

YaYa's Performance Academy's Burcham Elementary School After school program Information

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YaYa's Mission & Philosophy

YaYa's Performance Academy is a youth and family based program that provides the community with the opportunity to actively participate and explore the art of musical theatre in a safe, positive, and nurturing environment.

With the growing economic crisis our state faces, cuts to education have been catastrophic; arts programs have been drastically cut back, if not completely eliminated. Our goal is to keep the performing arts alive in our community. We plan to do this by producing high quality productions and training participants in singing, acting, and dancing, while at the same time building strong family and community relationships.

Unlike most community theatre programs where you must audition to be in the show, YaYa's guarantees a role in the production to all who register and complete the rehearsal process; thus, providing the opportunity to all who are interested.

At YaYa's, our mission is to keep the arts alive by creating a positive environment to encourage artists to explore, grow, and learn. Participants will develop valuable life skills like the 10 C's listed below:

- | | |
|------------------|----------------|
| 1. Communication | 6. Cooperation |
| 2. Creativity | 7. Character |
| 3. Coordination | 8. Control |
| 4. Collaboration | 9. Comaradery |
| 5. Confidence | 10. Commitment |

We celebrate diversity and welcome participants of all backgrounds, abilities, and levels of experience. We believe theatre is a way to bond families and unite our diverse community in a collaborative art form.

YaYa's General Information

- **Enrollment payments** must be paid online for this program. At the request of the Principal you must be pre-enrolled online (payment made) by, Tuesday, 9/24/19 at noon in order to be in the show. We cannot accept payment at rehearsals.
 - **Refunds** are only given if requested prior to lead auditions or if we do not get enough students for the program to continue (minimum 30 students).
- **Rehearsal days and times:**
 - The first rehearsal is Tuesday, 9/24 K-2nd 2:10-3:10 pm, and 3rd-5th 2:40-4:10 pm in the Auditorium.
 - Thursday, 9/26 is only for those interested in auditioning for a lead role from 1:30-3:30 pm in the auditorium.
 - Beginning the second week on 10/1/19 the normal rehearsals are Tuesdays (Assigned groups & leads TBD) 2:10-4:10 pm & Thursdays (Leads and groups TBD) 1:30-3:30 pm.
 - At the first rehearsal, we will evaluate the students to determine what rehearsal groups to split them into. We will have at least 2 groups. Ensemble groups are scheduled for 1-2 hours, once a week on either Tuesday or Thursday. We have found that most younger performers only have the attention span after a long day of school to last an hour for rehearsals.
 - Ensemble groups and leads can be called to either day of rehearsals. This will depend on which ensemble group they are cast in and if they receive a lead role or not. Some groups will be scheduled the second hour of rehearsal (Ex. Tuesdays 3:10-4:10 or Thursdays 2:30-3:30 pm). YaYa's is not responsible for children during that hour after school prior to their rehearsal. Students will either need to be picked up by parents and brought back or will need to go to the supervised recreation time on the playground until their rehearsal begins. CDC and WTAP kids can go to those programs and will then be walked over at the appropriate time.
 - We will post the group assignments as well as the lead roles to the shared Shutterfly site by Sunday, 9/29/19.
 - On school minimum days (November 5, 7, 12) we will rehearse 1:00-3:00 pm.
 - Tech. week rehearsals are December 2-3, 2019 at Burcham and the shows are Wednesday, 12/4, Thursday, 12/5 & Friday, 12/6 at 7 pm at Burcham.
- **Sign-in & Out process:**
 - Students grade 1-5 must report on their own to the lunch benches no later than 2:10 pm on Tuesdays and 1:35 on Thursdays. Parents are welcome to walk them over when they get out of school, but rehearsals will be closed to parents. We will not be picking them up at their classroom doors, it is the student's responsibility to go straight to the auditorium after leaving their classroom or the parents responsibility to bring Kinders. Students will sign themselves in when they arrive. We will give them 10 minutes of supervised snack time before we start the rehearsal. Students need to provide their own snack. Parents of Kinders will be responsible for supervising their students after school and walking them over at the appropriate time.
 - Parents will please wait outside until the rehearsal ends and we invite them in. Parents must sign out performers after each rehearsal.

