illness.

\_\_\_ I understand that if my child or someone in my household exhibits COVID-19 symptoms, tests positive for COVID-19, or is exposed to COVID-19, that we will be required to submit a negative PCR COVID-19 test before returning to rehearsal. I also understand the test does not take the place of the required 10-day quarantine.

\_\_\_ I also understand Haven Academy of the Arts' obligations to report any known cases of COVID-19 to other program participants, staff, partner programs who may be at risk or exposure. Information on the specific identify of the individual will be kept confidential and shared only on a need-to-know basis and Haven Academy of the Arts will only share information about when the participant was potentially exposed.

I acknowledge that I have carefully read this document and understand the information therein. I agree to each and all of the terms and acknowledgments above and agree to participate in Haven Academy of the Arts programming.

X \_\_\_\_\_  
(Parent Signature)

ASSUMPTION OF RISK: I have read and understood the above warning concerning COVID-19. I hereby choose to accept the risk of myself or my child contracting COVID-19 in order to participate. These services are of such value to me that I accept the risk of being exposed to, contracting, and/or spreading COVID-19 in order to participate in Haven Academy of the Arts programming. rather than arranging for an alternative method of participating in the program virtually (e.g., video conference).

X \_\_\_\_\_  
(Parent Signature)



**Policies and Participation Contract**  
*Mary Poppins*  
**Keeping Haven Safe: COVID-19 In-Person  
Protocols Commitment**

**Haven Academy of the Arts is closely following the Los Angeles County and CDC guidelines. Please note that protocols are subject to change based on current guidelines. Please take a moment to read our new COVID-19 policies. All policies exist for the safety of our students and staff.**

**Parents and Students**

- The determination for in-person vs. virtual rehearsals/performances is entirely dependent upon government regulations, and health factors of cast members involved. Haven Staff is not responsible for government regulations limiting in-person instruction. We respectfully request our participating Haven families be flexible in understanding that all or some rehearsals may transition to virtual at any time.
- **Parents are *required* to keep their child home from in-person rehearsal if they exhibit any of the following:** fever, chills, cough, shortness of breath, recent loss of taste or smell, headaches, muscle pain, sore throat, nausea and/or vomiting. This is a no tolerance policy. Please help us keep our casts and staff safe and healthy!

**Parents**

- Only students are permitted at rehearsals – absolutely no parents, visitors or siblings.
- Student drop-off is at the front of the rehearsal site, outside; please be on time.
- Payments for tuition and any additional transactions must be done on-line. If paying by check, please mail to **Haven Academy of the Arts 343 Coral Circle, El Segundo, CA 90245.**
- End of rehearsal is **very important**; you **must be on time** to pick up your child. You will meet your child at the front of the rehearsal site, outside.
- **COVID Performance Testing Protocol:** This Fall, our goal– government permitting– is to perform for a live audience. Students who wish to perform without a mask may be required to take a COVID-19 test or submit proof of vaccination prior to the performances. If there is any expense involved with the test, the family of the student is responsible for the cost.

**Parents, please go over the list of instructions and make sure you and your children understand how important these rules are. Anyone not able or willing to follow Haven’s COVID policies will be removed from the production and/or class with no refund offered.**



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**Keeping Haven Safe: COVID-19 In-Person**  
**Protocols Commitment Cont.**

**Students**

- Follow all directions from teachers and staff.
- Maintain social distancing by standing on markers and remaining 6 feet apart.
- Everyone must follow current Haven masking guidelines AT ALL TIMES. (Guidelines to be determined based on current recommendations for Los Angeles County and CDC)
- Bring your own water bottle as water fountains are not available.
- Students should bring one small backpack with their script, pencil, cell phone (off or on silent), snack, and water bottle only. Additional bags or personal items are not permitted.
- Arrive ready to rehearse – there will be no place to change into rehearsal attire, and bathrooms are to be used for biological needs only.
- Students are not permitted at the rehearsal site before or after rehearsal. Please arrive and leave promptly.
- Hold onto your stuff! Our Lost and Found is closed, so anything left behind will be thrown away at end of each day (even if you have your name on it!).

