



5th Grade Musical 2017-2018



Performance Weekend February 9-11, 2018

The South Pasadena Educational Foundation (SPEF) offers the 5th Grade Musical as part of SPEF's Afterschool Enrichment Programs. The mission of SPEF's 5th Grade Musical is for students to learn about Musical Theater and experience the process of putting on a musical, from start to finish. It is a fantastic opportunity for students from Arroyo Vista, Marengo, and Monterey Hills to come together to sing, dance, act, and make friends!

Parent Information Meeting – Attendance is highly recommended

- **Tuesday, September 5, 7-8pm** - SPEF & Upstage Directors will be at the **SPUSD Boardroom** to answer any questions you might have.
- The SPUSD Boardroom is located at 1020 El Centro St.

Rehearsals at a Glance:

- Review the **Rehearsal Calendar** available at www.SPEF4kids.org before you apply – not all students or families are able to commit to the 100+ hours of scheduled rehearsals.
- Rehearsals start **Wednesday September 13, 2017** at 3:30pm.
- Rehearsals are at **Marengo Elementary**, 1400 Marengo Ave, South Pasadena.
- Rehearsals are typically **Monday, Wednesday, and Friday**, with some Saturdays.
- Don't schedule doctor's appointments or other activities during planned rehearsal times.
- Marengo and MHS students are excused from rehearsals during Outdoor Science School.
- After winter break, absences from rehearsal, unless for medical reasons, are unacceptable.
- Some rehearsals may be for smaller groups. Your student is always welcome to attend any rehearsal. We will communicate dates of small group rehearsals to you.
- You must drop off and pick up your student on time - If you expect to be more than 10 minutes late, or your student is ill, you need to let us know so that rehearsal plans can be modified.

Supervision before Rehearsal

- Students **must be supervised** before rehearsal.
- We will contact parents of students without supervision.

Sign in

- We use Sign in to check Attendance.
- **We're ok if students want to sign in themselves**, however parents must stay to supervise their students until their students are invited into the rehearsal space.

Sign out

- **Your student must be signed out by a responsible adult or older sibling.**
- Please share rules about sign out with all that might collect your student after rehearsal.
- Students are not allowed to walk to waiting cars – you must park and sign your student out.
- **Students cannot sign themselves out.**
- **If your student usually walks home**, please indicate this when applying. Your student will need to ask a parent supervision volunteer to sign them out. Some rehearsals will end after dark, so it may not be appropriate for your student to walk home.



Late Pick Up

- **Students must be picked up on time.**
- We will contact families that are late to pick up – Recurring late pickup may result in your student being dropped from the musical without refund.

Carpooling

- Create a Carpool team, and share drop-off and pick-up with this team.
- Carpools are great for pre-rehearsal supervision – students should use the time before rehearsal for homework, bathroom breaks and snacks.
- Use your carpool to get to SPMS and SPHS when we rehearse at these auditoriums.

Daycare and Rehearsals

- If signed up for **Marengo Extended Daycare**, your student goes there when school is dismissed.
- Your student should remain under Extended Daycare's supervision between school and rehearsal.
- 10 minutes before rehearsal, a Daycare counselor will walk students to rehearsal.
- Counselors will meet students after rehearsal, sign them out and walk them back to daycare.
- If your child attends **another daycare program**, contact that program directly to work out student drop-off and pick-up logistics. Please share the rehearsal calendar with them so that your student is dropped off and picked up on time.

Student code of conduct:

- **At times, students will be required to watch while other students are rehearsing.**
- Students are expected to be quiet and observant, showing respect to fellow students, staff, and volunteers. Students may be able to do homework, read, or rehearse in small groups at this time. Use of Electronic devices and cell phones is not permitted.
- We will use a **time out** system for unacceptable behavior. You will be contacted if your student displays unacceptable behavior.
- If necessary, we reserve the right to recast roles or drop students without refund based on student commitment, behavior, being absent from rehearsal, tardiness and late pickup.
- We encourage families to use the first few rehearsals as a way to evaluate if the musical is right for you and your student. If you realize the musical is not a good fit for your student, contact the SPEF Office if you want to drop from the musical. We offer full refunds until Tuesday October 10, 2017.

Publicity, Photos & Videotaping

- SPEF members and representatives may take photos for publicity purposes. Students will not be identified by name without prior parental consent.
- We do not permit videotaping of rehearsals by parents because it is a distraction to students, nor do we endorse or have permission to videotape performances.
- By applying to participate in the musical, you understand and agree to these conditions.