- If your child needs to go to CDC or WRAP after our program, please email me with your child's name. We will walk them to the appropriate school program after our rehearsal ends. Also, please let us know if they are Kinder and will already be at CDC. We will pick them up from CDC and walk them over to our program.
- **Shutterfly site-** We have created a Shutterfly Shared site specific to this production that will list all of the important production information such as rehearsal schedule, practice tracks, dance videos, hand-outs, etc. You will be invited this week with the email you listed at enrollment. To add another email please send us a request by going to the site <https://burchamelfjr.shutterfly.com> or emailing us at asp@yayasacademy.com.
 - Please see the Shutterfly site for a detailed calendar listing who is called to each rehearsal. Be sure to click on the rehearsal on the calendar to view the NOTES section where the specific characters and groups called will be listed.
- **Lead Auditions:**
 - Those interested in auditioning for one of the lead roles in the show need to attend the lead auditions on Thursday, 9/26 from 1:35-3:35 pm in the Auditorium. Only those interested in a lead role need to attend this day.
 - After lead auditions we will create a cast list stating who got each lead role as well as what ensemble group you have been assigned to and the rehearsal day and time for those groups. The Calendar on the Shutterfly site will be updated weekly with which groups and leads are called to each rehearsal. Only those listed in the NOTES section for each rehearsal are called.
 - We will post the lead cast list to the Shutterfly site by Sunday, 9/29 and send out an email.
 - Performers do not need to prepare anything for the audition. We will teach them the song we want to hear and have scenes for them to read for auditions.
- **Fees** involved with the program are as follows:
 - **Tuition Fee** of \$150.00 covers script, show shirt, rehearsal tracks, and 10 weeks of instruction in singing, acting, and dancing.
 - **Lead fees** will be charged to all who are cast as a lead role in the show. This fee is to cover the additional instruction time that these participants will receive on the Thursday rehearsals. All Lead fees are \$25.00 due by 10/1/19.
 - **Costumes-** All cast members are responsible for their own costume. We will provide specific requirements as well as examples and cost effective suggestions. On the occasion that something needs to be uniform across the cast, we will bulk purchase the item and charge you a minimal fee. Some lead costumes will be provided for a small cleaning fee.
 - **Late Fees** will be charged for all tuition payments, lead fees, and costume fees that are not paid online by the due date.
- **Ticket sales** help pay for the overall cost of running the program. It is important to sell tickets in order for our program to continue, as well as to fill the seats and perform our shows for a sold-out crowd. If each family sells a minimum of 5 tickets per production, we will be in great shape. Tickets will be sold online at a later date.
- **Production week** is the week we load the sets, sound equipment, costumes, and lights into the performance space to practice with the students. We will have rehearsal everyday this week as
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noted on the calendar on our website. This is a very important week, during which there will be **NO EXCUSED ABSENCES**. It is very important that all performers attend all tech. week rehearsals to be taught how to work with the sets and technical equipment. **Tech. week rehearsals are Monday, 12/2-Tuesday, 12/3 everyday after school 2:10-5:30 pm and the shows are Wednesday, 12/ 4, Thursday, 12/5 & Friday 12/6 at 7 pm at Burcham.**

- **Parent volunteers** are a crucial part of making our productions a success. We ask our parents to volunteer a minimum of 5 hours per production. This can be done during pre-show, working jobs during performances, as well as post-show with strike. Without parent support, the show would not go on. Areas in which we need volunteers are:
 - Making costumes
 - Line Leaders
 - Building/painting sets
 - Making props
 - Concessions for the show
 - Box office
 - Load-in
 - Show-grams & flowers
 - Strike
 - Please let us know your unique skills and we will put you to work
- **Parent info meetings** will happen periodically throughout the production to give you updates and other pertinent show information (i.e. costume requirements, fundraising opportunities, volunteer needs, Tech week, etc.). **THE FIRST PARENT MEETING IS THE FIRST DAY OF REHEARSAL 9/24 AT 3:10 PM FOR NEW PARENTS TO THE PROGRAM.**
- **Where to go for help:** The Shutterfly site is your main source for production information. Always check there first for the schedule, hand-outs, and announcements. Feel free to approach staff members before or after rehearsal times with your questions, or you can email, text or call us at 562-533-7326 or asp@yayasacademy.com.