**As a parent, I have read and understand Haven's In-Person Instruction COVID-19 Policies**

X \_\_\_\_\_  
(Parent Signature)

**As a cast member, I have read and understood Haven's In-Person Instruction COVID-19 Policies**

X \_\_\_\_\_  
(Cast Member Signature)



# **Policies and Participation Contract**

## ***Mary Poppins***

### **Parent Expectations and Policies**

#### **FINANCIAL AID POLICY:**

Due to the circumstances surrounding COVID-19, all scholarship applications will be season specific until further notice. Currently, scholarship will be awarded based on available sponsors. As such, financial aid is extremely limited during this season; Haven students with long term program commitment will be given priority so as to keep them plugged into their arts community.

Submissions must be sent digitally to our office by emailing [info@havenartsacademy.org](mailto:info@havenartsacademy.org). **Please do not send in a hard copy of your scholarship application.** Deadline to submit for Fall 2021 is **Tuesday, August 17<sup>th</sup>**.

#### **PAYMENT PLAN POLICY:**

Should you need to utilize a Payment Plan when accepting your role, upon registration you will select the “4 installments + Deposit” option. You will pay an upfront deposit of \$100.00 followed by four, automatically billed, installments of \$125 on the 15<sup>th</sup> of September, October, November, and January. Tuition with Payment Plan totals **\$600.00**. Should you wish to pay the \$550, you must pay in full at the time of online registration.

#### **REFUND POLICY:**

Should you choose to withdraw from the production, you must communicate your request for a refund, in writing, **BEFORE MONDAY, SEPTEMBER 6<sup>TH</sup> AT 5:00 PM**. There is a nonrefundable \$50 fee for students who choose to drop after the cast list goes out, but before rehearsals begin. After rehearsals begin, there are **NO** refunds. If you have applied for a Payment Plan and withdraw from the production **AFTER THE FIRST DAY** of rehearsal, you will still be billed for the full \$600 tuition amount. Our system will continue to bill your credit card on the 15<sup>th</sup> of each month until your tuition has been paid in full.

Scholarship students who choose to withdraw from the production after 9/6 will not be considered eligible for future scholarship.

Please note that all refunds still require a non-refundable \$50 administrative fee.

Students who register for our Fall 2021 programs are committing to participate regardless of whether rehearsals and performances are live or virtual. Refunds will **not** be offered due to displeasure of Haven Academy’s decision to go virtual if necessary.

#### **SIBLING DISCOUNT POLICY**

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 and each additional 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.

#### **CONTACT INFORMATION POLICY**

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 contact our office to change your email associated with your online account at any time.



**Policies and Participation Contract**  
*Mary Poppins*  
**Parent Expectations and Policies Cont.**

**CONFLICTS AND MAKE-UP POLICY**

All conflicts must be communicated prior to casting on your online registration. Although we can work around some conflicts, if you will be out of town during tech week, you will not be able to participate in this production.

Material from missed rehearsals can be made up only at the discretion of the director. If your child has either an excused or unexcused absence, please contact the director for make-up instructions. Make-ups may require a paid, private instruction. Occasionally, we will not be able to accommodate a make-up due to limited rehearsal time and/or nature of the missed content.

**VOLUNTEER COMMITMENT:**

Each family is required to participate in 4 volunteer slots (including, but not limited to: workdays, performances, load in, set strike), 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. Please note that there is a \$75 no-show fee for not showing up to your slot.*

**DROP OFF AND LATE PICK-UP FEE POLICY**

Drop off your child on time; please do not drop your child off more than 5 minutes before rehearsal.

Pick up your child on time. Due to our new COVID-19 policies, there is no option for late pick up. If late pick-up occurs more than once, the student will be removed from the program without refund.