Special Needs:

- If your child has special needs and would like to participate in the Musical, please contact the SPEF office so we can partner with you on ways to make the experience positive for your student.



Parent Volunteers:

- Volunteers are a big reason for the success of the musical.
- Volunteering helps keep costs down, and as a volunteer, you get to share the musical journey with your 5th grader.
- We love help from all types of volunteers, from responsible high school students to grandparents!
- From week one, we will need help with Rehearsal Supervision.
- Rehearsals are closed to parents, so the only way you can be at a rehearsal is if you've signed up for a supervision shift for that day on Shutterfly.
- Even if you plan to help on another committee, if you see a spare supervision shift and have time, please sign up to help with supervision.
- We also appreciate parents who are willing to lead committees. As chairs (or a co-chair), you will work more closely with the SPEF office and Upstage Directors.
- Based on past musicals, we have activities that require each family to **volunteer at least 20 hours** on their chosen committee. If you can volunteer for 20 hours, the tuition is \$390.
- When applying, there will be an opportunity to indicate the committee you are interested in, and if want to chair that committee - we will try our best to accommodate your request.
- We understand finding time to volunteer can be hard - For parents who cannot commit 20 hours of volunteer time, there is an option to register your student plus buy-out your volunteer hours for \$540. Select this option when you apply.
- Committees are described below:

Role	Description
Costumes	Join Jeanie Joe and help sew and create costumes for the cast. This is a fun, rewarding committee that needs a group of passionate and committed volunteers. Help make the show look great!
Design & Marketing	Feel like designing the Musical t-shirt? Want to help design and print tickets, posters, and the performance program? Like taking photos for marketing, writing articles, captions and posts? This committee is for you!
Makeup & Hair	In Dress Rehearsal week in February, learn student hair and makeup requirements. To work on this committee, we expect you will be available 3hrs before 3 Performances to help get students through hair and makeup.
Props & Backstage	Creative? Like hunting for treasures? Like organizing students? You should volunteer to help on the Backstage & Props committee. In Fall, you'll help collect props for students to practice with during rehearsals. In February when we move to the SPHS performance space, you'll work Backstage or Downstairs to help supervise students, give prompts, and help with props.
Supervision & Hospitality	Volunteering as a rehearsal supervisor is the only way to see rehearsals in progress and is such a rewarding experience! There are a variety of opportunities: sign in supervision, help during rehearsals, sign out supervision, and supervising meals performance weekend.
Ticketing & Ushering	After Winter break you'll help sell tickets at drop off (8am) and/or pick up (2:45/1pm) at your school. Performance weekend, you'll help sell tickets at the box office 45 minutes before shows or help usher (you'll be able to take your seat in time for performances).
Committee Co/Chairs	We love having a point person to lead each committee - let SPEF know if you want to lead or co-chair a committee.

Parent Committee Descriptions (above)



How to Register your student:

- Go to the SPEF website www.spef4kids.org and click on the link to online enrollment.
- If you previously created an account for Afterschool classes or Summer School, sign back in, otherwise create an account. You will need an email address to create an account.
- Once signed in, complete and submit your application.
- The application portal will open on **Wednesday, September 6** at 9am.
- The application portal will close on **Friday, September 8** at 12pm.
- All applications submitted by the closing time will be equally considered.
- You can elect to pay in full when you sign up, or by installments in September, October and November. You can also elect to pay with cash or check at the SPEF office.
- The registration process is user friendly, however you are welcome to call us if you need help, or visit the SPEF office to use our computer. If you have any questions, please contact the SPEF office well before the application portal closes.
- Once the portal closes, if there are more applicants than spaces, a random lottery with places based on current 5th Grade enrollment by school, will be conducted.
- If you miss the application closing date or are not selected if we go to lottery, you will be put on a wait list until your application can be reviewed, or space becomes available.

How we contact you:

- We'll **email** to confirm your student's inclusion in the musical on Monday September 11, 2017 by 4pm. Contact SPEF if you have not received an email by Tuesday morning.

SPEF is accepting applications online between:

Wednesday, September 6 at 9am and **Friday, September 8** at 12pm.

Registration for all SPEF Programs is online at:

www.spef4kids.org

Need more information? Please contact:

Brionne Cox ■ SPEF Program Coordinator ■ (626) 441-5810 x 1163 ■ bcox@spef4kids.org

Jennifer Many ■ SPEF 5th Grade Musical Chair

More information and updates will be available in the 5th Grade Musical section at:

www.SPEF4kids.org