

# Minis Parent Commitment Letter

## Musical Theater Performance Camp

### REGISTRATION AND FEES

- Registration:
  - You must register through our online registration system found on our website: [www.puttinonproductions.com](http://www.puttinonproductions.com). **YOU MUST BE REGISTERED WITH A VALID CREDIT CARD ON OUR CLASS REGISTRATION SYSTEM IN ORDER TO PARTICIPATE.** The cast name/spelling used on our registration system will be used in all publicity.
  - All parents must sign the COVID waiver prior to the first class at: <https://app.waiverforever.com/pending/WnI6bjNpWV1593554479>
  - All parents must watch Parent Meeting video prior to submitting conflicts sheet (link to be provided.)
- Financial Commitment and Payment Schedule:
  - **\$289** due upon Registration securing your child's spot. (Plus \$15.00 for new students.)
  - **\$199 due on the first of each month: Mar - May.** This includes tuition and performance link.
  - **\$150 due on June 1 provided we are permitted to perform at an outdoor venue.**
- Disruption Policy:
  - If we are required to terminate rehearsals or performances due to government order, then POPs will prorate the fees and bill/refund the difference.
  - **If you withdraw for any reason after the first rehearsal other than sickness (see below), POPs will retain the entire tuition paid to date and charge you a \$75 rewrite/reteach/restaging fee and you may need to wait one production before participating in another show or class with us.** You will not receive any credit or refund for unused tuition. No exceptions. We cannot backfill the spot and often have waitlists.
  - It is extremely disruptive if a cast member drops the production, as the show has been cast with each person in mind contributing to the whole. Quitting a show after rehearsal has started often forces us to change other children's placement in the cast. We also do not believe in catering to entitlement as we feel it deprives our young people of building a growth mindset and cultivating resilience. We believe in honoring our agreements. By seeing it through, 99.9% of the time the actor is so grateful they didn't drop and discovers their experience far surpassed what they originally assumed it would be.
  - If you withdraw due to sickness that will last multiple weeks (doctor's note required), POPs will prorate the fees, charge you a \$75 rewrite/reteach/restaging fee and refund the balance paid based on such proration.

### COVID-19 SAFETY

We will follow all State and LA County protocols regarding health and safety guidelines, whether inside or outdoors. Below are important logistics that you will need to know.

- 1) POPs will continue to maintain all safety protocols per LA County Guidelines as specified on the TADA Stages Website here: <https://www.tadastages.com/covid>

- 2) We will do our best to hold rehearsals outdoors whenever we can in sanctioned areas. Due to weather, shifting rules, and/or availability in outdoor spaces - it is inevitable that we will be indoors during rehearsal process. As always, we will do our very best to keep all students and staff safe.
- 3) We acknowledge that the RYIS & Celebrate rehearsal process spans about 4 months, in which a lot can happen. No matter what, we will mirror LA County Guidelines as things change (whether for the better or worse).
- 4) We ask that during this process, families adhere to LA County or CDC quarantine guidelines in regards to travelling. If you plan to travel and need to miss rehearsal(s) because you are required to quarantine, we ask that you indicate those conflicts on your conflict sheet below.

### **INDOOR AND OUTDOOR PROTOCOLS**

- 1) Students must submit to a temperature check & screening prior to entering the rehearsal space.
- 2) Wear a mask and pack an extra one. We will provide disposable masks as needed.
- 3) Wear close toed shoes.
- 4) Bring a snack and water bottle.
- 5) Dress in layers if outdoors and prepare accordingly with jacket, sunscreen, hat, etc.

### **THE PROCESS AND ATTENDANCE**

At POPs we strive to create a safe place for students to play, explore, create, and express their true selves through the art of theater. We are so excited to have you join that process. Please review the conflict sheet at the end of this letter and consider carefully the commitment required. Please expect to be at all rehearsals; although there may be some where the full cast is not required the entire time in which case, you will be given advance notice and should plan accordingly. It is important that you fill out the conflicts schedule completely so that we can schedule accordingly. Each student is allowed 3 conflicts for this process. A conflict constitutes an absence, arriving late or leaving early. Additional conflicts added will not be accepted and may result in loss of a part due to the inability to teach a child the material in a timely manner.

### **COSTUMES**

We will costume performers combining pieces from each cast member's existing wardrobe and specialty pieces provided by POPs unless the cast member desires to purchase and retain such piece. Costumes will not be shared with other cast members.

### **GENERAL POLICIES**

- Medical/Special Circumstance:
  - Parents must notify staff regarding any special circumstances or medical requirements related to their child.
- Performances:
  - If we are unable to perform outdoors, we will record an indoor performance and a link will be provided to each cast member and is included in tuition.
  - If we are permitted to perform outdoors and can secure a venue that will allow a small audience to attend, the June fee will be charged to cover such costs and each family will be provided a limited number of tickets depending on the venue. No recording will be made in this case.