**As a Parent, I ....**

**Have read and understand the Financial Aid Policy.**

**Have read and understand the Payment Plan Policy.**

**Have read and understand the Refund Policy.**

**Have read and understand the Sibling Discount Policy.**

**Have read and understand the Contact Information Policy.**

**Have read and understand the Make-Up Policy.**

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

**Commit to attending the parent meeting on Wednesday, September 8<sup>th</sup> at 5:00 PM on Zoom**

**Commit to participate in 4 volunteer slots.**

*or*

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

X  
\_\_\_\_\_  
(Parent Signature)



# **Policies and Participation Contract**

## ***Mary Poppins***

### **Cast Member Expectations and Policies**

*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**

Attend all rehearsals and performances whether they are live or virtual  
Bring your script and sheet music to each rehearsal and private lesson  
Wear comfortable clothing you can move in (sweats, leotards, etc.)  
Wear close toed shoes or tennis shoes (no flip flops)  
Support and encourage your fellow cast members  
Pay attention and listen when a Haven staff member is speaking  
Respect the rehearsal facilities  
In virtual rehearsal, keep your camera on unless you are in the restroom or have permission to take a break  
Clean up after yourself  
Keep language and conversation appropriate  
Memorize all lines, lyrics and dances by the assigned deadline  
Never touch another cast member's prop or costume  
Sport a good attitude, always  
Always give your best  
Read any email communication regarding rehearsal schedules and info, and read the announcement board at the sign-in table at each rehearsal  
Contact our Haven office as early as possible if you are sick or unable to attend a rehearsal by phone: (310) 504-4132, or email: [claire@havenartsacademy.org](mailto:claire@havenartsacademy.org)

#### **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 paid private instruction. Occasionally, we will not be able to accommodate a make-up due to limited rehearsal time and/or nature of the missed content.

#### **SOCIAL MEDIA POLICY**

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 Facebook, Snapchat, TikTok, Instagram, and texts, as I 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 Policy.**

X \_\_\_\_\_ Date: \_\_\_\_\_  
(Cast Member Signature)



# Policies and Participation Contract

## *Mary Poppins*

### Rehearsal Commitment

#### **Auditions:**

Monday, August 30<sup>th</sup> (Grades 3-5) from 4:00-7:00 PM.

Tuesday, August 31<sup>st</sup> (Grades 6-8) from 4:00-7:00 PM.

Thursday, September 2<sup>nd</sup> (Grades 9-12) 4:00-7:00 PM.

*An accompanist will be provided, **please bring your sheet music with you to your audition.** Those interested in auditioning for a lead **MUST** use the audition accompanist.*

#### **Callbacks:**

Friday, September 3<sup>rd</sup> 4:00-7:00 PM and Saturday, September 4<sup>th</sup> 9:00 AM-2:00 PM

Please be prepared to be present at both callback dates if needed.

#### **Parent Meeting: Wednesday, September 8<sup>th</sup> at 5:00 PM on Zoom**

#### **Rehearsals: Held at OCF Church beginning 9/7**

Tuesdays and Thursdays 4:00-6:30 PM, 4:00-7:00 PM Leads, starting Tuesday, September 7<sup>th</sup>

Saturday 10/2 9:00 AM – 5:00 PM

Saturday 10/9 9:00 AM – 5:00 PM

Saturday 10/16 9:00 AM – 5:00 PM

Saturday 10/23 9:00 AM – 5:00 PM

Saturday 10/30 9:00 AM – 5:00 PM

#### **Pre-Tech Week:**

Monday 11/1 4:00-7:00 PM

Tuesday 11/2 4:00-7:00 PM

Thursday 11/4 4:00-7:00 PM

Friday 11/5 4:00-7:00 PM

Saturday 11/6 9:00-5:00 PM

#### **Tech Week:**

Sunday 11/7 1:30 PM Load-In

Monday 11/8 4:00 - 6:00 PM Stage Placement Fall Cast 1  
6:00 PM-? Cue to Cue.

