



**Policies and Participation Contract**  
***The Drowsy Chaperone***  
**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 reported to be extremely contagious. The state of medical knowledge is evolving, but the virus is believed to spread from person-to-person contact and/or by contact with contaminated surfaces and objects, and even possibly in the air. People reportedly can be infected and show no symptoms and therefore spread the disease. The exact methods of spread and contraction are unknown, and there is no known treatment, cure, or vaccine for COVID-19. 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 agree I and my child will follow all social distancing practices of staying 6-feet away from anyone I or my child encounters at in-person rehearsal sites or performance sites, as well as 10-feet away while singing, and abide by the guidelines of wearing a face covering in all common spaces or be subject to removal from the program.

\_\_\_ 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.



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**Instruction or Performance Cont.**

\_\_\_ I also acknowledge that Haven Academy of the Arts may ask my child to leave the program 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.

\_\_\_ I agree that 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.

\_\_\_ 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 notify Haven staff immediately and self-quarantine for 10 days.

\_\_\_ 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 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 understand that Haven is required to follow all government mandated travel quarantines, and if one is in place at the time of rehearsal, I will need to abide by the quarantine rules before returning to in person rehearsal.

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**  
***The Drowsy Chaperone***  
**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 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.
- Haven's physical offices will remain closed until further notice, as our administrative staff continues to work virtually. Please contact staff members via email. While we will periodically be present in the office for tasks such as checking mail, we will not be accepting any in-person visits or meetings with students and parents. Should you need to meet with a Haven staff member, please contact via email to set up a virtual meeting.
- **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.
- Please set an example for our cast members and social distance from other families at drop-off and pick-up.
- **COVID Performance Testing Protocol:** This Summer, our goal– government permitting– is to livestream our performances. Students will film their performance on the OCF stage, while audiences watch from the safety of their homes. If we are able to record in person and testing improves, students may be required to take a COVID-19 test prior to the filming as a safety measure for staff and students, and will not be able to perform without a negative COVID-19 test. 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.**



**Policies and Participation Contract**  
***The Drowsy Chaperone***  
**Keeping Haven Safe: COVID-19 In-Person**  
**Protocols Commitment Cont.**

**Students**

- Follow all directions from teachers and staff.
- Before admittance, see the staff member on duty to have temperature taken and be given hand sanitizer.
- Maintain social distancing by standing on markers and remaining 6 feet apart.
- **Everyone must wear a mask AT ALL TIMES.**
- 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.
- Keep hands to yourselves: no hugging, high fives, etc. (We know this will be difficult!)
- Students are not permitted at the rehearsal site before or after rehearsal. Please arrive and leave promptly.
- Check your schedule! If you have a break in your rehearsal call times, you will have to leave and come back for your next call.
- Instructors are unable to lend items to students (pens, scripts, etc.)
- No snacks or food at regular rehearsals. Snacks will be permitted for longer Saturday rehearsals; instructions for Saturday snacks will be communicated at a later date.
- 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**

### ***The Drowsy Chaperone***

### **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 Summer 2021 is **Monday, April 19<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 \$175.00 followed by four, automatically billed, installments of \$150 on the 15<sup>th</sup> of May, June, July, and August. Tuition with Payment Plan totals **\$775.00**.

*Please note that due to the small cast size Haven Academy of the Arts Honors Production of *The Drowsy Chaperone* is at a premium tuition rate of \$775. Please plan accordingly should you need to use a payment plan or apply for a sponsored scholarship. Sponsored scholarship application deadline is Monday, April 19<sup>th</sup>.*

#### **REFUND POLICY:**

Once you accept your role by paying either the \$175 deposit (for payment plan option) or the \$775 tuition fee (for pay in full option), there are no refunds. If you have applied for a Payment Plan and withdraw from the production **AFTER ACCEPTING YOUR ROLE**, you will still be billed for the full \$775 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 casting will not be considered eligible for future scholarship. You must withdraw before the first day of rehearsals to avoid penalty.

Students who register for our Summer 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.

Due to a limited number of enrollment spaces, and our tailored curriculum, we ask that our Haven Families partner with us in our refund policy.

