

INFORMATION LETTER FOR DISNEY SUMMER SCHOOLS 2009

Dear parent/ guardian of The Summer School student(s),

Please complete and return forms 1-4 to ABD together with the non refundable deposit to book a place on the course **ASAP**. (deposit of £10 for the 1st child and £5 for each further sibling, either cash or cheque made out to ABD Productions)

- 1 Our ABD Information/ Registration sheet,
- 2 Medical Details Form
- 3 Behaviour and Discipline Policy Form
- 4 Costume Form

Brief general info about the Disney Summer School and Show

The youngsters on the course will be given a CD with songs they will need to **learn** together with the lyrics a few weeks before the start of the course.. The parts to be learned are clearly marked **ALL**. It's vital they know these songs **word perfect before they turn up** as we have so little time to get the whole show up and running.

All youngsters will be fully supervised. They are not allowed off the premises under any circumstances!

The Health and Safety Policy and Discipline Policy will be adhered to so that classes are safe, happy and productive. Shy students have nothing to worry about. They will be well looked after.

Students are asked to wear loose, comfortable clothing (nothing expensive as it might come in for some wear and tear) and appropriate, sensible footwear (jazz shoes, jazz boots, trainers or pumps)

Classes will begin promptly at 9.30 a.m (registration 9.15) and end at 4.30 p.m. with appropriate breaks. Please note ABD staff will be on the premises before and after these times but parents with genuine pick up/ delivery problems because of work need to have their arrangements agreed with ABD. (see Application Form)

(24 hours notice will be given if we wish to keep specific youngsters back for a short extra rehearsal)

Lunch will be eaten on the premises, preferably a packed lunch from home although certain items can be purchased from the venue. Please ensure that your youngster has an adequate supply of drinks. Rehearsing is thirsty work!!

Youngsters are asked **not** to bring unnecessary valuables. **ABD will not accept responsibility for any loss or damage to their belongings.**

For the dress rehearsal and the performance itself, youngsters will need to be in black clothing as a base for the costumes, as plain as possible. No cut off tops or low rise pants. Black jazz shoes or pumps/ plimsoles or other black, logo free leisure shoes are required as the cast need to look as uniform as [possible under their outer costumes.

We look forward to seeing you and family and friends at the Final Show on the final night of the course,. (tickets will be available from the venue .) Best Wishes from all at ABD.

DISNEY SUMMER SCHOOL 3

Southport Arts Centre

Information/ Registration Sheet For ABD File

Name of student _____ AGE _____

Address: _____

Post Code _____

Telephone No: _____ Mobile _____

Email address _____

School Attended _____

Emergency Contact No _____

Deposit paid _____ Date _____

Balance Paid _____ Date _____

Please sign **below** to allow us to take **promotional and production photographs both during the course and the performances**. It also means that you are happy for a **video** to be made, if this can be arranged) so that those parents who wish to, may buy a copy. **Parental consent for each child is required by law** in order to be able to do this. If we don't receive **all** these forms signed then **no-one** will be allowed to take photographs and the video cannot be made.

I give my consent for my child to be videoed and/ or photographed. _____

How many students will be attending from your family?.....

Parents / Guardians

Would you like to be involved helping in any capacity Yes / No _____

Please complete all forms and post to ABD DISNEY Southport Arts Centre SUMMER SCHOOL 3
68 Bescar Lane , Scarisbrick, Ormskirk L40 9 QS

Tel 01704 880607 for any queries.

Please do not fill in. FOR OFFICE USE ONLY

Deposit paid _____ Date _____

Balance Paid _____ Date _____

BEHAVIOUR & DISCIPLINE POLICY

A B D's Production of "Alice in Wonderland" Disney Summer School will hold a high profile in the local community. Each cast member will represent not only the Production, other cast members but also at the venue. This is an exciting opportunity for all members of the cast and we do not want to dampen any enthusiasm. Nevertheless, a Theatre can be a dangerous environment if it is not treated with respect. Therefore, ABD Productions expects a certain standard of conduct and co-operation from everyone involved to achieve a pleasant and safe project. We want to get the best out of all members of the cast and to produce a first class professional production.

The following disciplinary system will be implemented to enable the smooth running of the production.

1 – If the cast member is not following any of the chaperones/leaders instructions, they will be awarded a yellow card and asked to correct their behaviour.

2 – If the same individual continues to display disruptive behaviour, they will then be shown a second yellow card and asked to seriously consider how their unhelpful behaviour may be hindering the production.

3 – Lastly, if there is little or no improvement from the individual in question, surrounding their behaviour, they will attend a meeting with one of the production team. They will then discuss their reasons as to why they feel they cannot be involved in the production without displaying disruptive behaviour and distract other cast members development.

4 – Further to the above meeting, if there is not a vast improvement in the cast members behaviour and general attitude in the production. Then their parent/guardian will be contacted and the individual will be asked to leave the production. This will result in their loss of role and forfeit of their fee.

PLEASE NOTE; Failure to adhere to these standards **during dress rehearsal or any performance of the production** will be treated as a serious breach of these terms and may result in the loss of their role.

Please complete the following declaration and return to; **A B D Productions, 68 Bescar Lane, Scarisbrick, L40 9QS.**

I have read and fully understand the above behavioural agreement. I agree that my child will abide by its terms throughout my child's time with ABD's Production of "Alice in Wonderland" Disney Summer School .

Cast Member's Name, _____

Parent/Guardian, _____

Signature, _____ Date _____

MEDICAL DETAILS

Cast member's name in full, _____

Please give the name and contact of somebody that we can reach in an emergency;

name, _____ tel, _____

Has your child ever had any serious illness / operation / accident?

Has your child had an illness within the last year?

Does your child have any difficulty with their Hearing / Eye sight?

Are you aware of any problems of behaviour, nervousness, speech, or tendency of fits or fainting

Does your child require, any medicines, special diet, or other special treatment?

Does your child have any allergies?

Is there anything else that you feel we should know about your child?

I understand that whilst on the premises at the venue at Rehearsals and during the performance my child will be covered by Public Liability Insurance. However, I understand that ABD Productions Staff connected with the Production cannot be held responsible for any reckless action carried out by my child / children during their attendance.

I understand that cast members are not allowed out of the building if they are under 16 except in the case of an emergency, A B D Staff connected with the Production cannot be held responsible for the safety of cast members once they are outside the building.

In the event of illness or any accident requiring emergency hospital treatment of my child / children, I authorise any member of A B D Productions Management Team to sign on my behalf any written form of consent required by the Hospital Authorities, if the delay to obtain my signature is considered inadvisable by the Doctor concerned.

Parent / Guardian's signature, _____ Date, _____

DISNEY SUMMER SCHOOL

COSTUME MEASUREMENT FORM

Please complete with measurements done in inches.

Name

Summer school 1/ 2/ 3/ 4 (St Helens, Crosby, Southport, Preston (please del;ete to leave your choice)

Bust/ Chest.....

Nape of neck at back to ground.....

Waist to ground

Waist.....

Hip.....

Height.....

Any other information you feel relevant

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