

Welcome to Summer Theatre Academy 2017!

Dear Summer Theatre Academy Families,

Welcome to Summer Theatre Academy 2017; we're so excited you can join us! This summer's line-up of productions promise to be fantastic, so we hope you are ready to put together terrific theatre. Before we start what will be an extremely busy three sessions, I wanted to get in touch, say hello, and give you as much information as possible to prepare us all for what's ahead. Included in this packet are logistics for the program and forms that need to be returned. Please read these documents carefully and send back the forms promptly.

We're looking forward to an amazing summer of hard work and a whole lot of fun. Please be in touch if you have any questions. I look forward to meeting you all at some point and can't wait to work with all your talented young artists!

All the best,

Ariana Moses
Director of Education

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Director of Education
White Plains Performing Arts Center
ariana@wppac.com
914.328.1600

Logistics

Program/Performance Hours and Dates

Session 1: Pirates of Penzance

Rehearsals: Monday to Friday
June 26 – July 14
10:00 am to 4:30 pm
Theatre CLOSED July 4

Before & After: Early drop off: 8:30 am
Late Pick-up: 6:00 pm

Performances: July 14 - 15 at 7:00 pm

Session 2: Xanadu

Rehearsals: Monday to Friday
July 31 – August 18
10:00 am to 4:30 pm

Before & After: Early drop off: 8:30 am
Late Pick-up: 6:00 pm

Performances: August 18 - 19 at 7:00

Session 3: Cinderella

Rehearsals: Monday - Friday
August 21 - 25

Before & After: Early drop off: 8:30 am
Late Pick-up: 6:00 pm

Performance: August 25 at 5:00 pm

Drop Off / Pick Up **INCLUDING BEFORE AND AFTER CARE******

In the morning, **regular drop off time is between 9:30 am and 9:55 am on the Fifth Floor of the parking garage at City Center.** (Earlier drop-offs MUST be pre-registered so as to insure adequate staff on site, please see before-care, below.) **PLEASE BE ON TIME.** The program starts promptly at 10:00 am. If there is an emergency and you are running late, or you are stuck in traffic, please communicate this with the education department by calling: **(914) 328-1600 x15** or emailing **education@wppac.com**. Participants who arrive after 9:55 am must be accompanied by a parent directly to the theatre doors and dropped off, as there will no longer be staff available to accompany your child from the garage to the theatre.

Likewise, participants **MUST be picked up between 4:30 and 5:00 pm** (unless they are attending after-care, please see below.) Unless a parent or guardian has signed an end-of-day release form (please see forms packet) pick up is to be done in person by an adult inside the theater lobby. **Students will not be released from the theater unless accompanied by a parent or guardian, or if they have the appropriate release form.** If a release form is signed, students can leave on their own recognizance at the end of the day. After 5:00 pm, we will begin after-care. Please see below for more information and pricing. Any student still in the lobby at 5:00 pm and not accompanied by a parent or caretaker will be charged for drop-in after-care.

Before and After-Care: Early Drop off and Late Pick-up

Due to its popularity in previous years we are continuing our before and after-care program. **Early drop off for before-care begins at 8:30** and **students MUST be pre-registered** from at least the day before. An adult **MUST** walk in students to the lobby of WPPAC to check in for before-care.

Late pick-up for after-care will extend until 6:00 pm. Students can pre-register or drop-in for after-care. An adult **MUST** collect students from the WPPAC lobby in person. Prices for before and after-care are as follows:

Before-Care

Must pre-register by the evening before

8:30 am – 9:30 am

Price \$10/day | \$50/week

After-Care

Can pre-register or drop-in

5:00 pm – 6:00 pm

Pre-register Price \$10/day | \$50/week

Drop-in Price: \$15/day

After Care Pro-Rated

If you do not need the entire time of after-care, we **have pro-rated drop-in rates until 5:20: \$5 until 5:10 pm | \$10 until 5:20 pm | \$15 from 5:20 - 6:00**

There are no pro-rated rates for pre-registered sessions.

Lunch & Snacks

Participants will have a 30 minute lunch break and two snack breaks during the day and are asked to bring a bag lunch or small lunchbox with enough food to get them through the day including lunch and healthy snacks. **Please put lunch in one bag and snacks in another as lunches are placed in the kitchen until lunch time but snack are kept with student's belongings.** Snacks should not need refrigeration, however, we have a refrigerator if it is necessary to keep lunches fresh. Large lunch boxes or coolers should remain at home. **Please make sure to pack food that is ready to eat**, as there is no way to heat up food. In addition, participants **WILL NOT BE ALLOWED to leave the theatre in order to purchase food**, nor have staff members purchase food for them.

First Day / Auditions

There will be audition workshop and auditions/callbacks on the first two days of each three-week session and on the first week of the one-week session which participants are required to attend. **If a student misses the audition day, they will be cast in the ensemble**, as it would be unfair to all the other participants who were present. It is recommended that every participant do research on the show and have a good idea of the characters, storyline, music and style of the show before the audition day. This can only help them be as prepared as possible. Google and Wikipedia are always a good place to start, but you might also want to try:

The Pirates of Penzance JR.