- Confirm Adult Presence:
  - Parents/guardians must check for adult supervision before leaving their cast members at rehearsals.
  - Parents/guardians must wait believe leaving to ensure their student passes the Covid-19 screening.
- On Time Pickup:
  - Parents/guardians must pick-up their cast member at the designated time and location and no later.
- Closed Rehearsals:
  - All rehearsals are closed to everyone except the staff.

## QUESTIONS/CONCERNS

For questions or concerns please email the person that best suits your type of inquiry.

Julia Mirkovich, POPs Executive Artistic Director: [julia@puttinonproductions.com](mailto:julia@puttinonproductions.com)

Ashley Henley Chase, POPs Resident Producer: [ashley@puttinonproductions.com](mailto:ashley@puttinonproductions.com)

Susan Liebson, POPs Business Manager: [susan@puttinonproductions.com](mailto:susan@puttinonproductions.com)

Evie Hutton, On-site Studio Office Manager: [evie@puttinonproductions.com](mailto:evie@puttinonproductions.com)

\*\*\* Please complete conflict sheet below; scan and email to [ashley@puttinonproductions.com](mailto:ashley@puttinonproductions.com)

Musical Theater Performance Camp  
MiniPOPs – Monday Cast rehearses Mondays 3:00pm – 5:00pm

I am the parent/guardian of \_\_\_\_\_. I understand and agree to the terms of the Musical Theater Performance Camp Parent Commitment Letter. In addition, I have watched the Parent Video and agree with the expectations and requirements set forth herein. We will not have any conflicts other than as listed below.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Describe conflicts below:

**Rehearsals** (combo of indoor @studio and outdoor @TBD)

February 1<sup>st</sup> \_\_\_\_\_

February 8<sup>th</sup> \_\_\_\_\_

February 15<sup>th</sup> (President's Day) \_\_\_\_\_

February 22<sup>nd</sup> \_\_\_\_\_

March 1<sup>st</sup> \_\_\_\_\_

March 8<sup>th</sup> \_\_\_\_\_

March 15<sup>th</sup> \_\_\_\_\_

March 22<sup>nd</sup> \_\_\_\_\_

March 29<sup>th</sup> \_\_\_\_\_

April 5<sup>th</sup> (Spring Break ) no rehearsal

April 12<sup>th</sup> \_\_\_\_\_

April 19<sup>th</sup> \_\_\_\_\_

April 26<sup>th</sup> \_\_\_\_\_

May 3<sup>rd</sup> \_\_\_\_\_

May 10<sup>th</sup> \_\_\_\_\_

May 17<sup>th</sup> \_\_\_\_\_

May 24<sup>th</sup> \_\_\_\_\_

May 31<sup>st</sup> (Memorial Day - MANDATORY) \_\_\_\_\_

**Tech & Shows** (TBD Location)

Show -- One performance during June 4-6. Exact day and time TBD.

Tech will be the week leading into that weekend – 1 or 2 tech days TBD.

Musical Theater Performance Camp  
MiniPOPs - Thursday Cast rehears Thursdays 5:10pm - 7:10pm

I am the parent/guardian of \_\_\_\_\_. I understand and agree to the terms of the Musical Theater Performance Camp Parent Commitment Letter. In addition, I have watched the Parent Video and agree with the expectations and requirements set forth herein. We will not have any conflicts other than as listed below.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Describe conflicts below:

**Rehearsals** (combo of indoor @studio and outdoor @TBD)

February 4<sup>th</sup> \_\_\_\_\_

February 11<sup>th</sup> \_\_\_\_\_

February 18<sup>th</sup> \_\_\_\_\_

February 25<sup>th</sup> \_\_\_\_\_

March 4<sup>th</sup> \_\_\_\_\_

March 11<sup>th</sup> \_\_\_\_\_

March 18<sup>th</sup> \_\_\_\_\_

March 25<sup>th</sup> \_\_\_\_\_

April 1<sup>st</sup> \_\_\_\_\_

April 8<sup>th</sup> (Spring Break ) no rehearsal

April 15<sup>th</sup> \_\_\_\_\_

April 22<sup>nd</sup> \_\_\_\_\_

April 29<sup>th</sup> \_\_\_\_\_

May 6<sup>th</sup> \_\_\_\_\_

May 13<sup>th</sup> \_\_\_\_\_

May 20<sup>th</sup> \_\_\_\_\_

May 27<sup>th</sup> \_\_\_\_\_

June 3<sup>rd</sup> (MANDATORY) \_\_\_\_\_

**Tech & Shows** (TBD Location)

Show -- One performance during June 4-6. Exact day and time TBD

Tech will be the week leading into that weekend – 1 or 2 tech days TBD.