YaYa's Program Policies

- **Behavior policy**- Performing in a YaYa's production should be seen as a privilege. Disrespectful or inappropriate behavior by the performer or the parent will be grounds for expulsion from the production with no refund. Behavior will always be considered when enrolling and auditioning for future shows. Severity of the consequences are at the discretion of the Artistic Director.
- **Attendance Policy**- 3 or more unexcused absences may result in being dropped from the production without refund. Students who miss excessive amounts of rehearsals fall too far behind and we do not have the time to stop momentum and reteach each number for every absence. Leads with 2 or more unexcused ensemble and/or Lead rehearsal absences will be dropped from their lead role at the discretion of the director.
- **Tuition fee waivers**- We offer a couple tuition fee waivers per show, as we understand that times are difficult and we want all interested to be given the opportunity to perform. Watch for the fee waiver deadlines 2 weeks prior to the first rehearsal of the show.
- **Payment plans** are available in which we break down the registration fee into 2 equal payments of \$75 each.
- **Refund policy**- Requests for refunds must be submitted prior to lead casting.
- **Photo & video policy**-
 - Photography and videography at the shows are strictly prohibited.
 - YaYa's Performance Academy will contract with a set professional show photographer each production to photograph the shows. Participants will have the opportunity to purchase photographs from the photographer.
 - When the royalty contract allows for it, YaYa's will hire a professional videographer to video record the show and sell copies to the participant's families. The privilege to do this is on a per show basis depending on what show we are performing and the set regulations in the royalty contract.
 - YaYa's will use photographs, video, and sound recordings taken during rehearsals and performances for publicity purposes only.
- **Contracts**-
 - **Parent/ Student Contracts** lay out the expectations we have for our performers and their parents and must be signed by all who wish to be in the show.
 - **Tech Week contracts** explain what to expect, rules and, general tips for all that goes on during Tech week and must be signed by all performers and their parents in order to perform in the shows.

YaYa's Performance Academy

Burcham After school program

Online Enrollment-PAYMENT PLAN

Follow the instructions below to make a payment for a payment plan after you have set up your online account and enrolled in the production at www.yayasacademy.com.

Types of payment plans:

- **Full Tuition** Enrollment is \$150. The balance is divided into 2 payments of \$75 each.
- **Family discount** is 10% off total amount. So for 2 performers the total would be \$300, but with the 10% discount the total comes to \$270. The balance is divided into 2 payments of \$135 each.

The payment schedule is as follows:

1. Payment #1 due 9/24/19
2. Payment #2 due 10/29/19

A \$10 late fee will be charged for late tuition payments

To make a payment online please follow the steps below:

1. Go to www.yayasacademy.com
2. Click on the payment button in the upper right hand corner of any page.
3. Log-in to your account.
4. Click on the ACCOUNT drop down tab
5. Click on PAY ONLINE
6. Click on OTHER
7. Enter the "Pay Amount" as \$75 (or \$135 for 2 performers)
8. Click on the NEXT button
9. The "Make a Paypal Payment" box will open
10. Click on BUY NOW
11. Complete your payment using your paypal login or if you wish to pay with a credit or debit card click on the "Pay with a debit or credit card" link towards the bottom of the screen.

Please let me know if you have any questions by emailing asp@yayasacademy.com or calling 562-533-7326.



Payment Plan Contract

Please read carefully and sign below.

Participants who have opted to set up a payment plan are responsible for completing all payments as outlined in this contract. Should you choose to withdraw after the refund period (once the cast list is posted), all outstanding payments must be paid in full.

Participant's Name: _____ Date: _____

Email: _____ Show: _____

YaYa's payment plan contract divides the \$150 tuition fee into 2 payments of \$75 each. The first of these payments is due at the time of enrollment on September 18th.

- The payment schedule is as follows:
 - 1st payment due September 24, 2019
 - 2nd payment due October 29, 2019
- A 3% service fee will be applied per payment for credit card transactions.
- You will be given an invoice one week prior to each payment due date that lists your current balance due and record of prior payment.
- The payment plan is good for tuition fees only; it does not apply to YaYa's merchandise, lead fees, costume fees, or fundraising fees.
- Payments must be made online. We cannot accept payments on site at the schools.

Failure to pay fees owed or otherwise defaulting on the agreement will result as follows:

The participant will not be allowed to participate in tech. week.

The participant will not be allowed to perform in the shows of the contracted production.

A late payment fee of \$10.00 will be charged for each late payment.

I, the undersigned, have read and understood YaYa's Performance Academy's policies for a payment plan. I agree to comply with the policies listed above and hereby request that YaYa's Performance Academy establish a payment plan contract in my name for the show listed above.

Parent/Guardian Name (print)

Parent/Guardian Name (sign)

Office use only

Payment amount	Type of Payment	Date	Balance due
\$			\$
\$			\$
\$			\$
\$			\$