<http://www.mtishows.com/the-pirates-of-penzance-jr>

Xanadu JR.

<http://www.mtishows.com/xanadu-jr>

Disney's Cinderella Kids

<http://www.mtishows.com/disneys-cinderella-kids>

Materials

Each student is **REQUIRED** to bring:

- Sharpened pencils
- Highlighters

The following may also be useful:

- A recording device for vocal rehearsals

Proper rehearsal attire is required including **comfortable clothes** that you can move in (sweats, dance wear, athletic shorts etc.) and **proper footwear** (sneakers, jazz shoes, jazz sneakers or ballet shoes) **for movement/dance workshops and rehearsals.**

Flip flops, sandals and heels (including character heels) are NOT ALLOWED unless requested for rehearsal purposes. All skirts must have shorts or leggings under them.

Students are not allowed to be barefoot while in the theater, either during rehearsals or during breaks. The theater is a small space and is, at times, used as a place to construct scenery. Though we sweep every day, it does result in the occasional foreign object on the floor, so please wear your shoes at all times.

Homework

During the rehearsal process, students will have homework on a daily basis. **Their homework is to memorize and/or review everything that was covered that day.** Once taught; song melodies and harmonies as well as lyrics must be memorized as well as lines and blocking. An at-home review of the choreography learned is also strongly suggested. Because of the short amount of time we have to rehearse there will be little time for review. We will, for the most part, be going through the material at a very quick pace. It is strongly suggested that all participants be present every day. We really want each and every participant to get the full benefit of their enrollment.

Personal Property

Quite simply, if you don't need it for rehearsal, **LEAVE IT AT HOME.** You will have no use for iPods, cameras, video games or anything of monetary or emotional value. Cell phones are permitted to be brought but will be required to be shut off during the course of the day. Students may check their voicemails or texts during lunch and snack **ONLY.** If you need to reach your child at any other point in the day, please call 914.328.1600.

Forms

In this packet there are several forms, all very necessary. Paperwork can be submitted in several ways:

Mail: Summer Theatre Academy
White Plains Performing Arts Center
11 City Place
White Plains, NY 10601

Email: education@wppac.com

In Person: At the White Plains Performing Arts Center
Monday - Friday, 11:00 am to 6:00 pm.

Deadlines:

All forms must be submitted by the deadline.

Session One: ***PIRATES OF PENZANCE*: Monday, June 19th.**

Session Two: ***XANADU*: Monday, July 24th.**

Session Three: ***CINDERELLA*: Monday, August 14th.**

Registration Form

You have reserved a spot in our programs either online, in person, or on the telephone. Now, we need more information about your child. Please make sure to include an emergency contact number for someone other than yourself or your spouse in the upper right hand corner.

Ticketing Order Form

This is a convenient way to order tickets for our summer shows. Tickets can also be ordered in person (Monday - Friday, 11am - 6pm), on the phone (914.328.1600) or online (wppac.com). Please note there is an online ticketing charge when purchasing tickets through our website.

Medical Form

We have attached a 1 page medical form. If you already have a comparable form that answers the same questions, that's perfectly acceptable as well. If you have already submitted a health form to the office this year there is no need to resubmit.

Costume Measurements

Also attached is a costume measurement form. Please return this so our costumer can get an idea of the cast and start pulling options. Please make sure to mark whether the sizes are child or adult.

Performer/Parent Contract

Participants and parents must sign this form. Laid out within this document are the rules by which we run our Summer Theatre Academy. **All performers and parents must agree to these rules. Please return this form signed by both students and parents.**

Publication Release Form

This form gives permission to use performance photos on our website and in our publicity materials. We want to include your beautiful smiling faces in all of our materials! **Please return this form signed by both parties.**

Liability Agreement and Refund Policy

Participants and parents must sign this form. Laid out within this document is the liability and refund policy for the Summer Theatre Academy. Please read this form and sign. **Please return this form signed by both parties.**

Parent Permission Form for Child Unaccompanied Dismissal

If you wish to allow your child to leave the theatre unaccompanied at the end of the day this form needs to be filled out. **Please return this form signed if you wish your child to leave on his or her own, even if this means walking to the parking lot.** If you are signing this form there is no need to fill out the Release Permission form.

Release Permission Form

This form allows us to release your child after every rehearsal and ensures that a parent/guardian will be there to pick him or her up. **Please return this form filled out and signed.** If you are returning the Parent Permission for Child Unaccompanied Dismissal there is no need to send this form as well.

Before and After Care

If you wish to pre-register your child for before or after care, please use this form. You can also pre-register up to the day before you need the session.

Cast Contact List

If you wish to be included in the cast contact list, please fill out and return this form. This list will be distributed to all families involved with your session.