Tuesday 11/9 4:00-6:00 PM Stage Placement Fall Cast 2  
5:00 PM Fall Cast 1 Dress Rehearsal (Fall Cast 2 Leads **MUST** watch)

Wednesday 11/10 4:00-5:30 PM Fall Cast 1 Clean Up  
5:00 PM Fall Cast 2 Dress Rehearsal (Fall Cast 1 Leads **MUST** watch)

Thursday 11/14:00-5:30 PM Fall Cast 2 Clean Up

#### **Performances:**

##### **WEEKEND ONE:**

Thursday 11/11 7:00 PM Fall Cast 1 Performance

Friday 11/12 7:00 PM Fall Cast 2 Performance

Saturday 11/13 2:00 PM Fall Cast 1 Performance

11/18 4:00-6:00 PM MANDATORY PICK-UP REHEARSAL (Leads, Both Casts)





**Policies and Participation Contract**  
***Mary Poppins***  
**Rehearsal Commitment Cont.**

**Performances (Cont.):**

**WEEKEND TWO:**

Friday 11/19 7:00 PM Fall Cast 2 Performance

Saturday 11/20 2:00 PM Fall Cast 2 Performance,

7:00 PM Fall Cast 1 Performance

**As a Cast Member, I commit to...**

**Attend all rehearsals beginning the week of 9/6 unless I am sick or have indicated a conflict in my online registration.**

**Participate in all performances.**

**Attend all rehearsals and performances whether they are live or virtual.**

X

\_\_\_\_\_  
*(Cast Member Signature)*



**Policies and Participation Contract**  
***Mary Poppins***  
**Medical & Liability Release**

Child's Full Name \_\_\_\_\_

Child's Age \_\_\_\_\_

Parents' Names \_\_\_\_\_

Parents' Cell Numbers \_\_\_\_\_

Name of someone to contact in the event that the parent/guardian cannot be reached in an emergency: \_\_\_\_\_

Emergency Contact phone number: \_\_\_\_\_

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 a Haven agent to give consent to any and all such treatment and hospitalization deemed advisable. This authorization is to be effective from August 31<sup>st</sup>, 2021 through November 20<sup>th</sup>, 2021.

**COVID-19 CLAUSE**

I understand that Haven Academy of the Arts is not liable if I or anyone in my family contracts COVID-19 due my child's participation in a Haven Academy program. I am fully aware that any in-person instruction involves a level of risk, despite safety precautions taken.

**LIABILITY CLAUSE**

By registering my child, I agree to all Haven Academy of the Arts policies and rules; and further agree to defend, indemnify and hold harmless Haven Academy of the Arts and its affiliates, members, managers, employees and agents from all liabilities, costs and expenses (including reasonable attorney's fees) in any way arising out of or attributable to my child's participation or involvement in Haven Academy of the Arts activities or excursions. Without limiting the foregoing, I understand and hereby acknowledge the risks inherent in rehearsing and performing theatre arts material.

Parent or Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



**Policies and Participation Contract**  
***Mary Poppins***  
**Photo and Video Release**  
**(New and Returning Students)**

Dear Parent or Guardian:

In order to participate in our hybrid virtual and in-person programs, we need a photo and video release on file for you. Due to the possibility of livestreamed and recorded performances, **your child will be unable to participate in our productions without signing a photo and video release.**

Additionally, on occasion, representatives from the Haven Academy may 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 learning 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, the parent/ guardian, 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.

\_\_\_ I give Haven Academy permission to film my child in the event of a live-streamed or recorded performance.

\_\_\_ I give permission for Haven Academy to use any personal video or sound files that I send in as part of a class requirement.

Date: \_\_\_\_\_

Students Name: \_\_\_\_\_

Parent or Guardian Name: \_\_\_\_\_

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: \_\_\_\_\_