#### **SIBLING DISCOUNT POLICY**

Due to the cost of a small cast production, Haven is unable to offer sibling discounts for our production of *The Drowsy Chaperone*.

#### **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**  
***The Drowsy Chaperone***  
**Parent Expectations and Policies Cont.**

**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, virtual 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.

**TICKET SALE COMMITMENT:**

Each family is required to sell a minimum of 10 on-line tickets or in-person tickets (depending on current regulations at the time of the performance).

**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.



**Policies and Participation Contract**  
***The Drowsy Chaperone***  
**Parent Expectations and Policies Cont.**

**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 Monday, May 10<sup>th</sup> at 5:00 PM on Zoom**
- 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)



# **Policies and Participation Contract**

## ***The Drowsy Chaperone***

### **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)  
Arrive on time for my safety check, which I understand is mandatory  
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 the director as early as possible if you are sick or unable to attend a rehearsal by phone: (310) 504-4132, or email: rebekah@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 platforms like Facebook, Snapchat, TikTok, or Instagram, 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** *The Drowsy Chaperone* **Rehearsal Commitment**

**Auditions:** Students will submit their audition video by **Monday, May 3<sup>rd</sup> at 5:00 PM**

**Call Backs:** Will be held on Zoom or at OCF Church on Friday, May 7<sup>th</sup> 4:00-7:00 PM and Saturday, May 8<sup>th</sup> 9:00 AM-3:00 PM

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

**Zoom Parent Meeting:** **Monday, May 10<sup>th</sup> at 5:00 PM**

**Rehearsals:** **Held in the OCF Courtyard beginning 5/11**

Tuesdays and Thursdays 4:00-6:00 PM, starting Tuesday, May 11<sup>th</sup>

Saturday 5/29 1:00-5:00 PM

Saturday 6/5 1:00-5:00 PM

Saturday 6/12 1:00-5:00 PM

Saturday 6/19 1:00-5:00 PM

Saturday 6/26 1:00-5:00 PM

**Pre-Tech Week:**

Monday 6/28 4:00-7:00 PM

Tuesday 6/29 4:00-7:00 PM

Wednesday 6/30 4:00-7:00 PM

Thursday 7/1 4:00-7:00 PM

Saturday 7/3 9:00-5:00 PM

**Tech Week:\***

**Load-In: Monday 7/5 10:30 AM – 2:00 PM\*\***

Monday 7/5 4:00-10:00 PM

Tuesday 7/6 4:00-10:00 PM

Wednesday 7/7 4:00-10:00 PM

**\*No conflicts permitted**

**\*\*Please note that this is different than our usual Load-In time**

**Performances:**

Friday, July 9<sup>th</sup> 7:00 PM

Saturday, July 10<sup>th</sup> 2:00 PM

If small audience is permitted: Thursday, July 8<sup>th</sup> 7:00 PM and Saturday, July 10<sup>th</sup> 7:00 PM if small audience is permitted

**Option One – Livestream during Performance weekend\***

\*Potentially with a limited in-person audience

If testing improves, each student will be COVID-19 tested prior to filming

(Please Note: families will be responsible for covering the cost of any COVID testing)

Students will perform on the OCF Stage

**Option Two – In-Person Filming**

Students will film during performance weekend and the performance will be streamed at the end of July



**Policies and Participation Contract**  
***The Drowsy Chaperone***  
**Rehearsal Commitment Cont.**

**Option Three – Back-Up Plan**

We have secured both streaming AND digital rights for our production, so no matter the circumstances, the show will go on! Our rights also permit students to record their songs and lines at home and for our video editor to edit our show together to stream.

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

**Attend all rehearsals beginning the week of 5/11 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**  
***The Drowsy Chaperone***  
**Medical & Liability Release**

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

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

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

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

Name & phone number of someone 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 a Haven agent to give consent to any and all such treatment and hospitalization deemed advisable. This authorization is to be effective from May 3<sup>rd</sup>, 2021 through July 10<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**  
***The Drowsy Chaperone***  
**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 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, 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: \_\_\_\_\_